



TEXAS DEPARTMENT OF LICENSING & REGULATION

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

SIX (6) HOUR ALTERNATIVE DELIVERY METHOD 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 §84.504 and TDLR established guidelines and criteria for a driving safety course.

1. Name of Course – Enter the official name of the course.
2. Required Fee – Submit the required fee amount.
3. Organization Type – Indicate how your business is organized.
4. Course Provider Name – Enter the Course Provider name.
5. Course Provider license number – Enter the Course Provider license number.
6. Course Provider's Mailing Address and Contact Information – Enter the course provider's 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. 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 email address is confidential pursuant to the Texas Public Information Act and will not be shared with the public.
7. Physical Address – Enter the physical address of the course provider. This address is the actual business location of the course provider and where permanent records must be kept for auditing and inspection purposes. A post office box is not acceptable for the physical address.
8. Registered Agent Mailing Address and Contact Information – Must be provided if course owner is out of state.
9. Owner Information – Enter the name of the owner and complete the ownership information.
10. Certification Statement – Application must be signed by the owner, officer, or other authorized representative of the business. 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 completed and all documents have been received. Applications are processed in the order received. Our division cannot specify the length of time it will take to approve an application. During the review process, you will be notified in writing of any discrepancies/requirements not met. You must meet all requirements within 12 months of the filing date or the application will be terminated. Fees are non-refundable.

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

REQUIRED DOCUMENTS

- Completed application
- Fee of \$5,850.00 (All Fees are nonrefundable)
- Log in credentials (If your course is on-line)
- Cross Reference Form - included in this packet
- List of course materials and reference material
- Authorization to use Driving Safety Course Form or Driving Safety application and fee
- Course Provider License Application and applicable fee (if not a licensed as a TDLR Course Provider)



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SIX (6) HOUR ALTERNATIVE DELIVERY METHOD DRIVING SAFETY COURSE APPLICATION

1. Name of Course:

2. Required Fee:

\$5,850.00

3. Organization Type:

☐

Sole Proprietor

☐

Partnership

☐

Corporation

☐

Limited Liability Corporation

4. Course Provider Name:

5. Course Provider License Number:

CP

5. Course Provider's Mailing Address and Contact Information: (Used to receive mail from TDLR P.O. Box is allowed)

Number, Street Name, Suite Number, Building Number

City

State

Zip Code

Email Address

Web Address

Phone Number

Fax Number

Contact Person's Name

Phone Number

Email Address

6. Course Provider's Physical Address: (P.O. Box is not allowed)

Number, Street Name, Suite Number, Building Number

City

State

Zip Code

7. Registered Agent Address: (If applicable)

Registered Agent Name

Phone Number

Email Address

Number, Street Name, Suite Number, Building Number

City

State

Zip Code



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8. List the full name and contact information of the owners that have ownership in the business.

Business Name (Owner Name, if Sole Proprietorship):

Business Name/Owner Name

Ownership %

Mailing Address :

Number, Street and Apt. No.

-OR-

P.O. Box Number

City

State

Zip Code

Phone Number

Email Address: (example: johndoe@aol.com)

Additional Owner Information Mailing Address and Contact Information: (if necessary attach additional pages)

Business Name/Owner Name

Ownership %

Mailing Address:

Number, Street and Apt. No.

-OR-

P.O. Box Number

City

State

Zip Code

Phone Number

Email Address: (example: johndoe@aol.com)

9. Certification Statement

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

- The school must establish hours that the student may access the instructor and for technical assistance.
- 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.
- 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, rules and includes all required content located in Education Code, Insurance Code and Texas Transportation 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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DRIVING SAFETY 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 §84.502) A 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
COURSE INTRODUCTION		10			
1.0	Objectives: <i>Orient students to the class</i>				
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				
1.5	Department-provided information on course content.				
THE TRAFFIC SAFETY PROBLEM		10			
2.0	Objectives: <i>Develop an understanding of the nature of the traffic safety problem and instill in each student a sense of responsibility for its solution.</i>				
2.1	Identification of the overall traffic problem in the United States, Texas and the locale where the course is being taught;				
2.2	Death, injuries and economic losses resulting from motor vehicle crashing in Texas; and				
2.3	The top five contributing factors of motor vehicle crashes in Texas as identified by the Texas Department of Transportation.				
FACTORS INFLUENCING DRIVER PERFORMANCE		10			
3.0	Objectives: <i>Identify characteristics and behaviors of drivers and how they affect driving performance.</i>				
3.1	Attitudes, habits, feelings and emotions; (aggressive driving, etc.)				
3.2	Alcohol and other drugs;				
3.3	Physical condition; (drowsy driving, etc.)				
3.4	Knowledge of driving laws and procedures; and				
3.5	Understanding the driving task.				

