



Georgia Department of Driver Services
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Nathan Deal
Governor

Robert G. Mikell
Commissioner

MEMORANDUM

TO: Certified Program Owners
FR: Kecia Bivins, Division Director of Regulatory Compliance
DA: April 21, 2014
RE: New Administrative Rule Amendments

The Department of Driver Services is pleased to announce that the administrative rule amendments regarding the standardization of square footage and office hour requirements are now effective. The changes were made in an effort to foster consistency and uniformity within our regulations. The following rules became effective on April 14, 2014:

- **375-5-6-.18 Program Location and Facilities (Risk Reduction)**
- **375-5-2-.11 Office Requirements (Driver Training)**
The purpose of these amendments are to **increase the minimum classroom square footage requirement of Risk Reduction Schools and Driver Training Schools**. The previous Risk Reduction and Driver Training rules stipulated a minimum of 250 square feet of useable space. The new amendments **require 300 square feet with a maximum of 40 students** and are consistent with the existing Driver Improvement Rules (375-5-1). Programs licensed prior to the enactment of the 300 square foot minimum are grandfathered in and may continue to utilize existing classrooms that satisfied the prior requirement of 250 square feet.
- **375-5-1-.10 Program Hours of Operation (Driver Improvement)**
- **375-5-2-.11 Program Hours of Operation (Driver Training)**
The purpose of these amendments are to **reduce the required office hours for Driver Improvement Clinics and Driver Training Schools**. The previous Driver Improvement rule stipulated that the office operated from 10:30 to 5:00 p.m. The previous Driver Training rule stipulated that the office operated between the hours of 10:30 to 5:00 p.m., with flexibility to operate a minimum of 6 hours per day, at least 3 hours of which must fall within the period of 10:30 to 5:00. These new amendments **require schools to maintain business hours of at least fifteen (15) hours per week**. At least half of the office hours must be within DDS core business hours of 9:00 to 5:00. These changes are now consistent with the existing Risk Reduction Rules (375-5-6).

For the specific verbiage, please visit our website at www.dds.ga.gov/rules/index.aspx?head=375-5. The Department's staff looks forward to assisting and answering any questions you may have. We can be reached by phone at 678-413-8745 or via e-mail at reginfo@dds.ga.gov.

Thank you for helping to enhance the integrity of our regulated driver safety programs.