

4501-21-03 **Place of business.**

All remedial driving course enterprises shall establish an office that shall be owned, leased, or rented by the enterprise. The office shall be in a fixed geographic location within the state of Ohio.

- (A) A single business enterprise may own and operate more than one remedial driving course. Any facility used as a remedial driving course office shall be inspected and approved by the director prior to its use as a remedial driving course office. A copy of the rental or lease agreement or deed for the property shall be kept on file with the remedial driving course records. The use of a mobile or modular structure as a remedial driving course office shall be prohibited unless the structure is installed on a permanent foundation.
- (B) A remedial driving course office shall not consist of a house trailer; tent; temporary stand; post office box; rooming house or apartment. It shall not be located within a guest or sleeping room, or in a room that is designated or designed as a sleeping room in a hotel or motel. No driver training enterprise may share any office with any other remedial driving course enterprise unless the same person owns both.
- (C) The remedial driving course enterprise shall have access to computers, printers, and e-mail and internet functions.
- (D) The office of a remedial driving course enterprise shall:
 - (1) Have space adequate to conduct any necessary business and display the course approval;
 - (2) Include in a place that can be readily seen, conspicuous posting of the remedial driving course fee schedules and display of the department- issued remedial driving course certificate of approval; and
 - (3) Conform to all federal, state and local fire, building and safety regulations.
- (E) The remedial driving course enterprise shall provide written notice to the department clearly identifying the location of the required records. They shall be stored in a location easily accessible from the enterprise office.

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CERTIFIED ELECTRONICALLY

Certification

04/09/2010

Date

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