



# TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157  
des@tdlr.texas.gov • www.tdlr.texas.gov

## DRIVING SAFETY COURSE FOR DRIVER YOUNGER THAN 25 (4-HOUR) 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 §84.507 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. If applying for the first time, a Course Provider Application must be included with this application.

<b>1. Course Provider Name:</b> _____	<b>2. Course Provider License Number:</b> CP _____	<b>3. Required Fee: \$5,850.00</b>
<b>4. Course Application Type:</b> <input type="checkbox"/> Original Course <input type="checkbox"/> Cloned Course (copy of previously approved course)		<b>5. Name of Course:</b> _____

### Required Documents

- Completed application
- Fee of \$5,850.00 (All Fees are nonrefundable)
- Course Provider License Application and applicable fee (if not licensed as a TDLR Course Provider)
- 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 TDLR website at <https://www.tdlr.texas.gov> or contact us at [des@tdlr.texas.gov](mailto:des@tdlr.texas.gov) where you can submit your request for assistance and include attachments as needed.

## 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

## DRIVING SAFETY SIX HOUR COURSE CONTENT REQUIREMENTS

- All course content shall be delivered under the direct observation of a licensed instructor.
- The educational objectives of driving safety courses shall include, but not be limited to promoting respect for and encouraging observance of traffic laws and traffic safety responsibilities of drivers and citizens; reducing traffic violations; reducing traffic related injuries, deaths, and economic losses; overweight/oversized vehicles, Community Safety Education Act and motivating continuing development of traffic-related competencies.
- 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 traffic safety goal and philosophy;
  - 2) A statement of policies and administrative provisions related to instructor conduct, standards, and performance;
  - 3) 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;
  - 4) A statement of policy addressing entrance requirements and special conditions of students such as the inability to read, language barriers, and other disabilities;
  - 5) 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 120 minutes of the 240 minutes of instruction. The resources may be included in a single list or may appear at the end of each instructional unit;
  - 6) 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;
  - 7) 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;
  - 8) 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
  - 9) 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.
  - 10) The course shall be a four-hour (240 minutes) live, behavioral-based interactive course that focuses on issues specific to drivers younger than 25 years of age and shall teach the driver that poor behavioral choices made behind the wheel often result in unintended consequences and shall help the driver understand the responsibility placed upon each driver to conform his or her behavior and conduct for the benefit of the driver, other drivers and pedestrians.
- 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:

✓ Course Introduction	✓ Distracted driving
✓ Statistics related to young drivers	✓ Impaired driving-fatigue
✓ The traffic safety problem	✓ Impaired driving-drugs and alcohol
✓ Occupant restraints and protective equipment	✓ Poor decision making and influencing factors
✓ Dangers of Speeding	✓ Taking control
✓ Right of way	✓ 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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## YOUNGER THAN 25 COURSE CONTENT 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: _____ Course Provider Number: CP _____	<i>TDLR Use Only</i>
Course Provider Name: _____	Reviewed By: _____

TDLR INDEX NUMBER	Minimum Course Content (Texas Education Code 1001 & 16 TAC 84.507) A Driving Safety Course for Drivers Younger than 25 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>COURSE INTRODUCTION</b>					
1.0	<b>Objectives:</b> <i>Orient students to the class</i>	<b>10</b>			
1.1	Purpose and benefits of the course;				
1.2	Course, emergency procedures and facilities orientation;				
1.3	Requirements for receiving course credit;				
1.4	Student course evaluation procedures; and				
<b>STATISTICS RELATED TO YOUNG DRIVERS</b>					
2.0	<b>Objectives:</b> to review key statistics about young drivers.	<b>10</b>			
2.1	High rate of motor vehicle accidents and fatalities for drivers younger than 25 years of age;				
2.2	Speed related crashes involving young drivers; and				
2.3	Occupant fatalities involving safety belts.				

