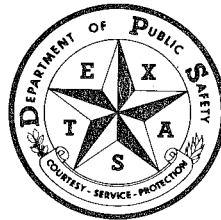


TEXAS DEPARTMENT OF PUBLIC SAFETY

**RULES AND REGULATIONS GOVERNING
THE LICENSING OF
COMMERCIAL DRIVER TRAINING SCHOOLS
AND INSTRUCTORS**



Adopted pursuant to

H. B. 568, Acts of 60th Texas Legislature, to provide for the licensing of commercial driver training schools and instructors and providing penalties for violations.

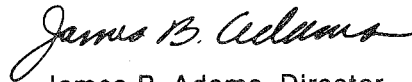
Effective 4-1-80

FOREWORD

Pursuant to the authority granted by House Bill 568, Acts of the 60th Texas Legislature, the Department of Public Safety has adopted the following rules and regulations governing commercial driver training schools and commercial driver training instructors in the state of Texas.

These rules and regulations, together with the provisions of House Bill 568, will be used to establish the criteria needed by the Department of Public Safety in evaluating the qualifications of applicants for licensing and relicensing as commercial driver training schools and commercial driver training instructors.

The owners and operators of commercial driver training schools and commercial driver training instructors are concerned with the procedures and policies to be used by the Department in administering the provisions of this law. In like manner, the Department of Public Safety is interested in helping applicants meet the high standards required of driver training schools in Texas. Our common goal of developing better drivers and consequently safer highways in Texas can be achieved by maintaining high standards and striving to meet them. To this end, your Department of Public Safety has dedicated its greatest efforts.



James B. Adams, Director
Department of Public Safety

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TEXAS DEPARTMENT OF PUBLIC SAFETY

STATUTORY PROVISIONS RELATING TO COMMERCIAL DRIVER TRAINING SCHOOLS AND INSTRUCTORS

Citation of Pertinent Law. V.C.S. 4413(29c), Acts of the 60th Legislature, 1967.

AN ACT

relating to the licensing of commercial driver-training schools, supervisory driver-training instructors, and driver-training instructors by the Department of Public Safety; providing a penalty; and declaring an emergency.

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF TEXAS:

Section 1. Definitions of words and phrases. The following words and phrases when used in this Act shall, for the purposes of this Act, have the meanings respectively ascribed to them in this section:

(a) "Commercial driver-training school" or "school" means any enterprise conducted by an individual, association, partnership, or corporation, for the education and training of persons, either practically or theoretically, or both, to operate or drive motor vehicles and charging a consideration or tuition for such services.

(b) "Commercial driver-training school branch office" is a training facility operated by a commercial driver-training school at a different location than the home training facility where the education and training of persons, either practically or theoretically, or both, to operate or drive motor vehicles and charging a consideration or tuition therefor is carried on.

(c) "Driver-training instructor" or "instructor" means any person who for hire or for tuition teaches, conducts classes of, gives demonstrations to, or supervises practice of persons learning to operate or drive motor vehicles.

(d) "Department" means the Department of Public Safety of this state, acting directly or through its duly authorized officers and agents.

(e) "Hearing Officer" is an officer or employee of the Department appointed by the Director, which officer or employee shall have a minimum of five years experience as a supervisor and a thorough knowledge of this Act and the rules and regulations of the Department relative thereto.

(f) "Motor vehicle" includes every vehicle which is self-propelled and every vehicle which is propelled by electric power obtained from overhead trolley wires, but not operated upon rails.

(g) "Supervisory driver-training instructor" or "supervisory instructor" means any person who, for hire or tuition, conducts classes of, gives demonstration to, or supervises practice of persons learning to become driver-training instructors, and to operate or drive motor vehicles.

Sec. 2. A license required for commercial driver training school. No person, firm, association, partnership, or corporation shall operate a commercial driver-training school after January 1, 1968, unless a license as a commercial driver-training school has been secured from the Texas Department of Public

Safety, provided that training or classes conducted by colleges, universities, high schools, and junior high schools for regularly enrolled students as a part of the normal program for such institutions shall be exempt.

Sec. 3. Application for commercial driver-training school license. The application for a license shall be made on forms supplied by the Texas Department of Public Safety and must state specifically the name and address of such school or training facility, and give the name and address of the person, each member of the firm or association, each member of the partnership or corporation, and of each director and officer of such corporation. The application shall also contain the following information:

(a) The name and address of each branch office of such commercial driver-training school;

(b) The name and address of each instructor;

(c) Such other information relating to the operation of such school as may be required by the Texas Department of Public Safety to insure that the public interest will be protected;

(d) An agreement that the school will be operated in conformity with the rules and regulations established by the Texas Department of Public Safety for the operation of commercial driver-training schools.

Sec. 4. Before the Department of Public Safety shall issue such license, the person, firm, association, partnership, or corporation shall

(a) Execute a bond in the sum of \$10,000, signed by a solvent guaranty company authorized to do business in the state of Texas, payable to the Texas Department of Public Safety, conditioned that the principal on said bond will:

(1) Carry out and comply with each and all contracts made or entered into by said school or branch school, acting by and through its officers or agents, with any student who desires to enter such school and to take the course in driver-training; and

(2) To pay back to such student all amounts collected for tuition and fees in case of failure on the part of the school to comply with its contracts to give the instruction contracted for, and for the period evidenced by such contract on a pro rata basis.

(b) Maintain motor vehicle liability insurance covering the school, instructors, and any person taking instruction in the amount as prescribed by the Department but in no event less than \$10,000 for bodily injury to or death of one person in any one accident, and \$20,000 for bodily injury to or death of two or more persons in any one accident, and \$5,000 for damage to property in any one accident. In the event the insurance coverage hereinabove referred to is to be cancelled, a copy of the written notice of cancellation must be furnished forthwith to the Director by either registered or certified mail.

(c) Provide adequate office, classroom, and motor vehicle facilities in compliance with the rules and regulations established by the Department of Public Safety to insure that the quality of instruction and training shall not be inimical to the public interest.

(d) Comply with such other rules and regulations as may be promulgated by the Department of Public Safety to insure adequate driver instruction.

Sec. 5. License required for supervisory driver-training instructor and driver-training instructor. No person shall teach or give driver-training for hire or for tuition, either as an individual or in a commercial driver-training school, or any phase of driver-training or education after January 1, 1968, unless a license as a driver-training instructor or supervisory driver-training instructor has been secured from the Department, provided that instructors in classes conducted by colleges, universities, high schools, and junior high schools for regularly enrolled students as a part of the normal program for such institutions shall be exempt.

Sec. 6. Application for supervisory driver-training instructor's license. (a) The application for a license as a supervisory driver-training instructor shall be made on forms supplied by the Department of Public Safety. A person is qualified to receive a supervisory driver-training instructor's license who:

- (1) Is at least 18 years of age;
- (2) Is of good moral character;
- (3) Is a citizen of the United States;

- (4) Has no contagious disease;
- (5) Holds a valid Texas chauffeur's license;

(6) Has successfully completed three semester hours in safety education and three semester hours in driver education or their equivalent;

(7) Has passed an examination conducted by the Department of Public Safety to determine his competency to obtain a license to practice as a supervisory driver-training instructor;

- (8) Has two years' satisfactory driving experience as approved by the Department.

(b) On the effective date of this Act, any person who is actually engaged or employed as a supervisory driver-training instructor and has a minimum of one year experience in such activity shall, upon application within 90 days after the effective date of this Act and payment of the required license fees, be issued a supervisory driver-training instructor's license effective no longer than one year from the date of issuance, provided, however, that the Department of Public Safety may require such applicant to submit satisfactory proof that he is so engaged and comply with the requirements set out in Section 6(a) above, except the requirement of Subsection (6). Such license shall be renewable annually so long as he complies with Department rules and regulations.

Sec. 7. Application for driver-training instructor's license. (a) The application for a license as a driver-training instructor shall be made on forms supplied by the Department of Public Safety. A person is qualified to receive a driver-training instructor's license who:

- (1) Is at least 18 years of age;
- (2) Is of good moral character;
- (3) Is a citizen of the United States;

- (4) Has no contagious disease;
- (5) Holds a valid Texas chauffeur's license;

(6) Has successfully completed 40 clock hours in safety education and driver-training under the supervision of a supervisory driver-training instructor;

(7) Has passed an examination conducted by the Department of Public Safety to determine his competency to obtain a license to practice as an instructor;

- (8) Has two years' satisfactory driving experience as approved by the Department.

(b) On the effective date of this Act, any person who is actually engaged or employed as a driver-training instructor and has a minimum of one year's experience in such activity shall, upon application within 90 days after the effective date of this Act and payment of the required license fees, be issued a driver-training instructor's license effective no longer than one year from the date of issuance, provided,

however, that the Department of Public Safety may require such applicant to submit satisfactory proof that he is so engaged and comply with the requirements set out in Section 7(a) above, except the requirement of Subsection (6). Such license shall be renewable annually so long as he complies with Department rules and regulations.

Sec. 8. License fees. Each application for an original commercial driver-training school or branch office license shall be accompanied by a \$150 investigation fee and upon approval shall pay an annual license fee of \$200. The investigation fee shall be payable only once, at the time of the original application. The license of each commercial driver-training school or branch office may be renewed subject to the same requirements as the original license, and upon payment of the annual renewal license fee of \$200. Each application for an original supervisory instructor's or instructor's license shall be accompanied by an investigation and examination fee of \$50 and upon approval such applicant shall pay an annual license fee of \$25. The investigation and examination fee shall only be payable with the original application. No license fee shall be refunded in the event that the license is suspended or revoked.

The fee for a duplicate license shall be \$2. A duplicate license may be issued to replace an original license if the original is lost or destroyed and an affidavit of such fact is made and filed with the Department.

All licenses issued to commercial driver-training schools, branch offices, supervisory instructors, and driver-training instructors shall expire automatically on December 31 of the calendar year for which the license was issued, unless sooner suspended or revoked as provided by this Act.

All fees collected under this Act shall be deposited in the State Treasury in the Operator's and Chauffeur's License Fund.

A commercial driver-training school or branch office license must be prominently displayed at the place of business of the commercial driver-training school or branch office. The supervisory driver-training instructor and driver-training instructor license must be carried by the instructor at all times while instructing. Each license shall be signed by the Director of the Department of Public Safety and shall be issued under the seal of the Department.

Sec. 9. Refusal, suspension, revocation grounds. The Department may suspend, revoke, or refuse a license to any commercial driver-training school or branch school, supervisory instructor or driver-training instructor on any one or more of the following grounds:

(a) When the Department is satisfied that the applicant or licensee fails to meet the requirements to receive or hold a license under this Act;

(b) When the applicant or licensee permits fraud or engages in fraudulent practices either with reference to the application to the Department, or induces or countenances fraud or fraudulent practices on the part of any applicant for a driver's license or permit, or permits or engages in any other fraudulent practice in any action between the applicant or licensee and the public;

(c) When the applicant or licensee fails to comply with the rules and regulations of the Department of Public Safety regarding the instruction of drivers in this state or fails to comply with any section of this Act.

Sec. 10. Hearing. (a) When there is cause to refuse an application or to suspend or revoke the license of any commercial driver-training school, branch office, supervisory driver-training instructor, or driver-training instructor, the Department, not less than 30 days before refusal, suspension, or revocation action is taken, shall notify such person in writing, in person, or by certified mail at the last address supplied to the Department by such person, of such impending refusal, suspension, or revocation, the reason therefor, and of his right to an administrative hearing for the purpose of determining whether or not the evidence is sufficient to warrant the refusal, suspension, or revocation action proposed to be taken by the Department. If, within 20 days after the refusal, suspension, or revocation action proposed to be taken by the Department, such person has not made a written request to the Department for this administrative hearing, the Department is authorized to suspend or revoke the commercial driver-training

school's, branch office's, supervisory driver-training instructor's, or driver-training instructor's license without a hearing. Upon receipt by the Department of such written request of such person within the 20-day period as set out above, an opportunity for an administrative hearing shall be afforded as early as is practical. In no case shall the hearing be held less than 10 days after written notification thereof, including a copy of the charges, shall have been given the person by personal service or by certified mail sent to the last address supplied to the Department by the applicant or licensee. Administrative hearing in such cases shall be before a qualified Hearing Officer of the Department.

(b) The Department, represented by the Hearing Officer, shall conduct the administrative hearing and the Hearing Officer is authorized to administer oaths and issue subpoenas for the attendance of witnesses and the production of relevant books, papers, documents, etc. On the basis of the evidence submitted at the hearing, the Department shall take whatever action it deems necessary in refusing the application or suspending or revoking the license.

