

# **DRIVER EDUCATION ADMINISTRATIVE GUIDELINES**

FOR

DRIVER EDUCATION  
and  
MOTORCYCLE SAFETY EDUCATION

Developed by the Staff of the  
Kansas State Department of Education  
IN PARTNERSHIP with  
Kansas Department of Revenue  
Kansas Division of Vehicles

Updated 6/28/2021

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The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:  
KSDE General Counsel 900 SW Jackson St. Ste. 102 Topeka, KS 66612 785-296-3201

## INTRODUCTION

This administrative guide is provided for school administrators and driver educators. The material contained in this document will, on occasion, be modified as a result of administrative program changes directed by the Division of Vehicles or the State Board of Education. It is the intent of the Board to keep administrative staff and instructional staff apprised of all changes as they occur and to provide documentation that further clarifies those changes.

The documentation should be inserted in the appropriate sections of this guide as they are received. In that manner, programs will maintain currency and compliance with all statutes and regulations.

Accredited public and non-public schools should use this document as a tool in effecting the administration of an approved program in Driver Education and Motorcycle Safety Education. The administrative procedures affecting licensing documents issued to **ALL** driver education programs approved by the State Board of Education, are contained in the guide.

### **IMPORTANT PHONE NUMBERS:**

Kansas Department of Education – Driver Education

- 785-296-3379 – Robyn Meinholdt; [rmeinholdt@ksde.org](mailto:rmeinholdt@ksde.org)

Kansas Department of Revenue – Licensing

- 785-368-8971 – DE 99 Medical questions/Processing questions: [medical.visionunit@ks.gov](mailto:medical.visionunit@ks.gov)
  - Medical email: Michele Chavez [michele.chavez@ks.gov](mailto:michele.chavez@ks.gov); 785-368-8532

Kansas Highway Patrol – Education Division

- 785-296-6800 – State Headquarters
- 785-233-8200 – Inspections

### **IMPORTANT Driver Education WEBSITE ADDRESSES:**

KSDE Driver Education Home

<https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/Content-Area-A-E/Driver-Education>

KSDE Driver Education Reimbursement Applications

<https://online.ksde.org/authentication/login.aspx>

## PROGRAM APPROVAL REQUIREMENTS DRIVER EDUCATION AND MOTORCYCLE EDUCATION

The following guidelines are an overview of the [DRIVER EDUCATION REGULATIONS](#)\* – K.A.R. 91-5-1 through K.A.R. 91-5-14. A complete review of all regulations should be completed before starting a driver education or motorcycle education course is available online

[https://sos.ks.gov/publications/pubs\\_kar\\_Regs.aspx?KAR=91-5&Srch=Y](https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=91-5&Srch=Y)

**\*Accredited public and nonpublic schools.**

### INSTRUCTOR QUALIFICATIONS – Automobile

Qualifications of instructors available online [https://sos.ks.gov/publications/pubs\\_kar\\_Regs.aspx?KAR=91-5-3](https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=91-5-3)

### STUDENT ELIGIBILITY – Automobile

Full regulation is available online [https://sos.ks.gov/publications/pubs\\_kar\\_Regs.aspx?KAR=91-5-7](https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=91-5-7) 91-5-7. Eligible students. (a) Students in any approved program shall be regularly enrolled in an accredited public, nonpublic, or special purpose school, or a community college. **Each student shall be at least 14 years of age prior to beginning behind-the-wheel instruction. \* \*In conjunction with Kansas Statute, 8-2,100.**

### PROGRAM REQUIREMENTS – Automobile

*Yearly audits of the program are required.*

Program approval:

To be eligible for program approval, a school shall be accredited by the state board as a public secondary school, nonpublic secondary school. Each school shall make application to the state board for approval of its driver education program or motorcycle safety program before the initiation of instruction.

Each application for approval of a driver education program shall include the following:

- ☐ A detailed description of the proposed program;
- ☐ a statement of the specific goals and objectives of the program;
- ☐ a description of the procedures to be used to evaluate the program;
- ☐ an assurance that each instructor will meet the requirements of the state board for teaching driver education; and
- ☐ any other information required by the state board.

A driver education program shall not be approved unless it requires that each enrolled student demonstrates proficiency in both of the following areas:

- (1) Rules of the road; and
- (2) proper operation and control of a vehicle while driving in varying conditions affecting vehicle operation.

Due to the time required to adequately assess skills acquisition, a driver education program shall not be approved if the program is designed to be completed in fewer than seven days.

**SUBMIT ANY CHANGES OR UPDATES OF DRIVER EDUCATION CURRICULUM TO**  
[rmeinholdt@ksde.org](mailto:rmeinholdt@ksde.org).

## INTERNET CURRICULUM GUIDELINES

### Driver Education Classroom Instruction Requirements:

- ☐ Course content must be approved and be consistent with what is currently required by the Department of Education.
- ☐ Classroom instruction must be provided by an approved instructor.
- ☐ Students must be able to demonstrate proficiency/mastery of classroom competencies through documented assessment administered by an approved instructor.
- ☐ Course must meet all other KSDE guidelines governing internet-based courses.

### Curriculum requirements: (K.A.R. 91-5-1 through 91-5-13)

1. Course outline of curriculum content.
2. List of references and resources to be used.
3. Examples of testing.
4. Kansas specific rules and regulations section.
5. All other course requirements currently required for approval.

### Documentation must include:

1. Proof that time spent on-line was with enrolled student.
2. Assessment sheets with proficiency level and level achieved indicated.
3. Actual tests taken by student and proof that written assessment module/chapter tests were taken by student and administered by an approved instructor, to include the date, time, and signature of both student and instructor.



**Kansas Model Standards for Driver Education (rev. May 2018)** located on the KSDE Website

## INSTRUCTOR QUALIFICATIONS – Motorcycle

Full regulation requirements available online [https://sos.ks.gov/publications/pubs\\_kar\\_Regs.aspx?KAR=91-5-14](https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=91-5-14)

## STUDENT ELIGIBILITY – Motorcycle

All students must be at least 15 years of age, hold a valid Class “C” driver license or have a current driver education **DE 99 – Certificate of Completion**. Full regulation requirements available online [https://sos.ks.gov/publications/pubs\\_kar\\_Regs.aspx?KAR=91-5-14](https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=91-5-14)

## PROGRAM REQUIREMENTS – Motorcycle

All approved programs must meet for not less than 20 instructional hours. All students must successfully complete not less than 8 hours of classroom instruction and not less than 6 hours of behind-the-bar instruction, with the remainder of the required 20 hours coming from additional classroom or behind-the-bar instruction or from on-street instruction. A copy of the Regulations accompanies this guideline. Yearly audits of the program are required.

