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Office for Elementary, Middle, Secondary, and Continuing Education
Room 875 EBA (518) 474-5915

February 2003

TO: District Superintendents of Schools
Superintendents of Public and Nonpublic Schools

FROM: Roseanne DeFabio

SUBJECT: Driver and Traffic Safety Education Guidelines

This memorandum provides guidelines governing the driver and traffic safety education (DTSE) programs administered by public and nonpublic school districts, BOCES, and institutions of higher education in New York State. The purpose of these guidelines is to assure statewide consistency in the provision of programs leading to a student Certificate of Completion (MV-285). This certificate allows students to schedule road test appointments with the Department of Motor Vehicles without first having to take a prelicensing course, and to apply to change their junior license to a full license at the age of 17.

In addition to streamlining the approval processes for the implementation of driver education courses and driver education instructors, these guidelines provide additional information pertinent to:

- (1) the operation of driver education programs;
- (2) the approval process for out-of-state driver education courses (reciprocity); and
- (3) the procedures for participation of commercial driving schools in the driver education programs.

Please review these revised guidelines carefully, as failure to comply may result in the cancellation of a driver education course or revocation of a DTSE teacher approval. Additional information on the driver and traffic safety education program is available on the New York State Education Department's website, www.emsc.nysed.gov/ciai/drive.html. You may obtain Applications for Teacher of Driver and Traffic Safety Education (SE-3), Driver Education Course Approval forms (SE-4), and Requests for Approval of Out-of-State Secondary Driver Education Course (MV-285.1) by visiting the site or by emailing emscdrved@mail.nysed.gov



**Driver and Traffic Safety
Education Guidelines**
PROGRAM DESCRIPTION AND REQUIREMENTS



**THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT**

www.emsc.nysed.gov/ciai/drive.html

February 2003

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DRIVER AND TRAFFIC SAFETY EDUCATION GUIDELINES PROGRAM DESCRIPTION AND REQUIREMENTS

I. DRIVER AND TRAFFIC SAFETY EDUCATION (DTSE) COURSE

(A) Course Approval

- Course approval must be obtained by public and nonpublic secondary schools, BOCES, and colleges.
- Course approval **must be** granted prior to commencement.
- Course approval needs to be updated every three (3) years. Schools must contact the State Education Department (SED) to obtain a renewal application.
- Summer school programs require a separate application each year.
- The signature of the secondary school (public and nonpublic), BOCES, or college administrator on the request for course approval ensures that the course will be conducted in accordance with SED guidelines governing the conduct of the course.
- Schools, BOCES, and colleges offering the program must maintain adequate insurance coverage.
- Any course offered must comply with SED guidelines to receive and maintain course approval. Only those students who participate in an approved course and qualify are eligible for course credit, the MV-285 Student Certificate of Completion, and the MV-278 Prelicensing Certificate.
- The prelicensing certificate program is administered by the Department of Motor Vehicles (DMV). All inquiries should be directed to that department.

(B) Course Location

- All in-car and classroom instruction must originate and terminate at the secondary school (public and nonpublic), BOCES, or college as designated on the application for course approval.
- Classes must be held in public school buildings, or at sites approved by the SED.
- The location and size of the classroom should provide an environment suitable for instruction.

(C) Scheduling and Classroom Enrollment

- Courses must be conducted in accordance with an established curriculum.
- All classroom and in-car/simulation instruction shall be provided concurrently.
- Classroom section enrollment is limited to thirty-six (36) students.
- A period of classroom instruction may not exceed ninety (90) minutes.
- A maximum of four (4) students may be scheduled for in-car instruction per period.
- Laboratory instruction shall not exceed ninety (90) minutes.

(D) Days/Hours of Instruction

- The course shall be offered for either an entire school year or a complete semester (Fall/Spring).
- Courses must be conducted between 7:00 am and 7:00 pm during the regular school year.

