

# STATE OF COLORADO

## DEPARTMENT OF TRANSPORTATION

Maintenance & Operations Branch  
Transport Permit Office  
4201 E. Arkansas, Suite 290  
Denver, Colorado 80222  
(303) 757-9539



## Pilot Escort Certification Checklist for Third Party Instructors

Attach this document with application packet

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Address (Street, City, State, Zip)

\_\_\_\_\_  
Company representative and phone number

\_\_\_\_ 1. List of instructors which includes resumes for each instructor (outlining related experience in the pilot escort, heavy haul, academia, or commercial vehicle enforcement fields)

\_\_\_\_ 2. Provide a copy of the documentation showing how the business is organized (LLC, LLP, LLLP or LPA). Documentation for sole proprietors and governmental or quasi-governmental entities are not required.

\_\_\_\_ 3. Submit a business plan describing how the Colorado classroom curriculum will be delivered to students. The plan must include a one-year schedule of class dates and city locations that regionally serves students throughout the state. Applicants requesting an exemption to the item must include the reason for the exemption.

\_\_\_\_ 4. Submit a sample of the digital image certification card that will be issued to students upon successful completion of the coursework and examination. In addition, submit the procedure for issuing the certification card (i.e. Will the certification card be issued on the day the student completes prerequisite information, classroom work, and passes the examination or mailed within 3 business days to the student upon completion of all prerequisite information, classroom work and passing the examination?)

\_\_\_\_ 5. Provide procedural guidelines that outline the security measures implemented to safeguard student's personal information.

\_\_\_\_ 6. Provide copies of all course curriculum and testing materials to the Colorado Dept. of Transportation, Permit Office. The materials will be reviewed and approved by the Department to ensure that all the requirements are met per part 4.0 of the Rules.

\_\_\_\_ 7. Provide procedural documents that will be followed to verify the student's Motor Vehicle Record (MVR) acceptability and the collection of insurance forms submitted by the student at the time of the examination. - Applicant must document process for notifying students either prior to class or when they call in to sign up that they will need to bring the MVR and proof of insurance with them to the class. - Applicant must document process for ensuring the students will not be certified until all of this documentation is provided to the Applicant.

\_\_\_\_ 8. Submit the original copy of the Pilot Escort Certification - Third Party Instructor Compliance document, signed and dated, to the Dept. of Transportation, Permit Office.