



**DRINKING DRIVER PROGRAM  
SERVICE AGREEMENT**

OFFICE USE ONLY					
Business ID Number for Program					

**Instructions:** Program Applicants must complete and sign this form and send it to the address on page 2 along with a completed Drinking Driver Program Application (DPR-103).

Drinking Driver Program Name: \_\_\_\_\_

UPON APPROVAL BY THE COMMISSIONER OF MOTOR VEHICLES TO CONDUCT A REHABILITATION PROGRAM PURSUANT TO ARTICLE 31 OF THE NEW YORK STATE VEHICLE AND TRAFFIC LAW, THE APPLICANT AGREES TO THE FOLLOWING:

**DDP RESPONSIBILITY TO MOTORIST**

1. No motorist will be denied participation in the DDP because of an inability to pay the fee, when this motorist has been certified as indigent by the court with appropriate jurisdiction.
2. Motorists are permitted to transfer into and out of DDPs. Directors will transfer records accordingly.
3. Any fees collected by the DDP will be refunded to the motorist in any case where the agency is unable to provide the course.
4. The DDP will make DMV's Alcoholism Evaluation/Treatment Provider Resource List available to every motorist referred for an alcohol or drug abuse evaluation. The DDP should never suggest any particular provider over another, nor refer participants to any treatment provider in which DDP staff have a financial interest.
5. Motorists will be screened for possible abuse of alcohol and/or drugs by DDP staff appropriately, using the RIASI Screening Matrix developed by DMV in cooperation with the Research Institute on Addictions.
6. Fees charged will be in accordance with regulations and policies established by DMV.
7. Classrooms, and the buildings in which they are located, shall meet the applicable life/safety codes. The program, but not every classroom, must be accessible to individuals with a disability.
8. Interpreters for hearing-impaired participants will be provided in accordance with DMV requirements.
9. A motorist to be expelled from the DDP will receive a warning notice from the DDP Director at least ten business days prior to the issuance of the drop notice.

**DDP RESPONSIBILITY TO PROGRAM**

10. Classroom presentations and personnel actions will be monitored routinely by the Director to assure that the quality of the DDP is maintained consistently.
11. Prior DMV approval of all instructors is required before they can participate in the DDP.
12. The DDP will not employ any personnel who are also employed or retained by an alcoholism and substance abuse evaluation/treatment provider, where DDP participants are referred.
13. DDP participants who are referred for evaluation will not be evaluated or treated by any DDP personnel.
14. DDP staff will participate in any DMV-sponsored activity intended to upgrade the presentation or administration of the DDP.
15. The DDP will be conducted in accord with the description represented in the application and approved by the Commissioner.




**DDP RESPONSIBILITY TO PROGRAM (CONTINUED)**

- 16. No substantive changes will be made in the operation of a DDP unless prior approval has been given by the Commissioner of Motor Vehicles.
- 17. Appeals from decisions of treatment or program personnel regarding an individual's participation in treatment shall be received and handled in accordance with regulations and procedures established by DMV.
- 18. All participants must be officially enrolled by DMV in the DDP, and included on the class roster.

**DDP RESPONSIBILITY TO DMV**

- 19. All administrative functions connected with the DDP, including the preparation and submission of required fiscal and program reports, will be performed in accord with all applicable laws, rules, regulations and procedures established by the Department of Motor Vehicles.
- 20. DMV representatives will be permitted to audit records, to review the administrative procedures, and to monitor and evaluate the operation of the DDP.
- 21. Any approval to operate a DDP may be cancelled by the Commissioner of Motor Vehicles if it is determined that the agency has failed to perform any of the conditions stated herein, or if it is determined that the DDP is not being operated in a satisfactory manner.
- 22. This agreement will remain in effect unless cancelled by the Commissioner of Motor Vehicles, or until 90 days after a Notice of Cancellation has been sent to the Commissioner by the agency operating the DDP.
- 23. If this agreement is cancelled, the DDP will arrange for follow-up of participants in referral status after the effective date of the cancellation.
- 24. No changes to this agreement can be made without prior approval by the Department of Motor Vehicles.

<b>SPONSORING AGENCY</b>	
Authorized Signature 	Date
Name (please print)	
Title (please print)	
Sponsoring Agency Name (please print)	

Complete and mail this Service Agreement along with your Drinking Driver Program Application (DPR-103) and its required attachments to:

New York State Department of Motor Vehicles  
 Driver Program Regulation  
 6 Empire State Plaza, Room 412  
 Albany, NY 12228