

First Steps Driving School, LLC “Safe Driving, Done Right”
1250 Old Leechburg Road
Plum, PA 15239
www.firststepsdrivingschool.com 412-860-8836

April 3, 2018

Dear Sir or Madam,

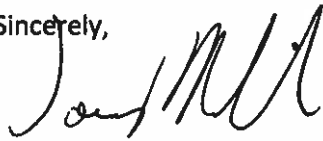
I am sending this letter as a part of our mandatory annual review for the driver licensing program that your School District is currently participates in. In the past years your superintendent or head of schools has given us permission to test all qualified students from your school district for their driver’s license test. We currently are able to test qualified students enrolled in the following schools and secondary education programs for:

Burrell School District, Plum Borough School District, and the South Butler School District.

As part of our annual review we must review all of our client files and receive an annual permission signature from each individual school or school district representative that we test students from. Please review the past signed permission form that I have enclosed from your school and sign the new permission forms for this upcoming school year. **Once signed, make a copy for your files if necessary and return the original signed permission form in the enclosed self- addressed envelope. We have already signed our signature so that you can make a copy for your files. Upon return, we will make a copy for ours files and send the original signed copy into the state.**

We appreciate your assistance in our annual review process for our driver licensing program and the opportunity to continue offering this program to your residents and students. If you have any questions or concerns please feel free to call me at your convenience.

Sincerely,



David Miller

First Steps Driving School

Owner / Partner / Driving Instructor

412-327-9728

END-OF-COURSE SKILLS TEST
INSTRUCTOR CERTIFICATION



INSTRUCTOR INFORMATION

Name: CHRISTOPHER STEWART Driver License #: 23 916 903
Home Address: 1750 OLD LEBANON RD PLUM, PA 15239 Instructor Number: 48489
Email Address: firststepsdriving@yahoo.com Phone #: 412 820 8836

SCHOOL DISTRICT INFORMATION (ONE FORM PER SCHOOL)

Name of School: Plum Borough School District County: Allegheny
School Address: 900 Elicker Road, Plum, PA 15239 Contact Person: Justin Stephens
(at school district)
Phone #: 412-795-4880 x6371 Email: stephansj@pbsd.k12.pa.us
(contact person's number) (contact person's email)

AFFIDAVIT FOR CERTIFICATION AS AN INSTRUCTOR

I swear and affirm that I have been provided with a copy of the EOCST Program requirements. I understand and agree that failure to administer the training program as prescribed by these documents may result in the decertification of my instructor testing privileges.

[Signature]
INSTRUCTOR SIGNATURE

4/3/2018
DATE

SCHOOL DISTRICT SUPERINTENDENT INFORMATION

Each statement must be initialed by the School District Superintendent.

 I swear and affirm that this instructor has an agreement with this School District to conduct the EOCST on behalf of the School District. I have been provided with copies of the EOCST Program requirements and I understand the roles and duties of an EOCST instructor.

 I understand that failure to administer the training program as prescribed by these documents may result in the decertification of the instructors testing privileges.

 I understand the instructor meets all necessary EOCST Program requirements to administer the EOCST to the students currently enrolled in my School District.



I understand that all EOCST program-related documents will be maintained securely within my School District facility in a locked file cabinet.
Location of locked file cabinet: main office

Name (please print) Brendan Hyland Phone Number: 412-798-6359

Superintendent Signature: _____ Date: _____

END-OF-COURSE SKILLS TEST
INSTRUCTOR CERTIFICATION



INSTRUCTOR INFORMATION

Name: Scott Taylor Driver License #: 21918431
Home Address: 1250 Old Beechburg Road Plum, PA 15239 Instructor Number: 48650
Email Address: firststepsdriving@yahoo.com Phone #: 412-860-8836

SCHOOL DISTRICT INFORMATION (ONE FORM PER SCHOOL)

Name of School: Plum Borough School District County: Allegheny
School Address: 900 Elicker Road, Plum, PA 15239 Contact Person: Justin Stephans
(at school district)
Phone #: 412-795-4880 x6371 Email: stephansj@pb.d.pa.us
(contact person's number) (contact person's email)

AFFIDAVIT FOR CERTIFICATION AS AN INSTRUCTOR

I swear and affirm that I have been provided with a copy of the EOCST Program requirements. I understand and agree that failure to administer the training program as prescribed by these documents may result in the decertification of my instructor testing privileges.

Scott A. Taylor INSTRUCTOR SIGNATURE 4/3/2018 DATE

SCHOOL DISTRICT SUPERINTENDENT INFORMATION

Each statement must be initialed by the School District Superintendent.

 I swear and affirm that this instructor has an agreement with this School District to conduct the EOCST on behalf of the School District. I have been provided with copies of the EOCST Program requirements and I understand the roles and duties of an EOCST instructor.

 I understand that failure to administer the training program as prescribed by these documents may result in the decertification of the instructors testing privileges.

 I understand the instructor meets all necessary EOCST Program requirements to administer the EOCST to the students currently enrolled in my School District.

