



***DDS***  
***GEORGIA DEPARTMENT  
OF DRIVER SERVICES***

## **Prerequisites of Opening a Driver Safety Program in Georgia**

**The Georgia Department of Driver Services  
Regulatory Compliance Division**

The Regulatory Compliance Division has developed this presentation to assist applicants with pertinent information to make informed business decisions. Completion of this training is a prerequisite to submitting your certification application.



# Agenda

- Introduction to DDS & Regulatory Compliance
- Road Map to Success
- Requirements of Business Owners
- Completing the application correctly
- An overview of expectations
- DDS regulations and how they impact you

# Department of Driver Services (DDS)

- The Department of Driver Services is the agency responsible for regulating the following Driver Safety Programs:
  - DUI/Risk Reduction Program
  - Driver Improvement/Defensive Driving Program
  - Driver Training /Driver Education Program
  - Third Party Testing
  - Ignition Interlock
  - Alcohol and Drug Awareness Program (ADAP) and (eADAP)
  - Limousine Chauffeur
- Within DDS, the Regulatory Compliance Division is responsible for regulating these programs.
- Regulatory Compliance has two separate units:
  - Program Administration – (Located in Conyers) duties include:
    - Application processing
    - Data retention and Web content
    - Training
    - Approval of Curricula
  - Field Operations – (Located in six (6) regions throughout the state) duties include:
    - Auditing Program Files
    - Monitoring Instructors
    - Complaint Investigation
    - Training



# Road Map to Success

- If you are planning to open a Driver Safety school or become certified as an instructor, you should become familiar with the Rules and Regulations pertaining to that program of interest.
- The Driver Safety Rules and Regulations can be found at [www.dds.ga.gov](http://www.dds.ga.gov). Click on the “Regulated Programs” link from the left menu panel. Then select the program of interest. Finally, click on the Rules and Regulations link.
- Please be advised that DDS enforces the rules and regulations to ensure compliance and accountability. Noncompliance may result in administrative fines and adverse actions.

Stay informed!



# Current Statistics

Throughout the state there are:

- **DUI/Risk Reduction**  
285 Schools and 773 Instructors
- **Ignition Interlock**  
45 Providers
- **Driver Improvement**  
232 Programs and 424 Instructors
- **Driver Training**  
275 Programs and 983 Instructors
- **Third Party Testing**  
33 Testers and 32 Examiners
- **Limousine Chauffeurs**  
4749 Chauffeurs

\*Data as of 10-2014



# Research and Plan for Business Success!

- Give careful consideration when choosing the location and name of your school. Consider the number, proximity, and names of existing schools located in your proposed area.
- School d/b/a (doing business as) names may not be similar to existing school names under different ownership. School d/b/a names are also limited to two special characters or punctuation marks (excluding periods and commas) AND two numerical digits. Names cannot contain emoticons.
  - A list of all certified schools can be found on our website.
- Consider the expenses associated with program ownership;
  - Cost of required Surety Bonds, Business License, and Insurance
  - Facility Costs
  - Monthly Rent
  - Utilities – phone, internet, electricity, water, etc.
  - Purchase of required equipment
  - Employee salaries
  - Curriculum Costs – training and material fees
  - Association fees
- Develop a detailed business plan, taking into consideration that it may take some time to become sustainable.
- Consult with an accountant or tax professional to discuss your tax liability.



# Choosing a Location

- Things to consider when choosing a location:
  - You need to already have acquired your facility prior to submitting your application.
  - Facilities must pass a DDS site inspection as part of the application process.
  - Rules and Regulations outline classroom size requirements:
    - DUI/Risk Reduction/Driver Improvement/Driver Training – Minimum 300 square feet
  - DUI/Risk Reduction location restrictions:
    - Cannot share the same entrance with or be immediately adjacent to a facility where alcoholic beverages are sold or distributed
    - Will not be approved if the location sales or distributes alcoholic beverages
  - Multiple classes at the same time:
    - You will need multiple classrooms
    - Separate entrances
  - Other considerations:
    - Parking
    - Handicap accessibility – ADA compliant
    - Restrooms
    - Break Area
    - Office area





# Application Basics

- Every school owner, director, and instructor must become certified by DDS prior to commencing operation or teaching a class.
- The first step in the certification process is the application. All applications may be downloaded from our website.
- Applications must be completed prior to submission to ensure timely processing. Incomplete applications will be returned.
- Please allow **AT LEAST 30 DAYS** for application processing.
- A separate application and surety bond is required for each school certification you intend to obtain. For example, if you wish to open a school that will provide both DUI/Risk Reduction and Driver Improvement, you must fill out and submit both the DUI/Risk Reduction and Driver Improvement applications. The same is true of Instructor applications.
- All applications have a Requirements Checklist. Follow it carefully.



# Common Steps - All Program Applications

- The following must be completed by all applicants, partners, corporate officers, controlling stockholders, and public high school directors:
  - Sign the Statement of Completion at the bottom of the School Checklist and include it with the application.
  - Complete all sections of the application. Section 1 of the application only needs to be completed once and may be photocopied for each application submitted.
  - Be electronically fingerprinted utilizing the Georgia Applicant Processing System (GAPS). Detailed instructions are included in each application packet.
  - Submit a notarized Consent for Background Investigation Form.
  - Submit one (1) photograph taken within the last thirty (30) days of filing the application.
- All Program applications require that the following must be submitted:
  - Proof of a **continuous surety bond** from a bonding company authorized to do business in the State of Georgia.
  - Proof of a **fire code inspection of the facility's location**, showing no violations dated within **90 days** of filing the application .
  - A copy of the **program's business license**.
  - If incorporated, submit a copy of the **Certificate of Incorporation from the Secretary of State**.
  - If not incorporated, submit a **notarized and recorded certification of the adopted business name**. The notarized certification that is required by the Department is obtained from the County Clerk of the Superior Court.
  - Submit Program operating hours using the **Standard Business Hours** form (#RC-800).



# Fees Associated With Applications

## DUI/Risk Reduction


- There are no application fees associated with DUI/Risk Reduction Schools, directors, or Instructors.

## Driver Improvement

- New School - \$200.00
- New Instructor - \$100.00
- Recertification Fees
  - School- \$100.00
  - Instructor - \$50.00

## Driver Training

- New School- \$25.00
- New Instructor - \$5.00 + \$25 Testing Fee
- Recertification Fees
  - School - \$25.00
  - Instructor - \$5.00



All fees must be paid in the form of a money order, certified check or cashiers check made payable to the Department of Driver Services.

# Commonly Omitted Items

- The most omitted items from application packets are:
  - Notarized Consent for Background Investigation Form.
  - Completed application for each partner/corporate officer
- Each application packet has a checklist as well as a list of the most commonly omitted items.
- Please review your application prior to submittal to ensure that you have included all items required.
- Keep in mind any missing items will delay processing and may result in your application being returned.



# Training

- The Regulatory Compliance Division offers training opportunities throughout the year that are beneficial to program owners and instructors. Continuing Education Credits may be awarded for participation in these events.
- Available training events and dates can be found on our Training Calendar located on the Regulated Programs home page.



# Regulatory Compliance Contact Information



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