DRIVING SAFETY COURSE INSTRUCTIONS:

You must request to take the driving safety course on or before your court appearance date. If you are making the request in person, you do not need to print these forms; they are available at the window. If you are mailing these items, they must be mailed via certified mail.

You will need to complete the following:

1. The Request for a Driving Safety Course form:

Fill in your cause number. This number is at the top of your citation; it begins with an 8. Print your name. Print the offense on the line, then circle your plea. You must plead 'guilty' or 'no contest'. A 'no contest' plea is not an admission of guilt; you are accepting responsibility for taking care of the citation. Read through the form, then sign & date it, providing your address (please print address).

2. Provide photocopies of your Texas driver's license and proof of insurance. Your name must be listed on your insurance card.

3. Affidavit for Driving Safety Course:

Fill in your cause number, then print your name under State of Texas v. and again after I,. Read through the oath. You will sign, provide current address and telephone number; this signature must be notarized if you do not sign it in person at Municipal Court.

4. Payment of Court Costs:

Municipal Court accepts payment in person of cash, money orders, personal checks, and cashier's checks, (make payable to the city of Helotes) and MasterCard, Visa, and Discover (a 5% processing fee is added to credit/debit card transactions). Do not mail cash. You cannot pay online if you are taking the driving safety course. A receipt will be mailed to you, with a copy of your Request for a Driving Safety Course form. The due date written at the bottom of the form is the final date to turn in the official certificate of completion and a copy of your certified driving record from DPS in Austin. If your paperwork is turned into the Court early, your case will be dismissed early. If you do not know the amount to mail in, call the court at 210-695-4472.

DRIVING SAFETY COURSE

Do not take the Driving Safety Course to resolve your citation without first making arrangements with Helotes Municipal Court

On certain violations you may be able to take a Driving Safety Course.

- If you have not taken a Driving Safety Course in the last 12 months; you must sign and have an affidavit notarized
- If you were cited for Speeding, must not have been Speeding more than 25 miles above the posted speed limit
- Must not have a CDL license at the time of the offense

- If you decide to take the Driving Safety Course, you will need to provide the following items:
  - Enter a 'Guilty' or 'No Contest' plea
  - A valid Texas driver's license (not a commercial driver license)
  - A current insurance card (proof of financial responsibility)
  - Payment: court costs of $109.00 (if violation occurred in a school zone, court costs are $134.00)
  - A notarized affidavit that you have not taken a driving safety course in the last 12 months

If you successfully complete the course in the 90 days given, your violation will be dismissed and will not be reported as a conviction on your driving record.

A Driving Safety Course will not resolve the following violations:

Passing a school bus
Reckless driving
Driving a commercial motor vehicle
Hit and run offenses
Speeding 25 mph or more over the speed limit
Failure to appear/violate written promise to appear
Driver's license, license plate, or state inspection violations
Fail to maintain financial responsibility (no proof of insurance)
City ordinance violations
Minor in possession
Possession of drug paraphernalia
Disorderly conduct/public intoxication/open container

Active duty military and dependents:

May take a Driving Safety Course with an out-of–state driver's license
Must show military ID and valid out-of-state driver's license
Provide proof of financial responsibility (insurance)
Must pay court costs (see above)

REQUEST FOR A DRIVING SAFETY COURSE (Art. 45.0511, CCP)

CITY OF HELOTES
P.O. BOX 507
HELOTES, TEXAS 78023

CAUSE NUMBER:_____

THE STATE OF TEXAS	§	**IN THE MUNICIPAL COURT**
v	§	**CITY OF HELOTES**
_____	§	**BEXAR COUNTY, TEXAS**

I hereby enter my appearance on the complaint of the offense of: _____ (in person)(by counsel)(by certified mail). I understand that I have a right to a jury trial. I hereby waive my right to a jury trial, **plead (Guilty) (No Contest)** and elect under Art. 45.0511, CCP, to take a Driving Safety or Motorcycle Operator Course; or elect under Art.45.0511(u) to take a Specialized Seatbelt Course.

I understand that I must present to the court the following with this request:

1. A valid Texas driver's license or permit;

2. Proof of financial responsibility pursuant to Chapter 601, Transportation Code (automobile liability insurance); and

3. Payment of court cost.

I understand that I must:

1. Complete a Driving Safety/Motorcycle Operator/ or Specialized Seatbelt Course as applicable within 90 days of this request;

2. Submit by the 90th day from this request a uniform certificate of course completion of a Driving Safety Course, Motorcycle Operator Course, or a Specialized Seatbelt Course as evidence that I have completed such a course;

3. Submit by the 90th day from this request an affidavit that I was not taking such a course nor had I completed one within the preceding 12 months from the date of my current offense that is not shown on my driving record as maintained by the Texas Department of Public Safety; and

4. Submit by the 90th day from this request a copy of my driving record as maintained by the Texas Department of Public Safety (You *may* order your DPS Driving Record online - go to ***www.texas.gov***).

I understand that:

1. If I comply with the court order granting the taking of a driving safety/motorcycle operator/or specialized seatbelt 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. Failure 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.

_____ _____
Defendant's Signature Date Defendant's Attorney (if applicable) Date

Address:_____

ALL PAPERWORK MUST BE RETURNED BY_____

***AFFIDAVIT FOR DRIVING SAFETY COURSE (Art.45.051(c)(3), CCP)**

City of Helotes
Municipal Court
P.O. Box 507
Helotes, TX 78023
Phone #210-695-4472
Fax #210-695-6520

CAUSE NUMBER:_____

STATE OF TEXAS	§	IN THE MUNICIPAL COURT
v.	§	CITY OF HELOTES
	§	BEXAR COUNTY, TEXAS
_____		

AFFIDAVIT*

I, _____, state under oath that on the date of my request for a driving safety course/motorcycle operator training course in the above numbered cause that I was not taking such a course nor had I completed one within the 12 months preceding the date of my current offense that is not shown on my driving record as maintained by the Texas Department of Public Safety.

_____
Defendant's Signature
Address:

_____

_____

_____
Telephone

Sworn to and subscribed before me, the undersigned authority on this the _____day of _____, 20_____.

_____
(Judge), (Court Clerk), (Deputy Court Clerk),
or (Notary Public in and for the State of Texas)

***Editor's Note:** Required to be filed within 90 days of the request for a driving safety course/motorcycle operator course.