



TEDRS USER'S GUIDE

OPI'S TRAFFIC EDUCATION DATA & REPORTING SYSTEM

How to fill out and submit your Traffic Education Student List and Program forms in TEDRS.



WELCOME TO TEDRS!

Use TEDRS to submit these forms and reports online:

- **TE01 Annual District Application** - Due August 1 for fall programs or before TE program begins.
- **TE03 Certification & TE04 Student Lists** – Enter and submit online.
Submit to driver exam station with driver license applications within three days after knowledge exam. Then submit completed forms to driver exam station when course completes. Include road test score sheets, if applicable.
- **TE06 Year-End Report** - Due before July 10 for reimbursement to district in August.



Welcome to ...

Approved High School Programs

Montana Teen Driver Curriculum

Adapted Illustrated Driver Manual

Traffic Educators

Forms & Reports

Montana DRIVE
Advanced Driver Education

Crossing Guards

TE PROGRAM GUIDES

Traffic Education

Information and resources for educators, parents and teens on driver education and teen driver safety.

Traffic Education Data & Reporting System (TEDRS)

TEDRS LOGIN



Parents/Teens

Distractions

Seat Belts

Share the Road

Montana

Driving Tips

- Car Safety Features Videos, Graphics and more
- Teens and Trucks– Sharing the Road
- The 60-Second Driver – Driving Tips
- Winter Driving Tips

Keeping Teen Drivers Safe



Check TE Program Approval Online

Home » Programs » DriverEd » Traffic Education



OPI Montana Traffic Education Programs

Home Administration Logout

This webpage allows searching for approved traffic education programs in Montana. Search by District below to view traffic education programs approved by the Office of Public Instruction. Program dates and traffic education instructors for the current and previous school years are shown.

To register a teen driver for a driver education course, contact your local School District or high school.

Select a District:

Great Falls H S

Programs:

Semester	Start Date	Completion Date	Approved	CDTP	
Summer	7/6/2017	8/25/2017	Yes	Yes	Instructors
Summer	5/17/2017	6/30/2017	Yes	Yes	Instructors
Second	3/20/2017	5/25/2017	Yes	Yes	Instructors
Second	1/23/2017	4/2/2017	Yes	Yes	Instructors
First	9/19/2016	12/21/2016	Yes	Yes	Instructors
First	8/31/2016	1/20/2017	Yes	Yes	Instructors
Summer	7/6/2016	8/25/2016	Yes	Yes	Instructors
Summer	5/18/2016	6/30/2016	Yes	Yes	Instructors
Second	3/14/2016	5/25/2016	Yes	Yes	Instructors

Instructors:

Name	CDTP	TE Certificate Expiration
Brien, Aaron R	Yes	2019
CLANIN, CLAYTON DOUGLAS	Yes	2017
DAVIS, MICK J	Yes	2021
DIETZ, F. MICHAEL	Yes	2019
Dougherty, Pamela E	Yes	2021
Hering, Jr, Anthony K	Yes	2020
Metge, Murray W	Yes	2021
Olson, Gerald A	Yes	2018
Ringler, Zackery	Yes	2017
SENGER, DERIK M	Yes	2018

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Check schedule, teachers and CDTP with no login
This is what the public sees

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GETTING ACCESS TO TEDRS

To log on to TEDRS, click the TEDRS LOGIN button on the Traffic Education page.



Traffic Education

Information and resources for educators, parents and teens on driver education and teen driver safety.

Traffic Education Data & Reporting System (TEDRS)

[TEDRS LOGIN](#)



USERNAMES AND PASSWORDS FOR TEDRS

Passwords expire after 60 days.



OPI Montana Traffic Education Programs

Log In

User Name: Name

Password: zw{3dY6d6aJ^N!

Log In

[New User?](#)

[Forgot password?](#)

[Login Instructions](#)

USER NAME: TEDRS users need a user name and password to enter Traffic Education forms and reports.

Send an e-mail to Patti Borneman at pborneman@mt.gov to set up the TE account. Include name, email address, phone number, and school district.

PASSWORD: Click on "[Forgot Password?](#)" to establish a password for the first time or if forgotten or expired. Go to the log In screen and enter username and email, and a temporary password will be emailed to the user.

Go to Administration/Change Password to change the temporary password to one that is easy to remember. The temporary password shown above is an example of the OPI password emailed to users. For best results, copy and paste, rather than attempting to type this password.

TE01 District Application in TEDRS

Due August 1 or before program begins.

TE programs MUST be approved before the first class starts.

Move through each of these tabs and complete each screen.

Instructor | Program | Vehicles | **Organization** | Confirmation | Approval

16. Enter the start and completion dates for each program you conduct (must be scheduled so each student receives instruction on at least 2

Program Dates: [Add A New Program Date](#)

Semester	Start Date	Completion Date			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Update"/>	<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>

From Previous Year's Application:

Semester	Start Date	Completion Date
Second	02/22/2011	05/15/2011

17. Indicate when the following will be taught:

	Before School	During School	After School	Summer
Classroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behind-the-Wheel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. Indicate the number of hours of instruction given each student for each of the following (must total 60 hours, 6 of which must be BTW)

Classroom: Observation: Behind-the-Wheel: Simulation: Other:

19. DAYS indicate the number of days of instruction each student will receive

20. Indicate approximate 9th grade population:

21. How many students do you expect to enroll over application period?:

Make sure the District Application is confirmed, so the OPI can approve it.

District Application

School Year: 2011 ▾ District: Drummond H S ▾

Instructor **Program** **Vehicles** **Organization** **Confirmation** **Approval**

STEP 1: Enter Name, E-mail and Phone. Save and Check Comments before you Submit.

District Administrative Official's Name: District Clerk Name

E-mail: DistrictClerkdhs@blackfoot.net Phone #: (406) 662 - 5555 Date Confirmed: 4/8/2011

STEP 2: After you have checked the confirm box, you will not be able to change anything on the TE01 District Application. (406) 444-4432 if updates or changes are needed.

I CERTIFY that the school district Traffic Education Program for young novice drivers will be established and maintained in Public Instruction; rules 10.13.301-33. ARM; and Sections 20-7-501-507, MCA; and that all eligible youth in the geographic b enroll.