Course Name: _____ Course Provider Number: _____ Course Provider Name: _____			TDLR Use Only Reviewed By: _____		
TDLR INDEX NUMBER	Minimum Course Content (Texas Education Code 1001 & 16 TAC 84.502) A 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
4.0	TRAFFIC LAWS AND PROCEDURES Objectives: <i>Identify requirements of and rationale for applicable driving laws and procedures and to influence drivers to comply with the laws on a voluntary basis.</i>	50			
4.1	Passing;				
4.2	Right-of-way;				
4.3	Turns;				
4.4	Stops;				
4.5	Speed limits;				
4.6	Railroad crossing safety: statistics, causes and evasive actions;				
4.7	Categories of traffic signs, signals and highway markings;				
4.8	Pedestrians;				
4.9	Improved shoulders;				
4.10	Intersections;				
4.11	Anatomical gifts;				
4.12	Litter prevention;				
4.13	Law enforcement and emergency vehicles;				
4.14	Law enforcement procedures for traffic stops in accordance with the provisions of the Community Safety Education Act ; and				
4.15	Other laws as applicable (i.e. financial responsibility/compulsory insurance).				
5.0	SPECIAL SKILLS FOR DIFFICULT DRIVING ENVIRONMENTS Objectives: <i>Identify requirements of and rationale for applicable driving laws and procedures and to influence drivers to comply with the laws on a voluntary basis.</i>	15			
5.1	Inclement weather;				
5.2	Traffic congestion;				
5.3	City, urban, rural and expressway environments;				
5.4	Reduced visibility conditions - hills, fog, curves, light conditions (darkness, glare, etc.); and				
5.5	Roadway conditions.				

Course Name: _____ Course Provider Number: <u>CP</u> _____			TDLR Use Only		
Course Provider Name: _____			Reviewed By: _____		
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6.0	PHYSICAL FORCES THAT INFLUENCE DRIVER CONTROL Objectives: <i>Identify the physical forces that affect driver control and vehicle performance.</i>	10			
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	PERCEPTUAL SKILLS NEEDED FOR DRIVING Objectives: <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	DEFENSIVE DRIVING STRATEGIES Objectives: <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>	30			
8.1	Trip planning;				
8.2	Evaluating the traffic environment;				
8.3	Anticipating the actions of other users;				
8.4	Decision making;				
8.5	Implementing necessary maneuvers;				
8.6	Compensating for the mistakes of other drivers;				
8.7	Avoiding common driving errors;				
8.8	Interaction with other road users (motorcycles, bicycles, trucks, pedestrians, etc.);				
8.9	Motorcycle awareness, including the dangers of failing to yield the right-of-way to a motorcyclist and the need to share the road with motorcyclist;				
8.10	Distractions relating to the effects of using a wireless communication device, including texting or engaging in other actions that may distract a driver from the safe or effective operation of a motor vehicle; and				
8.11	Safely operating a vehicle near overweight/oversized vehicles.				

Course Name: _____ Course Provider Number: _____			TDLR Use Only		
Course Provider Name: _____			Reviewed By: _____		
TDLR INDEX NUMBER	Minimum Course Content (Texas Education Code 1001 & 16 TAC 84.502) A 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
9.0	DRIVING EMERGENCIES Objectives: <i>Identify common driving emergencies and their countermeasures.</i>	20			
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.).				
10.0	OCCUPANT RESTRAINTS AND PROTECTIVE EQUIPMENT Objectives: <i>Identify the rationale for having and using occupant restraints and protective equipment.</i>	20			
10.1	Legal aspects;				
10.2	Vehicle control;				
10.3	Crash protection;				
10.4	Coperational 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.				
11.0	ALCOHOL AND TRAFFIC SAFETY Objectives: <i>Identify the effects of alcohol on roadway users.</i>	40			
11.1	Physiological effects;				
11.2	Psychological effects;				
11.3	Legal aspects; and				
11.4	Synergistic effects.				
12.0	COMPREHENSIVE EXAMINATION Objectives: <i>Determined by course owner. At least 2 test questions per required unit as set forth in TAC 84.502(a)(1)(F)</i>	5			
13.0	The REMAINING REQUIRED 65 MINUTES 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.	65			
14.0	First Break	15			
15.0	Second Break	15			
16.0	Third Break	15			
17.0	Fourth Break	15			
18.0	Unique Items: Material in course content that is not cross-referenced in other places.				
Total for all Unit Instruction					



