Driver Education Course Exclusively for Adults (6-Hour) Instructions

1. **Assumed Name/DBA of School** - Enter the official name of the school. This must be the name used in advertisements.

2. **School/Branch License Number** – Write the license number to your school. A separate application must be submitted if offering the Adult 6-hour course at the branch location.

3. **School Mailing Address and Contact Information** - Enter the schools mailing address, phone number, fax number, email address and website address. This address is where the Department will mail all correspondence and may be a post office box. Provide the contact person’s name, telephone number, and email address. Email addresses are a part of the key information required to transact business with TDLR. Your e-mail address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.

4. **Physical Address** - Enter the physical address of the school. This address is the actual business location of the school and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.

5. **Educational Resources/Course Materials** - Attach a list of all educational recourses/ multimedia that will be used with the driver education course exclusively for adults. Include names of textbooks, handbooks, websites, when using statistics, the information must be the most current and you include where you found the information. You must provide enough course material information (slides, instructor notes, etc.) so that our staff can determine if your course covers the material in a way that encourages learning.

6. **Signature of Applicant(s) and/or Officer(s)** - Application must be signed by the owner, officer or other authorized representative of the school. Be sure to print name, sign and date the application.

**REVIEW PROCESS**
An application is not considered complete and will not be processed until all sections of the application have been filled out and all documents has been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a new school application. During the review process, you will be notified in writing of any discrepancies/requirements not met.
REQUIRED DOCUMENTS
To be approved to offer the Adult 6-hour course you must meet all requirements of a driver education school

✓ Fee Sheet
✓ Fee
✓ Completed Adult 6 Hour Course Application
✓ Staff Roster-List the name and license number to each current instructor employed at the school
✓ Driver Education Course List
✓ ADE Syllabus

✓ A List of all education recourses and multimedia that will be used with the adult 6-hour course. Include names of textbooks, handbooks, websites. When using statistics, the information must be the most current. You must provide enough course material information so that our staff can determine if your course covers the material in a way that encourages learning.

✓ Student Contract-(This is a Sample Form) You may create your own enrollment contract and submit to the department for approval or you may use this form.

SAMPLE FORMS- Driver Education sample school forms are available on the TDLR website

IMPORTANT INFORMATION
After gaining department approval for the 6-Hour Adult Classroom course, the driver education school owner or representative should contact their local Department of Public Safety (DPS) Office to complete any additional requirements and procedures required by DPS to comply with Transportation Code 521.1655 and 521.167
**APPLICATION FEE:** $ 500.00

A separate fee must be submitted for each location.

1. **Assumed Name and or DBA of School**

2. **School/Branch License Number**

3. **School’s Mailing Address and Contact Information** (USED TO RECEIVE MAIL FROM TDLR) (PO BOX is allowed)

   - **Number, Street Name Suite Number/Apartment Number**
   - **City**
   - **State**
   - **Zip Code**
   - **School’s Email**
   - **School’s Website Address**
   - **School’s Phone Number**
   - **School’s Fax number**
   - **Contact Person’s Name**
   - **Phone Number**
   - **Email Address**

4. **School’s Physical Address** (WHERE PERMANENT RECORDS ARE KEPT)

   - **Number, Street and Apt. No**
   - **-OR-**
   - **PO Box Number**
   - **City**
   - **State**
   - **County**
   - **Zip Code**
OWNERSHIP INFORMATION PAGE:

5. List the full name and contact information to all of the owners that have ownership in the business. Attach a separate sheet if necessary.

