

Driver Training School Manual

Class B

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## Section 1: Introduction

Driver education programs have been operating in the United States since the early 1920s. Beginning in 1927, the Virginia General Assembly required that Virginia's secondary schools offer driver education as part of their health and physical education programs. The Virginia Department of Education continues to be responsible for the oversight of the driver education programs taught in public and private schools.

Driver education consists of both classroom and behind-the-wheel components. The classroom portion of driver education can be administered either in-person or online. In-person courses consist of 36 50-minute periods of instruction. Online courses consist of 30 hours of instruction. Beginning in 2022, classroom education must also include a 90-Minute Parent/Teen Course. Behind the-wheel education consists of 14 50-minute periods of instruction, 7 of which are spent operating a vehicle and 7 are spent observing another operate a vehicle. Typically, the road skills test is administered during the final behind-the wheel instruction.

Driver training schools were conceived as a result of the increase in population, demand for driver education courses, and increasing costs of driver education for public and private schools. The driver training schools' administration was housed in various state agencies until 1990 when the Department of Motor Vehicles (the Department) became responsible for licensing and oversight. The schools primarily train juveniles who wish to complete their driver education requirements outside the public or private school they attend. However, since the driver training school program came to the Department in 1990, driver training schools have been permitted to administer other programs, including re-examination courses and the adult waiver course.

This manual lays out the laws, regulations, applicable documents, and requirements for the operation of Class B driver training school. Section 2 of this manual identifies the programs a driver training school may provide, the applicable laws, and the applicable publications that pertain to the operation of a driver training school. Section 3 summarizes the general business requirements for driver training schools. Sections 4 through 6 provide an overview of the different programs driver training schools are authorized to provide, including driver education to juveniles, the adult waiver program, and the three-time failure courses. These sections include specifics on the eligibility for customers to participate in the courses and documents that must be maintained as part of student records. The final section of this document contains contact information for the Driver Training Work Center.

The Department advises that you, your instructors, and your employees familiarize yourselves with the laws and regulations governing the operation of your school. Failure to comply with state laws and regulations may result in the suspension, revocation, or cancellation of the school and instructor licenses, and the assessment of civil penalties of up to \$1,000 per violation. Please review the manual and the laws governing the operation of your business. The Department advises that you maintain a copy of this manual in the driver training school's business office so that it is accessible to those responsible for the day-to-day operation of the school.

## Section 2: Applicable Law, Publications, and Programs

Laws governing the operation of driver training schools are found here:

<https://law.lis.virginia.gov/vacode/title46.2/chapter17/>

<https://law.lis.virginia.gov/admincode/title24/agency20/chapter121/>

Driver training schools may provide the following programs to their students:

- Driver Education
  - Juvenile (students under the age of 18)
    - Classroom and/or Behind-the Wheel
    - Online Classroom
- Adult Waiver Program
  - Adults
    - Classroom and/or Behind-the Wheel
    - Online Classroom
- Three-time Fail Courses
  - Classroom:
    - 8-hour Driver Manual Course (Re-exam Course)
      - In-person and/or online
    - 30-hour Re-exam Course
      - In-person and/or online
  - Behind-the-Wheel:
    - Full Behind-the-Wheel Re-exam Course
    - 6-hour Behind-the-Wheel Course

Applicable Curricula/Publications:

Schools administering **in-person classroom** education must administer the Driver Education Curriculum developed by the Virginia Department of Education as laid out in the *Virginia Curriculum and Administrative Guide for Driver Education*. Online resources for this course may be found here:

<https://www.doe.virginia.gov/teaching-learning-assessment/k-12-standards-instruction/driver-education/2022-curriculum-guide-for-driver-education-in-virginia>

**Online classroom driver education** providers must contract with an approved online driver education vendor to provide the driver education curriculum. For a list of approved vendors please see the Department's website here: <https://www.dmv.virginia.gov/licenses-ids/training/dtsonline/vendor>.

Schools providing **behind-the-wheel** education must administer a curriculum as laid out in *Module Thirteen – Behind-the-Wheel and In-Car Instruction* of the *Virginia Curriculum and Administrative Guide for Driver Education*.

Schools providing the **8-hour Re-exam Course** must administer a curriculum based on the Virginia Driver Manual which can be found on the Department's website here: <https://www.dmv.virginia.gov/licenses-ids/exams/manual>. The course can be taught online or in-person. If a school elects to provide the course online, they must use a Department-approved vendor. For a list of approved vendors, please see the Department's website here: <https://www.dmv.virginia.gov/licenses-ids/training/manual-vendors>.

