**TRAFFIC SAFETY DIVISION** **APPLICATION FOR**

**DRIVER EDUCATION SCHOOL**

**ADDITIONAL BEHIND THE WHEEL TRAINING VEHICLE**

Before completing this application please review the Rules and Regulations pertaining to licensing [NMAC 18.20.3.](http://164.64.110.134/parts/title18/18.020.0003.html) Your signature below will verify that you have taken this action. ***\*\*\*Please note that applicants must provide all information requested. Incomplete applications cannot not be processed and will be returned pursuant to the review procedure below.\*\*\****

**INSTRUCTIONS FOR COMPLETING THIS APPLICATION**

* 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 5 of the application form
* include copies of all the required documents listed in Section 4 of the application

 form

* initial each statement in Section 5 of the application form
* sign and date the application in Section 6 of the application form
* make a copy of the completed application and required documents for your records
* mail original documents to:

 **UNM Continuing Education**

 **Transportation Safety Center**

 **4400 Alameda Blvd NE**

 **Suite A**

 **Albuquerque, NM 87113**

If you have any questions concerning this application or any of the forms, please contact the Transportation Safety Center (TSC) by telephone at 505-328-9338.

**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 if 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.***

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 10 days of the date of contact, your application will be considered inactive and the vehicle will not be approved. 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.

**WHAT HAPPENS ONCE THE VEHICLE IS APPROVED?**

Once the vehicle is approved you will be issued a confirmation email sent to the email address listed below. (If no email address is listed, written confirmation will be sent to the mailing address listed below.)

**WHAT ARE THE FEES ASSOCIATED WITH THIS APPLICATION?**

There is no fee for this application.

 ***NO PERSON MAY OPERATE A DRIVER EDUCATION SCHOOL BEHIND THE WHEEL VEHICLE UNLESS AND UNTIL THE TRAFFIC SAFETY DIVISION HAS GRANTED WRITTEN APPROVAL. USE OF THE VEHICLE PRIOR TO THE ISSUANCE OF CONFIRMATION MAY RESULT IN YOUR SCHOOL RECEIVING A NOTICE OF RULE VIOLATION OR OTHER ACTION TAKEN BY THE DIVISION PURSUANT TO NMAC RULES.***

* ***PLEASE KEEP THESE INSTRUCTIONS FOR FUTURE REFERENCE.***

**Request for the Addition of Behind the Wheel Training Vehicle**

**Section 1- School and Vehicle Information**

|  |  |
| --- | --- |
| Name of Driver Education School  |       |
| Address of Driver Education School Main Site  |       |
| Mailing Address of Driver Education School (if different from above)  |       |
| Email Address |       |
| School Business Phone  |       |
| Vehicle Make |       |
| Vehicle Model |       |
| Vehicle Year  |       |
| Vehicle Color  |       |
| VIN #  |       |
| License Plate #  |       |
| Insurance Policy Number  |       |
| Insurance Policy Expiration Date  |       |

**Section 2- List of Sites Where the Vehicle Will be Used**

|  |  |  |  |
| --- | --- | --- | --- |
| **Site ID** | **City** | **Street Address** | **Telephone** |
| Site A |       |       |       |
| Site B |       |       |       |
| Site C |       |       |       |
| Site D |       |       |       |
| Site E |       |       |       |
| Site F |       |       |       |

**Section 3 – List of Current Vehicles Used for Behind-the-Wheel Driving Instruction**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Year** | **Make** | **Model** | **Color** | **Vehicle License Plate Number** | **Site ID\*** | **Will you still be utilizing this vehicle after new vehicle approval? (Y/N)** |
| 1 |       |       |       |       |       |       |       |
| 2 |       |       |       |       |       |       |       |
| 3 |       |       |       |       |       |       |       |
| 4 |       |       |       |       |       |       |       |
| 5 |       |       |       |       |       |       |       |
| 6 |       |       |       |       |       |       |       |

**\*** use M for the main site or the site ID letter from section 2 above for extension sites

**Section 4- Required Documents**

* Copy of the certificate of insurance showing the make, model, and year of the vehicle to be added per NMAC 18.20.3.13 B.
* Copy of the vehicle registration.
* Evidence that the vehicle meets all vehicle specification requirements of NMAC 18.20.3.13 G (1)-(8). There are two options for submission of these items.
	+ Option 1: Photographs of all specifications listed in 18.20.3.13 G (1)-(8). Each photo must be clearly labeled and initialed by the owner/operator of the school to address the above mentioned specifications. *Examples include: passenger side rear tire, driver side rear seatbelt, passenger side vehicle lettering, etc.* Please do not hesitate to contact our office regarding questions on labeling.

* + Option 2: In person inspection of the vehicle at TSC offices. Appointments can be scheduled by email to tscdriverprograms@unm.edu. Please be sure to bring a copy of this application and the items listed above to the appointment.

**Section 5 – 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, 18.20.3 NMAC, Driver Education Schools, the rule adopted by the Traffic Safety Division regarding Driver Education Schools.

\_\_\_\_\_ All statements sworn to in the original application for licensure of the main location are

still in full force and effect.

\_\_\_\_\_ I continue to be the person responsible for this school’s compliance with all laws and regulations.

\_\_\_\_\_ All photographs submitted accurately reflect the specifications listed in NMAC 18.20.3.13 G (1)-(8) and are not duplications of a single specification.

\_\_\_\_\_ 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 understand that ownership of the school cannot be transferred to any individual;

\_\_\_\_\_ I have submitted all required reports to the Transportation Safety Center, Licensing Section.

\_\_\_\_\_ The persons who will serve as Driver Education Instructors and provide training in the vehicle meet the requirements of the rule.

**Section 6 – 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

Reviewed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Approved Denied Date

Reviewer’s Comments: