



**TEXAS DEPARTMENT OF LICENSING AND REGULATION
EDUCATION AND EXAMINATION DIVISION**

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CHECKLISTS FOR DRIVER EDUCATION SCHOOLS

This list is provided to help all schools offering multiple courses or one specific course of driver education, meet all requirements listed below and outlined in Texas Administrative Code, Chapter 84 and Education Code Chapter 1001. Failure to comply with these requirements may result in administrative penalties and/ or sanctions.

In addition to an initial school inspection, each driver education school shall be inspected at least annually per TAC 84.102 to ensure compliance with all state laws and rules. These routine inspections are unannounced and owners must comply with inspectors during an inspection.

School Application:

REQUIRED DOCUMENTS	
<input type="checkbox"/>	Completed Driver Education School Application
<input type="checkbox"/>	Fee Sheet and Required Fee
<input type="checkbox"/>	Maintains at all times an Original Bond or Alternate Form of Security (\$10,000 bond/\$5,000 branch)
<input type="checkbox"/>	Staff Roster
<input type="checkbox"/>	Liability business vehicle insurance declarations page
<input type="checkbox"/>	Motor vehicle fleet form
<input type="checkbox"/>	Copy of vehicle registration receipt
<input type="checkbox"/>	School course list
<input type="checkbox"/>	<i>(As needed)</i> Course material and curriculum index if writing your own course

School Record Keeping:

REQUIRED DOCUMENTS	
<input type="checkbox"/>	A driver education school shall accurately complete all school records and applications
<input type="checkbox"/>	The school shall retain all student records for at least three years.
<input type="checkbox"/>	A school shall maintain all records of the student who completed driver education classes at the site of instruction for the most current twelve (12) months
<input type="checkbox"/>	All records pertaining to each completed student must be kept at one location

REQUIRED DOCUMENTS (continued)	
<input type="checkbox"/>	The school owner shall maintain all other driver education records at a location accessible by the school owner after twelve (12) months
<input type="checkbox"/>	The school shall maintain a written or electronic daily record of attendance for all students enrolled at the instruction site
<input type="checkbox"/>	All attendance records must be made to indicate the following under TAC 84.81 (A)
<input type="checkbox"/>	All individual student classroom records, including completed, terminated, or withdrawn, shall include all the under: TAC 84.81 (3) (B)
<input type="checkbox"/>	All individual student in-car records shall contain the following under TAC 84.81(C)
<input type="checkbox"/>	Each driver education school shall retain a copy of the DE-964 or ADE-1317 in the appropriate student files
<input type="checkbox"/>	Driver education schools shall not release student records that identify the student by name or address, or may lead to such identification, except under 84.81 (F)

Facility Requirements:

REQUIRED DOCUMENTS	
<input type="checkbox"/>	Does not use a name similar to the name of another existing school or tax-supported educational institution in this state
<input type="checkbox"/>	Complies with all county, municipal, state, and federal regulations, including fire, building, and sanitation codes and assumed name registration A school offering any phase of driver education shall maintain an office in a place other than a private residence
<input type="checkbox"/>	No classroom facility for driver education programs shall be located in a private residence
<input type="checkbox"/>	The classroom facilities, when used for instruction, shall contain: <ul style="list-style-type: none"> ▪ adequate seating facilities for all students being trained ▪ adequate charts, diagrams, mock-ups, and pictures relating to the operation of motor vehicles (if applicable), traffic laws, physical forces, and correct driving procedures; and ▪ any materials that have been approved as a part of the course approval
<input type="checkbox"/>	A copy of the current edition physical or electronic copy of the "Texas Driver Handbook" or instructional materials that are equivalent
<input type="checkbox"/>	Does not owe an administrative penalty for a violation of this chapter
<input type="checkbox"/>	Must be inspected and approved prior to a license being issued
<input type="checkbox"/>	Adequate measure of safekeeping for certificates of completion in transit and at rest. (Ex. Safe, locked server room, keycard accessible only file room)
<input type="checkbox"/>	Has adequate space, equipment, instructional material, and instructors to provide training of good quality in the classroom and behind the wheel

Motor Vehicle Requirements:

REQUIRED DOCUMENTS	
<input type="checkbox"/>	Vehicles must be owned or leased by the owner of the driver education school in the name of the driver education school
<input type="checkbox"/>	All in-car instruction of students in driver education schools shall be conducted in a motor vehicle that meets minimum safety standards required by the Texas Transportation Code 548.051(a), 548.104 and 49 Code Federal Regulations 570.9
<input type="checkbox"/>	Current vehicle registration sticker
<input type="checkbox"/>	Be equipped with dual control brake pedals so that there is a foot brake located within easy reach of the instructor that is capable of bringing the vehicle to a stop and otherwise be equipped in accordance with Texas motor vehicle laws
<input type="checkbox"/>	Be equipped with an extra inside rearview mirror on the instructor's side and an outside rearview mirror on both sides. The visor mirror shall not substitute for the instructor's inside rearview mirror
<input type="checkbox"/>	Be insured by a company authorized to do business in Texas, with a continuous liability business insurance policy in the amount specified in Transportation Code Chapter 601, and include coverage for uninsured or underinsured motorists.

School Requirements:

REQUIRED DOCUMENTS	
<input type="checkbox"/>	Does not operate a school that provides a driver education course unless the person holds a driver education school license
<input type="checkbox"/>	School license must be kept current and contact information updated and on file with TDLR.
<input type="checkbox"/>	Ensure that each instructor employed at the school maintains a current license and has a valid license on their person for the type of instruction being given.
<input type="checkbox"/>	If offering any classroom phase of driver education, the school must employ a supervising driver education teacher or a driver education as their teacher of record
<input type="checkbox"/>	Only offers an approved driver education course curriculum that includes current statistical data, current and exact references to law and rules, driving procedures, and traffic safety methodology
<input type="checkbox"/>	Ensures that all legal written or electronic student enrollment contracts are executed prior to the school's receipt of any money
<input type="checkbox"/>	Maintains adequate records as prescribed by the department to show attendance and progress or grades and enforces satisfactory standards relating to attendance, progress, and conduct
<input type="checkbox"/>	Provides to each student before enrollment a copy of: <ul style="list-style-type: none">▪ the refund policy, make-up, and cancellation policy▪ the schedule of tuition, fees, and other charges▪ the department's name, mailing address, telephone number, and Internet website address for the purpose of directing complaints to the department

REQUIRED DOCUMENTS (continued)	
<input type="checkbox"/>	Enrollment Contracts must include requirements in TAC 84.82 (a) (1 through 8)
<input type="checkbox"/>	A school shall not enroll more than 36 students, excluding makeup students, and the number of students may not exceed the number of seats and tables or desks available at the school.
<input type="checkbox"/>	A school shall not advertise without including the school name or the school number exactly as it appears on the driver education school license
<input type="checkbox"/>	Must notify consumers and service recipients of the name, mailing address, and telephone number of the department for directing complaints. TAC 84.84
<input type="checkbox"/>	On completion of training, issues each student a certificate indicating the course name and satisfactory completion
<input type="checkbox"/>	The department must be notified in writing along with the appropriate fee of any change of physical address at least fifteen (15) working days prior to the move. The address must be approved by the department prior to the actual move

Closed School Checklist:

REQUIRED DOCUMENTS	
<input type="checkbox"/>	Driver education schools shall notify the department 15 business days prior to the school closure. Written notice must be sent to the Department and include at a minimum; official school closure date, location and address where student records are to be kept, owner's personal contact information (all owners if multiple), and estimated number of students affected by the school's closure
<input type="checkbox"/>	School owners shall issue refunds to all students who were unable to complete any portion of their driver education with your school before the closure date of the school. Partial refunds are not acceptable and will result in forfeiture of your surety bond
<input type="checkbox"/>	Return all unissued DE-964 and ADE-1317 certificates of completion to TDLR within thirty (30) days from the date the school closes, unless otherwise notified by TDLR
<input type="checkbox"/>	Make all original student records available to TDLR. Student records consist of; individual student classroom logs, individual student driving logs, completion certificates, contracts and all other records part of the individual student file. Please contact your Driver Education and Safety Compliance representative to schedule the pick-up of these files

If you have any questions related to this checklist please contact TDLR at des@tdlr.texas.gov