



February 2005

MEMO TO: Pilot/Escort Vehicle Operator Instructor Candidates

FROM: Tina Schlund, Evergreen Safety Council

To confirm your acceptance into the two-day Pilot/Escort Vehicle Operator (P/EVO) Instructor Certification Training Course, we must verify that you meet the prerequisites as established by the Washington State Traffic Control Oversight Committee to become a certified instructor. Attached is of Page 2 of the Instructor Memorandum of Understanding. This will explain the minimum qualifications to become a certified P/EVO Instructor. Please fill the application and the registration form out completely. These will need to be sent to us along with payment, copies of your driver's license, current P/EVO card, and verification letter(s).

Summarily, you must have

- a valid driver's license,
- a current P/EVO card,
- knowledge of Commercial Transportation (preferably with P/EVO driving), and
- a letter(s) verifying trainer/instruction experience.

You will be reissued a current P/EVO card at the time you participate in the instructor training session (presuming you pass the open-book test and have met all of the prerequisites).

If you are unsure of your qualifications as delineated in the Declaration, you are welcome to submit a statement regarding what you feel is qualifying experience and training for our evaluation. We will review your statement and respond as appropriate to the pre-stated criteria, and your ability to meet the criteria to become a certified P/EVO instructor.

If you have further questions regarding the training or certification, please don't hesitate to call for clarification so that we may confirm your participation in the instructor certification class.

Instructor Applicant Declaration

Instructor Applicant Declaration

The Traffic Control Oversight Committee has established the following as the minimum qualifications for becoming a P/EVO instructor authorized to issue the Washington State Pilot/Escort Vehicle Operator (P/EVO) Card.

To become a certified instructor authorized to issue the WSDOT P/EVO card , applicant must:

1. Successfully Complete the Evergreen Safety Council Instructor Training Course, and
2. Agree to conduct classes consistent with the standards and materials made available as part of the instructor training, and

Applicant must send copies of:

- a valid Drivers License
- a current state certified P/EVO card;

And Letter(s) verifying

- Trainer/Instruction Experience
- Knowledge of Commercial Transportation Preferably with P/EVO driving experience

YES **NO**

<input type="checkbox"/>	<input type="checkbox"/>
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In exchange for the training, materials, certification and services provided by the Evergreen Safety Council, the instructor signing this Understanding will:

1. Train P/EVO using the full content * of the Instructor's Manual and related materials.
Note: Instructors may add to the training materials, but to delete materials is to risk losing instructor certification from the Evergreen Safety Council.
2. Provide each P/EVO candidate with an original copy of the P/EVO Operator Certification Handbook or training kit to keep for further reference.
3. Instruct students in a manner consistent with the Instructor Training Course.
4. Provide the Evergreen Safety Council with completed rosters of attendees, with attendees' test scores and P/EVO Card number, within five (5) days of course completion.
5. Not duplicate and/or distribute course materials received other than exercises and handouts designed for that purpose.
6. Function as an instructor, independent of the Evergreen Safety Council unless contracted specifically by the Safety Council for that purpose.
7. Perform all training in a nondiscriminatory manner, consistent with Federal and State Equal Opportunity Regulations.
8. Issue a certification card only to those P/EVO candidates student's who receive a score of 80% or better on the final examination.
9. Review course evaluations completed by P/EVO operator attendees and route copies of the evaluations that are exceptional (positive or negative) to the Evergreen Safety Council with the course rosters. (Forward all evaluations for the Instructors first 3 classes to the Evergreen Safety Council.
10. Conduct the open book exam process in an ethical manner and restrict access to the exam and answer template to class participants.

I have marked the boxes related to my qualifications to participate in the Pilot/Escort Vehicle Operator Instructor Certification class. This information is true and accurate to the best of my recollection and understanding.

Printed name	Signature	Date
Company	Mailing Address	City State Zip Phone

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