

DRIVER TRAINING SCHOOLS
INTERIM WRITTEN GUIDELINES (revised February 13, 2014)



Section 1

Definitions

Authority: IC 9-14-2-2

Affected: IC 9-27-6

Definitions used in these rules and regulations shall have the meanings as follows unless the context clearly indicates a different meaning:

- (a) "Agent" means any individual, whether:
- (1) Employed by a driver training school or operating on its behalf; or
 - (2) Acting on behalf of any school located within or outside of the state of Indiana.
- (b) "Bureau of Motor Vehicles" or "Bureau" has the meaning set forth in IC 9-13-2-16.
- (c) "Bureau of Motor Vehicles Commission" or "Commission" has the meaning set forth in IC 9-13-2-32.
- (d) "Commissioner" has the meaning set forth in IC 9-13-2-33.
- (e) "Course" means training offered by a driver training school for the purpose of teaching safe operation of a motor vehicle. The course consists of training:
- (1) in a classroom or online; and
 - (2) Behind the wheel instruction.
- (f) "Driver Training School" or "School" means a business enterprise conducted by an individual, association, partnership, corporation, limit of liability company or a:
- (1) School corporation as defined in IC 36-1-2-17;
 - (2) Nonpublic secondary school that voluntarily becomes accredited under IC 20-19-2-8;
 - (3) Nonpublic secondary school recognized under IC 20-19-2-10
 - (4) Postsecondary proprietary educational institution as defined in IC 22-4.1-21-9;
 - (5) State educational institution as defined in IC 21-7-13-32; or
 - (6) Non-accredited nonpublic school;

for the education and training of persons, either practically or theoretically, or both, to operate or drive motor vehicles; or prepare an applicant for any examination or validation given by the Bureau for a driver's license; and charging a consideration or tuition for the services.

- (g) "Instructor" has the meaning set forth in IC 9-27-6-4.
- (h) "Driver Training School Instructor License" or "Instructor License" means authorization provided by the Bureau to act as a driver training instructor.
- (i) "Motor vehicle" has the meaning set forth in IC 9-13-2-105.
- (j) "Owner" means an owner, partner, officer, administrator or individual designated to manage a driver training school/program.
- (k) "Person" has the meaning set forth in 9-13-2-124(a):
- (l) "Revocation" means the license to:
- (A) Operate a driver training school; or
 - (B) Give driver training instruction;

is terminated.

(m) "Driver Training School License" or "License" means authorization provided by the Bureau to operate a driver training school.

(n) "Student" means an individual who is actively enrolled in a driver education class.

- (o) "Suspension" means the license to:
- (A) Operate a driver training school; or
 - (B) Give driver training instruction;

is temporarily withdrawn.

Section 2

Application for driver training school license

Authority: IC 9-14-2-2

Affected: IC 9-27-6

- (a) No person shall:
- (1) Operate;
 - (2) Conduct;
 - (3) Maintain; or
 - (4) Establish;

a driver training school in the state of Indiana unless he or she holds a valid, current school license issued by the Bureau.

- (b) Before any school license is issued, an application must be made on forms prescribed and furnished by the Bureau.
- (c) The application must contain the following:
- (1) The name, address and website address of the school;
 - (2) The names, address, and e-mail addresses of all owners of the school;
 - (3) The name and address of any additional school locations;
 - (4) A detailed statement showing the financial condition of the school, if requested by the Bureau;
 - (5) A schedule of all tuitions, fees, and charges to be made by the school; and
 - (6) A fingerprint based full national criminal background check of each owner as prescribed by the Bureau with their initial license application. The fingerprint-based full national criminal background check must be dated within ninety (90) days of the application.
 - (7) Any additional information that the Bureau deems necessary.
- (d) The following additional information must accompany the application:
- (1) Samples of all student contracts /registration forms to be used by the school; and
 - (2) Copies of any contracts or agreements involving driving training instruction with any person who conducts business with the school.
 - (3) Any further information that the Bureau shall deem necessary.
- (e) Every application for a school license must be accompanied by a license fee of one hundred dollars (\$100) per school location. A school as defined in Section 1(f)(1) and (5) is exempt from the license fee. No part of the license fee will be refunded in the event that the application is rejected, or the license is suspended, or revoked. The fee for a license application that is rejected may be applied to the re-submission of the license application within sixty (60) days of notice of the application's rejection. There shall be no reduction in a license fee in the event an application is received after the beginning of the licensing period.
- (f) All instructors listed on school application must be licensed.