Sec. 11. Judicial review. Any person dissatisfied with the action of the Department in refusing his application, or suspending or revoking his license, or any other action of the Department, may appeal the action of the Department by filing a petition within 30 days thereafter in the district court in the county where the person resides or in the District Court of Travis County, Texas, and the court is vested with jurisdiction, and it shall be the duty of the court, to set the matter for hearing upon 10 days' written notice to the Department and the attorney representing the Department. The court in which the petition of appeal is filed shall determine whether or not the suspension or revocation of the license shall be abated until the hearing shall have been consummated with final judgment thereon, or whether any other action of the Department shall be suspended pending hearing, and enter its order accordingly, which shall be operative when served upon the Department, and the court shall provide the attorney representing the Department with a copy of the petition and order. The Department shall be represented in such appeals by the district or county attorney of the county, or the Attorney General, or any of their assistants. The trial on such appeal shall be de novo as in cases appealed from the justice of the county court.

Sec. 12. Surrender of license. Upon the revocation or suspension of any license, the licensee shall within five days surrender the license or licenses to the Department; failure of a licensee to do so shall be a violation of this Act and upon conviction shall be subject to the penalties hereinafter set forth. The Department may restore a suspended license to the former licensee upon full compliance with the provisions of this Act. No suspension invoked hereunder shall be for a period less than 30 days nor longer than one year.

Sec. 13. Proceedings through the Attorney General. If any person violates any of the provisions of this Act, the Director of the Department of Public Safety shall, in the name of the State of Texas through the Attorney General of the State of Texas, apply in any district court of competent jurisdiction for an order enjoining such violation or for an order enforcing compliance with this Act. Upon the filing of a verified petition to the court, if the court or any judge thereof is satisfied by affidavit or otherwise that the person has violated this Act, it may issue a temporary injunction without notice or bond enjoining such continued violation, and if after a hearing it is established that the person violated or is violating this Act the court or any judge thereof may enter a decree perpetually enjoining the violation of or enforcing compliance with this Act. In case of violation of any order or decree issued under the provisions of this section, the court or any judge thereof may try and punish the offender for contempt of court. Proceedings under this section shall be in addition to and not in lieu of all other remedies and penalties provided by this Act.

Sec. 14. No motor vehicle driver-training instruction shall be conducted for hire or tuition unless in a licensed commercial driver-training school or one of its branch offices except as set out in Section 2 and in counties with a population of less than 50,000 where driver-training instruction may be given by a supervisory instructor or instructor not connected with or in a commercial driver-training school.

Sec. 15. Penalties. Any person who violates any provision of this Act shall be guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than \$100 nor more than \$1,000, or by imprisonment in the county jail for a term of not to exceed six months, or both.

Sec. 16. Constitutionality. If any part or parts of this Act shall be held unconstitutional, such unconstitutionality shall not affect the validity of the remaining parts of this Act. The Legislature hereby declares that it would have passed the remaining parts of this Act if it had known that such part or parts thereof would be declared unconstitutional.

Sec. 17. The importance of this legislation and the crowded condition of the calendars in both houses create an emergency and an imperative public necessity that the Constitutional Rule requiring bills to be read on three several days in each house be suspended, and this Rule is hereby suspended.

RULES AND REGULATIONS

Relating to

COMMERCIAL DRIVER TRAINING SCHOOLS

AND INSTRUCTORS

.028 REQUIREMENTS OF APPLICANTS FOR A COMMERCIAL DRIVER TRAINING SCHOOL LICENSE

- (a) The Department shall not issue a commercial driver training school license to any applicant unless the individual, partnership, group, association or corporation:
- (1) Maintains an established place of business in this state as prescribed by Vernon's Civil Statutes 4413 (29c) and these rules;
 - (2) If licensed for behind-the-wheel training, must have at least one motor vehicle, which shall include, but not be limited to passenger vehicles, commercial vehicles and two- or three-wheeled self-propelled vehicles registered, leased or rented in the name of the commercial driver training school which has been safety inspected and insurance certified as required herein for use by the school for driver training purposes and driving instruction;
 - (3) Has at least one person who is employed by or associated with the school, and who is licensed by the Department as a commercial driver training supervisory or commercial driver training instructor for that school;
 - (4) Shall furnish the Department investigator, at his own expense, a current credit report from a reliable credit reporting firm;
 - (5) It is authorized to do business in the state of Texas;
 - (6) Each manager or owner-operator of a commercial driver-training school or branch office of driver training school is:
 - (A) A citizen of the United States;
 - (B) Of good moral character (refer to Rule .034); and
 - (C) At least 18 years of age.
- (b) Investigation

Upon receipt of a properly executed application for a commercial driver-training school license, the Department shall investigate the applicant. Authorized representatives of the Department shall inspect the school property and equipment to determine if it meets all requirements of the law and these rules. A report of the investigator's findings, including recommendations for licensing or denial of licensing, will be forwarded to the Department in Austin upon conclusion of the investigation.

.029 SCHOOLS AND INSTRUCTORS LICENSE CATEGORIES.

Schools and instructors may be licensed in the following categories for vehicles which shall include but not be limited to passenger vehicles, commercial vehicles, and self-propelled two- and three-wheeled vehicles. For each course offered there shall be, approved and on file, an instructional outline, course of study, syllabus or teaching guide showing scope and sequence of subject matter. Department personnel may monitor all courses offered at any time.

- (1) Class "1" school and instructor shall provide theoretical and/or practical instruction for the operation of passenger vehicles and vehicles not exceeding MRCC of 2,000 pounds.
- (2) Class "2" school and instructor shall provide theoretical and/or practical instruction for operation of two-or three-wheeled vehicles.

- (3) Class "3" school and instructor shall provide theoretical and/or practical instruction in operation of commercial tractors, trucks, or buses, and other vehicles exceeding 2,000 pounds MRCC.
- (4) Class "4" school and instructor shall provide driver improvement training courses, including but not limited to remedial courses for court-referred drivers, defensive drivers courses, and remedial schools. Group training contracts showing lower rates may be negotiated with business, industrial, or governmental agencies. All charges and costs incidental to training must be furnished to student before enrollment. Each student who successfully completes a driver training course shall be furnished a certificate evidencing completion of course and the type of training received.

The Department of Public Safety will make the decision as to whether a driver improvement course is being conducted for consideration or tuition for such services. This decision will be based upon the actual documented expenses incurred in presenting the course. Any form of compensation received by the instructor will be considered as consideration or tuition.

- (A) EDUCATIONAL OBJECTIVES: The education objectives of driver improvement, defensive- or remedial-type schools shall include, but not be limited to, promoting respect for and encouraging observance of traffic laws, reducing traffic violations, and motivating continuing development of traffic-related competences.
- (B) MINIMUM COURSE CONTENT: Courses of a Class "4" school providing approved defensive, driver improvement, or remedial training shall treat, but not be limited to, the following topic matter:

MINIMUM COURSE CONTENT

TOPIC	MINIMUM TIME REQUIREMENT
Course Introduction	15 Minutes
Factors Influencing Driver Behavior, Attitudes, and Feelings	50 Minutes
Traffic Laws	50 Minutes
Driver Improvement	30 Minutes
Physical Forces Affecting Vehicle	30 Minutes
Good Seeing Habits	70 Minutes
Defensive Driving Habits	100 Minutes
Mental Preparation and Driver Impairments	30 Minutes
Course Summation	15 Minutes

Topic titles of subject matter are not required to be the same as mentioned above but topic content must address, and be allotted at least minimum time indicated, subject matter shown above. Class "4" school shall complete "Curriculum Plan" appended to these rules, indicating how its course meets minimum course content. (Plan must be state-approved by Department.)

- (C) COURSE STRUCTURE: Approved driver improvement, defensive driving, or remedial courses shall be subject to the following:

- (i) A minimum of eight class hours required;
- (ii) Sessions shall consist of not less than two hours;
- (iii) A class hour shall not be less than 50 minutes;
- (iv) Administrative procedures, such as enrollment, shall not be included in "class time";
- (v) Rest periods or breaks shall be held to a maximum of 15 minutes, including between class time;
- (vi) All day classes must allow a minimum of 30 minutes but not more than 60 minutes for lunch;
- (vii) Motion picture films and/or slides may not be used in excess of 200 minutes of an eight-hour course.
- (viii) No teacher shall be regularly assigned more than 35 students in membership per class.

(D) Courses conforming to the requirement of subparagraphs (B) and (C) are approved by the Texas Department of Public Safety as meeting the requirements of Senate Bill 455 of the 66th Legislature, 1979.

.030 APPLICATION REQUIREMENTS FOR COMMERCIAL DRIVER TRAINING SCHOOLS

- (a) Each original commercial driver training school license application shall consist of four parts: a general information Section (DL-CDTS-3); a section containing personal history schedules of owner-operator or manager (DL-CDTS-4); a section containing a schedule of motor vehicles owned, leased, registered (DL-CDTS-5); certification of auto liability insurance (DL-CDTS-6); one DPS and one FBI fingerprint card; and a current credit report from a reliable credit reporting agency (at school expense). All applications for original or renewal commercial driver training school or branch school license shall be completed in triplicate. The original copy plus one carbon copy of all forms shall be submitted with proper fee to Vehicle Inspection and Driver Training Records, Department of Public Safety, P.O. Box 4087, Austin, Texas 78773. The applicant shall retain one carbon copy of all completed forms for school files.
- (b) All personal history schedules submitted pursuant to these rules and regulations shall be CONFIDENTIAL and privileged and the information therein shall be used only by the Department.
- (c) A supplementary motor vehicle fleet schedule must be filed with the Department of Public Safety, Vehicle Inspection and Driver Training Records, within 10 days after any addition or deletion and all supplementary schedules containing additions must be accompanied by a properly executed insurance certificate.
- (d) The Department must be notified in writing within 10 days of any changes in the owners, officers, directors, or managers of any school or branch office.
- (e) Failure to inform the Department of the above changes shall be grounds for suspension or revocation of the driving school's license.

.031 SCHOOLS — RENEWAL APPLICATION

Renewal applications shall be made on form DL-CDTS-15 and should be submitted to the Department between November 1 and December 10 of each calendar year. OWNER-OPERATORS WHO PERMIT THEIR LICENSE TO EXPIRE WILL NOT BE PERMITTED TO OPERATE THEIR SCHOOL until a new license is issued by the Department. All licensees who permit their licenses to lapse for more than thirty days must submit an original application for licensing and shall pay both an investigation and the annual licensing fees.

.032 LICENSE FEES

(a) Investigation Fees

- (1) Every original application for a commercial driver training school license must be accompanied by an investigation fee of \$150 which in no event will be refunded to the applicant.
- (2) Every original application for a commercial supervisory or driver training instructor's license must be accompanied by an investigation fee of \$50 which in no event will be refunded to the applicant.

(b) Annual License Fees

After investigation and approval of the application for either a commercial school or instructor's license the following applicable license fee shall be required:

- (1) School or branch office license - \$200; or
- (2) Supervisory or instructor's license - \$25.

(c) All licenses issued to commercial driver training schools, branch offices, supervisory instructors, and driver training instructors shall automatically expire on December 31 of the calendar year for which the license was issued unless sooner suspended or revoked as provided by this Act.

(d) Refund of Application Fees

The Department shall not refund any investigation fee which has been submitted by any individual, partnership, corporation, or association along with an application for a commercial driver training school or instructor's license. This provision shall apply to all applicants. In cases where an application for licensing has been refused, the applicant shall be notified regarding grounds for refusal.

.033 DUPLICATE LICENSE

The fee for a duplicate license, for change of address or license status of original license, shall be \$2.00.

.034 REFUSAL, SUSPENSION

(a) The Department may suspend, revoke, or refuse to renew a license to any commercial driver training school or branch school, supervisory instructor, or driver training instructor on any one or more of the following grounds:

- (1) When the applicant or licensee has been convicted of a felony or any crime involving violence, dishonesty, deceit, indecency, or immoral conduct. Under these conditions, the license will be denied or revoked--if it involves the owner of the school, then the owner; if the instructor, then the instructor's license;
- (2) When the applicant or licensee has knowingly presented to the Department false or misleading information relating to licensing;
- (3) When the applicant, licensee, any instructor or agent is addicted to the use of alcoholic beverages or drugs or becomes incompetent to safely operate a motor vehicle or properly conduct classroom or behind-the-wheel instruction;
- (4) When the license was improperly or erroneously issued;

- (5) When the Department is satisfied that the applicant or licensee fails to meet the requirements to receive or hold a license as required by Vernon's Civil Statutes 4413 (29c) or these regulations;
 - (6) When the applicant or licensee permits fraud or engages in fraudulent practices either with reference to the license application to the Department, or induces or countenances fraud or fraudulent practices on the part of any applicant for a driver's license or permit, or permits or engages in any other fraudulent practices in any action between the applicant or licensee and the public;
 - (7) When the applicant or licensee fails to comply with the rules and regulations of the Department regarding the instruction of drivers in this state or fails to comply with any section of Vernon's Civil Statutes 4413 (29c);
 - (8) For failure to follow procedures as prescribed in these rules and regulations of which the school or instructor has been notified by written notice;
 - (9) When the applicant or licensee has accumulated a personal driving record during the past two years upon which the Department of Public Safety has taken corrective action. Corrective action includes a citation for a personal interview or more serious action by the Department of Public Safety under the Texas Driver Improvement Program.
- (b) Upon the revocation or suspension of any license, the licensee shall within 10 days surrender the license or licenses to the Department; failure of a licensee to do so is a violation of law and upon conviction, he shall be subject to the penalties provided by statute. The Department may restore a suspended license to the licensee upon full compliance with the law. No suspension invoked hereunder shall be for a period of less than 30 days nor longer than one year.

