

Governor's Highway Safety Office
Driver Training School Inspection & Interview

- Verify with the Driver Training Manager that the enterprise has a current enterprise application on file. No inspection will be approved for completion until the enterprise has submitted a complete application with fee payment (if required) to the designated address at DPS.
- This form is to be completed by the field staff inspecting the school (driver training, Trucking School, adult remedial, JDIP, or Mature Driver Course) in an open-exchange inspection, meeting and interview with the authorizing official or training manager.
- If the official or manager needs to make changes as a result of non-compliance, the opportunity to remedy the problem may be given. Set a date for follow-up and/or to re-inspect. Use the GHS 0153 Inter-Office Communication to summarize all incidence of non-compliance identified during the inspection process.
- The inspection and interview process is intended to be a cooperative effort to bring schools into compliance; however, any recommendation for administrative action against an enterprise, school, official, manager, or instructor shall be at the discretion of the Driver Training Manager.
- The standards are worded in the positive form so that a "yes" response is the one required under the rule. A "no" response will require correction by the school and comment from the field staff.
- Gray shaded items are directly related. If a "no" response is marked for the first item in the group, a "yes" response is the required response for the second item in the group before the school can pass inspection.
- Answering "n/a" means that this standard is not applicable to the training location under inspection.
- Obtain these forms from the enterprise completed prior to the start of the inspection and interview:
 - GHSO 35 Interview and Inspection form (* page one for each classroom location)
 - GHSO 136 List of AV Items
 - GHSO 140 Instructors Used by Enterprise and Other Staff
 - GHSO 142 Motor Vehicles Used by Enterprise
 - GHSO 144 List of Certificates by Enterprise
 - GHS 0150 DT Vehicle Inspection (applicable sections) for Class D or a current copy of vehicle periodic inspection as required under 49 CFR for each truck & trailer
 - GHS 0165 List of Staff and Officials used by Enterprise

Complete all of the following items, as applicable, as part of the standard inspection process:

- GHS 0160 T Field Staff Adult Remedial Inspection Form
- GHS 0161 Field Staff Juvenile Driver Imp Program Inspection Form
- GHS 0162 T Rule 10 Form
- GHS 0163 T Rule 11 Form
- GHS 0164 Field Staff Mature Driver Course Inspection Form
- GHS 0170 T BTW Inspection Form
- GHS 0173 T Classroom Inspection Form

ENTERPRISE INSPECTION FORM COVER PAGE
 Complete one for each classroom location

Name of School:		School Number:
Business Address:		
Training Type:	<input type="checkbox"/> Class D Operator Training <input type="checkbox"/> CDL Training <input type="checkbox"/> Disability <input type="checkbox"/> Adult Remedial <input type="checkbox"/> Juvenile Remedial <input type="checkbox"/> Mature Driver Course	Inspection Type: <input type="checkbox"/> Original/New School location <input type="checkbox"/> Original/New Enterprise <input type="checkbox"/> Inspection <input type="checkbox"/> Spot inspection
Check all that apply		

Authorizing Official	Name
	Address
	Phone

Training Manager	Name
	Address
	Phone

Date of Initial Inspection	Result of Initial Inspection
	<input type="checkbox"/> No Violations Found (Approved for licensing) <input type="checkbox"/> Violations Found & Corrected (Approved for licensing) <input type="checkbox"/> Violations Found & Existing (DPS Follow Up Needed)

Date of Follow-Up Inspection	Result of Follow-Up Inspection
	<input type="checkbox"/> No Violations Found (Approved for licensing) <input type="checkbox"/> Violations Found & Corrected (Approved for licensing) <input type="checkbox"/> Violations Found & Existing (DPS Follow Up Needed)

Inspector Signature <u> X </u>		Authorizing Official Signature <u> X </u>
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This inspection report comments on a sampling of your enterprise’s documentation, procedures, as well as your facilities and equipment. It reflects a snapshot of what was observed during the inspection. This report is not intended to and should not be construed as verification that all of your records and procedures meet the Ohio Administrative Code rules.

It continues to be your enterprise’s responsibility to ensure that your documentation and procedures are in compliance with applicable laws and administrative rules throughout the entire year.

Please be aware that depending upon the nature of rule violations that may have been identified during the inspection the department may take further action, up to and including administrative action.

This section of the document applies to Class D, Disability, and CDL			
Rule 4501-7-02 Place of Business	Yes	No	N/A
(A) Place of business is owned or leased by the licensed driver training school.			
<ul style="list-style-type: none"> The fixed location includes a place where training is conducted. 			
<ul style="list-style-type: none"> The fixed location includes a place where records are maintained. 			
<ul style="list-style-type: none"> A copy of the rental agreement, deed, or written agreement is on file with the school records. 			
<ul style="list-style-type: none"> If the fixed location is a modular unit, the foundation is permanent. 			
(B) The place of business is not a trailer, tent, temporary stand, post office box, rooming house, hotel, motel, or residence.			
<ul style="list-style-type: none"> The driver training enterprise does not share its place of business with another driver training school, or (if not) 			
<ul style="list-style-type: none"> This enterprise is exempted from above requirement because the same enterprise owns both schools that use this facility. 			
(B)(1)(a) The school office has adequate space for records, the interview of clients, and the display of the school license.			
(B)(1)(b) The office has a permanent wall separating the classroom that prevents distractions; or (if not)			
<ul style="list-style-type: none"> The office remains closed during instruction. 			
(B)(1)(d) The enterprise has access to a computer, printer, e-mail and the internet? The working e-mail address is:			
(B)(1)(c) The office where classroom records are kept is located in the same county, or an adjoining county, as the classroom. Student records from all classroom locations were available at the main enterprise location for the inspection?			
(B)(2)(a) The school maintains a classroom that accommodates at least ten students and an instructor and furniture that permits them to sit comfortably and take part in classroom instruction, or (if not)			
<ul style="list-style-type: none"> The school qualifies for exemption under 4501-7-06(B)(2) and trains only students with a disability, and the school provides only behind-the-wheel training. 			
<ul style="list-style-type: none"> What is the most number of students in attendance during a lesson in this classroom in the past year? Did this result in any problems or violations? 			
(B)(2)(b) The classroom is equipped with a variety of audio-visual training aids (flip charts, marking boards, computers, video players, posters, etc.) that support the curriculum.			
(B)(2)(c) The classroom is reasonably free of visible and audible distractions.			
(B)(2)(d) The classroom has a clean and functional restroom available in the building.			
(B)(2)(e) The classroom conforms to all federal, state, and local fire, building and safety regulations. Obtain a current fire inspection report for each classroom location (dated within the past year).			