Section 3

License term; transfer; display; replacement; changes; renewal

Authority: IC 5-2-6.5; IC 9-14-2-2

Affected: IC 5-2-6.5; IC 9-27-6

- (a) Each school license shall be valid subject to the following:
- (1) Upon approval, the school license shall be valid beginning July 1, and expiring at midnight June 30, in even numbered years.
 - (2) The license will be valid only for the license period in which it is issued.
- (b) The school license is not transferable. In the event of change of ownership of the school, application for a new license must be made. The new owner(s) must follow all rules and regulations as described herein to apply for a license as a new school. The school must not conduct any training classes until the school or location is licensed by the Bureau.
- (c) In the event of any change in address, or a change of an owner, the Bureau must be notified in writing as follows:
- (1) Within three (3) business days upon the change of address or e-mail address; and
 - (2) Within three (3) business days prior to any change in owners.
- Failure to inform the Bureau may be grounds for suspension or revocation of the school license.
- (d) The school license must be displayed in the main office of the licensee's principal place of business at all times. Satellite locations as identified in IC 9-27-6-6 are not required to display the license.
- (e) In the event the school license is lost, destroyed, or mutilated, the school must submit a written request to obtain a replacement. The fee for a replacement school license is twenty dollars (\$20) and the fee must be remitted before the replacement will be issued. A public or private high school or college is exempt from the replacement license fee.
- (f) Application requirements for renewal of a license are as follows:
- (1) Application for renewal of a license must be made on forms prescribed by the Bureau.
 - (2) A one hundred dollar (\$100) license fee per location must accompany all renewal applications. A public or private high school or college or university is exempt from the application fee.
 - (3) A limited criminal history search as prescribed by the Bureau from the owner(s) state of residency must accompany all renewal applications. A fingerprint-based full national criminal background will be required if the instructor has changed their name since the fingerprint-based full national criminal background check was submitted. The criminal history background check must be dated within ninety (90) days of the renewal application.
 - (3) The application for the renewal of a school license must be submitted to the Bureau on or before midnight, May 1 of even numbered years. A school must not conduct business after the expiration of the current school license until the Bureau has granted a renewal license.

(g) To change the name of a school before the expiration date of the school license, the owner(s) must make application to the Bureau for a name change. A license fee of twenty dollars (\$20) must accompany the application. A school, college or university defined in Section 1(f)(1) and (5) is exempt from the fee. The change of name will be contingent upon approval of the Bureau.

Section 4 - Ownership of more than one school

Authority: IC 9-14-2-2

Affected: IC 9-27-6

(a) The owner(s) of a driver training school may own and operate more than one (1) school. The driver training school must apply for a separate school license as prescribed by the Bureau.

(b) It shall be permissible, upon approval by the Bureau, for schools to bear the same name so long as at least one (1) owner is identical for all schools concerned.

(c) Except as otherwise provided, all of an owner's school locations must meet the same requirements and follow the same procedure as provided for in these rules and regulations.

Section 5

Location of school

Authority: IC 9-14-2-2

Affected: IC 9-27-6; IC 20-19-2-8; IC 20-19-2-10; IC 36-1-2-17

(a) Except as set forth in subsection (b), a school must conduct all classes and operate out of the address appearing on the most recent application submitted to the Bureau.