(E) Minimum Time Requirements

- The course must provide students with the minimum of twenty-four (24) clock hours of classroom instruction and twenty-four (24) clock hours of laboratory (in-car) instruction (laboratory instruction must consist of six [6] clock hours of actual behind-the-wheel practice driving and eighteen [18] clock hours of observation in the teacher-supervised vehicle). Programs that

provide more than twenty-four (24) clock hours of instruction must provide an explanation for the additional time.

- Attendance records must be maintained and made available upon request to SED or DMV (see Appendix B).

MINIMUM TIME REQUIREMENTS

	Classroom	Behind the Wheel	In-Car Observation	Simulation	Range
TRADITIONAL	24	6	18	*	*

* See Appendix A for time requirements if using simulation and/or range.

(F) Tuition and Fees

- No public school student may be required to pay tuition or fees for a DTSE course offered for credit by the student’s home school district.
- A public high school can offer driver education outside the course of the regular school day and charge a fee. In doing so, however, the district must ensure that:
 - 1) the course is supplemental to and not a part of the regular school curriculum;
 - 2) the course does not count as credit toward a local or Regents diploma;
 - 3) the course is not offered as part of an adult or continuing education program; and
 - 4) no student is denied access if he/she cannot pay the fee.

(G) Academic Credit

- One-half (1/2) unit of elective credit may be granted to students who complete an approved DTSE course offered by a public or nonpublic school as part of the regular school curriculum and taught by an appropriately certified DTSE teacher. Students must earn a *final grade of 65 or better* in order to receive credit for the course. The final grade for purposes of granting credit is determined by an average of the student’s classroom and in-car grades. Public schools may not charge tuition or fees for a credit-bearing course.
- To be eligible for a Student Certificate of Completion (MV-285) (see p. 6), a student must earn a grade of 65 or better in *both* the classroom and in-car instruction components of the course.

(H) Vehicles

- All automobiles used for instruction must be registered to the school where the course is given, or to the commercial driving school that is contracted to provide in-car instruction.
- Automobiles used for instruction must be maintained in sound mechanical condition and must meet DMV inspection standards.
- Written records should be maintained and include: time, mileage devoted to instruction, fuel consumed, and maintenance information.
- A valid insurance certificate, valid vehicle registration, and standard accident form must be kept in the vehicle.
- The vehicle must display an identifying sign that consists of the words *Student Driver*. This sign must conform to DMV regulations and be visible from the front and rear of the vehicle.
- The vehicle must be equipped to provide all occupants with maximum protection. The equipment shall include: dual control brakes, mirrors for teacher use, flares, fire extinguisher, and first aid kit.
- School vehicles used for instruction may not be used by employees of commercial driving schools.
- School-owned vehicles may be used for other activities, provided all identifying DTSE signs are removed or covered.

(I) Students

- Students must be sixteen (16) years of age on or before the first day of class. No waivers will be granted.
- Schools must obtain the written consent of parents or guardians before enrolling a student in the course. This consent does not release the teacher or the school authorities from responsibility, but it does ensure that the students are entering the course with the approval of their parents/guardians.
- Students who are disruptive or aggressive, or who create an unsafe situation, may be disciplined in accordance with the school’s student discipline policy; such disciplinary action may result in removal from the program.
- All students should be encouraged to obtain a learner’s permit in order to practice and improve driving skills with a licensed driver when classes are not in session.

