



COLORADO
Department of Revenue

Division of Motor Vehicles

Physical Address:
1881 Pierce Street
Lakewood, CO 80214

Mailing Address:
P.O. Box 173350
Denver, CO 80217-3350

REQUEST FOR CURRICULUM APPROVAL

COMMERCIAL DRIVING SCHOOL

Business Name: _____

Business Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Telephone Number: _____

Cell Phone Number: _____ Fax Number: _____

E-mail Address: _____

Web Site Address of your school: _____

I/We hereby request approval as a Commercial Driving School

I/We will offer the following approved courses: (mark all that apply)

Classroom

Behind the Wheel

Please indicate the name of the book or program you are using:

Edition: _____

Copyright Year: _____

Please read all documents.
This will list everything that is required in becoming a driver education school.

Your curriculum must be approved by the DTE office before you proceed in opening a driver education school.

Submit a book, a lesson plan that will contain a course outline, course content, and timeline. Then indicate below where these topics can be found (**Page Number**) in the curriculum. All fields must be completed or entire packet will be returned for completion. If you use more than one resource, then you will need to provide each student a copy of each book. All other state laws and information can be found in the Colorado Driver Handbook which can be found online at www.colorado.gov/revenue or a hard copy at the nearest driver license office.

** CO Driver Handbook (CDH)

1. Colorado GDL Laws:

| Standard | Student Materials | Supplemental Resources |
|---------------|-------------------|------------------------|
| Current Laws: | | CDH |
| Age: | | CDH |
| Restrictions: | | CDH |
| Violations: | | CDH |
| Consequences: | | CDH |

2. Causes of Traffic Accidents:

| Standard | Student Materials | Supplemental Resources |
|---------------------|-------------------|------------------------|
| Laws of Nature: | | |
| Weather Conditions: | | |
| City: | | |
| Rural: | | |
| Traffic: | | |

3. When not to Drive:

| Standard | Student Materials | Supplemental Resources |
|-----------------------|-------------------|------------------------|
| Hazardous Conditions: | | |
| Medications: | | |
| Fatigue: | | |
| Laws: | | |

4. Drugs and Driving:

| Standard | Student Materials | Supplemental Resources |
|--|-------------------|------------------------|
| Marijuana: | | |
| Other Illegal Drugs: | | |
| Prescription Drugs: | | |
| Charts: | | |
| Over the Counter Drugs: | | |
| Percent of Non-Users of Illegal Drugs: | | |

5. Colorado Traffic Accident Problems:

| Standard | Student Materials | Supplemental Resources |
|-----------------------|---------------------|------------------------|
| High-Risk Locations: | | |
| Contributing Factors: | | |
| Prevention: | Smart Motorists.com | |

6. Being fit to Drive:

| Standard | Student Materials | Supplemental Resources |
|-------------|-------------------|------------------------|
| Mentally: | | |
| Physically: | | |
| Conditions: | | |
| Charts: | | |

7. Alcohol and Driving:

| Standard | Student Materials | Supplemental Resources |
|-------------------------------|-------------------|------------------------|
| Age: | | |
| Peer Pressure: | | |
| Poor Judgment: | | |
| Reduce Learning: | | |
| Effects on Brain: | | |
| Weight Charts: | | |
| Percent of Non-Alcohol Users: | | |

8. Defensive Driving:

| Standard | Student Materials | Supplemental Resources |
|-------------------------|-------------------|------------------------|
| IPDE System: | | |
| Risk Management System: | | |
| Similar System: | | |

9. Proper Visual Techniques:

| Standard | Student Materials | Supplemental Resources |
|-----------------|-------------------|------------------------|
| Methods: | | |
| IPDE Process: | | |
| Zone Control: | | |
| Values: | | |
| Risk Reduction: | | |
| Visual Aids: | | |

10. Night Driving:

| Standard | Student Materials | Supplemental Resources |
|---------------------|-------------------|------------------------|
| Reduced Visibility: | | |
| Headlight Use: | | |
| Fog: | | |
| Bright Lights On: | | |
| Bright Lights Off: | | |
| Rain: | | |
| Snow: | | |

