

Applicant Name: _____

**Federal Motor Carrier Safety Administration (FMCSA)
Skill Performance Evaluation (SPE) Certification
49 CFR 391.49**

Sample Renewal Letter of Application

All initial and renewal Skill Performance Evaluation (SPE) certificate requests must adhere to the regulatory requirements detailed in this section.

To enable processing of your application we require all of the information included in this section. We have included a suggested format in this packet that will help facilitate the processing of your SPE certification request. We will not process incomplete applications.

Application type:

Joint application

49 CFR 391.49(b), a letter of application for an SPE certificate may be submitted by the person (driver applicant) who seeks an SPE certificate and by the motor carrier that will employ the driver applicant, if the application is accepted, this is a *joint* application.

Unilateral application

49 CFR 391.49(3) Exception, a letter of application for an SPE certification may be submitted by the driver applicant, this is a **unilateral** application.

Application address: The application must be addressed to the applicable field service center, FMCSA, for the State in the applicant is licensed, or where the co-applicant motor carrier's principal place of business is located.

Renewal Application

- (1) Name and complete address of motor carrier currently employing the applicant;
- (2) Name and complete address of the driver;
- (3) Effective date of the current SPE certificate;
- (4) Expiration date of the current SPE certificate;
- (5) Total miles driven under the current SPE certificate;
- (6) Number of accidents incurred while driving under the current SPE certificate, including date of the accident(s) number of fatalities, number of injuries, and the estimated dollar amount of property damage;
- (7) A current medical report;
- (9) A copy of the medical certificate
- (10) A medical evaluation summary completed by either a Board-qualified or Board-certified psychiatrist (doctor of physical medicine) or orthopedic surgeon. The co-application motor carrier or the driver applicant shall provide the psychiatrist or orthopedic surgeon with a description of the job-related tasks the driver applicant will be required to perform;
- (11) The medical evaluation summary for a driver applicant disqualified due to an amputation shall include:

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- An assessment of the functional capabilities of the driver as they relate to the ability of the driver to perform normal tasks associated with operating a commercial motor vehicle; and
- A statement by the examiner that the applicant is capable of demonstrating precision prehension (e.g., manipulating knobs and switches) and power grasp prehension (e.g., holding and maneuvering the steering wheel) with each upper limb separately

(12) The medical evaluation summary for a driver applicant disqualified for impairment shall include:

- An assessment and medical opinion of whether the condition at the time of the evaluation, will likely remain medically stable over the lifetime of the driver applicant; and
- A statement by the examiner that the applicant is capable of demonstrating precision prehension (e.g., manipulating knobs and switches) and power grasp prehension (e.g., holding and maneuvering the steering wheel) with each upper limb separately

(13) A description of the driver applicant's prosthetic or orthotic device worn, if any

(14) Employment Information

(15) A copy of driver's current State motor vehicle driving record for the period of time the current SPE certificate has been in effect;

(16) Notification of any change in the type of tractor the driver will operate;

(17) Driver's signature and date signed; and

(18) Motor carrier co-applicant's signature and date signed.

Upon granting an SPE certificate, the Division Administrator/State Director, FMCSA, will notify the driver applicant by letter and co-applicant motor carrier (if applicable). The terms, conditions and limitations of the SPE certificate will be specified. The SPE certificate form will identify the power unit (bus, truck, truck tractor) for which the SPE certificate has been granted.

The Division Administrator/State Director, FMCSA, may deny the application for SPE certificate or may grant it totally or in part and issue the SPE certificate subject to such terms, conditions, and limitations as deemed consistent with the public interest. The SPE certificate is valid for a period not to exceed 2 years from date of issue, and may be renewed 30 days prior to the expiration date.

Falsifying information in the letter of application, the renewal application, or falsifying information required by this section by either the applicant or motor carrier is prohibited.

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Sample SPE Renewal Letter of Application

A Board-certified or Board-qualified orthopedic surgeon or physiatrist must complete the medical evaluation summary. If you do not have access to an orthopedic surgeon or a physiatrist we suggest that you go to a rehabilitation facility for this examination as these facilities and their personnel generally have experience in evaluating individuals with missing or impaired limbs.

If applying for a unilateral SPE certificate (independent of your employer) you must obtain a copy of your State motor vehicle driving record for the period of time the current SPE certificate has been in effect.

If you are submitting a co-application (with your employer), please contact the Medical Program Specialist at the Service Center associated with the location of your employer's principal place of business for further instructions.

