

Limousine Chauffeur Training Requirements

In addition to other chauffeur requirements, all persons who operate limousines in Washington State are required to complete an approved limousine chauffeur training course, which includes successfully passing a written examination. For each chauffeur, a limousine business owner is required to have on file and ready for inspection, a DOL certificate showing successful completion of the course, with test scores. All limousine chauffeur training courses must be approved by the Department of Licensing prior to instruction, in accordance with WAC 308-83-300. Approved trainers must issue certificates and retain records, as described in WAC 308-83-320.

To apply for your chauffeur training approval, submit items in # 1 and # 2 as instructed below:

1. **Complete an Application for Approval of Limousine Chauffeur Training Course**, and send it to the Department of Revenue Business Licensing Service with a check to BLS for \$25. Find the **Application** form at: <http://bls.dor.wa.gov/forms/700191.pdf>. Send the completed application form and a \$25 check to:

BUSINESS LICENSING SERVICE
PO BOX 9034
OLYMPIA WA 98507-9034

2. **Send a completed Chauffeur Training Course Checklist and copy of your Curriculum** to the Department of Licensing (DOL). Contact DOL at 360-665-6466 or forhire@dol.wa.gov to get the **Checklist**. Make sure each **Checklist** question is answered and include a copy of all materials you will use for instruction. The **Checklist** is based on requirements found in WAC 308-83-300. Organize the course materials and information you submit in the order of the checklist. Attach your signed checklist to your course materials and send them to:

DEPARTMENT OF LICENSING
LIMOUSINE PROGRAM
PO BOX 9039
OLYMPIA WA 98507-9039

DOL will notify you when your course materials have been received and are being reviewed. Please allow at least one week after mailing before contacting them about your application. If you have questions about curriculum approval, please contact DOL at forhire@dol.wa.gov or (360) 664-6466.

Chauffeur trainers are required to keep additional course records that can be found in WAC 308-83-320. Detailed record-keeping instructions and a certificate template will be sent to trainers after course approval.

You can get more information about chauffeur training, limousine laws, and limousine regulations at www.dol.wa.gov/business/limousine.