TDLR INDEX NUMBER	<b>Minimum Course Content</b> <b>(Texas Education Code 1001 &amp; 16 TAC 84.507)</b> A Driving Safety Course for Driver Younger than 25 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
2.0	<b>STATISTICS RELATED TO YOUNG DRIVERS</b> <b>Objectives:</b> to review key statistics about young drivers. <b>continued</b>				
2.4	Driving at night				
2.5	Using a wireless communication device while operating a vehicle				
2.6	Distracted driving				
2.7	Failure to yield the right-of-way				
2.8	Impaired driving from one or more of the following factors: (a) alcohol, (b) drugs; or (c) fatigue				
3.0	<b>THE TRAFFIC SAFETY PROBLEM</b> <b>Objectives:</b> to develop an understanding of the nature of the traffic safety problem and to instill in each student a sense of responsibility for its solution.	<b>10</b>			
3.1	Identification of the overall traffic problem in the United States, Texas, and the locale where the course is being taught				
3.2	Death and injuries resulting from motor vehicle crashes in Texas by person younger than 25 years of age;				
3.3	The top five contributing factors of motor vehicle crashes in Texas as identified by the Texas Department of Transportation				
3.4	State traffic laws				

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4.0	<b>OCCUPANT RESTRAINTS AND PROTECTIVE EQUIPMENT</b>  <b>Objectives:</b> to instill and reinforce the concept that passenger safety is a key responsibility of every driver	<b>50</b>			
4.1	Legal aspects of passenger safety;				
4.2	Driver responsibility				
4.3	Three stages of a collision;				
4.4	Risks associated with driving without proper restraints;				
4.5	Proper use of child passenger safety seat systems;				
5.0	<b>DANGERS OF SPEEDING</b>  <b>Objectives:</b> To review the key facts about the negative impact of speeding.	<b>15</b>			
5.1	Speeding and reaction time;				
5.2	Speeding and vehicle stopping distances;				
5.3	Speeding as a factor in traffic fatalities involving young drivers;				
5.4	Reduced visibility conditions - hills, fog, curves, light conditions (darkness, glare, etc.); and				
5.5	Roadway conditions.				

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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.).				
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>	<b>20</b>			
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>DEFENSIVE DRIVING STRATEGIES</b> <b>Objectives:</b> <i>Identify the concepts of defensive driving and demonstrate how they can be employed by drivers to reduce the likelihood of crashes, deaths, injuries and economic losses.</i>				
8.1	Trip planning;				
8.2	Evaluating the traffic environment;				
8.3	Anticipating the actions of other users;				

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<b>DRIVING EMERGENCIES</b>		<b>20</b>			
9.0	<b>Objectives:</b> <i>Identify common driving emergencies and their countermeasures.</i>				
9.1	Collision traps (front, rear and sides);				
9.2	Off-road recovery, paths of least resistance; and				
9.3	Mechanical malfunctions (tires, brakes, steering, power, lights, etc.)				
<b>OCCUPANT RESTRAINTS AND PROTECTIVE EQUIPMENT</b>		<b>20</b>			
10.0	<b>Objectives:</b> <i>Identify the rationale for having and using occupant restraints and protective equipment.</i>				
10.1	Legal aspects;				
10.2	Vehicle control;				
10.3	Crash protection;				
10.4	Operational principles (active and passive);				
10.5	Helmets and other protective equipment;				
10.6	Proper use of child passenger safety seat systems; and				
10.7	Dangers involved in leaving children in vehicles unattended.				
<b>ALCOHOL AND TRAFFIC SAFETY</b>		<b>40</b>			
11.0	<b>Objectives:</b> <i>Identify the effects of alcohol on roadway users.</i>				
11.1	Physiological effects;				
11.2	Psychological effects;				

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11.3	Legal aspects; and				
11.4	Synergistic effects.				
12.0	<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>			
13.0	<b>The REMAINING REQUIRED 65 MINUTES</b> of instruction shall be allocated to the units/topics included in the minimum course content or to additional driving safety topics that satisfy the educational objectives.	<b>65</b>			
14.0	<b>First Break</b>	<b>15</b>			
15.0	<b>Second Break</b>	<b>15</b>			
16.0	<b>Third Break</b>	<b>15</b>			
17.0	<b>Fourth Break</b>	<b>15</b>			
18.0	<b>Unique Items:</b> Material in course content that is not cross-referenced in other places.				
	<b>Total for all Unit Instruction</b>				



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## YOUNGER THAN 25 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
Statistics Related to Young Drivers	
The Traffic Safety Problem	
Occupant Restraints and Protective Equipment	
Dangers of Speeding	
Right of Way	
Distracted Driving	
Impaired Driving Fatigue	
Impaired Driving Drugs and Alcohol	
Poor Decision Making and Influencing Factors	
Taking Control	
Course Conclusion	N/A
Comprehensive Examination Total Number of 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 (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:





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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)

(CP \_\_\_\_\_)  
(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)