If you have any questions, please contact the Medical Program Specialist at the Service Center for the State where you are a legal resident.

Service Center	Territory Included	Office Location
Eastern	CT, DC, DE, MA, MD, ME, NJ, NH, NY, PA, PR, RI, VA, VI, VT, WV	4749 Lincoln Mall Drive, Suite 300A Matteson, IL 60443 (708) 283-3577
Midwestern	IA, IL, IN, KS, MI, MO, MN, NE, OH, WI	4749 Lincoln Mall Drive, Suite 300A Matteson, IL 60443 (708) 283-3577
Southern	AL, AR, FL, GA, KY, LA, MS, NC, NM OK, SC, TN, TX	1800 Century Blvd. Suite 1700, Atlanta, GA 30345-3220 (404) 327-7371
Western	American Samoa, AK, AZ, CA, CO, Guam, HI, ID, Mariana Islands, MT, ND, NV, OR, SD, UT, WA, WY	1800 Century Blvd. Suite 1700, Atlanta, GA 30345-3220 (404) 327-7371

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**The following information must be submitted with your
Skill Performance Evaluation (SPE) certificate renewal application**

You must submit,

1. A unilateral (Driver Applicant) SPE certificate application, ***or***
2. A joint application from the Driver Applicant and the application from the Motor Carrier that will employ the driver, if an SPE Certificate is issued. *Please note: if the employer changes, SPE certification reapplication with the new employer is required.* Contact the FMCSA program specialist to obtain appropriate guidance.
3. The Motor Carrier driver application.
4. A copy of the results of your medical examination report, pursuant to 49 CFR 391.43, the *Medical Examination Report for Commercial Driver Fitness Determination*.
5. A copy of your signed medical examiner's certificate.
6. A Medical Evaluation Summary completed **only** by either a Board-qualified or Board-certified physiatrist (doctor of physical medicine) or orthopedic surgeon no other healthcare provider will be accepted.
7. A copy of your State motor vehicle driving record (MVR) for the past 3 years from each State in which you held a driver's license or permit.
8. A copy of your SPE certificate.

Please review the above requirements before mailing your application to ensure that all required information is included in your packet. If you have questions contact the Medical Program Specialist in the Service Center for the State where you are a legal resident.

Signature

Date

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Sample SPE Renewal Letter of Application

(PLEASE PRINT CLEARLY)

check application type: Unilateral Joint

Name: _____ Telephone#: _____

Address: _____ City: _____

State: _____ Zip: _____

Expiration date of current SPE certificate: _____

Approximate miles driven under current SPE certificate: _____

Traffic violations incurred in the last 2 years (indicate date and type of violation):

Accidents incurred in last 2 years. Give a brief description of each accident, including date, number of fatalities and/or injuries and total amount of property damage. Attach a copy of the police accident report for each accident. (See continuation sheet if additional space is required)

List any changes in the type of vehicle you will operate and/or the scope of operations you will perform. _____

Is there any significant change in the type of prosthetic device shown on your current SPE certificate: Yes: ____No____

If yes, please give a description of the new prosthesis: _____

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APPLICATION FOR EMPLOYMENT

COMPANY NAME: _____ STREET ADDRESS _____

CITY: _____ STATE: _____ ZIPCODE: _____

NAME: _____

(First) (Middle) (Maiden Name, if any) (Last)

ADDRESS: _____ HOW LONG? _____
(Street) (City) (State & Zip code)

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____

ADDRESS FOR THE PAST THREE YEARS:

_____ HOW LONG? _____
(Street) (City) (State & Zip code)

_____ HOW LONG? _____
(Street) (City) (State & Zip code)

(ATTACH SHEET IF ADDITIONAL SPACE IS REQUIRED)

DRIVER EXPERIENCE AND QUALIFICATIONS

	STATE	LICENSE NO.	TYPE	EXPIRATION DATE
DRIVER				
LICENSE				

DRIVING EXPERIENCE

CLASS OF EQUIPMENT	TYPE OF EQUIPMENT (VAN, TANK, FLAT, ETC.)	DATE FROM	DATE TO	APPROX. NO. OF MILES (TOTAL)
STRAIGHT TRUCK				
TRACTOR AND SEMI-TRAILER				
TRACTOR-TWO TRAILERS				
OTHER				

ACCIDENT RECORD FOR PAST 3 YEARS OR MORE (ATTACH SHEET IF MORE SPACE IS NEEDED)