Additional Owner Information, Mailing Address and Contact Information: (if necessary)

<table>
<thead>
<tr>
<th>Business Name/Owner Name</th>
<th>Ownership %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal ID No. or Owner Social Security No.*:</td>
<td></td>
</tr>
</tbody>
</table>

Mailing Address and Contact Information:

<table>
<thead>
<tr>
<th>Number, Street and Apt. No.</th>
<th>-OR-</th>
<th>PO Box Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Area Code</td>
<td>Phone Number</td>
<td>email Address: (<a href="mailto:johndoe@aol.com">johndoe@aol.com</a> for example)</td>
</tr>
</tbody>
</table>

Additional Owner Information, Mailing Address and Contact Information: (if necessary)

<table>
<thead>
<tr>
<th>Business Name/Owner Name</th>
<th>Ownership %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal ID No. or Owner Social Security No.*:</td>
<td></td>
</tr>
</tbody>
</table>

Mailing Address and Contact Information:

<table>
<thead>
<tr>
<th>Number, Street and Apt. No.</th>
<th>-OR-</th>
<th>PO Box Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td>State</td>
<td>Zip Code</td>
</tr>
<tr>
<td>( )</td>
<td>( )</td>
<td>( )</td>
</tr>
<tr>
<td>Area Code</td>
<td>Phone Number</td>
<td>email Address: (<a href="mailto:johndoe@aol.com">johndoe@aol.com</a> for example)</td>
</tr>
</tbody>
</table>

STATEMENT OF APPLICANT(S)

6. I certify that I will comply with all applicable provisions of the law of the Texas Department of Licensing & Regulation (Title 5, Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing & 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.

Applicant Signature

Date Signed

Printed Name

Title
SCHOOL NAME: ___________________________________________ SCHOOL NUMBER: _________

EDUCATIONAL OBJECTIVE OF THIS COURSE: The student legally and responsibly recognizes the necessity for reduced risk driving practices by accepting driving as a privilege with responsibilities, obligations, and potential consequences; and applying knowledge and understanding about alcohol and drug awareness; the traffic laws of this state; highway signs, signals, and markings that regulate, warn, or direct traffic; and the issues commonly associated with motor vehicle accidents, including poor decision-making, risk taking, impaired driving, distractions, speed, failure to use a safety belt, driving at night, failure to yield the right-of-way, and using a wireless communication device while operating a vehicle.

- Students shall receive classroom instruction from a licensed supervising teacher, driver education teacher, or teaching assistant (full).
- A copy of the current edition of the "Texas Driver Handbook" or study material that is equivalent shall be furnished to each student enrolled in the course.
- Self-study assignments, motion picture films, photographic slides, videos, tape recordings, guest speakers, and other instructional media that present topics required in the course shall not exceed 120 minutes of instruction.
- A minimum of 330 minutes of instruction must be provided. The minimum recommended times in the syllabus total only 305 minutes. The remaining 25 minutes of instruction shall be allocated to the topics included in the minimum course content, excluding the Introduction or the Classroom Progress Assessment.
- Thirty minutes of time, exclusive of the 330 minutes of instruction, shall be dedicated to break periods or to the topics included in the minimum course content.
- Total length of course, including breaks, is 360 minutes.
- Students shall not receive a driver education certificate of completion unless the student receives a grade of at least 70% on the highway signs examination and at least 70% on the traffic laws examination as required under Texas Transportation Code, 521.161

OTHER REQUIREMENTS FOR ADULT DRIVER LICENSE AND INSTRUCTION PERMIT

- The adult driver education course must fulfill the requirements under Transportation Code, §521.1601 and §521.222(c) and Title 16, Texas Administrative Code, Chapter 84.106 (2) to receive course approval.
- After gaining department approval for the Six-Hour Adult Classroom curriculum, the driver education school owner or representative should contact their local Department of Public Safety (DPS) Office to complete any additional requirements and procedures required by DPS to comply with Transportation Code, §521.1655 and §521.167.
COURSE INTRODUCTION

SCHEDULED INSTRUCTION TIME: ________ MINUTES

KNOWLEDGE AND SKILL (OBJECTIVE):
The student recognizes the value of legal and responsible reduced-risk driving practices and accepts driving as a privilege with responsibilities, obligations, and potential consequences.