Schools providing the **30-hour Re-exam Course** must use the driver education curriculum developed by the Virginia Department of Education as laid out in the *Virginia Curriculum and Administrative Guide for Driver Education*.

Schools providing the **Full Behind-the-Wheel Re-exam Course** must provide both the driving and observation portion of behind-the-wheel. Schools must use a curriculum based on *Module Thirteen - Behind-the Wheel and In-Car Instruction* of the *Virginia Curriculum and Administrative Guide for Driver Education*.

Schools providing the **6-hour Behind-the-Wheel Course** must use a curriculum based on *Module Thirteen – Behind-the Wheel and In-Car Instruction* of the *Virginia Curriculum and Administrative Guide for Driver Education*. The curriculum for this course must not include the observation portions of *Module Thirteen*.

### Section 3: General Business Requirements

#### a. Licensed Business and Classroom Locations:

License business location must:

- Satisfy all local business and zoning regulations
- Have office space devoted exclusively to the driver training school
- Contain all records required to be maintained under the provisions governing driver training schools
- Have desks, chairs, filing space, working utilities, and a working phone number
- Comply with federal, state, and local health, fire, and building code requirements, including the American with Disabilities Act
- Be open to the general public a minimum of eight hours a week during normal business hours
- Not share space with a classroom

Licensed classroom locations must include:

- Seats and writing surfaces for each student with a minimum of 10 square feet per student attending at any given time.
- Blackboards or other visual aids that shall be visible from all seating locations
- Driver education reference books, including (when applicable) current curriculum guides, student workbooks, and appropriate textbooks for each student
- Restroom facilities that are clean, accessible, and in good working order
- Office and instruction hours posted in a conspicuous location outside the licensed location and any other business office
- A copy of the school license and any other restrictions prominently placed inside the licensed location and each classroom
- Signs provided by the Department that notify students of the toll-free hotline

The business must provide in writing to the Department all addresses used as a classroom, business, or training locations. The school must provide either proof of ownership of all locations or a valid lease permitting the use of such locations. No location may be used without prior approval by the Department.

#### b. Vehicles:

Driver training schools must provide the vehicles necessary to conduct behind-the-wheel training. All vehicles used for training must be owned or leased in the name of the school owner or the business as listed on the school license.

All vehicles must be inspected and approved by the Department before use. To add a new vehicle, submit a DTS 005 to the Driver Training Work Center by mail, fax, or email. Once the vehicle has been reviewed by the Department, Driver Licensing Quality Assurance personnel will inspect and approve the vehicle.

All vehicles used for driver education must have the following:

- All equipment required by law to operate a vehicle on the roads of the Commonwealth
- Valid registration
- Valid Safety Inspection sticker
- Proper insurance pursuant to § 46.2-472 of the *Code of Virginia*

- Dual-braking and dual inside rearview mirror
- Signs affixed to the top, sides, and rear of the vehicle, in bold letters, not less than two- and one-half inches in height, clearly visible from 100 ft in the front and the rear, stating the one of the following:
  - o “Student Driver”
  - o “Learner”
  - o “New Driver”
  - o “Driver Education”
  - o “Caution – Student”
- Signage on both sides or affixed to the roof of the vehicle displaying the name of the school as it appears on the business license
- Seatbelts for each individual occupant of the vehicle, and a minimum of four safety belts
- Other safety equipment, including:
  - o Reflective triangles
  - o Flares
  - o First-aid Kit
  - o Flashlight
  - o Extinguisher
  - o Jumper cables or battery charger
  - o Towel
  - o Blanket
  - o Safety vest

Vehicles used for driver education must not be more than 9 model years old.

Vehicles equipped to accommodate disabled individuals may be older than 9 model years old.

Additionally, schools providing driver education to students with disabilities may use a vehicle provided by the student. These exceptions are granted on a case-by-case basis, and the Department must approve before using a student’s vehicle for training.

c. Records:

All records must be maintained on the premises of the licensed location, unless maintained at another location with approval by the Department. This exception is provided on a case-by-case basis. Records may be maintained electronically.

All records must be legible, accurate, complete, and up to date. Records must include:

- Student records
- Business records
- Records pertaining to:
  - o Local licensing and zoning compliance
  - o Federal, state, and local, health fire, and building code requirements

Records must be maintained for at least three years after creation. Copies must be provided to employees of the Department during regular business hours or at another reasonable time, as determined by the Department. The school must have an employee available to assist employees of the Department, as necessary.



