

# Multiple Agency Fiscal Note Summary

<b>Bill Number:</b> 5817 SB	<b>Title:</b> Driver training schools
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## Estimated Cash Receipts

Agency Name	2003-05		2005-07		2007-09	
	GF- State	Total	GF- State	Total	GF- State	Total
Department of Licensing	0	102,250	0	54,500	0	54,500
<b>Total \$</b>	0	102,250	0	54,500	0	54,500

Local Gov. Courts *						
Local Gov. Other **						
Local Gov. Total						

## Estimated Expenditures

Agency Name	2003-05			2005-07			2007-09		
	FTEs	GF-State	Total	FTEs	GF-State	Total	FTEs	GF-State	Total
Department of Licensing	2.3	0	283,244	2.1	0	260,886	2.2	0	273,113
Superintendent of Public Instruction	(1.5)	(189,200)	(189,200)	(1.5)	(189,200)	(189,200)	(1.5)	(189,200)	(189,200)
<b>Total</b>	0.8	\$(189,200)	\$94,044	0.6	\$(189,200)	\$71,686	0.7	\$(189,200)	\$83,913

Local Gov. Courts *									
Local Gov. Other **									
Local Gov. Total									

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<b>Prepared by:</b> Garry Austin, OFM	<b>Phone:</b> 360-902-0564	<b>Date Published:</b> Final 2/27/2003
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\* See Office of the Administrator for the Courts judicial fiscal note

\*\* See local government fiscal note

# Individual State Agency Fiscal Note

<b>Bill Number:</b> 5817 SB	<b>Title:</b> Driver training schools	<b>Agency:</b> 240-Department of Licensing
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## Part I: Estimates

☐ No Fiscal Impact

### Estimated Cash Receipts to:

<b>FUND</b>	FY 2004	FY 2005	2003-05	2005-07	2007-09
Highway Safety Account-State 106-1	75,000	27,250	102,250	54,500	54,500
<b>Total \$</b>	75,000	27,250	102,250	54,500	54,500

### Estimated Expenditures from:

	FY 2004	FY 2005	2003-05	2005-07	2007-09
FTE Staff Years	2.4	2.1	2.3	2.1	2.2
<b>Fund</b>					
Highway Safety Account-State 106-1	153,054	130,190	283,244	260,886	273,113
<b>Total \$</b>	153,054	130,190	283,244	260,886	273,113

*The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.*

Check applicable boxes and follow corresponding instructions:

- ☒ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
- ☐ If fiscal impact is less than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete this page only (Part I).
- ☐ Capital budget impact, complete Part IV.
- ☒ Requires new rule making, complete Part V.

Legislative Contact: Susan Mielke	Phone: (360)786-7422	Date: 02/13/2003
Agency Preparation: Erik Hansen	Phone: 360-902-0120	Date: 02/14/2003
Agency Approval: Larry Dzieza	Phone: 360-902-3633	Date: 02/24/2003
OFM Review: Garry Austin	Phone: 360-902-0564	Date: 02/25/2003

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe, by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

SEE ATTACHMENT

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

SEE ATTACHMENT

Part III: Expenditure Detail

III. A - Expenditures by Object Or Purpose

	FY 2004	FY 2005	2003-05	2005-07	2007-09
FTE Staff Years	2.4	2.1	2.3	2.1	2.2
A-Salaries & Wages	95,411	84,645	180,056	169,323	177,288
B-Employee Benefits	23,027	20,262	43,289	40,527	42,441
C-Personal Serv Contr					
E-Goods and Services	30,476	21,143	51,619	42,756	45,104
G-Travel	4,140	4,140	8,280	8,280	8,280
J-Capital Outlays					
M-Inter Agency Fund Transfers					
N-Grants, Benefits Services					
P-Debt Service					
S-Interagency Reimbursement					
T-Intra-Agency Reimbursement					
Total:	\$153,054	\$130,190	\$283,244	\$260,886	\$273,113