4501-7-05 Application for training manager and instructor license	Yes	No	N/A
(A), (B)(1), and (R) Does every person who teaches in this school's driver training program have a current and valid instructor's license? Instructor candidates completing the forty-hour training requirement may student teach with the training manager supervising from the back seat. Obtain GHSO 140 Instructors Used by Enterprise form.			
(B)(2) Does every person who trains in commercial motor vehicles hold a current and valid commercial driver license for the vehicle in which he or she trains and does each of those instructors hold a current and valid license to instruct commercial drivers? For each licensed instructor, check for current and valid driver's license.			
(B)(3) Does every person who is restricted to classroom instruction for commercial drivers hold a current and valid restricted instructor's license (for commercial drivers)?			
(C) Does every person who manages training in this schools' driver training program have a current and valid training manager's license?			
(E) Has every person who manages training (or signs as a training manager) completed an authorized course for driver training school managers?			
(J) Has or will every person who instructs or manages in the driver training program submitted an application and a fee of \$10 for renewal of his or her instructor's license? <ul style="list-style-type: none"> • If the answer above is, "no," list the names and license numbers of the person(s) who will not be renewing their licenses. 			
<ul style="list-style-type: none"> • Who will be accountable for the return of these licenses and when will they be returned? Are there any licenses that need to be returned that have not been? 			
(L) Does the school/enterprise have a policy requiring instructors and managers to notify the authorizing official in writing and within 10 days when the instructor or manager:			
<ul style="list-style-type: none"> • Receives a moving traffic violation conviction; 			
<ul style="list-style-type: none"> • Is involved in a chargeable crash; 			
<ul style="list-style-type: none"> • Is convicted of a charge that assesses points against his or her license; 			
<ul style="list-style-type: none"> • Is convicted of a felony or misdemeanor listed in this rule? 			
<ul style="list-style-type: none"> • Receives a driver license suspension, cancellation, or revocation; 			
(M) Does the school/enterprise have a policy that requires the official or manager to notify the director in writing within 10 days if the official or manager is notified of an instructor's or manager's disqualification under this rule (see above)?			
(Q) Does school provide behind-the-wheel training to persons with a disability [See also Rule 06(A)]?			
<ul style="list-style-type: none"> • If "yes," does the school employ the services of an instructor whose license is endorsed to train persons with a disability? 			
<ul style="list-style-type: none"> • List the name of the person(s) whose license(s) is endorsed to train persons with a disability and list that person's license number: 			
(S) Has each training manager completed a course in driver training or management within the past 3 years?			
<ul style="list-style-type: none"> • Is a record on file at the school office certifying the training above [see Rule 13(B)(7)]? 			

4501-7-06 Instructing Persons with a Disability (to be completed only if the school is a medically based hospital or rehabilitation facility)	Yes	No	N/A
(B) Does this school train only behind-the-wheel of a motor vehicle?			
(B) Does this school train any students under the age of 18 years?			
(B) Does this school work in cooperation with another properly licensed driver training school to supply classroom training for some students?			
<ul style="list-style-type: none"> Does this school maintain a classroom? 			
<ul style="list-style-type: none"> Is this school exempt from the requirement to maintain a classroom? 			
<ul style="list-style-type: none"> Does this school keep complete copies of each student's training (classroom and behind-the-wheel) for students who are under the age of 18 years? 			
<ul style="list-style-type: none"> Does this school issue certificates of completion to students who are under the age of 18 years? (This school should not be issuing certificates unless they do both classroom and behind-the-wheel training. Certificates should be issued by the school which supplies the classroom instruction.) 			
(B) Does each instructor in this school possess a current, valid, and properly endorsed license to train persons with a disability?			
Does each instructor have proof of completion of the required continuing education every three years in training drivers with a disability? Have them fax or mail proof to the Driver Training Manger.			
(B)(1) Does this school maintain complete records of each student's training?			
(B)(2) Does this school have sufficient space for storing files and the records required by Rule 13?			

4501-7-07 Employees of the Department	Yes	No	N/A
<ul style="list-style-type: none"> Does this school employ the services of any person who is employed by the Department of Public Safety? 			
If "yes," who?			