In any instance where a Department certificate is or will be issued to a student, the school must maintain a student record. Student records must be maintained in a secure location, such as a locked filing cabinet or on a computer protected by a password.

Student records for each month must be maintained together. Within each program, student records must be maintained in a folder and organized by the month that the certificate was signed by the student or the student's parent or guardian, if the student is under the age of 18. The student's name shall be visible on the outside of the folder.

d. Notices:

Licensed businesses must provide notice to the Department

(1) Not later than 15 calendar days after:

- Terminating an employee
- Closing down the business
- Filing for bankruptcy
- When an instructor or owner is:
  - o Involved in a traffic accident
  - o Convicted of a traffic infraction
  - o Convicted of a crime
  - o The imposition of any administrative actions relating to driving or any driver license, including revocations, suspensions, cancellations, or disqualification, or other loss of driving privilege

(2) At least 30 calendar days before:

- Making a structural or other modification to the building, classroom, or driving range
- Changing the licensed business or classroom location
- Changing the name of the business
- The effective date of a change in ownership

(3) Not later than 30 calendar days after an instructor establishes a new out-of-state residence.

How to submit notices:

All notices to the Department must be in writing and submitted by

- Fax to (804)367-2019
- Email to [dmvclu@dmv.virginia.gov](mailto:dmvclu@dmv.virginia.gov)
- Mail addressed to

**Department of Motor Vehicles  
Driver Training Work Center, Room #519  
P.O. Box 27412  
Richmond, Virginia 23269**

Change in student Contracts: All student contracts must be approved by the Department. If the school changes its student contract, the changes must be approved before use. Submit a copy of the new student contract for review with a written statement summarizing the changes to the contract.

Change in Business/Classroom Location: Provide written notice describing the current address that is changing and the address of the new location. Include a \$3 processing fee.

Adding/Removing an Owner: Submit a DTS 33B to the Driver Training Work Center adding or removing an owner. Include a written statement of the person(s) added and/or removed from the list of owners. A licensing fee is not required.

Add an Instructor: Submit a DTS 34B to the Department with all the relevant documentation and payment. Note that the instructor's license will expire with the school license. If the school license is due to expire shortly after the new instructor application is submitted, consider waiting to submit the new instructor with the business renewal application.

Remove an instructor: Driver training schools must provide written notice to the department and must make a reasonable attempt to return the instructor's license.

Changing Ownership: A driver training school license is non-transferable.

Closing the Business: If owners of a driver training school wish to stop operating, they must submit a notice to voluntarily closedown the business and relinquish their license to the Department.

e. Renewals:

Class B driver training school licenses are valid for two-years and expire on the final day of the last valid month of the license. Should an in-person school apply to provide online driver education, the online driver training school license expires at the time as the in-person driver training school license. Each instructor license for a school expires when the school license expires. Owners must submit the renewal instructor application and fees with the school renewal package. Instructor licenses will not be renewed if the school license is not renewed.

The Department will send a notice of renewal 45 days before the license expires. However, schools must renew their license, regardless of whether the 45-day notice is sent or received.

Each school must submit the renewal package to the Department by the 15<sup>th</sup> day of the month in which the license expires. The renewal application package shall include:

- Virginia Driver Training School License Application (DTS 33B)
- Virginia Driver Training Instructor License Application (DTS 34B) (for each instructor)
- Virginia Driver Training School Vehicle Insurance Certification (DTS 005)
- Valid Lease agreement for each business facility
- Valid Surety bond
- Local business license(s) (or letter from local licensing agency, if not required in your jurisdiction)
- A copy of the school contract for students
- Non-refundable application fees
  - \$200 school license application fee
  - \$100 instructor license application fee (for each instructor)
- FBI record, or proof of application for FBI record (for each owner and instructor)
  - If submitting proof of application for an FBI record, it must be accompanied by a copy of the check, money order, or statement from the banking institution used to make payment for the FBI application
  - Proof of application includes:
    - Fingerprint Card

- FBI Applicant Information Form (I-783)

In addition to the items above, a school providing online driver education will also need to provide the following:

- Virginia Driver Training Online Agreement (DTS 60)
- \$200 online school license application fee

All applications must use the most up-to-date version of the forms or the application package will be returned, which may result in a delay in processing your application and the assessment of late fees. The most recent version of these forms can be found on the Department's website at <https://www.dmv.virginia.gov/forms>.