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DRIVING SAFETY COURSE FINAL EXAMINATION QUESTION CHART

Course Provider Name: _____

Course 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
The Traffic Safety Problem	
Traffic Laws and Procedures	
Defensive Driving Strategies	
Alcohol and Traffic Safety	
Special Skills for Difficult Driving Environments	
Driving Emergencies	
Factors Influencing Driver Performance	
Perceptual Skills Needed for Driving	
Physical Forces that Influence Driver Control	
Occupant Restraints and Protective Equipment	
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 (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 or Authorized Representative:

 Date Signed:

 Printed Name of Owner and/or Officer or Authorized Representative:

 Title:



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COURSE APPLICATION PACKET INVENTORY

Course Name: _____

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.

ITEM	DESCRIPTION



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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)



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DRIVING SAFETY COURSE ALTERNATIVE DELIVERY METHOD CERTIFICATION STATEMENT OF REQUIRED DOCUMENTATION

Driving Safety Course Provider Name:

Driving Safety Course Provider License Number:

By placing a check mark in each applicable box below and by my signature, I certify that the required documentation will be maintained and made available to the Department. I certify that I am providing accurate information and will comply with all applicable provisions of the Texas Occupations Code, Chapter 51; Texas Administrative Code (TAC), Title 16, Chapter 84; and the Texas Education Code, Title 5, Chapter 1001. I understand that providing false information on this application may result in revocation of the license or denial of the approval of the license I am requesting, and the imposition of administrative penalties and/or sanctions. Audit violations may be imposed if I am not in compliance with the following:

Place an (X) in each box confirming compliance with these requirements:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I will conform to the standards set forth in rule related to curriculum of a driving safety course and confirm that my course meets all requirements including all legislative mandates and certify all materials meet or exceed the minimum standards to be approved in the State of Texas. TAC 84.504 |
| <input type="checkbox"/> | I understand that my ADM must deliver the same topics and course content as the approved course. TAC 84.504(b) |
| <input type="checkbox"/> | I understand that irrelevant material such as advertisements of goods and services or distracting material that is not related to the topic shall not appear during the actual instructional times of the course. TAC 84.504(b)(4) |
| <input type="checkbox"/> | I will ensure my course meets or exceeds the minimum course length in content as required and outlined by rule for word count, multimedia presentations, charts and graphs, and examinations. TAC 84.504(b)(5) |
| <input type="checkbox"/> | I will maintain and use a system to validate the identity of the person taking the course using a personal validation system that incorporates all requirements in rule. TAC 84.504(c) |
| <input type="checkbox"/> | I will maintain and use a system to validate course content that verifies student participation and comprehension of course material including course timers and testing as required in rule. TAC 84.504(d) |
| <input type="checkbox"/> | I will inform the student that they must complete the course in its entirety and a minimum score of 70 must be achieved on the final examination in order to pass the course and receive the uniform certificate of course completion. TAC 84.504(d)(4)(A-B) |
| <input type="checkbox"/> | I will meet the additional requirements for a driving safety ADM if my course is presented via the internet, is a video course or is using new technology, as outlined in rule. TAC 84.504(f-h) |
| <input type="checkbox"/> | I will establish specific hours that the student may access the instructor and technical assistance for the course. TAC 84.504(l) |
| <input type="checkbox"/> | I will seek approval for any modifications to my course prior to offering them. TAC 84.504(i) |
| <input type="checkbox"/> | I understand that an audit may be conducted without prior notice to determine whether we are complying with the requirements of Texas Administrative Code, Title 16, Chapter 84 and Texas Occupations Code, Chapter 51. No fee will be charged to any Department employees or representative and I will cooperate fully with the Department. |

SIGNATURE OF CERTIFICATION STATEMENT

Signature of Owner, Officer, or Authorized Representative

Date Signed

Printed Name of Owner, Officer, or Authorized Representative

Title