

4501-8-02

**Place of business.**

- (A) Each driver training enterprise offering the abbreviated adult driver training course shall maintain an established place of business that is owned and operated by that enterprise. ~~A copy of the deed, lease, or rental agreement for the property used as the established place of business shall be kept on file with the enterprise records.~~
- (1) Except for an online school, each driver training enterprise offering an abbreviated adult driver training course in the classroom shall maintain at least one fixed geographical location at which a school is operated and at least one classroom where training is conducted.
- (a) Any facility used for an abbreviated adult driver training course shall be inspected and approved prior to its use as a school.
- (b) The use of a mobile or modular structure as an abbreviated adult driver training school shall be prohibited unless the structure is installed on a permanent foundation.
- (c) The place of business shall only be occupied by the abbreviated adult driver training school during times of classroom instruction.
- (2) ~~Except for an online school, an~~ The classroom for an abbreviated adult driver training school ~~shall maintain a classroom that~~ includes:
- (a) ~~Will~~ Sufficient space to comfortably sit at least ten students and an instructor, and ~~have sufficient space to~~ contain tables and chairs or desks for all students;
- (b) Is equipped with a variety of audio and/or visual training aids that support the course curriculum;
- (c) Is free of visible and audible distractions and shall present an atmosphere adequate for learning;
- (d) Has a clean and functional restroom that is available for student use within the facility; and
- (e) Conforms to all federal, state and local fire, building and safety regulations.
- (3) Each driver training enterprise, that is offering virtual instruction shall maintain at least one office, that has been inspected and approved by the director prior to use, at a fixed geographic location where records are kept and the virtual instruction is provided. The place of business shall only be occupied by the driver training school during times of instruction.

- ~~(3)~~(4) The enterprise shall also maintain at least one office in a fixed geographical location where records are kept.
- (a) The office of a driver training enterprise shall have access to a computer, printer, e-mail and the internet. It shall have space adequate to maintain those records required to be kept. A driver training enterprise shall have sufficient space to interview clients and to display the school license.
  - (b) If the office of the driver training enterprise and the classroom of the adult driver training school are located in the same facility, there shall be a permanent wall that sufficiently prevents distractions and noise in the classroom. If no permanent wall exists, the office shall remain closed during classroom instruction.
  - (c) The office shall be located in the same county as, or in a county adjacent to the school, for which students' paper records are being stored.
- ~~(4)~~(5) Each driver training enterprise providing an online abbreviated adult course shall maintain at least one office at a fixed geographic location where records are kept. The office of an enterprise providing an online abbreviated adult course shall:
- (a) Have a person available for technical support during reasonable hours, which must be posted on the online driver education program website;
  - (b) Have an online instructor available for curriculum content support during reasonable hours, which must be posted on the online driver education program website.
- ~~(5)~~(6) Neither the office of an online abbreviated adult course nor the office and abbreviated adult driver training school shall consist of a house, trailer, tent, temporary stand, post office box, rooming house or apartment. Neither the office of an online abbreviated adult course nor the office and adult driver training school shall be located within a residence or a room in a hotel or motel. No driver training enterprise may share any office or any classroom with any other driver training enterprise unless the same person owns both enterprises.
- (B) The driver training enterprise shall operate in compliance with all applicable local, state and federal laws.

Effective: 9/3/2022  
Five Year Review (FYR) Dates: 6/7/2022 and 06/01/2027

CERTIFIED ELECTRONICALLY

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Certification

08/24/2022

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Date

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