11. Accident Alert Policies:

| Standard | Student Materials | Supplemental Resources |
|--------------------|-------------------|------------------------|
| Contacting Police: | | |
| First Aid: | | |

12. Road Markings:

| Standard | Student Materials | Supplemental Resources |
|-----------|-------------------|------------------------|
| Markings: | | |
| Patterns: | | |
| Colors: | | |
| Meanings: | | |

13. Mountain Driving:

| Standard | Student Materials | Supplemental Resources |
|-------------------------------|-------------------|------------------------|
| Driving Up: | | |
| Driving Down: | | |
| Weather: | | |
| Altitude Effects on Drivers: | | |
| Altitude Effects on Vehicles: | | |

14. Colorado Point System:

| Standard | Student Materials | Supplemental Resources |
|---------------|-------------------|------------------------|
| Define: | | |
| Suspensions: | | |
| Revocation: | | |
| Cancellation: | | |
| Denial: | | |

15. Uniform Signs and Signals:

| Standard | Student Materials | Supplemental Resources |
|-----------|-------------------|------------------------|
| Signs: | | |
| Shapes: | | |
| Colors: | | |
| Meanings: | | |

16. Automobile Inspection Performance:

| Standard | Student Materials | Supplemental Resources |
|-------------------------------|-------------------|------------------------|
| Purpose: | | |
| Safety and Security Measures: | | |
| Inspecting Standards: | | |
| Vehicle Securing: | | |
| Procedures: | | |
| Securing Valuables: | | |
| Door Locks: | | |

17. Emergency Driving Techniques:

| Standard | Student Materials | Supplemental Resources |
|-----------------------|-------------------|------------------------|
| Vehicle Malfunctions: | | |
| Tire Failure: | | |
| Brake Failure: | | |
| Engine Failures: | | |
| Steering Failure: | | |
| Accelerator Failures: | | |
| Off Road Recovery: | | |
| Emergency Swerving: | | |
| Potholes: | | |
| Objects in Road: | | |
| Deep-Water: | | |
| Sharp Curves: | | |
| Collisions: | | |
| Head-on: | | |
| Side Impact: | | |
| Read End: | | |

18. Lane Use:

| Standard | Student Materials | Supplemental Resources |
|-------------------|-------------------|------------------------|
| Changing Lanes: | | |
| Blind Spots: | | |
| Passing: | | |
| Speed: | | |
| Judging Distance: | | |
| Judging Speeds: | | |
| Passing two-lane: | | |

19. BASIC Driving Techniques:

| Standard | Student Materials | Supplemental Resources |
|---------------------------------|-------------------|------------------------|
| Proper Steering: | | |
| Hand Over Hand: | | |
| Push-pull: | | |
| Lane Change: | | |
| Steering Forward and Backwards: | | |
| Making Turn: | | |
| Backing: | | |
| Signaling: | | |
| Turns: | | |
| Lane Changes: | | |
| Starting: | | |
| Distance: | | |
| Parking: | | |
| Angle: | | |
| Reference Points: | | |
| Hills: | | |
| Stick Shift: | | |

20. Driving Skill Improvements and Benefits:

| Standard | Student Materials | Supplemental Resources |
|------------------------------------|-------------------|------------------------|
| Knowledge Benefits: | | |
| Time, Space Management: | | |
| Environment Awareness: | | |
| Controlling Speed: | | |
| Emergency Conditions: | | |
| Factors Affecting Driving Ability: | | |

21. Sharing the Roads with Bicyclists/Pedestrians:

| Standard | Student Materials | Supplemental Resources |
|----------------|-------------------|------------------------|
| Intersections: | | |
| City Driving: | | |
| Highways: | | |
| Residential: | | |

22. Urban/City Driving:

| Standard | Student Materials | Supplemental Resources |
|---|-------------------|------------------------|
| Traffic Density in Urban/City Driving Conditions: | | |
| Two-way Streets: | | |
| Pedestrian Traffic: | | |
| Bicycle Traffic: | | |
| Intersections Traffic Density Impact: | | |
| Traffic Flow in City Driving: | | |
| Lower Speed Limits in City: | | |
| Limited Vision: | | |
| Gridlock: | | |
| Lane Changes in City Driving: | | |