(b) An instructor of a properly licensed driver training school shall be permitted to conduct classroom training at a location provided by one of the following:

- (1) A school corporation (as defined in IC 36-1-2-17);
- (2) A nonpublic secondary school that voluntarily becomes accredited under IC 20-19-2-8;
- (3) A nonpublic secondary school recognized under IC 20-19-2-10;
- (4) A state educational institution
- (5) A non-accredited nonpublic school;

if the governing body of the school corporation, nonpublic secondary school, state educational institution, or non-accredited nonpublic school approves the delivery of the training to its students.

(c) Subsections (b)(1) through (b)(5) are subject to a contract or memorandum of understanding from the school corporation, nonpublic secondary school, state educational institution, or non-accredited nonpublic school with the driver training school that is conducting the course. Classes must be held in a building provided by the school corporation, nonpublic secondary school, state educational institution, or non-accredited nonpublic school. The school conducting the course is subject to the rules described in section 8 of this rule. The Bureau may accept reasonable alternative requirements to satisfy this rule in its discretion.

(d) Subject to subsection (e), in no instance shall a school operate in any manner from a residential dwelling.

Section 6

Office and classroom operations; classrooms; advertising

Authority: IC 9-14-2-2

Affected: IC 9-27-6

(a) Approval of any school license will be contingent upon approval of the classroom and office space by the Bureau. All driver training schools must operate in the following manner:

- (1) The school license shall be displayed in a conspicuous location within the main office.
- (2) An authorized agent of the Bureau may periodically attend classroom instruction without notice. Refusal of the school to grant attendance may be grounds for suspension or revocation of the school license.
- (3) Sufficient indoor space to teach students the theoretical instruction relating to the rules and regulations of the road and safe driving practices must be included within the office. The classroom must be enclosed to eliminate any and all extraneous interference from the public. The classroom shall:
 - (A) Contain chairs and desks or tables in sufficient number to accommodate students;
 - (B) Have adequate lighting; and
 - (C) Be of sufficient size to comfortably accommodate the students, but in no event shall the classroom contain less than two hundred twenty-five (225) square feet of usable area.
- (4) Each school location must have at least one (1) "unisex" restroom. The restroom must have a functioning lock.
- (5) The office of the school shall maintain reasonable and regular hours of operation. The office hours must be conspicuously posted near the entrance of the office.

- (6) The office must not be operated in conjunction with any other business.
- (7) No school shall advertise in any manner until such time as the Bureau has issued the school a license.
- (8) A school must not advertise or imply that it is supervised, recommended, or endorsed by the Bureau.
- (9) In the event a school ceases to operate, the Bureau shall be notified in writing at least ten (10) calendar days before closure and all student records for the preceding thirty-six (36) month period must be provided to the Bureau upon request.

Section 7

Name of school

Authority: IC 9-14-2-2Affected: IC 9-27-6

(a) No driver training school can use, adopt, or conduct any business under a name that is substantially similar to the name used by another driver training school without the written approval of the Bureau. A school cannot use the words:

- (1) State;
- (2) Government;
- (3) Municipal;
- (4) City; or
- (5) County;

in any part of the school name except when the school is an entity defined under I.C. 36-1-2-17, I.C. 20-19-2-8, I.C. 20-19-2-10, I.C. 27-17-1-13, I.C. 21-17-13-32 or a non-accredited nonpublic school.

(b) A school shall not use any name other than its licensed name for advertising or publicity purposes.

Section 8

Records

Authority: IC 9-14-2-2AffectedIC 9-27-6

(a) All records pertaining to the operation of a driver training school must be maintained in the main office of the school and available for inspection by the Bureau. Refusal to grant an inspection of the records in compliance with this section may be grounds for suspension or revocation.

(b) The school must do the following:

- (1) Make available to the Bureau, at any time when requested to do so, full information pertaining to any or all items required by this rule.
- (2) Permit the Bureau to make copies of the required school records.