.035 SURRENDER OF LICENSE

- (a) Any licensed commercial driver training school which ceases to carry on the business of giving instructions for hire in the driving of motor vehicles shall surrender within 48 hours their commercial driver training school license of any and all commercial driver training school branch offices operated by the school. Notice of termination of supervisory driver training and driver training instructors shall also be submitted on forms provided by the Department.
- (b) The license of terminated instructors shall be surrendered to the Department in compliance with Rule .049(c) of these rules and regulations.
- (c) No part of the licensing fee will be refunded by the Department.

.036 COMMERCIAL DRIVER TRAINING SCHOOLS — BRANCH OFFICES

- (a) A commercial driver training school may operate a branch office anywhere in this state, provided:
 - (1) The branch office meets all the requirements of the principal place of business;
 - (2) The branch office is properly identified as a branch office by a permanent sign which indicates the location of the principal office and which is visible to the general public; and
 - (3) Class "4" school offering defensive driver, driver improvement, or remedial training approved by the Department may conduct extension courses, which shall not be considered branch offices, provided a properly licensed main office as defined in Rule .037 of these regulations is maintained and the provisions of Rule .029(d) are met.
- (b) A commercial driver training school desiring to open a branch office shall make application on Department forms as for the original license.

.037 COMMERCIAL DRIVER TRAINING SCHOOL PHYSICAL FACILITIES

- (a) Each commercial driver training school licensed by the Department must have and maintain its own individual established place of business.
- (1) The established place of business shall contain adequate physical facilities to carry on the business of giving instructions for hire or tuition in those phases for which the school is licensed.
 - (2) The established place of business of each commercial driver training school must be owned or leased by the commercial driver training school and used by such school for the business of selling and conducting driving instructions for compensation or hire;
 - (3) The established place of business of each commercial driver training school must be identified by a permanent sign visible to the general public and must comply with any applicable city ordinances pertaining to zoning;
 - (4) The principal office facility of a Class "4" school shall be the home office or principal office facility of the individual, organization, association, partnership, or corporation in Texas. The principal office shall be located within the state of Texas, and licensed as a commercial driver training school, Class "4";
 - (5) The established place of business or advertised address of any driver training school shall not consist of or include a house trailer, tent, temporary address, a room or rooms in a hotel, motel, rooming house, or apartment house;
 - (6) No commercial driver training school may share any facility or facilities with any other commercial driver training school;
 - (7) No commercial driver training school will be licensed if the principal or branch office thereof is within 600 feet of any Department office;
 - (8) Each commercial driver training school must be staffed by responsible personnel;
 - (9) Each commercial driver training school must be open for and conduct business during posted hours;
 - (10) The established place of business of each commercial driver training school must consist of an adequate office facility and, where class instruction is given, an adequate classroom facility as set out in Rule .039.
 - (11) The classroom facility must be reasonably accessible to the office facility of the commercial driver training school. Off-premises instruction for Class "4" schools will require prior DPS written approval.
- (b) Each commercial driver training school shall permit inspection of their premises, facilities, records, training equipment, and driver training motor vehicles at any reasonable time by authorized Department representatives.

.038 COMMERCIAL DRIVER TRAINING SCHOOL OFFICE FACILITIES

The office facilities of each commercial driver training school must contain sufficient space, equipment, records, and personnel to carry on the business of the school. The office facility must be primarily devoted to commercial driver training school business and shall be physically separate from the classroom facility. No change in address of such facility may be made without inspection and prior approval of the Department.

Each commercial driver training school licensed by the Department must display in a prominent place in each office or branch office a sign or notice indicating the following:

- (1) Rates per lesson or course - classroom instruction;
- (2) Rates per lesson or course - behind-the-wheel instruction;
- (3) Rates for use of school vehicle - road tests (if extra charge is made); and
- (4) Length of lessons and course - classroom and behind-the-wheel.

.039 COMMERCIAL DRIVER TRAINING SCHOOL CLASSROOM FACILITIES

- (a) The classroom facility must contain at least the following:
 - (1) Seating facilities and writing surfaces for all students being trained (16 square feet per student is recommended. Writing surfaces not required for remedial-type classes.);
 - (2) Adequate blackboards for standard classroom or felt display board for remedial classroom, which are visible from all seating positions;
 - (3) Adequate charts, diagrams, mock-ups and pictures relating to the operation of motor vehicles, traffic laws, physical forces and correct driving procedures;
 - (4) A copy of these rules and regulations displayed so as to be accessible to all students;
 - (5) A copy of the current edition of the Texas Drivers Handbook, motorcycle supplement and/or DPS approved study material must be furnished to each student enrolled in the classroom phase of the driver education course; and
 - (6) A copy of a state approved driver education textbook for each student under 18 years of age enrolled in the classroom phase of the driver education course. D.E. textbook not required in remedial, adult or commercial vehicle training. DPS-approved study material may be required in lieu of textbook.
- (b) The classroom facility of each commercial driver training school must contain sufficient space and equipment to properly conduct classroom instruction for students enrolled in the school.
- (c) The classroom facility must have adequate lighting, heating, and ventilation and must comply with all state and local laws including but not limited to zoning, public health, safety, and sanitation.

.040 INSPECTION OF SCHOOL FACILITIES

Each commercial driver training school shall permit during regular business hours authorized representatives of the Department to make periodic inspection of all of the school's facilities. During such inspections each owner, partner, associate, corporate director, officer, manager, or employee of any commercial driver training school shall cooperate with the authorized representative and upon demand shall exhibit all records, instructional aids and equipment which are necessary to the investigation.

.041 COMMERCIAL DRIVER TRAINING SCHOOL NAMES AND ADVERTISING

- (a) No school shall:
 - (1) Adopt, use or conduct any business under a name that is like or deceptively similar to a name used by another commercial driver training school;

- (2) Use any name other than its full licensed name for advertising or publicity purposes;
 - (3) Advertise or imply that it is supervised, recommended, or endorsed by the Department of Public Safety;
 - (4) Use the word "STATE" in any part of the school name;
 - (5) Make any false or misleading claim or statement in any of its advertisements; or
 - (6) Use "blind" advertisements or advertisements in the "help wanted" or other employment columns of a newspaper or other publications to solicit prospective students to enroll in the school.
- (b) Each telephone directory listing or telephone advertisement of a commercial driver training school shall include the address or addresses of the school's established place or places of business.
 - (c) No commercial driver training school or commercial driver training instructor shall by any advertisement or otherwise state or imply that an operator's, commercial operator's, or chauffeur's license or permit is guaranteed or assured to any student or individual who will take or complete any instruction or course of instruction or enroll or otherwise receive instructions in any commercial driver training school.
 - (d) Commercial driver training schools which are licensed by the Department may indicate in their advertisement that they are LICENSED BY THE STATE. However, no commercial driver training school may use any advertisement that states or implies that the school is approved, certified, recognized, recommended, endorsed, or supervised, or that the school is anything but licensed by the state.
 - (e) No commercial driver training school may advertise or imply that free lessons will be given individuals or students, unless the lessons are in fact offered or given without any legal consideration.
 - (f) No commercial driving school shall advertise in any way until such time as the school is properly licensed by the state.

.042 COMMERCIAL DRIVER TRAINING SCHOOL RESPONSIBILITY FOR EMPLOYEES

- (a) Only qualified and recognized experts in the fields of driver training, traffic regulations, or driving procedures may be permitted to give occasional classroom lectures. These experts may present lectures without being required to hold a commercial driver training instructor's license. If a licensed instructor enters or leaves the employment of any commercial driver training school, the school shall within 48 hours notify the Department on forms furnished by the Department indicating the name, address, and license number of the school and the instructor, the date of employment or the termination date, and the reason for termination.
- (b) No commercial driver training school owner-operator or manager shall permit any individual to give classroom instruction or behind-the-wheel instruction at his school unless the individual has a valid current commercial driver training instructor's or supervisory driver training instructor's license issued by the Department, except as provided in Subsection (a), Rule .042.
- (c) For the purposes of Vernon's Civil Statutes 4413 (29c) and these rules and regulations each commercial driver training instructor employed by or associated with any commercial driver training school shall be deemed an agent of the commercial driver training school, and the school shall share the responsibility for all acts performed by the instructor which are within the scope of his employment and which occur during the course of his employment.

.043 CONTRACTS — STUDENTS

- (a) Contracts. No person shall be instructed, either theoretically or practically, or both, to operate or drive motor vehicles unless and until a written legal contract has been executed. All contracts must comply with Vernon's Civil Statutes 4413 (29c), Section 4, and the format must be approved by the Department.

(1) Commercial driver training school contracts shall contain at least the following:

- (A) A statement indicating the agreed total contract charges;
- (B) Number of classroom lessons;
- (C) Number of behind-the-wheel lessons;
- (D) Length of each lesson or course;
- (E) Rate per lesson - classroom instruction or course;
- (F) Rate per lesson - behind-the-wheel instruction or course;
- (G) Rates for use of school car for road test (if extra charge is made);
- (H) Terms of payment;
- (I) A statement indicating whether behind-the-wheel instruction is to be private lessons or group instructions;
- (J) A statement indicating the specific date and time when instruction is; and
- (K) A statement substantially as follows:

"This agreement constitutes the entire contract between the school and the student and no verbal assurances or promises not contained herein shall bind the school or the student."

(2) Group contract instruction. Contract for group instruction under Class "4" license may be made, provided elements of (A) through (K) in subsection (a) of Rule .043 are included in the contract and a roster of students is attached thereto. The roster of students shall contain the name, address, and driver's license number of each enrolled student. Contracts for group instruction will be issued in the name of the sponsoring group.

- (b) All commercial driver training schools and commercial driver training instructors in counties of less than 50,000 population must submit to the Department, along with their application for licensing, duplicate specimen copies of all written contracts and agreements.
- (c) No commercial driver training school or instructor may sell, transfer, exchange, trade or otherwise dispose of any contract, part of a contract, agreement or obligation, by or between any commercial driver training school or instructor and any student, unless the commercial driver training school or instructor has obtained the written consent of the student.
- (d) The term "No Refund" is not permitted in any commercial driver training school contract. A commercial driver training school may use the phrase "The school will not refund any tuition or part of the tuition where actual services have been rendered." If any commercial driver training school or instructor fails to comply with the provisions of any contract or agreement by or between the commercial driver training school or instructor and any student, the commercial driver training school or instructor shall refund on a pro rata basis all monies collected from the student, as consideration of performance of the contract or agreement, by the school or instructor.

- (e) No commercial driver training school shall include any statement in any of its contracts to the effect that a driver license is guaranteed or otherwise promised.

.044 COMMERCIAL DRIVER TRAINING SCHOOL COURSES OF INSTRUCTION

All behind-the-wheel instruction must consist of actual driving practice while the motor vehicle is in motion. All behind-the-wheel instruction must be given in a motor vehicle which has been safety inspected and properly insured. If behind-the-wheel instruction is conducted with groups of students, all contracts and advertisements of the commercial driver training school must so state. No more than four persons excluding the instructor may occupy any motor vehicle during the behind-the-wheel instruction. If group observation training is employed only the actual time spent behind-the-wheel in vehicle operation shall be credited toward satisfying minimum standards for behind-the-wheel instruction.

