



KEVIN WARD
COMMISSIONER

BRAD HENRY
GOVERNOR

STATE OF OKLAHOMA
DEPARTMENT OF PUBLIC SAFETY

Dear Parent(s):

Thank you for your interest in Oklahoma's Parent Taught Driver Education Program. Enclosed in this packet you will find an affidavit, a list of parent taught providers and an unofficial copy of parent taught rules. It is important that you follow the instructions on this sheet carefully because we are verifying eligibility based on the affidavit you send in. If you fail to send in the affidavit, the training you purchased will not be recognized.

1. Carefully choose which provider you wish to use
2. Complete the enclosed affidavit
3. Send in the affidavit and wait for an acknowledgment
4. Purchase chosen parent taught provider
5. Complete entire parent taught program

Once the training is completed, the provider will supply the completion certificate as verification for driver education.

If you need further assistance, feel free to call (405) 425-2020.

Department Of Public Safety
Driver License Examining Division

595:10-13- 3. Definitions

In addition to terms defined in 47 O.S. §1-101 et seq., the following words or terms, when used in this Subchapter, shall have the following meaning unless the context clearly indicates otherwise. Use of the singular term includes the plural, and use of the plural term includes the singular.

"Department" means the Department of Public Safety.

"Division" means the Driver License Examining Division of the Department.

"Parent" means the biological parent, adoptive parent, parent by marriage, or legal guardian (court appointed) of the student.

"Parent instructor" means a parent accepted by the Department to teach a parent-taught driver education course.

"Parent-taught driver education course" means a course of driver education instruction to be taught to a student by his or her parent, as prescribed by the provisions of 47 O.S. §6-105(A)(2)(b), which is certified by the Department of Public Safety.

"Parent-taught driver education provider" means an individual, organization, company, or other entity who is approved and certified by the Department to offer curriculum and material for parent-taught driver education courses.

"Student" means an individual who is at least fifteen and one-half (15 ½) years of age and meets the requirements of 47 O.S. §6-107.3.

"Vehicle" means the car, pickup, van, minivan, or sport utility vehicle used to conduct the behind-the-wheel portion of a parent-taught driver education course.

595:10-13- 4. Requirements and application for certification as a parent-taught driver education course; certification renewal

(a) **Requirements and application for certification.** To be certified as a parent-taught driver education provider, an individual, organization, company, or other entity must meet the following requirements:

(1) Have offered parent-taught driver education, for the previous two years, or have been a licensed driver education instructor or commercial driving school instructor for five years immediately preceding the application date.

(2) Submit an application to the Department on a form prescribed by the Department [See 595:10-13-8(a) regarding the application form].

(3) Must furnish the Department with curriculum which should meet or exceed the course of study prescribed in 595:10-13-6. If the applicant is approved and certified by the Department as a parent-taught driver education provider, the curriculum may not be changed in any manner without prior inspection and approval from the Department.

(4) Must furnish the Department with the complete costs to be charged to a customer for the course, along with a blank copy of the contract or application intended for use with the course. If the applicant is approved and certified by the Department as a parent-taught driver education provider, no changes in costs or to the contract shall be made without prior notification to and approval and certification by the Department.

(5) Must have a built-in comprehensive monitoring system to assure quality control of the instruction of course materials, both classroom and behind the wheel instruction. The term "comprehensive monitoring program" means a system of monitoring the progress of the instruction by the parent instructor so that the provider can certify the validity of the training.

(6) Agree to meet all requirements in subsection (b).

(b) **Certification and requirements of parent-taught driver education providers.** All Parent-taught driver education providers approved and certified by the Department shall, upon certification and during the period of certification:

(1) Include with the course, at no additional cost to the customer, a minimum of a

Two Million Dollar (\$2,000,000.00) (aggregate amount) liability insurance policy, and a One Million Dollar (\$1,000,000.00) professional liability insurance policy. The provider shall agree to hold harmless and free from any liability the Department, any of the Department's employees, and the State of Oklahoma.