(c) Every school must maintain the following records for thirty six (36) months:

- (1) A record of all payments received from students.
- (2) A copy of the contract/registration form for each student.
- (3) An electronic file providing the student's:
 - (A) Full name and address;
 - (B) (DLN) (driver's license number)
 - (B) Phone number;
 - (C) Grades and hours in classroom;
 - (D) Behind the wheel training; and
 - (E) Date of course completion.

(4) The official skills test score sheets for any skills tests performed by the school, if the school is a participant in the Bureau approved waiver program.

Section 9

Contracts with students

Authority: IC 9-14-2-2

Affected: IC 9-27-6

(a) Written contracts or registration forms are required for each student enrolled in a driver training school and must conform to the following:

- (1) must contain the agreed contract price per hour, lesson, or course;
- (2) must enumerate all related charges to be made to the student; and

(b) The school must make available to each student the Bureau approved "Code of Responsibilities for Driver Education Students" and "Bill of Rights for Driver Education Students." This may be given to the student or posted on the school's website.

Section 10

Insurance coverage

Authority: IC 9-14-2-2
Affected: IC 9-27-6

(a) No school license will be issued unless and until the applicant has filed with the Bureau evidence of insurance in the form of a certificate from the insurance carrier, in a company authorized to do business in the state of Indiana in the amount of at least:

- (1) One hundred thousand dollars (\$100,000) because of bodily injury to or death of any one (1) person and subject to said limit respecting one (1) person;
- (2) Three hundred thousand dollars (\$300,000) because of bodily injury to or death of two (2) or more persons in any one (1) accident; and
- (3) Twenty-five thousand dollars (\$25,000) because of injury to or destruction of property in any one (1) accident.

(b) The driver training school shall:

- (1) Stipulate that the Bureau shall be notified when the policy expires or is cancelled; and
- (2) Include the make, model, and manufacturer's identification number of any and all vehicles covered in the policy.

(c) Proof of insurance must be made available to the Bureau upon request.

(d) Driver training schools must provide notice of additional vehicles covered by sending written verification from the insurance company to the Bureau, using the make, model, and manufacturer's identification number.

Section 11

Vehicle standards

Authority: IC 9-14-2-2
Affected: IC 9-27-6

(a) Every motor vehicle used for driver training must have a current registration and license plate and not be more than ten (10) years old from the vehicle's date of manufacture.

(b) Every motor vehicle used for driver training must have additional equipment as follows:

- (1) One (1) operable extra foot brake;
- (2) One (1) rearview mirror placed on the inside of the motor vehicle; and
- (3) Two (2) outside rearview mirrors, one (1) on each side of the vehicle.

(c) Every training vehicle being operated by a student must be conspicuously marked as a vehicle used for driver training and the markings must be visible from three (3) sides of the training vehicle (both sides and the rear of the vehicle).

(d) Every training vehicle must be clean and in good working condition.

(e) The school vehicle inspection form (furnished by the Bureau) must be completed by the school and carried in the vehicle at all times while driving instructions are given.

(f) The vehicle registration and current insurance information must be carried in the vehicle at all times.

Section 12

Curriculum

Authority: IC 9-14-2-2
Affected: IC 9-27-6

(a) Driver training schools licensed by the Bureau must provide instruction as follows:

- (1) The theoretical course of instruction shall include, but not be limited to:
 - (A) Subject matter relating to rules and regulations of operating a motor vehicle;
 - (B) Safe driving practices including how to avoid drivers who display aggressive and unsafe behavior;
 - (C) Pedestrian safety;
 - (D) Driver responsibility;
 - (E) Accident reporting;
 - (F) Mental attitudes and physical characteristics of individuals as related to the operation of a motor vehicle;
 - (G) Maintenance of a motor vehicle;
 - (H) Handling of driver emergencies;
 - (I) Driving skills including, but not limited to, the following:
 - (i) Proper lane changing.
 - (ii) Lane positioning.
 - (iii) Proper signaling; and
 - (iv) Merging;