II. DRIVER AND TRAFFIC SAFETY EDUCATION INSTRUCTORS

(A) Teacher Approval

- To become certified by DMV as a DTSE instructor, SED must verify teacher credentials prior to recommending certification to DMV. The following is used by SED to secure such verification:
 - Application for Approval as Teacher of Driver and Traffic Safety Education (SE-3); an original college transcript; copy of your NYS teaching certificate; copy of your NYS driver's license; and documentation supporting employment by a NYS school district on school's original letterhead.
- The teacher must possess a valid driver's license devoid of any suspensions and/or revocation in the past two (2) years. The teacher must be experienced as a licensed driver for at least two (2) years and must maintain an acceptable driving record as determined by SED and DMV.
- An applicant holding a valid New York State permanent secondary teaching certificate in the classroom teaching service would receive an "all approved" designation. This person could teach DTSE in all schools. Noncertified applicants, as well as applicants holding secondary certificates not in the classroom teaching service or certificates other than secondary teaching certificates, would be restricted to the nonpublic school sector.
- Approval to teach is granted only to those persons employed by schools with approved DTSE programs.
- An approved teacher may possess an out-of-state driver's license and maintain an out-of-state residence. All teachers in this category must submit a copy of their driving abstract to SED annually. However, SED may require an additional abstract in special situations.
- Applicants for teacher approval must comply with current requirements at the time of application.
- Teachers who voluntarily surrender their NYS driver's license in another state must notify SED.
- Approval is automatically rescinded when loss or suspension of the teacher's driver's license occurs. The teacher must reapply for approval when their driver's license has been restored.
- All approved DTSE teachers must conduct themselves in a professional manner. Failure to adhere to any guidelines, regulations, or applicable laws governing driver education programs, or inappropriate conduct in providing instruction, can result in revocation of the Driver Education Instructor Certificate (MV-283) by SED or DMV.
- If convicted of Driving While Intoxicated (DWI) or Driving While Ability Impaired (DWAI), approval will be rescinded for a minimum period of two (2) years.
- All driver education teachers will be subjected to a periodic review of their driver's license records via the DMV LENS system.

(B) Requirements for DTSE Certification

- There are two categories for certification approval: provisional and permanent. The required college preparation is described as follows:

MAXIMUM TOTAL 3 YEARS

<i>1-Year Provisional</i>	<i>3-Year Provisional</i>	<i>Permanent</i>
Basic Driver Education Teacher Prep Program (6 credit hours)	Basic Driver Education Teacher Prep Program (6 credit hours) AND General Safety Course (3 credit hours) OR Trends and Problems in Driver Education (3 credit hours)	Within 2 years, provide evidence of completion of: Basic Driver Education Teacher Prep Program (6 credit hours) AND General Safety Course (3 credit hours) AND Trends and Problems in Driver Education (3 credit hours)
<hr/> Total 6 Credit Hours	<hr/> Total 9 Credit Hours	<hr/> Total 12 Credit Hours

(C) DTSE Teacher Preparation Program

- DTSE teacher preparation courses must be offered by an accredited teacher preparation institution.*
- The necessary minimum requirements for presenting the course are as follows:
 - 1) The course must be taught by an individual who has received permanent approval as a DTSE teacher and holds a master's degree in education or safety education.
 - 2) SED must approve the DTSE teacher preparation course curriculum.

III. COMMERCIAL DRIVING SCHOOL PARTICIPATION

- All DTSE courses must be under the direct organization, administration, and supervision of the secondary school or college administrator.
- Public and nonpublic schools, BOCES, and colleges may contract with a licensed commercial driving school for IN-CAR INSTRUCTION ONLY.
- If a school contracts with a commercial driving school, there **must** be a signed contract indicating the responsibilities of each party in implementing the program. A copy of the contract for the current school year must be submitted to SED.
- Commercial driving schools MAY NOT collect checks or money from students.
- Students should not be assessed an additional fee to use vehicles to take a road test examination.
- Commercial driving schools MAY NOT advertise on behalf of the public or nonpublic school, college, or BOCES conducting driver education programs.
- Commercial driving schools MAY NOT issue a Student Certificate of Completion (MV-285).
- An approved DTSE teacher employed by the public or nonpublic school, BOCES, or college must teach all classroom instruction.
- Commercial driving school instructors participating in an approved DTSE course must possess:
 - 1) a valid commercial driving school instructor's license (MV-524); and
 - 2) an acceptable driving abstract.**
- Commercial driving school instructors providing in-car instruction in an approved DTSE course must have completed at least one year of in-car instruction and the basic 30-hours instructor's course, as specified by DMV, prior to teaching the approved course.
- All complaints, issues, or concerns regarding a school's driver education program should be directed to and must be resolved by the school administration.
- The names and license numbers (MV-524) of all in-car instructors provided by a commercial driving school must appear on the request for course approval.
- An instructor's personal vehicle may not be used for in-car instruction.
- The commercial driving school must provide vehicles, fuel, oil, etc.