I confirm that this District Application is complete and accurate.

Submit Application

Save Application **Cancel**

Print Application

THE TE01DISTRICT APPLICATION MUST BE APPROVED BEFORE YOU CAN ENTER TE03/TE04 STUDENT LISTS



Return to:
Traffic Education Programs
Office of Public Instruction
Denise Juneau, Superintendent
P.O. Box 202501
Helena, MT 59620-2501
www.opi.mt.gov

TE01 Application for Approval Traffic Education Program for Young Novice Drivers For 2014-15 School Year Including 2016 Summer Program

District Superintendent's Name: George Lithicum
District Name: Arlee H S
Mailing Address: 72220 Fyant Street
City: Arlee Zip: 59821

DUE: OPI approval must be received before the traffic education program begins. When completed, signed and dated, return the original application to the OPI. Keep a copy for your records.
ATTENTION: School districts must apply to the Superintendent of Public Instruction for approval of a Traffic Education Program for Student Drivers before the program begins in order to be eligible for state reimbursement (10.12.308 ARM) and to legally put student drivers behind-the-wheel (61-5-105-106 MCA) Questions? Call (888) 231-9393 ext. 4432

I. TRAFFIC EDUCATION TEACHER: The traffic education teacher must have approval issued by the Office of Public Instruction prior to the beginning date of the program in order for the district to be eligible for state reimbursement (10.13.308(3), 10.13.10, ARM). Name(s) of teacher(s) to be used in the program:

	TE Approval Expires	CDTP Certified
CARNEY, SUSAN M.	2019	Yes

II. REQUIREMENTS: School districts must provide programs that meet the requirements for an approved traffic education program set out in 10.13.307 - 313, ARM, to be eligible for reimbursement, and to legally put a student driver behind-the-wheel.

PROGRAM (Check box for YES)

- Consists of at least sixty (60) hours of instruction, six (6) of which must be driving
- Each student will receive instruction on at least 25 separate days
- The in-traffic behind-the-wheel instruction is conducted over no less than 6 days, which may count as part of the minimum 25 days
- All students enrolled in the course will reach their 15th birthday within 6 months of the course completion date
- Each student will possess a proper learner's license or traffic education permit to legally operate a vehicle on Montana roadways
- All phases of the program will be scheduled so students receive concurrent or integrated classroom and driving instruction
- The district traffic education course is based on a current curriculum guide available from the Office of Public Instruction
- Students meet or exceed the identified objectives listed in OPI's current Traffic Education Curriculum Guide in order to be certified as successfully completing the program
- The program is scheduled so that a sufficient number of courses are provided to allow every eligible youth within the school geographic jurisdiction an equitable opportunity to enroll, pursuant to MCA 61.5.106
- A Parent Meeting is required to review the schedule, requirements, and parent role in Graduated Driver Licensing.
- Participates in the Cooperative Driver Testing Program (CDTP) for driver licensing purposes and all instructors are CDTP-certified

VEHICLES (Check box for YES)

- Do you own your traffic education vehicle(s)?
- Does the District lease or borrow any traffic education vehicles and use the TE02 School/Dealer Vehicle Use Agreement or its equivalent to ensure compliance with the vehicle requirements for the traffic education program?
- The vehicle will be
 - properly licensed
 - properly insured to provide adequate protection for all concerned
 - used exclusively for traffic education
- Vehicles will be equipped with a dual-control brake, two exterior mirrors, a first aid kit, flares or reflectors,

a fire extinguisher, and an accident report form

- The vehicle will be properly identified with a minimum of two exterior signs.

ORGANIZATION

- Indicate the start and completion dates for each program you conduct: (must be scheduled so each student receives instruction on at least 25 days.)

Semester	Start Date	Completion Date
First	08/14/2014	11/30/2014

- Indicate when the following will be taught:

Classroom:	<input checked="" type="checkbox"/> Before school	<input type="checkbox"/> During school hours	<input checked="" type="checkbox"/> After school	<input type="checkbox"/> Summer
Behind-the-Wheel:	<input type="checkbox"/> Before school	<input type="checkbox"/> During school hours	<input checked="" type="checkbox"/> After school	<input type="checkbox"/> Summer
Other:	<input type="checkbox"/> Before school	<input type="checkbox"/> During school hours	<input type="checkbox"/> After school	<input type="checkbox"/> Summer
- Indicate the number of hours of instruction each student will receive for the following (must be a minimum of 60 hours, of which a minimum of 6 hours must be behind-the-wheel):
Classroom: 42.00 Behind-the-Wheel (BTW): 6.00 Observation: 12.00 Simulation: 0.00 Other: 0.00 **TOTAL HOURS: 60.00**
- DAYS:** 25 Indicate the number of days of instruction each student will receive. **BTW can count as part of the 25 day minimum if scheduled on separate days.**
- Indicate approximate 9th grade population: 38
- How many students do you expect to enroll over application period?: 16

CERTIFICATION

I certify that the school district Traffic Education Program for young novice drivers will be established and maintained in accordance with current standards outlined by the Office of Public Instruction; rules 10.13.301-313, ARM; and Sections 20-7-501-507, MCA; and that all eligible youth in the geographic boundaries of the district will have an equitable opportunity to enroll.

Lonnie Morin	04/08/2014	(406) 726-3216 Ext. 4
Signature, District Administrative Official	Date Confirmed	Daytime Phone

OPI USE ONLY

- Approved as noted:
- Not Approved as noted:

Fran Penner-Ray	04/17/2014
Signature, Director, Traffic Education Program	Date Approved

Validation Approval Comments:

4/17/2014

SUSAN M. CARNEY's approval to teach traffic education expires October 1, 2014. This instructor must renew in order for your school to run a program approved by the Office of Public Instruction.

