

PROFESSIONAL DRIVER TRAINING SCHOOL

Summary of Changes

Amended the definition of a Traffic Survival School in section A of the policy.

Purpose

To provide general information for Professional Driver Training Schools (PDTS) and their instructors.

Policy

- A. "Professional Driver Training School" or "school" means:
- A business that educates and trains persons, either practically or theoretically, or both, to operate or drive motor vehicles, that prepares applicants for an examination given by the State for a driver license or instruction permit and that charges a consideration or tuition for these services
 - A Traffic Survival School that offers educational sessions that are designed to improve the safety and habits of drivers and that are approved by the Division to drivers who are required to attend and successfully complete those educational sessions pursuant to A.R.S. Title 28
- B. A PDTS and their instructor(s) shall apply for and obtain from the Division a license in the manner and form prescribed by the Division, see Policy [17.3.2 Professional Driver Training School and Instructor Application Requirements](#).
- C. The Division shall supervise and regulate all persons obtaining licensing. The Division may:
- Conduct investigations
 - Conduct audits
 - Make on-site inspections
 - Require applicants/agents to be licensed
- D. Each school shall post its office hours in a conspicuous place and shall be open to the public during these hours. In the absence of the operator, the person left in charge of the office during the posted office hours shall be fully qualified and authorized to give pertinent information to the public concerning lessons and accounts, as well as, give information to any representative of the Division concerning the operation of the school.
- E. Each place of business shall be safe and meet all requirements of State law and local ordinances, and the Division may require applicants and licensees to provide proof of compliance with local zoning ordinances.
- F. When a driving school office is located in an office building, store or any other physical structure, which is not part of a dwelling, there shall be a clear separation between the driving school business and any other activity housed in the building.

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- G. No school will be permitted to engage the service of an employee of the Motor Vehicle Division (MVD) as an instructor, agent or employee.
- H. No instructor, employee or agent will be permitted to accompany any student into any examining office rented, leased or owned by the Division for the purpose of taking a driver license examination.
- I. Notwithstanding Arizona Revised Statute § 28-4009, all professional school operators shall maintain bodily injury and property damage liability insurance on motor vehicles while being used in driving instruction, insuring the liability of the PDTs, the driving instructor, and any person taking instruction in at least the following amounts:
- \$150,000 because of bodily injury to or death of one person in any one accident, subject to the limit of one person
 - \$300,000 because of bodily injury to or death of two or more persons in any one accident
 - \$50,000 because of injury to destruction of property of others in any one accident, and
 - \$5,000 medical payment coverage
- J. Evidence of such insurance coverage in the form of a certificate from the insurance carrier shall be filed by the school with the Division and the certificate shall stipulate that the insurance contract carried by the school provides for cancellation only upon 30 days prior written notice to the Division and shall further include the make, model, year and vehicle identification number of every vehicle which will be used for instruction.
- K. When a vehicle is added to or exchanged in a driving school fleet covered under a fleet insurance plan, the licensee shall provide the Division a copy of a policy rider issued by the insurance carrier showing the addition or exchange, with complete descriptions of the vehicles involved.

Date

4 September 2013


STACEY K. STANTON
Division Director

Authority: HB2183, Laws 2013, Chapter 129, effective September 13, 2013, A.R.S. §§ 32-2371, 32-2372, 32-2393 and R17-5-302