

WAC 308-108-020 Definitions. The definitions of this section apply throughout this chapter unless the context clearly requires otherwise:

(1) "Adult course" means the course offered to adults who do not need the comprehensive driver training education required for minor drivers.

(2) "Behind the wheel instruction" means that portion of a traffic safety education course that consists of on-street, dual-controlled vehicle operation or similar instruction given under simulated conditions that has been approved by the director.

~~((2))~~ (3) "Branch office" or "branch classroom" means a facility within a 35-mile radius of a driver training school's established place of business, except where the 35-mile radius requirement has been waived or extended by the department as provided by RCW 46.82.360 (6)(c), that has been approved by the department for use by the driver training school.

~~((3))~~ (4) "Classroom," defined in RCW 46.82.280(2), may also include a virtual classroom environment when video conferencing technology is capable of two-way communication between the instructor and all students.

~~((4))~~ (5) "Course cost" means the price charged for a course offering before any taxes, subsidies, discounts, or other price reductions or additional fees.

(6) "Department" means the department of licensing.

(7) "Driver training education course" means the driver training education course as defined in RCW 46.82.280 and following the required curriculum.

(8) "Engage in a course of instruction" means to enroll in, schedule, collect a fee for, or sign an application for an instruction permit in order to attend or take part in a driver training education course.

~~((5))~~ (9) "Inactive instructor" means an instructor with a valid Washington instructor's license who is no longer employed by or otherwise associated with a licensed driver training school.

~~((6))~~ (10) "Instructor-led" means person-to-person learning where students can ask questions, receive feedback in real-time, and interaction and discussion are enabled.

~~((7))~~ (11) "Instructor-trainer" means a currently licensed instructor who is training traffic safety education instructors and who has not less than:

(a) One thousand hours of experience in providing traffic safety education in the past year;

(b) Five years of previous experience in providing traffic safety education; or

(c) One thousand hours or five years experience in the field of traffic safety and proof of training acceptable to the director in how to teach and train others, and not less than 300 hours of previous experience in training others.

~~((8))~~ (12) "License or endorsement test" means a test that is required to obtain a personal or commercial driver license or permit or a motorcycle permit or endorsement.

(13) "Records" means all documents, papers and reports required to own a driver training school, including but not limited to:

(a) Vehicle registration, title, insurance policy, and maintenance information;

(b) Business financial documents, such as franchise agreements, corporate documents, bank records, partnership agreements, lease agreements, and purchase and sale agreements; and

(c) Student classroom and behind-the-wheel instruction reports.

((9)) (14) "Student" means any person enrolled in an approved driver training education course who is at least 15 years of age.

AMENDATORY SECTION (Amending WSR 09-21-093, filed 10/20/09, effective 11/20/09)

WAC 308-108-140 Reporting requirements. (1) All driver training school owners shall:

((1)) (a) Report to the department within ((ten)) 10 days any driving or traffic-related incidents involving an instructor employed by the school((7)) including, but not limited to:

((a)) (i) Conviction for a traffic violation;

((b)) (ii) Finding that a traffic infraction has been committed;

((e)) (iii) Entry into a deferred prosecution agreement; or

((d)) (iv) Suspension, revocation, cancellation, or denial of driving privileges.

((2)) (b) Report to the department within ((twenty-four)) 24 hours following any traffic safety education vehicle involved in a traffic collision for which an accident report must be or has been made under the provisions of RCW 46.52.030. Prior to the return to service of any traffic safety education vehicle that has been involved in a collision, the school owner must forward a vehicle inspection report to the department.

((3)) (c) Forward to the department by the seventh day of each month, a report of student enrollment in traffic safety education courses provided by the school, including but not limited to:

((a)) (i) The start date and end date of any courses provided by the school that are initiated during the reporting period, including the total number of students enrolled in each course;

((b)) (ii) The names and certificate numbers of all instructors providing classroom and/or behind the wheel instruction for each course;

((e)) (iii) The names and instruction permit or driver's license numbers or dates of birth of all students enrolled in each course, along with the identifying number of the traffic safety education certificate reserved for each student for issuance upon successful completion of the course.

((4)) (d) Not less than annually, have completed and have on file at the main school location a vehicle inspection report as required under WAC 308-108-110 (1)(b) for all traffic safety education vehicles in use by the school.

((5)) (e) Report to the department within ((ten)) 10 days any new vehicles used by the school for instructional purposes or any vehicles taken out of service.

(2) All driver training schools must report the following information to the department at time of license application, license re-

newal, and no less than once per year unless otherwise specified in this or another chapter:

(a) Name of business;

(b) Location(s) where services are provided, in standard USPS format;

(c) Contact information, including:

(i) Phone number;

(ii) Email address;

(iii) Website (if applicable);

(d) Language(s) training course services are offered in;

(e) Course offerings, including:

(i) Driver training education course;

(ii) Adult course;

(iii) Course cost; and

(f) License or endorsement test offerings.