PRINTING FORMS: Enable pop-ups for OPI sites in Chrome, Firefox and Safari if INTERNET EXPLORER is not your browser



TE06 Year-End Report – Program Data

Year End Report

Fiscal Year: 2011 District: Arlee H S

TE Program | TE Program (cont.) | Vehicles | TE Teachers | Budget | Enrollment | Confirmation

Check all boxes for YES responses

A. Regarding Traffic Education, did you:

1. Offer traffic education:

- Before School
- During School
- After School
- Summer

2. Charge a fee for each student enrolled in traffic education:

- 1st semester \$ 0
- 2nd semester \$ 0
- Summer \$ 200

3. Plan to, for the upcoming school year and summer, if yes, indicate new fee \$ 0

4. Grant credit for successful completion of traffic education

TE Program | TE Program (cont.) | Vehicles | TE Teachers | Budget | Enrollment | Confirmation

Check all boxes for YES responses

- 9. Offer bicycle safety instruction in your elementary and middle schools?
- 10. Make your traffic education program available to adult beginning drivers ?
- 11. Make your traffic education program available to students with disabilities ?
- 12. Teach an instructional unit on sharing the road with motorcycles ?
- 13. Emphasize and require use of seat belts ?
- 14. Teach an instructional unit on the effects of alcohol/drugs and encourage students not to drink ?
- 15. Use OPI's current Traffic Education Curriculum Guide ?
- 16. Utilize computers as part of the traffic education program?
- 17. Conduct follow-up research to determine the accident involvement and violation rate of students successfully completing the traffic education program?
- 18. Involve parents in the traffic education program (Parent Night and/or Parent Ride Along)?
- 19. Participate in the Cooperative Driver Testing Program (CDTP) and administer the state driver license tests to students?
- 20. Use OPI web page or METNET to obtain traffic education information?

B. Indicate the title of the primary textbook you used:

Montana State Curriculum Year: 2005

Save Year End Report Cancel

TE06 Year-End Report - Due before July 10

to report program data and student count for reimbursement in August.

TE06 Year-End Report – Vehicle and Teacher Data

TE Program | TE Program (cont.) | **Vehicles** | TE Teachers | Budget | Enrollment | Confirmation

Check box for YES

C. How many vehicles are used annually in your traffic education program?

D. how does the district obtain traffic education vehicles? (Check all that apply)

1. free loan 4. district owned
 2. daily fee 5. instructor owned
 3. lease or rental 6. other (please specify)

E. Was/were your district traffic education vehicle(s) involved in a crash(es) during the reporting period?

1. Number of traffic crashes:

2. Number of persons injured:

3. Number of persons killed:

4. Amount of property damage: \$

Save Year End Report Back
 Print Year End Report

TE Program | TE Program (cont.) | Vehicles | **TE Teachers** | Budget | Enrollment | Confirmation

Check box for YES

F. Indicate the number of qualified instructors teaching traffic education on a:

1. full-time basis 2. part-time basis

G. Indicate which payment method(s) and rate(s)/amount(s) your district uses to determine traffic education instructor's salaries:

Payment Method(s)	School Year	Summer
1. Hourly	<input type="checkbox"/>	<input type="checkbox"/>
2. Weekly	<input type="checkbox"/>	<input type="checkbox"/>
3. Monthly	<input type="checkbox"/>	<input type="checkbox"/>
4. Per Pupil	<input type="checkbox"/>	<input type="checkbox"/>
5. Portion of scheduled salary	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Other <input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

What does your payment method equate to in hourly wages?

School Session	Summer Session
hourly maximum rate: \$ <input type="text" value="0.00"/>	hourly maximum rate: \$ <input type="text" value="35.00"/>
hourly minimum rate: \$ <input type="text" value="0.00"/>	hourly minimum rate: \$ <input type="text" value="25.00"/>

Save Year End Report Back

TE06 Year End Report is usually completed by the traffic education instructor and the district clerk or business manager.

TE06 Year-End Report – Budget and Enrollment Data

TE Program | TE Program (cont.) | Vehicles | TE Teachers | **Budget** | Enrollment | Confirmation

H. 18 students completing the district traffic education program during this reporting period.

I. List below all current fiscal year operational costs incurred including salaries for your traffic education programs. **REGARDLESS OF THE FUNDING SOURCE.**

Description of Traffic Education Program Expenditures	Amount
1. Gross Salaries	3812.58
2. Employer's contribution for employee's social security, retirement	291.66
3. Other employee benefits	429.80
4. If vehicle is school-owned, you may calculate the yearly cost based on the current federal per-mile rate or enter actual expenses.	0.00
5. If vehicle is leased, calculate costs based on actual expenses for lease, fuel, maintenance and installations.	300.00
6. Vehicle insurance premiums	600.00
7. Instructional equipment (computers, etc.)	0.00
8. Rental fees for video, equipment, etc.	0.00
9. Textbooks and supplies	1100.00
10. Instructor professional development, training, and/or conference attendance.	0.00
11.	0.00
12.	0.00
13.	0.00
14.	0.00
15.	0.00

Recalculate Costs

J. TOTAL COST INCURRED (add lines I(1) through I(15)): \$ 6534.04

K. AVERAGE COST PER PUPIL (Line J, Total Cost is divided by Line H, Number of Students): \$ 363

Save Year End Report | Back | Print Year End Report

TE Program | TE Program (cont.) | Vehicles | TE Teachers | Budget | **Enrollment** | Confirmation

Check box for YES

L. Indicate the number of eligible students, within the district boundaries, who desired to take traffic education and who were not able to do so because of:

1. Insufficient classes: 0

2. Scheduling conflicts: 0

3. Other: 0 List Reason: [dropdown]

4. How does your district prioritize enrollment of students when you are unable to take all students who wish to enroll?

a. First Come

b. Oldest First Served

c. Other Explain: [dropdown]

Save Year End Report | Back | Print Year End Report

The TE06 can be submitted anytime after the LAST traffic education course completes for the fiscal year ending June 30.

TE06 Year-End Report – Confirmation

Year End Report

Fiscal Year: 2011 District: Arlee H S

Preparer's Name:

E-mail: Phone #: - Date Confirmed: 4/7/2011

Click on the following box after you have completed the Year End Report and confirmed that it is accurate.
After you have checked the box, you will not be able to change anything on the Year End Report.
If you need to make a change to the Year End Report after you have checked the box, you will need to contact OPI at (4

I confirm that this Year End Report is complete and accurate

The TE06 must be confirmed to submit to the OPI for TE reimbursement.
Review for data completion before checking the box to confirm.
DUE BEFORE JULY 10.

