



TRAFFIC SAFETY DIVISION APPLICATION FOR

DRIVING SAFETY SCHOOL ORIGINAL LICENSE

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

Before completing this application please review the Rules and Regulations pertaining to licensing, NMAC 18.20.3, at: <http://transportation.unm.edu/licensing/driving-safety-schools/>. Your signature below will verify that you have taken this action.

- 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
UNM Continuing Education
MSC07 4030
1 University of New Mexico
Albuquerque, NM 87131-0001**

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

- The Traffic Safety Center by telephone at 505-277-0961 **or** the Licensing Section by fax at 505-277-8975.

WHAT HAPPENS ONCE YOU SUBMIT THIS APPLICATION?

The Transportation Safety Center (TSC) on behalf of the Traffic Safety Division (TSD), will review your application within 15 days to determine it is complete. Applications will be reviewed in the order in which they are received. ***Applications will not be considered complete until TSC receives all required documents, including the MVD and DPS reports.***

If the application is ***not*** complete, the TSC will contact you regarding the missing information or documents. If the TSC does not receive the missing information or documents within 30 days of the date of the contact, your application will be considered inactive. You may resubmit a complete application at any time.

If the TSD 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 the TSD conditionally approves your application, the TSC 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 Division* in the amount of
 - \$400.00 if you file the application between November 1 and April 30 (for licenses valid more than 6 months)
 - \$200.00 if you file the application between May 1 and October 31 (for licenses valid less than 6 months)
 - plus* \$35.00 for each extension site regardless of filing date

Once the TSC receives the surety bond and the license fee, the TSC will issue your Driving Safety School license on behalf of the Traffic Safety Division.

NO PERSON MAY OPERATE A DRIVING SAFETY SCHOOL UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION 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 <input type="checkbox"/> no
Web Address (if applicable)	
Name of School Owner/Operator (responsible for compliance with state law)	
Name(s) that appear on business license:	
Address of owner/operator:	
Telephone number of owner/operator:	
Email address of owner/operator:	
Specials	<input type="checkbox"/> 6 hr. Course <input type="checkbox"/> 8 hr. Course <input type="checkbox"/> Aggressive Driving <input type="checkbox"/> Seatbelt / Child restraint (Note: separate curriculum must be submitted for approval to teach areas.)
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://transportation.unm.edu/assets/MVD-school.pdf> so that the TSC 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://transportation.unm.edu/assets/DPS.doc> so that the TSC 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 \$15.00 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);

- If you have ever been convicted of or pleaded guilty or no contest to a misdemeanor, traffic misdemeanor or felony, provide a separate sheet and supporting documentation explaining why each such conviction or plea should not disqualify you from obtaining a license under paragraph 18.20.3.10 A;

- For each extension site or classroom to be used***, 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;

- 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 18.20.8.14 D of the rule
 - 20 final examination questions that comply with subsection 18.20.8.11 L 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 Division 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 Division.

_____ I understand that as the owner of the applicant school I am the person responsible for complying with all the school's obligations and responsibilities under New Mexico statutes and regulations;

_____ I will not transfer the ownership of the school to any person who is not licensed by the Traffic Safety Division to operate a driver education school; and I will only make such a transfer after giving reasonable advance notice to the Traffic Safety Division;

_____ 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 Division.

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

Please note that TSD requires an original application for processing. Copies will not be accepted. Please make a copy of this application for your records and submit an original.