Renewal applications may be mailed to:

**Department of Motor Vehicles  
Driver Training Work Center, Room #519  
P.O. Box 27412  
Richmond, Virginia 23269**

Alternatively, applications can be emailed to [dmvclu@dmv.virignia.gov](mailto:dmvclu@dmv.virignia.gov) or faxed to (804) 367-2019.

Failure to submit the application before the 15<sup>th</sup> day of the month in which the license expires will result in the assessment of late fees. A late fee of \$100 will be assessed for late school license applications, and a \$50 late fee will be assessed for each late instructor license application.

Failure to submit the renewal application by the 15<sup>th</sup> day of the month following the month of expiration (i.e., the application is more than 30 days late) will result in the immediate cancellation of the school and instructor licenses. An original application will be required to reopen the business.

f. Compliance Reviews:

60-day Follow-up: After licensing, the Department will conduct a follow-up compliance review within 60 days to ensure that the business is operating in accordance with Virginia law and to provide any follow-up training or instruction that may be necessary based on errors discovered during the compliance review. This follow-up will also satisfy the annual compliance review audit requirement for the school for the licensing year. To ensure compliance, additional follow-up reviews may be conducted as a result of deficiencies identified through the compliance review process. This compliance review will check any deficiencies identified as part of the pre-licensing process and a review of the student records to ensure that documentation is being completed and recorded properly.

Annual Compliance Review: The Department will conduct an annual compliance review each year. Schools with multiple locations under the same ownership will be audited at the business location and at one classroom location to observe instruction.

The annual compliance review consists of a review of all records a school is required to maintain as part of its business, including student and instructor records. Additionally, DLQA personnel assigned to conduct the annual compliance review will inspect all vehicles and documentation on vehicles to ensure compliance with the Department's requirements. DLQA personnel will also inspect the premises to ensure that the business and classroom locations comply with regulatory requirements.

Random Compliance Review: The Department may conduct a random compliance review at its discretion. Irregularities in data, student complaints, or allegations of noncompliance with the laws governing driver training schools may trigger a random compliance review. Random compliance reviews do not replace the annual compliance review.

Close-out Review: The Department will conduct a close-out review when it denies a renewal application, receives written notice that a business will close, or upon the suspension, revocation, or cancellation of a school license.

Deficiencies and Violations: When the Department finds minor deficiencies or violations during a compliance review, it will direct corrective action within 30 days and require a formal reply from the school confirming that the action occurred. If the corrections are not completed, the Department will suspend the school and/or instructor(s) license(s) until corrections are made. The Department will assess a civil penalty for a violation in each instance where a deficiency is not corrected.

When the Department finds major deficiencies or violations, it will assess a civil penalty or suspend or cancel a license for each violation. The Department will provide an opportunity to contest the fine, suspension or cancellation at a hearing, if one is requested. The penalty will become effective within 30 days of the notice of assessment or action against a license if no hearing is requested. If a hearing is requested, the fine or other action against the school or instructor license will be stayed pending the outcome of the hearing.

If the Department identifies a major deficiency or violation and determines, after an investigation, that the school poses a public safety risk, the Department will take action against the school's or instructor's license effective immediately, with an opportunity to contest the action at a later hearing.

Administrative Hearings: The Department will mail notice of any action against the school by certified mail to the mailing address provided on the most recent application provided to the Department. Schools and instructors have 30 days from the date of the notice to request an administrative hearing from the Department after receiving a notice of cancellation, suspension, revocation, denial of renewal, imposing a limitation on operation, or imposing a monetary penalty. To request a hearing, a licensee must make a written request. A request received within 30 days will stay any action or imposition of a fine until the outcome of the hearing, unless the notice indicates that the action shall be effective immediately. If an action is effective immediately, a school may still request a hearing, but the school must comply with the action pending the outcome of the hearing.

Scheduling a Compliance Review: DLQA personnel will call the contact number provided on the application to schedule a compliance review.

All records must be open and available for inspection by any employee of the Department during normal business hours or at a reasonable time agreeable to the Department employee. The school must have someone who is employed by or otherwise associated with the school who can access all records available to assist the Department employee as necessary. Each school must also permit the Department to conduct compliance reviews during normal business hours with or without prior notice and must permit the Department to conduct a review of its business offices, classrooms, vehicles, and any other records or properties associated with operation of the school to determine whether the school remains in compliance with license requirements.

