

## Limousine Chauffeur Training Curriculum Fundamentals

**A**LL PERSONS WHO operate limousines in Washington are required to hold a valid Washington State License and complete an approved limousine chauffeur training course, which includes successfully passing a written examination. An approved course may be taken through a private vocational school, or limousine businesses may develop a training course for their own employees. This information sheet describes each of the sections that must be covered by a training course.

All limousine chauffeur training courses must be approved by the Department of Licensing. You can obtain this approval by submitting an application to the department prior to training prospective students. An application form is included with this information sheet.

Each student must successfully complete the entire course prior to driving a limousine to transport passengers. The business owner is required to have on file and ready for inspection, **for each chauffeur**, a certificate showing that the chauffeur has successfully completed a written and driving examination.

If the training course will be more than three calendar days or 24 hours in length, the school must also be licensed by the Workforce Training and Education Coordinating Board (RCW 28C.10). For more information, please contact the Board at (360) 753-5662 or visit [wtb.wa.gov](http://wtb.wa.gov).

### Curriculum

The fundamentals of the curriculum for limousine chauffeurs training were developed by the Department of Licensing, a representative of the limousine industry and a professional chauffeur training school. The curriculum was designed to include the desirable skills required for safe transportation of the public on the highways of the state.

Training courses must include, but are not limited to, the following four sections.

#### Knowledge of the surrounding area

Upon the completion of this section the student will be able to demonstrate his or her ability to:

- Find appropriate destinations such as airports, hotels, and major tourist attractions
- Be proficient in map reading and trip planning
- Know regional area safe/danger zones
- Explain traffic patterns and alternate routes
- Find emergency facilities (hospitals, police, etc.)

#### Defensive driving and safety

Upon completion of this section the student will be able to demonstrate, in a vehicle, proper techniques to:

- Perform safety checks
- Safely back up the vehicle
- Correctly turn corners
- Safely merge into the traffic flow
- Correctly use mirrors

#### Situational awareness

Upon completion of this section the student will be able to:

- Accurately describe braking distances required to stop
- Understand changing weather and road conditions and how to react to them
- Explain how to monitor and anticipate traffic developments
- Demonstrate personal and client safety

#### Limousine driving

As a requirement for completing this section, the student will complete a minimum of six hours of driving time. During the entire six hours, the student must be accompanied by an instructor who holds a valid Washington State Drivers License and who has satisfactorily completed a chauffeur's training course.\*

The driving time must be in vehicles of the type that will be used in the performance of his or her duties as a limousine chauffeur.

*\* A business owner who began operating a limousine carrier business prior to June 6, 1996, and who has driven limousines in the course of the business is permitted to act as the instructor, even if that person has not completed an approved chauffeur's training course.*

For additional information, contact:

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Business Licensing Service**  
PO Box 47475  
Olympia WA 98504-7475  
Telephone: 1-800-451-7985