* Please refer to the Driver and Traffic Safety website at www.emsc.nysed.gov/cjai/drive.html

** Commercial driving schools may want to consider monitoring (via DMV LENS system) all of their behind-the-wheel instructors who provide in-car instruction as part of a school's driver education contract.

IV. DRIVER AND TRAFFIC SAFETY EDUCATION SUMMER SCHOOL COURSE

- All public and nonpublic schools that provide a summer school DTSE course must apply for and obtain annual approval, using an application provided by the State Education Department's Office of Regional School Services.* These applications are mailed in February each year to superintendents of schools and nonpublic school administrators.
- Colleges also must annually submit a summer school application to obtain approval from SED.
- The summer school course must be in session for a minimum of thirty (30) days, exclusive of registration and final examination.
- Classes must be conducted between 7:00 am and 7:00 pm.
- All classes must begin and end at the school site that was identified on the original application.
- Courses conducted during the summer must comply with current SED guidelines.

V. DRIVER AND TRAFFIC SAFETY EDUCATION CONTINUING EDUCATION COURSE

- The continuing education course must be an approved DTSE course and must comply with the *Driver and Traffic Safety Education Guidelines*.
- Academic credit may **not** be granted through this program.
- The course must be conducted between the hours of 7:00 am and 7:00 pm.
- Only eligible students may be issued an MV-285 certificate.

VI. CERTIFICATES, APPLICATIONS, AND THE APPROVAL PROCESS

(A) Course Approval

- The procedure for obtaining DTSE course approval is as follows:
 - 1) You must complete form SE-4 and return an original to SED.
 - 2) You will be notified in writing if your course has been approved.
 - 3) You must reapply and obtain course approval every three (3) years.

Note: Programs that begin their courses prior to obtaining approval will not be eligible to issue Student Certificates of Completion (MV-285s).

* Please refer to the Driver and Traffic Safety website at www.emsc.nysed.gov/ciai/drive.html

(B) Teacher Approval

- The procedure for obtaining teacher approval is as follows:
 - 1) You must complete application form SE-3 and submit it to SED.
 - 2) You will be notified in writing if your application has been approved by DMV.

Note: Approval is automatically rescinded when loss or suspension of the teacher's driver's license occurs. A teacher must reapply for approval upon restoration of their driver's license.

• DRIVER EDUCATION COURSE APPROVAL AND DRIVER EDUCATION TEACHER APPLICATION FORMS MAY BE OBTAINED FROM:

NYS Education Department
Office of Curriculum and Instruction
Driver and Traffic Safety Education
Room 681 EBA
Albany, New York 12234
(518) 474-5922

www.emsc.nysed.gov/ciai/drive.html

(C) Student Certificate of Completion (MV-285)

- A Student Certificate of Completion will be issued to students who successfully complete an approved DTSE course and **achieve a mark of 65 or better in classroom instruction and 65 or better in in-car instruction**. Each student must meet the 48-hour course requirement (see p. 1).
- It is the responsibility of the school administrator or the designated administrative staff member to verify that a student has met all requirements prior to issuing the Student Certificate of Completion (MV-285).
- Requests for an upcoming semester's supply of MV-285 forms should be made on school letterhead and mailed to the Department of Motor Vehicles' Binghamton office (see address below). Include the school name, telephone number, number of certificates requested, signature of principal or superintendent, and name and telephone number of the person who will be responsible for accepting delivery of the forms. As in the past, MV-285 forms are nontransferable and may be used only at the location/school that originally ordered and received the shipment.
- Requests for MV-285 forms may be faxed or mailed to the following address:

NYS Department of Motor Vehicles
State Office Building
Testing and Investigation Unit
44 Hawley Street, 6th Floor
Binghamton, NY 13901
(607) 721-8578
Fax: (607)-721-8565
www.nysdmv.com

- MV-285 forms should be kept in a secure location.
- Unused MV-285 forms need NOT be returned to DMV. They can be used in sequential order in the following semester or year, or issued as duplicates when originals have been lost or stolen.
- If a school ceases to offer driver education, all remaining MV-285 forms must be returned to DMV. They may NOT be transferred to, or used by, any other school or program.
- **STUDENT MV-285R ROSTER (MV-285R):** A supply of MV-285 rosters will be sent to the school along with requested MV-285 forms. No later than two weeks after the course is concluded, completed (typed or printed) rosters should be forwarded to DMV at the Binghamton address listed above. A photocopy should be kept by the school for three years. (NOTE: Schools no longer need to submit a class roster when ordering MV-285 forms.)
- **DUPLICATE MV-285 forms:** When it is necessary to issue a duplicate MV-285, the school that originally issued the MV-285 should issue the duplicate from its MV-285 inventory.
- The duplicate Student Certificate of Completion **MUST** be signed by an individual authorized by SED.

(D) Request for Approval of Out-of-State Secondary School Driver Education Course (Reciprocity)

- Students who successfully complete a driver education course in another state and who are seeking a New York State Completion Certificate (MV-285) must submit an application for approval to SED. The application, Request for Approval of Out-of-State Secondary School Driver Education Course (MV-285.1), and the completed certificate from the recognized state are used to determine reciprocity.
- Please note that any student who received a completion certificate from a commercial driving school will NOT be eligible for reciprocity. Out-of-state driver education programs whose instruction was not concurrent (in-car/classroom programs offered together) will NOT be eligible for reciprocity. All students must complete a minimum of six (6) hours of behind-the-wheel practice driving.

(E) Classroom Training Completion Certificate (MV-278)

- The Classroom Training Completion Certificate, or precicensing certificate, is issued to individuals who have received classroom instruction in the content of the precicensing program offered through an approved DTSE course.
- Requests for issuance of a Classroom Training Completion Certificate (MV-278) should be directed to DMV.

APPENDIX A: MINIMUM TIME REQUIREMENTS*

	Classroom	Behind the Wheel	In-Car Observation	Simulation	Range
TRADITIONAL	24	6	18	--	--
C+BTW+S	24	6	6	12	--
C+BTW+R	24	6	6	--	12
C+BTW+R+S	24	6	6	COMB.	12

(C) = Classroom
 (BTW) = Behind the Wheel
 (S) = Simulation
 (R) = Range/Multiple Vehicle Facility

Simulation

- Students enrolled in a DTSE course in which simulators are used may receive up to twelve (12) of the required twenty-four (24) clock hours of in-car instruction through simulator experience. Each student must complete a minimum of twelve (12) clock hours of actual on-the-road practice driving in a dual-controlled vehicle under the direct supervision of an approved DTSE teacher or a qualified driving instructor (when the education institution offering the course has contracted with a commercial driving school to provide the in-car portion of the program). Six (6) of the twelve (12) clock hours must be spent in actual behind-the-wheel training.
- Only an approved DTSE teacher employed by the public or nonpublic school, BOCES, or college offering the course may conduct the simulation learning experience.

Multiple-Vehicle Facility

- Students may receive up to twelve (12) clock hours of instruction on the range with two students per vehicle as a substitute for twelve (12) clock hours of actual on-the-road practice driving.
- Each student must complete a minimum of twelve (12) clock hours of actual on-the-road practice driving in a dual-controlled vehicle under the direct supervision of an approved DTSE teacher or a qualified driving instructor (when the educational institution offering the course has contracted with a commercial driving school to provide the in-car portion of the program). Six (6) clock hours must be spent in actual behind-the-wheel training.
- Only an approved DTSE teacher may conduct the multiple-vehicle range learning experience.

