

## Career, Standards & Assessment Services

785-296-3142 785-291-3791 (fax)

Landon State Office Bldg, 900 SW Jackson St, Suite 653 \*Topeka, KS 66612-1182 \*www.ksde.org

## To all Insurance Companies providing a Certificate of Insurance to the Kansas Department of Education:

Please make sure that the *Certificate of Insurance* contains the following information:

- 1. *Name* of *Commercial Driving School* for which the vehicle will be used.
- 2. Amount of coverage.
- 3. Vehicle make, model and year.
- 4. *Expiration Date* of Policy
- 5. The *Kansas Department of Education* is listed as an *Interested Party* to be notified at least 10 days before insurance is to be changed or cancelled.
- 6. *Date* the information is being faxed or sent to the Kansas Department of Education.

Thank you,

## Joan Peterson

Joan Peterson - Commercial Driving School Director CSAS, Driver Education Landon State Office Building 900 SW Jackson Street, Suite 653 Topeka, KS 66612

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