Ordinance 132 Process Changes

TASK	OLD PROCESS	NEW PROCESS
MSP Drivers License Request	• Company submits an MSP Drivers License Request form	• Company enters driving needs in MSP Signer Portal as part of badge request process
Verification of valid state driver's license	• MAC verified MN driver's licenses	• Company is responsible to verify state driver's license is valid and confirm via the MSP Signer Portal when requesting driving privileges for a new employee or adding for an existing employee
Training for Non-Movement Area Drivers	• Company is responsible for training drivers with Commission supplied materials (every 36 months)	• Driver takes online training via MAC Learning Management System (every 24 months)
Letter of Compliance Form	• Company must submit Letter of Compliance (LOC) to Drivers Training Center (DTC) every 3 years	• LOC is no longer necessary
Training and/or Computer Based Test (CBT) for Movement Area Drivers, including License Renewals	• All Movement Area participating companies receive a 2-month schedule via email for training and testing • Company submits a scheduling request via email to DTC for training/testing • Email includes an attachment of the completed MSP Drivers License Request form • Coordination with DTC required to cancel or change dates/times	• Online training will be available via MAC Learning Management System • Company schedules onsite drivers training (optional) and testing (required) via online system • Self service ability to cancel or change dates/times
Practical Tests for Movement Area Drivers	• Email DTC to coordinate a test time for each individual driver	• Company uses online system to schedule practical test • Self service ability to cancel or change dates/times
Pick up License	• Company was notified by DTC that license(s) are available for pick-up	• Real-time printing as soon as driver passes Movement Area test at the DTC
License Renewal for Non-Movement Area Drivers	• Company is responsible for training drivers with Commission supplied materials every 36 months	• Driver takes online training via MAC Learning Management System every 24 months
Lost License	• Submit an MSP Drivers License Request form with lost license box checked	• Company communicates lost license via email to DTC@mspmac.org
Driver Name Change	• Submit an MSP Drivers License Request form with name change box checked	• Company completes name change request via MSP Signer Portal • DTC will print new license and advise company when ready for pick-up
Change in driving responsibility	• Company submits a scheduling request via email to DTC for training/testing. Email includes an attachment of the completed MSP drivers license request form with license classification change box checked	• Company communicates driver responsibility change via MSP Signer Portal • Change may trigger additional training/testing requirements
Driver still an employee; however, no longer needing to drive in the AOA	• Email DTC	• Company immediately communicates when driver no longer needs to drive in the AOA via the MSP Signer Portal
Monthly Audits for drivers in the AOA	• Movement Area only – Company receives an email from DTC each month with list of expired drivers and those that will expire at the end of current month • Company required to respond via email	• Movement Area and Non-Movement Area – Automated notification each month with list of expired drivers and those that will expire at the end of current month. This notification will include necessary next steps

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