- (J) Signs, signals, highway markings, and highway design features that require understanding for the safe operation of a motor vehicle;
 - (K) Backing and parallel parking;
 - (L) Sharing the road with other vehicles with special emphasis on motorcycles, bicycles and large trucks; and
 - (M) Distracted driving.
- (2) The school shall not use any questions prepared by the Bureau when preparing questions for instructional or evaluative purposes.
- (3) The practical course of instruction shall include the demonstration of the following in a dual controlled motor vehicle:
- (A) Stopping;
 - (B) Starting;
 - (C) Shifting;
 - (D) Turning;
 - (E) Lane changing;
 - (F) Lane positioning;
 - (G) Merging;
 - (H) Signaling;
 - (I) Backing;
 - (J) Parallel parking; and
 - (K) Steering;

Section 13

Instructor's license; qualifications

Authority: IC 9-14-2-2AffectedIC 9-27-4-5.5, IC 9-27-6

- (a) To be eligible for an instructor's license, an individual must complete at least sixty (60) semester credit hours at a postsecondary educational institution. The individual must:
- (1) Complete at least nine (9) hours in driver education courses; and
 - (2) Be at least twenty-one (21) years of age upon application for a license after successful completion of the driver education courses.
- (b) The driver education courses required under subsection (a) (1) must include a combination of theoretical and behind-the-wheel instruction that is consistent with nationally accepted standards in traffic safety.
- (c) The driver education semester hours completed under subsection (a) (1) must be part of a curriculum that is approved by the commission for higher education.
- (d) No person shall give driver training instruction for compensation or act as a driver training instructor unless he or she holds a valid, driver training instructor license issued by the Bureau.
- (f) This section does not apply to an individual who's full or part-time duties only include the practical or theoretical phase of training of individuals wishing to become licensed driver education instructors.
- (g) The following requirements apply for instructor's license applications and applicants:
- (1) All applications for an instructor's license must be accompanied by a fee of ten dollars (\$10). The application for the renewal of an instructor's license must be filed with the Bureau on or before midnight, May 1, in even numbered years.
 - (2) All applicants must be citizens or lawful permanent residents of the United States.
 - (3) Every driver training instructor:
 - A) Must be:
 - (i) At least twenty-one (21) years of age; and
 - (ii) A person with good moral character, physical condition, knowledge of the rules of the road, and work history; and
 - (B) Will be required to provide a fingerprint-based full national criminal background check as prescribed by the Bureau with their initial license application and a limited criminal history search as prescribed by the Bureau from the instructor's state of residency with all subsequent license renewal applications. A fingerprint-based full national criminal background will be required if the instructor has changed their name since the fingerprint-based full national criminal background check was submitted. Both the full fingerprint-based national criminal background check and the limited criminal history background check must be dated within ninety (90) days of application.
 - (4) Every person must hold a valid driver's license before making application for a driver training instructor license.
 - (5) Each application for a new or renewal license must be accompanied by a statement from a physician on a form prescribed by the Bureau, performed within 12 months of the application date, certifying the applicant's mental ability and visual acuity, and that the applicant does not have any:
 - (A) Communicable diseases;