DISCUSSION – The student is expected to:

(A) recognize how an Adult Driver Education course provides a novice driver the foundation of knowledge, understanding, skills, and experiences necessary to continue the life-long learning process of reduced-risk driving;

(B) know that basic knowledge of traffic laws provides a driver the foundation to formulate informed, legal, and responsible decisions to reduce risk;

(C) recognize that driving is a privilege with risk, responsibilities, obligations, and potential consequences requiring the knowledge, understanding, and application of legal and responsible reduced-risk driving practices; and

(D) reduce risk by recognizing the value of legal and responsible reduced-risk driving practices and accepting driving as a privilege with responsibilities, obligations, and potential consequences.

YOUR LICENSE TO DRIVE

SCHEDULED INSTRUCTION TIME: ________ MINUTES (MINIMUM 0:20 MINUTES)

RESOURCE: Texas Driver Handbook, Chapters 1-3

KNOWLEDGE AND SKILL (OBJECTIVE):
The student reduces risk and accepts driving as a privilege by legally and responsibly possessing a driver license, registering and having a current inspection on a motor vehicle, and obeying the Safety Responsibility Act.

DISCUSSION – The student is expected to:

(A) describe the process, responsibility, and obligation of obtaining, possessing, and renewing a Texas driver license including the instruction permit;

(B) recognize driver license types, restrictions, endorsements, and special information;

(C) list and describe suspensions and revocations placed on driving privileges;

(D) list and describe guidelines and procedures to inspect and register a motor vehicle in Texas;

(E) recognize the benefits and obligations of the Safety Responsibility Act; and

(F) reduce risk and accept driving as a privilege by legally and responsibly possessing a driver license, registering and having a current inspection on a motor vehicle, and obeying the Safety Responsibility Act.
RIGHT-OF-WAY  

**TOPIC 3**

**SCHEDULED INSTRUCTION TIME:** ________ MINUTES  
(MINIMUM 0:50 MINUTES)

**RESOURCE:** Texas Driver Handbook, Chapter 4

**KNOWLEDGE AND SKILL (OBJECTIVE):**
The student reduces risk by legally and responsibly accepting or yielding the right-of-way.

**DISCUSSION — The student is expected to:**

(A) define right-of-way and list the responsibilities, obligations, and potential consequences for failure to accept or yield the right-of-way, including yielding the right-of-way to motorcyclists;

(B) define traditional and non-traditional intersections;

(C) describe when and the procedures to accept or yield the right-of-way at controlled intersections, uncontrolled intersections, intersecting roads with lesser or greater number of lanes, intersecting roads with different pavement surfaces, T-intersections, controlled-access roads, railroad grade crossings, turns (left and right), and entering a public road from a private road;

(D) know when and the procedure to yield the right-of-way to emergency vehicles, school buses, and pedestrians;

(E) state the law and describe risk-reducing procedures when passing an emergency vehicle stopped on or by a roadway;

(F) know how the basic knowledge of right-of-way laws provides a driver the foundation to formulate and implement informed, legal, and responsible decisions to reduce risk; and

(G) reduce risk by legally and responsibly accepting or yielding the right-of-way.

TRAFFIC CONTROL DEVICES  

**TOPIC 4**

**SCHEDULED INSTRUCTION TIME:** ________ MINUTES  
(MINIMUM 0:40 MINUTES)

**RESOURCE:** Texas Driver Handbook, Chapter 5

**KNOWLEDGE AND SKILL (OBJECTIVE):**
The student reduces risk by legally and responsibly applying knowledge and understanding of traffic control devices.

**DISCUSSION — The student is expected to:**

(A) list and explain the meanings of the colors and shapes of signs, signals, and pavement markings;

(B) recognize and describe the purpose and appropriate response for traffic control devices including signs, signals, and pavement markings based on law, consequences, and driving conditions;

(C) recognize how basic knowledge of traffic control devices provides a driver the foundation to formulate and implement informed, legal, and responsible decisions to reduce risk; and

(D) reduce risk by legally and responsibly responding to traffic control devices.
CONTROLLING TRAFFIC FLOW

SCHEDULED INSTRUCTION TIME: __________ MINUTES (MINIMUM 0:40 MINUTES)

RESOURCE: Texas Driver Handbook, Chapters 6 – 9

KNOWLEDGE AND SKILL (OBJECTIVE):
The student reduces risk by legally and responsibly applying knowledge and understanding of laws and procedures for controlling traffic flow.

