

Attention Public Service Disqualification List Users:

On August 28th, 2017 the State will begin providing the Public Service Disqualification List at a new web location, using a tool called the Secure File Transport Protocol (SFTP). You may have in the past heard us use the term Tumbleweed. SFTP replaces Tumbleweed.

So on the morning of Tuesday, August 29th, please begin using the new web site: [HTTPS://SFT.CT.GOV](https://sft.ct.gov). Please DO NOT use the old environment as of August 29th.

Please note the following:

- Please do not attempt to use the old web site as your user name and password on that site will be disabled as part of the transition, and the data may no longer be current.
- The IP Address for the web site is 159.247.4.121
- Your user name and password is the same that you used in the old environment. Please remember your user name and password are both case sensitive.
- As the new SFTP web site requires a Contact Name, Email Address and a Phone Number, if we did not receive these details for your account, it will be disabled.
- All accounts that remain inactive for 13 months, will be automatically be disabled.
- For Internet Explorer (IE) users, you must ensure that Compatibility mode is turned off. Please contact your organizations technical support, if you need assistance with this.
- If you have enabled SSL 3.0 to access the old Tumbleweed environment, you can un-enable it, as it is no longer needed to use the new SFTP environment. Please contact your organizations technical support, if you need assistance with this.
- We strongly recommend that you do not let your browsers remember the password to this new web site.
- If your organization have any vendors who need this information, please be sure to send it to them. If they have any questions, and as noted below, questions must be sent to sftp.dmv@ct.gov.

- **If you need DMV IT Assistance for your SFTP Account, you must send an email requesting assistance to sftp.dmv@ct.gov.** Please be sure to include your name, the name of the organization that the SFTP account is associated with, your phone number and the best time to call. Failure to provide ALL of this information may delay our response.

Thank You,

DMV SFTP Administrator

COSTA Members,

Please see the attachments pertaining to DMV's PERU Disqualification List process in compliance with the new law, section 15 of Public Act 17-68. This revised law requires DMV to verify that the school bus carriers are checking the PERU Disqualification at least twice per month (which the law required). Given this DMV has provided the attachments for you to read and become familiarized with. Please review and if you have any questions, you can call 860-263-5888 or email dmvdisqlist@ct.gov

Thank you

Sincerely,

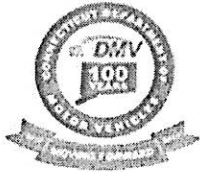
Joan F. Vicinus

Administrative Assistant, DRU

60 State Street

Wethersfield, CT 06161

860-263-5267





STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES

60 State Street, Wethersfield, CT 06161

<http://ct.gov/dmv>



I would like to bring to your attention a new state law, section 15 of Public Act 17-68 related to public service driver license information made available by DMV. The new law became effective July 1, 2017. As you likely know, CT General Statutes (CGS) §14-276(b) requires any carrier that employs drivers who operate school buses or student transportation vehicles (STVs) to view a report provided by DMV at least twice per month. That report, called the Public Service Disqualification List, displays the names of operators who have had their operator's license or endorsement to operate a school bus or STV withdrawn, suspended or revoked. Carriers must prohibit those operators whom they employ, from operating a school bus or STV. For several years, DMV has been providing the list to carriers electronically and access is gained by using a user name and password.

The Public Act now requires DMV to ensure that each carrier is reviewing this report at least twice monthly by (1) conducting random compliance audits to determine whether the carrier is reviewing the report, (2) maintaining a record of each such review by a carrier for the prior two years, and (3) making such record publicly available upon request.

On August 29th, DMV began providing the Public Service Disqualification List through a new web location using a tool called the Secure File Transport Protocol (SFTP). You may have heard the term "Tumbleweed" used in the past. SFTP replaces Tumbleweed. We also initiated email and telephone outreach efforts to inform carriers of the new system and to update our records.

In order to assist with the transition to the new system, DMV will keep your user name and password active on the old site until October 31, 2017. We encourage you, however, to begin using the new site with your same user name and password as soon as possible: <https://sft.ct.gov>. If you do not know your user name, or you have additional questions concerning your account, you can send an email to: sftp.dmv@ct.gov. Please be sure to include your name, the name of your organization, carrier name, your phone number and the best time to call.

It is my belief that compliance is preferable to enforcement so there will be a short period of time to remind and educate carriers on their obligation to check the Public Service Disqualification List at least twice per month. DMV will be auditing the new SFTP site and providing guidance to carriers who are not in compliance. DMV will work with your company to help ensure compliance, however please note, beginning no later than December 1, 2017, DMV will begin imposing civil penalties for non-compliance of one thousand dollars for the first violation, and two thousand five hundred dollars for each subsequent violation per CGS §14-276(b). We know that you take this new law as seriously as DMV so please make every effort to comply.

I would like to thank you for your anticipated cooperation in using the new SFTP site to view the Public Service Disqualification List. This site will be the only site audited by DMV so it is imperative that you move to it as soon as possible. Again, if you have any issues with access to the system, you can email us at: sftp.dmv@ct.gov.

Please know that as a partner in student transportation safety, I appreciate the outstanding job you do in safely transporting Connecticut's students to and from school each day.

Sincerely,

Michael R. Bzdyra
Commissioner

SAMPLE LETTER

Important Facts:

- Old tumbleweed site is out of service as of 10/31/17 (sfile.ct.gov)
- New site to use is <https://sft.ct.gov/>
- If you (or your main headquarters) did not receive the letter from the DMV Commissioner (Sample hand out) we probably don't have up to date information on your establishment. Please contact our office ASAP so we can get you a form to update your info for our Master List.
- Logging into and opening the file (3_DISQ_PUB_SERV_CCYYMMDD.CSV is recommended) at least twice a month is required in order to avoid penalties in the future. You should be keeping a log for your records of when you log in in case you get audited (date and time).
- Any questions about SFTP can be directed to the new unit phone number (860) 263-5888 or the new email address: dmvdisqlist@ct.gov
- Technical (IT) questions should go to: sftp.dmv@ct.gov