4501-7-08 Insurance and Bond for Schools Training Operation of Non-commercial Motor Vehicles (complete this section only if the school/enterprise uses noncommercial motor vehicles in training)	Yes	No	N/A
(A) Is each motor vehicle operated by this school listed on a certificate of insurance that is current and valid at time of this inspection? Obtain a copy of GHSO 142 Motor Vehicles Used by Enterprise form			
<ul style="list-style-type: none"> Is the certificate of insurance for each motor vehicle operated by the school or its instructors on file with the school's records [See Rule 13(B)(5)]? 			
(B) Are the minimum limits of insurance liability at least:			
<ul style="list-style-type: none"> \$100,000 for bodily injury or death for one person in a single crash and \$300,000 for bodily injury or death for two or more persons in a single crash? 			
Or			
<ul style="list-style-type: none"> \$400,000 for combined single limit? 			

<ul style="list-style-type: none"> • \$25,000 for property damage? 			
<ul style="list-style-type: none"> • Does each policy include a \$5,000 rider for medical payments? 			
<ul style="list-style-type: none"> • Does each policy have a rider for uninsured motorists' coverage in the amounts named (\$100,000/\$300,000 or \$400,000)? 			
(D) Does the school/enterprise have a policy that requires students with a disability who provide their own vehicles to show proof of insurance of their vehicles?			
(E) Does the school/enterprise hold a continuous performance bond for which the value will adequately cover the cost of reimbursing students currently enrolled? What is the approximate number of students who have started but not completed training with this enterprise including all locations? What is the advertised fee the school charges the student for the training? What is the minimum amount the bond needs to be? Does the bond comply with this amount?			
<ul style="list-style-type: none"> • Does that bond meet the minimum amount required of \$10,000 for the first school/location the enterprise operates and another \$2,000 for each additional school/location the enterprise operates? 			
<ul style="list-style-type: none"> • How many schools/locations does this enterprise operate? 			
<ul style="list-style-type: none"> • What is the amount of the bond? 			
<ul style="list-style-type: none"> • Are the premium payments for the bond current—i.e., is the bond in force and on file in the school/enterprise office? 			
<ul style="list-style-type: none"> • What is the expiration date of the bond? 			
<ul style="list-style-type: none"> • Does the bond include the enterprise name? 			
<ul style="list-style-type: none"> • Does the bond list the State of Ohio as an obligee? 			
<ul style="list-style-type: none"> • Does the bond state the director shall be notified ten days before the bond terminates? 			
<ul style="list-style-type: none"> • Is the enterprise exempted (public schools are exempt) from bond requirements under this rule [(E)(4)]? 			

4501-7-09 Insurance and Bond for Schools Training Operation of Commercial Motor Vehicles (complete this section only if the school/enterprise uses commercial motor vehicles in training)	Yes	No	N/A
(A) Is each motor vehicle operated by this school listed on a certificate of insurance that is current and valid at time of this inspection? Obtain a copy of GHSO 142 Motor Vehicles Used by Enterprise form			
<ul style="list-style-type: none"> • Is the certificate of insurance for each motor vehicle operated by the school or its instructors on file with the school's records [See Rule 13(B)(5)]? 			
(B) Are the minimum limits of insurance liability at least:			
<ul style="list-style-type: none"> • \$100,000 for bodily injury or death for one person in a single crash and \$300,000 for bodily injury or death for two or more persons in a single crash? 			
Or			
<ul style="list-style-type: none"> • \$500,000 for combined single limit? 			
<ul style="list-style-type: none"> • \$25,000 for property damage? 			
<ul style="list-style-type: none"> • Does each policy include a \$5,000 rider for medical payments? 			

<ul style="list-style-type: none"> Does each policy have a rider for uninsured motorists' coverage in the amounts named (\$100,000/\$300,000 or \$500,000)? 			
<p>(D) Does the school/enterprise hold a continuous performance bond for which the value will adequately cover the cost of reimbursing students currently enrolled? What is the approximate number of students who have started but not completed training with this enterprise including all locations? What is the advertised fee the school charges the student for the training? What is the minimum amount the bond needs to be? Does the bond comply with this amount?</p>			
<ul style="list-style-type: none"> Does that bond meet the minimum amount required of \$100,000 for each school/location the enterprise operates? 			
<ul style="list-style-type: none"> How many schools/locations does this enterprise operate? 			
<ul style="list-style-type: none"> What is the amount of the bond? (Enter Amount) 			
<ul style="list-style-type: none"> Are the premium payments for the bond current—i.e., is the bond in force and on file in the school/enterprise office? 			
<ul style="list-style-type: none"> What is the expiration date of the bond? 			
<ul style="list-style-type: none"> Does the bond include the enterprise name? 			
<ul style="list-style-type: none"> Does the bond list the State of Ohio as an obligee? 			
<ul style="list-style-type: none"> Does the bond state the director shall be notified ten days before the bond terminates? 			
<ul style="list-style-type: none"> Is the enterprise exempted (public schools are exempt) from bond requirements under this rule [(E)(4)]? 			

4501-7-10 Training Required for the Operation of <i>Noncommercial</i> Motor Vehicles	Yes	No	N/A
(A)(1) Does this school have a policy that requires students to hold a permit to drive prior to beginning behind-the-wheel instruction? Randomly check student records for verification.			
(A)(2) Does this school provide:			
<ul style="list-style-type: none"> Knowledge (classroom) instruction? 			
<ul style="list-style-type: none"> Skills (behind-the-wheel instruction for students?) 			
(A)(3) Does this school follow a policy that requires a licensed instructor to be seated in the vehicle beside the driver when a student is operating the vehicle on a public highway?			
(A)(3) Does this school follow a policy that requires the instructor to have identification created by the department in the instructor's possession?			
(A)(3) Does this school follow a policy that permits a student to operate a motor vehicle on the range?			
<ul style="list-style-type: none"> If "yes," does the school follow a policy that requires the instructor to maintain a position where he or she can directly observe the student and hear and be heard by the student when the student is operating without the instructor inside the motor vehicle? 			
(A)(4) Does the school follow a policy that prohibits use of any items or behavior that causes unreasonable distractions during behind-the-wheel instruction?			
(A)(4) Does the school follow a policy that prohibits eating or drinking by students in the vehicle during times of instruction or when the vehicle is in motion?			

