



Class D Commercial Drive School Auditing

Class D Drive Schools

3-17-2025

Revision History

Effective Date of SOP: 3/24/25	SOP Number: E.03
Functional Area Name: Drive Schools	Division Name: Class D
Last Review Date: 2/21/2025	Last Reviewer: Roxann Donatini, Designated Examiner Manager
Next Review Date: 2/21/2026	Next Reviewer: Designated Examiner Manager
Executive Approval Date: 3/17/25	Approved By: Caitlin Owen

Overview

This standard operating procedure (SOP) covers the process of conducting annual audits of Drive Schools (DS).

Purpose

This SOP provides Drive School Examiners (DSE) with a step-by-step overview of how to conduct full and component audits of Drive Schools.

Policy Statement

These procedures apply to all Class D Commercial Drive Schools in the state of Oklahoma. All DS's must be audited annually by SOK to have their certification renewed.

Compliance

OAC 670:15-37 – Driver Education Instruction

Systems

System	Function
School/DE Audit Team SharePoint	Internal shared drive for storing DE-related forms, checklists, and guidelines
DE Schools Database	Microsoft Access database used for storing DS records

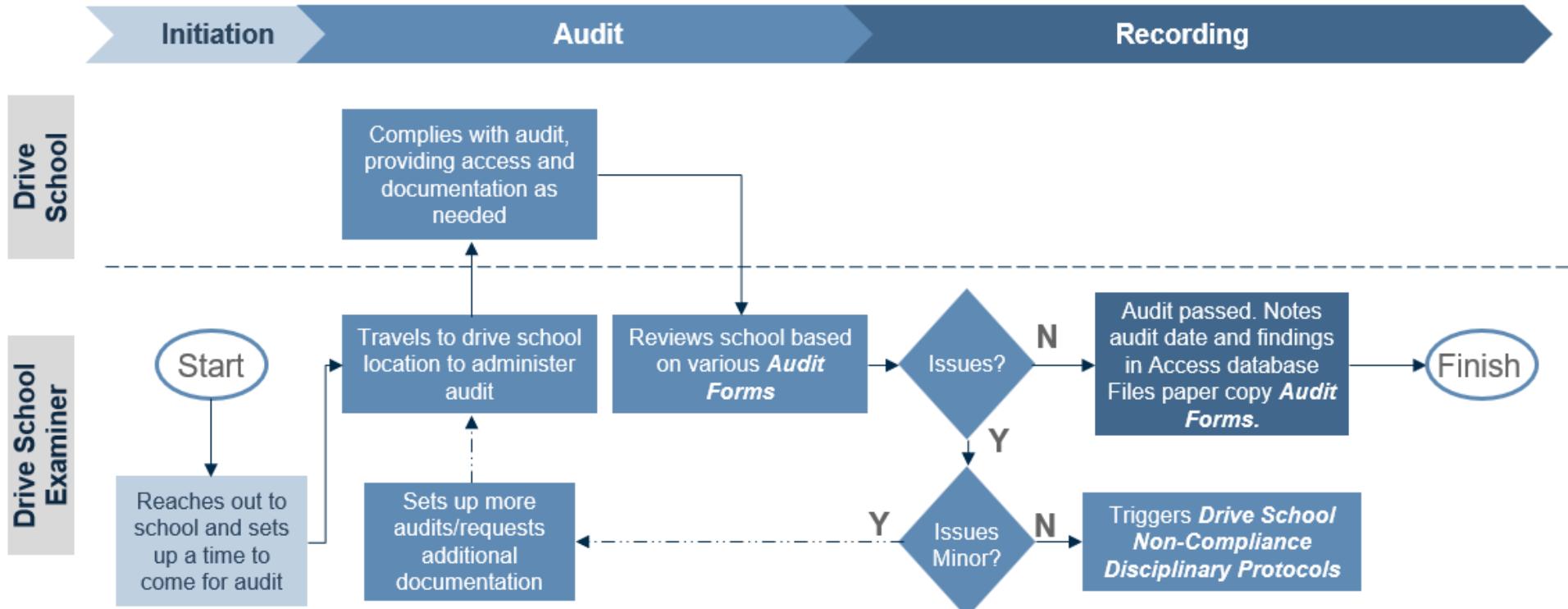
Roles

Role	Responsibilities
Drive School (DS)	School to be audited by SOK. Must comply with audit by providing access to facilities, vehicles, and documentation



Drive School Examiner (DSE)	SOK employee responsible for reviewing, auditing, renewing, and approving drive schools
Designated Examiner Manager	SOK Employee who oversees DSEs and is available to answer questions or resolve issues in the auditing process.

