



## Ohio Administrative Code

### Rule 4501-7-02 Place of business for a class "D", CDL and online license school.

Effective: May 1, 2022

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(A) Each driver training enterprise shall maintain an established place of business that is owned, leased or rented by that enterprise. A place of business includes, at a minimum, an office, classroom, and a range, whichever is applicable to the training provided.

(1) Each driver training enterprise, that offers in-classroom training, shall maintain at least one fixed geographical classroom location where training is conducted. The enterprise shall also maintain at least one office in a fixed geographic location where records are kept.

(a) Any facility used for a class "D" or CDL driver training school shall be inspected and approved by the director prior to its use as a school.

(b) The use of a mobile or modular structure as a driver training school shall be prohibited unless the structure is installed on a permanent foundation.

(c) The place of business shall only be occupied by the driver training school during times of classroom instruction.

(2) Each driver training enterprise providing online driver education shall maintain at least one office at a fixed geographic location where records are kept.

(3) Each driver training enterprise, that is offering virtual instruction shall maintain at least one office, that has been inspected and approved by the director prior to use, at a fixed geographic location where records are kept and the virtual instruction is provided. The place of business shall only be occupied by the driver training school during times of instruction.

(B) Neither driver training school nor its office, nor the office of an enterprise offering only online driver education shall consist of a house, trailer, tent, temporary stand, post office box, rooming house or apartment. Neither a school, nor the office of an enterprise providing online driver



education shall be located within a residence or a room in a hotel or motel. No driver training enterprise may share any office or any classroom with any other driver training enterprise unless the same person owns both enterprises.

(1) The office of a driver training enterprise shall have access to a computer, printer, e-mail and the internet. It shall have space adequate to maintain those records required to be kept. A driver training enterprise office shall have sufficient space to interview clients and to display the school license.

(2) The office of a class "D" and CDL driver training school includes:

(a) A permanent wall that sufficiently prevents distractions and noise in the classroom. If no permanent wall exists, the office remains closed during classroom instruction.

(b) Be located in the same county as, or in a county adjacent to, the school for which students' paper records are being stored.

(3) The classroom for a class "D" or CDL driver training school includes:

(a) Space to comfortably sit at least ten students and an instructor, and contains tables and chairs or desk for all students;

(b) Being equipped with a variety of audio and/or visual training aids that support the course curriculum;

(c) Being reasonably free of visible and audible distractions and presents an atmosphere adequate for learning;

(d) A clean and functional restroom that is available for student use within its facility;

(e) Conforming to all federal, state and local fire, building and safety regulations.

(4) The office of an enterprise providing online driver education shall:



- (a) Have a person available for technical support during reasonable hours, which must be posted on the online driver education program website;
- (b) Have an online instructor available for curriculum content support during reasonable hours, which must be posted on the online driver education program website.
- (C) The range of a CDL driver training school shall be inspected and approved by the director prior to use.
  - (1) The range contains exercise dimensions that include, at a minimum, the following:
    - (a) Straight line backing exercise dimension measuring no less than two hundred forty feet in length by twelve feet width.
    - (b) Offset backing exercise dimension measuring no less than one hundred eighty feet length by sixty-six feet width for class A vehicles. Class B vehicle offset backing exercise dimension measures no less than one hundred forty feet length and sixty-six feet width.
    - (c) Parallel parking exercise dimension measuring no less than two hundred twenty-five feet length by twelve feet width for class A vehicles. Class B parallel parking exercise dimensions measures no less than the length of the vehicle plus fifteen feet by twelve feet width.
    - (d) Ninety degree alley dock exercise dimension measuring no less than one hundred ten feet length by twelve feet width for class A vehicles. Class B vehicle ninety degree alley dock measures no less than ninety feet length by twelve feet width.
  - (2) Has adequate unobstructed run-off areas;
  - (3) Has adequate sight lines;
  - (4) Has reasonably level surfaces that can withstand the weight of a heavy commercial vehicle, are in decent condition and free of potholes, loose materials or other surface defects;



- (5) Is well lit during limited lighting conditions;
  - (6) Provides students with on-site access to bathrooms and a shelter conducive to protecting students from weather conditions;
  - (7) Does not contain obstacles within the exercise dimensions; and
  - (8) Prohibits any public traffic or vehicles not being used for training to pass through the site.
- (D) The driver training enterprise shall operate in compliance with all applicable local, state and federal laws.