The Department will attempt to schedule the compliance review with the business and will attempt to contact the school to schedule the annual compliance review twice in a two-week period. Failure to

schedule an annual compliance review within the two-week time frame allotted will result in the assessment of fines against the business. After the Department makes four attempts to contact a business to set up an annual compliance review with no response, the Department will deem the business closed and will initiate the close-out process.

g. Prohibited Activities and Penalties:

An owner, instructor, employee, or individual otherwise associated with a school, or a student must not engage in the following activities or behaviors:

- A school must not use any name other than that shown on its school license
- A school must not mention the “Department of Motor Vehicles” or “DMV” in any form of advertisement for business except for stating “Licensed by the Department of Motor Vehicles (DMV)”
- A school must not refer to any other state agency or board other than the Department in any documentation or advertisement
- A school must not use false, deceptive, or misleading information in any advertisement or provide it to students
- A school must not share certificates that were issued to it by the Department or use certificates that were issued to another driver training school by the Department
- A school, instructor, owner, or any other person otherwise employed by or associated with the school must not:
  - Guarantee that any student will pass the state driver’s license examination
  - Assert or imply that a student can secure a driver’s license
  - Assert or imply that a student will be guaranteed employment upon completion of any course of instruction
  - Transact or solicit driver training school business on a property owned leased or maintained by the Department
  - Provide translation services for any individual who is taking the Department’s driver’s license knowledge examination
  - Falsify forms, certificates, or other documents for use by students or other individuals to obtain a driver’s license
  - Possess, use, provide, sell, or give the Department’s driver’s licensing test questions to students or other individuals
  - Assist or facilitate the creation of false identification documents of any kind or false residency certification for any individual
  - Provide instruction at a site not formally approved by the Department
  - Contract or subcontract with other driver training schools or driver training organizations to provide classroom or in-vehicle instruction for students under the age of 18 who are not married or emancipated, without written approval of the parents or legal guardians
  - Have, use, or be under the influence of alcohol or illegal drugs or substances, or otherwise legal drugs or substances that would affect a person’s ability to drive or provide or receive instruction while such person is on the premises of or in vehicles used by the school
  - Conduct oneself in a manner not suitable or compatible with school-related activities including, but not limited to:
    - Touching in a manner that would be considered inappropriate by a reasonable person

- Telling jokes or making statements in a manner that a reasonable person would consider to be hateful, demeaning to a particular race or ethnicity, or expressing sexual/vulgar content
  - Displaying objects or materials that a reasonable person would consider unpleasant, nasty, disgusting, hateful, or otherwise unsuitable
  - Berating or otherwise harassing students or persons
  - Running errands
  - Using a cell phone while in the classroom or vehicle except in emergency situations
  - Eating while instructing
  - Using tobacco products during periods of instruction
  - Creating a training environment considered hostile or otherwise intimidating to a reasonable person
- Failing to provide an original certificate free of charge within 5 business days of the successful completion of program requirements
  - Failing to operate in accordance with this manual
  - Parking school vehicles on the Department's property except for the purpose of conducting business with the Department during normal business hours
  - Providing training to a student on the Department's property

Administrative Penalties: The Department may suspend, revoke, cancel, or refuse to renew a license pursuant to §§ 46.2-1705 and 46.2-1706 of the *Code of Virginia*. **Owners are responsible for the actions of their instructors.**

Criminal Penalties: The Department may pursue criminal charges against driver training school owners and instructors for willful violations of the following:

1. Practicing as a driver training school or an instructor without holding a valid license issued by the Department and as required by statute or regulation
2. Making use of any designation provided by statute or regulation to denote a standard of professional or occupation competence without being duly certified or licensed
3. Perform any act or function which is restricted by statute or regulation to person holding a driver training school or instructor license or certification, without being duly certified or licensed
4. Materially misrepresenting facts in an application for licensure, certification, or registration
5. Refusing to furnish the Department information or records required or requested pursuant to statute or regulation
6. Violating any statute or regulation covering the practice of any driver training school or instructor

Each violation is a Class 1 misdemeanor. Any third or subsequent offense above in a 36-month period is a Class 6 felony.

Additionally, it is unlawful for any individual:

1. To procure, or assist another in procuring, through theft, fraud, or other illegal means, a certificate license, or permit from the Department
2. To procure or have in his possession or furnish to another person, before the beginning of an examination, any question intended to be used by the Department in conducting an examination

3. To receive or furnish to any person taking an examination, before or during an examination, any written or printed material purporting to be answers to questions intended to be used by the Department in conducting an examination
4. To communicate by any means to any person taking an examination, during an examination, any information purporting to be answers to questions intended to be used by the Department in conducting an examination
5. To procure, through theft, fraud or other illegal means, any questions intended to be used by the Department in conducting an examination, or the answers to the questions
6. To promise or offer any valuable or other consideration to a person having access to the questions or answers as an inducement to procure for delivery to the promisor, or any other person, a copy or copies of any questions or answers

Any such violation is a Class 2 misdemeanor.