(A)(5) Does the school follow a policy that requires instructors to teach for a full 60-minutes for every hour credited to a student's training (and not include break time as training)? Randomly check records for verification and interview a random selection of students.			
(A)(6) Does the school follow a policy that requires instructors to take a break at least every four hours?			
The following requirements apply only to students under the age of 18 years: Randomly check records for verification and interview a random selection of students for compliance in this section.			
(1) Does the school use a curriculum based on the body of knowledge contained in the Ohio Driver Training Curriculum and were the school's curriculum, route plans, and lesson plans available for inspection and review during the annual inspection?			
(1) Does the school disseminate materials regarding anatomical gifts and procedures as specified in R.C. 4508.021 that are created or approved by the second chance trust fund including the Decision Kits and required Organ Donation videotape?			
(1) Does the school have a policy that requires an annual assessment of all instructors and uses an approved form for instructor assessments? Is there an assessment in each instructor's personnel file that was completed within the last twelve months?			
(1) Does the school require students to complete at least 24 hours of knowledge (classroom) training?			
(1) Does the school require students to complete at least 8 hours of skill (behind-the-wheel) training?			
(2) Does the school follow a policy that disallows students from beginning any training until that student is at least 15 years and 5 months of age?			
(3) Does the school follow a policy that makes the entire training course available to the student within six months after the date the student's training begins?			
(4) Does the school follow a policy that disallows students from receiving more than four hours (60-minute periods) of instruction (knowledge or skills) within a single day?			
(5) Does the school follow a policy that requires students to complete at least 2 hours of knowledge (classroom) instruction prior to beginning skill (behind-the-wheel) instruction?			
(5) Does the school follow a policy that requires students to complete at least 2 hours of skills (behind-the-wheel) instruction that is not on an interstate highway prior to taking skills (behind-the-wheel) instruction on an interstate highway?			
(6) Does the school follow a policy that provides no more than nine hours of videos/slides related to safe driving during classroom instruction? Obtain GHSO 136 List of AV Items form.			
(7) Does the school follow a policy that requires students make up missed training prior to the students' receiving a certificate of completion?			

4501-7-10 Training Required for the Operation of <i>Noncommercial</i> Motor Vehicles	Yes	No	N/A
(8) Does the school follow a policy requiring instructors to supply books and training materials for each student when the materials are used during classroom instruction? (i.e., students are not required to share materials during class.) Name of textbook use:			
(9) Does the school follow a policy permits only one student to be instructed at one time during behind-the-wheel training?			

(9) Does the school follow a policy that permits no more than two students in a vehicle while behind-the-wheel instruction is being given. Does the school follow a policy that allows for no credit for the time that a student is not driving? Complete a random check of records and interview students to verify compliance.			
(10) Does the school follow a policy that requires beginning drivers who are operating a motor vehicle for the first hour of training (behind the wheel) to operate that vehicle in an area reasonably free from pedestrian and vehicular traffic?			
(11) Does the school follow a policy that requires students to successfully complete a full 24-hour classroom (24 sixty-minute periods) and 8-hour behind-the-wheel (8 sixty-minute periods) program before the students are eligible to receive a certificate of completion?			
(11)(a) Does the school require students to score 75 percent on a comprehensive final examination?			
<ul style="list-style-type: none"> Does the school make accommodations for the final test to assist students with confirmed learning difficulties? 			
<ul style="list-style-type: none"> Does the school disallow open-book or take-home testing on the final examination? 			
<ul style="list-style-type: none"> Does the school disallow students being given extra credit on the final examination? 			
<ul style="list-style-type: none"> Does the school have multiple versions of the test and use different versions for the students who failed a prior version of the test? 			
(11)(a) Does the school require instructors to include on the examination:			
<ul style="list-style-type: none"> The date the test was given? 			
<ul style="list-style-type: none"> The student's score? 			
<ul style="list-style-type: none"> The name and the signature of the instructor who administered the test? 			
<ul style="list-style-type: none"> The students name and signature? 			
(11)(b) Does the school follow a policy that requires a student's good-faith effort during 8 full hours of skills (behind-the-wheel) training to consider that student's behind-the-wheel training successful and complete?			
(11)(c) Does the school provide a final report to the student and his or her parent reporting the student's score on the final examination and the student's level of driving skill development?			

4501-7-11 Training Required for the Operation of <i>Commercial/Motor Vehicles</i>	Yes	No	N/A
(A)(1) Does the school make all required training available to the student within 270 days (or 9 months) after the first lesson?			
(A)(2) Does the school require that students receive no more than 10 hours of training in a single day? Randomly check records for verification and interview a random selection of students for compliance in this section.			
(A)(3) Does the school offer beginning drivers at least 40 hours of knowledge (classroom) instruction? (Students may elect to complete only a portion of the full course, but the school is required to offer at least 40-hours of knowledge training.)			
(A)(4) Does the training curriculum include (review for compliance):			
<ul style="list-style-type: none"> Traffic law? 			
<ul style="list-style-type: none"> Rules and regulations of PUCO? 			

