**Preparing for Your Oregon Approved Driver Education Program Compliance Inspection**

**Checklist**

Compliance visits give a provider the opportunity to demonstrate they are meeting minimum requirements and best practice. This optional checklist may help you prepare for a visit. Also review OAR 737-015-0010 thru 0130 and assure program records clearly document each requirement. Have the following available for inspection.

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| 1. **Curriculum:** Master curriculum all of your instructors use. You are required to review and make needed updates every three years, at minimum. Remove old or unused lesson plans or routes from your master set. |  |

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| Classroom lesson plans: If you have adopted the Playbook, you aren’t required to create your own classroom lesson plans. |  |
| BTW lesson plans: Lesson plan for every drive. |  |
| Drive routes: Full set of drive routes. If you have more than one site, you will need a set of routes for each. |  |
| Final drive assessment(s) that has been approved by ODOT-DMV-TSO. |  |

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| 1. **Required Policies & Procedures**: |  |
| Policy: Enrollment criteria |  |
| Policy: Student fees and refunds |  |
| Policy: Course failures and repeats (what do you require of a student who has failed the course and wants to retake it?) |  |
| Policy: Minimum and maximum course duration |  |
| Procedure: Reasonably ensure no instructor or student is under the influence of any intoxicant during classroom or behind the wheel instruction. |  |
| 1. **Parent Meeting**:   Proof that parent meeting was provided for each course, such as a sign-in sheet. Be prepared to describe your follow-up procedure for parents who cannot attend. |  |
| 1. **Instructor Records**:   Record of hiring and separation dates, and dates an instructor taught. |  |
| Commercial driving schools only: CDTS certification numbers and expiration dates for all instructors who teach the teen course. |  |
| Instructors who live outside Oregon: A comprehensive driving record from state of residence, dated within the past year (provider is required to obtain a record annually). |  |

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| 1. **Financial records**: Documentation of the following: |

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| Revenue, including student fees collected |  |
| Program-related expenses (receipts, spreadsheets) |  |

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| Low income subsidy: Record of students who have received ODOT’s low-income scholarship, by name and type of documentation that proved eligibility. |  |
| Commercial driving schools: Be prepared to demonstrate separation of ODOT-approved program expense records from commercial driving school recordkeeping |  |

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| 1. **Vehicles**: Make each driver education vehicle available for a 5 minute inspection. Assure the following is present and in good condition: |

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| Instructor brake |  |
| Fire extinguisher |  |
| Well-stocked first aid kit |  |
| Three flares or approved reflectors |  |
| Current registration |  |
| Proof of insurance |  |
| Instructor rear-view mirror with a full, clear view out the back window |  |
| Eye-check mirror |  |
| STUDENT DRIVER signage |  |

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| 1. **Student records**: The inspector will select records from courses completed over the past year. Occasionally we need to go back further, so have available records for all classes whose completion was after your last inspection date. If you maintain records electronically, you may be asked to print documentation for up to 10 students at the time of the visit. |

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| Proof of valid permit throughout the course, such as documented issue and expiration date |  |
| Record of classroom attendance by date and duration of each lesson, including makeups. |  |
| Record of behind-the-wheel attendance (driving), by date and duration of each lesson. |  |
| Record of BTW Observation by date and duration of each lesson. |  |
| If there were exceptions to the 180-day maximum course length, have required documentation available. |  |
| BTW evaluation for every BTW lesson, including the final assessment |  |
| A log or other means to demonstrate that each student completed 5 hours supervised home practice |  |

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| 1. **Instructor observation**: Arrange a 20-30 minute BTW lesson observation with a student driver (or classroom if requested by inspector). Keep in mind that the inspector must be returned to their car (or provide transportation to or from the lesson starting/ending point). |  |

If records are unavailable at the time of inspection, you must deliver them to ODOT within 10 days of the inspection date, per OAR.

**What If You Find a Problem?** If you find a mistake such as missing documentation or deficient timelines, document the error as well as your corrective action. What program improvements will you make to assure the error doesn’t reoccur? Don’t attempt to hide mistakes or to falsify records. Fraud is serious business that could threaten your ability to continue as an approved provider.

**References:**

[Driver Education Oregon Administrative Rules](https://secure.sos.state.or.us/oard/displayDivisionRules.action%3bJSESSIONID_OARD=EHMcYX9KgXTP9OXGcH2YXH-SFogo0Mqh9VlVZK7mbxVI-ePy4M1Z%21-486564362?selectedDivision=3452)

[ODOT-Approved Driver Education Program website](https://www.oregon.gov/odot/Safety/Pages/DE.aspx)

**Program Contacts:**

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