## KANSAS ADMINISTRATIVE REGULATIONS (K.A.R.)

*Article 5. —Driver and Traffic Safety Education Courses\**

Full regulation requirements available online

[https://sos.ks.gov/publications/pubs\\_kar\\_Regs.aspx?KAR=91-5](https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=91-5)

**\*Accredited public and nonpublic schools.**

## KANSAS ADMINISTRATIVE REGULATIONS (K.A.R.)

*Article 7. —**Commercial (ONLY)** Drivers' Training Schools*

Full regulation requirements available online

[https://sos.ks.gov/publications/pubs\\_kar\\_Regs.aspx?KAR=91-7](https://sos.ks.gov/publications/pubs_kar_Regs.aspx?KAR=91-7)

## Kansas State Statutes

Full statute requirements available online. Click statute number to view full statute.

**[8-272](#). State safety fund, motorcycle safety fund and truck driver training fund; entitlements; certification of amounts; distribution; proration of insufficient appropriations; motorcycle safety courses and instructors; vocational education school, truck driver training.**

**[8-273](#). Drivers' training school license act; definitions.**

**[8-274](#). Same; license to operate**

**[8-275](#). Same; qualifications to operate school.**

**[8-276](#). Drivers' training schools; qualifications for instructor of school.**

**[8-277](#). Same; issuance of certificate, when; expiration; renewal of licenses.**

**[8-278](#). Same; rules and regulations by state board.**

**[8-279](#). Same; cancellation, suspension, revocation or refusal to issue license, when.**

**[8-280](#). Same; disposition of moneys.**

**[8-281](#). Same; penalty for violations.**

**[8-282](#). Same; act inapplicable to certain schools.**

**[8-283](#). Same; citation of act.**

**[8-2,100](#). Instruction permits; conditions, restrictions and requirements; under 17 years of age.**

## ADMINISTRATIVE PROCEDURES

The following checklist is provided for administrators and teachers to facilitate the orderly administration of an approved course in driver education. The provisions of this checklist are subject to modification and revision as statutes and regulations are changed.

The Department of Education will provide updates to this manual as revisions occur.

**Enrollment forms (online and paper) should include ONLY the following (per the Manager of Driver Services):**

### STUDENT INFORMATION

\* Indicates required field

Student First Name\*  
Student 1st Middle Name\*  
Student 2nd Middle Name\*  
Student Last\*  
Student Date of Birth \*  
Gender \*  
Student Email \*  
Student Phone Number \*  
Student Home Number \*  
Address \*  
Line 1  
Line 2  
City\*  
State\*  
Zip Code\*  
Country

### PARENT 1 INFORMATION

Name \*  
First\*  
Last\*  
Parent Email \*  
Parent Cell Number \*  
Parent Home Number \*

### PARENT 2 INFORMATION

Name  
First  
Last  
Email  
Cell Number  
Home Number

## GETTING STARTED WITH THE PROGRAM

1. After enrollment of students, hand out ***paper DE99 application*** to student to fill out with approved instructor or school representative. These forms are not to be sent home with students. They should not leave the school property. After student has filled out the paperwork, instructor or designated school personnel will enter that information on the Department of Revenue website. Payment of \$4.00 per student is required at this time **ONLY** if a handbook is being ordered; to be automatically withdrawn from school's account. Otherwise it is a payment of \$2.00 per application. Also, at time of entry, after payment is made, the written test date and score must be entered into the Portal before the school may print the instructor and parent/guardian DE 99 form. Once these steps are completed classes/driving may begin immediately. The certificate of completion may be printed as well. If you would rather go to your nearest exam station please complete and fax the handbook request form.
2. Contact school nurse or person responsible for vision screening of Driver Education students. Note: **Endorsed** Driver Education instructors are qualified to give the eye exams.
3. Check with students to determine if they have a valid license or instruction permit. Make sure they put their license number on the DE 99 permit application that will be sent to the DMV, whether it is expired or not. A vision screening is **not** necessary for any student who already has a permit or license from Kansas; (Unless the license was issued more than twelve months earlier).
4. We are allowing out of state students, who are not Kansas residents, to take a Kansas driver education course, provided they have a license from their own state which allows them to drive in Kansas. These students will not be put into the Department of Revenue database or be eligible for a DE 99 certificate of completion. They will fill out the paperwork like the other students, but, this paperwork will not be needed for the DMV, only for the school. Upon completion of the course, you will give them a certificate of completion from the Kansas Department of Education. These students should still be included in your count for reimbursement.

***Questions: Medical/Vision Unit at (785) 368-8971***

## APPLICATION FOR DRIVER EDUCATION PERMIT – DE 99

1. Have students answer all questions carefully. It may be advisable to make a power point of all forms to assist students.
2. Make sure that the student fills out this section with their "legal" name as it appears on their birth certificate, passport, or military records.
  - a. **Obtain/retain copies of [legal presence and Kansas residency](#). Most commonly used documents are birth certificate, Social Security card. A list of other documents that may be used is located at the end of the paper DE99 application. These documents must be retained in the student's file for a period of 2 years.**
    - i. **These same documents will be reviewed by Division of Vehicles staff for validity.**
    - ii. **USD schools may already have this information in the student file. If that is the case, additional copies are not required in the driver education file.**
3. The corresponding number of Handbooks will be sent to school if ordered on-line. Please refer to the handbook request form on the Driver Education Portal for details.

