

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, where students are permitted, 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. A home office may be utilized for the sole purposes of administrative work, which includes handling phone calls, completing paperwork, etc. No students shall be permitted in a home office.

~~(C) The remedial driving course enterprise shall have access to computers, printers, and e-mail and internet functions.~~

~~(D)~~(C) The office of a remedial driving course enterprise shall:

(1) Have access to computers, printers, e-mail, and internet functions;

~~(1)~~(2) Have space adequate to conduct any necessary business ~~and display the course approval;~~

~~(2)~~(3) 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)~~(4) Conform to all federal, state and local fire, building and safety regulations.

(D) If a home office is used, the remedial driving course fee schedules and department issued remedial course certificate of approval shall be posted at the location where the remedial program is offered.

(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~~ at the enterprise office and shall be easily accessible.

Effective:

Five Year Review (FYR) Dates: 04/09/2015

Certification

Date

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