• Federal Motor Carrier Safety Regulations?			
• Federal laws relating to vehicle brakes, lighting, and emergency equipment?			
• Registration and license laws?			
• International Registration Plan, International Fuel Tax Alliance, and Single State Registration System?			
• Crash reporting and FRA?			
• Driver fatigue?			
• Safe driving practices?			
• Routine services and pre-trip safety checks?			
• Safety restraints including their benefits and effectiveness?			
• Sharing the road?			
• CDL requirements?			
• Effects of drugs and alcohol?			
• Railroad grade crossing procedures?			
• No-zone?			
• Courteous driving practices?			
(A)(4) Does the school have a policy that requires an annual assessment of all instructors and uses an approved form for instructor assessments? Is there an assessment in each instructor's personnel file that was completed within the last twelve months?			
(A)(5) Does the school require no more than 40 percent of the knowledge (classroom) training hours to be devoted to videos, and are all videos used directly related to safe driving practices? Obtain GHSO 136 List of AV Items form.			
(A)(6) Does the school offer students a course of at least 40 hours of behind-the-wheel instruction?			

4501-7-11 Training Required for the Operation of <i>Commercial/Motor Vehicles</i>	Yes	No	N/A
(A)(6) Does behind-the-wheel instruction include:			
• Starting?			
• Stopping?			
• Turning?			
• Shifting?			
• Braking?			
• Parking?			
• Docking?			
• Hooking up and unhooking trailers?			
• Display of emergency equipment?			
• Use of hazard lights?			
• Checking and servicing CMV parts?			
• Sharing the road?			

• Safe driving practices?			
• Railroad grade crossings?			
(A)(8) Does the school require no fewer than 10 hours on off-highway ranges during behind-the-wheel training?			
(A)(8) Does the school require students to operate a commercial motor vehicle for at least four hours off-highway before undertaking any on-highway behind-the-wheel instruction?			
(A)(9) Does the school require at least 10 hours of behind-the-wheel instruction on highways with normal amounts of traffic?			
(A)(10) Does the school require that no more than 2 hours of the remaining 20 hours of behind-the-wheel instruction be devoted to pre-trip or post-trip instruction?			
(A)(11) Does the school credit behind-the-wheel training hours only to the student who is operating the commercial motor vehicle (and not to any student who is merely observing)?			
(A)(12) When students are operating on the range, does the school restrict the number of motor vehicles to five?			
(A)(12) When students are operating on the range, does the school require no more than two students (one operator, one observer) occupy a single commercial motor vehicle? (i.e., no more than ten students when five vehicles are operating.)			
(A)(13) Does the school follow a policy of requiring a licensed instructor to directly supervise all behind-the-wheel training, and when on public highways, does a policy require the instructor to be seated in the front seat next to the driver?			
(B) Does the school follow a policy requiring all knowledge (classroom) and skill (behind-the-wheel) instruction be taught and supervised by a licensed instructor?			
(C) Does the school follow a policy that requires instructors to provide a full 60-minutes of instruction for each hour credited to the student toward course completion? (i.e., time taken for breaks is not included in the time credited to students.)			

4501-7-12 Training Agreements	Yes	No	N/A
(A) A written agreement is drawn between each student and the student's parent or legal guardian and the driver training school prior to the start of training.			
• A copy of the written agreement is on file for each student trained			
(B) Written agreements contain (compare the school form to GH50 141 Training Agreement):			
• Classroom address			
• Student's date of birth (for beginning drivers under the age of 18 years)			
• Charges for the course stated clearly			
• A statement regarding use of a school-owned vehicle, including charges for its use			
• The number of classroom hours to be provided			
• The number of behind-the-wheel hours to be provided			
• The signature of the school official, manager, or instructor			
• The date of the official's, manager's, or instructor's signature			

<ul style="list-style-type: none"> The student's signature 			
<ul style="list-style-type: none"> The date of the student's signature 			
<ul style="list-style-type: none"> If the student is under age 18, the signature of the student's parent (or guardian) 			
<ul style="list-style-type: none"> A declaration of the date by which completion of training will be made available to the student which is: <ul style="list-style-type: none"> No more than six months from the date training begins for students operating noncommercial motor vehicles and No more than 270 days (or nine months) from the date training begins for students operating commercial motor vehicles 			
<ul style="list-style-type: none"> A declaration of the conditions under which refunds may be made. If refunds are not made, the agreement shall clearly state the enterprise makes no refunds 			
A statement saying, "Driver training schools are licensed by the Department of Public Safety through the Governor's Highway Safety Office, 1970 West Broad Street, Columbus, Ohio, 43218-2081."			
(C) Students receive a signed copy of the agreement, and the school retains a second copy of the agreement for three years after its signing.			

4501-7-13 Records	Yes	No	N/A
(A) The school maintains the following records for three years from the date the record was finalized			
Compare the school forms to each of these: GH50 137 Student BTW Report Form Add CDL BTW form GH50 0138 Student Classroom Training Report Add CDL Student Classroom form GH50 139 Daily Classroom Roster GH50 141 Training Agreement template GH50 143 Final Report to Parent GH50 0150 Driver Training Vehicle Inspection for Class D Enterprises or a current copy of vehicle periodic inspection as required under 49 CFR for each truck & trailer for Trucking Schools.			
(A)(1) Does the record of what is taught for each student for each training session he or she attends that include: Randomly check student records for verification and interview a random selection of students for compliance in this section.			
<ul style="list-style-type: none"> The student's name? 			
<ul style="list-style-type: none"> The student's address? 			
<ul style="list-style-type: none"> The student's driver license or permit number? 			
<ul style="list-style-type: none"> For students with permits, the permit validation date? 			
<ul style="list-style-type: none"> The starting and ending time for each training session? 			
<ul style="list-style-type: none"> Each session notation initialed (or signed) by the student? 			
<ul style="list-style-type: none"> Each session notation initialed by the instructor and the instructor's license number noted? 			
<ul style="list-style-type: none"> The signature of the training manager or instructor on the final record indicating (if and when) all required training has been successfully completed? 			