.045 COMMERCIAL DRIVING SCHOOL MOTOR VEHICLES

All behind-the-wheel instruction of students in commercial driver training schools must be conducted in motor vehicles owned or leased by the commercial driving training school. All commercial school motor vehicles which are used for the purposes of demonstration and/or practice of driving lessons shall;

- (1) Be equipped with dual controls on foot brake, (and with clutch on vehicles with manual transmission) and otherwise be equipped in accordance with Texas motor vehicle laws, except that dual controls will not be required on: (1) two- or three-wheeled self-propelled motor vehicles (2) truck-trailer combinations if vehicle is equipped with trolley brake, hand valve or similar device, located within easy reach of instructor, that is capable of bringing the vehicle to a stop;
- (2) Be equipped with seat belts for both the student and instructor, except for two- and three-wheeled self-propelled motor vehicles. The seat belts shall be used by both the student and instructor when the vehicle is being operated for instruction purposes;
- (3) Be properly registered in compliance with the motor vehicle registration laws of Texas and bear a current motor vehicle inspection certificate;
- (4) Be insured by a company authorized to do business in Texas with a liability insurance policy in the amount of at least \$10,000 for bodily injury to or death of one person in any one accident, \$20,000 for bodily injury to or death of two or more persons in any one accident, and \$5,000 for damage to property in any one accident;
- (5) Be equipped with an extra inside rearview mirror on the instructor's side and an outside rearview mirror on both sides, except for at least one rearview mirror on two- or three-wheeled self-propelled vehicles. Inside rearview mirror is not required on truck-trailer combinations. Truck-trailer combinations shall have wide-angle mirrors on both sides for the instructor's use;
- (6) Bear a conspicuously displayed sign to the front and rear stating "Student Driver." A sign similarly displayed and bearing the name of the commercial driver training school under which it is licensed may be used in lieu of the above student driver sign. The sign shall be in plain view and shall have contrasting letters not less than 3½ inches in height, readable from a distance of not less than 100 feet; except that letters on signs for two or three wheeled self-propelled vehicles shall be no less than 1½ inches in height;
- (7) Be maintained in safe mechanical condition at all times;
- (8) Be equipped with applicable mechanical devices when used in training of physically handicapped students;

- (9) Be equipped with cushions for the proper seating of students if and when such are necessary;
- (10) Instructions conducted on two-or three-wheeled self-propelled motor vehicles will require the instructor to be in such close proximity so as to direct the applicant in proper turning, stopping, and control of the vehicle.

.046 SCHOOLS — MOTOR VEHICLE INSURANCE CERTIFICATES

- (a) In the event the insurance coverage is to be cancelled, a copy of the written notice of cancellation must be furnished forthwith to the Vehicle Inspection and Driver Training Records Bureau of the Department of Public Safety by registered or certified mail.
- (b) Insurance Certificate

Before filing an original, renewal or reinstatement application for a license with the Department, each commercial driver training school shall cause the insuring company or carrier to issue a certificate on forms furnished by the Department (DL-CDTS-6) certifying to the Department that the insurance company or carrier has issued a policy or policies of insurance, in the designated amounts, for the vehicles listed and any other such information as requested. An insurance certificate or certificates must accompany and account for each motor vehicle listed by each commercial driver training school motor vehicle fleet schedule (DL-CDTS-5 -- reverse side) filed with the Department. In the event insurance coverage for any vehicle used for driver instruction or driver training purposes is not renewed, the commercial driver training school shall give written notice to the Department at least 10 days prior to the expiration date of the insurance coverage. In the event that an insurance policy is cancelled or allowed to lapse, the school's license will be suspended.

.047 DRIVER TRAINING SCHOOL AND DRIVER TRAINING INSTRUCTOR RECORDS

- (a) All commercial driver training schools licensed by the Department must maintain a permanent record of instructions given to each student.
 - (1) **INDIVIDUAL STUDENTS:** The record for individual contract students must contain at least the information requested on the sample student instruction record form (DL-CDTS-14), which is appended to these rules. It must contain the name of the school, the name of the student, the type of all licenses or permits held by the student, the type and date of instruction given, (whether classroom or behind-the-wheel), and the signature of the instructor. Each commercial driver training school must furnish each individually contracted student a duplicate of his or her instruction record when all of the courses contracted for are completed or the student otherwise ceases taking instruction at or with the school.
 - (2) **GROUP CONTRACT STUDENTS:** The record for group contract students must contain a master instruction record indicating date and type of instruction given by subject matter and signature of instructor and instructor's commercial driver training instructor's license number. Attached to the master instruction record will be a roster of students satisfactorily completing this course. Upon completion of each group contract course, each student enrolled must be furnished a certificate indicating completion of sessions attended.
- (b) All permanent student instruction records, including contracts, must be kept on file in the office of each commercial driver training school for a period of three calendar years after the student has concluded instruction at or with the school. The student instruction record maintained by the school shall be available at all reasonable times for inspection or copying by a Department representative and a copy of the group contract and student roster must be available at the classroom site during the instruction period.

- (c) Every commercial driver training school student record file shall contain a duplicate copy of each contract entered into between the school and the student. The original copy of the contract must be given to the student taking instruction and the duplicate thereof must be retained by the school.

Every commercial driver training school operator (or supervisory instructor in counties of less than 50,000 population) shall within five days, furnish to the Department in writing a copy of the name, address, telephone number, and a copy of the instruction record of any student who has completed a course of instruction contracted for in either classroom or behind-the-wheel instruction and who require additional instruction in either phase. Instruction of the student need not be interrupted unless it is determined that additional instruction will not be of benefit.

**.048 APPLICATION REQUIREMENTS FOR COMMERCIAL DRIVER TRAINING INSTRUCTORS-
LICENSE REQUIREMENTS**

- (a) Each supervisory and driver training instructor's application shall consist of two parts; a section pertaining to the personal history of the applicant and a section containing a medical examination report.
 - (1) License pre-requisites: Each applicant for a supervisory or driver training instructor's license shall submit to the Department:
 - (A) One set of applicant's fingerprints;
 - (B) A statement or physical examination report from a licensed physician, made within six months prior to application, that the applicant does not have any communicable disease(s).
 - (C) An original or copy of a current Texas teacher's certificate issued by the Texas Education Agency for those instructors who desire to teach applicants under the age of 18 years of age.
 - (2) On the effective date of this regulation, any person who is actually engaged or employed as a driver improvement, remedial, or defensive driver instructor and has a minimum of one year's experience in such activity shall, upon application within 90 days after the effective date of this regulation and payment of the required license fees, be issued a supervisory driver training instructor's license, Class "4" school only, effective no longer than the calendar year of issuance, provided, however, that the Department may require such applicant to submit satisfactory proof that he is so engaged and comply with the requirements set out in Article 4413 (29c), Vernon's Civil Statutes Section 6(a), except the requirement of Subsection (6) and (7). Such license shall be renewable annually so long as he complies with Department rules and regulations.
- (b) Investigations. Upon receipt by the Department of the following, a Department investigator will be assigned to conduct a thorough investigation to determine eligibility for licensing:
 - (1) Properly executed application;
 - (2) Investigation fee (reference Rule .032);
 - (3) Physical examination report;
 - (4) One set of fingerprints; and
 - (5) Documentation of meeting educational requirements for type license applied for.

(c) Examination

Upon determining that the applicant is otherwise eligible for licensing, the applicant must pass the written and driving examination required by the Department for the type license applied for.

- (1) The driving test administered by the Department will examine the applicant's ability to safely operate a motor vehicle and to instruct others in the proper techniques of driving.
- (2) Each applicant will be given a maximum of three opportunities to pass the commercial driver training instructor's examination. Individuals who have failed at their first attempt must wait at least three days before applying for a second examination. Individuals who have failed the second examination must wait two weeks before applying for a third examination. After a third failure to qualify, an applicant must wait at least one year to file a new application for licensing and must pay an additional \$50 investigation and examination fee. However, no applicant will be given a fourth examination unless proof is submitted to the Department that the applicant has participated in a course of instruction designed to educate the applicant and prepare him for the commercial driver training instructor's examination.
- (3) The written test shall consist of questions dealing with:
 - (A) The Texas Motor Vehicle Laws;
 - (B) Texas Drivers Handbook and/or Texas Motorcycle Handbook Supplement;
 - (C) Safe Driving Procedures;
 - (D) Physical Forces Affecting an Automobile in Motion;
 - (E) Operation and Maintenance of Motor Vehicles; and
 - (F) Techniques of Instruction.
- (4) Questions on Driving Procedures and Physical Forces Affecting an Automobile in Motion will be taken from manuals of the same names which are available for a fee from General Services of the Department. Questions on Operation and Maintenance of Motor Vehicles will be taken from information found in the following books: Sportsmanlike Driving (American Halsey - Scott Foreman and Company, Chicago); Man and the Motor Car by Center for Safety Education New York University (Prentice Hall, Inc. New York)
- (5) The statute (4413 (29c), Section 6-7) requires instructors to successfully complete course(s) in safety education and driver education totaling six semester hours and/or their equivalent. For accreditation of equivalency training under Section 6, the following criteria will apply:
 - (A) Twenty clock hours formal training in safety or driver education will equal one semester hour.
 - (B) Six months experience as a driver training or driver education instructor, or instructor aide will equal one hour semester credit.
 - (C) Other traffic safety-related work experience and/or training may be considered as accreditation when documented.

.049 INSTRUCTOR — APPLICATION

- (a) All applications for an original supervisory or driver training instructor's license shall be completed in triplicate except that only one physical examination report and one set of fingerprint cards are required. The original plus one copy of all forms shall be submitted to Vehicle Inspection and Driver Training Records, Department of Public Safety, P. O. Box 4087, Austin, Texas

78773. The applicant shall retain one carbon copy of all completed forms for his files. Duplicate copies of license renewal application forms are also required by the Department.

(b) Instructor Licenses - Identification

A billfold-size commercial driver training instructor's license will be provided by the Department and must be in the instructor's possession at all times when driver training instruction is being given. In addition to the billfold-size license, the Department may issue an instructor's license to the school of employment which shall be prominently displayed at all times in the school office at which the instructor is employed. This license shall be surrendered upon instructor termination as provided in Subsection (c).

- (c) Upon termination of employment with a licensed commercial driver training school, the school's copy of the instructor's license must be surrendered to the Department. If the instructor affiliates with another commercial driver training school, a duplicate license will be issued for that school.

.050 SUPERVISORY AND DRIVER INSTRUCTOR LICENSE RENEWAL

- (a) Renewal applications shall be submitted to the Department between November 1 and December 10 of each calendar year. Instructors who permit their license to expire will not be permitted to instruct in a commercial school until a new license is issued by the Department. Application for renewal of an instructor's license shall be made on the Department's application for renewal form (DL-CDTS-17) and shall be accompanied by:

- (1) A fee of \$25 payable to the Texas Department of Public Safety by money order, certified check, or company check;
- (2) A properly executed physical examination must have been made within six months of the date of application for an instructor's license; and
- (3) A statement from a licensed physician, made within six months prior to application for renewal, that the applicant does not have any communicable diseases.

- (b) All licensees who permit their licenses to lapse for more than 30 days must submit an original application for licensing and shall pay both an investigation and annual licensing fee.

.051 PROHIBITED ACTIVITIES

No supervisory driver training instructor or driver training instructor and no commercial driver training school agent, solicitor, or employee shall:

- (1) Personally solicit any individual for the purpose of enrolling them in any commercial driver training program on premises owned, leased, rented, or used by the Department or on property immediately adjacent thereto;
- (2) Pay, give, loan, transfer to, or purchase from any employee of the Department any money, merchandise, material, food, tickets, raffles, or other valuable thing, whether or not that transaction was for the purpose of obtaining favors, courtesies, or any consideration in connection with the duties of any employee of the Department;
- (3) Use or permit to be used any form of alcoholic beverage in or about the premises of the school or in a motor vehicle being used for driver education;
- (4) Wear or permit to be worn any uniform resembling the uniform worn by Department employees.

- (5) All instructors are required to ascertain before giving behind-the-wheel instruction that the student possesses a valid license, for the type vehicle being operated, and that the license is in the student's possession each time that he operates the motor vehicle. (Permitting a student to operate a motor vehicle without a valid license in his possession is a violation of law for both the instructor and student.)
- (6) No commercial driver training school or instructor shall give driver training instruction outside a 50-mile radius of the school's main office or branch office facility without prior written approval of the Department representative, except; commercial driver training schools engaged in training in commercial vehicles over 2,000 pounds manufacturer's rated carrying capacity and offering cross-country trip training, provided cross-country behind-the-wheel training originates and terminates from main or branch office facility.
- (7) Licenses may not be assigned. No individual, partnership, group, association, or corporation may sell, assign, barter, or trade any commercial driver training school license or supervisory driver training instructor's license issued by the Department.
- (8) Conduct themselves in a nonprofessional and personal manner at any time while dealing with clients and/or students.
- (9) Accompany any student into any examining room owned, leased, rented or used by the Department for the purpose of administering drivers license examinations. Such commercial driver training school representatives will, however, be permitted to occupy Department waiting rooms.
- (10) Use the Department's test routes and/or parallel parking stanchion during the hours while driving tests are being conducted by the Department.

