



Date _____

DEADLINE: _____

GUIDELINES OF DRIVING SAFETY PROGRAM

GENERAL INFORMATION:

You may take a Driving Safety course for a moving traffic violation once a year.
You may NOT take the course for dismissal of a citation if:

1. You were speeding 25 m.p.h. or more over the posted limit,
2. Leaving the scene of an accident,
3. Fleeing police or
4. You have a Commercial Driver's License.

You may take the Driving Safety course at any State of Texas approved location. You must also present proof of financial responsibility (insurance) to the Court before you are granted permission to take the course. You are responsible for enrolling and completing the course. You must submit the **Court** copy of the certificate of completion and your driving record to the court within 90 days from the date you are granted permission to take the course.

Failure to present the required items to the court within the 90 day period could result in:

1. The imposition of a fine for violation charged in the citation,
2. The issuance of an arrest warrant if the fine is not paid, and
3. The violation being placed on your driving record.

INSTRUCTIONS:

1. Complete and sign the request form for a Driving Safety course. (included in this packet)
2. Attach a copy of your proof of financial responsibility (insurance) to the request.
3. Once we receive the request to take the Driving Safety course, action on your ticket will be deferred for 90 days. This 90 day period **cannot be extended**
4. Complete the attached form requesting your driving history and mail the form **immediately** to Box 149008, Austin, Texas 78714-9008 with your \$10.00 check or money order payable to the Texas Department of Public Safety OR order a driving history online at <https://www.dps.texas.gov/DriverLicense/driverrecords.htm> select Type **3A**, (certified complete driving history), \$12.00 fee. The record will be postal mailed within five business days or you can print it out. Please make sure you present the complete history, which may be more than one page, to the court along with your driving safety course certificate by your deadline.

**Do NOT wait for the driving record before taking the driving safety course.
Presentation of the certificate and your driving record to the court is required
before your citation will be dismissed.**