**For questions concerning the applications, call (785) 368-8971.**



## DE 99 – PERMIT PARENT/GUARDIAN COPY

### REVIEW OF DOCUMENT

**Permit Use – This document is to be used for both Driver Education and Motorcycle Education courses.**

- ☐ Legal Last Name – use given birth name (name on birth certificate) or proof of adoption/name change.
- ☐ Street Address – designate what type of road. Example – Dr., St., Ave. (If portal won't take address, contact [kdor\\_medical.visionunit@ks.gov](mailto:kdor_medical.visionunit@ks.gov))
- ☐ Date of Birth – use two digits for each day, month, and year. Example – 05-02-78.
- ☐ Sex – put an X beside the "M" for male or "F" for female.
- ☐ Height – indicate two figures even if the inches digit is 0. Example – 6'0" (six feet tall)
- ☐ Eye Color – write out eye color (not contact lens color). Example – brown
- ☐ Corr. Lenses – (corrective lenses) – this should be checked "X" "yes" if the student takes the vision screening test wearing eye glasses or contacts. (Student is near sighted). If you have any questions about the student's eyesight or when the date of an exam was given to the student, use your own classroom eye chart to test the student.
  - This permit, after being printed off of the Department of Revenue's website, is valid only for the duration of an approved Driver Education course and is valid for a period of 7 months!  
**Students who do not successfully complete their Drivers Education course, within the expiration date of this permit, must retake the entire Driver Education program. This includes closing the current online application and entering in a new application, submitting the fee, retaking the written test, printing new permit documents, and completing drive time.**
  - The permit may be signed over to the student to be used to practice driving with the student's parent or guardian only after the student passes a Handbook test with at least 80% accuracy. However, this permit must be returned to the instructor at the completion of the course or prior to the certificate of completion is handed out. In other words, exchange one for the other.
  - This permit may be taken into the local Motor Vehicle Department to obtain an official "Instruction Permit" (IP). It is recommended to encourage students to do this because the official IP obtained will activate the student's mandatory twelve-month waiting period requirement (effective January 1, 2010) for holding of the IP before moving to the next license in the GDL process. The student must also present an official certified copy of a birth certificate and another form of identification.
    - International students may take in a passport, other acceptable documentation may present is located on the **paper DE99 application form.**
    - Married students with a different last name than on the birth certificate must take in a legal court document, i.e., marriage license.
    - **Students must successfully complete their Drivers Education course, by the expiration date on the original permit or must retake the entire Driver Education program.**
  - The instructor is required to date and sign the permit on the day the student passes behind the wheel driving (BTW).
    - Further, the instructor must not sign over this document unless the student has successfully completed a written test over the Kansas Driving Handbook rules and regulations, equivalent to one that would be administered at the Division of Motor Vehicles. It is not, however, mandatory that this permit be signed over to the student.

That decision is left to the discretion of the instructor and is not needed if the student already has an "Instruction Permit".

- If student is issued their paper permit and subsequently loses it; that permit may be re-printed by the instructor from the Driver Education Portal. If the student loses their hard copy IP issued by KDOR, they must return to their local exam office for reissuance.

**Questions: Medical/Vision Unit at (785) 368-8971**

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## **DE 99 – PERMIT INSTRUCTOR COPY REVIEW OF DOCUMENT**

**Permit Use – This document is to be used for both Driver Education and Motorcycle Education courses.**

This permit is only **valid** for the duration of an approved **course**. This permit is to only be used by the Driver Education instructor and **never** signed over to the student, and is valid for a **period of 7 months!**

**Questions: Medical/Vision Unit at (785) 368-8971.**

1. The permit may be used during scheduled classes in Driver Education, by enrolled students, and in the company of a certified (approved) Driver Education instructor. Students **may drive in Kansas, Oklahoma, or Nebraska** when in the company of the course instructor. Students under 15 ½ **may NOT drive in Missouri or Colorado**, as they do not have a restricted license law for drivers under that age. Students between 15 and 16 years of age may not operate a motor vehicle in these two states unless part of an approved course.
  2. The instructor is required to sign the permit prior to the beginning of the instructional use with the student. Further, the instructor must date the permit prior to the first driving lesson with student.
  3. Schools should keep this instructor copy in student's file after the end of course, in case they need to verify any information from the student at a later date and as proof that they took the course.
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## **DE 99 –CERTIFICATE OF COMPLETION REVIEW OF DOCUMENT**

**Permit Use – This document is designed to show successful completion of an approved course in Driver Education or Motorcycle Safety. The standards for that approval vary with programs offered by Commercial driving schools and secondary schools. Further, programs designed to provide motorcycle safety education have additional standards.**

1. Instructor must sign and date the document before issuing to student.
2. If the parent/guardian permit was given to the student and not exchanged at the license bureau, ask for its return before issuing the Certificate of Completion.
3. This document is valid for a period of two years following successful completion of an approved Driver Education course. The date of completion should be reflected on this form.
4. Instructor needs to circle the appropriate "course" and cross out the course not represented.
  - a. *FOR MOTORCYCLE INSTRUCTOR: If teaching a 3 Wheel class, please circle YES on the Certificate of Completion.*
5. **Students should be reminded that this document is NOT a driver license or permit and CANNOT be used to operate a motor vehicle.**

6. Replacement of this document will entail having the students name, birth date, address, and completion date of course recorded on school letterhead stationery and verified by a designated school official or re-printed from the Portal.
  7. This document may NOT be presented to any student that has received any grade lower than the required mastery per competency. Mastery is 80% or greater on classroom testing and the recommended mastery statement for behind-the-wheel is; "Successful completion is determined when student can consistently and correctly perform maneuver without instructor prompt". Grades in different phases of the course may NOT be averaged.
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### **REPLACING A LOST CERTIFICATE OF COMPLETION**

When a student has lost his/her driver education certificate of completion, he/she will be required to notify the school at which they completed the course. The school will then use school letterhead paper to note the following information:

1. Student's name.
2. Student's birth date.
3. Student Address
4. Student's date of completion from Driver Education course.

This information, put on school letterhead paper, should then be signed by a school official and given to the student. It is, however, expected that the signer of the replacement form will have secured proof from school files and verified student's information of successful completion of course within a 2-year time frame before signing the replacement form. The school official designated to sign these forms is determined at the school level. This school letterhead paper, signed by such school official, will then be accepted as a replacement certificate of completion by all motor vehicle examination stations in the state.

**Do Not** send the student's information to the State.

Give this signed letterhead paper to the student who lost his/her certificate of completion, or re-print the Certificate of Completion from the Portal. **Questions: Medical/Vision Unit at (785) 368-8971**

FILLABLE PDF AVAILABLE ONLINE

<https://www.ksde.org/LinkClick.aspx?fileticket=ogr1IY3pqpc%3d&tabid=645&portalid=0&mid=4260>