TRAFFIC EDUCATION STUDENT LIST

GETTING STARTED

Click Data Entry and select Student List



OPI Montana Traffic Education Programs

Home

Data Entry

Reports

Administration

Logout

Traffic Education Student List

School Year: 2017 ▼

District: ▼

[Need Help? Read User's Guide](#)

Defaults to current school year. If summer class starts after July 1, choose the next school year.

Find your school in the district dropdown box and select.

TRAFFIC EDUCATION STUDENT LIST

ADD NEW STUDENT LIST

Click on the **Add New Student List** button to start

Home Data Entry Reports Data Maintenance Administration User Maintenance Logout

Traffic Education Student List

School Year: 2013 District: Arlee H S [Need Help? Download User Guide](#)

Scheduled Course Dates: **Add New Student List** New Student List is for a Summer Program **Check here if program will end in July or August.**
No course dates found.

- If the Student List is for a Summer course ending in July or August, check the box “New Student List is for a Summer Program”
- If you are unable to add a new Student List, your TE program may not be approved for this school year.
Go to <http://opi.mt.gov/Programs/DriverEd> and click on **Approved High School Programs** to check your TE program status.

TRAFFIC EDUCATION STUDENT LIST

ENTER START AND COMPLETION DATES



OPI Montana Traffic Education Programs

[Home](#)[Data Entry](#)[Reports](#)[Data Maintenance](#)[Administration](#)[User Maintenance](#)[Logout](#)

Traffic Education Student List

School Year: District: [Need Help? Read User's Guide](#)

New Student List is for a Summer Program [Check here if program will end in July or August.](#)

Course Start Date:

Scheduled Course Completion Date:

[Save](#)[Back](#)

Enter the **course start date** and the **scheduled course completion date**. Click **SAVE** then **BACK**.

TRAFFIC EDUCATION STUDENT LIST

SELECT STUDENT LIST

READY TO ENTER DATA!

Home Data Entry Reports Data Maintenance Administration User Maintenance Logout


Traffic Education Student List

School Year: 2013 District: Arlee H S [Need Help? Download User Guide](#)

Scheduled Course Dates: [Add New Student List](#) New Student List is for a Summer Program *Check here if program will end in July or August.*

Start Date	Completed Date	Instructor	School	Certified Notice of Participation	Certified TEP/TELL Permits Issued	Certified Notice of Completion	Certified Reimbursement Request	
07/02/2012	08/25/2012			No	No	No	No	Select

This is your school's Student List "home" screen
Click **SELECT** to open the Student List.



TRAFFIC EDUCATION STUDENT LIST

STEP 1: INPUT STUDENT LIST

SCHOOL NAME, START DATE, INSTRUCTOR(S) NAME

Select school and verify **Date Course Started** is correct. Check box.
Click **SAVE**.

The screenshot shows a web form for entering student list information. At the top, a red navigation bar contains four steps: "1. Input Student List", "2. Issue TE Learner Permits", "3. Input Completion Dates", and "4. Confirm Final Stu". Below this, the "School:" field is set to "Arlee High School". The "Date Course Started:" field is "07/02/2012". A checkbox labeled "Date Course Started is Correct" is checked and circled in red. The "Scheduled Course Completion Date:" field is "08/25/2012". A "Save" button is circled in red. Below the form, an "Instructor:" dropdown menu is shown with an "Add Instructor" button. A list of instructors is displayed below, with "CARNEY, SUSAN M" and a "Delete" button. Red arrows point from the "Add Instructor" button and the "Delete" button to a text box that says "Find instructor in dropdown box and click Add Instructor button." Another red arrow points from the "Delete" button to a text box that says "Name appears here."

Student List Status: 1. Input Student List | 2. Issue TE Learner Permits | 3. Input Completion Dates | 4. Confirm Final Stu

School: Arlee High School

Date Course Started: 07/02/2012 Date Course Started is Correct Scheduled Course Completion Date: 08/25/2012 **Save**

Instructor: **Add Instructor** ← Find instructor in dropdown box and click **Add Instructor** button.

Instructors:

Instructor Name	
CARNEY, SUSAN M	Delete ← Name appears here.

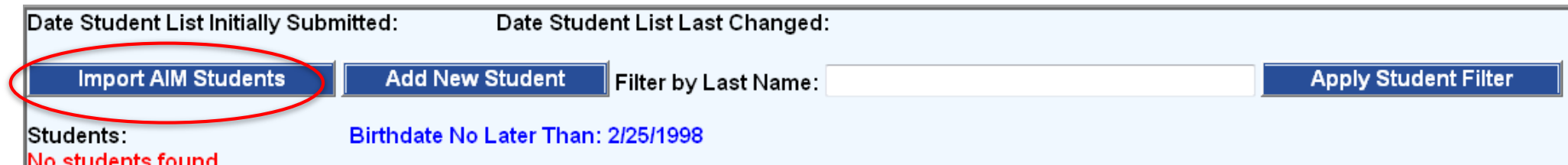
Select teacher(s) and click the **ADD INSTRUCTOR** button.

TRAFFIC EDUCATION STUDENT LIST

STEP 1: INPUT STUDENTS

SELECT STUDENTS USING AIM LIST

Import or enter the students enrolled in the class.



The screenshot shows a web interface for managing student lists. At the top, there are two date fields: 'Date Student List Initially Submitted:' and 'Date Student List Last Changed:'. Below these are two buttons: 'Import AIM Students' (circled in red) and 'Add New Student'. To the right of the 'Add New Student' button is a text input field labeled 'Filter by Last Name:' and a button labeled 'Apply Student Filter'. Below the buttons, the text 'Students:' is followed by 'Birthdate No Later Than: 2/25/1998'. At the bottom left, the text 'No students found' is displayed in red.

- To **Import AIM Students**, click on the button to select students enrolled in the district. All students of eligible age in your district will be listed. Click **SELECT** to add the student. The Student List will alphabetize automatically.
- To search, type the first 1 - 3 letters of a student's last name in the **Filter by Last Name** field and click **Apply Filter**.
- You can sort the AIM list by **Last Name** rather than grade.
- Click **DONE** to return to Student List

TRAFFIC EDUCATION STUDENT LIST

STEP 1: INPUT STUDENTS

ADD STUDENTS MANUALLY

Homeschooled and out-of-district students not on the AIM list can be entered manually.