DATES	NATURE OF ACCIDENT (HEAD-ON, REAR-END, UPSET, ETC.)	FATALITIES	INJURIES
LAST ACCIDENT			
NEXT PREVIOUS			
NEXT PREVIOUS			

TRAFFIC CONVICTIONS AND FORFEITURES FOR THE PAST 3 YEARS (OTHER THAN PARKING VIOLATIONS)

LOCATIONS	DATE	CHARGE	PENALTY

(ATTACH SHEET IF ADDITIONAL SPACE IS NECESSARY)

- A. Have you ever been denied a license, permit or privilege to operate a motor vehicle? Yes ____ No ____
- B. Has any license, permit or privilege ever been suspended or revoked? Yes ____ No ____

IF THE ANSWER TO EITHER A OR B IS YES, ATTACH A STATEMENT GIVING DETAILS

Applicant Name: _____

(Continuation sheet)

Violations (continued):

Accidents (continued):

Additional information and/or comments:

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EMPLOYMENT RECORD

(Attach sheet if additional space is needed)

NOTE: include the employment history for at least a 3 year period preceding this application that includes the current employer

Must list the complete mailing address: street number and name, city, state and zip code

LAST EMPLOYER: NAME _____

ADDRESS _____ TELEPHONE NUMBER _____

POSITION HELD _____

FROM _____ TO _____

REASONS FOR LEAVING _____

SECOND LAST EMPLOYER: NAME _____

ADDRESS _____ TELEPHONE NUMBER _____

POSITION HELD _____

FROM _____ TO _____

REASONS FOR LEAVING _____

THIRD LAST EMPLOYER: NAME _____

ADDRESS _____ TELEPHONE NUMBER _____

POSITION HELD _____

FROM _____ TO _____

REASONS FOR LEAVING _____

This certifies that this application was completed by me, and that all entries on it and information in it are complete to the best of my knowledge.

Date

Applicant's Signature

Applicant Name: _____

**YOU MUST CAREFULLY READ THE
FOLLOWING INSTRUCTIONS BEFORE
CONTINUING**

The attached Medical Evaluation Summary must be completed for every Skill Performance Evaluation (SPE) Certificate applicant.

There are several important questions in this Summary that **must be answered**:

1. As the applicant, you must review and consider every block in Part II and check every box that applies to the type of duties or the environment you will be driving/working in.
2. Only a Board-qualified or Board-certified **physiatrist** (physician who specializes in physical medicine) OR **orthopedic surgeon** (specialist in conditions that affect the skeletal system) can complete and sign the summary.
3. The signature of a health practitioner that is not a Board-qualified or Board-certified **physiatrist** OR **orthopedic surgeon** will not be accepted.
4. If a Board-certified or Board-qualified orthopedic surgeon or physiatrist does not complete **Part-III** of the Medical Evaluation Summary further processing of your application will stop.

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SUMMARY

PART I of III

Date _____

FROM: _____

Motor Carriers Name

TO: _____
(Doctor's Name) **Must be Board-Certified or Board-Qualified or orthopedic surgeon or physiatrist**

SPE Applicant Name: _____

The above driver is being referred to you for a medical evaluation summary as required by Section 391.49 of the Federal Motor Carrier Safety Regulations (FMCSRs). The FMCSR states that the motor carrier shall furnish the examining physiatrist or orthopedic surgeon with a description of the job tasks which are contained herein. The FMCSRs further states that the medical evaluation summary shall be completed, dependent upon the driver's physical disability in accordance with the following objectives:

1. IN CASES INVOLVING AMPUTATION- The summary shall include an assessment of the driver's physical capabilities as they relate to the driver's ability to perform the tasks as specified in the accompanying job task description.
2. IN CASES INVOLVING LIMB IMPAIRMENT- The summary shall include an explanation as to how and why the impaired area interferes with the driver's ability to perform the tasks as specified in the accompanying job task description. The summary shall also contain an assessment of whether the condition will likely remain medically stable over the driver applicant's lifetime.
3. IN CASES INVOLVING EITHER AN UPPER LIMB AMPUTATION OR UPPER LIMB IMPAIRMENT, the summary shall include a statement by the examiner that the applicant is capable of demonstrating precision prehension (manipulating knobs and switches) and power grasp prehension (holding and maneuvering the steering wheel) with each upper limb separately.

Few people outside of the motor carrier industry fully appreciate the mental and physical demands placed on commercial drivers. Medical examiners should not apply automobile driving experience to evaluate fitness of commercial driver applicants.

