

# S O P

## Applying for License

- Online Accident Avoidance.
- Copy of completion of course.
- There must be copy of Certificate not a score sheet.
- NCIC check on State issued drivers license Social Security numbers: If you have a Virginia driver license, you only have to put the last 4 of your Social Security number. If the driver license is out of state the full Social Security number is required.
- A copy of your state driver license.
- License completion will take 5-7 working days.

## Emergency Vehicle Operator and Hazmat

- Application must have EVOC Certificate.
- Hazmat: Military need Ammo-45, Ammo-67, and Threat Briefing from Unit S2 or Safety Officer. Must be sign by a captain or above or a civilian equivalent.

## Road Test Require Any License Above 1 Ton

### Bus Class

- 3 Weeks, 120 hour course.
- You will need Military/Government License, with a license for 10,000LBS and below.
- Accident Avoidance Certificate.

- NCIC Check.
- Release for Bus Class sign by Company Commander or 1<sup>st</sup> Sergeant.
- If you do not have a license for 10,000LBS and below, you must be road tested before bus class start.
- Must have a Mipper on file or money in budget with DOL before class, the cost of class is \$300.00 per person.
- All paperwork must be in no later than 2 working days before bus class start.

## Drop Off

- If one of the contact persons is not available then drop the paperwork off in the drop slot door of Driver Testing Only.

## Point of Contact

- Anything concerning License, Road Test on a Vehicle or any other training contact: Mr. Jefferies 703-929-6971, Paula Pierce 703-805-5010 or Kirk Coligan 703-805-3751.