Click the **Add New Student** button to open the entry screen shown below.

Import AIM Students **Add New Student** Filter by Last Name:

Students: Birthdate No Later Than: 2/25/1998

Last Name	First Name	Middle Name	Birthdate	Date Course Started		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	07/02/2012	Update	Cancel Delete

- Refer to the *Birthdate-No-Later-Than* date for the student's age eligibility.
- Students must be age 14.5 before the scheduled completion date and to take the CDTP knowledge exam to receive their TELL permit.
- Middle Names are optional unless your Driver Examiner requires them.
- Click **UPDATE** to accept the entry.

TRAFFIC EDUCATION STUDENT LIST

STEP 1: INPUT STUDENT LIST

CHECK *NOTICE OF PARTICIPATION* FOR TE03 CERTIFICATION

Filter by Last Name:

Students: Birthdate No Later Than: 2/25/1998

Last Name	First Name	Middle Name	Birthdate	Date Course Started		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Toole	Kenneth	Ross	08/08/1980	07/02/2012	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Names and birth dates can be edited for accuracy.

NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name): (Last Name): Title:

Certified:

When the list is done, enter your name, title, and phone number, and check the **Notice of Participation** box.
Click **SAVE** at the bottom of the screen. *You are done with Step 1!*

TRAFFIC EDUCATION STUDENT LIST

STEP 2: ISSUE TE LEARNER LICENSES

ENTER TEP AND/OR TELL DATES

Only those districts with CDTP certification can administer the TELL test and issue permits.*

Date Student List Initially Submitted: Date Student List Last Changed:

[Import AIM Students](#) [Add New Student](#) Filter by Last Name: [Apply Student Filter](#) [Clear](#)

Students: TEP Issue Date: TELL Issue Date: [Assign Date\(s\) to ALL Students](#) Birthdate No L
Knowledge option will be checked if this is a CDTP Program.

Last Name	First Name	Middle Name	Birthdate	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012			No	Edit	Delete
Toole	Kenneth	Ross	08/08/1980	07/02/2012			No	Edit	Delete

Enter the date(s) the TEP and/or the TELL were issued.

Click **Assign Date(s) to ALL Students**.

* CDTP: Cooperative Driver Testing Program

VERIFYING AGE 14.5 FOR THE TELL EXAM

OPI - Age 14.5 before TE completion

Students who will be 14.5 on or before the last day of the course can take driver's education. They can satisfy the required 6-hours of behind-the-wheel training with their instructor using the TEP.

DOJ/MVD - Age 14.5 Knowledge Exam - CDTP

When students are not yet 14.5 and the knowledge exam is given, TEDRS will show this **error message**. The system will disable printing a TELL permit for the young student. The test can be rescheduled on or after the date when the student is 14.5.

This TEDRS feature helps districts comply with the DOJ's CDTP testing age rule.

***Students must be at least 14½ years old to be issued a TELL

Birthdate	Date Course Started	Issue Date Traffic Education Permit (TEP)	Issue Date TE Learner's License (TELL)	Date Course Completed	Students Completion Course			
					Successful		Waive	
					Yes	No	50%	Knowledge
12/13/1999	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/26/1999	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11/19/1999	06/01/2015	06/01/2015	06/24/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07/18/2000	06/01/2015	06/01/2015	06/24/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10/03/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/17/1999	06/01/2015	06/01/2015	06/24/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
06/22/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04/15/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
05/02/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
04/24/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
07/02/2000	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/12/1999	06/01/2015	06/01/2015	06/12/2015	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12/21/2000	06/01/2015	06/01/2015	***	07/10/2015	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

TRAFFIC EDUCATION STUDENT LIST (AFTER TEP OR TELL)

NEW STUDENT LIST SUBMITTED WITH NOTICE OF PARTICIPATION

Page 1 District Name: Arlee H S Name of Person Completing Form: Daytime Phone: Title: Instructor	<u>MONTANA OFFICE OF PUBLIC INSTRUCTION</u> TE04 STUDENT LIST For Traffic Education Programs July 1, 2012 to June 30, 2013	<u>ATTENTION:</u> Submit TE04 STUDENT LIST with the TE03 CERTIFICATION to Driver's License Examiner and OPI
---	--	---

Teacher(s):
 CARNEY, SUSAN M.

SECTION A			GDL		SECTION B	SECTION C				
Name of Students Participating	Birthdate	Date Course Started	Issue Date Traffic Education Permit (TEP)	Issue Date TE Learner's License (TELL)	Date Course Completed	Students Completing Course				
						Successful			Waive Test	
						Yes	No	> 50 %	Knowledge	Driving
1	05/27/1997	08/12/2012	08/20/2012	08/22/2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	12/03/1997	08/12/2012	08/20/2012	08/22/2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	02/04/1998	08/12/2012	08/20/2012	08/22/2012		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Completion Date and Successful columns are blank.
 Waive Knowledge Test column is completed.**

TRAFFIC EDUCATION STUDENT LIST

STEP 2: ISSUE TE LEARNER PERMITS

Last Name	First Name	Middle Name	Birthdate	Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge		
Rankin	Jeannette	Pickering	06/11/1980	07/02/2012	07/02/2012	08/01/2012	Yes	Edit	Delete
Toole	Kenneth	Ross	08/08/1980	07/02/2012	07/02/2012	08/01/2012	Yes	Edit	Delete

NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved traffic education program in accordance with the current standards outlined by the Superintendent of Public Instruction.

Entered By:

First Name: Last Name: Title: Daytime Phone:
 Date Certified: [8/26/2016](#)

TEP: TRAFFIC EDUCATION PERMIT - I certify that TEP permits have been issued to the students on the date(s) specified above, which is the date of teaching this course. Date TEP Certified: [11/9/2016](#)

TELL: TRAFFIC EDUCATION LEARNER LICENSE - I certify that learner licenses have been issued to the students on the date(s) specified above. Date TELL Certified: [11/9/2016](#)

Entered By:

First Name: Last Name: Title: Daytime Phone:
 Email:

Verify that information is correct. Edit individual students as needed.
 Check TEP TELL boxes and click **SAVE**.

