



### DRIVING SAFETY COURSE INSTRUCTIONS

The Driving Safety Course is offered to those who have not taken the course within the past twelve (12) months from the date of your citation, you don't hold a CDL or traveling more than 24 miles above the posted speed.

- STEP 1:** Sign and mail your request and affidavit (signed before a Texas Notary). Enter your plea by circling guilty or no contest (on DSC affidavit form). Include a copy of your current proof of financial responsibility and driver's license or military.
- STEP 2:** Mail DSC forms back to the Municipal Court along with \$144.00 non-school zone or \$169.00 if In School Zone to Cover court cost and fees. (Effective for tickets issued after 01/01/2020)
- STEP 3:** I understand that I will have 90 (ninety) days to successfully complete a Driving Safety Course approved by the TDLR/TEA and, I understand that I must file within 90 (ninety) days the Driver Safety Course Certificate of Completion and the Certified Copy of my Driving Record as maintained by the Texas Department of Public Safety. **Courses such as those offered by the National Safety Council and AARP are NOT approved courses.**
- STEP 4:** You must order your driving record. Go to DPS website at [www.texas.gov](http://www.texas.gov). Choose record option 3A on Texas DPS form. It cost approximately \$12.00. (If you do not have access to the internet, you can request a form from us and mail it to the DPS.)

**STEP 5:** Return certificate of completion (original certificate only) along with your **Certified Driving Record** from the state to the Court. Course Must be completed and to the court within **90 (ninety) days** after payment is made. **NO EXTENSIONS ARE GIVEN.**

Failure to complete and return required documentation to the Court as requested, may result in a warrant being issued for your arrest.

If your course is not completed by the completion date, the citation will go on your driving record and you must submit the total fine amount. For any questions, feel free to contact the Court at the number above.

You are responsible for notify the court of any changes in address, the Court does not send reminders for due dates.

**REQUEST AND AFFIDAVIT FOR A DRIVING SAFETY COURSE (Art. 45.0511 (b)(c), CCP)**

Citation #: \_\_\_\_\_

STATE OF TEXAS  
VS.

IN THE MUNICIPAL COURT  
CITY OF KEENE  
JOHNSON COUNTY, TEXAS

I hereby enter my appearance on the complaint of the offense of: (by mail). I understand that I have a right to a jury trial. I hereby waive my right to a jury trial, I plea NO CONTEST/GUILTY (circle one) and elect under Art. 45.05111, CCP, to take a driving safety course.

**I UNDERSTAND THAT I MUST:** pay court cost and fees: \$144.00 and if in a school zone \$169.00 **by PAID;**

1. complete a driving safety course or motorcycle operator training course as applicable within 90 days of this request; NOTE: Certificate must reflect that course was completed for City of Keene or Keene Municipal Court [www.tdlr.texas.gov/DESearch](http://www.tdlr.texas.gov/DESearch);
2. submit by the 90<sup>th</sup> day from this request a uniform certificate of course completion and my driving record (record type 3A) as maintained by the Texas Dept. of Public Safety at [www.txdps.state.tx.us](http://www.txdps.state.tx.us).

**PROOF IS DUE WITHIN 90 CALENDAR DAYS FROM DATE OF REQUEST RECEIVED BY THE COURT. NO EXTENSIONS (return to 1000 N. Old Betsy Road, Keene, Texas 76031 or mail to PO BOX 637, Keene, Tx ,76059)**

**I FURTHERMORE UNDERSTAND THAT:**

1. if I comply with the court order granting the taking of a driving safety/motorcycle operator training course and submit all the required evidence as ordered, the Court will dismiss my case and report to the Texas Department of Public Safety the date that I completed my course for inclusion on my driving record;
2. if I fail to submit all the evidence required by the Court, I will be notified of a show cause hearing and be required to appear before the Court to show cause why I did not present the required evidence of course completion;
3. the judge may at the show cause hearing enter a final adjudication against me and require me to pay the fine; and
4. the failure to appear at the show cause hearing will result in a final adjudication being entered against me, and that I will be required to pay the fine and any additional costs required by law.

\*\*\*\*\*

**I HEREBY, STATE UNDER OATH THAT:**

1. I have a valid Texas Driver's License or permit and liability insurance on myself as required by law; or
2. I do not have a valid Texas Driver's License permit; I am a member of the U.S. Military forces serving on active duty or I am the spouse/dependent child of a member;
3. proof of financial responsibility pursuant to Ch. 601, TC (automobile liability insurance);
4. I am charged with the above offense; and

**I FURTHERMORE, STATE UNDER OATH THAT:**

1. I am not currently taking a driving safety course or motorcycle operator training course in a different state and I was not taking such a course nor had I completed one within the last 12 months preceding that date of my current offense that is not shown on my driving record as maintained by the Tx DPS (or as maintained by the state that issued my driver's license-active military duty personnel only)(unless taking as a term of deferred disposition only).

\*\*\*\*\*

\_\_\_\_\_  
**Defendant's Signature**

\_\_\_\_\_  
**Defendant Address, City, State, Zip**

Sworn and subscribed before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_  
Notary Public for State of Texas/Clerk

**JUDGMENT: DEFENSIVE DRIVING COURSE/MOTORCYCLE COURSE GRANTED (Art.45.0511, CCP)**

Citation #: \_\_\_\_\_

STATE OF TEXAS  
VS.

IN THE MUNICIPAL COURT  
CITY OF KEENE  
JOHNSON COUNTY, TEXAS

On this the date of \_\_\_\_\_, the Defendant in the above numbered and entitled cause appeared and entered a plea of no contest/guilty and waived a jury trial. The Court finds the Defendant guilty and assesses a fine of \$\_\_\_\_\_ plus all costs required to be paid.

The Defendant, having elected to take a driving safety course on or before the answer date on the citation, and the Court finds that the Defendant meets the requirements for taking a driving safety course; the imposition of this judgment is hereby deferred for a period of 90 days and the defendant is hereby granted the right to take a (driving safety course)(motorcycle training course). The Defendant is ordered to pay immediately all Court costs and fees required by statute or ordinance.

The Defendant is required to complete the course and present evidence (a uniform certificate of completion of the driving safety course) (a verification of completion of the motorcycle operator training course) to this Court within 90 days of this. Furthermore, the Defendant is ordered to present a copy of the Defendant's driving record as maintained by the Department of Public Safety,(or if the Defendant is on active military duty or is the spouse or dependent child of a member of the United States military forces on active military duty, a certified copy of the Defendant's driving record from the State that issued Defendant's driver's license), showing that the Defendant has not completed an approved driving safety course or motorcycle course within the 12 months preceding the date of the offense and an affidavit stating that the Defendant was not taking a driving/motorcycle safety course, under this article on the date of the request to take this course and has not completed such a course that is not shown on the Defendant's driving record within the 12 months preceding the date of the offense.

SIGNED \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Presiding Judge Toni Driver, City of Keene

**Furthermore, if I fail to comply with the terms and conditions of this order, the court will notify me by mail to appear before the Judge and show cause, I understand that failure to appear to the hearing or comply with this order will result in final conviction and without further notice warrants may be issued.**



\_\_\_\_\_  
Defendant/Parent/Guardian/Attorney Signature

\_\_\_\_\_  
Address, City, State, Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email