<ul style="list-style-type: none"> • A clear distinction between the sessions that are knowledge (classroom) and the session's skill (behind-the-wheel) training? 			
(A)(2) For each beginning driver under the age of 18 years, does the record include:			
<ul style="list-style-type: none"> • Documentation that the student received 24 hours of classroom and 8 hours of behind-the-wheel instruction required by 4508.02(C)? (i.e., certificates of completion were issued, training shall be certified complete; if training was not completed, the record shall show only what portion has been completed.) 			
<ul style="list-style-type: none"> • A record of the student's score on the final examination or skill assessment, if applicable? 			
<ul style="list-style-type: none"> • A record of the certificate of completion issued including its numbers and date of issue? 			
(A)(3) When students under 18 are trained, does the school keep a list (on forms supplied by the Director) of all certificates of completion issued by the enterprise/school listing:			
<ul style="list-style-type: none"> • The name of the student to whom it is issued? 			
<ul style="list-style-type: none"> • The number of each certificate? 			
<ul style="list-style-type: none"> • The date each certificate was issued? 			
(A)(4) Does the school keep a copy of the training agreement drawn between student/parent and the driver training enterprise?			
(A)(5) Does the school keep a copy of the student's training record—and is that record completed and signed when applicable?			

4501-7-13 Records	Yes	No	N/A
(A)(6) Does the school keep a roster of students for each training session that includes:			
<ul style="list-style-type: none"> • The names of all students attending? 			
<ul style="list-style-type: none"> • The date? 			
<ul style="list-style-type: none"> • The time? 			
<ul style="list-style-type: none"> • The topic of instruction? 			
<ul style="list-style-type: none"> • The instructor of record? 			
(A)(7) For each student receiving training for the operation of commercial motor vehicles, do the records include:			
<ul style="list-style-type: none"> • Documentation that the student completed all training (a minimum of 40-hours classroom and 40-hours behind the wheel) required (or any portion of training that the student did complete)? 			
<ul style="list-style-type: none"> • A record of the student's final test score. 			
(A)(8) Does the school maintain records for three years of the instructors and training managers trained? Do these records include:			
<ul style="list-style-type: none"> • Dates? 			
<ul style="list-style-type: none"> • Times? 			
<ul style="list-style-type: none"> • Location of training? 			
<ul style="list-style-type: none"> • Curriculum used? 			

(B) Does the school maintain a permanent file of these records?			
<ul style="list-style-type: none"> A copy of each instructor's current license, a current assessment of the instructor on the approved assessment form, and has the instructor met the minimum acceptable scoring criteria (1.6 or higher)? 			
<ul style="list-style-type: none"> A copy of the authorization from the Department for instructors who train persons with a disability? 			
<ul style="list-style-type: none"> A complete copy of the driver training curriculum used by the school? 			
<ul style="list-style-type: none"> A copy of any textbooks or source materials used for the training program? 			
<ul style="list-style-type: none"> A copy of all school(s) current license(s)? 			
<ul style="list-style-type: none"> Is the original posted in the classroom of each school/location licensed, if possible? 			
<ul style="list-style-type: none"> If not possible, does the instructor carry a copy of the license to each training session conducted at that location? 			
(C) Are all the documents listed in this rule kept accurately and stored in a file in the school office and are the documents furnished at your request?			
(D) If the school has closed or intends to close, has the official (or manager) notified the Director in writing of the school's closing?			
(E) Does the school issue certificates of completion to students who are under the age of 18 years who have successfully completed training?			
<ul style="list-style-type: none"> Are the certificates issued in sequence [(E)(2)]? 			
<ul style="list-style-type: none"> Are certificates held until each student completes the full (24/8) course [(E)(2)]? 			
<ul style="list-style-type: none"> Does the school/enterprise keep an accurate record of all certificates of completion issued on the form (certificates-issued list) supplied by the Director [(E)(3)]? 			
<ul style="list-style-type: none"> Does this certificates -issued list include the name and license number of the school/enterprise [(E)(3)]? 			
<ul style="list-style-type: none"> Does this certificates -issued list include the name of each student to whom a certificate was issued [(E)(3)]? 			

4501-7-13 Records	Yes	No	N/A
<ul style="list-style-type: none"> Does this certificates -issued list include the address of each student to whom a certificate was issued [(E)(3)]? 			
<ul style="list-style-type: none"> Does this certificates -issued list include the certificate number issued to each student [(E)(3)]? 			
<ul style="list-style-type: none"> Does this certificates -issued list include the date each certificate was issued [(E)(3)]? 			
(E)(4) Does the authorizing official (or training manager) take steps to ensure the security of unissued certificates? Obtain GHS0144 List of Certificates by Enterprise form.			
<ul style="list-style-type: none"> Does the school/enterprise have a policy that requires the official or manager to immediately notify the Department of Public Safety in writing when unissued certificates are lost or stolen? 			
(E)(5) If the school is about to close, will unissued certificates and all completed (or partially completed) issue lists be immediately returned to the Department?			

