Professional Driving Schools Electronic Record Submission and Record Keeping Requirements

MassDOT RMV-IS Security
25 Newport Avenue Ext. ● Quincy, MA 02171

Instructions

Email completed form to RmvBusinessPartners@dot.state.ma.us.

Business Name

Legal Business Name

DBA	Federal Employer ID Number (FEIN)

Mailing Address

Business Location Address

All business records, including student attendance and instructional records, instructor records, and vehicle records, shall be maintained electronically via the Registry of Motor Vehicle ATLAS Driving School Portal (Portal) accessible at the main business office. Each Professional Driving School and Public School Driver Education Program shall comply with the guidelines established by the Registrar for the form, content, and retention period of required records. School that maintain records via a Commercial of the Shelf (COTS) or Web based system may continue to maintain records via the COTS or Web based product however must adhere to the record submission requirements into the Portal. All driving schools shall maintain computer equipment (i.e. Desktop computers, laptops and a printer) at the school's main business office.

Instructor Records
All instructors providing instruction of any kind including, but not limited to, classroom instruction or on-road instruction, must be maintained in the RMV ATLAS Driving School Portal. The following information will be required: first, middle and last name, date of birth, license number, start date of employment. Driving School Administrators will be responsible for adding and deleting instructors from their Portal. A photocopy of a current operator's license and instructor's certificate must be maintained for each active instructor.

School Employee Records
All employees listed employed as part of a school must be entered into the Portal. The following information will be required: employee type (i.e. President, Manager, and Clerk), employment start date, license or permit number, first, middle and last name and sate of birth. Driving School Administrators will be responsible for adding and deleting employees from their Portal

Student Records
All students who have received or are currently receiving instruction of any kind including both classroom, and/or on-road instruction shall be entered into the Portal within seven (7) business days after the student enrolls with a driving school. The following information: first name, last name, address, student email, date of birth, permit or license number (if permit has been issued), total program cost, total amount collected (on date of entry) and method of payment.

Instruction Records
Instructional Activity Records: Instructional activity records shall be electronically maintained in the Portal for each individual student receiving instruction. The following information: first name, address, email address, date of birth, permit/license number, list of the dates of instruction, type (classroom or on-road), time, and duration, starting from the first lesson. Included must be the certified instructor's name for each segment of instruction performed and the vehicle registration used for on-road instruction. Instructional activity records must be uploaded to the Portal within seven (7) business days from the date of the instructional activity.

Parent Class Records
Parent Class records must be entered into the Portal and contain the name of parent/guardian that attended the parent class and their license number. Parent Class completion must be uploaded to the Portal within seven (7) business days from the date of the instructional activity.

Final Exam
Final Exam: All students who are required to complete the final exam must have the grade (percentage of questions passed) entered into the Portal. If a student fails their initial exam all subsequent test will need to be entered into the Portal. Final exam scores must be uploaded to the Portal within seven (7) business days from the date of the instructional activity.

Program Cost
Total Program cost, total amount collected and payment type for all students enrolled must be entered into the Student Information of the Portal within twenty-one (21) days of receipt of funds.

The Registry reserves the right to approve all operating systems. The school must have a reliable and redundant back-up system that will ensure safe storage with the ability to print records on request. If an Internet connection exists, a current version of antivirus software shall be required. The RMV maintains the right to require any school at any time to maintain hard copy records.

Sample - For Review Only

Attendance and In Car Sign-in Sheet

- **Classroom Instructional Sign-In Sheet (PDS102):** A sign-in sheet filed chronologically by date of instruction for each student class conducted. Sign-in sheets must contain the following information: date, location of classroom, start time and end time of instruction, module and topic of instruction, and the licensed instructor's name. Sign-in sheets must contain student's printed names and signatures. Instructors are required to print and sign their name on the numbered line directly below the last student signature.

- **In-Car Instructional Sign-In Sheet (PDS107):** A sign-in sheet filed chronologically by date of instruction for each in-car instructional activity conducted. Sign-in sheets must contain the following information: date, instructor's name, and vehicle registration number. Sign-in sheets must contain student's printed names and signatures indicating instructional start time and end time and type of instruction (behind-the-wheel or observation). Instructors are required to print and sign their name on the numbered line directly below the last student signature.

- **Parent/Guardian Class Instructional Sign-In Sheet (PDS108):** A sign-in sheet filed chronologically by date of instruction for each Parent/Guardian class conducted. Sign-in sheets must contain the following information: date, location of classroom, start time and end time of instruction, and the licensed instructor's name. Sign-in sheets must contain parent/guardian printed name and signature and the printed name of the student they represent. Instructors are required to print and sign their name on the numbered line directly below the last student signature.

  Driving schools shall issue a Certificate of Parental Curriculum Completion to each parent or guardian who completes the parent class. The certificate shall be valid for a period of five (5) years.

General Record Keeping Guidelines

All sign-in sheets must be maintained and formatted as approved by the RMV. All instructor, student and instructional records, and sign-in sheets shall be permanently maintained at the main business office, including all instructor, student and instructional records and sign-in sheets from branch locations.

The loss, theft, mutilation or destruction loss or breach of personal information of any records required within these guidelines shall be immediately reported in writing to the Program Manager of the Driver Education Program. The report shall contain specific details about the loss, theft, mutilation or destruction or breach of personal information of records and the owner, proprietor, or business principal shall sign the report.

Record Retention

Driving schools shall maintain all required electronic and paper records for at least a six (6) year period from the date any entry is made. If a driving school closes or ceases operation, it shall provide a repository for all required records to be stored for a period of not less than six years and advise the RMV in writing of the location of such a repository. If the school is sold, the records shall become the property of the new owner and shall become their responsibility for the six-year storage period.

Duly Authorized Official or Officer Acknowledgement and Signature

I understand the guidelines and requirements expected of myself and staff. Any violation of this requirements will result in termination of your eServices Portal access.

Printed Name of Authorized Official or Officer Signature: _____

Authorized Official or Officer Signature: _____ Date: _____

Sample - For Review Only