III. B - Detail: List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA

Job Classification	Salary	FY 2004	FY 2005	2003-05	2005-07	2007-09
#REF!	40,512	0.1	0.1	0.1	0.1	0.1
Financial Analyst 2	50,592	0.4	0.5	0.5	0.5	0.5
IT Systems Specialist 4	57,252	0.1	0.1	0.1	0.1	0.1
Licensing Service Representative	35,808	0.7	0.5	0.6	0.5	0.6
Secretary Administrative	35,808	1.1	0.9	1.0	0.9	0.9
Total FTE's		2.4	2.1	2.3	2.1	2.2

### III. C - Expenditures By Program (optional)

Program	FY 2004	FY 2005	2003-05	2005-07	2007-09
Mgmt & Support Services (100)	9,566	8,137	17,703	16,305	17,070
Information Services (200)	6,833	5,812	12,645	11,647	12,193
Vehicle Services (300)					
Driver Services (600)	136,655	116,241	252,896	232,934	243,850
Business and Professions (700)					
<b>Total \$</b>	153,054	130,190	283,244	260,886	273,113

### Part IV: Capital Budget Impact

### Part V: New Rule Making Required

*Identify provisions of the measure that require the agency to adopt new administrative rules or repeal/revise existing rules.*

## **Part II: Explanation**

This legislation transfers responsibility for oversight and regulation of driver training courses offered in public and private schools from the Office of the Superintendent of Public Instruction (OSPI) to the Department of Licensing (DOL).

### **Section 1(2)(a)**

A minor applying for a driver license must satisfactorily complete a traffic safety education course and the course must meet the standards established by the Department of Licensing through the Training School Advisory Committee. DOL is given sole authority to determine if and when a waiver to the traffic safety education requirements may be granted.

### **Section 4(1)**

The definition of “Driver Training School” is changed to include public or private schools providing traffic safety education courses.

### **Section 4(8)**

The definition of “Instructor” is changed to include all people that are employed by a driver training school to instruct a traffic safety education course.

### **Section 4(11)**

“Traffic safety education course” is defined as any course of instruction in traffic safety education that includes classroom instruction and on-street driving instruction. Traffic safety education courses are required to meet basic course requirements established by the DOL and a licensed instructor must teach each section of the course.

### **Section 5**

Public or Private schools are allowed to contract with a commercial driver training school for the instruction of traffic safety education courses.

### **Section 8(1)**

Requires an instructor to obtain a license before they give any instruction for a traffic safety education course.

### **Section 9(1)**

The Director of the DOL is allowed to suspend, revoke, deny or refuse to renew an instructor’s license or a commercial driver training school license.

### **Section 10(9)**

Each driver training school is required to display at its location a copy of the required minimum curriculum.

### **Section 12**

Repeals OSPI’s authority to set standards and regulate traffic safety education courses. This leaves DOL as the sole authority to set standards, requirements and certify traffic safety education courses and instructors.

This bill does not contain an effective date and is assumed to be effective 90 days after the 2003 Legislative Session ends.

## **II. A – Brief Description of What the Measure Does that Has Fiscal Impact**

The Department of Licensing (DOL) will now license all public or private traffic safety education courses. DOL will have sole responsibility for inspecting public and private traffic safety education courses and the issue and renewal of all instructor licenses. DOL will be required to process all original and renewal instructor applications and the investigation of complaints.

DOL assumes the following in the development of workload and expenditure calculation.

- Based on data from OSPI there are 300 public and private schools with 1,000 instructors that offer traffic safety education courses.
- An initial and annual review inspection will be required of all public and private school locations. Inspections of these locations will require two hours for travel and records review.
- Ten percent of public and private schools in the first year after passage of this legislation will contract with a commercial drive school to offer traffic safety education courses. DOL assumes this trend will continue at five percent per year until 30 percent of all public and private schools have contracted with a commercial drive school.
- As public and private schools contract with commercial drive schools to teach traffic safety education, the number of commercial driving school instructors will increase and the number of public and private school instructors will decrease at an equal rate.
- Two hours are needed to process an original application from a previously certificated public or private traffic safety education instructor. DOL assumes that OSPI will transfer data on public or private traffic safety education instructors that will speed up the licensing process.
- Each applicant for an original instructor license is required to take a knowledge and driving skills examination. Licensed instructors are required to re-take the knowledge and driving skills examination every fifth year.
- A license renewal takes two hours of time to process.
- An original application for a commercial drive school instructor takes four hours to process.
- The majority of complaints about public and private school traffic safety instructor performance will be resolved at the local school district level.