 I understand that all EOCST program-related documents will be maintained securely within my School District facility in a locked file cabinet.

Location of locked file cabinet: main office

Name (please print): Brendan Hyland Phone Number: 412-798-6359

Superintendent Signature: _____ Date: _____





pennsylvania
DEPARTMENT OF TRANSPORTATION

END OF COURSE SKILLS TEST PROGRAM REQUIREMENTS

Enclosure #2

PROGRAM OVERVIEW

The End Of Course Skills Testing (EOCST) program affords high school students, who are enrolled in a Department of Education-approved driver's education program, at or through their school district, an opportunity to take their driving test the last half-hour of the 6-hours of behind the wheel instruction, provided the requirements contained within this document are met. The high school for the school district will be considered the designated test center for the purposes of this program for their students. The EOCST is equivalent to the driver's test given at the Driver License Centers and the school district or the EOCST Instructor may not charge any fees for the EOCST test. Testing requirements and scoring procedures will be provided by the Department of Transportation. The test will consist of maneuvers which include; starting the vehicle, stopping, turning, parallel parking, and other general driving behaviors.

The Department acknowledges that some School Districts have contracted their driver's education program out to a Private Driver Training School, Intermediate Unit or a Community College. In those cases, the School District is still responsible for the oversight of this EOCST program and must provide written authorization to the Department for any EOCST Instructors who will be providing the EOCST to their students, even if that EOCST Instructor is not employed by the school district.

PROGRAM REQUIREMENTS

- The test may only be administered to students enrolled in your school's driver education program who have successfully completed the 30 hours of in-classroom theory or 30 hours of a web-based theory program approved by the Department of Education.
- Student's must have 65 hours of behind the wheel skill-building completed and must have the parent/guardian form completed prior to testing.
- Student's must meet state licensing requirements to be eligible to participate in this program.

- The test will be given during the last half-hour of the six hour on-road instruction. No additional time is required unless warranted by the EOCST Instructor and approved by the school district.
- Testing may only be done during daylight hours.
- Testing family members or friends is not permitted.
- The school district may set administrative conditions and limitations for the program as long as they do not conflict with Department requirements and are applied equally.
- The EOCST Instructor must either be employed by the school district or have a written agreement with the school district to administer the EOCST to the district's students.
- The school district is responsible to notify the Department immediately if an EOCST program instructor retires or separates from employment.
- Both the EOCST Instructor and the Superintendent of the school district must review the program requirements and sign the acknowledgements on the EOCST Instructor certification form. This form must be signed by the EOCST Instructor and the superintendent of the school district that is providing authorization to administer the ECOST program to their students.
- All EOCST instructors will be audited by the Department to ensure they are administering the test and scoring correctly, as well as retaining the proper paperwork.
- All EOCST program documents are to be secured, in a locked cabinet, at the school district location daily. In no case should any documents containing customer information be secured in a vehicle, a place of residence, or a personal computer.
- School districts must retain EOCST program documents for 1 year. All files are to be purged in a secure manner.
- The Department reserves the right to require electronic posting of EOCST results through a Department-approved electronic process at a future time as determined by the Department.
- Instructors participating in the EOCST program, may not participate in the Department's Third Party Non CDL testing program.

EOCST INSTRUCTOR REQUIREMENTS

- The EOCST instructor must be certified by the Department of Education to conduct driver's education in Pennsylvania.

- Annual re-certification Process:
 - The EOCST Instructor certification form must be completed. This form must be signed by the EOCST Instructor and the superintendent of the school district that is providing the EOCST Instructor authorization to administer the ECOST program to their students. If the EOCST Instructor has authorization for multiple schools, this form is required for each school.
 - Provide a copy of your valid certificate issued from the Department of education indicating you are certified to conduct driver's education in Pennsylvania.
 - Any EOCST examiner working directly with persons under the age of 18 must obtain child abuse clearance. Please provide a valid copy of your Child Abuse Clearance certificate.
 - The EOCST Instructor must sign a Department record information Confidentiality Policy statement.
 - Provide all test route requirements. (if your test route has changed from the previous test route you submitted or if you are adding additional tests routes; please include an updated test route map and narrative, including the location you intend to use as your parallel parking area.
 - Attend a Department EOCST program instructor recertification training session. Please note: All necessary documents (listed above), must first be submitted and approved by the Department prior to attending the training.

