

*****DRAFT - NOT FOR FILING*****

4501-21-03 Place of business.

All remedial driving course enterprises shall establish an office that shall be owned, leased, or rented by the enterprise. The office shall be in a fixed geographic location within the state of Ohio.

- (A) A single business enterprise may own and operate more than one remedial driving course. Any facility used as a remedial driving course office shall be inspected and approved by the director prior to its use as a remedial driving course office. A copy of the rental or lease agreement or deed for the property shall be kept on file with the remedial driving course records. The use of a mobile or modular structure as a remedial driving course office shall be prohibited unless the structure is installed on a permanent foundation.
- (B) A remedial driving course office, where students are permitted, shall not consist of a house trailer; tent; temporary stand; post office box; rooming house or apartment. It shall not be located within a guest or sleeping room, or in a room that is designated or designed as a sleeping room in a hotel or motel. No driver training enterprise may share any office with any other remedial driving course enterprise unless the same person owns both. A home office may be utilized for the sole purposes of administrative work, which includes handling phone calls, completing paperwork, etc. No students shall be permitted in a home office.
- ~~(C) (C) The remedial driving course enterprise shall have access to computers, printers, and e-mail and internet functions.~~
- ~~(D) (C)~~ The office of a remedial driving course enterprise shall:
- (1) Have access to computers, printers, e-mail, and internet functions;
 - ~~(1)-(2)~~ Have space adequate to conduct any necessary business ~~and display the course approval;~~
 - ~~(2)-(3)~~ Include in a place that can be readily seen, conspicuous posting of the remedial driving course fee schedules and display of the department- issued remedial ~~driving~~ course certificate of approval; and
 - ~~(3)-(4)~~ Conform to all federal, state and local fire, building and safety regulations.
- (D) If a home office is used, the remedial driving course fee schedules and department issued remedial course certificate of approval shall be posted at the location where the remedial program is offered.
- (E) The remedial driving course enterprise ~~shall provide written notice to the department clearly identifying the location of the required~~ records. ~~They~~ shall be stored ~~in a location easily accessible from~~ at the enterprise office and shall be easily accessible.