



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157  
[des@tdlr.texas.gov](mailto:des@tdlr.texas.gov) • [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

## SIX (6) HOUR SPECIALIZED DRIVING SAFETY COURSE APPLICATION INSTRUCTIONS

Each entity seeking to provide a 6-hour driving safety course shall provide an application for approval that shall be in compliance with 16 TAC §84.503 and TDLR established guidelines and criteria for a driving safety course. The following information shall be submitted in a hole-punched notebook with a cover and a table of contents or the information may be submitted on CD, DVD, or flash drive.

1. Name of Course:

2. Required Fee: \$5,850.00

3. Course Provider Name:

4. Course Provider License Number:

CP

5. Course Application Type:

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Original Course

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Cloned Course (copy of previously approved course)

### Required Documents

- Completed application
- Course Provider Application and Fee- (if not licensed as a TDLR Driving Safety Course Provider)
- Fee of \$5,850.00 (All Fees are nonrefundable)
- Course Content Guide - (Created and submitted by applicant)
- Instructor Training Guide - (Created and submitted by applicant)
- Cross Reference Form - included in this packet
- Background Qualifications - Attach a brief description of your capability in writing instructional materials
- Attach a list of course materials and course references
- Driving Safety Certificate and Plan of issuance to comply with 16 TAC §84.61.
- List of course materials and reference material
- Authorization to use Driving Safety Course Form or Driving Safety application and fee

### Send your completed application and required documents to:

Texas Department of Licensing and Regulation  
P.O. Box 12157  
Austin, TX 78711-2157

Documents submitted with your application will not be returned. Keep a copy of your completed application, all attachments, and your check or money order. Do not send cash.

For additional information and questions, please visit the Texas Department of Licensing & Regulation website at [www.tdlr.texas.gov](http://www.tdlr.texas.gov) or request assistance and include attachments as needed via [des@tdlr.texas.gov](mailto:des@tdlr.texas.gov).

## STATEMENT OF APPLICANT

I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing and Regulation (Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing and Regulation (16 Texas Administrative Code, Chapter 84). I understand that providing false information on this application and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

\_\_\_\_\_  
Signature of Owner and/or Officer or Authorized Representative

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Printed Name of Owner and/or Officer or Authorized Representative

\_\_\_\_\_  
Title

## SIX (6) HOUR SPECIALIZED DRIVING SAFETY COURSE CONTENT REQUIREMENTS

- All course content shall be delivered under the direct observation of a licensed instructor.
- The educational objectives of specialized driving safety courses shall include, but not be limited to improving the student's knowledge and use of, compliance with, and attitude toward the use of child passenger safety seat systems and the wearing of seat belt and other occupant restraint systems, and educating the student on the proper law enforcement procedures for traffic stops in accordance with the provisions of the Community Safety Education Act (Senate Bill 30, 85th Regular Legislature).
- To be approved, each course provider shall submit as part of the application a course content guide that includes the following:
  - 1) A statement of the course's goal and philosophy relative to occupant protection; A statement of the course's traffic safety goal and philosophy;
  - 2) A statement of policies and administrative provisions related to student progress, attendance, makeup, and conduct. The policies and administrative provisions shall be used by each school that offers the course and include the following requirements:
    - a. progress standards to test the comprehension of the student at the end of the course;
    - b. appropriate standards to ascertain the attendance of students. All schools approved to use the course must use the same standards for documenting attendance to include the hours scheduled each day and each hour not attended;
    - c. any period of absence for any portion of instruction will require that the student complete that portion of instruction. All makeup lessons must be equivalent in length and content to the instruction missed and taught by a licensed instructor; and
    - d. conditions for dismissal and conditions for re-entry of those students dismissed for violating the conduct policy;
  - 3) A statement of policy addressing entrance requirements and special conditions of students such as the inability to read, language barriers, and other disabilities;
  - 4) A list of relevant instructional resources such as textbooks, audio and visual media and other instructional materials, and equipment that will be used in the course and the furniture deemed necessary to accommodate the students in the course such as tables, chairs, and other furnishings. The course shall include a minimum of 60 minutes of audio/video materials relevant to the required topics; however, the audio/video materials shall not be used in excess of 165 minutes of the 300 minutes of instruction. The resources may be included in a single list or may appear at the end of each instructional unit;
  - 5) Written or printed materials to be provided for use by each student as a guide to the course. The Department may make exceptions to this requirement on an individual basis;
  - 6) Instructional activities to be used to present the material (*lecture, films, other media, small-group discussions, workbook activities, written and oral discussion questions, etc.*). When small-group discussions are planned, the course content guide shall identify the questions that will be assigned to the groups;
  - 7) Techniques for evaluating the comprehension level of the students relative to the instructional unit. If oral or written questions are to be used to measure student comprehension levels, they shall be included in the course guide. The evaluative technique may be used throughout the unit or at the end; and
  - 8) A completed form cross-referencing the instructional units. A form to cross-reference the instructional units to the required topics and topics unique to the course will be provided by the Department.
- Approved driving safety courses must be presented in compliance with guidelines outlined and must include current statistical information drawn from data maintained by the Texas Department of Transportation or National Highway Traffic Safety Administration.
- Approved driving safety courses must ensure that course content is accurate, updated for current traffic laws and includes all required content located in Education Code, Insurance Code and Traffic Code ensuring it accurately represents current laws and rules.
- Driving Safety course content, including video and multimedia, shall include current statistical data, references to law, driving procedures, and traffic safety methodology. A driving safety course shall include, at a minimum, materials adequate to assure the student masters the following:
  - 1) Course introduction
  - 2) The traffic safety problem
  - 3) Factors influencing driver performance
  - 4) Traffic laws and procedures
  - 5) Special skills for difficult driving environments
  - 6) Physical forces that influence driver control
  - 7) Perceptual skills needed for driving
  - 8) Defensive driving strategies
  - 9) Driving emergencies
  - 10) Occupant restraints and protective equipment
  - 11) Alcohol and traffic safety
  - 12) Comprehensive examination