Multiple-Vehicle Facility/Simulation

- When multiple-vehicle range, simulation, classroom, and laboratory learning experiences are combined, a student must spend a minimum of twenty-four (24) clock hours in receiving classroom instruction, six (6) clock hours in actual behind-the-wheel practice driving, and six (6) clock hours observing. Simulation and range learning experiences may be combined to provide the remaining twelve (12) clock hours of required instruction.

* All program administrators must consult with State Education Department personnel to address their particular situations or needs.

APPENDIX B: STUDENT RECORD OF INSTRUCTION

Student Name _____ High School Name _____

CLASSROOM INSTRUCTION:

Session#	Date	Starting Time	Ending Time	Instructor Name	Classroom Location	Topic(s)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						

IN-CAR INSTRUCTION:

Must include a total of six (6) hours of behind-the-wheel driving experience for each student

Session#	Starting Time	Ending Time	# min Driving	# min Observing	Instructor Name	Vehicle Plate #	Pickup/ Drop-off Location
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Certification: I, the undersigned, state that the information above is true to the best of my knowledge.
 Making a false statement is a misdemeanor under Sec. 392 of the Vehicle and Traffic Law.

Instructor's Name _____ Signature _____ Date _____

Instructor's Name _____ Signature _____ Date _____

Instructor's Name _____ Signature _____ Date _____

NEW YORK STATE EDUCATION DEPARTMENT
 Office of Curriculum and Instruction
 Driver and Traffic Safety Education
 Room 681 EBA
 Albany, New York 12234

INSTRUCTIONS FOR SUBMISSION OF THIS FORM

Send an original copy of this form to the address shown above. **Original signatures only will be accepted. DO NOT Fax or email this form.** A copy, indicating action taken, will be returned to you.

SUBMIT THE FOLLOWING DOCUMENTS WITH THIS FORM:

- Application for Approval as Teacher of Driver and Traffic Safety Education, SE-3
- An original college transcript
- Copy of your NYS teaching certificate
- Copy of your NYS driver's license
- Documentation supporting employment by a NYS school district, on school's original letterhead

Education Department Use	
<input type="checkbox"/> All Approved <input type="checkbox"/> Private Schools Only <input type="checkbox"/> 1-Year Provisional Approval <input type="checkbox"/> 3-Year Provisional Approval <input type="checkbox"/> Permanent Approval <input type="checkbox"/> Other	
Approved by	Date

Please refer to Driver and Traffic Safety Guidelines for additional information regarding teacher approval.

OR

If you have questions, call:

(518) 474-5922

www.emsc.nysed.gov/ciai/drive.html



Appendix D:
Driver and Traffic Safety Education
Course Approval
 (SE-4)

NAME OF SCHOOL DISTRICT/COLLEGE/BOCES _____ COUNTY _____

SCHOOL NAME _____

ADDRESS _____ PHONE _____ FAX _____

TRAFFIC SAFETY EDUCATION TEACHERS AND COMMERCIAL SCHOOL INSTRUCTORS (ATTACH SEPARATE SHEET AS NEEDED)

NAME	SOC. SEC. #	DATE OF BIRTH	HOME ADDRESS	LICENSE #

COPIES OF CLASSROOM INSTRUCTORS' DRIVER'S LICENSES MUST BE SUBMITTED WITH THIS APPLICATION.

Program Type New Renewal Classroom, Lab Classroom, Lab, & Simulation
 (Check all that apply) Classroom, Lab, & Range Tuition Charged/Noncredit No Tuition/Credit Given

Program Schedule Full year Semester (Circle one: Fall Spring) Course conducted between 7:00 am and 7:00 pm
 (Check all that apply) Program provides more than 24 hours of instruction. If yes, attach explanation.
 Program has received/reviewed SED guidelines governing driver education.