The physical demands of commercial driving and related tasks vary considerably with type of vehicles and duties involved. To effectively match job demands with an applicant's abilities to meet these demands, the physiatrist or orthopedic surgeon must know the type of vehicle to be driven, the job demands, and environment involved. For their own, as well as the safety of others, drivers minimally must have adequate:

- A. Strength- of the skeletal muscles to turn large diameter steering wheels (20-24 inches) rapidly and maintain a grip on them when confronted with tire failures and/or striking potholes or obstructions on the roadway.
- B. Mobility- of the joints to reach various controls that must be pushed, pulled, or twisted; and to climb, bend, crawl, lift, twist, and turn to position for visual inspection; and to perform various related other associated tasks such as coupling and uncoupling trailers and vehicle inspections.
- C. Stability- of joints and of the torso to maintain alert driving postures to smoothly modulate foot and hand controls, to climb into and out of the vehicle cab and cargo compartments.
- D. Power Grasp and Prehension - of hands and fingers to control the steering wheel, operate the transmission (gear shift lever), air brake controls, and various other tasks such as operating light switches, directional signals, horns.

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MEDICAL EVALUATION SUMMARY

PART II

PART II TO BE COMPLETED BY MOTOR CARRIER AND/OR DRIVER

Modification to the task statements may be made if necessary.

The following is a universal job task description; **your attention is directed to those boxes that have been checked as being pertinent to this particular driver.**

A. VEHICLE TYPE

Straight Truck

May have up to 5 axles utilizing van, flatbed, tank or dump bodies

A. Over 10,001 lbs.

B. Combination
Straight Trk with
Trailer over
10,001 lbs.

C. Less than 10,001
lbs. & Placarded
Hazardous Materials

Motor Home

Gross Vehicle Weight
Rating of
10,001 or more

Tractor-Trailer

Comprised of a power
unit (tractor) and one or
more trailers.

Passenger Vhl.

List the Seating
Capacity _____

Type:

Motor Coach

Bus

Van

- i. Short-relay drives 4-5 hours to a turnaround point, exchanges trucks and drives back to starting point.
- ii. Long-relay drives 8-10 hours, sleeps for 8 hours and returns to starting point.
- iii. Straight-through to destination, including coast to coast operations, and typically is away from home for ___ nights at a time.
- iv. Sleeper-team drives constantly for 4 hours followed by 4 hours in the bunk while co-driver drives and typically is away from home ___ nights at a time.
- v. Local deliveries, often with frequent stops
- vi. Driver may spend hours climbing in and out of truck to load and unload cargo.

B. ENVIRONMENTAL FACTORS

Drivers may be subject to:

- a. Abrupt duty hour changes,
- b. Sleep deprivation,
- c. Unbalanced work/rest cycles,
- d. Temperature and weather extremes,
- e. Long trips without regular meals,
- f. Short notice to assignment of run
- g. Tight delivery schedule
- h. Delay en route,
- I. Others

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C. PHYSICAL DEMAND

Moderate physical activity levels are associated with commercial vehicle driving. Perceptual skills are needed to monitor the driving situation for relevant information. Manipulation skills are needed to turn the steering wheel, applying brakes, shift the gears, etc. The demands imposed on a commercial driver’s sensory organs and musculoskeletal systems are briefly discussed below.

- Gear Shifting: The movement of the gear shift lever(s) requires moderate strength, timely coordination, and complex manipulation skills of right upper and left lower extremity. This individual's vehicle will have a ____speed manual transmission.
- Vehicle equipped with semi-automatic transmission (manual shifting but no clutch).
- Vehicle equipped with a fully automatic transmission.
- Control of steering wheel requires strength, mobility, and power grip of upper extremities while maintaining stability of trunk.
- Operation of brake and accelerator pedal requires moderate strength, mobility, and coordinated movement in lower extremities.
- Various tasks during driving, such as: operating light switches, windshield wipers, directional signals, emergency lights, horn, etc.; requiring moderate strength, mobility, and manipulative skills of upper extremities.
- Backing and parking: requires good depth perception, strength, and coordinated manipulative skills.
- Vehicle inspection: driver must evaluate the mechanical condition of the various vehicular systems such as: tires, brakes, suspensions, engines, and cargo. Climbing, bending, kneeling, crawling, reaching, stretching, turning, twisting, are essential for proper vehicle inspection.
- Cargo handling and inspection: drivers may be required to handle cargo, climb up and down perpendicular ladders, and enter/leave the cab or cargo body many times a day.
- Coupling and uncoupling: tractor-trailer drivers may hook up one or more trailers, this requires strength and full range of motion to climb, balance turn, grip, and pull.
- Mounting snow chains on tires requires pulling/lifting motions in the range of 35-90 pounds.
- Changing tires requires a combination of pulling, pushing, and lifting motions in the range of 100 to 175 pounds.
- Vehicle modification(s) made for this driver are:

