



Instructor Corporate Training Program

FOR: Pilot/Escort Vehicle Operator Instructor Candidates

FROM: Evergreen Safety Council

To confirm your acceptance into the 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.

Application Process and Instructions:

This application **MUST** be filled out by each potential instructor who wishes to teach the Pilot Escort Vehicle program to his/her staff. The information requested in this application will aid Evergreen Safety Council in determining your eligibility as a Corporate P/EVO Instructor. Please read and follow the instructions carefully, as incomplete applications, or those missing the required attachments will not be reviewed and will be declined. The information you provide must be complete, accurate and specific, and will be subject to verification.

All paperwork will be reviewed and phone interviews will be conducted before approval to enroll is granted.

Please Print:

| |
|---------------------------|
| Applicant Full Name: |
| Name of Employer: |
| Mailing Address |
| City, State, Zip |
| Phone Number: |
| Company Website: |
| Name of Supervisor: |
| Supervisor Email Address: |



Instructor Corporate Training Program 2018

This information contained in this application is intended solely for the evaluation purposes of potential Corporate P/EVO Instructors.

1. How many individuals does your company currently employ? _____
2. How many employees/members does your company anticipate to train each year? _____
3. Please provide a brief summary of why your company is considering an internal instructor to train your employees?

4. How long have you been employed? _____
5. How long have you been a Pilot Escort Operator? _____
6. Do you hold P/EVO certifications in other states? If yes, which ones? _____



Instructor Corporate Training Program

Instructor Applicant Declaration

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

Applicants must:

- Successfully complete the Evergreen Safety Council Instructor training course, and
- submit the following:

| | |
|--------------------------|---|
| <input type="checkbox"/> | 1. Copy of a valid Driver's License |
| <input type="checkbox"/> | 2. Proof of insurance that meets Washington requirement as stated in WAC 468-38-100 |
| <input type="checkbox"/> | 3. Copy of a current (not expired) WA State certified pilot/escort vehicle operator card <i>(other acceptable cards include: Utah, Colorado, Georgia, North Carolina, Oklahoma, Minnesota)</i> |
| <input type="checkbox"/> | 4. A signed letter(s) verifying Trainer/Instruction Experience ** <ul style="list-style-type: none">• <i>This letter needs to come from someone, other than yourself (nor an employee of yours), that can validate your teaching ability.</i>• <i>Some examples of teaching/instruction experience could include (not limited to): First Aid/CPR, Pilot/Escort Instructor experience through another agency, Confined Space, Fall Protection, Lockout/Tagout etc.</i> |
| <input type="checkbox"/> | 5. A signed letter(s) verifying your Knowledge of Commercial Transportation preferably with P/EVO driving experience |

LETTER FORMAT:

- Must be typed and on letterhead. *(If letterhead is not available a company business card will be acceptable).*
- Must provide contact information for the authors



Please Note: Any of the information provided may be submitted to Washington State Department of Transportation upon request.

***If you are unsure that your qualifications meet the requirements, you are welcome to submit a statement regarding your qualifying experience and training for evaluation. Your request will be reviewed and a response will be given concerning approval as a candidate for taking this course.*

During the first day of the three (3) day class, instructor candidates will be required to take an exam in order to complete the course. Please read through the description of each and initial in the box that you have read and understand the testing guidelines.

Instructor Exam:

At the end of day-one applicants will have up to 1 ½ hours to complete this open book exam. Applicants will use the course materials received throughout the day to aid in the exam process. Individuals will be required to pass the exam with a score of 80% or better in order to move on to the next phase of the class. Students will be allowed one retest to be conducted the next morning, if needed. Inability to pass the retest will result in dismissal from the class.

Initial_____

Homework:

At the conclusion of day-one, applicants will be assigned homework. The homework will prepare them for the two 30 minute presentations they will issue during days 2 and 3 of the class. (Homework may require up to two (2) hours in order to complete.)

Initial_____

Registration/Payment/Cancellation & Rescheduling Policy

1. **Registration:** Please fill out the accompanying registration form. Upon approval of your application then registration for the class will be processed.
2. **Payment: Payment must be received in our office before registration is confirmed.** Payment may be by credit card, purchase order, money order or company check. Once payment is received, a confirmation letter will be sent.
3. **Cancellation/Rescheduling: All Cancellations and Rescheduling must be by letter or e-mail (phone calls are not sufficient notification).** You will be notified when your cancellation has been received.

More than six (6) business days' notice: a \$25 administration fee will be applied toward all cancellation refunds. A \$25 administration fee in addition to the class fee will be charged for rescheduling a class.

Less than six (6) business days' notice: No refund or credit will be issued for cancellations, rescheduling or "no-shows".

4. If a student **does not pass** the exam or is present for all 3 days, they will not be issued the instructor kit and no refund will be issued.

Initial_____

Signature: _____

Date: _____

It is your responsibility to follow up with us to verify we have received all of your paperwork, provided you do not hear from us.

If you have further questions regarding the training or certification, please call us at (800) 521-0778.