



Metropolitan Airports Commission

DRIVERS' TRAINING CENTER

4300 Glumack Drive, Rm LT-3000

St. Paul, MN 55111

Phone: (612) 467-0974 / FAX: (612) 726-5074

DATE: October 15, 2018
TO: All MSP Drivers' Training Program Participants
RE: MSP Drivers' Training/Testing Procedure Changes – Effective January 1, 2018

Please be advised that the following procedure changes will take effect **January 1, 2018**:

- The revised MSP Drivers' License Request Form No. DTC-1001-04 dated January 1, 2018 will be the only form that will be accepted for the MSP Drivers' Training Program. All previous versions of the form submitted on or after January 1, 2018 will be returned to you and/or your company to be resubmitted using Form No. DTC-1001-04 dated January 1, 2018.
- All MSP Drivers' License Request Forms and Training and/or Testing Scheduling Requests must be submitted at least 48 hours in advance of the scheduled session with the exception of Monday sessions in which all requests must be received by 3:00 p.m. on Thursday prior to the session. All forms and/or requests must be submitted to the Drivers' Training Center email address: DTC@mspmac.org
- All MSP Drivers' License Request Forms must have Sections 1 and 2 completed in order to process your request. If the form does not have Sections 1 and 2 completely filled out, your form(s) will be returned and you will be notified that the form(s) is incomplete. This could result in a delay in getting your participant scheduled for their session. There will be no exceptions to this procedure.
- Prior to submitting any MSP Drivers' License Request Form, please verify that the information on the form is correct for the employee.
- New Tennessee Warning language has been added to the form. Make sure that all of your participants read this language prior to signing so that they are aware that we will be checking personal data that they have provided on the form. Failure to sign the form will result in a loss of driving privileges on the MSP AOA and participation in the MSP Drivers' Training Program.
- All employees must retest every year. If your company's MSP Drivers' Licenses are to expire within the next two months, it is recommended that you start scheduling your employees for retesting now. All renewal requests must be accompanied by a MSP Drivers License Request Form with the "renewal" box checked. If there are any changes in License Classification or Information for your participant, those boxes must be checked as well. Failure to verify any changes to their License Classification or Information will result in the form being returned for any corrections to be made.
- All Scheduling Requests must be submitted by a designated representative from your company. No requests can be scheduled by individual employees. Please inform all of your participants of this procedure.
- The following information must be submitted for **all** scheduling requests:
 - *Employee's First and Last Name*
 - *MSP Drivers' License Number (if this is a renewal)*
 - *Date of Requested Training/Testing*
 - *Time of Requested Training/Testing*
(Refer to the Training and Testing schedule for required time for each test. Sessions are in 30-Minute Increments and the exact time must be indicated)
 - *Type of Test (i.e. Pushback, Limited Tow-Lindbergh, Tow, etc...)*
- Confirmations will be sent out via email for your request. If you do not receive a confirmation for your request by 2:00 p.m. the day before your request, please contact Airside Operations at (612) 726-5111 to confirm your request.
- All participants will only be allowed three attempts to pass their test. After the third failed attempt, the participant will be asked to reschedule a session for a later date through their company.