

## Motor Vehicle Division Informational Memo # 22-06

### *CDL Skills Test Fee Administrative Rule Updates*

**DATE:** March 14, 2022

**FROM:** MVD Policy & Compliance Team

**TO:** All Motor Vehicle Division staff, Iowa County Treasurers and County Treasurer's staff that issue driver's licenses and non-operator's identification cards

#### **SUBJECT**

This informational memo explains updates to administrative rule chapter 761—607, Commercial Driver Licensing and is most applicable to staff that perform CDL skills tests and assist customers with questions about CDL skills tests.

#### **SUMMARY**

The updates to this rule chapter align with legislation passed during the 2021 legislative session that authorized the DOT and county treasurer locations providing CDL skills testing services to charge fees for the skills test.

The CDL skills test is comprised of three parts: the pre-trip vehicle inspection test, the basic vehicle control skills test, and the on-road driving skills test. The legislation authorizes the DOT to charge a \$25 fee to schedule the pre-trip segment of the skills test and a county treasurer location to charge \$25 for each segment of the three-part skills test. The legislation also provides exceptions to the fee for CDL applicants who are employed by or volunteer for a government agency.

This memo is meant to inform staff that the administrative rules have been updated to align with Iowa Code, however the programming to allow DOT to charge the fee for the pre-trip test is not ready yet. ***Accordingly, DOT service centers cannot yet charge fees to schedule the CDL pre-trip skills test.*** Once the programming is ready, all CDL pre-trip skills tests scheduled at DOT service centers will incur a \$25 scheduling fee, and we will send out additional guidance to staff at that time.

Some county treasurer locations, on the other hand, have already begun charging fees to administer the CDL skills test before the ARTS programming is complete, as listed below. Any treasurer who starts charging fees for the CDL skills test should notify the CDL team in Driver Central Programs.

County CDL skills test fee status as of March 2022:

- Audubon, Cass, and Shelby counties are currently charging the \$25 fee for the pre-trip and plan to charge full fees when ARTS is programmed.
- Crawford county is charging the full three-part CDL skills test fee.
- Allamakee, Cherokee, Fayette, Kossuth, and Winneshiek counties are not currently charging the skills test fees.

**The administrative rule amendments are effective March 16, 2022, but DOT service centers will not begin assessing the \$25 pre-trip skills test fee until ARTS programming is complete later this year.**

#### **LINK TO ADMINISTRATIVE RULES**

<https://www.legis.iowa.gov/docs/aco/arc/6168C.pdf>

## **CURRENT**

The rules did not previously allow the DOT or county treasurers to charge a fee to administer any part of the CDL skills test.

You may wish to review the previous informational memo (IM 21-19) we issued when the 2021 legislation became effective for more information about the background of the legislation.

For internal DOT employees, you may find IM 21-19 in the W drive at the address below:

*W:\MotorVehicle\Memorandums\Legislation-driver*

For County Treasurers and staff, you may find IM 21-19 at the link to the county treasurer's manual below:

<https://iowadot.gov/mvd/ctmanual/memos/IM-21-19.pdf>

## **NEW**

As of March 16, 2022, the rules will align with Iowa Code as outlined in the summary above.

## **BUSINESS IMPACT**

This directive does not significantly impact the way that MVD operates as we need to wait until ARTS programming is completed before DOT service centers can begin charging the \$25 fee to schedule the pre-trip CDL skills test.

Counties that chose to begin charging fees for CDL skills tests before the ARTS programming is ready will want to make sure they are following the requirements of Iowa Code section 321M.6A and administrative rule 761—607.28(8)(c) to only charge the pre-trip skills test fee if the applicant is an employee or volunteer of a government agency.