<b><u>Workload Indicator</u></b>	<b><u>FY 04</u></b>	<b><u>FY 05</u></b>	<b><u>03-05 Total</u></b>	<b><u>05-07 Total</u></b>	<b><u>07-09 Total</u></b>
Annual school inspections	300	300	600	600	600
Original License (public/private)	900	-	900	-	-
Original License (commercial)	100	45	145	83	79
Renewal of instructor license	-	955	955	1,917	1,921
Instructor knowledge & skill test	1,000	45	1,045	333	416

## **II. B – Cash Receipt Impact**

An original instructor license application fee is \$75.00. The renewal fee for an instructor's license is \$25.00. All of the public and private school instructors will now be required to pay this fee.

<b><u>Cash Receipts</u></b>	<b><u>FY 04</u></b>	<b><u>FY 05</u></b>	<b><u>03-05 Total</u></b>	<b><u>05-07 Total</u></b>	<b><u>07-09 Total</u></b>
GF- State	-	-	-	-	-
GF- Fed	-	-	-	-	-
Highway Safety Fund	75,000	27,250	102,250	54,500	54,500
<b>Total Revenue</b>	<b>75,000</b>	<b>27,250</b>	<b>102,250</b>	<b>54,500</b>	<b>54,500</b>

## **II. C – Expenditures**

A 0.50 FTE Licensing Service Manager 1 will be needed to manage the application, compliance and record keeping for all the new public and private schools and instructors.

A 1.0 FTE Secretary Administrative will be needed to support the program manager and the licensing service representative. The Secretary Administrative will be needed to help process new and renewal applications, and to handle questions from the public.

A 0.70 FTE Licensing Service Representative (LSR) will be needed to inspect public and private schools. DOL assumes that the LSR time will be spread throughout the state. The LSR in local Licensing Services Office will do the inspections, which will require on average 40 miles of travel to each school to do inspections. The LSR will also conduct the knowledge and driving skills test for each original application.

In addition to the cost of salary and benefits, other costs have been added which include workstations and furniture, personal computers (including software and licenses), facility rent/lease and utility costs, telephone equipment and line charges, desktop support, employee training and other standard goods and services associated with adding new staff.

Cost of Attorney General time is included to advise the program manager and the training school advisory committee on rules adopted for the license of public and private traffic safety education instructors. Also included is printing and postage costs for additional traffic safety education certificates and stickers.

In addition to direct program costs, support services costs are included. The standard agency rate for cost of goods and services (supplies and materials, facilities, and training) are included for the Management and Support Services and Information Services programs.

### Part III: Expenditure Detail

#### III. A – Expenditures by Object or Purpose

	FY 04	FY 05	03-05 Total	05-07 Total	07-09 Total
FTE Staff Years	2.40	2.10	2.25	2.10	2.20
Salaries and Wages	95,411	84,645	180,056	169,323	177,288
Employee Benefits	23,027	20,262	43,289	40,527	42,441
Personal Service Contracts					
Goods and Services	30,476	21,143	51,619	42,756	45,104
Travel	4,140	4,140	8,280	8,280	8,280
Other					
<b>Total</b>	<b>153,054</b>	<b>130,190</b>	<b>283,244</b>	<b>260,886</b>	<b>273,113</b>