## **DE 99 – KDOR PORTAL ON-LINE APPLICATION REVIEW OF DOCUMENT**

1. Have the student fill out the **paper DE 99 application** in the presence of the school personnel trained in DE 99 requirements. Once the application is completed, the student must sign and date this form in cursive using their legal name. The instructor will also sign and date this form. This form will be kept in the student's file for a period of 2 years.
  - a. Applicants who have had a seizure within the last 6 calendar month period will be ineligible for any permits, licenses, or take a Driver Education class. If the student is under treatment for medical problems that include loss of consciousness, a medical report will need to be completed by the doctor.
    - i. If last date of seizure occurred more than 6 months prior please have the student see their neurologist for an exam to verify last date of seizure and show ability to safely operate a vehicle. The exam date must occur 6 months post seizure.
  - b. The students' letter and medical/vision exam(s) will be available for print from the Driver Education Portal on the report, "Applicant Needing Medical/Vision Documents and Letters" within 2 business days of entering the DE99 application. Generic medical and vision forms are also available on the Driver Education Portal under Forms.
  - c. Forms must be taken to the student(s) doctor and results faxed to the Medical/Vision unit by the student's doctor or by the school (with parent permission) or by the parent. The student must submit a form from every doctor who is treating them for any diagnosis with or without medication. All exams must occur within the previous 90 days.
  - d. Physician completed forms may be emailed as a word document or PDF to [medical.visionunit@ks.gov](mailto:medical.visionunit@ks.gov)
2. Applicants who have a drug or alcohol dependency and are under medical care or in rehabilitation will need to have a medical form on file with the Division of Vehicles. The procedure is identical to students who have had a seizure. In this situation, have the student contact the Medical/Vision unit for further instructions.
3. Applicants who have a suspended, restricted, revoked, or canceled license are NOT eligible to take driver education.
4. Students completing "yes" answers to medical questions may participate in classroom driver education, but may not participate in behind the wheel driving (BTW) until a medical review by a physician has been completed and submitted to the Medical/Vision Unit for review.
  - a. The student will need to take the medical form to the attending physician(s). Once it is completed, it can be faxed to the Division of Vehicles. The Division will review the report and release the student to continue driver education, or issue a letter to the student and the instructor of record, prohibiting or approving behind-the-wheel instruction.
5. There are 2 portal sections requiring vision information.
  - a. The question "does the student need visual correction" refers to does the student wear contacts or glasses. This question will add the restriction for CORRECTIVE LENSES to the driving credential.
  - b. The vision questions at the end of the DE99 paper application require the vision acuity reading for each eye and the date of last vision exam to determine whether a new vision exam is needed.

**Questions: Medical/Vision Unit at (785) 368-8971**

## VISION SCREENING

1. Students who do not have a current license or permit issued within the previous year will need to have their vision tested. It is important that only qualified school staff or persons hired by the school administer the vision screening. They may include the school licensed practitioner or the driver education instructor.
  - a. Visual acuity limitations are: 20/60 in either eye, not both combined. Any student with acuity 20/60 or higher, with/without correction, will flag for a vision exam in the Driver Education Portal.
  - b. The students' letter and vision exam will be available for print within 2 business days from the Driver Education Portal on the report, "Applicant Needing Medical/Vision Documents and Letters". Generic vision forms are also available on the Driver Education Portal under Forms. The vision exam must be taken to the students' vision doctor and results faxed to the Medical/Vision unit by the student's doctor or by the school (with parent permission) or by the parent. The vision exam occurs within the previous 90 days. Physician completed forms may be emailed as a word document or PDF to [medical.visionunit@ks.gov](mailto:medical.visionunit@ks.gov)
    - ii. *Questions: Medical/Vision Unit at (785) 368-8971*
2. Students that currently have a Division of Vehicles issued permit within the past calendar year will not require a vision test by the driver education program. Please enter 20/40 as the acuity for each eye.

- ***As of 5/6/2020, the following medical and vision forms are current.***  
When medical and vision forms are updated they will be available on [ksrevenue.org](http://ksrevenue.org), under FORMS on the KDOR Driver Education Portal and will print for students requiring medical/vision exams on the "Applicant Needing Medical/Vision Documents and Letters".

***Questions: Medical/Vision Unit 785-368-8971***  
***[medical.visionunit@ks.gov](mailto:medical.visionunit@ks.gov)***

- **ALSO AVAILABLE ONLINE ON THE KSDE WEBSITE**
  - Medical Form – Kansas Division of Vehicles Medical Form  
<https://www.ksde.org/LinkClick.aspx?fileticket=5fR9WgJ1CdU%3d&tabid=645&portalid=0&mid=4260>
  - Vision Form – Kansas Division of Vehicles Medical Form  
<https://www.ksde.org/LinkClick.aspx?fileticket=CjDmn7XOei8%3d&tabid=645&portalid=0&mid=4260>

## REIMBURSEMENT

The reimbursement of schools and non-public school students for teaching an approved course in Driver Education and Motorcycle Education is authorized under KSA 8-267 and 8-273. The rules of implementation are found in KAR 91-5-1. A brief review of the procedures is listed below.

- All reimbursement claims should be submitted via the inter-net (<https://online.ksde.org/authentication/login.aspx>) to the Kansas Department of Education before midnight, August 31<sup>st</sup> each year.
- Reimbursement will be made on only those students meeting the requirements of an approved program. Payment is made each year on November 1<sup>st</sup>. **Students who did not pass the course should not be included on the report.**
- If a student elects to retake a Driver Education or Motorcycle course more than one time, please note that schools may **only** be reimbursed one time per student.
- Please make sure that the State approved record keeping forms are complete and readily available for State Auditors. This includes assessment sheets for both classroom and behind-the-wheel. **Any** changes to these forms must be approved by the Department of Education prior to teaching and auditing. Failure to do so could mean failure to be reimbursed.

**Questions: Robyn Meinholdt – KSDE - [rmeinholdt@ksde.org](mailto:rmeinholdt@ksde.org)**



## DRIVER LICENSING PROCEDURES

The following provides a review of the steps to be taken when seeking a Kansas driver license. Students must have the following documents when they go to the local examination station:

- DE99 – Parent Guardian Permit (may be obtained during driver education class after passing the written Kansas Handbook Test)
- DE 99 – Certificate of Completion (may be obtained after driver education course has ended and has satisfactorily completed all testing).
- Students must present identification/proof of Kansas residency/legal presence.
  - Social Security Card or proof of Social Security number (International students will be issued a random nine-digit number).
  - Birth Certificate
  - The student must present an official certified copy of a birth certificate and another form of identification.
  - International students may take in a passport, other acceptable documentation is located on the **paper DE99 application form.**
  - International students will not be able to get a license if within 6 months of Visa expiration.
  - Married students with a different last name than on the birth certificate must take in a legal court document, i.e., marriage license.
  - Another form of Identification.

A parent or guardian will be required to sign an affidavit verifying hours driven with student if eligible for a restricted or full license.

Students will be issued whatever classification of license that they are eligible to receive.