- (2) Maintain a surety bond, specifically and individually in the name of the State of Oklahoma, in the amount of \$10,000. In the event the provider is unable to meet its contractual obligations with Oklahoma parents who have purchased a parent-taught driver education course from the provider, the bond will be forfeited for the purpose of disbursing reimbursements for all outstanding contracts of the provider which were entered into in Oklahoma as a result of this Subchapter;
- (3) Furnish the Department, at times and in a manner agreed to by the Department and the provider with a listing of all approved applications, whether the course is completed or not.
- (4) Provide the student with a completion certificate, bearing the seal of the provider, upon successful completion of the course by the student.
- (5) Maintain all records received from students and parents pertaining to this Subchapter, including, but not limited to, correspondence, applications, contracts, and test answer sheets. All records shall be segregated by individual student, and all records for each student shall be maintained by the provider for at least one (1) year.
- (6) Agree to:
 - (A) Allow access by the Department to all records maintained by the provider for each student, for purposes of monitoring and auditing.
 - (B) Ensure that no behind-the-wheel instruction is recognized if the student fails to first obtain an instruction permit from the Department.
 - (C) Provide immediate written notification to the Division of any impropriety or misconduct of any parent teaching a parent-taught driver education course.
 - (D) Acknowledge that the Department reserves the right to take prompt and appropriate remedial action against the certification of any parent instructor or parent-taught driver education provider who fails to comply with any state law or rule regarding a parent-taught driver education course.
 - (E) Maintain curriculum meeting the standards established by the Department [see 595:10-13-6 regarding curriculum].
 - (F) Allow a Department representative to conduct on-site compliance inspections, as necessary, to review records and to observe procedures. All records must be accessible during normal business hours of the parent-taught driver education provider for inspection upon request by a Department representative.
 - (G) Ensure that the affidavit required by OAC 595:10-13-5 has been approved prior to instruction.

(c) **No renewal of certification is required.** Certification by the Department is issued to a provider with the understanding that no renewal of the certification is required. However, the Department may cancel the certification as provided in OAC 595:10-13-9.

(d) **Changes to certified information.** The provider shall notify the Department immediately, in writing, of any changes to the information on the original application for certification. The provider shall temporarily suspend the sale of courses to any new applicants until the Department has approved the changes. If a change of ownership occurs, the Department reserves the right to request the provider to halt all future business in Oklahoma as a parent-taught driver education provider and to reapply for certification.

(e) **Solicitation and advertising.** Any provider approved and certified by the Department may advertise and solicit business for its course in Oklahoma. The phrase "Certified by the Department of Public Safety, State of Oklahoma" must be included in any printed matter.

However, at no time shall the provider state or imply that the course offered by the provider is recommended by the Division, the Department, any employee of the Department, or the state of Oklahoma.

595:10-13- 5. Requirements for parents and students

- (a) **General information.** Prior to teaching a Department-approved and -certified parent-taught driver education course, a parent must first request a parent-taught driver education packet from the Department. The request can be made:
- (1) in writing to: Oklahoma Department of Public Safety, Driver License Examining Division, P.O. Box 11415, Oklahoma City, OK 73136-0415
 - (2) by telephone to: (405) 425-7746
 - (3) by e-mail to: parent@dps.state.ok.us
 - (4) through the Department of Public Safety website: www.dps.state.ok.us/dls/
- (b) **Packet contents.** The packet will contain:
- (1) A list of approved parent-taught driver education providers and the cost of their respective courses;
 - (2) A copy of the rules in this Subchapter, OAC 595:10-13 Parent-taught Driver Education; and
 - (3) An affidavit to be completed and returned to the Department prior to commencement of training by parent instructor(s).
- (c) **Requirements for parents.**
- (1) A parent-taught driver education course must be instructed by a parent as defined in 595:10-13-3.
 - (2) Every parent instructor must have a valid driver license which must be in the parent instructor's possession at all times while performing behind-the-wheel instruction and must:
 - (A) not have had his or her driving privileges and driver license suspended, canceled, revoked, or denied within the past twelve (12) months;
 - (B) not have been convicted of possession or use of alcohol or drugs within the past twelve (12) months;
 - (C) not reflect more than five (5) point violations on his or her driving record; and
 - (D) have no administrative action by the Department pending pursuant to 47 O.S. §§ 753, 754, or 754.1 relating driving under the influence or pursuant to 47 O.S. §761 relating to driving while impaired.
 - (3) Every parent instructor shall exercise all due caution while instructing a behind-the-wheel session, taking into account:
 - (A) the alertness and responsiveness of the student,
 - (B) the traffic, weather, atmospheric, and road conditions,
 - (C) the time of day, and
 - (D) any other factors the parent deems may adversely influence the ability of the student to perform safely during the behind-the-wheel session.
- (d) **Requirements for students.** Students must be at least fifteen (15) years of age to begin the written portion of the curriculum. The student must apply for and have been issued an instruction permit prior to the commencement of any behind-the-wheel training. The permit must be in the student's possession at all times while performing behind-the-wheel training.
- (e) **Requirements for the vehicle used in parent-taught driver education behind-the-wheel instruction and training.** Behind-the wheel instruction and training of a parent-taught driver education course may only be performed in the vehicle(s) listed on the affidavit submitted by the parent(s) to the Department. The vehicle(s) listed:
- (1) must be properly registered and display a valid license plate [see 47 O.S.

