



TEXAS DEPARTMENT OF LICENSING AND REGULATION

Education and Examination Division

P. O. Box 12157 • Austin, Texas 78711 • (512) 463-6599 • (800) 803-9202

Fax: (512) 463-1512 • Email: Education@tdlr.texas.gov • Website: www.tdlr.texas.gov

Driving Safety Four-Hour Course Application Instructions For Drivers Younger than 25 Years of Age

AN APPLICATION IS NOT CONSIDERED COMPLETE AND WILL NOT BE PROCESSED UNTIL ALL SECTIONS OF THE APPLICATION HAVE BEEN SUBMITTED.

The application must be completed and signed by the applicant. All information provided must be typed or printed in black ink. This application must be submitted on single-sided, 8½" x 11" paper. Please use a paperclip to fasten all pages together, with cashier's check, check, or money order on top. **Please do not use staples.**

1. **Name of Course** – Enter the exact name of the course.
2. **Organization Type** – Indicate how your business is organized.
3. **Course Owners Mailing Address and Contact Information** - Enter the mailing address for the course owner. 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, fax number and email address. By providing my email address I authorize TDLR to send all communications and required notices to me by electronic mail only. I understand that I may revoke this authorization in writing; that if I do not update my email address I will not receive TDLR notices; that notices will NOT be sent to me by mail or other methods unless required by law; and that my email address will remain confidential except as permitted or required by law.
4. **Physical Address** - Enter the physical address of the course owner. 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. **Background Qualifications** – Attach a brief description of your capability in writing instructional materials
6. **Owner Information** – Enter the name of the owner and complete the ownership information page
7. **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.

REQUIRED DOCUMENTATION FOR COURSE APPLICATION

- **Application**
- **Fee Sheet**
- **Fee**
- **Course Content Guide (Created and submitted by applicant)**
- **Instructor Training Guide (Created and Submitted by applicant)**
- **Cross Reference Form (DS4-268)**
- **Instructor Training Reference (DS4-264)**
- **Background Qualifications** – Attach a brief description of your capability in writing instructional materials
- **Attach a list of all references used in your course**

Course Content for Driving Safety Four Hour Course

Driver Education and Safety Law- Sec. 1001.111 Driving Safety Course for Drivers Younger than 25 Years of Age

A driving safety course designed for drivers younger than 25 years of age must:

- Be a four-hour live, interactive course focusing on issues specific to drivers younger than 25 years of age
- Include instruction in:
 - A. Alcohol and drug awareness
 - B. The traffic laws of this state
 - C. The high rate of motor vehicle accidents and fatalities for drivers younger than 25 years of age
 - D. The issues commonly associated with motor vehicle accidents involving drivers younger than 25 years of age, including poor decision-making, risk taking, impaired driving, distraction, 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, and the role of peer pressure in those issues;
 - E. The effect of poor driver decision-making on the family, friends, school, and community of a driver younger than 25 years of age; and
 - F. The importance of taking control of potentially dangerous driving situations both as a driver and as a passenger; and
 - G. The school will complete, issue, or validate a verification of course completion only for a person who has successfully completed the entire course.
- Require a written commitment by the student to family and friends that the student will not engage in dangerous driving habits.

Review process

Applications are processed in the order received. Our division cannot specify the length of time it will take to approve a new course application. During the review process you will be notified in writing of any discrepancies/requirements not met.



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Four-Hour Course OWNERSHIP INFORMATION PAGE

6. Corporations: List name, titles of officers and contact number. **Partnerships:** For each partnership, list the name of each general partner and contact number. If any partner is a business entity, then list name and title of officers or partners, along with contact number. Attach an additional sheet if necessary.

Name (full name)	Title	Contact Number	% of Ownership (partnerships)

STATEMENT OF APPLICANT(S)

7. 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

CROSS-REFERENCE FORM
FOUR-HOUR DRIVING SAFETY COURSE CONTENT

Title 5, Texas Education Code, Chapter 1001.111

INSTRUCTIONS

This form is used to cross-reference each of the requirements for the four-hour driving safety course content to its location in the course materials. Please insert the appropriate page number(s) that contains the information. If the information is located on more than one page, multiple numbers should be listed.

