



## TEXAS DEPARTMENT OF LICENSING & REGULATION

P.O. Box 12157 • Austin, Texas 78711-2157  
[des@tdlr.texas.gov](mailto:des@tdlr.texas.gov) • [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

### SIX (6) HOUR 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 §84.502 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.

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 Application Type – Indicate which application type you are submitting.
5. 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. If the Course Provider is out of State, registered agent information must be provided. 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.
6. 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.
7. Registered Agent Mailing Address and Contact Information – Must be provided if course owner is out of state.
8. Owner Information – Enter the name of the owner and complete the ownership information.
9. 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](http://www.tdlr.texas.gov) or request assistance and include attachments as needed via [des@tdlr.texas.gov](mailto:des@tdlr.texas.gov).

### REQUIRED DOCUMENTS

- Completed application
- Fee of \$5,850.00 (All Fees are nonrefundable)
- 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



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### SIX (6) HOUR 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 Application Type:

☐

Original Course

☐

Cloned Course (copy of previously approved course)

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

- 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 165 minutes of the 300 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.
- 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:
  - 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
<b>COURSE INTRODUCTION</b>		<b>10</b>			
1.0	<b>Objectives:</b> <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.				
<b>THE TRAFFIC SAFETY PROBLEM</b>		<b>10</b>			
2.0	<b>Objectives:</b> <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.				
<b>FACTORS INFLUENCING DRIVER PERFORMANCE</b>		<b>10</b>			
3.0	<b>Objectives:</b> <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	<b>Minimum Course Content</b> <b>(Texas Education Code 1001 &amp; 16 TAC 84.502)</b> 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	<b>TRAFFIC LAWS AND PROCEDURES</b> <b>Objectives:</b> <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>	<b>50</b>			
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	<b>SPECIAL SKILLS FOR DIFFICULT DRIVING ENVIRONMENTS</b> <b>Objectives:</b> <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>	<b>15</b>			
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: CP _____			TDLR Use Only		
Course Provider Name: _____			Reviewed By: _____		
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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>	<b>30</b>			
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.				

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9.0	<b>DRIVING EMERGENCIES</b> <b>Objectives:</b> <i>Identify common driving emergencies and their countermeasures.</i>	<b>20</b>			
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	<b>OCCUPANT RESTRAINTS AND PROTECTIVE EQUIPMENT</b> <b>Objectives:</b> <i>Identify the rationale for having and using occupant restraints and protective equipment.</i>	<b>20</b>			
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	<b>ALCOHOL AND TRAFFIC SAFETY</b> <b>Objectives:</b> <i>Identify the effects of alcohol on roadway users.</i>	<b>40</b>			
11.1	Physiological effects;				
11.2	Psychological effects;				
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	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.	<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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### 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	

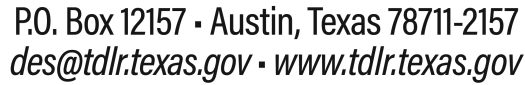
I certify that all supplied information on this form is true and correct and complies with all applicable provisions of the law of the Texas Department of Licensing and Regulation (Texas Education Code, Chapter 1001) and the rules of the Texas Department of Licensing and Regulation (16 Texas Administrative 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:



**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.

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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)