<ul style="list-style-type: none"> Who will be returning them? (Include name, address, and phone number of the person.) 			
(E)(6) Does the school follow a policy of writing "void" across the face of any voided certificates?			
<ul style="list-style-type: none"> Does the school follow a policy of attaching any voided certificates to the certificates-issued list on which they were first issued? 			
<ul style="list-style-type: none"> Does the school follow a policy of marking the certificates -issued list to show any voided certificates? 			
(E)(7) Does the school follow a policy of requiring students who have lost (or had stolen) their certificates of completion to sign and have notarized a "Request for Replacement Certificate"?			
<ul style="list-style-type: none"> Does the school require students to explain the theft or loss on the "Request for Replacement Certificate"? 			
<ul style="list-style-type: none"> Does the school hold the completed "Request for Replacement Certificate" with the "Certificates-Issued List" on which the new certificate was issued? 			
<ul style="list-style-type: none"> Does the school charge a fee for replacing a lost certificate of completion? 			
<ul style="list-style-type: none"> What fee is charged? 			
(E)(8) Are all certificates of completion typed or printed by computer (i.e., not hand-written)?			
<ul style="list-style-type: none"> Does the school official or manager sign and date each certificate? 			
<ul style="list-style-type: none"> Does any official, manager, or instructor use a signature stamp or an electronic signature on any records, including the student certificates? 			
<ul style="list-style-type: none"> If "yes," does the school follow a policy for securing the signature stamp/electronic use that ensures reasonable protection of that signature? 			
<ul style="list-style-type: none"> If "yes," does the school follow a policy holding the person whose signature is stamped or placed electronically accountable for its use on school documents? 			
(F) Does each instructor and manager keep the original (or a photocopy) of his or her own instructor's or manager's license?			
<ul style="list-style-type: none"> Does each instructor and manager hold a copy of his or her own license at all times he or she is instructing students? 			

4501-7-13 Records	Yes	No	N/A
(G) Has any person falsified, altered, or tampered with any records required by this rule? If yes, has the school provided written notice to DPS?			
(H) Are all records required by this rule kept in a school office?			
<ul style="list-style-type: none"> Does each office conform to the standards required [See Rule 02(B)(1).] 			
<ul style="list-style-type: none"> Are all records made available for your inspection? 			
<ul style="list-style-type: none"> Are any records retained in a computer database easily distinguished from unrelated records? 			

4501-7-14 Motor Vehicles (Noncommercial)	Yes	No	N/A

(A) Does the school supply motor vehicles used for behind-the-wheel instruction? Obtain GHSO 142 Motor Vehicles Used by Enterprise form.			
<ul style="list-style-type: none"> Are motor vehicles owned by the enterprise? 			
<ul style="list-style-type: none"> Do the instructors own motor vehicles used by the enterprise? 			
For each motor vehicle owned by or operated in this enterprise:			
<ul style="list-style-type: none"> Are they in safe mechanical condition and in compliance with applicable provisions of Chapter 4513 of the Revised Code? For each vehicle, inspect and complete GHS 0150 DT Vehicle Inspection form for each vehicle. 			
(C) Do the motor vehicles have safety belts that meet the standards of 4513.262 of the Revised Code?			
(D) Are the motor vehicles equipped with dual control brakes as defined in 4501-7-01(P) of the Administrative Code?			
<ul style="list-style-type: none"> Are the auxiliary brakes securely fastened? 			
<ul style="list-style-type: none"> Are the auxiliary brakes easily accessible to the person seated in the front right of the vehicles? 			
(E) Are the motor vehicles equipped with inside and outside rearview mirrors for both the student and the front seat passenger (instructor)? (A visor mirror shall not be used as a rearview mirror.)			
(F) Do the motor vehicles have signs mounted reading, "student driver"?			
<ul style="list-style-type: none"> Are the letters, "student driver" at least three inches high? 			
<ul style="list-style-type: none"> Do the letters, "student driver" reflect light at night? 			
<ul style="list-style-type: none"> Are any other letters on the same sign no more than two inches high? 			
(G) Do the motor vehicles carry a current financial responsibility identification card or insurance identification card that complies with 4501:1-2-02 of the Administrative Code?			
(H) Are the motor vehicles made available to you for inspection?			
<ul style="list-style-type: none"> Has every motor vehicle been inspected? 			
<ul style="list-style-type: none"> Has every motor vehicle passed this inspection? 			
<ul style="list-style-type: none"> Has the Authorizing Official or Training Manager inspected every vehicle used by your enterprise for training students or instructors? Provide completed copy of the most current GHS 0150 Driver Training Vehicle Inspection form for each vehicle? 			

4501-7-14 Motor Vehicles (Noncommercial)	Yes	No	N/A
(I) Does the school follow a policy that requires the official, manager, or instructor to inspect a vehicle with special equipment supplied by a person with a disability?			
<ul style="list-style-type: none"> Does the policy require the student-supplied vehicle to be safe? 			
<ul style="list-style-type: none"> Does the policy require the student-supplied vehicle to carry a current financial responsibility identification card or an insurance identification card that complies with 4501:1-2-02 of the Administrative Code? 			

