

4501-7-02

Place of business for a class "D" license school and office.

- (A) The established place of business of each driver training enterprise shall be owned, leased, or rented by the driver training enterprise. A driver training enterprise shall maintain at least one fixed geographic location in which a school is operated and where training is conducted except for an enterprise set forth in paragraph (Q)(2) of rule 4501-7-01 of the Administrative Code., ~~and each~~ Each enterprise shall maintain at least one office in a fixed geographic location where records are maintained and at least one classroom where students are instructed. A single business enterprise may own and operate more than one school. Any facility used as a driver training school shall be ~~inspected and~~ approved by the director prior to its use as a school. Except as provided in paragraph (Q)(2) of rule 4501-7-01 of the Administrative Code, any facility used as a driver training school shall be inspected by the director prior to its use as a school. A copy of the rental or lease agreement or deed for the property shall be kept on file with the school records. The use of a mobile or modular structure as a driver training school shall be prohibited unless the structure is installed on a permanent foundation.
- (B) Neither a school nor its office shall consist of a house trailer, tent, temporary stand, post office box, rooming house, or apartment. Neither a school nor its office shall be located within a residence or a room in a hotel or motel. No driver training enterprise may share any office or classroom with any other driver training enterprise unless the same person owns both enterprises. The place of business shall be occupied only by the driver training school during times of classroom instruction. Paragraph (B) of this rule and its subsections do not apply to an enterprise conducting training pursuant to paragraph (Q)(2) of rule 4501-7-01 of the Administrative Code.
- (1) The office of a driver training enterprise shall:
- (a) Have space adequate to maintain the required records, interview clients, and display the school license.
 - (b) Have a permanent wall that sufficiently prevents distractions and noise in the classroom. If no permanent wall exists, the office shall remain closed for business during classroom instruction.
 - (c) Be located in the same county as or in a county adjacent to the school for which student records are being stored.
 - (d) Have access to a computer, printer, e-mail and the internet.
- (2) Schools shall contain a classroom that:

- (a) Will comfortably accommodate at least ten students and an instructor, and have sufficient space to contain tables and chairs or desks for all students.
- (b) Is equipped with a variety of audio and/or visual training aids that support the course curriculum.
- (c) Is reasonably free of visible and audible distractions and shall present an atmosphere adequate for learning.
- (d) Has a clean and functional restroom that is available for student use within its facility.
- (e) Conforms to all federal, state, and local fire, building and safety regulations.

Effective:

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Certification

Date

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