.052 NOTICES

Where notice is required to be given to the Department by these rules and regulations on any matter relating to commercial driver training schools or supervisory or driver training instructors, the notice shall be addressed to the Department of Public Safety, Vehicle Inspection and Driver Training Records, P. O. Box 4087, Austin, Texas 78773.

.053 COMPLAINTS

The Department may ask complainants to sign a sworn statement indicating the nature of the complaint and the identity of the complainant.

All complaints by an individual, partnership, group, corporation, or association against any other individual, partnership, group, corporation, or association relating to commercial driver training schools or commercial driver training instructors or supervisory driver training instructors or these rules and regulations shall be in writing and signed by the complainant.

.054 WAIVER OF RULE REQUIREMENTS

The Director may waive all or part of the requirements of any rule or regulation relating to commercial driver training schools or commercial driver training instructors, if a waiver is necessary to avoid a result which is contrary to the manifest purpose and intent of the law.

.055 TRAINING PROGRAM FOR QUALIFYING COMMERCIAL DRIVER TRAINING INSTRUCTORS

- (a) The law relating to the licensing of commercial driver training schools and instructors V.C.S. 4413 (29c) in establishing qualifications for instructors, Section 7(6), requires "successful completion of 40-clock hours in safety education and driver training under the supervision of a supervisory driver training instructor." The following is an outline of a minimum 40-clock hour course to be followed by licensed supervisory instructors in teaching instructor-trainees. Under the

authority of V.C.S. 4413 (29c), Section 7, the Department has prepared written examinations covering each subject area listed on this outline. An appropriate examination for the type license applied for will be administered by the Department.

(b) Instruction records shall be maintained by the school and supervisory instructor for each instructor-trainee and shall be available for inspection by authorized Department representatives at any time during the training period and/or for license investigation purposes. The instruction record shall include the trainee's name, address, driver's license number, and other pertinent data; name and commercial supervisory instructor license number of the person conducting the training; dates in instruction, lesson time, and subject taught during each instruction period. Each record should also include grades or other means of indicating the trainee's aptitude and development. Upon satisfactory completion of the training program, the supervisory instructor conducting the training will certify one copy of the instruction record for attachment to the trainee's application for licensing and one copy will be maintained in a permanent file at the school.

(c) Minimum course content for Class "1," "2," and "3" instructors.

Subject Required Hours

(1) Techniques of Instruction 5

- (A) Qualities of a competent instructor
- (B) The learning process
- (C) Methods of teaching
- (D) Development of habits
- (E) Demonstration teaching
- (F) Use of instructional material
- (G) Use of training aids
- (H) Course preparation and lesson plans
- (I) Testing and evaluation
- (J) Duration and frequency of lessons

(2) Personality Factors Affecting the Driver and Pedestrian 2

- (A) Natural abilities
- (B) Senses
- (C) Mind and nerves
- (D) Bones and muscle
- (E) Knowledge of vehicle, road, traffic and self
- (F) Character
 - (i) Attitudes
 - (ii) Emotions

(G) Reaction time	
(H) Circumstances affecting personality	
(i) Poisons - alcohol, narcotics, carbon monoxide	
(ii) Medicines - insulin, barbiturates, antihistamines	
(iii) Diseases - heart ailments, epilepsy, diabetes, insanity	
(iv) Fatigue - exhaustion, tension, monotony	
(3) State Laws Relating to the Operation of Motor Vehicles	6
(A) Registration of vehicles	
(B) Certificate of title	
(C) Operation of vehicles	
(D) Uniform Act	
(E) Miscellaneous offenses	
(F) Driver's license	
(G) Safety responsibility	
(The above titles correspond to those used in the Texas Motor Vehicle Laws book.)	
(4) Driving Procedures	8
(A) City driving	
(B) Rural driving	
(C) Night driving	
(D) Winter driving	
(E) Mountain driving	
(F) Freeway driving	
(G) Driving in rain, fog, sandstorms, etc.	
(H) Driving on slick roads and running off road	
(I) Traffic signs, markings, and signals	
(J) Driver signals	
(K) Passing problems on 2 and 3 lane roadways	
(L) Proper passing procedures	
(M) Proper use of rearview mirrors	

- (N) Vehicle breaking and stopping distances
 - (O) Following distances
 - (P) Right-of-way when and how to yield it
 - (Q) Vehicle acceleration and deceleration
 - (R) Blowout hazards and recovery procedures
 - (S) Problems and procedures involving trucks and supersize motorized equipment
 - (T) Yielding right-of-way to emergency vehicles
- (5) Physical Forces Affecting the Motor Vehicle in Motion 3
- (A) Forces of gravity
 - (B) Friction
 - (C) Acceleration, mass and force
 - (D) Inertia and centrifugal force
 - (E) Kinetic energy and momentum
 - (F) Kinetic energy and braking
 - (G) Horsepower and acceleration
- (6) Highway Characteristics 2
- (A) Types of highways - primary, secondary, expressway, freeway, farm or ranch roads
 - (B) Types of roadways - two-way two-lane, two-way three-lane, two-way multi-lane, two-way multi-lane divided, one-way multi-lane
 - (C) Parking
 - (D) Freeway characteristics
 - (E) Traffic controls
 - (i) Signs - shape, color, location, importance
 - (ii) Traffic markings - center line, lane lines, no pass zone, transition markings, turn lane marking, stop lines, crosswalk lines, etc.
 - (F) Signals - classification, location, type, timing
- (7) The Automobile - Systems and Maintenance 2
- (A) Electrical - generator or alternator, battery, lighting, electric powered equipment
 - (B) Cooling system
 - (C) Lubrication and fuel systems

- (D) Power train - engine, transmission, differential
 - (E) Brake system
 - (F) Wheels and tires - caster, camber, toe-in, balance, inflation, tire condition and care
 - (G) Exhaust system
 - (H) Instruments and gauges
 - (I) Compartment adjustments - seat, ventilation, mirrors, headrests, seat belts and shoulder harness
 - (J) Starting the engine and warm up procedures
 - (K) Proper use of safety devices - door locks, seat belts and shoulder harness, headrests, etc.
 - (L) Windshield wipers, heater, defroster
- (8) Behind-the-Wheel Elementary Lessons (demonstration & practice) 2
- (A) Starting
 - (B) Steering
 - (C) Stopping
 - (D) Shifting gears
 - (E) Backing
 - (F) Turning - right and left
 - (G) Parking and starting on grade
- (9) Behind-the-Wheel Defensive Driving Lessons (demonstration and practice) 6
- (A) Developing good seeing habits
 - (B) Speed control
 - (C) Safe following
 - (D) Lane driving and lane changing
 - (E) Intersections and right-of-way
 - (F) Proper signalling
 - (G) Correct turn procedures
 - (H) Detection of and handling problems - vehicle, cycle, pedestrian
 - (I) Freeway driving - ramp use, entering, exiting, lane use, emergency stopping
 - (J) Parking procedures
 - (K) Entering traffic from parked position
 - (L) Night driving

- (10) Commercial School and Instructor Licensing Requirements 2
 - (A) School licensing requirements
 - (B) Instructor licensing requirements
 - (C) Classroom and automotive equipment requirements
 - (D) Required student records
 - (E) Contract requirements
 - (F) Department of instructors

- (11) Specialized Training 2
 - (A) Handicapped students
 - (B) Emotional or nervous students
 - (C) Retarded or near illiterate students
 - (D) Non-English speaking students
 - (E) Habitual violators and problem drivers

Total Hours 40

- (d) Minimum course content for Class "4" instructors. The same course required for Class "1," "2," and "3" instructors will be accepted or:

Completion of 16 hours of training covering techniques of instruction and in-depth familiarization with material contained in the driver improvement curriculum that will be taught. Twenty-four hours of practice teaching the course under the direction of a supervisory driver training instructor.

Teaching course content	16
Practical teaching	24

Total hours 40

.056 DRIVER EDUCATION FOR MINORS

- (a) Effective August 28, 1967, the Department cannot issue drivers licenses to persons under the age of eighteen years, except that they may license applicants who are sixteen years of age or older who have passed a driver training course approved by the Department.
- (b) Commercial driver training schools teaching 15- to 18 -year-old students must meet the requirements promulgated in the Curriculum Guide for Driver Education approved by the Governor's Office, Texas Education Agency and the Texas Department of Public Safety.
- (c) Commercial driver training schools who desire to instruct persons between the ages of 15 and 18 years in an approved course of driver education and who satisfy all requirements outlined in the "Standards for an Approved Course in Driver Education for Commercial Driver Training Schools" must make written application to the Department for authority to conduct such instruction.

- (d) If, after an investigation by the Department, the applicant for school authority to train 15- to 18-year-old students satisfies all requirements, the Department will issue a letter of approval to the school authorizing such training. Only those commercial schools who are so authorized may instruct 15- to 18-year-old students in a driver education course. The Department's letter of approval shall be framed and displayed in the immediate vicinity of licenses issued by the Department to the commercial school and its instructors.
- (e) Standards for an approved course in driver education for commercial driver training schools in Texas

- (1) Commercial School Approval

A properly licensed commercial driver training school may apply to the Department of Public Safety for approval to teach driver education courses to persons 15- to 18-years of age. Requests for approval shall be in written form to the Department and shall specify the types of approval desired. Commercial schools which satisfy all requirements may be approved for (1) classroom training only, (2) laboratory or behind-the-wheel training only, or (3) both classroom and laboratory training.

The Department of Public Safety will be solely responsible for inspection and supervision of commercial driver training schools engaged in the training of 15- to 18-year-old persons.

- (2) Administration and Supervision

The chief school official (owner or manager) is responsible for certifying that the course meets the standards and that all driver education personnel meet State requirements. The chief school official is also responsible for providing each driver education instructor and administrator with a copy of the Standards for an Approved Course in Driver Education for Commercial Driver Training Schools in Texas. Each instructor must also be provided with a State-approved curriculum guide, appropriate for his phase of instruction.

- (3) Teacher Certification Requirements

Commercial school instructors engaged in this program must hold a current Texas teacher's certificate issued by the Texas Education Agency and must have completed a driver and safety education program at a college or university which has been approved for this specific area of specialization. In addition, the driver education teacher must (1) possess a valid Texas chauffeur license, and (2) for at least the past 24 months immediately prior to certification have a personal driving record upon which the Department of Public Safety has taken no corrective action. Corrective action includes a citation for a personal interview or more serious action by the Department of Public Safety under the Texas Driver Improvement Program.

A fully certified teacher of driver education may be certified as a supervising teacher of driver education by completing at an approved college or university a special program of preparation developed by the Texas Education Agency and the Department of Public Safety, including a review of driver education and instruction in advanced techniques of teaching, supervision, and administration.

- (4) Teaching Assistants

A teaching assistant in driver education must be 18 years of age and a high school graduate. He must possess a valid Texas chauffeur license and, for at least the past 24 months immediately prior to approval as a teaching assistant, have a personal driving record upon which the Department of Public Safety has taken no corrective action. Corrective action includes a citation for a personal interview or more serious action by the Department of Public Safety under the Texas Driver Improvement Program. Teaching assistants must also complete an approved college or university program of study in driver education developed by the Texas Education Agency and the Department of Public Safety.

Teaching assistants may assist teachers in the classroom phase of driver education and conduct behind-the-wheel, multi-car range, and simulator training under the supervision of a certified supervising teacher. A certified supervising driver education teacher shall be limited to the aid of four teaching assistants. Teaching assistants in commercial driver training school must be properly licensed as commercial instructors by the Department of Public Safety.

.057 PURCHASE OF DEPARTMENT MATERIALS

- (a) The following Department printed materials are available on a purchase basis by commercial school:
- (1) Texas Motor Vehicle Laws
 - (2) Texas Drivers Handbook
 - (3) Motorcycle Supplement to the Handbook
 - (4) Physical Forces Affecting an Automobile in Motion
 - (5) Driving Procedures
 - (6) Texas Digest of Motor Vehicle Laws
 - (7) Rules and Regulations Governing the Licensing of Commercial Driver Training Schools and Instructors
 - (8) Form DL-14A (Original Application)
 - (9) Form DL-41A (Driver Education Affidavit)
 - (10) Form DL 42 (Notice of cancellation for D.E. concurrent training programs)
- (b) Orders for the above materials should be directed to: General Office Services, Texas Department of Public Safety, P. O. Box 4087, Austin, Texas 78773. An invoice will accompany each shipment of materials. Remittance for the materials supplied shall be made within 10 days of receipt of the invoice.
- (c) When requesting the certificate, the authorized commercial school official should certify that the program in operation meets the Standards for an Approved Course in Driver Education for Texas Schools. Schools which offer only the classroom phase should not request certificate forms.

