



January 27, 2023

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 22-05
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
ALL JOB CORPS REGIONAL OFFICE STAFF
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS
ALL CENTER USERS

FROM: RACHEL TORRES
National Director
Office of Job Corps

SUBJECT: Promotion of Student Driver's License Attainment Across Centers

1. Purpose. To emphasize the importance of driver's license attainment for graduate outcomes, announce that policy changes to maximize attainment are forthcoming and provide guidance on recommended actions that centers should take to prepare for these policy changes.
2. Background. A valid driver's license is often a critical prerequisite for career success. However, as of December 2022, Center Information System (CIS) data indicated that only 12 percent of all currently enrolled students possessed a learner's permit, and only 21 percent possessed a driver's license. Because the youth served by Job Corps are in a critical age range for driver's education and credentialing, more must be done to ensure that Job Corps graduates acquire a driver's license before leaving the center.

The Importance of Driver's License Attainment

The following are some of the key reasons why possessing a driver's license is often critical to life and career success:

- It is a common employment and Registered Apprenticeship requirement for a wide variety of occupations, such as those which require transportation to variable and/or hard-to-access job sites.
- It is a requirement for owning, operating, or renting a vehicle, and an estimated 91 percent of Americans who commuted to work in 2020 used a car. ([United States Census Bureau, American Community Survey](#))
- It is a requirement for any job that involves staff operation of a work vehicle, or where a commercial driver's license (CDL) is required.
- The full cost of classroom instruction, behind-the-wheel instruction, and state testing and processing fees can cost hundreds of dollars, which may be cost prohibitive to graduates with limited disposable income.

- The process for acquiring a driver’s license tends to be complex and time-consuming, which can easily present challenges to young adults.
- Being able to drive is often necessary to meet career and life needs such as transportation to and from medical care, childcare, healthy food, and school.
- Alternatives to vehicle ownership, such as public transportation, while available in certain areas, is often uneconomical and/or time consuming.

Upcoming Policy Changes

While many Job Corps graduates successfully acquire a driver’s license while on-center, the program can do more to maximize attainment since it is often critical to graduate success. To this end, Job Corps is currently revising its policies, as well as its relevant contract language. These changes, which are anticipated to take effect in the coming months, are expected to entail the following:

- A policy update to make driver’s license attainment a mandatory MyPACE Pathway Achievement Record (PAR) activity, except in cases where students choose to opt-out. To support the Career Counselors, the MyPACE career plan curriculum in Career Preparation Period will place greater emphasis on the importance of driver’s license attainment.
- Center contract modifications, as needed.

3. **Action.** In preparation for the upcoming policy changes, as outlined above, center operators are encouraged to take the following actions.

- **Preparation for Data Call:** The National office intends to coordinate a data call with all centers to assess and quantify existing center driver’s license resources and capacity. This data call will determine the status of certified driver’s education and behind-the-wheel instructors, classroom space, approved and operable driver’s education vehicles, approved and operable driving simulators, processes for student transportation to and from relevant licensing and/or testing locations, the presence and/or availability of local driver’s education providers, and any center-specific challenges as they relate to driver’s license attainment. In preparation for this data call, center leadership is encouraged to begin identifying and compiling this information. While this data call will provide the National Office with valuable information on resources across the overall program, the process is also expected to help center leadership make initial determinations on what changes would be necessary to expand driver’s education services to all students once future policy changes are implemented.
- **Understanding State Requirements:** Centers are encouraged to research the state-level driver’s license requirements for the state in which it is located. Specific requirements vary regarding eligibility criteria, instruction, testing, the format and duration of behind-the-wheel training, specific simulated behind-the-wheel training (e.g., night or snow/ice driving), etc. Because centers already offer driver’s education services, this process should not be new. The “State-by-State DL Requirements” attachment provides basic information on state-level requirements, and links to state DMV sites, which can be used to initiate research. Reviewing the current relevant state-level driver’s license requirements is

expected to help center leadership determine the level of effort necessary to achieve full student driver's license attainment.

- **Outreach to Local Providers:** Centers are encouraged to research and identify local driving schools, as well as any related community-based partners, which the center could partner with to directly outsource drivers' education services. Center staff should conduct outreach to these providers to gauge the anticipated cost required to serve the center's entire student population. The goal of this exercise is for center leadership to determine whether driver's education and licensing services would be more effective if delivered by staff on-center, or if delivered through a contracted provider. If the latter is more effective, this process will help ensure that the center has potential vendors identified.

4. Effective Date. Immediately

5. Inquiries. Inquiries should be directed to Daniel Dowdy, CTT Unit Chief, at Dowdy.Daniel.R@dol.gov.

Attachment:

- *State by State DL Requirements*