



The University of the State of New York  
**THE STATE EDUCATION DEPARTMENT**  
 Career and Technical Education, Room 315 EB  
 Albany, New York 12234

# Driver Education Course Approval

Before completing, read the instructions on the back of the form.  
 (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  
Career and Technical Education  
Driver and Traffic Safety Education  
Room 315 EB  
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) 486-1547

[www.emsc.nysed.gov/ciai/drive.html](http://www.emsc.nysed.gov/ciai/drive.html)