

GUIDELINES FOR PARTICIPATING IN THE
MOTOR VEHICLE DIVISION
TRAFFIC SURVIVAL SCHOOL PROGRAM
ADMINISTERED BY
ARIZONA CHAPTER NATIONAL SAFETY COUNCIL

In addition to the Arizona Revised Statutes (ARS) Title 28, Chapter 8, Article 7.1 and Arizona Administrative Code (AAC) R17-5-302 and R17-4-404, the following TSS Guidelines are provided to assist schools and instructors with program requirement compliance. Non-compliance with these requirements may result in schools and instructors being placed on probation or in a request for a hearing to suspend or revoke school and instructor licenses.

The contracted administrator for the Traffic Survival School program in Arizona is Arizona Chapter National Safety Council (ACNSC).

Processing Guidelines

1. Personal photo identification in the form of an official government ID credential is required from the student at the time of class, as well as one of the following as proof of assignment to register and attend Traffic Survival School (TSS).
 - a. MVD Corrective Action Notice of TSS Assignment
 - b. MVD Corrective Action Notice of Suspension for Failure to Attend TSS
 - c. MVD Traffic Survival School Proof of Assignment form.
 - d. Copy of the person's Motor Vehicle Record (MVR) indicating the TSS assignment.
 - e. Court Order indicating TSS assignment.
2. The instructor(s) conducting the class shall print and sign the TSS Certificate of Completion (COC).
3. The COC must be printed in the presence of the student after the student has successfully completed the course.

4. All COCs must be completed in full and contain all the required information.
5. A correction on the COC is not permitted. If an error or smudge is made, the form must be voided and a new COC printed.

Records and Contracts at the school's principal place of business

1. All records pertaining to a licensed school's operations and training of students shall be:
 - a. Stored and securely maintained at the licensee's principal place of business,
 - b. Available for inspection by the Department or private entity during business hours, and
 - c. Retained by the school for three years from the date of course completion.

School Guidelines

1. An applicant for a traffic survival school license, issued by the Department or private entity shall be at least 21 years of age and meet all applicable licensing requirements under state law and Arizona Administrative Code.
2. Arizona Administrative Code R17-5-306 requires every applicant for a school or instructor license to pass an examination given by the Department or private entity before issuance of an applicable school or instructor license or approval of the status as a traffic survival school qualified instructor.
3. The qualifying individual for a TSS school license must have a valid Arizona driver license.
4. A school shall not use any name other than its licensed name for advertising or publicity purposes. A school licensed by the Department or private entity may state in its advertising that it is "licensed" by the

Department, but shall not indicate that the school is approved, sanctioned, or in any other way endorsed or recommended by the Department. All printed or electronic advertising or promotional material used, issued, or published by a licensee must be pre-approved by the Department or private entity.

5. It is the responsibility of each school and instructor to ensure all statutes, rules, policies and guidelines are followed and that all documents and data entry of official records are accurate before submitting to ACNSC.
6. A licensed traffic survival school must hold at least one course every 60 days at the school's established place of business and each branch, as applicable.
7. All original licenses must be prominently displayed in the school's principal place of business (office).
8. Copies of the school's license, the site license (classroom) and the instructor license must be prominently displayed at the place of instruction of all TSS classes.
9. If requested, it is the responsibility of the TSS school to provide copies of any and all contracts, signature rosters, student paperwork and exercises or other documents used by the school to the Department or private entity (as requested) in a timely manner.
10. A licensee shall use and maintain only Department approved inventory. This includes at a minimum, a computer, internet connectivity, a power point compatible projector, a DVD player, and a display monitor visible to all students.

11. Each school shall enter their schedule of TSS classes on the ACNSC TSS website at least 30 days in advance of the class date. All class schedules and instructor assignments must be kept current and accurate.
12. The school is responsible for the security of all accountable documents including COCs.
13. Schools or instructors shall not personally solicit individuals on premises rented, leased or owned by the Motor Vehicle Division for the purposes of enrolling them in any TSS program.

Instructor Guidelines

1. Instructors must hold a valid Arizona driver license.
2. Instructors must not have had a conviction related to driving under the influence of drugs or alcohol, reckless driving, aggressive driving, leaving the scene of a collision, racing on a highway, or assignment to a TSS class within five years prior to the date of the original application for the TSS license or during licensure.
3. Instructors must be of good moral character, at least 21 years of age and have a high school education or its equivalent.
4. The department or private entity may deem a traffic survival school instructor applicant qualified when a completed application is received and the applicant has successfully completed all required training and examinations.

5. Payment of authorized fees as required by the private entity for application and administration of the instructor qualification process are required annually.
6. All potential qualified instructors must apply through a traffic survival school licensed by the Department or private entity.
7. A motor vehicle record dated within 30 days of the application date must be provided with the application.
8. It is the responsibility of each TSS school to ensure their applicants understand the licensing and examination requirements.

If school owners or designated contact personnel have any questions regarding these guidelines they may contact ACNSC staff at 602-264-2394. Ask for a TSS supervisor.