Issued in Austin, Texas on April 1, 1980

James B. Adams, Director
Texas Department of Public Safety

APPENDICES

COMMERCIAL DRIVER TRAINING SCHOOL BOND

(CORPORATE)

THE STATE OF TEXAS

BOND # _____

COUNTY OF _____

KNOW ALL MEN BY THESE PRESENTS:

THAT, WHEREAS _____ has been
Name of Commercial Driver Training School
duly licensed by the Texas Department of Public Safety as a Commercial Driver Training School,
for the period of time beginning on the _____ day of _____, 19____,
and ending on the 31st day of December, 19____, pursuant to House Bill 568, Acts of 60th Leg.,
R. S. 1967, which is here referred to and made a part of this bond.

THAT WE, _____, as Principal, and
Name of Owner
_____ as Surety, are held and firmly bound unto
the State of Texas in the sum of Ten Thousand Dollars (\$10,000), for the payment of which we bind
ourselves, heirs, executors and administrators, jointly by these presents.

The condition of the above obligation is such THAT WHEREAS the above bounden
_____ is the owner of _____
Name of Owner
_____, within the meaning of House Bill 568,
Name of Commercial Driver Training School
Acts 60th Leg., R.S. 1967.

NOW THEREFORE, if the said _____
Name of Owner
shall fully and faithfully perform all the duties required under the provisions of House Bill 568,
Acts 60th Leg., R. S. 1967, then this obligation shall become void, otherwise, to remain in full
force and effect.

The Surety herein may cancel this bond by mailing written notice, registered mail to the
Department of Public Safety, Austin, Texas and said bond shall terminate thirty (30) days after
receipt of such notice.

IN TESTIMONY WHEREOF THE above parties have executed this instrument, under their
several seals.

Name of Commercial Driver Training School

(CORPORATE SEAL)

X

Signature of Principal

Name of Bonding Company

By: _____
Attorney in Fact

FOR DEPARTMENT USE ONLY

Approved this the _____ day of _____, 19____. By: _____

(FOR HUSBAND AND WIFE. If applicant is married, and not a feme sole, her husband must affix his signature with wife's on line marked "principal.")

THE STATE OF _____ }
COUNTY OF _____ }

Before me, the undersigned authority, on this day personally appeared _____
and _____, wife of the said _____
known to me to be the persons whose names are subscribed to the foregoing instrument and each acknowledged to me
that he executed the same for the purposes and consideration therein expressed; and she, the said _____
_____, having been by me examined privily and apart from her husband, acknowledged the
same to be her own act and deed and that she did not desire to retract it.

Given under my hand and seal of office, this _____ day of _____, A. D. 19 _____.

[SEAL] _____ Notary Public

in and for _____ County, _____

(Note:—If principal is a single woman be sure and acknowledge same as a feme sole; if a married woman, bond must
also be signed by husband.)

(FOR INDIVIDUAL. If single woman or widow, show in acknowledgement that she is feme sole. If married, and not a
feme sole, husband must affix his signature with that of wife's on line marked "Principal.")

THE STATE OF TEXAS }
COUNTY OF _____ }

BEFORE ME, the undersigned authority, a Notary Public,

in and for said County and State, on this day personally appeared _____

_____ known to me to be the
person whose name _____ subscribed to the foregoing instrument, and acknowledged to me that he
executed the same, for the purposes and consideration therein expressed.

Given under my hand and seal of office, this _____ day of _____, A. D. 19 _____.

[SEAL] _____ Notary Public _____ County, _____

(FOR CORPORATION)

THE STATE OF _____ }
COUNTY OF _____ }

Before me, the undersigned authority, in and for

said County and State, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that
he executed the same as the act and deed of _____
of _____, and as the _____ thereof, and for the purposes
and considerations therein expressed, and in the capacity therein stated.

Given under my hand and seal of office, this _____ day of _____, A. D. 19 _____.

[SEAL] _____ Notary Public

in and for _____ County, _____

(FOR PARTNERSHIP)

THE STATE OF TEXAS }
COUNTY OF _____ }

Before me, the undersigned authority, in and for

said County and State, personally appeared _____ to me personally
known and known to me to be one of the firm of _____
described in and who executed the foregoing instrument and he thereupon duly acknowledged to me that he executed
the same as and for the act and deed of said firm.

Given under my hand and seal of office, this _____ day of _____, A. D. 19 _____.

[SEAL] _____ Notary Public

in and for _____ County, _____

(FOR BONDING CORPORATION)

THE STATE OF _____ }
COUNTY OF _____ }

Before me, the undersigned authority, in and for

said County and State, on this day personally appeared _____,
known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that
he executed the same as the act and deed of _____, and as
the Attorney in Fact thereof, and for the purposes and considerations therein expressed, and in the capacity therein
stated.

Given under my hand and seal of office, this _____ day of _____, A. D. 19 _____.

[SEAL] _____ Notary Public

in and for _____ County, _____

Name of Bonding Company

Home Office

Bond Number

CONTINUATION AGREEMENT

In consideration of the sum of One Dollar and other considerations, the _____ hereby continues in force Commercial Driver Training School Bond No. _____ in the sum of Ten Thousand Dollars, in behalf of _____ dba _____ located at _____ in favor of the State of Texas for the term beginning - - - January 1, 19 _____ and ending - - - December 31, 19 _____, subject to all of the covenants and conditions of said bond heretofore issued, the same as if such covenants and conditions were included herein.

This continuation agreement is issued upon the express condition that the liability of the _____ under said bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this _____ day of _____, 19 _____.

Name of Bonding Company

By: _____
Attorney in Fact

TEXAS DEPARTMENT OF PUBLIC SAFETY

COMMERCIAL DRIVER TRAINING SCHOOL APPLICATION FOR LICENSE

DL-CDTS-3 (Rev. 10/76)
(Page 1 of 4)

Please Typewrite - Prepare in Triplicate

(All personal history schedules, motor vehicle fleet schedules, bond and insurance certificates must accompany this application.)

Retain Copy For School Files

Name of Commercial Driver Training School			Date of Application		
			Mo.	Day	Yr.
Street Address of Commercial Driver Training School		City	State		Zip Code
Phone	Type of Business (Check one and attach copy of partnership or corporation agreement)				
	Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other <input type="checkbox"/>				

This application is for the following class of license:			
Classroom and Behind the Wheel <input type="checkbox"/>	Adults Only <input type="checkbox"/>	Adults & Minors 15 to 18 yrs. <input type="checkbox"/>	
	Behind the Wheel Only <input type="checkbox"/>	Classroom Only <input type="checkbox"/>	

List names, addresses and telephone numbers of all owners, partners, associates, corporate directors, officers and managers below:

Name	Position or Office	Address	Phone

Questions

All questions must be fully answered. If explanation is required use reverse side of this application.

1. Have any of the owners, partners, associates or corporation officers ever operated a commercial driver training school before? (Explain "Yes" answer under explanations by giving days of operation and reason for discontinuance.)	
2. Is your commercial driver training school located in an area zoned for such operation?	
3. Is your equipment including motor vehicles owned by your school? (If "no" attach a copy of the lease.)	
4. Is your commercial driver training school more than 600 feet from the nearest driver license examination station?	
5. Is your commercial driver training school operated from any of the following: House trailer, tent, temporary stand, temporary address, room or rooms in a hotel, motel, rooming house or apartment house. (If "Yes" explain)	
6. How many square feet of floor space does your commercial driver training school contain?	
7. Is your commercial driver training school the principal business entity at the address you show above?	
8. Does your commercial driver training school maintain a permanent classroom facility?	
9. Does your commercial driver training school maintain a permanent office facility?	
10. Is your main classroom facility separate from your main office facility?	
11. Indicate the number of square feet in the classroom.	
12. Do your classrooms have adequate lighting, heating and ventilation?	
13. Does your school have separate washroom facilities for men and women?	
14. Do all school facilities comply with all state laws and regulations and all municipal ordinances and regulations relating to public health and public safety for the school and business facilities?	
15. Does your classroom have a blackboard? What size?	

Name of Agent for Service _____
 Address of Agent for Service _____

Instructors

List all instructors, licensed by the Department of Public Safety, who are employed or associated with the commercial driver training school and/or all qualified individuals who have made arrangements for employment with the school and have filed application for an instructor's license with the Department of Public Safety. (Any change must be supplied to the Department within 10 days)

NAME	HOME ADDRESS	CHAUFFEUR LICENSE NO.	BUSINESS PHONE	HOME PHONE

Conditions

- As a condition for the issuance and the continued effect of a commercial driver training school license, the undersigned undertake and agree to all of the following conditions:
- A. To maintain adequate records as prescribed by the rules and regulations of the Department of Public Safety and to permit the inspection of such records by an authorized representative during regular office hours.
 - B. To employ or otherwise make use of instructors who have been properly licensed by the Department of Public Safety.
 - C. To advise the Department of Public Safety, on forms supplied by them, when an instructor is employed or terminated by the school. If terminated include a brief statement of the reasons for such termination.
 - D. To comply with all state laws and regulations and all municipal ordinances and regulations relating to public health and public safety for the school and business facility.
 - E. To comply with all of the provisions of H.B. 568 and the Department of Public Safety rules and regulations relating to commercial driver training schools.
 - F. To advise the Department of Public Safety within ten (10) days of any material change in the application or the schedules which are made a part thereof.

I the undersigned swear (affirm) that I have read the entire foregoing application; that I am familiar with all of its contents and that all answers, statements, and all other matters contained therein are true in substance and in fact.

(Applicant's signature in ink)

(Type applicant's name and title)

Subscribed and sworn to before me this _____ day of _____, 19 _____

Notary Public in and for _____

County, _____

To knowingly make a false statement or conceal a material fact in this application is a criminal offense and will result in the revocation of your commercial driver training school license.

Note: Application must be signed by Owner, Partner, Associate, or President of the Corporation.

WHEN YOU HAVE COMPLETED THIS APPLICATION (INCLUDING THE REQUIRED ATTACHMENTS) MAIL IT TO THE TEXAS DEPARTMENT OF PUBLIC SAFETY, VEHICLE INSPECTION & DRIVER TRAINING RECORDS, P. O. BOX 4087, AUSTIN, TEXAS, 78773. A \$150.00 INVESTIGATION FEE, REQUIRED BY LAW, MUST ACCOMPANY THIS APPLICATION. UPON RECEIVING APPROVAL, A \$200.00 ANNUAL LICENSE FEE MUST BE SUBMITTED TO THE DEPARTMENT.

REMARKS (DPS use only)

A large rectangular area with horizontal lines for writing remarks, occupying most of the page below the section header.



TEXAS DEPARTMENT OF PUBLIC SAFETY

DL-CDTS-4 (Rev. 1/76)

PERSONAL HISTORY OF COMMERCIAL DRIVER TRAINING SCHOOL OWNER OR MANAGER

(Please Type)

This form must be completed in triplicate by ALL owners, partners, associates, corporate directors, officers and managers and attached to the "Commercial Driver Training School Application for License." Information furnished on this form shall be confidential and shall be used only by the Department of Public Safety.

Name of owner, partner, associate, corporate director, officer or manager			Last	First	Middle	Date of Application Mo. Day Yr.		
Home Address				City		State		Zip Code
Home Phone		Social Security No.		Current Texas Chauffeur License No.			Expiration Date Mo. Day Yr.	
Name of commercial driver training school you own or manage				Address of School No. Street		City		Zip Code
Business Phone		Place of Birth			City		State	
Height		Weight		Color of Eyes		Color of Hair		Sex
								Date of Birth Mo. Day Yr.
Name of Wife			First	Maiden	Last	Address of Wife		

EDUCATION AND MILITARY SERVICE

Education (circle highest grade completed)																		
Grade School			High School			College		Other										
1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	(explain)
Have you successfully completed a course in Driver Education at an accredited college or University? (If answer yes complete the following spaces.)					Yes <input type="checkbox"/>		No <input type="checkbox"/>		College or University			Location of College or University City State						
Do you hold a Texas Teaching Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, indicate certificate number																		
Are you a veteran?			Dates of Service			Branch of Service		Type of Discharge										
Yes <input type="checkbox"/> No <input type="checkbox"/>			From To															

EMPLOYMENT

List employment experience for last 5 years, most recent first (use additional paper if extra space is needed).	Name of Firm			Address of Firm				
	Kind of Work			Dates Employed From To		Reason for Leaving		
	Name of Firm			Address of Firm				
	Kind of Work			Dates Employed From To		Reason for Leaving		
	Name of Firm			Address of Firm				
	Kind of Work			Dates Employed From To		Reason for Leaving		

QUESTIONS

You must answer each of the following questions "Yes" or "No". All questions answered "Yes" must be explained in the explanation area provided on back side of application.	
1. Have you ever been known by any name other than the one shown on the personal history?	
2. Have you ever been convicted of a felony?	
3. Have you ever been convicted of murder without malice with a motor vehicle?	
4. Have you ever been convicted of negligent homicide?	