Chapter 74 regarding vehicle registration laws],

(2) must comply with vehicle equipment and safety standards [see 47 O.S. Chapters 12 and 13 for state vehicle equipment and safety laws], including, but not limited to, being equipped with seatbelts,

(3) must comply with the vehicle liability insurance requirements of Oklahoma's Compulsory Insurance Law [See 47 O.S. § 7-600 et seq. regarding compulsory vehicle liability insurance]. Current proof of insurance must be carried in the vehicle at all times, and

(4) may be equipped with a second rear-view mirror for use by the parent performing the instruction. The Department recommends the use of a second rear-view mirror by the parent.

(f) **Limitation on vehicle occupancy.** The number of occupants in any vehicle being used for behind-the-wheel instruction in a parent-taught driver education course shall be limited to not more than two (2) parent instructors and not more than two (2) students.

(g) **Submission of affidavit.** Every parent shall submit the affidavit required by the Department, completed in full with all required information and signed by each parent desiring to be a parent instructor. The parent must wait to begin a parent-taught driver education course until the affidavit has been accepted by the Department.

(h) **Acceptance of affidavit.** Upon acceptance of the affidavit, the Department shall return a copy of the affidavit, marked with a number assigned by the Department, to the parent(s). The parent(s) may then begin the parent-taught driver education course. The accepted affidavit shall be carried in the vehicle at all times it is being used for a behind-the-wheel session of an approved parent-taught driver education course.

(i) **No renewal of acceptance is required.** Acceptance of the affidavit by the Department is issued to the parent(s) with the understanding that no renewal of the acceptance is required with regard to the student(s) named on the affidavit. However, the Department may cancel the acceptance as provided in OAC 595:10-13-9.

(j) **Changes to information on affidavit.** The parent(s) shall notify the Department immediately, in writing, of any changes to the information on the accepted affidavit. The parent(s) shall temporarily suspend the instruction of the parent-taught driver education course until the Department has approved the changes.

595:10-13- 6. Course of study and instruction (curriculum)

(a) **In general.** A prescribed course of study and instruction, or curriculum, for parent-taught driver education shall be designed to develop and instill the knowledge, attitudes, habits, and skills necessary for the safe operation of motor vehicles, encompassing:

(1) Those provisions of the Oklahoma Vehicle Code (47 O.S. Chapters 1 through 20) and other laws of this state relating to the operation of motor vehicles;

(2) Acceptance of personal responsibility in traffic; and

(3) Appreciation of the causes, seriousness, and consequences of traffic collisions.

(b) **Hours of instruction.** Parent-taught driver education students shall receive a minimum of thirty (30) hours of classroom instruction and a minimum of fifty-five (55) hours of actual behind-the-wheel instruction in the vehicle accepted by the Department, while accompanied by and under the supervision and instruction of a parent instructor accepted by the Department.

(c) **Course content.** The content of the parent-taught driver education course shall include, but not be limited to, instruction in the following:

(1) Signs, signals, highway markings and highway design.

(2) Rules of the road, state laws, and local ordinances.

(3) Driving attitude toward motorcyclists, bicyclists, and pedestrians.

(4) Basic driving maneuvers.

- (5) Operation of motor vehicle on streets and highways.
- (6) Familiarity with the Oklahoma Driver's Manual, distributed by the Department. Copies of this manual are available from the Department or at motor license agencies throughout the state.
- (7) Insurance laws of the state.
- (8) Financial responsibility.
- (9) Seat belt use and laws.
- (10) Effects of natural laws on driving.
- (11) Alcohol and drug substance abuse and the effect on driving.
- (12) Basic vehicle maintenance including fluid levels, tire pressure and lighting systems.
- (13) Driving skills:
 - (A) Starting.
 - (B) Backing.
 - (C) Parallel parking.
 - (D) Hill parking.
 - (E) Starting on hill.
 - (F) Intersection movement and observance.
 - (G) Lane observance and changing.
 - (H) Left and right turns.
 - (I) Pedestrian and vehicle right-of-way.
 - (J) Proper use of automatic and/or standard transmission.
 - (L) Use of brake and accelerator.
 - (M) Traffic lights or signals.

(d) **Vehicle operation.** The vehicle used in a behind-the-wheel session of a parent-taught driver education course shall be operated in compliance with state law.

