

DRIVING SAFETY COURSE

Please read all instructions.

Do **NOT** take a driving safety course before you have followed the necessary procedures to request this option from the court.

Instructions

On **or before** your initial appearance date (the court date/time stated on your ticket), you can submit the required request, payment, and supporting information (see enumerated 5 items listed below) through the USPS mail or other carrier or courier, or you may appear in person.

If applying by mail, please wait until you have received permission from the court before you take the course. The court will send to you via return mail an affidavit to read, sign, and return, as well additional information about how to select an approved Driving Safety Course and how to retrieve your Type 3A driving record from the Texas DPS.

If applying by email, please wait at least 3 business days to process. The court will email you with approval, link to pay (must be paid within 3 days), as well additional information about how to select an approved Driving Safety Course and how to retrieve your Type 3A driving record from the Texas DPS.

You will have 90 days in which to complete the course and submit the proper documents to the court. Upon successful completion and return of these documents to the court, your citation will be dismissed. Both documents—the signed Court Copy of the Uniform Certificate of Course Completion and the certified Type 3A copy of your driving record—**must be returned to the Court on or before the 90th day** to have your citation dismissed.

Driving Schools

The Court is not allowed to recommend a specific driving school. The Court will refer you to the TDLR website for a list of approved classes from which you can select the class that best suits your needs. You can take the course online or anywhere within the State of Texas as long as the six-hour course is approved by TDLR. <https://www.tdlr.texas.gov/driver/driver.htm>

Consequences

If you fail to complete any one of the requirements by your due date, you will be responsible for the balance of the fine in the amount of \$200.00 and your case will be set for a Show Cause Hearing. A summons will be mailed to the address that we have on file.

If you fail to appear at the hearing, a Judgment of Guilty will be entered for the violation and a warrant will be issued.

NOTE: It is YOUR responsibility as the defendant to contact the Court concerning your case. The Court is not required by the State to contact you for any reason other than to summon a defendant to a Show Cause Hearing.

You are responsible to ensure that the Court has current and accurate contact information for you—a correct address where you receive mail (including your apartment or lot number) and a current phone number.

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STEPS FOR REQUESTING THE DSC OPTION

The DSC option must be requested either in person, by mail, or email.

Request Made In Person

You may come to the Bulverde Municipal Court any day, Monday through Friday between 8:00 a.m. and 4:30 p.m., **BEFORE** your assigned court date to request the DSC option.

You must have your valid Texas driver's license (or out-of-state DL and current valid Military ID), your proof of vehicle insurance (a paper copy), and the fee amount listed in #3 below with you when you come in to make your request. All required signature forms will be generated by the Court at that time.

Request Made Through the Mail

If you make your request through the mail, you must provide the court with the following items:

- 1) A written statement requesting to take a Driving Safety Course to dismiss your citation
- 2) A written plea of either **Guilty** OR **No Contest**
- 3) Required payment of court costs and administrative fee to total:
\$144.00 - non school zone violations or **\$169.00** - school zone violations
- 4) A copy of your valid Texas driver's license or permit (or valid out-of-state DL and valid active duty military ID)
- 5) A copy of your proof of motor vehicle insurance that shows you are an insured driver on the policy (no fleet or corporate blanket insurance policies will be accepted unless your name is printed on the proof card as a covered driver on the policy)

Mail the above items to the Bulverde Municipal Court, 30360 Cougar Bend, Bulverde, TX 78163

Do not send cash through the mail. You may send a cashier's check or money order.

NO PERSONAL CHECKS ARE ACCEPTED

Emailed Requests

- 1) Notarized Application for Defensive Driving (found on our website)
- 2) A copy of your valid Texas driver's license or permit (or valid out-of-state DL and valid, active duty military ID)
- 3) A copy of your proof of motor vehicle insurance that shows you are an insured driver on the policy (no fleet or corporate blanket insurance policies will be accepted unless your name is printed on the proof card as a covered driver on the policy)

Confirmation email will be sent with approval (please allow up to 3 business days for processing)

Original Notarized Copy is still required

Payment is due within 3 days of approval email- no exceptions

\$144.00 non school zone violations or \$169.00 school zone violations

Course can not be taken till payment is received.