To be completed by ALL APPLICANTS. Do you certify that:

- Yes No The entire course is under the direct organization, administration, and supervision of the administrator at the public or nonpublic school, BOCES, or college; and that the DTSE director is an employee of the public or nonpublic school, BOCES, or college
- Yes No The BOCES, school, or college directly employs a DTSE classroom teacher who holds a New York State DTSE teacher approval (MV-283)
- Yes No All new instructors (classroom and in-car) have been cleared for employment by OSPRA (public schools and BOCES only)
- Yes No Staff of the approved BOCES, school, or college collects all tuition, if applicable. Tuition is payable to public or nonpublic school, BOCES, or college
- Yes No Only New York State Education Department-approved DTSE teachers are permitted to use school-owned vehicles
- Yes No Time provided for either classroom or in-car instruction does not exceed 90 minutes per day
- Yes No There will be a maximum of four (4) students scheduled for in-car instruction per period
- Yes No Vehicles are identified with a sign(s) visible from front and rear designating *Student Driver*
- Yes No A maximum of 36 students per class receive classroom instruction
- Yes No All instruction (in-car/classroom) originates and terminates at the approved school site indicated on the application
- Yes No Teacher and students are included on school insurance
- Yes No All components of the course are periodically monitored for compliance with State Education Department regulations
- Yes No All vehicles used for instruction are registered to the school (If a commercial school is utilized, cross out this question)
- Yes No The course is conducted in accordance with an established curriculum
- Yes No Students attend class and receive the required 48 hours of classroom/in-car instruction on a concurrent basis, including six (6) hours of behind-the wheel driving experience under the immediate supervision of a driver education teacher or in-car instructor pursuant to a contract with a commercial driving school
- Yes No This program has received prior approval to conduct a special or nontraditional course
- Yes No Students are 16 years of age prior to the first day of instruction

To be completed when contracting with a COMMERCIAL DRIVING SCHOOL. Do you certify that:

Name of Commercial Driving School _____

- Yes No The commercial driving school provides only the laboratory (in-car) portion of your program and is licensed by the New York State Department of Motor Vehicles as a commercial driving school
- Yes No Commercial driving school instructors have completed at least the required 30-hour course and have an appropriate and currently valid driver's license
- Yes No The contract agreed upon with the commercial driving school provides adequate insurance, and ensures that services rendered comply with school and DMV rules, regulations, law, and guidelines
- Yes No A copy of the contract is included with this application

OFFERING A FALSE INSTRUMENT FOR FILING IN THE FIRST DEGREE IS A CLASS E FELONY UNDER NEW YORK STATE PENAL LAW SECTION 175.35. TO KNOWINGLY MAKE A FALSE STATEMENT OR CONCEAL A MATERIAL FACT IN THIS APPLICATION IS A CRIMINAL OFFENSE AND WILL RESULT, AT MINIMUM, IN THE REVOCATION OF YOUR APPROVAL.

I affirm that I have read the entire application and am familiar with all of its contents; that all answers, statements, and other matters are true; and that the course will be conducted in accordance with the Vehicle and Traffic Law, Education Law, and current State Education Department Guidelines governing the conduct of DTSE.

Signature of Superintendent/Principal/Director/Headmaster/Dean _____ Date _____

Print Name _____

Send an original copy of this form to the New York State Education Department

NEW YORK STATE EDUCATION DEPARTMENT
 Office of Curriculum and Instruction
 Driver and Traffic Safety Education
 Room 681 EBA
 Albany, New York 12234

INSTRUCTIONS FOR SUBMISSION OF THIS FORM

Send an original copy of this form to the address shown above. **Original signatures only will be accepted. DO NOT Fax or email this form.** A copy, indicating action taken, will be returned to you.

Schools that begin to conduct programs before having obtained written notification of approval from the State Education Department will have programs cancelled and students will not be eligible for the Student Certificate of Completion (MV-285).

Please note:

This approval expires three (3) years from the date approved.

Education Department Use	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Signed	Date

Please refer to Driver and Traffic Safety Guidelines for additional information regarding course approval.

OR

If you have questions, call:

(518) 474-5922

www.emsc.nysed.gov/ciai/drive.html