



## **DRIVER EDUCATION PROGRAM – PROVIDER REQUIREMENTS**

**Oregon Department of Transportation  
Transportation Safety Office**

### **Approved Provider Definition, Responsibilities and Relationship with Others**

- An approved provider may be a county, public school, private school or commercial driver training school
- The Approved Provider is responsible for the entire program, whether or not instruction is contracted to someone else. The Provider receives student fees, administers the program, manages teachers, maintains records, and may be eligible for state subsidy.
- The Approved Provider may contract with a Commercial Driving School or another Public School. However, program responsibility remains with the provider and only the Provider can request state subsidy.
- A county or other entity may provide financial or other assistance to an Approved Provider. Financial assistance received by a Provider must be subtracted from expenses when calculating eligibility for state subsidy. The Provider remains responsible for the entire program.
- A Commercial Driver Training School must be certified by DMV prior to obtaining Approved Provider status. See: <https://www.oregon.gov/odot/forms/dmv/6050fill.pdf>.
- Every Approved Provider will be held to requirements in Oregon Revised Statute and Oregon Administrative Rule.

### **Approved Program Summary (see OAR 737-015-0010 thru 0130)**

- A program must be approved by ODOT's Transportation Safety Office (TSO) before implementation. As part of the approval process, the applicant must submit the full curriculum (classroom and in-car) and required assurance documents. As part of the DMV skills test waiver, each final drive route and narrative must also be submitted for approval, along with required backup documentation.
- The Oregon Driver Risk Prevention Curriculum Playbook and DVD interface includes lesson plan templates, quizzes, activities, video clips, drive route templates, etc. to use during curriculum development. The Playbook is student classroom manual. Supplemental text books are optional.
- The course must be a minimum of 35 days long.
- Parent involvement is required, including a parent meeting and documented home driving practice.
- Thirty hours face-to-face classroom instruction must be provided to each student. Daily and weekly limits apply.
- Six hours behind the wheel instruction must be provided to each student, as well as six hours practice driving observation. Daily and weekly limits apply. Written drive routes that meet lesson objectives are required.
- Classroom and behind-the-wheel instruction must be well integrated. The first behind-the-wheel lesson must occur within the first 4-10 hours of classroom. Concepts must be learned in the classroom and practiced in the car soon afterward.

- The driver education vehicle must be equipped with an instructor brake, instructor rear-view and eye-check mirrors, and must have appropriate Student Driver signage.
- ODOT provides free instructor training. A teacher must hold a valid Approved Instructor Certificate and must maintain a driving record that meets requirements.
- Both student records and instructor records must be maintained and must clearly document course requirements.
- State subsidy is \$210 per student, maximum, for the purpose of keeping student cost as low as possible.
- For public providers, driver education is a break even program; a county or public school program cannot make a profit from driver education.
- Commercial Driver Training Schools may make up to 12% profit.
- Additional subsidy, up to \$75 per pupil, may be granted when a provider offers scholarships to low-income pupils and documents verification.
- Approved programs are subject to routine audit.
- Free mentorship is available to Approved Providers. Contact Western Oregon University, 503.838-9237 or [trafficsafety@wou.edu](mailto:trafficsafety@wou.edu).
- For program information, see: <https://www.oregon.gov/ODOT/Safety/Pages/DE.aspx>