595:10-13- 8. Prescribed forms

(a) **Parent-taught driver education provider applications.** Parent-taught driver education provider applications shall be requested from the Department to apply for certification as a parent-taught driver education provider. The application will require the applying parent-taught driver education provider to provide the following information:

- (1) Date of application;
- (2) Name of parent-taught driver education provider institution;
- (3) Complete school physical address and mailing address;
- (4) Name of administrator;
- (5) Statement of agreement to comply with rules of the Department and with the provisions of any contract entered into between the provider and a parent in Oklahoma;
- (6) Information required in 595:10-13-4; and
- (7) Signature of administrator.

(b) **Completion certificates.** A completion certificate shall be provided by and issued by the parent-taught driver education provider to each student upon the successful completion of course work (both classroom and behind the wheel). These certificates shall be computer generated, in a format agreed upon by the Department and the provider, and shall contain the following:

- (1) Name of the provider;
- (2) Full legal name of student;
- (3) Number of total hours instruction, and a breakdown of in-class/in-car hours;
- (4) Date of completion;
- (5) Signature of administrator (stamped signature acceptable); and
- (6) Embossed seal of provider.

(c) **Parent affidavit.** The parent affidavit will be included in the parent-taught driver education packet [see 595:10-13-5(a) and (b) regarding the packet]. The affidavit shall be completed and signed by the parent(s) who will be teaching the parent-taught driver education course and submitted to and accepted by the Division prior to commencement of the parent-taught driver education course. The affidavit will contain the following information:

- (1) For each parent desiring to be a parent-instructor, the full legal name, mailing address, and driver license number of the parent;
- (2) The name of the parent-taught driver education provider selected by the parent;
- (3) The full legal name, mailing address, and instruction permit number or driver license number of the student;
- (4) A description of each vehicle to be used for behind-the-wheel instruction, including:
 - (A) Make, model, and year,
 - (B) License plate number and expiration date.
 - (C) Insurance company, policy number, and expiration date.
- (5) A statement which affirms that each vehicle listed complies with Oklahoma's insurance requirements (47 O.S. Chapter 7) and safety and equipment requirements (47 O.S. Chapters 12 and 13).
- (6) Statements to which the parent(s) and student(s) express understanding and agreement:
 - (A) The affidavit does not constitute authorization for the student to drive in lieu of possession of a valid Oklahoma instruction permit or driver license, nor is it a substitute for insurance verification.
 - (B) The accepted copy of the affidavit must be carried in the vehicle during any behind-the-wheel session of parent-taught driver education and must be presented upon demand to any law enforcement officer or Department of Public Safety employee.
 - (C) No more than two (2) students and two (2) parent instructors shall occupy the vehicle during any behind-the-wheel session of parent-taught driver education.
 - (D) All state laws regarding the operation of a motor vehicle and all rules of the Department regarding parent-taught driver education shall be obeyed by the student(s) and parent(s).
 - (E) The parent(s) and student(s) shall notify the Department immediately if any information on the affidavit changes.
 - (F) The parent(s) and student(s) agree to hold harmless and free from any liability the Department, any of the Department's employees, and the State of Oklahoma.

595:10-13- 9. Termination, cancellation, or denial of certification or acceptance

(a) **Termination by either party.** Certification of parent-taught driver education providers or acceptance of parent instructors granted under this Subchapter may be terminated by either the Department or the certified provider or accepted parent, by giving written notice to the other party, stating cause or reason for termination.

(b) **Cancellation or denial.**

(1) **Department action against parent-taught driver education providers or provider applicants.** The Department may:

- (A) Cancel the certification of a parent-taught driver education provider for failure to comply with any provisions of state law, federal regulation, or Department rule.
- (B) Deny certification to an individual, organization, company, or other entity

applying for certification as a parent-taught driver education provider for failure to meet the requirements prescribed by this Subchapter.

(2) **Department action against parent instructors or parents.** The Department may:

(A) Cancel the acceptance of a parent instructor for failure to comply with any provisions of state law, federal regulation, or Department rule.

(B) Deny acceptance to any parent applying for acceptance as a parent instructor for failure to meet the requirements prescribed by this Subchapter.

(3) **Automatic cancellation of parent instructors.** Any of the following will constitute automatic cancellation of the acceptance of parent instructors:

(A) Lapse in liability insurance on any vehicle listed in the affidavit.

(B) Suspension, revocation, cancellation, or denial of the driving privileges of any parent or student named in the affidavit

(C) Lapse in the registration of any vehicle listed in the affidavit.