#### III. A (1) – Detail of Expenditures by Sub-Object for Goods & Services

Object E Breakdown:	FY 04	FY 05	03-05 Total	05-07 Total	07-09 Total
EA Office Supplies	1,155	997	2,152	1,994	2,099
EN Personnel Services	512	457	969	914	957
EB Postage	740	740	1,480	1,480	1,480
EF Printing	3,298	3,331	6,629	6,760	6,894
EB Phone/Fax Install	300		300		
EB Phone/Fax/DP Lines	540	540	1,080	1,080	1,080
EK Facilities Costs	12,173	10,513	22,686	21,026	22,132
EM Attorney Gen Svcs	267		267		
EZ Other Goods & Svcs	4,818	3,927	8,745	7,872	8,360
EQ Equipment - Under \$5,000	6,673	638	7,311	1,630	2,102
<b>Total Goods &amp; Svcs</b>	<b>30,476</b>	<b>21,143</b>	<b>51,619</b>	<b>42,756</b>	<b>45,104</b>

### III. A (2) – Detail of Expenditures by Fund

Additional information about assumptions and impacts is available directly from the Department of Licensing at 902-3633.

### III. B – FTE Detail

#### EXPENDITURE DETAIL – STAFF

<b>Job Classification</b>	<b>Salary</b>	<b>FY 04</b>	<b>FY 05</b>	<b>03-05 Total</b>	<b>05-07 Total</b>	<b>07-09 Total</b>
Licensing Service Manager	50,592	0.40	0.50	0.45	0.50	0.50
Secretary Administrative	35,808	1.10	0.90	1.00	0.90	0.90
Licensing Service Representative	35,808	0.70	0.50	0.60	0.50	0.60
Financial Analyst 2	40,512	0.10	0.10	0.10	0.10	0.10
IT Systems Specialist 4	57,252	0.10	0.10	0.10	0.10	0.10
Total FTEs		2.40	2.10	2.25	2.10	2.20

### III. B – Expenditures by Program (optional)

<b>Program</b>	<b>FY 04</b>	<b>FY 05</b>	<b>03-05 Total</b>	<b>05-07 Total</b>	<b>07-09 Total</b>
100 - Mgmt & Support Services	9,566	8,137	17,703	16,305	17,070
200 - Information Services	6,833	5,812	12,645	11,647	12,193
300 - Vehicle Services					
600 - Driver Services	136,655	116,241	252,896	232,934	243,850
700 - Business & Professions					
<i>Total</i>	153,054	130,190	283,244	260,886	273,113

#### **FTEs by Program**

<b>Program</b>	<b>FY 04</b>	<b>FY 05</b>	<b>03-05 Total</b>	<b>05-07 Total</b>	<b>07-09 Total</b>
100 - Mgmt & Support Services	0.10	0.10	0.10	0.10	0.10
200 - Information Services	0.10	0.10	0.10	0.10	0.10
300 - Vehicle Services					
600 - Driver Services	2.20	1.90	2.05	1.90	2.00
700 - Business & Professions					
<i>Total</i>	2.40	2.10	2.25	2.10	2.20

### Part IV: Capital Budget Impact

None

### Part V: New Rule Making Required

The Department of Licensing will amend and adopt new rules for the licensing of public and private school traffic safety education instructors.



# Individual State Agency Fiscal Note

<b>Bill Number:</b> 5817 SB	<b>Title:</b> Driver training schools	<b>Agency:</b> 350-Supt of Public Instruction
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## Part I: Estimates

☐ No Fiscal Impact

### Estimated Cash Receipts to:

<b>FUND</b>					
<b>Total \$</b>					

### Estimated Expenditures from:

	FY 2004	FY 2005	2003-05	2005-07	2007-09
FTE Staff Years	(1.5)	(1.5)	(1.5)	(1.5)	(1.5)
<b>Fund</b>					
General Fund-State 001-1	(94,600)	(94,600)	(189,200)	(189,200)	(189,200)
<b>Total \$</b>	(94,600)	(94,600)	(189,200)	(189,200)	(189,200)

*The cash receipts and expenditure estimates on this page represent the most likely fiscal impact. Factors impacting the precision of these estimates, and alternate ranges (if appropriate), are explained in Part II.*

Check applicable boxes and follow corresponding instructions:

- ☒ If fiscal impact is greater than \$50,000 per fiscal year in the current biennium or in subsequent biennia, complete entire fiscal note form Parts I-V.
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- ☐ Capital budget impact, complete Part IV.
- ☐ Requires new rule making, complete Part V.

