

February 27, 2008

TO: All Commercial Driving Schools

SUBJECT: Guidelines for Commercial Driving School Operations

In regards to Original applicants, here are the guidelines we use to determine eligibility.

1. NO Suspensions, revocations, or disqualifications 3 years prior to the date of original application.
2. Felonies or 1st Class Misdemeanors on FDLE Report.

As for Renewal applicants, here are the guidelines for determining eligibility.

1. Two or more suspensions since the last certification.
2. One or more DUI revocations within the last renewal period.
3. One or more habitual traffic offender revocation within the last renewal period.
4. Felony or 1st Class misdemeanor since last certification.
5. Any open suspensions, revocations, or disqualifications.

Cordially,

Mike M. McGlockton
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Bureau of Driver Education & DUI Programs

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13. Solicitation: A request or offer, directly or indirectly, to a person for driving instruction services or enrollment of a driving instruction student. Section II, Definitions, Department/Instructor Agreement.

“The instructor must not engage in driving instruction or **solicitation** on the property of any Driver License Office, including the driving range and parking areas adjoining the driver license office.” Section V, Driving Instruction and Solicitation, Department/Instructor Agreement.

| Violation | 1st Time | 2nd Time |
|---|---|---|
| Wrongful Solicitation | Warning Letter to School & Instructor. BDE records offense. | Cancellation letter to School & Instructor. BDE records offense. 21 day appeals process starts. |
| Giving driving instruction without valid certificate | Certificate Cancellation. Letter sent to School and Instructor. BDE records offense. 21 day appeals process starts. | If no appeal, memo sent to DL offices notifying of cancellation. |
| Conduct or behavior that endangers the health, safety, and welfare of others | Certificate Cancellation. Letter sent to School and Instructor. BDE records offense. 21 day appeals process starts. | If no appeal, memo sent to DL offices notifying of cancellation. |
| Driver license suspended twice (2) for financial responsibility. FL Statutes 318.18; 322.27(3)(a-c) | Certificate Cancellation. Letter sent to School and Instructor. BDE records offense. 21 day appeals process starts. | If no appeal, memo sent to DL offices notifying of cancellation. |
| Conviction of a felony or 1 st class misdemeanor | Certificate Cancellation. Letter sent to School and Instructor. BDE records offense. 21 day appeals process starts. | If no appeal, memo sent to DL offices notifying of cancellation. |
| Fraudulent driver license or certificate, unauthorized testing materials | Certificate Cancellation. Letter sent to School and Instructor. BDE records offense. 21 day appeals process starts. | If no appeal, memo sent to DL offices notifying of cancellation. |
| Driver license revoked, DUI, habitual traffic offender | Certificate Cancellation. Letter sent to School and Instructor. BDE records offense. 21 day appeals process starts. | If no appeal, memo sent to DL offices notifying of cancellation. |