	ESD	CO	DIST

Washington Office of Superintendent of
PUBLIC INSTRUCTION

TRAFFIC SAFETY EDUCATION
APPLICATION FOR PROGRAM APPROVAL 2024-25

District/School Name: _____

District Mailing Address: _____

City: _____ State: _____ Zip: _____

TSE Coordinator Name: _____

E-Mail: _____ Phone: _____

Please indicate if contact information is: ☐ Work ☐ Home

Washington Administrative Code (WAC) 392-153-014 requires each public school district or private school intending to offer Traffic Safety Education (TSE) to apply annually to OSPI for TSE Program Approval.

Please check off each box verifying completion and compliance:

☐ TSE instructional staff hold appropriate and valid endorsement or conditional certification and meet continuing education requirements under WAC 392-153.

☐ All TSE instructional staff maintain a "satisfactory driving record" (submitted annually to the district) as defined in WAC 392-153-010.

☐ Vehicles used for TSE instruction comply with WAC 392-153-025 and have a current safety inspection according to the requirements of WAC 392-143-070.

☐ District curriculum and course scheduling are in compliance with WAC 392-153-032 and 392-153-035.

☐ District has completed DOL's OSPI School District/Instructor Registration form DTS 661-026 and sent to OSPI with the Application for Program Approval.

☐ **All requested program data has been verified / entered in the online "TSE Program Data" database.**

_____ _____
Superintendent or Designee Signature / Title   Date

Please return this application to Student Transportation and Traffic Safety Education, OSPI, PO Box 47200, Olympia, WA 98504-7200 by August 1, 2024. If you have questions, please contact the TSE office, at 360-725-6121, or email K12TSE@k12.wa.us .

OSPI USE ONLY	
Date Reviewed: _____	
Reviewed by: _____	
_____Approved _____Not Approved	_____ Program Supervisor Signature / Date
TSE Program Database last modified: _____	
Date entered in Program Approval Database: _____	

FORM SPI/TSE M-365 (Rev. 4/24)

PROGRAM APPROVAL APPLICATION/ONLINE PROGRAM DATA INSTRUCTIONS

1. Print form and instructions.
2. **Public Schools:** Enter your ESD, county, and district numbers in the upper right-hand corner.
3. Enter the name and mailing address of the school district, private school, or educational service district.
4. Enter the Traffic Safety Education coordinator's name, e-mail address, and phone number. Please indicate by checking the appropriate box if the phone and e-mail provided is home or work contact information.
5. Check each box for compliance. Any box not checked should be explained on a separate sheet of paper.
6. Verify/update information in "online program data" as follows:
   a. Access https://trafficsafety.ospi.k12.wa.us/; click on "online program data," and enter your username and password.
   b. Click on the *"Program Data"* tab:
      i. **Ensure that "TSE coordinator" data is current.**
      ii. Please enter the requested program information.
   c. Click on the *"Personnel"* tab and verify that all of the TSE instructors in the program are listed and their information is correct.
      i. If you have an instructor no longer active, please "delete" from your list using the red "X."
      ii. You can add new staff by clicking on the *"add personnel"* box at the bottom of the page.
   d. Click on the *"Vehicles"* tab and verify that the vehicles being used for TSE instruction are listed, and vehicle information is correct. Delete any vehicles no longer being used using the red "X."
   e. Click on the *"Schools"* tab and ensure that the "TSE Program" box is checked for each school location in your district that offers TSE. Make any changes needed and click the *"save changes"* box at the bottom of the page.
   f. When you finish reviewing/updating the information, click on the *"logout"* tab to leave the online program data.
7. Be sure the form is signed and dated.
8. **ESD Co-ops: Please attach a list of districts included in the co-op, a district contact name, and phone number for each contact.**

Send the signed original to the Student Transportation and Traffic Safety Education office and retain a copy for your records.

Email scanned copy of application to: K12TSE@k12.wa.us, or Mail to: Student Transportation and Traffic Safety Education Office of Superintendent of Public Instruction PO BOX 47200 Olympia, WA 98504-7200

If you need assistance completing this application or completing the online program data, please contact OSPI – TSE at 360-725-6121.