Legislative Contact: Susan Mielke	Phone: (360)786-7422	Date: 02/13/2003
Agency Preparation: Veronica Schindler	Phone: 360-725-6297	Date: 02/14/2003
Agency Approval: Mike Bigelow	Phone: 360-725-6111	Date: 02/26/2003
OFM Review: Julie Salvi	Phone: 360-902-0542	Date: 02/26/2003

Part II: Narrative Explanation

II. A - Brief Description Of What The Measure Does That Has Fiscal Impact

Briefly describe, by section number, the significant provisions of the bill, and any related workload or policy assumptions, that have revenue or expenditure impact on the responding agency.

This legislation transfers responsibility for oversight and regulation of driver training courses offered in public and private schools from the Office of the Superintendent of Public Instruction (OSPI) to the Department of Licensing (DOL).

Section 8(1) Requires an instructor to obtain a license before they give any instruction for a traffic safety education course.

Section 12 repeals OSPI's authority to set standards and regulate traffic safety education courses. This leaves DOL as the sole authority to set standards, requirements and certify traffic safety education courses and instructors.

This bill does not contain an effective date and is assumed to be effective 90 days after the 2003 Legislative Session ends.

II. B - Cash receipts Impact

Briefly describe and quantify the cash receipts impact of the legislation on the responding agency, identifying the cash receipts provisions by section number and when appropriate the detail of the revenue sources. Briefly describe the factual basis of the assumptions and the method by which the cash receipts impact is derived. Explain how workload assumptions translate into estimates. Distinguish between one time and ongoing functions.

II. C - Expenditures

Briefly describe the agency expenditures necessary to implement this legislation (or savings resulting from this legislation), identifying by section number the provisions of the legislation that result in the expenditures (or savings). Briefly describe the factual basis of the assumptions and the method by which the expenditure impact is derived. Explain how workload assumptions translate into cost estimates. Distinguish between one time and ongoing functions.

Section 12 repeals OSPI's authority to set standards and regulate traffic safety education courses. This removes the traffic safety office at OSPI. The budget for this office is 1.5 FTE and \$94,600 per fiscal year.

Part III: Expenditure Detail

III. A - Expenditures by Object Or Purpose

	FY 2004	FY 2005	2003-05	2005-07	2007-09
FTE Staff Years	(1.5)	(1.5)	(1.5)	(1.5)	(1.5)
A-Salaries and Wages	(75,900)	(75,900)	(151,800)	(151,800)	(151,800)
B-Employee Benefits	(15,700)	(15,700)	(31,400)	(31,400)	(31,400)
C-Personal Service Contracts					
E-Goods and Services	(2,700)	(2,700)	(5,400)	(5,400)	(5,400)
G-Travel	(300)	(300)	(600)	(600)	(600)
J-Capital Outlays					
M-Inter Agency/Fund Transfers					
N-Grants, Benefits & Client Services					
P-Debt Service					
S-Interagency Reimbursements					
T-Intra-Agency Reimbursements					
Total:	\$(94,600)	\$(94,600)	\$(189,200)	\$(189,200)	\$(189,200)

**III. B - Detail:** *List FTEs by classification and corresponding annual compensation. Totals need to agree with total FTEs in Part I and Part IIIA*

<b>Job Classification</b>	<b>Salary</b>	<b>FY 2004</b>	<b>FY 2005</b>	<b>2003-05</b>	<b>2005-07</b>	<b>2007-09</b>
Sect. Senior	31,000	(0.5)	(0.5)	(0.5)	(0.5)	(0.5)
WMS 02	60,400	(1.0)	(1.0)	(1.0)	(1.0)	(1.0)
<b>Total FTE's</b>		(1.5)	(1.5)	(1.5)	(1.5)	(1.5)

**Part IV: Capital Budget Impact**

**Part V: New Rule Making Required**

*Identify provisions of the measure that require the agency to adopt new administrative rules or repeal/revise existing rules.*