Any person or entity other than the Department that sells, gives, or distributes, or attempts to sell, give, or distribute, any document purporting to be a license to operate a motor vehicle in the Commonwealth is guilty of a Class 1 misdemeanor.

## Section 4: Driver Education for Juveniles and Adults

### a. Eligibility and Overview:

Information on the eligibility requirements to receive a Virginia Driver's License can be found here: <https://www.dmv.virginia.gov/licenses-ids/license/applying/eligibility> Please note that the Department cannot release information about the customer to anyone but (i) the customer or (ii) the customer's parent or legal guardian, if the customer is under the age of 18. If a student has any questions regarding eligibility to receive a Virginia driver's license, please direct the student to visit <https://www.dmv.virginia.gov/contact-us>.

All individuals over the age of 15 years and 6 months may take driver education. Juveniles under the age of 18 may receive a driver's license at 16 years and 3 months of age. Juveniles over the age of 15 years and 6 months must take driver education and hold a learner's permit for 9 months before receiving a driver's license. Adults ages 18 and older may take driver education to waive a 60-day holding period of the learner's permit and waive a Department-administered skills examination.

The driver education course is the same for juveniles and adults; only the certificate issued at the end of the course is different.

- If student is under the age of 18 on the date the driver education is completed and the final road skills test is completed, issue the student a DTS-B (Virginia Driver Training Certificate). The DTS-B acts as a temporary driver's license for 180 days after the eligibility date or until the student turns 18.
- If the student is 18 or older on the date that driver education is completed, issue the student a DTS-D (Virginia Driver Training Certificate – Adult Waiver). The adult waiver does not act as a temporary driver's license.

For both juveniles and adults, the curriculum provided must be based on the *Curriculum and Administrative Guide*. The in-person classroom portion of Driver Education must consist of 36 50-minute periods of instruction and include an end-of-course test. Online classroom must consist of 30 hours of online instruction and an end-of-course test administered in-person.

Behind-the-Wheel must consist of 14 50-minute periods of instruction. 7 periods must consist of operating a vehicle and 7 periods must consist of observation. The final period of instruction must include the provision of the final road skills examination.

**Please note that individuals age of 19 and over must not be in a vehicle or in a classroom with students under the age of 19.**

Beginning July 1, 2022, students across the Commonwealth must take the 90-Minute Parent/Teen Course. Students that live in Planning District 8 must take the course in-person and the parent is required to attend. Students that live in other jurisdictions may take the course in-person or online, and the parent attendance is encouraged but not required. The 90-minute course is part of the classroom portion of the driver education curriculum. Schools that provide the classroom portion of driver education must provide the 90-minute course to their students. A classroom completion certificate may not be issued until the 90-minute course has been completed. Schools providing behind-the-wheel may not do so until the 90-minute course has been completed by the student.

It is important to inform students under the age of 18 that they may be required to attend a licensing ceremony at their local juvenile domestic relations court. For more information about which jurisdictions



require the juvenile to attend the licensing ceremony see the listing at <https://www.dmv.virginia.gov/licenses-ids/license/applying> under “Juvenile Licensing Ceremony.”

### Drivers with Disabilities

Driver training schools may provide in-vehicle instruction to students with disabilities. If a student needs to use the student’s vehicle with special adaptive equipment, the school is permitted to use that vehicle with the Department’s approval. Maintain the correct documentation as part of the student record as provided in the student records section below. The Department may require driver’s license applicants with disabilities to attend Certified Drivers Rehabilitation Services (CDRS). If a student has questions about CDRS, please direct your student to visit the Department’s website for more information at <https://www.dmv.virginia.gov/licenses-ids/license/medical/adaptive>. The school may use the customer's vehicle for in-vehicle training with approval of the Department. If the Department approves the use of the customer’s vehicle, a copy of the liability insurance must be maintained in the student’s record.

Please also note that that schools may provide private driving lessons to the general public. However, time spent in private driving lessons does not count towards the periods of instruction to complete the driver education requirements or to receive a driver education completion certificate.