23. Automobile Maintenance:

| Standard | Student Materials | Supplemental Resources |
|-------------------------|-------------------|------------------------|
| Preventive Maintenance: | | |
| Fluids: | | |
| Battery: | | |
| Gauges: | | |
| Tires: | | |
| Inflation: | | |
| Tires: | | |
| Rotation: | | |
| Maintenance List: | | |

24. Adverse Weather Conditions:

| Standard | Student Materials | Supplemental Resources |
|---------------------------|-------------------|------------------------|
| Reduced Visibility: | | |
| Cleaning Vehicle Windows: | | |
| Sun Glare: | | |
| Night Driving: | | |
| Fog: | | |
| Rain: | | |
| Snow: | | |
| Reduced Traction: | | |
| Wet Roadways: | | |
| Ice: | | |
| Skidding: | | |
| Controlled Braking: | | |
| Threshold Braking: | | |
| Wind: | | |
| Hot Weather: | | |
| Cold Weather: | | |
| Winter Driving Tips: | | |

25. Parent/Guardian Roles and Responsibilities:

| Standard | Student Materials | Supplemental Resources |
|---|-------------------|------------------------|
| Parents as Teachers: | | |
| Talking about Driving: | | |
| Listening to Teens: | | |
| Parent Qualifications for BTW: | | |
| Use of Materials: | | |
| Do's and Don'ts: | | |
| Guidelines for Parents teaching BTW Training: | | |
| Parent-Teen Driving Contract: | | |

26. Rural Driving Hazards:

| Standard | Student Materials | Supplemental Resources |
|--------------------------------|-------------------|------------------------|
| Road Surfaces - | | |
| Dirt: | | |
| Gravel: | | |
| Stone: | | |
| Old/Narrow: | | |
| Visibility at Intersections: | | |
| Traffic Signs no Signals: | | |
| Obstructed View: | | |
| Tree Overhang: | | |
| Crops: | | |
| Hidden Driveways: | | |
| Rural Road Driving Guidelines: | | |
| No Shoulders: | | |
| Hills: | | |

27. Emergencies on the Highway:

| Standard | Student Materials | Supplemental Resources |
|-------------------------------|-------------------|------------------------|
| Minimizing Consequences: | | |
| Proper Seat Belt Use: | | |
| Off-road Recovery Techniques: | | |
| Reduced Traction: | | |
| Hydroplaning: | | |
| ABS Use: | | |
| Evasive Actions: | | |
| Lateral Evasive: | | |
| Vehicle Failure: | | |
| Fire: | | |

28. Safety Equipment:

| Standard | Student Materials | Supplemental Resources |
|-----------------|-------------------|------------------------|
| Terms - | | |
| Warning Lights: | | |
| Warning Gauges: | | |
| Safety Belts: | | |
| Air Bags: | | |

29. Express Way Driving

| Standard | Student Materials | Supplemental Resources |
|----------------------|-------------------|------------------------|
| Expressway Defined: | | |
| Limited Access: | | |
| Interchange Types - | | |
| Cloverleaf: | | |
| Diamond: | | |
| Trumpet: | | |
| Entrance/Exit Ramps: | | |
| Signal Entrance: | | |
| HOV: | | |
| Lane Use: | | |
| Speed: | | |
| Passing: | | |
| Choosing Lanes: | | |

30. Intersections:

| Standard | Student Materials | Supplemental Resources |
|--------------|-------------------|------------------------|
| Yielding: | | |
| Controls: | | |
| Lights: | | |
| Signs: | | |
| Police: | | |
| Flags: | | |
| Turns - | | |
| Left: | | |
| Right: | | |
| U: | | |
| Three Point: | | |

31. Colorado Financial Laws and Responsibilities:

| Standard | Student Materials | Supplemental Resources |
|-------------------------------|-------------------|------------------------|
| Proof of Liability Insurance: | | |
| Minimum Limits: | | |
| Optional Insurance - | | |
| Collision: | | |
| Comprehensive: | | |

| | | |
|-------------------------------|--|--|
| Types and Concerns: | | |
| Child Restraints: | | |
| Types and Use: | | |
| ABS and Related Technologies: | | |
| Active Yaw Controls: | | |

| | | |
|------------------------------|--|--|
| Uninsured Motorist: | | |
| Changing Premiums Criteria - | | |
| Age: | | |
| Gender: | | |
| Discounts: | | |

