



TRAFFIC SAFETY BUREAU APPLICATION FOR

DRIVING SAFETY SCHOOL ORIGINAL LICENSE

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Before you begin working on this application, please go to <http://ipl.unm.edu/traf/rules/dsschoolrules.doc> for a copy of the rule regarding Driving Safety Schools (18.20.8 NMAC). Please print out a copy of this rule and keep it in a handy place for future reference. You will need it.

- complete this application on your computer by using the TAB key or mouse to advance between fields and then print it out, **or** by typing, **or** by printing legibly in black ink
- provide all information requested in Sections 1 to 4 of the application form
- include copies of all the required documents listed in Section 5 of the application form
- initial each statement in Section 6 of the application form
- sign and date the application in Section 7 of the application form
- make a copy of the completed application and required documents for your records
- mail all documents to:

**Transportation Safety Center – Licensing Section
Institute of Public Law
MSC11 6060
1 University of New Mexico
Albuquerque, NM 87131-0001**

If you have any questions concerning this application or any of the forms, please contact:

- Meg Kempert by email at meg@unm.edu or by telephone at (505)277-8771 **or** the Licensing Section by fax at (505)277-5483

YOU MAY CHECK THE STATUS OF YOUR APPLICATION AT ANY TIME BY VISITING OUR WEBSITE AT <http://transportation.unm.edu/lic/status.htm> You will be asked to register by typing your name and a password provided by IPL. The status reports are updated in real time. To expedite the application process, we ask that you not call IPL for this type of information unless you are having an online problem.

WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?

The Institute of Public Law (IPL), on behalf of the Traffic Safety Bureau, will review your application to determine if it is complete. Applications will be reviewed in the order in which they are received. ***Applications will not be considered complete until IPL receives all required documents, including the MVD and DPS reports.***

If the application is ***not*** complete, IPL will contact you regarding the missing information or documents. If IPL does not receive the missing information or documents your application will be considered inactive. You may resubmit a complete application at any time.

If TSB does not approve your application, you will receive a letter stating the reasons why it was not approved. If the reasons can be resolved, you may resubmit your application.

If TSB conditionally approves your application, IPL will notify you to submit:

- a surety bond that meets the requirements of paragraph 18.20.8.9B(3) of the rule
- a check made payable to *Traffic Safety Bureau* in the amount of
 - \$400.00 if you file your application between July 1 and December 31
 - \$200.00 if you file your application between January 1 and June 30
 - plus* \$35.00 for each extension site regardless of filing date

Once IPL receives the surety bond and the check, IPL will issue your Driving Safety School license on behalf of the Traffic Safety Bureau.

NO PERSON MAY OPERATE A DRIVING SAFETY SCHOOL UNLESS AND UNTIL THE TRAFFIC SAFETY BUREAU HAS GRANTED WRITTEN APPROVAL BY ISSUING A DRIVING SAFETY SCHOOL LICENSE.

➤ ***PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.***

APPLICATION FOR DRIVING SAFETY SCHOOL ORIGINAL LICENSE

Section 1 – Driving Safety School Information.

School Name (as it appears on business license)		
School Physical Address Street Address, City, State, Zip Code		
School Mailing Address (if different from physical address) Street Address, City, State, Zip Code		
Toll-Free Telephone Number		
Local Telephone Number(s)		
Fax Number		
E-mail Address		
Do you have Internet access?	<input type="checkbox"/> yes	no
Web Address (if applicable)		
Name of School Owner/Operator		
I am also filing a separate application to be an Instructor	<input type="checkbox"/> yes	<input type="checkbox"/> no

Section 2 – References.

Please provide three (3) character and employment references. **At least one of the references must be an employment reference. Family members may not be used as references.**

1	Name	
	Street Address, City, State, Zip Code	
	Telephone Number	
	Relationship	
2	Name	
	Street Address, City, State, Zip Code	
	Telephone Number	
	Relationship	
3	Name	
	Street Address, City, State, Zip Code	
	Telephone Number	
	Relationship	

Section 3 – List of Extension Sites

Site ID	City	Street Address	Telephone
Site A			
Site B			
Site C			
Site D			
Site E			
Site F			
Site G			
Site H			
Site I			
Site J			

Section 4 – List of Instructors

	Name	Telephone	Site ID*
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

* use M for the main site or the site ID letter from section 3 above for extension sites

Section 5 – Required Documents.

Please submit the following documents with this application:

- A completed Request for MVD Limited Driving History form available at <http://ipl.unm.edu/traf/certification/forms/MVD-school.doc> so that IPL can obtain the applicant's limited driving history directly. The applicant's original signature is required (if the applicant has submitted an MVD request form with an instructor's certificate application, the applicant does not need to submit it with this application);
- A completed Authorization for Release of Information by DPS form available at <http://ipl.unm.edu/traf/certification/forms/DPS-school.doc> so that IPL can obtain the applicant's state criminal background check directly. The applicant's original signature is required. ***This form must be notarized and accompanied by a***

check for \$10.00 made payable to the Department of Public Safety (if the applicant has submitted a DPS request form with an instructor's certificate application, the applicant does not need to submit it with this application);

- A copy of the Certificate of Maximum Occupant Load issued by the state or local Fire Marshal stating the maximum occupancy allowed by the fire code for each room used for instruction at the main or an extension site;
- A copy of the applicant's resume indicating a school and/or work history for the past 10 years;
- A schedule of fees applicable to students who enroll in the program;
- A copy of the written refund policy and written reschedule policy issued to each student upon enrollment; and
- A copy of the proposed:
 - curriculum
 - handouts
 - list of videos
 - class roster form that complies with subsection 18.20.8.14D of the rule
 - 20 final examination questions that comply with subsection 18.20.8.11L of the Rule.

Section 6 - Sworn Statements.

By my initials beside each statement, I, _____, d/b/a/ _____, certify that:

_____ I have obtained a copy of, have read, and agree to comply with the requirements of, 18.20.8 NMAC, Driving Safety Schools, the rule adopted by the Traffic Safety Bureau regarding Driving Safety Schools.

_____ I understand that failure to comply with the requirements of the rule shall be grounds for suspension or revocation of the Driving Safety School license issued to me by the Traffic Safety Bureau.

_____ The Driving Safety School main site and extension sites I operate meet the accessibility requirements of the Americans with Disabilities Act.

_____ The persons who will serve as Driving Safety Instructors meet the requirements of the rule.

_____ I am in compliance with the Parental Responsibility Act, NMSA 1978, Section 40-5A-1 et seq. regarding paternity or child support proceedings and understand that failure to comply with this Act will result in denial of my application or

revocation or suspension of my license.

_____ I will not operate a Driving Safety School in New Mexico until I have received a license from the Traffic Safety Bureau.

Section 7 – Signature and Date.

By my signature below, I certify, under penalty of perjury, that the information given in this application and all accompanying documents is true to the best of my knowledge and ability.

Applicant's signature

Date