DISCUSSION – The student is expected to:

(A) define traffic flow;
(B) relate how traffic flow is managed by traffic control devices, law enforcement, and other persons;
(C) explain the appropriate communication to indicate a change in speed or position;
(D) state the laws for passing and being passed, basic and special turning situations, and for stopping, standing, parking, leaving a space, backing, and coasting;
(E) define and explain how to avoid blind spot driving;
(F) know the importance and how to establish a safe following interval;
(G) relate speed to stopping a vehicle based on roadway conditions;
(H) know the importance of adjusting speed, route planning, or not driving during poor driving conditions including traffic, weather, visibility, roadway, vehicle, and driver;
(I) state the legal minimum and maximum speed limits for Texas roadways and beaches;
(J) state the law and purpose of vehicle lights;
(K) state the laws and potential dangers for freeway entry, travel, and exit;
(L) know the importance of avoiding driving when fatigued including highway (roadway) hypnosis;
(M) describe procedures for managing a vehicle breakdown;
(N) describe procedures for controlling a vehicle in a skid, brake failure, running off pavement, blowout, or driving down a steep hill;
(O) explain potential dangers and countermeasures associated with winter driving; and
(P) reduce risk by legally and responsibly applying knowledge and understanding of laws and procedures for controlling traffic flow.
### ALCOHOL AND OTHER DRUGS

**TOPIC 6**

**SCHEDULED INSTRUCTION TIME:** [MINUTES] (MINIMUM 0:50 MINUTES)

**RESOURCE:** Texas Driver Handbook, Chapter 10

**KNOWLEDGE AND SKILL (OBJECTIVE):**

The student legally and responsibly performs reduced-risk driving practices by adopting zero-tolerance driving and lifestyle practices related to the use of alcohol and other drugs; and applying knowledge and understanding of alcohol and other drug laws, regulations, penalties, and consequences.

**DISCUSSION – The student is expected to:**

- **(A)** know the legal definition of intoxication in Texas;
- **(B)** summarize how alcohol and other drugs affect driving ability;
- **(C)** know laws, regulations, and penalties applicable to adults, over 21, for improper use of a driver license, Driving Under the Influence, Public Intoxication, Driving While Intoxicated, Intoxication Assault, and Intoxication Manslaughter violations;
- **(D)** know laws, regulations, and penalties applicable to minors and under 21 for improper use of a driver license, Driving Under the Influence by a Minor, Public Intoxication, Minor in Possession, Driving While Intoxicated, Intoxication Assault, and Intoxication Manslaughter violations;
- **(E)** know laws, regulations, and penalties applicable to minors and adults for Open Container Law, Open Container Enhancement Law, and Consumption Law violations;
- **(F)** know laws, regulations, and penalties applicable to minors and adults for Administrative License Revocation and Implied Consent violations; and
- **(G)** reduce risk by legally and responsibly performing reduced-risk driving practices and adopt zero-tolerance practices related to the use of alcohol and other drugs by applying knowledge and understanding of alcohol and other drug laws, regulations, penalties; and consequences to driving and lifestyles.
### COOPERATING WITH OTHER ROADWAY USERS

**TOPIC 7**

<table>
<thead>
<tr>
<th>SCHEDULED INSTRUCTION TIME:</th>
<th>__________ MINUTES</th>
<th>(MINIMUM 0:20 MINUTES)</th>
</tr>
</thead>
</table>

**RESOURCE:** Texas Driver Handbook, Chapters 11 – 14

**KNOWLEDGE AND SKILL (OBJECTIVE):**

The student reduces risk by legally and responsibly cooperating with law enforcement and other roadway users including vulnerable roadway users in emergency and potential emergency situations.