32. Sharing the Roads with Trucks/Motorcycles:

| Standard | Student Materials | Supplemental Resources |
|----------------------------|-------------------|------------------------|
| Trucks - | | |
| Size and Weight Problems: | | |
| Stopping Distances: | | |
| Blind Spots: | | |
| Visibility: | | |
| Wind Effect: | | |
| Passing: | | |
| Judging: | | |
| Motorcycles - | | |
| Visibility Problems: | | |
| Exposure to Road Surfaces: | | |
| Risks of Injury: | | |
| Gaps: | | |
| Acceleration Speeds: | | |
| Stopping Speed: | | |

33. Road Rage Awareness and Management:

| Standard | Student Materials | Supplemental Resources |
|---------------------------|-------------------|------------------------|
| Definitions of Road Rage: | | |
| Aggressive Driving: | | |
| Examples of Rage - | | |
| Verbal: | | |
| Physical: | | |
| Triggers for Road Rage: | | |
| Aftermath: | | |
| Who are they: | | |
| Why: | | |
| Reducing the Risk: | | |
| Protecting Yourself: | | |

Driver Education Compliance partners with CDOT and Colorado Teen Driving Alliance (CDTA) which supplies parents, teens, interest groups and driving schools with a wealth of updated information, products and services by clicking this link: www.COTeenDriver.com and www.teendrivingallianceco.com.

Driver Education Supplies

Driver Education Supplies
www.drivertrainingproducts.com
www.studentdriverproducts.com

Drive Right, 11th Edition
 Instructor Guide and Student
 Manual
www.pearsonschool.com
 ISBD# 133612600

AAA How to Drive, 2013
 Aligned with ADTSEA
 Instructor Guide and Student Manual
www.aaaretailstore.com/t/categories/

Supply catalog includes a variety of second breaks, driver instructor's rear view mirrors, emergency equipment, customized apparel, school facility signs, cones, videos, student driver bumper signs, etc. You are not required to use this supplier for teaching materials. The Driver Testing and Education Section neither endorses nor favors the companies listed above.

Six Hour Behind-the-Wheel Curriculum Requirements

While on the road all instructors/parents should be paying attention as if they were driving the vehicle, and let the student “think” they are in charge of the vehicle.

Instructor conversation should be limited to Driver’s Education. Never use a cell phone while a student driver is driving. Never touch a student except to take over the wheel to prevent a collision.

1. Beginning Analysis

- Permit check: Check to see if the student driver has his/her permit in their possession.
- The instructor should have valid license in their possession too.
- NEVER drive without a valid permit/license.
- Make sure a current Insurance card and a signed Registration are in the car.
- Turn off all Cell phones and entertainment devices.
- Vehicle Inspection/Adjustments i.e. seat belts, mirrors, head rest, basic Instruments and controls, and gears / Zig-Zag and normal steering, Backing, Brake Drills

2. Residential Area.

Throughout this instruction reinforce sign recognition

- Right Turns, Left Turns, Through Intersections, Curb Distance, Blind intersections

3. City Driving

Throughout this instruction reinforce sign recognition

- Traffic driving, Lane changes, Turning, Following Distance, Light Rail, Roundabouts, U-turns at an intersection or residential area, Two Point turns, Three Point Turns, Parallel Parking, Shopping center parking, Hill Parking

4. Expressway Driving

Throughout this instruction reinforce sign recognition

- Entering, Driving, Lane change, Passing on Expressway, Emergency Vehicles and Exiting

5. Rural Driving

Throughout this instruction reinforce sign recognition

- Driving on gravel/dirt roads, Single lane bridges, Railroad crossings
- Animals and Farm machinery, Roadside Hazards

After all the sessions are finished, the instructor should supply the parent with a written evaluation and have the student write a short self-evaluation with a plan for improvement.