Schools cannot accept out-of-state certificates of classroom completion. These students must take a classroom course with an accredited Virginia school division or a Virginia-licensed driver training school.

#### b. Student Records:

Student records for students under the age of 18 and adults must contain the following documentation:

- a. Classroom only:
  - i. Copy of a form of valid, government –issued identification
  - ii. DTS 17 (in-person) OR a copy of the completion certificate (online)
  - iii. DTS 62 (online)
  - iv. A copy of the completed written end-of-course test
  - v. The “School Copy” of the DTS 36
- b. Behind-the-wheel only:
  - i. A copy of a valid, government-issued driving credential, including:
    1. Virginia learner’s permit
    2. Out-of-state learner’s permit
    3. Foreign driver’s license, OR
    4. Out-of-state driver’s license
  - ii. A copy of classroom completion
    1. DTS 36,
    2. DEC-1, OR
    3. Certificate of Online Classroom Completion (homeschooled students only)
  - iii. DTS 14
  - iv. A signed and dated student contract.

Note: Contracts must be signed by the contracted parties BEFORE providing any services. The student contract must be signed by both the student and the student’s parent/or legal guardian. In the case that a juvenile is emancipated or married, the student may sign his own contract. If the student is emancipated or

married, a copy of the documentation provided to prove emancipation or marriage must be maintained as part of the student record.

- v. CSMA 09
- vi. If the school was granted an exception by the Department to use the customer's vehicle pursuant to 24VAC20-121-220(C), the student record must contain a copy of the vehicle liability insurance policy
- vii. A copy of the completion certificate:
  - 1. DTS B (student under the age of 18), OR
  - 2. DTS D (adult)
- c. Both Classroom and In-vehicle:
  - i. Maintain all documents required under a. and b. above.

Failure to maintain the required documentation as part of the student record will result in fines and sanctions by the department. The Department recommends including a checklist in every student record to ensure that all the appropriate documentation is maintained as part of the record.

c. Applicable Forms

All driver training schools are required to use the following Department-issued forms. The Department's Driver Training Work Center supplies the Class B Driver Training Certificates (DTS B) and the Virginia Driver Training Certificate of Classroom Completion (DTS 36), and the Virginia Driver Training Certificate – Adult Waiver (DTS D). Forms indicated with an asterisk (\*) may be downloaded online from the Department's website at <https://www.dmv.virginia.gov/forms>. The Final Road Skills Test Score Sheet (CSMA 09) and the Student In-Car/Observation Record (DTS 14) can be requested from the Department's Print Services by emailing [rachel.garland@dmv.virginia.gov](mailto:rachel.garland@dmv.virginia.gov).

Form Number	Form Name	Purpose
CSMA 09	Final Road Skills Test Score Sheet	Use this form to score an applicant's performance on the pre-road and road skills tests.
DTS 36	Virginia Driver Training Certificate of Classroom Completion	Use this to record the completion of classroom driver education.
DTS 62	Parental Consent for online Driver Education	Use this form to record parental consent for juveniles to attend online driver education.
DTS B	Virginia Driver Training Certificate	Use this document as proof of completing Virginia's driver education requirement. When combined with a learner's permit for those 18 years old and younger, it is a valid driver's license for 180 days. See more information below.
DTS D	Virginia Driver Training Completion Certificate – Adult Waiver	Use this document as proof of completing Virginia's driver education requirement.
*DTS 005	Vehicle Insurance Certification	Use this document as proof of insurance on vehicles used for in-vehicle instruction

*DTS 14	Student In-Car Instruction/Observation Record	Use this form to record student performance, the number of periods of behind-the-wheel observation, and to record other students in the vehicle completing the required observation
*DTS 17	Instructions For Completing the Classroom Instruction Attendance Roster	Use this form to create an attendance roster
*DTS 100	Monthly School Training Completion Report	Use this document to monitor and record students completing the driver education requirement. It must be sent by the 10th of the following month
*DTS 1	Form Request	Use this document to request forms.

Driver training schools **must not** share certificates that the Department issued to it by or use certificates that were issued to another driver training school. Doing so will result in the assessment of a fine or in the suspension or revocation of the school's license.

The Department may consider past form requests, the number of certificates issued, and other factors in determining whether to fulfil a request for certificates. The Department may also consider these factors in determining how many certificates to send. It may take up to three weeks from the time you send the form request to receive the forms, so please plan your requests accordingly.

