



The Department of Motor Vehicles (DMV) has established the following guidelines to help Connecticut driving schools maintain compliance with applicable Connecticut General Statutes and Regulations of Connecticut State Agencies (RCSA).

Maintenance and Retention of Records-RCSA 14-78-32(a) & (c)

Records must be kept in a written format and updated monthly. Records can either be maintained in a bound book, or in a computer data base, but the records must be in a format that can be immediately printed or copied. These records must be kept for a period of three (3) years. Such records must be available to the Commissioner, or other law enforcement officer, during reasonable business hours.

Lost, Mutilated or Destroyed Records-RCSA 14-78-32(d)

If records are lost, mutilated, or destroyed, the driving school must immediately notify the Commissioner in writing of this fact, and address the letter to: DMV-Driver Education and Testing Unit, 60 State Street, Wethersfield, CT 06109 or you may email the letter to: DMV-detu@ct.gov. The licensee must also make all reasonable attempts to restore such records.

Student Records-RCSA 14-78-32(a)

Your records must include, each student's name, date of birth, residence address, mailing address if different, telephone number, starting date of instruction, ending date of instruction, instruction permit number, and driver education certificate number.

Records of Classroom and Behind the Wheel Instruction (BTW)-RCSA 14-78-32 (b)(1)(2)(4)(5)(8) & 14-78-34 (a-e)

Your records must include:

- A record of the type (classroom and/or BTW), and topics of instruction, the date instruction was provided and the numbers of hours for each type of instruction received by the student.
- The fees paid by the student for any classroom, BTW, or safe practices instruction.
- The name of the instructor(s) for all driver education classes.
- A class attendance list, to include the date, time, location, name of students, instructor(s) for each training session. This includes parents/guardians attending the two-hour safe driving practices class.

REMINDER

Thirty (30) Hour Classroom Instruction: A student may not receive more than two (2) hours of instruction on school days or no more than four (4) for a nonscheduled school day.

BTW: Only a licensed Connecticut driving instructor is authorized provide instruction and should not be given to any student unless they are sixteen (16), or older, and holds a valid Connecticut learner permit. Students can only receive two (2) hours training in a day.

Full Course: Subjects Must be Covered RCSA 14-78-33(b)

The following is a list of subjects that must be covered per the regulations:

- The highway transportation system; analysis of crashes; roadway designs and markings; Connecticut motor vehicle laws and regulations; basic control tasks; parking maneuvers; the structure of driving tasks; restraint systems; risk management; perceptual skills development; space management; natural laws and vehicle control; winter driving techniques; handling vehicle emergencies; night driving techniques; effects of alcohol and drugs on driving (4 hours), emotions and operator fitness; interacting with other vehicle types; the purpose and procedures of procurement organizations, as defined in section 19a-289a of the Connecticut General Statutes; and managing high risk locations, including intersections and curves. In addition, most recently the legislator has mandated training on the effects of cannabis and wrong way drivers be added to your curriculums.
- Two (2) hours on subjects directed to safe driving practices, which must include the following topics: the slow down for work zones; the endangerment of a highway worker under section, the move over law; and not less than fifteen minutes concerning the disregard of a signal from a law enforcement officer
- For individuals under eighteen (18): Two (2) hours of instruction concerning the laws and penalties applicable to drivers who are less than eighteen (18) years of age, the dangers of teenage driving, the cognitive development of adolescents, and the responsibilities and liabilities of parents of teenage drivers.

Additional BTW Instruction Requirements 14-78-32 (b) (3), 14-78-34 (f), 14-78-40(b)

You must record the registration information for each motor vehicles used to train students. You must keep and maintain all records for all motor vehicles used for driving instruction, and these records must be available for the Commissioner, or other law enforcement, for review during reasonable business hours.

REMINDERS

Prior to taking any student on the road, the licensed instructor must confirm that the student has a valid Connecticut driver permit in their possession.

BTW instruction may only include the licensed instructor, and one student in the motor vehicle, UNLESS the school has obtained written authorization from the student to allow no more than TWO (2) other students in the motor vehicle. If a student is under 18, written authorization **must** be obtained from a parent/legal guardian. An instructor may not have more than three (3) students in a vehicle when providing driving instruction. These written authorizations must be maintained as part of the 3-year record retention requirement.

Testing in a Driving School Vehicle RCSA 14-78-32(b)(6)

For all driving school vehicles (owned or leased) used for testing purposes, you must maintain the following information: the date, the location, the motor vehicle registration number used, and results of each driving test administered by the DMV.

Driving School Fees and Payments RCSA 14-78-32 (b)(7)

You must keep and maintain a record of all fees charged and collected from students. This includes any fees paid for classroom instruction, BTW instruction, or safe driving practices instruction, and any other additional fees charged to a student.

Disclaimer: This document does not cover all the statutes and regulations related to driving schools; it is a basic guide to assist you in maintaining your records. It is your responsibility as a driving school owner to follow all the statutes and regulations that govern driving schools.