**File Monitor Rubric**

TSC encourages you to first read NMAC 18.20.3: [www.srca.nm.gov/parts/title18/18.020.0003.html](http://www.srca.nm.gov/parts/title18/18.020.0003.html)

Please use this rubric as a reference for key rules outlined in the New Mexico Administrative Code (NMAC) that we use during a file monitor.
While this rubric highlights important areas of focus, it does not include every item we review during a full audit or monitoring process. Additional documentation, practices, or procedures may also be evaluated to ensure your program meets all NMAC rules.

|  |  |
| --- | --- |
| Yes/No | **NMAC Rule** |
|  | **Public School in session-** course is conducted over a minimum four (4) week period with no more than three (3) hours of classroom instruction and no more than four (4) hours of classroom instruction on days when educational classes are not held. Ex: Saturday/Sunday**Winter, Summer,** where vacation or break is two (2) weeks or more, course is conducted over a minimum two (2) week period with a maximum of four (4) hours of classroom instruction per day *18.20.3.12 J (1) (2)* |
|  |
|  | Are three **(3)** years of **all** driving school records including both hard copies and electronic versions of records available for inspection at any time? *18.20.3.15 C* |
|  | Is there an attendance roster for each class? *18.20.3.12 J.1*Are there **dates and times**?Did students Initial? |
|  |
|  | Do the records accurately reflect **make-up time and/or make-up assignments** for each student? *18.20.3.9 C.5* |
|  | Are records maintained for each student receiving instruction including those who **passed, failed, withdrew, cancelled, or transferred** to another school and updated for each course? *18.20.3.15 C* |
|  | Does each student have a contract in their file? *18.20.3.15 E*Written Refund policy? Written reschedule policy, for both BTW & Classroom? |
|  |
|  |
|  | Is the first BTW date **30** days after end date of the classroom instruction?*18.20.3.18**D.1* |
|  | Are at least **4 of 7** BTW hours on-street training?*18.20.3.13 A.1* |  | *Did students initial after each drive time?* |
|  | Are test scores shown in student records, and did each student pass with a 70%?*18.20.3.12 K* |
|  | Are no more than 40 students enrolled, or less per the maximum occupancy allowed by the fire code?*18.20.3.12 B* |
|  | Do student BTW logs have: Permit number, emergency contact info, skills taught, student initials, instructor initials, start/end time and date of each drive? *18.20.3.13 E.2* |