**WARNING:** It is the Course Provider's responsibility to check all traffic laws, rules and program requirements before submitting their course. Failure to ensure accuracy of content may result in the loss of non-refundable fee paid for application or cancellation of course approval.



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## 6 (HOUR) SPECIALIZED DRIVING SAFETY COURSE CROSS-REFERENCE FORM

### INSTRUCTIONS

This form is used to cross-reference each of the requirements for driving safety course content to its location in the course materials. Insert the appropriate page number(s) that contain the required information.

THIS FORM MUST BE COMPLETED BY THE APPLICANT OR THE APPLICATION WILL BE REJECTED

Course Name: _____			TDLR Use Only		
Course Provider Number: _____					
Course Provider Name: _____					
TDLR INDEX NUMBER	Minimum Course Content (Texas Education Code 1001 & 16 TAC 84.503) A Specialized Driving Safety Course shall include, as a minimum, materials adequate to assure the student masters the following topics.	MINIMUM TIME FOR EACH UNIT	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	ACTUAL WORD COUNT FOR EACH TOPIC
1.0	<b>COURSE INTRODUCTION</b> <b>Objectives:</b> <i>Orient students to the class</i>	<b>10</b>			
1.1	Purpose and benefits of the course;				
1.2	Course and facilities orientation				
1.3	Requirements for receiving course credit;				
1.4	Student course evaluation procedures; and				
2.0	<b>THE OCCUPANT PROTECTION PROBLEM</b> <b>Objectives:</b> To develop an understanding of Texas occupant protection laws and the national and state goals regarding occupant protection	<b>10</b>			
2.1	Identification of Texas Occupant Protection Laws;				
2.2	Deaths, injuries, and economic losses related to improper use of occupant restraint systems; and				

<b>TDLR INDEX NUMBER</b>	<b>Minimum Course Content (Texas Education Code 1001 &amp; 16 TAC 84.503)</b> A Specialized Driving Safety Course shall include, as a minimum, materials adequate to assure the student masters the following topics.	<b>MINIMUM TIME FOR EACH UNIT</b>	<b>ACTUAL TIME FOR EACH UNIT (MM:SS)</b>	<b>PAGE NUMBER(S) WHERE INFORMATION IS LOCATED</b>	<b>ACTUAL WORD COUNT FOR EACH TOPIC</b>
2.0	<b>THE OCCUPANT PROTECTION PROBLEM</b> (Continued)				
2.3	National and state goals regarding occupant protection				
3.0	<b>FACTORS INFLUENCING DRIVER PERFORMANCE</b> <b>Objectives:</b> To identify the characteristics/behaviors of drivers and how they affect driving performance.	<b>25</b>			
3.1	Attitudes, habits, feelings, and emotions				
3.2	Alcohol and other drugs				
3.3	Physical condition				
3.4	State traffic laws				
3.5	Knowledge of driving laws and procedures including law enforcement procedures for traffic stops in accordance with the provisions of the Community Safety Education Act				
3.6	Understanding the driving task				
4.0	<b>PHYSICAL FORCES THAT INFLUENCE DRIVER CONTROL</b> <b>Objectives:</b> To identify the physical forces that affect driver control and vehicle performance	<b>10</b>			
4.1	Speed control (acceleration, deceleration, etc.);				
4.2	Traction (friction, hydroplaning, stopping distances, centrifugal force, etc.); and				
4.3	Force of impact (momentum, kinetic energy, inertia, etc.).				