**After filling out the DTS B:**

1. Issue the "Student Copy" of the certificate to the student
2. Mail the "DMV Copy" of the certificate to:

**Driver's License and ID Work Center  
P. O. Box 27412, Room 419  
Richmond, VA 23269-000**

3. File the "School Copy" of the certificate in the student's record

**After Filling out the DTS D:**

1. Issue the "Student Copy" and the "DMV Copy" of the certificate to the student

Note: This certificate does not act as a temporary driver's license. The applicant must either:

- a. Bring the "DMV Copy" of the certificate to a DMV Customer Service Center to receive his or her temporary driver's license, or
  - b. Upload an electronic copy of the "DMV Copy" and a driver's license application ([DL1P](#) or a [DL 10](#)) to the Driver License and ID Work Center at the following link:  
[https://dmvmove.dmv.virginia.gov/form/DTS\\_D\\_Doc\\_Upload](https://dmvmove.dmv.virginia.gov/form/DTS_D_Doc_Upload)
2. File the "School Copy" of the certificate in the student's record

## Section 5: Three-Time Fail Courses

### a. Eligibility and Overview:

The Department permits licensed driver training schools to administer three-time fail courses.

The *Code of Virginia* requires any applicant for a driver's license who has failed a knowledge or skills examination three or more times to complete a driver education course before taking a fourth or subsequent test.

Students under medical review by the Department are exempt from the three-time failure education requirements.

#### Failing the Knowledge Exam

Students who fail the knowledge exam may take one of the two following classroom courses:

- 30-hour Re-exam Course (in-person or online)
- 8-hour Driver Manual Course (in-person or online)

#### 30-hour Re-exam Course

This course is the entire classroom portion of driver education. Any customer who fails a knowledge exam three times is eligible to take the 30-hour classroom course to satisfy the three-time fail education requirement. However, the only customers who are required to take this reexamination course are juveniles under the age of 18 who have not already completed the classroom portion of driver education.

#### 8-hour Driver Manual Course

The 8-hour Manual course is based on the Virginia Driver Manual. Juveniles that have already completed the classroom portion of driver education before failing the knowledge exam for a third time and adults are eligible to take this course to satisfy the three-time fail education requirement.

#### Failing the Skills Examination

Students who fail the skills exam three times may take one of the two following behind-the-wheel courses:

- Full Behind-the-Wheel Re-exam Course
- 6-hour Behind-the-Wheel Re-exam Course

#### Full Behind-the-Wheel Re-exam Course

This course includes 7 50-minute periods of driving and 7 50-minute periods of observation. Students under the age of 18 and adults are eligible to take this course. However, students under the age of 18 are required to take this course to satisfy the three-time fail education requirement.

#### 6-hour Behind-the-Wheel Re-exam Course

This course is the driving portion of the Behind-the-Wheel portion of driver education. Adults are eligible to take this course and are not required to complete the 7 50-minute periods of observation to complete the three-time fail education requirement.

### b. Applicable Forms

All driver training schools must use the following Department-issued forms. The Department’s Driver Training Work Center supplies the Class B Driver Training Certificates (DTS C). Forms indicated with an asterisk (\*) may be downloaded online from the Department’s website at <https://www.dmv.virginia.gov/forms>.

Form Number	Form Name	Purpose
DTS C	Virginia Driver Training Re-Examination Certificate	Use this form to record completion of the appropriate Re-exam Course
*DTS 1	Form Request	Use this document to request forms.
*DTS 100	Monthly School Training Completion Report	Use this document to monitor and record students completing the driver education requirement. It must be sent by the 10th of the following month

Driver training schools **must not** share certificates that the Department issued to it by or use certificates that were issued to another driver training school. Doing so will result in the assessment of a fine or in the suspension of the school’s license.

The Department may consider past form requests, the number of certificates issued, and other factors in determining whether to fulfil a request for certificates. The Department may also consider these factors in determining how many certificates to send. It may take up to three weeks from the time you send the form request to receive the forms, so please plan your requests accordingly.

**After filling out the DTS C**

1. Issue the “Student Copy” and the “DMV Copy” of the certificate to the student.
2. File the “School Copy” of the certificate in the student’s record.

DMV Contact Information

**Driver Training Work Center**

Driver Training Work Center Team

Phone: (804) 367-7050

Fax: (804) 367-2019

Email: [dmvclu@dmv.virginia.gov](mailto:dmvclu@dmv.virginia.gov)

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Department of Motor Vehicles

Driver Training Work Center

P.O. Box 27412

Richmond Virginia 23269-0001