4501-7-15 Motor Vehicles (Commercial)	Yes	No	N/A
(A) Does the school provide students with commercial motor vehicles in which the students receive behind-the-wheel training?			
(B) Does every commercial motor vehicle meet PUCO and FMCS regulations? Obtain a current copy of vehicle periodic inspection as required under 49 CFR for each truck & trailer.			
(C) Does every commercial motor vehicle comply with applicable provisions of Chapters 4513 and 5577 of the Revised Code? For each vehicle, obtain a current copy of vehicle periodic inspection as required under 49 CFR for each truck & trailer.			
(E) Does every commercial motor vehicle have safety belts that meet the standards of 4513.262 of the Revised Code?			
<ul style="list-style-type: none"> Does every CMV have safety belts for every occupant? 			
<ul style="list-style-type: none"> Does the school have a policy requiring every occupant to use the safety belt at all times? 			
(F) Does every commercial motor vehicle have dual control brakes? (CMV used only on an off-highway range is exempt from the requirement of have a dual-control brake.)			
<ul style="list-style-type: none"> Is the auxiliary brake (foot or hand) easily and safely accessible to the passenger (instructor) seated in the front right? 			
<ul style="list-style-type: none"> Are both the main and the auxiliary brake capable of bringing the CMV to a safe stop by either the driver (main brake) or the instructor (auxiliary brake)? 			
(G) Does every CMV have both driver and passenger side outside rearview mirrors?			
(H) Does every CMV used on the highways have a sign on the front and a sign on the rear of the vehicle that says, "student driver"?			
<ul style="list-style-type: none"> Are the letters, "student driver" at least three inches high? 			
<ul style="list-style-type: none"> Do the letters, "student driver" reflect light at night? 			
<ul style="list-style-type: none"> Are any other letters on the same sign no more than two inches high? 			
(I) Does every CMV carry a current financial responsibility identification card or insurance identification card as required by 4501:1-2-02 of the Administrative Code?			
(K) Has the official or manager of the school made all vehicles available to you for inspection?			
<ul style="list-style-type: none"> Has every motor vehicle been inspected? 			
<ul style="list-style-type: none"> Has every motor vehicle passed this inspection? 			
<ul style="list-style-type: none"> Has the Authorizing Official or Training Manager inspected every vehicle used by your enterprise for training students or instructors? Obtain a current copy of vehicle periodic inspection as required under 49 CFR for each truck & trailer? 			

4501-7-16 Safe Operation of Vehicles	Yes	No	N/A
Does the school/enterprise follow a policy that requires officials, managers and instructors to assure the safety and welfare of students and instructors when providing behind-the-wheel instruction?			

4501-7-17 Using DX Test Routes Prohibited	Yes	No	N/A

(A) Does the school/enterprise follow a policy that prohibits officials or managers from giving permission to an instructor to use driver test routes or driver examination sites during times the exam stations are open for business?			
(B) Does the school/enterprise prohibit instructors, managers, and officials from using driver test routes and driver examination sites during times the exam stations are open for business?			
Have there been any complaints in the past year regarding use of the driver test routes or driver examination sites during times the exam stations are open for business by any exam station personnel involving any of your instructors? Verify with DX Supervisors.			

4501-7-18 Advertising and Soliciting Business	Yes	No	N/A
(A) Does this enterprise advertise using only its licensed name?			
(A) Does this enterprise refrain from advertising it is endorsed by the Department of Public Safety, the Director, or the State Highway Patrol?			
(B) Does this enterprise refrain from advertising it is endorsed or sanction by any organization?			
<ul style="list-style-type: none"> If the answer is "no," does the enterprise hold a letter in its office file from this organization that testifies to the endorsement? 			
<ul style="list-style-type: none"> Can the letter dated within the past year (above) be produced at your request? 			
(C) Has this enterprise refrained from advertising a course of driver training instruction prior to its being licensed under Chapter 4501-7 of the Administrative Code?			
(D) Does this enterprise refrain from offering discounts or program information that is inaccurate or unavailable while it is being advertised?			
(E) Does this enterprise refrain from using erroneous, misleading, or false information in its advertising?			
(F) Trucking Schools: Does this enterprise refrain from stating that a position of employment may result from any driver training received? (It is not a violation of this provision to suggest in advertising that a student may be employable at the conclusion of training. Furthermore, it does not prohibit the enterprise from advertising for employees in its own business.)			
(G) Does this enterprise refrain from advertising or soliciting business in the immediate area of a driver exam station?			
(H) Does this enterprise supply its licensed name and the location where training is conducted in its advertising?			
Inspect all advertising from this enterprise from the past year including yellow pages, web page, flyers, coupons, etc.			

4501-7-19 Guarantees	Yes	No	N/A
Does every person associated with this enterprise refrain from asserting or implying that the enterprise will guarantee a driver (or CDL) license as a result of the training received?			
Trucking Schools: Does every person associated with this enterprise refrain from asserting or implying that the enterprise will guarantee employment in the operation of a motor vehicle upon completion of the training course?			
Does every person associated with this enterprise refrain from asserting or implying a guarantee that the student will pass a state examination in the operation of a motor vehicle?			

4501-7-20 School, vehicles, and records inspections	Yes	No	N/A
Has the official or manager of the driver training enterprise made school records, vehicles and facilities used by the enterprise available to you for inspection?			
Has the official or manager of the driver training enterprise made any records you requested available for copying? (This does not require the official or manager to make copies or to provide you a copier.)			
Has the official or manager of the driver training enterprise made classroom lesson(s) available to you for inspection? (Attach lesson inspection documents.)			
Has the official or manager of the driver training enterprise made behind-the-wheel lesson(s) available to you for inspection? (Attach lesson inspection documents.)			