<b>TDLR INDEX NUMBER</b>	<b>Minimum Course Content (Texas Education Code 1001 &amp; 16 TAC 84.503)</b> A Specialized Driving Safety Course shall include, as a minimum, materials adequate to assure the student masters the following topics.	<b>MINIMUM TIME FOR EACH UNIT (MM:SS)</b>	<b>ACTUAL TIME FOR EACH UNIT</b>	<b>PAGE NUMBER(S) WHERE INFORMATION IS LOCATED</b>	<b>ACTUAL WORD COUNT FOR EACH TOPIC</b>
5.0	<b>PERCEPTIONAL SKILLS NEEDED FOR DRIVING (continued)</b>	<b>10</b>			
5.1	Visual interpretations;				
5.2	Hearing;				
5.3	Touch;				
5.4	Smell;				
5.5	Reaction abilities (simple and complex); and				
5.6	Judging speed and distance.				
6.0	<b>PHYSICAL FORCES THAT INFLUENCE DRIVER CONTROL</b> <b>Objectives:</b> <i>Identify the physical forces that affect driver control and vehicle performance.</i>	<b>10</b>			
6.1	Speed control (acceleration, deceleration, etc.);				
6.2	Traction (friction, hydroplaning, stopping distances, centrifugal force , etc.); and				
6.3	Force of impact (momentum, kinetic energy, inertia, etc.).				

TDLR INDEX NUMBER	Minimum Course Content (Texas Education Code 1001 & 16 TAC 84.503) A Specialized Driving Safety Course shall include, as a minimum, materials adequate to assure the student masters the following topics.	MINIMUM TIME FOR EACH UNIT	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	ACTUAL WORD COUNT FOR EACH TOPIC
7.0	<b>PERCEPTUAL SKILLS NEEDED FOR DRIVING</b> <b>Objectives:</b> <i>identify the factors of perception and how the factors affect driver performance.</i>	20			
7.1	Visual interpretations;				
7.2	Hearing;				
7.3	Touch;				
7.4	Smell;				
7.5	Reaction abilities (simple and complex); and				
7.6	Judging speed and distance;				
8.0	<b>OCCUPANT PROTECTION EQUIPMENT</b> <b>Objectives:</b> <i>To identify the improvements and technological advances in automotive design and construction</i>	35			
8.1	Anti-lock brakes;				
8.2	Traction control devices;				
8.3	Suspension control devices;				
8.4	Electronic stability/active handling systems;				
8.5	Crumple zones;				
8.6	Door latch improvements;				
8.7	Tempered or safety glass;				
8.8	Headlights; and				
8.9	Visibility enhancements.				

TDLR INDEX NUMBER	Minimum Course Content (Texas Education Code 1001 & 16 TAC 84.503) A Specialized Driving Safety Course shall include, as a minimum, materials adequate to assure the student masters the following topics.	MINIMUM TIME FOR EACH UNIT	ACTUAL TIME FOR EACH UNIT (MM:SS)	PAGE NUMBER(S) WHERE INFORMATION IS LOCATED	ACTUAL WORD COUNT FOR EACH TOPIC
	<b>OCCUPANT RESTRAINTS SYSTEMS</b>	<b>20</b>			
9.0	<b>Objectives:</b> To identify the rationale for having and using occupant restraints and protective equipment				
9.1	Safety belts, airbags, and other protective equipment;				
9.2	Proper usage and necessary precautions;				
9.3	Vehicle control and driver stability;				
9.4	Crash dynamics and protection; and				
9.5	Operational principles (active versus passive).				
	<b>CHILD PASSENGER SAFETY</b>	<b>120</b>			
10.0	<b>Objectives:</b> <i>To understand the child passenger safety law in Texas; the importance of child safety seats; and the risks to children that are unrestrained or not properly restrained</i>				
10.1	Misconceptions or mistaken ideas regarding child passenger safety;				
10.2	Purpose of child safety seats;				
10.3	How to secure the child properly and factors to consider;				
10.4	Child safety seat types and parts;				
10.5	Precautions regarding child safety seats;				
10.6	Correct installation of a child safety restraint system;				
10.7	Tips regarding child safety restraint systems; and				
10.8	Dangers involved in locking or leaving children in vehicles unattended				