**Questions: Medical/Vision Unit 785-368-8971 [medical.visionunit@ks.gov](mailto:medical.visionunit@ks.gov)**

## **Audit of the Driver Education Program**

*Preparing for the audit of your  
performance-based program*

1. Do you have your assessment documentation in your school district available for audit? This includes **classroom** test **answer sheets** and behind-the-wheel **mastery dates**.
2. Do you have access to all forms of student records (on-line or individual student folders from classroom and behind-the-wheel) available for audit?
3. Do you have evidence (**assessment sheets**) of your course competency requirements for **classroom** and **in-car instruction**? These must have mastery requirements noted. **Both classroom and in-car must have an instructor's signature. (even if it is an on-line spreadsheet)**
4. Does each student have a folder with documentation information? **IMPORTANT:** Include copies of successfully completed tests taken.
5. Has no more than ¼ credit for driver education been provided to only those students who successfully complete an approved course?
6. Did all students meet or exceed the minimum age of 14 that has been established for behind-the-wheel instruction?
7. Did all of your summer driver education courses contain the required minimum number (no fewer than seven days) of instructional days?
8. Were all instructors prior to and during the course fully endorsed to teach driver education? Such evidence must be on file with the Department of Education prior to the beginning of instruction.
9. Regulations state for KSDE: Retention of records. All records shall be maintained for a period of three (3) years and shall be subject to inspection by the state board.
10. Did students who successfully completed the course meet all minimum required course competencies? Reimbursement is provided only for students who successfully complete all course competencies.

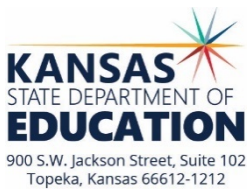
***Non-compliance can invalidate your claim for reimbursement and the certificates issued by your instructor, which serve as the basis for awarding Kansas driver's licenses to your students.***

- \* If you are not sure that your driver education instructor is keeping adequate driver education records, you should be aware of the requirements for conducting an "approved program."
- \* Requirements have been distributed in "Administrative Procedures for Driver Education Programs" and Article 5, Board of Education (Agency 91) Kansas Administrative Regulations.

**Audit Department at KSDE:**  
**Laurel Murdie (785) 296-4976**  
[lmurdie@ksde.org](mailto:lmurdie@ksde.org)

**Driver Education Department at KSDE:**  
**Robyn Meinholdt (785) 296-3379**  
[rmeinholdt@ksde.org](mailto:rmeinholdt@ksde.org)





## **DRIVER EDUCATION INSTRUCTOR APPROVAL FORM**

USD Administrators and USD Driver Education Instructors:

When Driver Education Instructors renew their teaching license with KSDE, the [DRIVER EDUCATION INSTRUCTOR APPROVAL FORM](#) needs to be filled out and returned to KSDE

✓ PDF AVAILABLE

<https://www.ksde.org/LinkClick.aspx?fileticket=TS6chdE19Uk%3d&tabid=645&portalid=0&mid=4260>

✓ Available online <https://forms.gle/cVR9LBWBUCJW2bQz5>

*Forms available to download available at:*

<https://www.ksde.org/Agency/Division-of-Learning-Services/Career-Standards-and-Assessment-Services/Content-Area-A-E/Driver-Education/Driver-Education-Motorcycle-Resources>



# **Graduated Driver's License Law**

## **Graduated Driver's License Provisions (HB 2143)**

**\*Effective 01/01/2010**

These guidelines are intended for general purposes only, and are not intended to provide information on all provisions of the Kansas Graduated Driver's License Law. Persons may consult the Kansas Department of Revenue (785-296-3963) for a complete reading of the Kansas Graduated Driver's License Law.

### **Instruction Permit**

- o Minimum age 14; Expires in one year; May be renewed
- o If under age 16, must have written application of parent/guardian
- o Must pass vision and written examinations
- o Must be accompanied by adult (at least age 21) in front seat who holds a valid driver's license with at least one year of driving experience
- o NO person except supervising driver can be in front seat
- o NO wireless communication device while driving except to report illegal activity or to summon emergency help

### **Restricted License**

- o Minimum Age 15
- o Issued only with written application of parent/guardian
- o Must have held instruction permit for at least one year and completed at least 25 hours of supervised driving
- o Must successfully complete approved Driver Education course (not required if applying at age 16)
  - ❖ If under age 16, may drive at any time:
    - to/from or in connection with any job, employment or farm-related work
    - over the most direct and accessible route between home and school for the purpose of attendance
    - when accompanied by an adult (at least age 21) in front seat who holds a valid driver's license
  - During this time:
    - must complete additional 25 hours of supervised driving (10 of the 50 hours total must be at night)
    - NO non-sibling minor passengers are allowed
    - NO wireless communication device while driving except to report illegal activity or to summon emergency help
  - ❖ If over age 16, first 6 months, may drive at any time:
    - From 5 a.m. to 9 p.m.
    - To/from or in connection with any job, employment or farm-related work
    - To/from authorized school activities
    - When accompanied by an adult (at least age 21) in front seat who holds a valid driver's license
  - During this time:
    - One non-immediate family member minor passenger (less than 18 years old) is allowed
    - NO wireless communication device while driving except to report illegal activity or to summon emergency help
  - ❖ Minimum age 16 ½
    - No restrictions if all prior requirements have been met and no infractions have occurred in the previous 6 months.

## Full (Unrestricted) License

- o Age 17 – if first time applicant, not including instruction permit
- o Must pass vision, written, and driving exams
- o Must provide proof of age and identification
- o Signed affidavit of parent or guardian, stating applicant has completed at least 50 hours of adult (at least age 21) supervised driving with at least 10 of those hours being at night.

## Farm Permit

- o Minimum age 14
- o Must reside on a farm (parcel of land larger than 20 acres used in agricultural operations), or be employed for compensation on a farm
- o Issued only with written application of parent/guardian
- o Must pass vision, written and driving examinations
  - ❖ If under age 16, may drive at any time:
    - to/from or in connection with any farm job, employment or other farm-related work
    - over the most direct and accessible route between home and school for the purpose of attendance
    - when accompanied by an adult (at least age 21) who holds a valid driver's license
    - NO non-sibling minor passengers are allowed
    - NO wireless communication device while driving except to report illegal activity or to summon emergency help
    - Prior to age 16, must provide signed affidavit attesting to completion of at least 50 hours of supervised driving, with at least 10 of those hours being at night.
  - ❖ If over age 16, first 6 months, may drive at any time:
    - From 5 a.m. to 9 p.m.
    - to/from or in connection with any farm job, employment or other farm-related work
    - to/from authorized school activities
    - when accompanied by an adult (at least age 21) who holds a valid driver's license
    - One non-immediate family member minor passenger (less than 18 years old) is allowed
    - NO wireless communication device while driving except to report illegal activity or to summon emergency help
  - ❖ Minimum age 16 ½
    - No restrictions if all prior requirements have been met and no infractions have occurred in the previous 6 months

## Motorcycle License

- o Same restrictions as above
- o Must be accompanied by an adult (at least age 21) who holds a valid class M driver's license
- o Supervising rider must be operating a motorcycle in the general proximity of the licensee

## Revocations/Suspensions

- o Restricted driver's license shall be suspended for any violation of restrictions
- o License shall be suspended if involved in two or more accidents chargeable to the licensee – not reinstated for one year
- o Under age 16 and convicted of two or more moving traffic violations committed on separate occasions shall not be eligible to receive full (unrestricted) license until age 17
- o Under age 17 (at least 16) and convicted of two or more moving traffic violations committed on separate occasions shall not be eligible to receive full (unrestricted) license until age 18

## **“Grandfather Clause”**

\*Sec. 9. K.S.A. 8-297 is hereby amended to read as follows: 8-297. Notwithstanding any other provisions of this act, any person who held any valid restricted class C or class M driver's license, instruction permit, restricted instruction permit or farm permit on the effective date of this act may continue to operate motor vehicles subject to the conditions, limitations and restrictions contained in KSA 8-237, 8-239 and 8-296, and amendments thereto, as in effect on December 31, 2009.