Certify Permits Issued and Print Student List.

Send with Driver License Applications to Driver Examiner or County Treasurer

TRAFFIC EDUCATION STUDENT LIST

STEP 2: ISSUE TE LEARNER LICENSE

Districts with CDTP* certification can administer the TELL test and issue permits. They can also print the CDTP Road Test Forms (added 2014).

Click the [Print TELL Permits](#) under the Certification sections

* CDTP: COOPERATIVE DRIVER TESTING PROGRAM

State of Montana
Motor Vehicle Division
Safety • Efficiency • Dependability

State of Montana
Traffic Education Learner's License
(TELL) Permit

Date: 08/01/2012 Driver License Number: _____

Name: Jeannette Pickering Rankin

Address: _____

City: _____ State: _____ Zip: _____

Restrictions: _____ License: Class D

DOB: 06/11/1980 Sex: _____ Wt: _____ Ht: _____ Hair: _____ Eyes: _____

Applicant's Signature: _____

Traffic Education Learner's License (TELL): Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.

The TELL is valid for 1 year from the date the knowledge test was passed. Exp. Date: 08/01/2013

Examiner / Station / Instructor: _____ School: Arlee High School Date: _____

State of Montana
Motor Vehicle Division
Safety • Efficiency • Dependability

State of Montana
Traffic Education Learner's License
(TELL) Permit

Date: 08/01/2012 Driver License Number: _____

Name: Kenneth Ross Toole

Address: _____

City: _____ State: _____ Zip: _____

Restrictions: _____ License: Class D

DOB: 08/08/1980 Sex: _____ Wt: _____ Ht: _____ Hair: _____ Eyes: _____

Applicant's Signature: _____

Traffic Education Learner's License (TELL): Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver.

The TELL is valid for 1 year from the date the knowledge test was passed. Exp. Date: 08/01/2013


Examiner / Station / Instructor: _____ School: Arlee High School Date: _____

[Save](#) [Back](#)

[Print Student List](#) [Print Certificates of Completion](#) [Print TELL Permits](#) [Print CDTP Road Test Forms](#)

Reassign Student List to Year: ▾

Traffic Education Learner License

 **State of Montana**
Traffic Education Learner's License
(TELL) Permit

Date: 09/03/2014 Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Restrictions: _____ License: Class D

DOB: 07/21/1999 Sex: _____ Weight: _____ Ht: _____ Eyes: _____

Applicant's Signature: _____


Traffic Education Learner's License: Good for the operation of a Class D vehicle only when accompanied by a licensed parent or driver education instructor occupying the seat beside the driver. **Six months and 50 hours of supervised driving practice are required with 10 hours at night and no alcohol, drug or traffic violations.** After 02/15/2015, you may apply for a First Year Restricted License at a driver exam station. Schedule your driving test at www.doj.mt.gov/driving or call 1-866-450-8034. **The TELL is valid for one year from the date the knowledge test was passed.**

Expiration Date: 09/03/2015

Examiner / Station /
Instructor: _____ School: My High School Date: _____

The TELL is effective for one year. The date shown here is six months from the TEP date. MVD Driver Examiners can login to TEDRS and view/print all districts' Student Lists.

CDTP Road Test Forms

		<h2>CDTP Road Test Results</h2>	
<small>P.O. Box 201430 Helena, MT 59620-1430 * Phone (406) 444-3933 * doj.mt.gov/driving</small>			
Applicant Legal Name (please print):			
Last: Toole		First: Kenneth	Middle or Maiden:
Driver License Number:		Date of Birth: 08/08/1920	
Applicant Signature:			Date:
Examiner/Instructor Signature:		Examiner/Instructor Printed Name:	
GENERAL DRIVING BEHAVIOR			
<input type="checkbox"/>	Used brakes properly (smooth braking, no riding or pumping)	<input type="checkbox"/>	Accident
<input type="checkbox"/>	Proper steering (no over/under, one finger)	<input type="checkbox"/>	Committed dangerous act
<input type="checkbox"/>	Understood controls	<input type="checkbox"/>	Vehicle over sidewalk or lanes
<input type="checkbox"/>	General car control, good	<input type="checkbox"/>	Vehicle over stop lines when pedestrian present
<input type="checkbox"/>	Attitude, good	<input type="checkbox"/>	Failed to obey all traffic signs, signals, and laws
DRIVING TEST			
<u>URNS</u>		<u>TRAFFIC DRIVING</u>	
R I G H T	Signal	1 2 3	Starting (from curb - signal)
	Speed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Stop Sign or Light
	Lane	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Stop Line
	Wheel Straight	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Judgment of Distance
L E F T	Signal	1 2 3	Head Check
	Speed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Correct Lane
	Lane	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Attention (signs - signals)
	Wheel Straight	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Stalls Motor
<u>Describe Physical Condition:</u>			Right of Way, Ped. Veh.
			Attention to Driving
			Shifting Ability
			Use of Horn
		<u>SKILL TEST</u>	
		Parallel Parking:	<input type="checkbox"/>
		Backing:	<input type="checkbox"/>
		Driving Test Score	<input type="text"/>
		Examiner	<input type="text"/>
		Successful 8	Unsuccessful 9
		Restrictions:	
		<u>COMMENTS</u>	

Save	Back			
Print Student List	Print Certificates of Completion	Print TELL Permits	Print CDTP Road Test Forms	
Reassign Student List to Year:	2014			

TRAFFIC EDUCATION STUDENT LIST

STEP 3: INPUT COMPLETION DATES

If the **Course Completion Date** has changed, enter final date and verify by clicking box and then **SAVE**.

Student List Status: 1. Input Student List | 2. Issue TE Learner Permits | 3. Input Completion Dates | 4. Confirm Final Student List

School: Dawson High School

Date Course Started: 01/30/2017

Actual Course Completion Date: 04/18/2017

Actual Course Completion Date is Correct [Save](#)

[Use Edit and Update on individual student rows for exceptions.](#)

[WAIVE DRIVING TEST](#) [Click to assign YES for ALL students. Edit and Update for exceptions.](#)

- Then, check the **Actual Course Completion Date** box to automatically enter the date into the form's **Date of Completion** column.
- If you give the CDTP Road Test, click the **Waive Driving Test** button.
- Edit any students you will not waive on the form.
- Remember, the Driver Examiner will retest about 10% of the students on this form as a way to monitor the CDTP. So, a student you waive may be required to retake the driving test.

