

MVD Procedural Quick Update

#1rev

RE: Secured CDL Skills Test Forms
Effective date: Immediate

Date: May 1, 2009
To: All MVD
From: Mac Lewis, MVD Policy and Procedures Manager

[This PQU, now revised, was the first in our series of procedural updates. These updates deal with specific MVD procedures and practices. Managers and Supervisors should consistently distribute the updates to all personnel and integrate them into regular information and training sessions.]

MVD will not accept any Skills Test Form for issuance of a CDL to a first-time driver applicant, unless we receive the Skills Test Form in an envelope that is sealed and identifies the testing organization. An envelope secured by tape is unacceptable.

If an unsecured envelope is received, field agents must refuse to accept the envelope and should instead direct the applicant to return to the testing organization for a properly packaged test result.

The testing organizations are

- Dona Ana Community College
- Eastern New Mexico University
- New Mexico Junior College
- New Mexico Department of Transportation (DOT)
- New Mexico Public Education Department (PED)
- Operating Engineers Union (Albuquerque)
- San Juan College
- Central New Mexico Community College (CNM)

The testing organizations have been notified of the new procedure, which is necessary to prevent tampering with the Skills Test results and to comply with federal requirements. They have been asked to inform all driver applicants that the Skills Test Form must be submitted to MVD in the sealed envelope, which is not to be opened by anyone other than an MVD Agent.

Field office managers and supervisors should refer any comments or questions regarding this Procedural Quick Update to their Bureau Chiefs or to the CDL Unit in Santa Fe, with cc to mac.lewis@state.nm.us.