## **Penalties**

Sec. 7. K.S.A. 8-291 is hereby amended to read as follows: 8-291. (a) It is a misdemeanor for any person to operate a motor vehicle in violation of the restrictions on any driver's license or permit imposed pursuant to any statute.

(b) *Except as provided in subsection (c):*

(1) Any person guilty of violating this section, upon the first conviction, shall be fined not to exceed \$250, and the court shall suspend such person's privilege to operate a motor vehicle for not less than 30 days and not more than two years.

(2) Any person guilty of violating this section, upon a second or subsequent conviction, shall be fined not to exceed \$500, and the court shall suspend such person's privilege to operate a motor vehicle for not less than 90 days and not more than two years.

Any person guilty of violating this section, for violating restrictions on a driver's license or permit imposed pursuant to K.S.A. 8-237, 8-296, section 1 or section 2, and amendments thereto:

(1) Upon first conviction, the court shall suspend such person's privilege to operate a motor vehicle for 30 days;

(2) Upon a second conviction, the court shall suspend such person's privilege to operate a motor vehicle for 90 days; and

(3) Upon a third or subsequent conviction, the court shall suspend such person's privilege to operate a motor vehicle for one year.

(d) Nothing in this section shall limit a court in imposing penalties, conditions or restrictions authorized by any other statute arising from the same occurrence in addition to penalties and suspensions imposed under this section.

# RESOURCES

GDL-JANUARY 1, 2010	RESTRICTIONS	CHARGING
<b>FARM PERMIT</b> <b>KSA 8-296</b> Ages: 14-17 <ul style="list-style-type: none"> <li>Minimum age 14</li> <li>Must reside on a farm (parcel of land larger than 20 acres used in agricultural operations), or be employed for compensation on a farm</li> <li>Written application of parent/guardian required</li> <li>Must pass vision, written and driving examinations</li> </ul>	<p><b>If under age 16, may drive at any time:</b></p> <ul style="list-style-type: none"> <li>To/from or in connection with any farm job, employment or other farm-related work</li> <li>Over the most direct and accessible route between home and school for the purpose of attendance</li> <li>When accompanied by an adult* who holds a valid driver's license</li> <li>NO non-sibling minor passengers are allowed</li> <li>NO wireless communication device while driving except to report illegal activity or to summon emergency help</li> </ul> <p><b>If over age 16, first 6 months, may drive at any time:</b></p> <ul style="list-style-type: none"> <li>From 5 a.m. to 9 p.m.</li> <li>To/from or in connection with any farm job, employment or other farm-related work</li> <li>To/from authorized school activities or religious worship service held by a religious organization</li> <li>When accompanied by an adult* who holds a valid driver's license</li> <li>One non-immediate family member minor passenger (less than 18 years old) is allowed</li> <li>NO wireless communication device while driving except to report illegal activity or to summon emergency help</li> </ul>	Penalties apply to all teen drivers KSA 8-291 subject to suspension or revocation as any other driver's license Farm Permit shall be suspended for any violation of restrictions and/or two or more crashes chargeable to the holder
<b>INSTRUCTION PERMIT</b> <b>KSA 8-2,100</b> Ages: 14-16 Duration: 12 months <ul style="list-style-type: none"> <li>Minimum age 14; valid for one year</li> <li>If under age 16, written application of parent/guardian required</li> <li>Must pass vision and written examinations</li> </ul>	<ul style="list-style-type: none"> <li>Must be accompanied by adult* in front seat who holds a valid driver's license with at least one year of driving experience</li> <li>NO person except supervising driver can be in front seat</li> <li>NO wireless communication device while driving except to report illegal activity or to summon emergency help</li> </ul>	Penalties apply to all teen drivers KSA 8-291 subject to suspension or revocation as any other driver's license Shall be suspended for any violation of restrictions <ul style="list-style-type: none"> <li><b>1st Offense</b> – 30-day suspension</li> <li><b>2nd Offense</b> – 90-day suspension</li> <li><b>3rd Offense</b> – One-year suspension</li> </ul>
<b>RESTRICTED LICENSE</b> <b>KSA 8-2,101</b> Ages: 15-16 Duration: 12 months <ul style="list-style-type: none"> <li>Minimum age 15</li> <li>Written application of parent/guardian required</li> <li>Must have held instruction permit for at least one year and completed at least 25 hours of supervised driving</li> <li>Must have successfully completed an approved Driver Education course (not required if applying at age 16)</li> </ul>	<p><b>If under age 16, may drive at any time:</b></p> <ul style="list-style-type: none"> <li>To/from or in connection with any job, employment or farm-related work</li> <li>Over the most direct and accessible route between home and school for the purpose of attendance</li> <li>When accompanied by an adult* in front seat who holds a valid driver's license</li> </ul> <p><b>During this time:</b></p> <ul style="list-style-type: none"> <li>Must complete additional 25 hours of supervised driving (10 of the 50 hours total must be at night)</li> <li>NO non-sibling minor passengers are allowed</li> <li>NO wireless communication device while driving except to report illegal activity or to summon emergency help</li> </ul> <p><b>If over age 16, first 6 months, may drive at any time:</b></p> <ul style="list-style-type: none"> <li>From 5 a.m. to 9 p.m.</li> <li>To/from or in connection with any job, employment or farm-related work</li> <li>To/from authorized school activities or religious worship service held by a religious organization</li> <li>When accompanied by an adult* in front seat who holds a valid driver's license</li> </ul> <p><b>During this time:</b></p> <ul style="list-style-type: none"> <li>One non-immediate family member minor passenger (less than 18 years old) is allowed</li> <li>NO wireless communication device while driving except to report illegal activity or to summon emergency help</li> </ul>	Penalties apply to all teen drivers KSA 8-291 subject to suspension or revocation as any other driver's license Under 16 – Two or more crashes – no license until age 17 <ul style="list-style-type: none"> <li><b>1st Offense</b> – 30-day suspension</li> <li><b>2nd Offense</b> – 90-day suspension</li> <li><b>3rd Offense</b> – One-year suspension</li> </ul>
<b>FULL LICENSE</b> <b>KSA 8-235d</b> Age: 17	<p><b>Age 17 – if applying as a first-time applicant</b></p> <ul style="list-style-type: none"> <li>Must pass vision, written, and driving exams with appropriate license in hand</li> <li>Must provide proof of age and identification</li> <li>Signed affidavit of parent or guardian, stating applicant has legally completed at least 50 hours of adult*-supervised driving with at least 10 of those hours being at night</li> </ul> <p style="text-align: center;">* at least age 21</p>	Subject to all penalties under KSA 8-291