TRAFFIC EDUCATION STUDENT LIST

STEP 3: EDIT INDIVIDUAL STUDENTS

FINALIZE STUDENT LIST SHOWING STUDENT PROGRESS

Date Course Started	TEP Issue Date	TELL Issue Date	Waive Test Knowledge	Date Course Completed	Successful Completion	More Than 50%	Waive Test Driving	
07/02/2012	07/02/2012	08/01/2012	Yes	08/25/2012	Yes	Yes	No	Edit
<input type="text" value="07/02/2012"/>	<input type="text" value="07/02/2012"/>	<input type="text" value="08/01/2012"/>	<input checked="" type="checkbox"/>	<input type="text" value="08/25/2012"/>	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Upd

If a student fails the Knowledge Test, uncheck this box.

If a student has a different completion date, change it here.

If a student did not successfully complete the course, click No.

If a student passes the Driving Test, check this box.

When done editing, click **UPDATE**.

If a student dropped the course before they could complete 50% of the classroom instruction and 50% of the drives, uncheck the More Than 50% box.

VALIDATIONS TEDRS STUDENT LISTS

AGE 14.5 AND SUCCESSFUL COMPLETION AGE 16

***** Students must be at least 14.5 years old to be issued a TELL.**

****TELL permits are no longer valid for students under age 16 who do not successfully the course.**

Date Course Started	TEP Issue Date	TELL Issue Date	Waive Knowledge Test	Date Course Completed	Successful Completion	More Than 50%	Waive Driving Test		
05/31/2016	06/07/2016	***	No	08/15/2016	Yes	Yes	Yes	Edit	Delete
05/31/2016	06/07/2016	**	No	08/15/2016	No	Yes	No	Edit	Delete
05/31/2016	06/07/2016	06/23/2016	Yes	08/15/2016	Yes	Yes	Yes	Edit	Delete
05/31/2016	06/07/2016	06/10/2016	Yes	08/15/2016	Yes	Yes	No	Edit	Delete

TRAFFIC EDUCATION STUDENT LIST

STEP 4: CONFIRM FINAL STUDENT LIST

CHECK THE LAST TWO CERTIFICATIONS TO FINALIZE THE LIST

[District Authorized Representative \(AR\) needed for this approval.](#)

NOTICE OF COMPLETION. I certify that the students with completion dates indicated in the list above and marked 'Yes' have successfully completed our district's program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing minimum age.

Entered By (First Name): (Last Name): Title: Daytime Phone: ()

Date Certified: [8/17/2012](#)

[District Authorized Representative \(AR\) needed for this approval.](#)

REIMBURSEMENT REQUEST. I certify that the students checked successful or unsuccessful in the list above have completed our district's state-approved traffic program established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I also certify that the student completing at least 50 percent of the class, and so checked above, is ineligible for state reimbursement.

Total Student Count: [2](#)

Entered By (First Name): (Last Name): Title: Daytime Phone: ()

Date Certified: [8/17/2012](#)

- When all the student data is updated and final, check the **Notice of Completion** and **Reimbursement Request**, electronically sign the certification and click **SAVE**.
- *You're done with Step 4!*
- You can now print the form for the Driver Examiner or County Treasurer.
AND
- You can print Certificates of Completion for the students.

PRINT CERTIFICATES OF COMPLETION



Montana Traffic Education *Certificate of Completion*

Jeannette Pickering Rankin, Birthdate 06/11/1880, successfully completed the Belgrade H S Traffic Education Program which was conducted from 05/11/2016 through 06/19/2016.

Belgrade H S offers an approved Montana Traffic Education program which meets or exceeds state requirements including:

- a minimum of **25** instructional student-contact days for each student,
- at least **60 hours** of structured **Traffic Education** learning experiences,
- including at least **6 hours** of **in-traffic Behind-The-Wheel (BTW)** training,
- **all** provided by a Montana Office of Public Instruction-approved Traffic Education teacher.

Traffic Education Teacher/
School District Official

Belgrade H S
Belgrade, MT

06/19/2016

Date

Save Back

Print Student List

Print Certificates of Completion

Print TELL Permits

Print CDTP Road Test Forms

Reassign Student List to Year:

2014

Traffic Education Student List Done!

All certifications are checked and the form is saved. Print for the driver examiner or county treasurer. Always submit TE03 and TE04 together.

Do not mail Student Lists to OPI. When all certifications are checked, it has been submitted online via TEDRS.

Next page shows the printed form.

Traffic Education Student List

School Year: 2013 District: Stevensville H S [Need Help? Read User's Guide](#)

New Student List is for a Summer Program [Check here if program will end in July or August.](#)

Student List Status: 1. Input Student List | 2. Issue TE Learner Permits | 3. Input Completion Dates | 4. Confirm Final Student List

School: Stevensville High School

Date Course Started: 09/25/2012 Actual Course Completion Date: 12/07/2012 [Save](#)

NOTICE OF PARTICIPATION. I certify that the students listed above are participating in our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction.

Entered By (First Name): John (Last Name): Munk Title: Teacher Daytime Phone: (406) 777 - 5539
Date Certified: 1/11/2013

TEP OR TELL PERMITS ISSUED. I certify that TEP or TELL permits have been issued to the students on the date(s) specified on TE04 Student List above. If this is a Cooperative Driver Testing Program, I further certify that this program is in full compliance with the Cooperative Driver Testing Program of the Department of Justice.

Entered By (First Name): John (Last Name): Munk Title: Teacher Daytime Phone: (406) 777 - 5539
Date Certified: 1/14/2013

[District Authorized Representative \(AR\) needed for this approval.](#)

NOTICE OF COMPLETION. I certify that the students with completion dates indicated in the list above and marked 'Yes' have successfully completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction, and are eligible for licensing upon reaching the required minimum age.