- (B) Medical condition that may affect his/her ability to drive; or
- (C) Condition causing loss of consciousness or seizures.
- (6) The visual acuity of an instructor must not be less than 20/40 in either eye with or without eyeglasses or other means of visual correction.
- (7) The visual fields of an instructor shall not be less than fifty-five (55) degrees in either eye.
- (8) An instructor giving practical training shall not be absent one (1) functional eye, hand, arm, foot, or leg.
- (9) The Bureau may allow for a case-by-case analysis of an instructor's ability to perform instruction in the vehicle or in the classroom and impose additional requirements before licensing.
- (h) In addition to any requirements set forth in IC 9-27-6, requirements for the instructor license are as follows:
 - (1) The instructor license shall be valid for a period of up to two (2) years from the date of issuance to the end of the licensing period (beginning July 1 and ending June 30, in even numbered years). The license will be effective only for the license period in which it is issued, and there will be no reduction in fee in the event of application after the beginning of the licensing period.
 - (2) Where an application is made for the renewal of an instructor license, the instructor must not provide instruction or training after the expiration of the current instructor license until the Bureau has renewed the instructor license.
 - (3) The Bureau may order a complete or partial physical reexamination of any licensed instructor at any time.
 - (4) An instructor must have in his or her possession the instructor's license issued by the Bureau while giving classroom or in car instruction.
 - (5) The instructor's license certificate shall be maintained on file at the main office of the school so long as the instructor shall remain employed by the school.
 - (6) Any accident during any consecutive two (2) year period may make an instructor's license subject to review by the Bureau.
 - (7) Any violation resulting in suspension or revocation of driving privileges shall cause the immediate suspension or revocation of the instructor's license. The instructor may request the Bureau to reinstate the instructor's license by submitting a request in writing.
 - (8) Every instructor who is not licensed to operate a motor vehicle by the Bureau must provide to the Bureau a certified copy of his or her driving record from the jurisdiction from which his or her license is issued. This certified record must be filed:
 - (A) With the Bureau before the original application will be approved; and
 - (B) Upon each subsequent renewal.
 - (9) The Bureau may grant instructor licenses that are restricted to theoretical instruction.
 - (10) The Bureau must be notified in writing within three (3) days upon the change of address of a driver instructor.
 - (11) The school must notify the Bureau within three (3) days via e-mail when an instructor leaves the school's employment for any reason, or joins the school's employment as a new employee not listed on the school's most recent license application.
- (i) In the event the instructor license is lost, destroyed, or mutilated, the instructor must submit a written request to obtain a replacement.
- (j) The fee for a replacement driver training instructor license is five dollars (\$5). The fee must be remitted before the replacement will be issued.

Section 14

General provisions

Authority: IC 9-14-2-2

Affected: IC 9-27-6

- (a) No:
 - (1) State official, or his or her agent or employee, whose duties relate in any way to the issuance of Indiana driver's licenses; or
 - (2) Employees of the Bureau or Commission or any member of the employee's immediate family; shall be employed by or provide services for any school.
- (b) The provisions of these rules and regulations shall not apply to any of the following:
 - (1) Any person giving driver training lessons without charge; or
 - (2) Employers providing driver training without charge for their employees only.
- (c) No complete course of instruction shall be completed in fewer than sixteen (16) calendar days and not more than one hundred twenty (120) days after the first day the course commences. The one hundred twenty (120) days can be waived by written agreement with a student or the parent of a minor student. Not more than three (3) hours of classroom and one (1) hour of behind the wheel instruction can be completed in a twenty-four (24) hour period. Not more than five (5) three (3) hour classroom sessions and three (3) one (1) hour behind the wheel instruction sessions can be scheduled in less than seven (7) consecutive days.