## HOW CAN I TAKE THE WRITTEN DRIVER'S EXAM?

Applicants desiring to take the Kansas Driver's Exam may now take the test online. <https://k2do-ks.iti4dmv.com/at-home/Welcome>

Questions? Contact 785-368-8971

## Graduated Driver License Requirements for Teen Drivers

<https://www.ksrevenue.org/dovgdl.html>

Cards denoting GDL information as well as information on the texting laws and many other resources are available from KTSRO:




Tenille Kimberlin  
Director of Traffic Safety  
[tkimberlin@dcca.org](mailto:tkimberlin@dcca.org)  
Kansas Traffic Safety Resource Office  
Project Director

800-416-2522  
2930 SW Wanamaker Dr.  
Topeka, KS 66614  
[www.ktsro.org](http://www.ktsro.org)  
[www.DCCA.org](http://www.DCCA.org)





Order online <https://www.ktsro.org/materials-order-form>

<p>ELIZABETH GONZALES-MANNS, LMSW Donor Designation Coordinator</p> 	<p>Tel: (913) 261-7301 Fax: (913) 261-7501 Email: EGonzales@mwtn.org Web: www.mwtn.org</p> <p>1900 W. 47th Pl Suite 400 Westwood, KS 66205</p>	 <p><b>Thank you,</b> healthcare and front-line heroes.</p>
<p> Saving lives by honoring the gift of donation with dignity and compassion.</p>		



## MOTOR VEHICLE ACCIDENT PREVENTION/DEFENSIVE DRIVING COURSE PROCEDURE

- Kansas State Department of Education no longer approves defensive driving course curriculum.
- Kansas law requires auto liability insurers to provide for a reduction in premiums if the principal operator of a covered vehicle successfully completes a motor vehicle accident avoidance course, or at least four hours in duration, utilizing a nationally recognized driver training curriculum or a curriculum approved by a state or federal agency.
- The Kansas Insurance Department does not approve curriculum. Contact your insurer to inquire into which courses they will accept.

**LETTER FROM THE DIVISION OF MOTOR VEHICLES ADDRESSING SPECIAL NEEDS STUDENTS:**



**K A N S A S**

JOAN WAGNON, SECRETARY

KATHLEEN SEBELIUS, GOVERNOR

DEPARTMENT OF REVENUE  
DIVISION OF VEHICLES

June 14, 2006

Dear Schools offering Driver Education;

It has come to the attention of the Division of Vehicles that there may be some confusion as to what modifications and accommodations can be made in a Driver Education course for special needs students.

Accommodations that a school district wishing to offer a Driver Education certificate may include:

- Adaptive devices to the vehicle. i.e.- extended pedals, steering knob, hand controls
- An interpreter
- Individual or extra help in reading the text and test materials.
- Assistance reading tests and answering questions.
- Allowing extra time for students to master the competencies.

Assistance with reading and understanding the curriculum and assessments is the accommodation that may be made in the classroom phase of Driver Education. The curriculum and/or assessments may not be altered for the purpose of making it easier to pass.

In order for a school district to offer Driver Education with a certificate of completion that waives further testing at an exam station, our agreement with the department of education is as follows:

1. Schools will use instructors that are endorsed for Driver Education instruction.

**Special Education teachers or Para's who are not Driver Education endorsed should not be responsible for curriculum instruction and testing of the student.** Their help should be limited to reading materials and definition understanding. Reimbursement to schools is based on this requirement. Regulation # 91-5-1a and 91-5-3 and 91-5-13.

2. Schools will use the approved curriculum and assessments for all students.
3. Schools will be audited yearly for compliance of State Statutes and Regulations.
4. The Department of Education is responsible for approving and monitoring a schools' curriculum and assessments that show competence no less than what is required by a local motor vehicle exam station.

Our goal is to work with the Department of Education to offer a quality Driver Education program. Due to the immense liability and ramifications of giving any student a driver license, it is imperative that schools don't take this issue lightly. Driver Education is NOT a mandatory course.

We have been assured by the Department of Education that curriculum and assessments will be administered in a way that is no less demanding than what is expected at a local license bureau. The Division of Vehicles does not offer an exam that is purposely altered to make it easier for a person to pass the test. The end result of a student completing an approved Driver Education course is a driver's license issued without further testing, again, this responsibility should not be taken lightly.

In short, the Division does not use a modified test for special needs students. They must know and understand all the rules and be able to display the same competencies as any other driver in order to be permitted to drive.

I hope this clears up any confusion on what is expected of schools wishing to use the Division of Vehicles' certificate of completion in Driver Education.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan Anderson".