Entered By (First Name): Brian (Last Name): Gum Title: Principal Daytime Phone: (406) 777 - 5481
Date Certified: 1/14/2013

[District Authorized Representative \(AR\) needed for this approval.](#)

REIMBURSEMENT REQUEST. I certify that the students checked successful or unsuccessful in the list above have completed our district's state-approved traffic education program that is established and maintained in accordance with the current standards outlined by the Superintendent of Public Instruction and are eligible for state reimbursement. I also certify that any student not completing at least 50 percent of the class, and so checked above, is ineligible for state reimbursement.

Total Student Count: 21

Entered By (First Name): Brian (Last Name): Gum Title: Principal Daytime Phone: (406) 777 - 5481
Date Certified: 1/14/2013

[Save](#) [Back](#)

[Print Student List](#) [Print Certificates of Completion](#) [Print TELL Permits](#) Reassign Student List to Year: 2013

[Save](#) [Back](#)

[Print Student List](#) [Print Certificates of Completion](#) [Print TELL Permits](#) [Print CDTF Road Test Forms](#)

Reassign Student List to Year: 2014

TEDRS REPORTS

STUDENT SEARCH

Traffic Education Student Search

District: Last Name: First Name:

Last Name	First Name	Birth Date	
v	.	03/02/2000	<input type="button" value="Select"/>
12345678			

Last Name	First Name	Birth Date	Course Start Date	Course Completed Date	Date TEP Issued	Date TELL Issued	Successful Completion	Waive Test Knowledge	Waive Test Driving
v	.	03/02/2000	09/16/2014	11/18/2014	09/16/2014	09/29/2014	Yes	Yes	No

Questions? Call OPI's Traffic Education office: (406) 444-4432 or (888) 231-9393 ext. 4432

Thank you for your partnership in providing driver's education and training for Montana teens.

For more information on the required Traffic Education program forms, [click here](#)

Home

Data Entry

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Logout

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Student List Report

Student Search

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Year End Report

Find Student Search in TEDRS Reports Tab
New December 2015

TRAFFIC ED STUDENT LIST BEST PRACTICES

Create the student list at the start of your traffic education class and use ONLY this list to manage your class. Login and finalize the list at the end.

If you need to edit the student names and/or birth dates selected from the AIM list, please give those same corrections to the school clerk who enters enrollment data into AIM.

Fill out the form completely and check off all certifications to make sure the list is submitted electronically to the OPI. All stages will be green at the top of the screen, when the student list is ready to submit.

1. Input Student List | 2. Issue TE Learner Permits | 3. Input Completion Dates | 4. Confirm Final Student List

Make sure your District Office has a copy of all forms printed out and submitted to the Driver Examiner or County Treasurer. They must be kept on file for at least five years.

Submit the form twice to the Driver Examiner/County Treasurer: first when the class begins and the TEP or TELL is issued (Notice of Participation), second when the class completes (Notice of Completion).

For assistance, call the Traffic Education Office at (406) 444-4432 or email Patti Borneman pborneman@mt.gov.

GDL First-Year Restricted License

Seatbelts required –
for everyone – all the time

Passengers –
First 6 months – only one
Second 6 months – up to 3

Best Practices:
No passengers

Night restrictions
11:00 PM – 5:00 AM

Best Practices:
The real risk is darkness

**Parents are the Key to
Teen Driver Safety**

GRADUATED DRIVER LICENSING

Montana Graduated Driver Licensing (GDL) is a 3-step program to reduce risk and help teen drivers gain driving experience. All new drivers under age 18 must follow these conditions to get a driver license in Montana.

THE GDL STEPS

1. LEARNER LICENSE

- Pass the written test.
- Drive with adult supervision:
50 hours (10 hours at night) for
at least 6 months.
- NO alcohol, drugs or traffic tickets.
- MUST WEAR SEAT BELT.

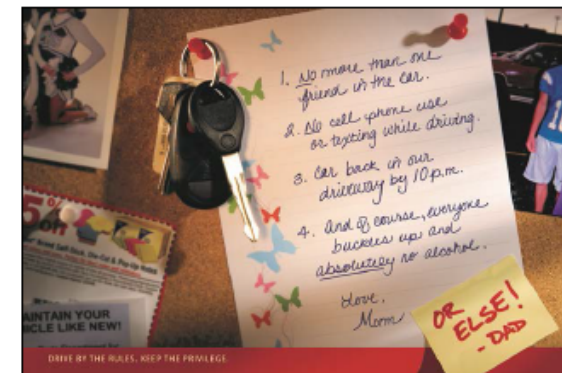


2. GDL RESTRICTED LICENSE

- Limits passengers and night driving.
- NO alcohol, drugs or traffic tickets.
- MUST WEAR SEAT BELT.

3. FULL DRIVER LICENSE

- After one year on the GDL
Restricted License with NO alcohol,
drugs or traffic violations.





Highest lifetime crash risk is in the first year of independent driving.

Lowest risk is when driving with your parent or guardian.



Graduated Driver Licensing Parent/Legal Guardian Certification

P.O. Box 201430 Helena, MT 59620-1430 • Phone (406) 444-3933 • Fax (406) 444-1631 • doj.mt.gov/driving

Instructions: Parent/Legal Guardian - complete this form and submit it to the Driver Examination Station **after** the applicant, who is under 18 years of age, has completed the minimum six-month period for holding an instruction permit, traffic education learner license, or traffic education permit.

Full Legal Name of Minor Applicant: _____ **Date of Birth:** _____

I certify, under penalty of law, that as the parent or legal guardian of the above-named minor applicant, the applicant:

- has completed 50 hours of supervised driving experience, 10 of which were at night;
- has not been convicted of a traffic violation or convicted or adjudicated for any offenses involving alcohol or drugs during the six-month period immediately preceding this application; and
- has no pending traffic alcohol or drug citations.

Parent or Legal Guardian Signature

Parent/L. Guardian Driver License No.

Printed Name of Parent or Legal Guardian

Date

21-1600 (8/12)

TRAFFIC EDUCATION DATA AND REPORTING SYSTEM (TEDRS)



**Thank you for submitting your Student List
and Certifications via the OPI's
TRAFFIC EDUCATION DATA AND
REPORTING SYSTEM (TEDRS)!**

Questions – call OPI-Traffic Education (406) 444-4432