(D) Failure of any student named in the affidavit to meet the school attendance requirements of 47 O.S. § 6-107.3.

(c) **Reapplication for certification or acceptance.** Any provider or provider applicant whose certification is cancelled or denied, as provided in (c)(1), or any parent instructor or parent whose acceptance is cancelled or denied, as provided in (c)(2) and (3), shall not be eligible to reapply for certification or acceptance for a period of six (6) months from the date of cancellation or denial.

(d) **Minor disqualifications.** Where it is determined that a minor disqualification exists that may readily be rectified by the provider or parent, the Department may informally notify such party by mail or telephone of such minor disqualification, with a request for compliance within a specified period of time. If such party fails to rectify the disqualification or violation, the Department may proceed with any action described in (b) of this section.

595:10-13-11. Hearings

Any party aggrieved under this Subchapter may request a hearing with the Department pursuant to OAC 595:1-3.

APPROVED PARENT TAUGHT PROVIDERS

AAA of Oklahoma
2121 E 15th Street
Tulsa, OK 74104
<http://www.aaaoklahoma.com/news/articles/takethewheel.htm>
1-800-222-2582 or 918-748-1071

All Star Driver Education
1011 S Main Street
Ann Arbor, MI 48104
www.allstardrivereducation.com
1-800-967-7719

Driver Ed. In a Box
800 Wilcrest, Suite 165
Houston, TX 77042
www.drivedinabox.com
1-800-562-6405

I Drive Safely
294 La Moree Rd
San Marcos, CA 92078
<http://teen.idrivesafely.com>
1-800-732-1955

National Driver Training Institute
4432 Austin Bluffs Pkwy Ste 192
Colorado Springs, CO 80918
<http://www.usdrivertraining.com/>
1-800-942-2050

DriversEd.com
436 14th Street, Suite 420
Oakland, CA 94612
<http://driversed.com/>
1-888-651-2886

Virtual Drive of America
4125 Business Park Dr
Amarillo, TX 79110
www.virtualdriveofoklahoma.com
1-806-352-9558

PARENT-TAUGHT DRIVER EDUCATION AFFIDAVIT

By this affidavit, I(we) do hereby affirm to the Department of Public Safety that I(we),

Parent 1: (Name, Date of Birth, and Mailing Address)

(Drivers License Number and State)

Parent 2: (Name, Date of Birth, and Mailing Address)

(Drivers License Number and State)

have been issued and possess a valid driver license and have selected a parent-taught driver education course, as approved and certified by the Department of Public Safety, from:

(Name of company providing parent-taught driver education course)

which I(we) will use to teach driver education to my(our) child:

Student 1: (Name, Date of Birth, and Mailing Address)

(Instruction Permit Number or Driver License Number if applicable)

(If student name is different from the parent send copies of documents showing why name is different.)

using the following vehicle(s):

(Make, model, year) (License plate # , expiration date) (Insurance company, policy #, expiration date)

(Make, model, year) (License plate # , expiration date) (Insurance company, policy #, expiration date)

I(we) do affirm that, to the best of my(our) knowledge, each vehicle listed above complies with Oklahoma law regarding registration (47 O.S. Chapter 74), insurance (47 O.S. Chapter 7), and safety and equipment requirements (47 O.S. Chapters 12 and 13).

I(we) and the student listed above fully understand and agree that (please check beside each statement):

- This affidavit does not constitute authorization for the student listed above to drive in lieu of possession of a valid Oklahoma instruction permit or driver license, nor is it a substitute for insurance verification.
- The accepted copy of this affidavit must be carried in the vehicle during any behind-the-wheel session of parent-taught driver education and must be presented upon demand to any law enforcement officer or Department of Public Safety employee.
- No more than two (2) students and two (2) parent instructors shall occupy the vehicle during any behind-the-wheel session of parent-taught driver education.
- We will obey all state laws regarding the operation of a motor vehicle and all rules of the Department of Public Safety regarding parent-taught driver education.
- We will notify the Department of Public Safety immediately if any information in this affidavit changes.
- We hold harmless and free of liability the Department of Public Safety, its employees, and the State of Oklahoma.

Complete and mail this form to:
Oklahoma Department of Public Safety
Attn: Parent Taught
3600 Martin Luther King
PO Box 11415
Oklahoma City, OK 73136
Phone: (405) 425-2020

Signature of Parent (1)

Signature of Parent (2)

Signature of Student

Revised 10-3-05

(For DPS Use Only)

Received: _____ Accepted: _____ Accepted By: _____ Returned _____ AN: _____