

TITLE 9: VEHICLE CODE
DIVISION 2: REGISTRATION AND LICENSES

§ 2419. Records.

(a) Commercial driver education programs shall maintain a contract file for a minimum of five years containing the original and subsequent contracts and renewal agreements by and between the student and the person receiving instruction.

(1) Records shall be maintained in a businesslike manner, utilizing standard abbreviations.

(2) Required records which are lost, mutilated or destroyed shall be reported immediately to the approving authority by affidavit, noting the date the records were discovered as lost, destroyed or mutilated, the circumstances involving the loss, destruction or mutilation, the names of the law enforcement officer or fire department official(s) to whom the loss was reported, the date of the report, including a copy of any report made by the enforcement official.

(b) All driver education programs shall keep records of instruction for each student enrolled for a minimum of five years. Records shall include:

(1) General identification information, including a minimum of the student's legal name, including first, middle, and last names; residence address, date of birth, and contract number (if enrolling in a commercial driving education program);

(2) Date and number of hours of instruction and type of instruction, and records of all scores for written examinations given;

(3) Completion dates for each phase of instruction and name of instructor;

(4) Copy of the student's evaluation completed by the senior instructor for issuance of the certificate of completion;

(5) Copy of the student's certificate of completion; and

(6) Copies of receipts for any payments made to the program by the student.

(c) All driver education programs shall maintain for a minimum of five years records of:

(1) All documents submitted to the approving authority in accordance with the provisions of this Article;

(2) Current originals of certifications and documentation issued by the Commissioner to the program; and

(3) Originals of all correspondence and documentation to and from the approving authority.

(d) All records required by this section shall be subject to inspection by the Commissioner during reasonable business hours.

(e) All commercial driver's education programs shall provide evidence of current insurance and surety as required in Sections 2417 and 2418 respectively upon request by any member of the public.

TITLE 9: VEHICLE CODE
DIVISION 2: REGISTRATION AND LICENSES

(f) All programs shall post within the classroom copies of certification issued by the Commissioner.

Source: PL 15-25, § 2(2409), modified.

Commission Comment: The Commission changed the original references in subsection (e) to the proper section numbers [changed “Sections 2407 and 2408” to “Sections 2417 and 2418”] and changed “documentations” to “documentation” in subsection (c)(3) pursuant to 1 CMC 3806(c) and (g).