

## **TRAFFIC SURVIVAL SCHOOL LICENSURE**

### **Summary of Changes**

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

### **Purpose**

To provide general information for Traffic Survival Schools (TSS) and their Instructors.

### **Policy**

- A. A Traffic Survival School means a 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 TSS and their instructor(s) shall apply for and obtain from the Division's authorized contractor a license in the manner and form prescribed by the Division, see Policy 17.4.2 Traffic Survival School and Instructor Application Requirements.
- C. The Division's authorized contractor shall supervise and regulate all persons obtaining licensing. The Division's authorized contractor may:
  - Conduct investigations
  - Conduct audits
  - Make on-site inspections
- 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's authorized contractor 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's authorized contractor may require applicants and licensees to provide proof of compliance with local zoning ordinances.
- F. When a TSS 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 TSS 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 Arizona Department of Transportation (ADOT) Motor Vehicle Division (MVD), or the Division's authorized contractor as an instructor, agent or employee.

4 September 2013  
Date

  
STACEY K. STANTON  
Division Director

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