

Information and Instructions
CHAUFFEUR CREDENTIAL

What is the CHAUFFEUR CREDENTIAL?

The Chauffeur Credential is a physical card, much like a driver's license, which indicates the holder of the credential meets all Washington State criteria for a chauffeur as required by RCW 46.72A.090.

The Puget Sound Limousine Association (PSLA) has negotiated an agreement with the Port of Seattle to provide third-party verified Chauffeur Credential to limousine drivers and for-hire cars working out of SeaTac airport. This meets a long-standing goal of the airport to background check limousine chauffeurs with respect to the safety of their patrons. The Chauffeur Credential is recognized by the Port of Seattle and will be available to drivers from PSLA member companies. The third-party credential administrator providing the independent services required for the credential is Alliance 2020, located in downtown Renton.

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| <u>Alliance 2020</u> | 304 Main Avenue South Suite 202 Renton, WA 98055 800-289-8065 |
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Chauffeur Credential DESCRIPTION

When all necessary steps are completed, the chauffeur will receive a Chauffeur Credential -- a card, similar to a driver's license, which shows:

- photo and name of the chauffeur,
- a unique ID number,
- issue and expiration dates,
- name of the limousine company,
- a website URL which anyone may access for credential verification.

The website will show the same photo and information as on the card. If the credential is out-dated or revoked for any reason, the website will be immediately changed to indicate the credential is invalid.

The Port of Seattle requires chauffeurs to visibly display the credential above the waist at all times when working on airport property.

REQUIREMENTS to obtain a Chauffeur Credential

The following requirements must be met before a Chauffeur Credential card will be issued.

- Possess a Washington State Drivers License
- Produce a satisfactory driving record
- Possess a current, valid DOT Medical Card. Alliance 2020 does not issue Medical Cards, so this requirement must be met BEFORE going to Alliance 2020. Available from any physician.
- Complete a Dept. of Licensing- approved Chauffeur Training Program prior to going to Alliance 2020.
Pass a proctored Exam (at Alliance 2020) covering the information in the training program.
- Complete an on-line National Safety Council Defensive Driving Course prior to going to Alliance 2020.
(Do NOT take the end-of-course exam at home; that exam must be taken at Alliance 2020.)
Pass a proctored Exam (at Alliance 2020) covering information from the driving course.
- Pass a thorough national Criminal Background Check
- Pass an initial Drug Test and actively participate in a Random Drug Testing program throughout the 2-year life of the credential.
- Membership in the Puget Sound Limousine Association (PSLA)
Membership in PSLA may be processed by Alliance 2020.

How to OBTAIN a Chauffeur Credential

Physical Exam

- Obtain a current **DOT Medical Card** (a physical exam which may be performed by any physician.)

Chauffeur Training

- Participate and complete a DOL-approved **Chauffeur Training Program**

Driving Safety Training

- Complete the on-line **National Safety Council Defensive Driving Course** (www.nscddonline.com)
- Cost: \$41.50 – paid on-line to the NSC
- May be done on any web-accessible computer – home, library, company office.
- The course may be completed in segments.
- The EXAM to pass the course will be taken at the Alliance 2020 office.

Visit Alliance 2020

- Provide **PERSONAL IDENTIFICATION** which verifies your identity
- **PHOTOGRAPH** will be taken
- Fill out and sign a **BACKGROUND CHECK** questionnaire
- Submit a urine sample for a laboratory **DRUG TEST**
- Provide **fingerprints** (to be maintained on file by Alliance 2020)
- Present the current valid **DOT Medical Card**
- Pass an **exam** covering the knowledge from the Chauffeur Training program
- Pass an **exam** covering the knowledge from the Defensive Driving course

COST of a Chauffeur Credential

Independent contractor bears the cost to obtain a Chauffeur Credential.

Paid to Alliance 2020

\$ 156.50

- 5-year Nationwide Criminal History Check
- Washington State Patrol "WATCH" report
- Laboratory Drug Test (Initial and Random, following DOT Regulations)
- Applicant Fingerprinting (1 card)
- Test Proctoring Fee
- Issue ID Card and Post Data to Website

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Paid to others

- DOT Medical Card \$ 70.00 (estimated)
 - NSC Defensive Driving Course (paid on-line to National Safety Council) \$ 41.50
 - Chauffeur Training Program (via DOL-certified program) \$ 150.00 (estimated)
- estimated TOTAL COST \$ 418.00

RENEWAL of Chauffeur Credential – every 2 years

Renewal Charge

\$ 15.00

- Renew DOT Medical Card
- Pass an updated Criminal Background Check
- Pass another Drug Test and continue participation in Random Drug Testing program

FAQs – Airport Chauffeur Credential

What if an applicant does not pass the knowledge testing?

He or she should return to Alliance 2020 after sufficient preparation and retake the tests. An additional \$10 fee will apply. Once the tests are passed, the credential will be issued.

What alternative do I have if I don't want to participate in this program and still want to access the airport to provide chauffeur services?

The Port of Seattle has agreed that chauffeurs must have either
a Chauffeur Credential
OR
a King County "For Hire" license
to be allowed to do outbound work from the airport after July 1, 2009.

How does the Alliance 2020 program compare with the King County "For Hire" license program?

- The Alliance 2020 Credential offers a more comprehensive criminal check (nation wide search)
- A 2-year physical exam renewal is required rather than the 3-year renewal required by King County.
- The Chauffeur Credential requires an initial drug test and required random drug testing during the 2 year period. King County does not require drug testing for the For Hire license.
- The Alliance 2020 Credential training focuses on the delivery of chauffeur services. The King County For Hire license focuses on taxi services.

Is there a difference in cost for a driver obtaining an initial Chauffeur Credential or a King County For Hire license?

Yes. However the standards for the two credentials are not equal, and the programs are not the same. Plus, the underlying requirements (training) are different, so it is difficult to accurately compare the two alternatives. Generally speaking, taxi drivers must obtain a For Hire license, limousine chauffeurs may obtain the Chauffeur Credential – which is more oriented to the limousine industry.

What recourse will I have if I am notified that the Alliance 2020 intends to deny me the credential due to a criminal or driving record that I contend is not mine?

Alliance 2020 will follow reinvestigation rules established under the Fair Credit Reporting Act (FCRA). Upon identification of a disqualifying crime or driving offense, the applicant will be issued a Pre-Adverse Action letter from Alliance 2020. The applicant will have a minimum of 10 days to respond to that notification by contacting their prospective employer and Alliance 2020 and asking for reinvestigation of the any inaccurate information in the report. Alliance 2020 will then reinvestigate the information.

If the information is deemed to be accurate, Alliance 2020 will retain the information on the report and reissue the report to their employer. In this circumstance the credential will continue to be denied. If the information is found to be inaccurate, Alliance 2020 will remove the information and reissue the report to the employer.

What recourse will I have if I am notified that the PSLA intends to deny me the credential due to a failed (positive) drug test?

A positive drug test will eliminate the applicant from consideration from the program. Alliance 2020 will be following DOT regulations with respect to collections and laboratory analysis of the urine samples. Medical Review Officer services are implemented for positives. Refusals and adulterated samples, as defined by DOT rules, are also considered positive tests. Highly dilute samples will require retesting.

What recourse will I have if I am notified that my drug test came back "negative-dilute"?

The applicant will be required to immediately be retested. A negative-dilute result is not regarded as a positive result.

Additional Questions?

Please contact Bill Whitman at Alliance 2020 (425-264-1009).