- Must be at least 21 years of age.
- Instructor is not permitted to administer the test prior to the 'test eligibility date' (on the permit) or after the permit expiry date.
- Instructor must administer a minimum of 12 tests per year. The instructor may submit a request for waiver of the minimum test requirements. This request must provide clear justification on why the waiver is being requested.
- Instructor may allow up to 2 students in a vehicle if directed by the school district.
- Instructor may not charge for the test. If the student is not ready at the time of testing or does not pass, instructors may not provide additional testing time for a fee. Lab fees and contract fees may be charged as usual, but the instructors may not use this program to increase those fees or to begin charging those fees.
- If an instructor believes a student is not ready to take the test at the appointed time, the test does not have to be administered. If the school allows, the instructor may take more time with a student to provide necessary instruction. If a student does not want to take the test from the instructor for licensing purposes, the student will have the option of going to a Driver License Center.
- Instructor is responsible for submission of all tests results (pass and fails) and parental/guardian forms to the Department the same day or within 24 hours of the exam.
- Instructor must ensure that all EOCST program documents are secured at the affiliated school district location daily. Instructors that administer test to multiple school districts must ensure that all documents are securely maintained at the school where the student is enrolled. In no case, should any documents containing customer information be secured in a vehicle, a place of residence, or a personal computer.
- Instructor must have a Department approved test route for all school district students.
- All EOCST instructors will be audited by the Department to ensure they are administering the test and scoring correctly as well as retaining the proper paperwork.

Instructor must relinquish their stamp and instructor certificate to the Department upon separation from employment or retirement from service, or as the Department requires.

TEST ROUTE REQUIREMENTS

Effective September 1, 2017 or a date as designated by the Department, all skills test routes must include parallel parking. The parallel parking maneuver must be the first part of the test prior to going on the public roadway. The applicant must perform the parallel parking maneuver on an obstacle-free test pad located at the high school prior to going on the public roadway.

NOTE: Parallel parking specifications:

The high school's parking area must measure 8' X 24' and have sufficient room to conduct the maneuver on an obstacle-free pad. The parallel parking area must have cones or barrels placed at the top and bottom of the parking space and a cement curb. The area is to represent a 'street' parking scenario and the cones represent parked cars.

The Road Skills Route must incorporate a minimum of:

- 2 right turns
- 2 left turns
- 1 traffic control device (stop sign or traffic signal)
- 1 speed zone change
- Minimum of 15 minutes long

If a student successfully completes the EOCST, the EOCST instructor will stamp the student's learner's permit. This stamped permit serves as a temporary license, valid for 120 days until the camera card is received in the mail. Upon receipt of the camera card, the student must go to a PennDOT Photo Center to have their photo taken. Under no circumstance should an instructor send a student to a Driver License Center without a camera card.

All approved courses must begin and end at the school.

NOTE: Since you are only permitted to test students on a Department approved route, it is strongly recommended to develop an alternate test route due to road closures, construction, accidents.

NON-COMPLIANCE WITH PROGRAM REQUIREMENTS

The Department reserves the right to decertify the instructor when the Department receives information of noncompliance with the program requirements or for causes which includes, but is not limited to:

- Instructor's operating privilege is suspended, revoked, recalled or disqualified.
- Testing an applicant prior to 'test eligibility date' listed on permit.
- Testing an applicant on an expired permit.
- Failure to properly administer test.
- Failure to properly score test.
- Reporting false test results to the Department, unintentionally or intentionally.
- Failure to submit test results that are 'fails'.
- Testing students that are not enrolled in the School District that you have been authorized to test with.
- Testing students that have suspended driving privilege.
- Testing students without parental consent.
- Unsatisfactory audit findings, this includes storage of program documentation.

If the Department determines that ground for decertification exists for failure to comply with any of these program requirements, in lieu of decertification and at the Department's sole discretion; the department may require the EOCST instructor to submit a management plan that addresses the compliance issue. The Department at its discretion may allow the EOCST instructor 30 days to correct the deficiency. If the deficiency is not corrected, the EOCST instructor may be decertified.

First Steps Driving School Driver Licensing Testing Route

Start at Plum Senior High School

- 900 Elicker Road
- Bus Lot by Front doors

Proceed Straight out of parking lot to Stop Sign

- Make a LEFT turn at Stop Sign

Go Straight to Stop Sign at the end of the parking lot

- Turn RIGHT onto Elicker Road

Next Stop Sign turn RIGHT onto Leechburg Road

Go down the hill for approximately 1/2 miles to Y-Intersection and Bear LEFT

- Onto New Texas Road
- Will be on here for approximately 2 1/2 - 3 Miles
- Will Bear RIGHT at a Stop Sign Except for RIGHT Turn Sign

Make Left on Renton Road

- Will be on here for approximately 1 mile
- Speed Change 35 mph to 25 mph

Make Right onto Renton Avenue

- 1/2 Mile

Stop Sign - Make left onto Walnut Street

Stop Sign - Make Left onto Apple Street

Stop Sign - Make Right onto Renton Road

- Have to watch speed - only 25 mph

Stop Sign - Make Left onto Coal Mine Road

- Speed only 25 mph
- Emergency vehicles
- Also, watch divider

Stop Sign - Make Right onto Old Leechburg Road

- 200 Yards

Make Left onto Ross Hollow Road

- Speed Limit 25 mph & Watch out for different environments
- 1 1/2 Miles

Stop Sign - Make Right onto New Texas Road

- 1/2 Miles

Make Left onto Elicker Road

Make Left into School Parking Lot

- Park

Notes
First Steps Driving School Test Route

* Start/Finish