**DISCUSSION – The student is expected to:**

- **(A)** summarize and categorize roadway users;
- **(B)** understand the Good Samaritan Law and responsibilities at the scene of a traffic crash including aiding the injured;
- **(C)** list the laws and responsibilities of sharing the road with other roadway users such as bicyclists, trucks, motorcyclists, trucks, light rail, person on horseback, horse driven conveyance, slow-moving vehicles, work zone/construction workers, and pedestrians;
- **(D)** describe the responsibilities of a defensive driver;
- **(E)** state the laws and responsibilities regarding occupant restraints and open truck beds;
- **(F)** describe the responsibilities if stopped by law enforcement;
- **(G)** define aggressive driving and list ways to avoid personal or other roadway users aggressive driving;
- **(H)** explain the responsibilities for transporting cargo, using safety chains, and towing;
- **(I)** list the causes and consequences of carbon monoxide poisoning and state avoidance procedures; and
- **(J)** reduce risk by legally and responsibly cooperating with law enforcement and other roadway users including vulnerable roadway users including emergency and potential emergency situations.
MANAGING RISK

SCHEDULED INSTRUCTION TIME: ___________ MINUTES (MINIMUM 0:50 MINUTES)

KNOWLEDGE AND SKILL (OBJECTIVE):

The student reduces and manages risk by legally and responsibly understanding the issues commonly associated with motor vehicle collisions, including poor decision-making, risk taking, impaired driving, distractions, speed, failure to use a safety belt, driving at night, and using a wireless communications device while operating a vehicle.

DISCUSSION – The student is expected to:

(A) recognize the value of responsible reduced-risk driving practices to manage issues commonly associated with motor vehicle collisions;

(B) recognize how poor decision-making and risk taking increase the possibility of a collision;

(C) understand the dangers of impaired driving (including mental, emotional, and physical fatigue and illnesses);

(D) list distractions that affect driving (including vehicle navigation systems, music systems, vehicle controls, PDA’s, mobile phones, passengers and pets);

(E) understand the dangers of speed and its impact on reduced-risk driving practices;

(F) recognize how failure to use a safety belt while driving increases risk;

(G) explain the potential dangers associated with driving at night;

(H) understand the effect of using a wireless communications device or engaging in other actions that may distract a driver on the safe or effective operation of a motor vehicle (including text messaging while driving, eating & drinking while driving, personal grooming, multi-tasking, working in the vehicle, reading while driving); and

(I) reduce risk by legally and responsibly applying knowledge, understanding and safe driving practices to manage issues commonly associated with motor vehicle collisions.

CLASSROOM PROGRESS ASSESSMENT

SCHEDULED INSTRUCTION TIME: ____25____ MINUTES

REQUIRED EXAM: Texas Department of Public Safety Highway Sign and Traffic Law examination.

KNOWLEDGE AND SKILL (OBJECTIVE):

The student reduces risk by legally and responsibly completing a Progress Assessment to evaluate classroom knowledge and understanding and measure progress (mastery equals 70% or above).

THE REMAINING 25 MINUTES OF INSTRUCTION SHALL BE ALLOCATED TO THE TOPICS INCLUDED IN THE MINIMUM COURSE CONTENT, EXCLUDING THE INTRODUCTION OR CLASSROOM PROGRESS ASSESSMENT.

TOTAL COURSE LENGTH: SIX (6) HOURS

MINIMUM INSTRUCTION TIME: 330 MINUTES

TOTAL BREAK TIME: 0:30 MINUTES  SCHEDULED: (e.g. 10 min/Topic 3, etc)

The minimum instructional time for the Adult Driver Education Course is 330 minutes. Thirty minutes of time, exclusive of the 330 minutes of instruction, shall be dedicated to break periods or to the topics included in the minimum course content. (Topics 2 – 8) The total length of the course shall consist of 360 minutes.