New Applicant Guide

Includes Guidelines, Fact Sheets, and Requirements

Thank you for your interest in being a part of Driver Education in the State of Colorado. Below is a list of the guidelines, facts, and requirements necessary to start a driving school.

1. The curriculum that you want to teach needs to be approved by the Driver Education Compliance Section. This curriculum needs to meet at least 30 hours of classroom and 6 hours behind-the-wheel. In addition to filling out the curriculum data information above, you need to submit a lesson plan that includes the following: course outline for 30 hour class and 6 hour behind-the-wheel, course content, and business plan.
2. A background check needs to be conducted on all employees for your company through the Colorado Bureau of Investigations. You can access the website at www.cbirecordscheck.com

3. Once the curriculum has been approved by the Driver Education Compliance Section, you will need to obtain the following:
 - a. Classroom
 - b. Office to keep student files
 - c. Driver Education Vehicle with 2nd break installed and proof of installation
 - d. General Liability Insurance (see next page for specific coverage details)
 - e. Workman's Compensation Insurance if anyone working in your company is not part owner
 - f. Auto Liability Insurance (see next page for specific coverage details)
 - g. Performance Bond in the amount of \$10,000 (unless you are a state agency)
 - h. Register the School name with the Secretary of the State Office www.sos.state.co.us (unless you are a state agency)
 - i. Sign 2 contracts with the State of Colorado (either private or government)
 4. Once all items in step 3 have been met, the Driver Education Compliance Section will set a meeting with you to certify your classroom, office and driver education vehicle.
 5. Register for a Records Management course with compliance.
 6. Once you have successfully taught at least twenty-five (25) students and trained ten (10) students on six (6) hours of behind the wheel you may apply for BOST (Basic Operator Skill Test) training.
-

Fact Sheet Driver's License Section

- Driver Education Schools are authorized by CRS 12-15-101 through 120
 - Definition of terms;
 - Equipment of vehicles;
 - Department of Revenue (DOR) is authorized to promulgate rules and regulations.
- School licensing requirements are set in rule (1 CCR 204-30 Rule 8) and include the following:
 - Approved curriculum and classroom materials;
 - Approved classroom space;
 - Approved vehicles for Behind the Wheel (BTW) training equipped with a second brake and instructor mirror;
 - Insurance and a \$10,000 performance bond;
 - Registered business with Secretary of State;
 - Enter into a contract with DOR;
 - Student files and information kept secure.
- The Driver's License Offices only accept completion certificates for classroom and behind the wheel instruction from driver education schools licensed by DOR.
- Approved schools must enter into a contract with the state before DOR/MV/DTES can certify your organization.
- Some schools are also authorized for written and/or road testing; these are called Basic Operator Skills Test Organizations (BOSTO). The individual testers (Basic Operator Skills Tester or BOST) are certified to perform tests and must be employed by a full time driver education school. You may apply to be a BOSTO after requirements have been met.
- There are no educational requirements for Driver Education Instructors to teach Driver's Education Courses.
- Approved schools are monitored through annual audits of classroom space, instruction, vehicles, and records. Any curriculum changes must be approved by the Department prior to implementation.
- No fees are required to become either a school or a tester.
- All licenses are renewed annually.

Insurance Requirements

SURETY BONDS

Contractor shall maintain a surety bond, executed by a surety company authorized to do business in Colorado, in the amount of \$10,000 with the State.

- A. The bond shall be for the use and benefit of the State in the event of a monetary loss within the limitations of the bond attributable to the willful, intentional, or negligent conduct of the CDS, or its agents or employees.
- B. The bond may be used to indemnify against loss or damage arising out of the CDS's breach of any contract between the CDS and a student.
- C. If the amount of the bond is decreased or terminated, or if there is a final judgment outstanding on the bond, the CDS's Certification shall be suspended. The suspension shall continue until satisfactory steps are taken to restore the original amount of the bond.
- D. The State shall be named as the beneficiary on the bond.

INSURANCE

Contractor shall obtain and maintain insurance substantially similar to the coverage specified in this section at all times during the term of this Contract. All policies evidencing the insurance coverage required hereunder shall be issued by insurance companies satisfactory to Contractor and the State.