Process Map - Class D School Auditing Procedures



Procedures

Process #1: Commercial Drive School Full Audit

Purpose: The purpose of this process is to provide Drive School Examiners with a step-by-step overview of how to conduct full and component audits of Commercial Drive Schools.

Background: There are several different types of audits that can be conducted at a DS to check compliance. These include a full audit, facility audit, vehicle(s) audit, records audit, classroom instruction audit or drive route audit. A full audit of each DS should be conducted at least once annually. A full audit contains each of the component audits within it, so this SOP will cover a full audit as an example of the auditing process. Any additional component audits may be conducted at any time throughout the year by a DSE as needed.

Process Step-by-Step:

1. First, a DSE will reach out to a DS to set up a time to come out for a full audit. The DSE will instruct the DS to prepare for the audit with records, fleet information, and classroom sessions ready to share.
2. On the day of the audit, the DSE will travel out to the DS location to administer the audit, bringing all necessary audit forms with them ([See reference section](#)). The DS will provide access to their facility, school and student instruction records, and vehicles.
3. The DSE will review the school, checking compliance against their audit forms.
 - a. If there are no issues identified, the DS has passed their audit. Proceed with creating written record of findings in the DE Schools Database ([See process #2](#))
 - b. If there are issues identified with some area(s) of the audit, the DSE may want to schedule an additional audit or request more specific documentation. If the DSE uncovers a compliance issue that is persistent and of major concern (e.g., regularly instructing students not of driving age), this may trigger Drive School Non-Compliance Protocols.

4. After any audit is conducted (pass or fail), the DSE will create a written record of findings in the DE School Database ([See Process #2](#)).

Note: After a school's original facility certification or every full audit, enter the date of the audit in the field 'Last Audit Date' on the school's page in the DE Schools Database.

5. The DSE should print and file the schools audit record, completing the audit process.

Note: Remember to conduct a follow-up audit on any issues found in the full audit to ensure concerns have been addressed ([See Appendix A](#)).

Process #2: Transferring an Audit to the DE Schools Database

Purpose: The purpose of this process is to provide DSE's with step-by-step instructions to upload an audit to the DE Schools Database

1. Open the **Auditor Master Select** database.
2. Select the **DE Schools** button.
3. Select **Commercial Schools**.
4. Select the school from drop down list.
5. Select the **Audit** button at the bottom.
6. Select **Add Record** to open a blank form.
7. Fill in the blank fields and in Notes, describe your findings. If a violation was noted, reference the statute or rule and how long the school has to bring the issue back in compliance.
8. When finished, select **Save Record**.
9. Select Print Report and print the record. File in the school's paper file.

Appendix

Appendix A: School Audit Type Descriptions

The following audit types may be used to supplement a full audit as needed.

Facility – An inspection of the school's customer service area and classroom must be inspected prior to certification and whenever additionally needed. Use the portion(s) of the [Commercial School Audit Form](#) that apply. If a new facility, only the *Classroom* section will apply.

Vehicle(s) – Any new school vehicle must be inspected and approved for use before a school utilizes it for instructional purposes. Use the [Commercial Driving School Vehicle Inspection](#) form.

Records – An inspection of a school and student records, outside of the full audit, whenever an auditor feels it is necessary to determine regulatory compliance. Use the [Commercial School Audit Form](#) and [Student Record Audit Form](#).

Classroom Instruction – An audit of the classroom instructional period to ensure regulatory compliance and accuracy of information being imparted to students. Use the [Classroom Instruction Audit Form](#)

Drive Route: Surveillance of a DS's test route can be conducted to ensure the school's instructors are compliant in not using the SOK approved test route to conduct training. This process is also used when establishing a new designated examiner drive test route or when making changes to an existing one.

Drive routes are recorded by copying the pertinent section from Google Maps on a Word Document and making appropriate markings to show route and where required maneuvers are to be conducted. Additionally, turn by turn instructions should accompany the map.

When a new route is established or an existing one changed, the map/directions for the approved test route is saved in the "Designated Examiner Drive Routes" folder in the X: drive.

1. Commercial Schools
2. Designated Examiner Drive Routes
3. Select the appropriate school folder or if a new school, create a folder titled with the new school's name.

References

1. List of links relevant to Commercial Drive School Auditing
 - a. [Commercial School Audit Form](#)
 - b. [Student Record Audit Form](#)
 - c. [Classroom Instruction Audit Form](#)
 - d. [Commercial School Vehicle Inspection Form](#)