(Questions continued on back)

QUESTIONS cont'd.

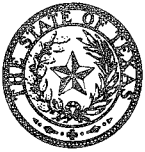
5. Have you ever been convicted of driving under the influence of intoxicating liquors?	
6. Have you ever been convicted of driving under the influence of drugs?	
7. Have you ever been convicted of leaving the scene of a traffic accident involving death or personal injury?	
8. Have you ever been convicted of perjury or making of any false statements relating to any portion of the Texas Motor Vehicle Law?	
9. Have you ever been convicted of any traffic violations other than parking violations?	
10. Have you ever been convicted of any crime involving moral turpitude?	
11. Have you ever been convicted of any misdemeanor other than traffic violations?	
12. Are you now involved with any charges or court proceedings relating to the matters stated in questions 2, 3, 4, 5, 6, 7, 8, 9, 10, or 11?	
13. Has your license to drive in Texas or any other state, ever been refused, cancelled, suspended, or revoked?	
14. Has your commercial driver training school instructor's license ever been denied, cancelled, suspended, or revoked?	
15. Are there any motor vehicle accident judgments pending against you as yet unsatisfied?	
16. Have you given driver training instruction for compensation or hire within the past 12 months?	

Explanation of the previous questions answered "Yes" (Use additional plain paper if extra space needed)	
1-1/2" x 1-1/2" Glossy Photograph -Head & Shoulders-	
The undersigned swears (affirms) that he has read the entire foregoing personal history schedule; that he knows the contents thereof; and that all answers, statements and all other matters contained therein are true in substance and in fact.	
Applicant's signature _____	

ANY MATERIAL CHANGE AFFECTING THE ANSWERS OR STATEMENTS IN THIS SCHEDULE MUST BE REPORTED WITHIN TWENTY (20) DAYS TO THE TEXAS DEPARTMENT OF PUBLIC SAFETY, BOX 4087, AUSTIN, TEXAS 78773. TO KNOWINGLY MAKE A FALSE STATEMENT OR CONCEAL A MATERIAL FACT IN THE APPLICATION IS A CRIMINAL OFFENSE, AND MAY RESULT IN THE REVOCATION OF YOUR COMMERCIAL DRIVER TRAINING SCHOOL LICENSE.

HAVE A NOTARY COMPLETE THE BOX BELOW

Subscribed and sworn to before me this _____ day of _____, 19 _____	
SEAL	_____ Notary Public
Notary's Address _____	



TEXAS DEPARTMENT OF PUBLIC SAFETY

SCHEDULE II - COMMERCIAL DRIVER TRAINING SCHOOL MOTOR VEHICLE FLEET

DL-CDTS-5

(Please Typewrite)

THIS FORM MUST BE COMPLETED IN TRIPPLICATE AND ATTACHED TO THE "COMMERCIAL DRIVER TRAINING SCHOOL APPLICATION FOR LICENSE"

Retain Copy for School Files

Form with fields: Name of Commercial Driver Training School, Street Address of Commercial Driver Training School, City, State, Zip Code, Business Phone, Date of Application (Mo, Day, Yr)

(THIS DEPARTMENT MUST BE NOTIFIED OF ANY CHANGE IN THIS SCHEDULE WITHIN 10 DAYS - SEE REVERSE SIDE)

The applicant swears that all vehicles described herein are: (1) equipped with dual control devices, (2) registered in the name of the commercial driver training school described herein if owned by school. (3) in safe mechanical condition, (4) properly identified in compliance with the rules and regulations relating to commercial driver training school signs on owned or leased motor vehicles, and (5) properly insured in compliance with House Bill 600 and the rules and regulations providing therefor.

Table with 8 columns: Year, Make, Serial No., License No., Owned (x), Leased (x), Name of Lessor (if leased), Address of Lessor (if leased). Rows 1-15.

The undersigned swears (affirms) that he is an authorized representative of the commercial driver training school listed above; that he is authorized to execute this affidavit; and that the information contained herein is true in substance and in fact.

SIGNATURE _____ (Authorized Representative of Commercial Driver Training School)

- NOTE: This schedule and the application for license will not be accepted unless: 1. The above authorized representative is listed in the general information section as an owner, manager, partner, or corporate officer and has filed a personal history schedule herewith. 2. Insurance certificates for all of the vehicles listed accompany this application.

HAVE A NOTARY COMPLETE THIS SECTION

Subscribed and sworn to before me this _____ day of _____, 19 _____

(SEAL)

(Notary Public)

(Notary's Address)



TEXAS DEPARTMENT OF PUBLIC SAFETY

SCHEDULE II(c) - COMMERCIAL DRIVER TRAINING SCHOOL MOTOR VEHICLE FLEET (SUPPLEMENT-ADDITIONS AND DELETIONS)

(Please Typewrite)

THIS FORM MUST BE COMPLETED IN TRIPPLICATE AND FILED WITH THE COMMERCIAL DRIVER TRAINING SCHOOL RECORDS OF THE TEXAS DEPARTMENT OF PUBLIC SAFETY WITHIN TEN (10) DAYS OF ANY ADDITION OR DELETION TO THE MOTOR VEHICLE FLEET OF ANY COMMERCIAL DRIVER TRAINING SCHOOL.

Retain Copy For School Files

Name of Commercial Driver Training School	Street Address of Commercial Driver Training School	City	State	Zip Code	Business Phone	Date of Supplement Mo. Day Yr.
---	---	------	-------	----------	----------------	---------------------------------------

ADDITIONS

The applicant swears that all vehicles described herein are: (1) equipped with dual control devices, (2) registered in the name of the commercial driver training school described herein if owned by school, (3) in safe mechanical condition, (4) properly identified in compliance with the rules and regulations relating to commercial driver training school signs or owned or leased motor vehicles, and (5) properly insured in compliance with House Bill 568 and the rules and regulations providing therefor.

	Year	Make	Serial No.	License No.	Owned (x)	Leased (x)	Name of Lessor (if leased)	Address of Lessor (if leased)
1								
2								
3								
4								
5								

DELETIONS

The applicant swears that the following vehicles are no longer operated by the Commercial Driver Training School named herein for driver training purposes.

	Year	Make	Serial No.	License No.	Owned (x)	Leased (x)	Name of Lessor (if leased)	Address of Lessor (if leased)
1								
2								
3								
4								
5								

The undersigned swears (affirms) that he is an authorized representative of the commercial driver training school listed above; that he is authorized to execute this affidavit; and that the information contained herein is true in substance and in fact.

SIGNATURE _____
(Authorized Representative of Commercial Driver Training School)

NOTE: This schedule will not be accepted unless:

1. The above authorized representative is listed in the general information section of the commercial driver training school license application as an owner, manager, partner, or corporate officer and has filed a personal history schedule with the Department of Public Safety.
2. Insurance certificates for all the vehicles listed in the additions section accompany this supplementary schedule.

HAVE A NOTARY COMPLETE THIS SECTION

Subscribed and sworn to before me this _____ day of _____, 19 _____

(SEAL)

(Notary Public)

(Notary's Address)



TEXAS DEPARTMENT OF PUBLIC SAFETY
INSURANCE CERTIFICATE

DL-CDTS-6 (Rev. 10/76)

(Please Typewrite)

(This form must be completed and attached to Form DL-CDTS-5 "Commercial Driver Training School Motor Vehicle Fleet" and all supplements (DL-CDTS-5) containing additions to the Commercial Driver Training School Motor Vehicle Fleet.)

Retain Copy For School Files

POLICYHOLDER

Name of Policyholder
Street Address of Policyholder City State Zip Code

The undersigned insurance carrier or company certifies:

- 1. That it is solvent.
2. That it is authorized to do business in the State of Texas.
3. That the motor vehicles listed and described herein are covered by the policy or policies of insurance designated.
4. That the policy or policies of insurance listed herein provide bodily injury and property damage liability insurance on the (number of vehicles) motor vehicles listed below, while used for driving instruction, insuring the liability of the above named driving school, its instructors and any person taking instruction in at least the following amounts: \$50,000.00 for bodily injury to or death of one person in any one accident and, subject to said limit for one person, \$100,000.00 for bodily injury to or death of two or more persons in any one accident and the amount of \$10,000.00 for damage to property of others in any one accident.
5. That the policy or policies of insurance designated herein shall not be cancelled, reoked, terminated or otherwise cease to be effective unless and until ten days prior written notice is given to the Department of Public Safety, Vehicle Inspection & Driver Training Records, P. O. Box 4087, Austin, Texas 78773.

INSURANCE CARRIER OR COMPANY

Name of Insurance Carrier or Company Phone No. Certification Date Mo. Day Yr.
Street Address of Insurance Carrier or Company City State Zip Code

INSURED VEHICLES

Table with 7 columns: Year, Make, Serial No., Owned (x), Leased (x), Policy No., Expiration Date (Mo., Day, Yr.). Rows 1-15.

The undersigned swears (affirms): that he is an authorized agent for the above named insurance carrier or company; that he is authorized to execute this affidavit; that he has read the foregoing certificate; and that all statements and matters contained therein are true in substance and in fact.

Signature of Authorized Agent for Name of Carrier or Company
Street Address Phone Address
City State City State

HAVE A NOTARY COMPLETE THE BOX BELOW

Subscribed and sworn to before me this ___ day of ___, 19__
(SEAL) Notary Public
Notary's Address _____



TEXAS DEPARTMENT OF PUBLIC SAFETY

(Please use typewriter)

THIS FORM MUST BE COMPLETED IN TRIPLICATE AND ATTACHED TO THE "COMMERCIAL DRIVER TRAINING SCHOOL APPLICATION FOR LICENSE

Retain Copy for School Files

Name of Commercial Driver Training School	Street Address of Commercial Driver Training School	City	State	Zip Code

Remedial, driver improvement, or DDC-type schools which offer classroom instruction only and have no vehicles in use requiring inspection or insuring may be exempted from filing evidence of liability insurance as provided in Rule .001, Section 1 (b) of the Rules and Regulations Governing the Licensing of Commercial Driver Training Schools and Instructors.

The undersigned swears (affirms) that he is an authorized representative of a Class D type commercial driver training school listed above; that he is authorized to execute this affidavit; and that the information contained herein is true in substance and in fact.

SIGNATURE _____
(Authorized Representative of Commercial Driver Training School)

HAVE A NOTARY COMPLETE THIS SECTION	
	Subscribed and sworn to before me this _____ day of _____, 19 _____
(SEAL)	_____ (Notary Public)
	_____ (Notary's Address)



TEXAS DEPARTMENT OF PUBLIC SAFETY

APPLICATION FOR LICENSE

DL-CDTS-7 (Rev. 1/76)

COMMERCIAL DRIVER TRAINING INSTRUCTOR OR
 SUPERVISORY DRIVER TRAINING INSTRUCTOR (Check one)
 (Please Type)

This form must be completed in triplicate by ALL applicants for a Commercial Driver Training Instructor's License. A completed physical examination report (Pe-7) and one (1) set of fingerprints must accompany the original and one copy of the application to the Department of Public Safety.

Name of Applicant			Last		First		Middle		Date of Application		
									Mo. Day Yr.		
Home Address					City		State		Zip Code		
Home Phone		Social Security No.			Current Texas Chauffeur License No.				Expiration Date		
									Mo. Day Yr.		
Business Phone			Place of Birth		City		State				
Height		Weight		Color of Eyes		Color of Hair		Sex		Date of Birth	
										Mo. Day Yr.	
Name of Wife			First		Maiden		Last		Address of Wife		

EDUCATION AND MILITARY SERVICE

Education (circle highest grade completed)											
Grade School		High School			College			Other			
1 2 3 4 5 6 7 8		9 10 11 12			1 2 3 4 5 6			(explain)			
Have you successfully completed a course in Driver Education at an accredited college or University? (If answer yes complete the following spaces.)					College or University			Location of College or University			
Yes <input type="checkbox"/> No <input type="checkbox"/>								City		State	
Do you hold a Texas Teaching Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> If so, indicate certificate number and attach copy											
Are you a veteran?		Dates of Service			Branch of Service			Type of Discharge			
Yes <input type="checkbox"/> No <input type="checkbox"/>		From To									

List name and address of Commercial Driver Training School(s) at which you are (or except to be) employed:

Name of School	Address of School	No.	Street	City	Zip Code
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EMPLOYMENT

List employment experience for last 5 years, most recent first (use additional paper if extra space is needed).	Name of Firm			Address of Firm		
	Kind of Work		Dates Employed		Reason for Leaving	
			From To			
	Name of Firm			Address of Firm		
	Kind of Work		Dates Employed		Reason for Leaving	
			From To			
Name of Firm			Address of Firm			
Kind of Work		Dates Employed		Reason for Leaving		
		From To				

QUESTIONS

You must answer each of the following questions "Yes" or "No". All questions answered "Yes" must be explained in the explanation area provided on back side of application.	
1. Have you ever been known by any name other than the one shown on the personal history?	
2. Have you ever been convicted of a felony?	