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PART III (page 1 of 3)

PART III MUST BE COMPLETED BY AN ORTHOPEDIC SURGEON OR PHYSIATRIST

Based upon this job task description (as indicated in Part 11-A, B, and C) and your examination of this driver, please answer all questions below.

It is not necessary for the physician to state whether this person is likely to be a safety risk on the highway. The SPE Specialist will conduct the SPE in the intended vehicles to determine whether limb-impaired persons have overcome their impairment(s). We are relying on your medical measurements and judgment for information as requested below:

1. Does this driver have adequate MUSCLE STRENGTH to perform the tasks required?

YES

No **If no, please indicate the impaired extremity.**

Upper Extremity	<input type="checkbox"/> Right	<input type="checkbox"/> Left
Lower Extremity	<input type="checkbox"/> Right	<input type="checkbox"/> Left

2. Does this driver have adequate MOBILITY of the extremities and trunk to perform the tasks required?

Yes

No **If no, please indicate the impaired extremity.**

Upper Extremity	<input type="checkbox"/> Right	<input type="checkbox"/> Left
Lower Extremity	<input type="checkbox"/> Right	<input type="checkbox"/> Left
Trunk	<input type="checkbox"/>	

3. Does this driver have adequate JOINT and TRUNK STABILITY to perform the tasks required?

Yes

No **If no, please indicate the impaired extremity.**

Upper Extremity	<input type="checkbox"/> Right	<input type="checkbox"/> Left
Lower Extremity	<input type="checkbox"/> Right	<input type="checkbox"/> Left
Trunk	<input type="checkbox"/>	

Applicant Name: _____

PART III (page 2 of 3)

4. This driver has an **impairment** of: **hand** or **upper limb**

Has an **amputation** of: **hand** (partial full) **upper limb**:

Does the driver have POWER GRIP and PREHENSION FUNCTION of the hand and fingers?

Power Grip and precision prehension further defined: the capability of holding, clutching, clasping, or seizing firmly the steering wheel and/or other vehicle equipment to effectively control the vehicle and perform normal and emergency vehicle operations: steering (potholes, tire failure (blowouts), etc., and operate gear shift levers, air brake controls, light switches, directional signals, and horns.

Right Yes No

Left Yes No

If no, do you recommend a surgical reconstruction to produce power grip and/or prehension?

Yes No

5. If this driver has an **UPPER** **LOWER LIMB** IMPAIRMENT Right Left

Has an **UPPER** **LOWER LIMB** AMPUTATION Right Left

Does the driver have?

a. The APPROPRIATE TYPE OF PROSTHESIS OR ORTHOTIC DEVICE 7

Yes No

b. The appropriate type of TERMINAL DEVICE?

Yes No

c. If yes, does the prosthesis\orthotic fit satisfactorily, and is it in good operating condition?

Yes No

d. Is the applicant able to use the prosthetic/orthotic device proficiently?

Yes No

e. In the case of a hand or upper limb amputation or impairment does the prosthetic/orthotic device aid the driver in the ability to demonstrate power grasp and precision prehension?

Yes No

If no to any of above, what is your recommendation?

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6. Please describe clinically the prosthetic or orthotic device, power source, etc.

7. Does this Driver have any other medical conditions, other than the physical disability indicated in Part III that will interfere with his/her ability to adequately perform the required tasks?

No
 Yes -Explain: _____

8. Please summarize your findings and evaluation, include assessment and medical opinion of whether the condition, at the time of this evaluation, will likely remain medically stable over the lifetime of the driver applicant:

Physician's Name (print): _____
(LAST NAME) (FIRST NAME) (MI)

Address: _____
(Street) (City) ((State & Zip code)

Telephone Number: _____ Alternate Number: _____

Please Check: Psychiatrist Orthopedic Surgeon

Board Certified: Yes No

Board Eligible: Yes No

Physician's Signature: _____ Date: _____