A. Worker's Compensation

Worker's Compensation Insurance as required by State statute, and Employer's Liability Insurance covering all of Contractor's employees acting within the course and scope of their employment.

B. General Liability

Commercial General Liability Insurance written on ISO occurrence form CG 00 01 10/93 or equivalent, covering premises operations, fire damage, independent contractors, products and completed operations, blanket contractual liability, personal injury, and advertising liability with minimum limits as follows: **(a)** \$1,000,000 each occurrence; **(b)** \$1,000,000 general aggregate; **(c)** \$1,000,000 products and completed operations aggregate; and **(d)** \$50,000 any one fire.

If any aggregate limit is reduced below \$1,000,000 because of claims made or paid, Contractor shall immediately obtain additional insurance to restore the full aggregate limit and furnish to Contractor a certificate or other document satisfactory to Contractor showing compliance with this provision.

C. Automobile Liability

Automobile Liability Insurance covering any auto (including owned, hired and non-owned autos) with a minimum limit of \$1,000,000 each accident combined single limit.

D. Additional Insured

The State shall be named as additional insured on all Commercial General Liability and Automobile Liability Insurance policies (leases and construction contracts require additional insured coverage for completed operations on endorsements CG 2010 11/85, CG 2037, or equivalent) required of Contractor hereunder.

E. Primacy of Coverage

Coverage required of Contractor shall be primary over any insurance or self-insurance program carried by the State.

F. Cancellation

The above insurance policies shall include provisions preventing cancellation or non-renewal without at least 30 days prior notice to Contractor and Contractor shall forward such notice to the State in accordance with **§16** (Notices and Representatives) within seven days of Contractor's receipt of such notice.

G. Subrogation Waiver

All insurance policies in any way related to this Contract and secured and maintained by Contractor as required herein shall include clauses stating that each carrier shall waive all rights of recovery, under subrogation or otherwise, against Contractor or the State, its agencies, institutions, organizations, officers, agents, employees, and volunteers.

1. Certificates

Contractor shall provide certificates showing insurance coverage required hereunder to the State within seven business days of the Effective Date of this Contract. No later than 15 days prior to the expiration date of any such coverage, Contractor shall deliver to the State certificates of insurance evidencing renewals thereof. In addition, upon request by the State at any other time during the term of this Contract, Contractor shall, within 10 days of such request, supply to the State evidence satisfactory to the State of compliance with the provisions of this **Section 14**.

Technology Requirements

The minimum technology required to open a commercial driving school:

1. Computer with a 1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit (x64) processor
 2. Memory equal to 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit) or faster
 3. 16 GB available hard disk space (32-bit) or 20 GB (64-bit) or more
 4. A display with DirectX 9 graphics device with WDDM 1.0 or higher driver
 5. Internet access (fees may apply)
 6. Windows 7 or newer
 7. Microsoft Excel 2010 or newer
 8. The ability to scan documents into PDF or JPEG files
 9. Email account that supports file attachments up to 25 megabytes (MB)
 - a. We suggest using www.gmail.com
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Permit Matrix

To Obtain an Instructional Permit:

15 years old up to 15 years and six months:

Need to complete a 30 hour driver education course (classroom or internet).

15 years old six months but not yet 16 years old:

Need to complete one of the following:

1. 30 hour driver education course (classroom or internet)
2. 4 hour driver awareness program

16 years old and older:

No formal education required but suggested.

To Obtain a Driver's License

The applicant is 16 years but not yet 16 years and 6 months at the time of application:

- Must hold the instruction permit for a full 12 months;
- Log 50 driving hours with a parent or guardian on the log sheet (10 hours must be done at night);
- Complete 6 hours of behind-the-wheel (BTW) training with a driver education instructor.
 - **Exception** - If the applicant lives over 30 miles from a full-time driver education school, an additional 12 driving hours supervised by a parent or guardian may be substituted for the BTW training.

The applicant is 16 years and 6 months but not yet 18 years old at the time of application:

- Must hold the instruction permit for a full 12 months; and,
- Log 50 driving hours with a parent or guardian on the log sheet (10 hours must be done at night);