<b>TDLR INDEX NUMBER</b>	<b>Minimum Course Content (Texas Education Code 1001 &amp; 16 TAC 84.503)</b> A Specialized Driving Safety Course shall include, as a minimum, materials adequate to assure the student masters the following topics.	<b>MINIMUM TIME FOR EACH UNIT</b>	<b>ACTUAL TIME FOR EACH UNIT (MM:SS)</b>	<b>PAGE NUMBER(S) WHERE INFORMATION IS LOCATED</b>	<b>ACTUAL WORD COUNT FOR EACH TOPIC</b>
10.9	The remaining 10 minutes of instruction shall be allocated to the topics included in the minimum course content or to additional occupant protection topics that satisfy the educational objectives of the course				
11.0	<b>COMPREHENSIVE EXAMINATION</b> <b>Objectives:</b> <i>Determined by course owner. At least 2 test questions per required unit as set forth in TAC 84.502(a)(1)(F)</i>	<b>5</b>			
	<b>Total for all Unit Instruction</b>				





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## 6 (HOUR) SPECIALIZED DRIVING SAFETY COURSE FINAL EXAMINATION QUESTION CHART

Course Name: \_\_\_\_\_ Course Provider Name: \_\_\_\_\_

**INSTRUCTIONS:** At least two (2) questions from each topic must be asked.

Required Topics	Identify the Number of Final Exam Questions for Each Required Topic
Introduction	N/A
Factors Influencing Driver Performance	
Physical Forces That Influence Driver Control	
Perceptual Skills Needed For Driving	
Occupant Protection Equipment	
Occupant Restraint Systems	
Child Passenger Safety	
Comprehensive Examination	N/A
Total Questions	

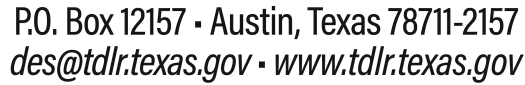
I certify that all supplied information on this form is true and correct and complies with all applicable provisions of the law of the Texas Department of Licensing and Regulation (Title 5 Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing and Regulation (16 Texas Administrative Code, Chapter 84). I understand that providing false information on this form and all attachments may result in the revocation of the approval I am requesting and the imposition of administrative penalties.

\_\_\_\_\_  
Signature of Owner and/or Officer:

\_\_\_\_\_  
Date Signed:

\_\_\_\_\_  
Printed Name of Owner and/or Officer:

\_\_\_\_\_  
Title:



**INSTRUCTIONS:** List each item being submitted with the course application packet. The list should include a brief description and/or title of each notebook, film, chart, tape, video, workbook, instructional material and any other material unique to the course. This inventory list will assist staff in associating course materials to the course guides. Label each item submitted with the name of the course and/or the name of the course provider. This form may be reproduced if additional copies are required.

TDLR Form DES115N rev Sept 2020



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### AUTHORIZATION TO USE DRIVING SAFETY COURSE

This form is used by the course provider and driving safety school as verification of agreement. This form must be completed by the course provider and driving safety school. A course provider must submit written authorization to the department for each designated representative.

I, \_\_\_\_\_, provider for the driving safety course entitled  
(Name of Course Provider)

(\_\_\_\_\_) \_\_\_\_\_  
(Course Provider #) (Name of Course)

do affirm that the driving safety school listed below is authorized to offer this course at an approved driving safety school and all approved multiple classroom locations. The course provider has provided adequate course materials to present the course as it has been approved by the department.

\_\_\_\_\_  
(Typed or Printed Name of Driving Safety School Owner)

\_\_\_\_\_  
(Legal Name of School)

\_\_\_\_\_  
(Street Address of School)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(ZIP Code)

#### Method of Delivery

☐

Traditional

☐

Alternative Delivery Method

Signatures of the driving safety school owner and the course provider below indicate an agreement to conduct the course in compliance with all course provider policies and procedures. The school owner is aware of the course user fee (which includes the exact cost of the TDLR Certificate of Completion **plus** a minimum \$3 fee) and the \$25 minimum cost that must be charged for each student receiving instruction. The school owner understands that the authority to operate a driving safety school may cease if the course provider's license is denied, revoked, or expires.

\_\_\_\_\_  
(Signature of School Owner)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Course Provider or Designated Representative)

\_\_\_\_\_  
(Date)