(Questions continued on back)

QUESTIONS cont'd.

3. Have you ever been convicted of murder without malice with a motor vehicle?	
4. Have you ever been convicted of negligent homicide?	
5. Have you ever been convicted of driving under the influence of intoxicating liquors?	
6. Have you ever been convicted of driving under the influence of drugs?	
7. Have you ever been convicted of leaving the scene of a traffic accident involving death or personal injury?	
8. Have you ever been convicted of perjury or making of any false statements relating to any portion of the Texas Motor Vehicle Law?	
9. Have you ever been convicted of any traffic violations other than parking violations?	
10. Have you ever been convicted of any crime involving moral turpitude?	
11. Have you ever been convicted of any misdemeanor other than traffic violations?	
12. Are you now involved with any charges or court proceedings relating to the matters stated in questions 2, 3, 4, 5, 6, 7, 8, 9, 10, or 11?	
13. Has your license to drive in Texas or any other state, ever been refused, cancelled, suspended, or revoked?	
14. Has your commercial driver training school instructor's license ever been denied, cancelled, suspended, or revoked?	
15. Are there any motor vehicle accident judgments pending against you as yet unsatisfied?	
16. Have you given driver training instruction for compensation or hire within the past 12 months?	
17. Have you completed 40 hours of instruction under supervisory commercial driver training instructor?	
18. Is your certificate endorsed to teach Driver Education? Yes <input type="checkbox"/> No <input type="checkbox"/> If you desire to teach 15 to 18 year olds, endorsed certificate must accompany this application.	

Explanation of the previous questions answered "Yes" (Use additional plain paper if extra space needed)	
1-1/2" x 1-1/2" Glossy Photograph -Head & Shoulders-	
The undersigned swears (affirms) that he has read the entire foregoing personal history schedule; that he knows the contents thereof; and that all answers, statements and all other matters contained therein are true in substance and in fact.	
Applicant's signature _____	

ANY MATERIAL CHANGE AFFECTING THE ANSWERS OR STATEMENTS IN THIS SCHEDULE MUST BE REPORTED WITHIN TWENTY (20) DAYS TO THE TEXAS DEPARTMENT OF PUBLIC SAFETY, BOX 4087, AUSTIN, TEXAS 78773. TO KNOWINGLY MAKE A FALSE STATEMENT OR CONCEAL A MATERIAL FACT IN THE APPLICATION IS A CRIMINAL OFFENSE, AND MAY RESULT IN THE REVOCATION OF YOUR COMMERCIAL DRIVER TRAINING INSTRUCTOR'S LICENSE.

HAVE A NOTARY COMPLETE THE BOX BELOW

Subscribed and sworn to before me this _____ day of _____, 19_____.	
SEAL	_____ Notary Public
Notary's Address _____	



TO: Texas Department of Public Safety
Vehicle Inspection-Driver Training Records
Box 4087
Austin, Texas 78773

DATE: _____

FROM: _____
Name of Commercial Driver Training School

Street Address

City State Zip Code

SUBJECT: Notice of Change in Instructor Status.

Pursuant to the rule filed under the authority of H.B. 568, Acts of the 60th Legislature, you are hereby notified that the instructor named below has been:

Employed

Terminated

Name of Instructor	Instructor's License No.	DATE		
		MO.	DAY	YEAR

Reason for Termination (Explain)

This form must be completed and mailed to the Department of Public Safety within 48 hours of the employment or termination of employment of any Supervisory Driver Training Instructor or any Driver Training Instructor by a licensed Commercial Driver Training School.

TEXAS DEPARTMENT OF PUBLIC SAFETY
VEHICLE INSPECTION-DRIVER TRAINING RECORDS

COMMERCIAL DRIVER TRAINING SCHOOL
RENEWAL APPLICATION

License No. _____

STATEMENT AND AGREEMENT OF APPLICANT:

Application is hereby made for the renewal of the license of the above described Commercial Driver Training School. In making this application, it is expressly understood and agreed that all the provisions, covenants, and conditions which were stipulated in the notarized application heretofore made for license as a Commercial Driver Training School shall continue to have the same present force and effect as when executed and same is hereby made part of this application.

Signed: _____ Date: _____
(Any Owner, Partner, Associate, or
President of the Corporation)

(Title of Person Signing Application)

TEXAS DEPARTMENT OF PUBLIC SAFETY

VEHICLE INSPECTION-DRIVER TRAINING RECORDS

APPLICATION FOR RENEWAL OF COMMERCIAL DRIVER
TRAINING INSTRUCTOR'S LICENSE

License No. _____

Application is hereby made for renewal of Commercial Driver Training Instructor's license as:

Supervisory Driver-Training Instructor

Driver-Training Instructor

In making this application it is expressly understood and agreed that all provisions, covenants and conditions contained in the original application made for appointment as a Commercial Driver Training Instructor shall continue to have the same force and effect as when executed and same is hereby made a part of this application.

Signed: _____ Date: _____

Change of Address: _____

INSTRUCTIONS

1. Renewal application must be signed in ink.
2. Physical examination report.
3. Enclose \$25.00 license fee, check or money order, payable to Texas Department of Public Safety.
4. By December 10th mail to:

TEXAS DEPARTMENT OF PUBLIC SAFETY
Vehicle Inspection-Driver Training Records
P. O. Box 4087, NAS
Austin, Texas 78751

TEXAS DEPARTMENT OF PUBLIC SAFETY
PHYSICAL EXAMINATION REPORT

Pe-7

1. Location _____ 19

STATEMENT OF APPLICANT

2. Name _____ Address _____

3. Date of birth _____ Sex _____ Nationality _____ Married _____
Single _____

4. Occupation _____ Department _____

5. What injuries have you had? _____

6. Did you draw compensation? _____ How long? _____

7. Do you have any claim for injury pending against any former employer or
insurance company? _____ If so, whom _____

8. What operations have you had? _____

9. Have you now, or have you had at any time in the past, tuberculosis, Syphilis,
kidney trouble, diabetes, a rupture, epilepsy, heart trouble, goiter, varicose
veins, rheumatism, pneumonia, cancer, asthma, appendicitis, or any other
serious sickness? _____

If so, what? _____

10. How far did you advance in school? _____

Signed _____
(Full Name of Applicant)

11. Witness:

(Examining Physician)

CERTIFICATE OF EXAMINING PHYSICIAN

12. APPEARANCE: Pallor _____ Smallpox _____

Anemia _____ Emaciation _____ Vaccinations _____

13. PHYSIQUE: Build _____ Weight _____ Height _____

Posture _____ Muscles _____

14. EMOTIONAL
STABILITY: _____

15. EYES: Vision--Rt. Eye 20/____ Color Blind _____ Pupil Reaction _____

Vision--Lft. Eye 20/____ Color Blind _____ Pupil Reaction _____

Diseased _____

16. EARS: Hearing--Rt. Ear _____ Canals _____

Hearing--Lft. Ear _____ Drums _____

17. NOSE, THROAT AND MOUTH: Nasal Canals _____ Teeth _____

Tonsils _____ Gums _____

18. HEART: Action (before exertion) _____ Pulse _____ Size _____
Action (after exertion) _____ Pulse _____ Sounds _____

19. CIRCULATION: Blood pressure _____ Is it normal for age _____
Varicose Veins _____ If so, locate _____

20. LUNGS: Insp. _____ in. Exp. _____ in. Rales _____

21. SPINE: _____

22. ABDOMEN: Distention _____ Painful Areas _____
Enlargement _____ Umbilical Hernia _____

23. INGUINAL REGION: Hernia? _____ If "Yes", locate _____ Undescended testicle _____

24. URINALYSIS: Sp. Gr. _____ Albumen? _____ Sugar? _____ Micr. _____

25. GENITO-URINARY AND VENEREAL: _____ Sores on penis _____

26. ANY SYMPTOMS OF: Syphilis _____ Alcoholism or Drugs _____
Tubercular _____ Hemorrhoids _____
Infectious diseases _____ Epilepsy _____

27. EXTREMITIES: Lower: Deformities _____ Upper: Deformities _____
Amputations' _____ Amputations _____
Atrophy _____ Atrophy _____
Mobility _____ Mobility _____
Flat feet _____

28. HEAD, FACE, HANDS AND BODY _____
(Describe any scars or disfigurements)

29. ANY PHYSICAL DEFECTS, CURABLE OR INCURABLE: (Describe) _____

30. NERVOUS SYSTEM: Knee reflexes _____ Co-ordination _____ Control _____

31. REMARKS AND RECOMMENDATIONS: _____

(Describe in detail any defects or faults noted above)

32. GRADE _____ Signature _____
(Physician)

(School) _____

CURRICULUM PLAN

TOPIC TITLE	SUBJECT MATTER TO BE COVERED	METHOD OF DELIVERY	SCHOOL SUBJECT TITLE, IF DIFFERENT FROM TOPIC TITLE & HOW IT WILL ADDRESS TOPIC
Course Introduction	What class can expect from instructor and program.		
Factors Influencing Driving Behavior, Attitudes & Feelings	How personality factors, behavior, attitudes & feelings affect driving.		
Traffic Laws	Purposes of traffic laws, traffic laws applied to specific situations.		
Driving Environment <ul style="list-style-type: none"> ● Traffic ● Pedestrians ● Highway design ● Safety devices ● Markings 	How everyday environment affects the driving task and the driving personality.		
Physical Forces Affecting Vehicle	Discuss how friction, gravity momentum and centrifical force affect general driving and braking and stopping distance.		
Good Seeing Habits	How field of vision depends on speed, fringe and central vision. Proper seeing habits for good driving vision. (May use "Smith System" or other driving vision program)		

(School)

License No. _____

CURRICULUM PLAN

TOPIC TITLE	SUBJECT MATTER TO BE COVERED	METHOD OF DELIVERY	SC DIFF HO	SUBJECT TITLE, IF FROM TOPIC TITLE & WILL ADDRESS TOPIC
<p>Defensive Driving</p> <ul style="list-style-type: none">● Intersections● Passing and being passed● Freeway driving● Yielding● Driving emergencies <p>Mental Preparation and Driver Impairments</p> <ul style="list-style-type: none">● Illness● Fatigue● Tension● Distractions● Emotions <p>Course Summation</p>	<p>How an individual may drive defensively to prevent accidents</p> <p>How does a driver prepare mentally for task of driving. How does fatigue, etc., affect driving task.</p> <p>Summarize material covered in course and how it will assist student in being a more competent driver.</p>			

COMMERCIAL DRIVER TRAINING SCHOOL

Driver Training Contract

NAME _____

ADDRESS _____

CLASSROOM INSTRUCTION:

Number of Lessons _____ Length of Lesson _____ hours. Cost Per Lesson \$ _____

BEHIND WHEEL INSTRUCTION:

Number of Lessons _____ Length of Lesson _____ hours. Cost Per Lesson \$ _____

Private inst. _____ Group inst. _____

Beginning driver Yes () No ()

TOTALS (ABOVE) \$ _____

COURSE GROUP CONTRACT:

When charges made on a course basis. The course shall consist of _____ lesson units or hours in theoretical and/or _____ lesson units or hours in practical instruction for a total cost of ----- \$ _____

The first lesson will begin (date) _____ at (time) _____ in _____ County, Texas.

School Car Rate - if used to take road test ----- \$ _____

TOTAL AGREED CHARGES \$ _____

Terms of Payment: _____

Refund of tuition is not required should the school be ready, willing and able to fulfill its part of the Agreement. Refunds for tuition and fees will be made by the school in case of failure on the part of the school to comply with its contracts to give instruction contracted for, and for the period evidenced by contract on a pro rata basis. This Agreement constitutes the entire contract between the school and the student, and no verbal assurances or promises not contained herein shall bind the school or the student.

Student Signature

School Representative

Parent or Guardian
when student under 18 years of age.

City, County, Texas Date

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