PROGRAM CONTENT REQUIREMENTS <i>Texas Education Code, Title 5, Chapter 1001.111</i>	PAGE REFERENCE(S) IN THE PROGRAM	ACTUAL TIME OF TOPIC
The four-hour driving safety course must be designed to be a four-hour live, interactive course focusing on issues specific to drivers younger than 25 years of age. [§1001.111(b)(1)]		
<input type="checkbox"/> Introduction		
<input type="checkbox"/> Alcohol and drug awareness [§1001.111(b)(2)(A)]		
<input type="checkbox"/> The traffic laws of this state [§1001.111(b)(2)(B)]		
<input type="checkbox"/> The high rate of motor vehicle accidents and fatalities for drivers younger than 25 years of age [§1001.111(b)(2)(C)]		
<input type="checkbox"/> The Issues commonly associated with motor vehicle accidents involving drivers younger than 25 years of age including:		
<input type="checkbox"/> poor decision-making		
<input type="checkbox"/> risk taking		
<input type="checkbox"/> impaired driving		
<input type="checkbox"/> distraction		
<input type="checkbox"/> speed		
<input type="checkbox"/> failure to use a safety belt		
<input type="checkbox"/> driving at night		
<input type="checkbox"/> failure to yield the right-of-way		
<input type="checkbox"/> using a wireless communication device while operating a vehicle		
<input type="checkbox"/> the role of peer pressure in those issues [§1001.111(b)(2)(D)]		
<input type="checkbox"/> The effect of poor driver decision-making on the family, friends, school, and community of a driver younger than 25 years of age [§1001.111(b)(2)(E)]		
<input type="checkbox"/> The importance of taking control of potentially dangerous driving situations both as a driver and as a passenger [§1001.111(b)(2)(F)]		
<input type="checkbox"/> A written commitment by the student to family and friends that the student will not engage in dangerous driving habits [§1001.111(b)(3)]		
<input type="checkbox"/> Decision Making [§176.1206(a)(1)(D)(vii)]		
<input type="checkbox"/> Examination		
First Break		
Second Break		
Third Break		
Fourth Break		
Total Time for the Four-Hour Driving Safety Class must be 240 minutes.	240	

TITLE OF VIDEOS USED IN THE PROGRAM (A maximum of 90 minutes of the 240 minutes of instruction must be dedicated to videos and/or other media resources.)	LENGTH OF MEDIA

INSTRUCTOR TRAINING REFERENCE

FOUR-HOUR DRIVING SAFETY COURSE FOR DRIVERS YOUNGER THAN 25 YEARS OF AGE

NAME OF COURSE: _____

The Instructor Training Program consists of 24 hours of instruction.

TOPIC	SUBJECT OF UNIT/LESSON	PAGE REFERENCE(S) IN THE PROGRAM	TIME PLANNED FOR EACH TOPIC
1	Introduction <i>Instructor Training Policies and Administrative Procedures</i>		
2	TDLR Rules and Regulations		
3	Course Owner's Administrative Policies, Procedures, and Forms		
4	Instructional Methods <i>Examples and techniques used for presenting the course.</i>		
5	Review of [program name] Four-Hour Driving Safety Course for Drivers Younger than 25 Years of Age <i>Review course content, support material/information, and anything that makes the course work. Detailed review of the course with comments on how to go through course material. Outline the objectives of each topic. Identify ways to get new and updated information to be used in the course. Provide the instructor other available sources to improve knowledge of topic areas.</i>		
6	Comprehensive Review of Laws Relating to the Four-Hour Driving Safety Course		
7	Demonstration of the Four-Hour Driving Safety Course <i>Trainees will observe the four-hour program being taught under classroom conditions. The four hours may be done in a scheduled Four-Hour Driving Safety Course or with the instructor trainees.</i>		
8	Instructor Trainee Presentations <i>Presentation times are based on the number of students in the class, but each instructor trainee must conduct at least 15 minutes of practical teaching.</i>		
9	Review of Instructor Training Course		
10	Examination		
	TOTAL MINUTES FOR THE INSTRUCTOR TRAINING		1440 min. (24 Hours)

24-HOUR FOUR HOUR DRIVING SAFETY FOR DRIVERS YOUNGER THAN 25 (DS4) INSTRUCTOR DEVELOPMENT COURSE STUDENT INSTRUCTION RECORD

This form must be signed by the DS4 course provider; and the original submitted with instructor license application.

Name of Trainee: _____ DL#: _____ Phone: (_____) _____

Mailing Address: _____ City: _____ State: _____ ZIP Code: _____

16 INSTRUCTIONAL HOURS: *Techniques of instruction, in-depth familiarization with curriculum materials, etc.*

Location where instructional IDC training occurred: _____
Street Address City State

Date Instruction Occurred	Lesson Time (Hours)	Subject Taught	Grade (Aptitude & Development)	Signature of IDC-DSIT	TDLR License #
Total Hours: <i>(Minimum 16)</i>		Name of Four Hour Driving Safety Course:			

I certify that all the training dates, hours of training, and signatures on this 16 hour DS4 IDC training record are true and correct to the best of my knowledge and belief, and I understand that by submitting false or misleading information on this training record I may be subject to suspension, denial, or revocation of my driving safety instructor license.

X _____ X _____
Signature of IDC Instructor Trainer Signature of Trainee

8 PRACTICAL TEACHING HOURS: *Eight hours of training are required. Observation will not be considered as valid training. Only actual time of instruction under the observation of an instructor trainer will be accepted for practice teaching and/or other specialized training. NOTE: Graduation reports for the classes where practice teaching and/or other specialized training occurred must accompany this training record.*

Date of Practice Teaching	Lesson Time (Hours)	Location	Grade (Aptitude & Development)	Signature of DSIT	TDLR License #
Total Hours: <i>(Minimum 8)</i>		<input type="checkbox"/> Practice Teaching			

I certify that all the training dates, hours of training, and signatures on this 8 hour training record are true and correct to the best of my knowledge and belief, and I understand that by submitting false or misleading information on this training record I may be subject to suspension, denial, or revocation of my driving safety instructor license.

X _____ X _____
Signature of Driving Safety Instructor Trainer Signature of Trainee

X _____ _____
Signature of Course Provider or Designated Representative Date