Alan Anderson, Chief  
Driver License Examining Bureau

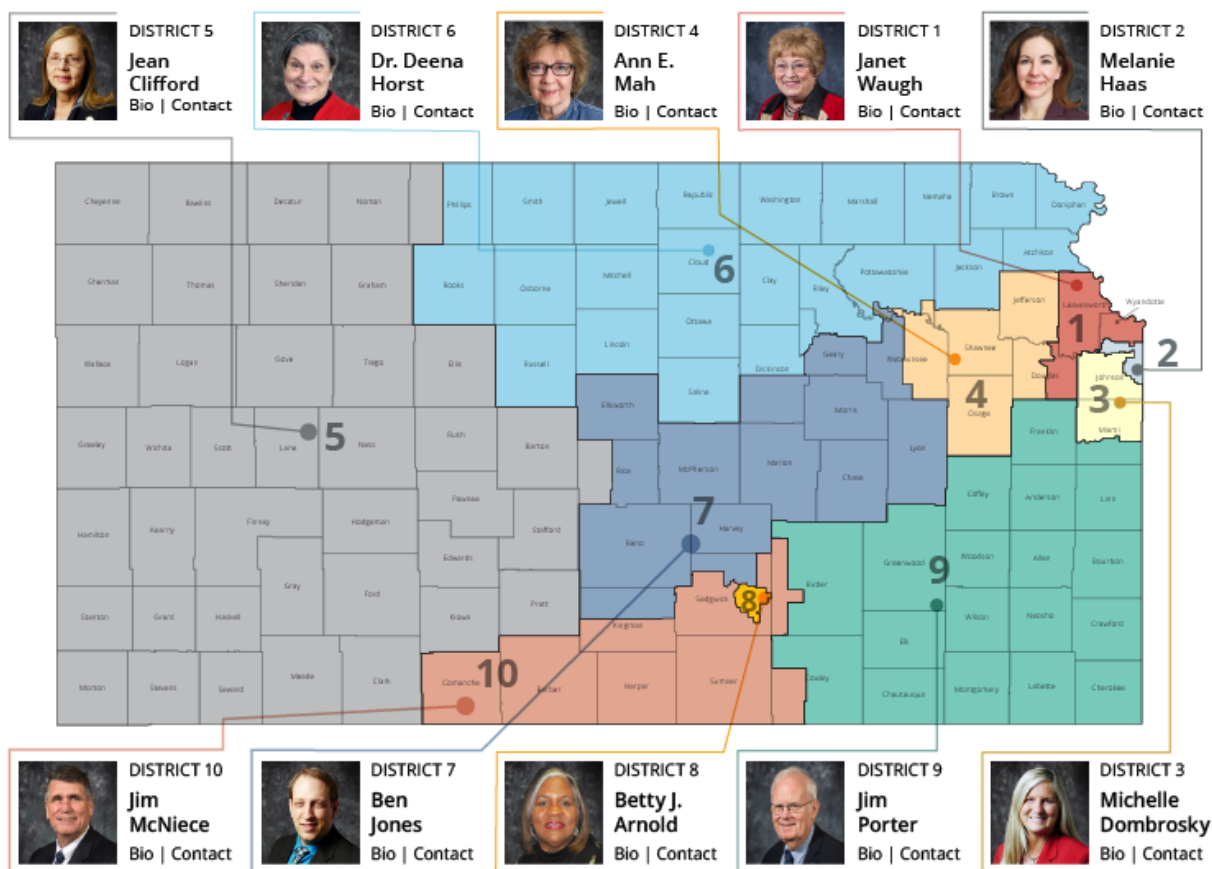


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Janet Waugh District 1	Melanie Haas District 2	Michelle Dombrosky District 3	Ann E. Mah District 4	Jean Clifford District 5
Dr. Deena Horst District 6	Ben Jones District 7	Betty Arnold District 8	Jim Porter District 9	Jim McNiece District 10

The Mission of the State Board of Education is to prepare Kansas students for lifelong success through rigorous, quality academic instruction, career training and character development according to each student's gifts and talents. The Kansans CAN Vision is to Lead the World in the Success of Each Student.

The Kansas State Board of Education consists of 10 elected members, each representing a district comprised of four contiguous senatorial districts. Board members serve four-year terms with an overlapping schedule. (View each one's profile and contact information by selecting his/her photo). Every other year, the State Board reorganizes to elect a chair and vice-chair. The current Chair is Jim Porter and the Vice Chair is Janet Waugh. The State Board appoints a Commissioner of Education who serves as its executive director. Current Commissioner is Dr. Randy Watson.



<https://www.ksde.org/Board>

Board Member Contact Information (PDF)

<https://www.ksde.org/Portals/0/Board/Documents/2021%20Board%20Contact%20Info%20Web%20etc.pdf?ver=2021-01-11-083942-073>



900 S.W. Jackson Street, Suite 102  
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www.ksde.org



## Frequently Asked Questions – FAQs

Q: Do I have to give the Kansas Handbook Test?

A: With advisement from the Kansas Driver Education Advisory Board, and requirement(s) from the DMV/KDOR, please see statements below:

Previous practice stands to have students take the Kansas Handbook Test in person; Kansas Handbook tests CANNOT be taken or presented online. It is recommended students take the Kansas Handbook test prior to the DE class. This is recommended not required, however this would allow drive instructors to begin driving on the first day of class with those students who already hold their permit. The student would still be required to attend DE class and learn (or review) the content covered. The ones who already held a permit could be exempt from having to take the actual exam.

*CLARIFICATION: If you have a student that has an expired Permit issued by the Division of Vehicles or the Permit will expire during class, you will enter the Portal application with the expired Permit K number and then give the student the written test along with the rest of the class. As long as the student passes, you will give the student the Parent/Guardian DE-99 Permit and tell them to take it to the Division of Vehicles to have a new Permit issued.*

Q: What do I need to teach Driver Education?

A: Commercial School Instructor Requirements

- (1) Credit in driver education and safety from an accredited college or university equivalent to credits in those subjects which are required of instructors in the public schools of Kansas;
- (2) having a valid Kansas teacher's certificate coded for driver education; **or**
- (3) having completed at least 30 hours of classroom and 24 hours of behind the wheel training under the direct supervision of an individual who is presently licensed as an instructor by the state board.

Public School Instructor Requirements

- (1) Credit in driver education and safety from an accredited college or university equivalent to credits in those subjects which are required of instructors in the public schools of Kansas;
- (2) having a valid Kansas teacher's certificate coded for driver education

Q: What is the age requirement for Driver Education

A: In partnership with KDOR: Driver Education Students Age 14 Clarification:

Because every school begins their driver's education class at different times there is no yearly cut off. Every driver's education student must be 14 years of age on the day class begins or they must turn 14 within 1-2 days of the beginning of class. Review the student's birthdate and if they will not be 14 within 1-2 days of class beginning they will have to take your driver's education class at a later time when they meet that criteria.

If you enroll earlier in the year, a 13-year-old student must turn 14 prior to the beginning of class or turn 14 within 1-2 days of class starting. This student can fill out the paper application but it cannot be



entered into the Portal until the day they turn 14. This means you must have access to a computer and printer to do the data entry, pay for the application and print the documents. If you are not able to do this, then that student will have to wait to take driver's education until the following school year or sign up with a Commercial Driver's Education school when they are 14 or turn 14 within 1-2 days of class starting.

Students that are not 14 may not participate in anything other than lectures the first 1-2 days of class until they turn 14. This means they cannot take any testing given by their USD school, Greenbush or a Commercial Driving School until they turn 14 which includes online quizzes, chapter tests or the handbook test. NO TESTING before age 14 is set by statute.