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Approved Provider Application

Complete all portions of the application. The Approved Distracted Driving Avoidance Course **cannot begin prior to the date this application is approved by ODOT‑TSD.** Please allow 2-3 weeks for processing. Submit the original, signed application, with required enclosures, to:

ODOT‑Transportation Safety Division  
MS 3, Distracted Driving Program  
4040 Fairview Industrial Drive SE  
Salem OR 97302

You may also submit via email to [ODOTDEMail@ODOT.state.or.us](mailto:ODOTDEMail@ODOT.state.or.us). Please indicate **“DDAC Application”** in the subject line**.** If your combined attachments are larger than 10 MB, you may need to break into smaller submissions.

Maintain a copy for your records.

**Program information**

|  |  |
| --- | --- |
| Program/Business name: Click here to enter text. | |
| Business Address: Click here to enter text. | |
| Contact: Click here to enter text. | Phone: Click here to enter text. |
| Alternate phone: Click here to enter text. | Email: Click here to enter text. |
| Website for Publication: Click here to enter text. | |

**Requirements -** Indicate your understanding of the following requirements by responding to each:

|  | Y | N |
| --- | --- | --- |
| 1. The Approved course must have a minimum of 90 minutes of instruction |  |  |
| 1. The program must provide a completion certificate to each participant that successfully completes |  |  |

|  |  |
| --- | --- |
| *I understand that all requirements in OAR 737-020-0010-0090 must be met.*  Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Program Contact or other Authorized Person** | Click here to enter text. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** |

**Check list -** The following must be submitted with this completed application:

|  |
| --- |
| Written plan for the instructional session that includes the elements documented in 737-020-0030(3) |
| Curriculum Samples that address the required elements of the approved DDA Course as documented in 737-020-0030(1) |
| Written Policies that cover requirements documented in 737-020-0050(1) |

ODOT-TSD use only:

Approved

Conditionally Approved – Resolution Date Click here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, ODOT-TSD Representative Date

For reference, you may read OAR 737-020-0010 – 737-020-0090 in the Distracted Driving Program page at [http://www.oregon.gov/ODOT/Safety/Pages/Distracted.aspx](https://www.oregon.gov/odot/Safety/Pages/Distracted.aspx).

Below is the text of OAR 737-020-0030 and 737-020-0050, which detail the requirements of the written plan, curriculum samples and written policies that are required to be submitted with this application.

**737-020-0030**

**Curriculum and Completion Requirements**

(1) An approved curriculum must include a minimum of 90 minutes of instruction that includes:

(a) Definition of distracted driving, including the types of distractions drivers face;

(b) Review of both Oregon and national statistics as they relate to distracted driving;

(c) Review of ORS 811.507;

(d) Countermeasures to avoid distracted driving;

(e) Driver responsibility;

(f) Defensive driving;

(g) Other rules of the road that relate to driving correctly and distraction free driving;

(h) How physics and natural laws affect driving, including perception and reaction times; and

(i) How physical, emotional, and psychological conditions affect driving.

(2) A participant must demonstrate comprehension of at least 80% of the course content described above in order to successfully complete the course.

(3) A written plan for the instructional session must include the following elements:

(a) Overall objectives;

(b) Materials and resources used and provided to participants for instruction;

(c) Methods of assessment of participant comprehension and learning; and

(d) A statement of standards for Successful Completion.

(4) Current distracted driving avoidance instructional materials shall be provided by the approved provider to the participant in the classroom instruction.

(5) At the end of each course, the provider must promptly issue a Completion Certificate to each participant who successfully completes the approved course. The Completion Certificate must contain, at a minimum, the name and business address of the approved provider, the name of the participant, the date of course completion, and a specific statement that the participant successfully completed the approved distracted driving avoidance course.

(6) The distracted driving avoidance curriculum must be approved by ODOT-TSD or its designee prior to initial program implementation. The provider must review and update the content at least every three years from date initial approval or upon request by ODOT-TSD.

Stat. Auth.: ORS 184.616, 184.619

Stats. Implemented: Or Laws 2017, ch 629, § 4

**737-020-0050**

**Provider Responsibilities**

(1) Each approved provider must adopt written policies that include:

(a) Participant fees and refunds;

(b) Course failures and provision for repeat training by participants who failed to satisfy the course standards, if any;

(c) How to manage instructors or participants that may be under the influence of intoxicants during instruction; and

(d) Methods to ensure the online course attendee is, in fact, the participant that is identified to receive the course.

(2) An approved provider must:

(a) Notify ODOT-TSD in writing within 10 business days if:

(A) There are changes to the point of contact identified on the initial application form, or any other provider contact information including but not limited to mailing address, business address, phone number, web address or email address; or,

(B) The provider no longer meets or maintains the requirements set forth in these rules.

(b) Comply with all statutes, administrative rules, and regulations related to an approved distracted driving avoidance course program provider;

(c) Adhere to the Code of Ethics and Rules of Conduct set forth in OAR 737-020-0060;

(d) Respond to ODOT-TSD in writing, if requested, within 10 business days to any complaint forwarded by ODOT-TSD.

(e) Be responsible for all aspects of the program and is required to maintain required records, whether or not instruction is contracted.

Stat. Auth.: ORS 184.616, 184.619

Stats. Implemented: Or Laws 2017, ch 629, § 4