Please note: if you fail to pay the costs and fee or fail to submit all of the required information, your request to take the Driving Safety Course cannot be processed and your citation will remain as an outstanding citation.

If you have requested the DSC option through the mail, it is your responsibility to follow up with the Court to ensure that payment and materials have been received and that your request is being processed. After allowing for adequate mailing time, you may call the court at 830.438.3612 to confirm receipt. You may also opt to send your correspondence through Certified Mail/Return Service Requested or other carrier or courier that offers delivery tracking. Please be sure to write your return address on the outside of the envelope in the upper left corner AND include it in the body of the correspondence you send to us.

NOTE: It is YOUR responsibility as the defendant to contact the Court concerning your case. The Court is not required by the State to contact you for any reason other than to summon a defendant to a Show Cause Hearing.

You are responsible to ensure that the Court has current and accurate contact information for you—a correct address where you receive mail (including your apartment or lot number) and a current phone number.

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HOW TO READ YOUR TICKET

CITATION BULVERDE POLICE DEPARTMENT

Citation #: **15 54721**
Date/Time: **12/08/2016 11:35 AM**

Case #: --

**Your ticket number
The time & date the
ticket was issued**

Violator

Name: Joe Driver
Address: 1111 Home Place, Bulverde TX 78163
DOB: 1/1/1990 Sex: **Male**
Race: **White** Ethnicity: **N. HISP**
Hgt: **5' 09"** Phone #: (830) 555-5555
ID/DL State: **TX** ID/DL #: 11111111

Vehicle

License #: XXX1111 State: **TX**
Year: **2008** Make: **HONDA**
Model: **CR-V** Type: **Passenger Vehicle**
Color: **Black** Hazd: **No**
Passengers: **No** VIN: ABCDE111111111111

Location

Location: **100 BLK BULVERDE CROSSING**
County: **Comal** Traffic: **LT**
Direction: **NB** Day/Night: **Day** Road Cond.: **Dry**
Constr Zn: **No** Workers: **No** School Zn: **No**
Alleged Speed: -- -- Posted Speed: -- --
Accident: **No** Radar Cal.: **Yes**

**Where the ticket
was issued and
various conditions**

If workers are present in a construction zone, you CANNOT take a Driving Safety Class to dismiss your ticket. If you are in a school zone, your fees for the Driving Safety option are increased by \$25.00, to total \$169.00

Violation(s)

Speeding (Alleged Speed/Limit: 66/50)

Your violation

Court Information

Issued By: ID #:
BULVERDE MUNICIPAL COURT JUDGE 30360 COUGAR BEND BULVERDE TX 78163

**The address of the
Municipal Court**

On: **1/11/2017**

At: **2:00 PM**

**Your court date
and time**

Annually traffic law violations are recorded as a factor in about 85% of the rural traffic accidents in Texas. Approximately 80% of the traffic deaths in Texas occur on rural highways. The Enforcement actions taken against you and any subsequent court actions are intended to secure compliance with the traffic laws by you and all other users of the highways. Failure to comply with your written promise to appear in the court as made on this citation will constitute a separate offense with which you may be charged and result in failure to satisfy a judgement ordering the payment of a fine and cost in the manner ordered by the court may result in the denial of renewal of your driver's license.

"A second or subsequent conviction of an offense under the Texas Motor Vehicle Safety Responsibility Act will result in the suspension of your driver's license and motor vehicle registration unless you file and maintain evidence of financial responsibility with the Department of Public Safety for two (2) years from the date of conviction. The Department may waive the requirements to file evidence of financial responsibility if you file satisfactory evidence with the Department showing that at the time this citation was issued, the vehicle was covered by a motor vehicle liability insurance policy or that you were otherwise exempt from the requirements to provide evidence of financial responsibility."

You may be able to require that this charge be dismissed by successfully completing a driving safety course or motorcycle operator training course. You will lose that right if, on or before your appearance date, you do not provide the court with notice of your request to take the course.

"A conviction of an offense under a traffic law of this state or political subdivision of this state may result in the assessment on your driver's license of a surcharge under the Driver Responsibility Program."

Violator Copy