- (d) The school is required to ascertain, before giving practical instruction (and prior to every driving training session), that the student possesses a valid:
- (1) Driver education permit;
 - (2) Learner's permit;
 - (3) Operator license;
 - (4) Chauffeur license; or
 - (5) Public passenger chauffeur license;
- (e) The course of instruction for any person holding a valid driver education permit shall consist of both theoretical and practical instruction with at least the minimum amounts of thirty (30) hours of classroom and six (6) hours of behind the wheel training. The following will also apply:
- (1) Within the thirty (30) hours of classroom instruction, a maximum of two (2), five (5) minute breaks may be allowed during the first forty-five (45) minutes of each hour.
 - (2) Breaks cannot be combined or accumulated during any course session. Breaks not used in any given period of instruction are lost.
 - (3) Individuals who have successfully completed either the classroom or behind-the-wheel phase of an approved driver education course at a licensed school may transfer that phase of the course to another licensed school under the following conditions:
 - (i) The second school is willing to complete the unfinished phase of the course; and
 - (ii) The first school transfers written documentation to the second school, showing which phase the student successfully completed.
 - (iii) Upon successful completion of both phases, the second school may certify that the individual has successfully completed both phases.
 - (4) Individuals who have not fully completed either phase of a driver education course may transfer the completed portions of the course to another school only under the following conditions:
 - (i) The first school is unable to complete the driver education course within 120 days of its commencement; or
 - (ii) The student is unable to complete the course due to illness, injury or other circumstances not under the student's or parents' reasonable control.
 - (iii) The first school must have documentation of the student's completed portion of the course that meets the minimum 80% requirement and is willing to transfer that documentation to the second school.
- (f) A school may only change its:
- (1) Fee schedule;
 - (2) Contracts; or
 - (3) Other forms required to be filed with the Bureau
- when the school has provided written notification to the Bureau at least thirty (30) calendar days before the change.
- (g) Driver training schools will be permitted to accept endorsements, promotions, cooperative advertising, and marketing partnerships so long as the commercial enterprises:
- (1) Do not diminish the importance of driver education; and
 - (2) Are not perceived:
 - (A) By the Bureau as unethical; or
 - (B) As an endorsement by the state of Indiana or any of its Bureaus or agencies.
- (h) Driving schools must provide the Bureau with copies of all contracts and information concerning the commercial enterprises if requested by the Bureau.
- (i) No school instructor, employee, or agent will be permitted to do the following:
- (1) Accompany any student into any office being used for the giving of driver's license examinations;
 - (2) Assist a student taking any examination; or
 - (3) Personally, or by proxy, solicit any individual on the premises rented, leased, owned, or used by the Bureau for the purpose of enrolling students in any school.
- (j) No owner, officer, instructor, agent, or employee of any driver training school shall state nor give the impression to a student that upon completion of the course, they will guarantee the securing of a driver's license to operate a motor vehicle.
- (k) Any false information on any application or form may be grounds for denial, suspension, or revocation of any license.
- (l) The Bureau may suspend or revoke, or take any other action deemed necessary, on any license or certificate for any of the violations of these rules. Violations that are cause for suspension or revocation include, but are not limited to, the following:
- (1) The licensee has violated any provision of the rules and regulations of the Bureau;
 - (2) The licensee is instructing students contrary to the restrictions imposed on the students' driver license or permit; or

- (3) The licensee has the unauthorized possession of documents used by the Bureau in conjunction with administering driver's license examinations.
- (m) The license of any school or instructor may be suspended or revoked after due notice and an administrative review outlining the reasons for suspension or revocation which may include, but not limited to the following violations:
- (1) Committing any act that, in the opinion of the Bureau, constitutes unprofessional conduct, intemperance, or negligence in the performance of duties required and privileges conferred by licensure;
 - (2) Committing fraud, deceit, or misrepresentation in obtaining a license; or
 - (3) Conducting fraudulent, misleading, or deceptive advertising or promotion in regard to driver training instruction programs.
- (n) In the event of a revocation, a new application must be submitted to the Bureau to reapply for a school or instructor license.
- (o) In the event of a suspension of the school or instructor's license, a written request must be submitted to the Bureau, requesting reinstatement of the license.
- (p) Violations that are cause for permanent revocation are inclusive of, but not limited to, the following:
- (1) The licensee has been convicted of a felony or crime, or found guilty through administrative review of the involving:
 - (A) Violence;
 - (B) Dishonesty;
 - (C) Deceit;
 - (D) Indecency; or
 - (E) Immoral conduct.
 - (2) The licensee aided or assisted a person in completing a driver training course or obtaining a driver's license by fraudulent procedure.
- (q) The Bureau may enact procedures for electronic transfer of student information, fees, and licensing as applicable.

Indiana Bureau of Motor Vehicles



By: _____
Donald M. Snemis, Commissioner

Date: 2-14-2014