



Annual Commercial School and Instructor Renewal

Listed below are forms to apply for a 2022 Commercial Driving School Operator's License.

The fee for a school operator's license is **\$25.00**. Each application for an instructor's license must include a **\$5.00** fee. These [forms](#) can also be accessed by visiting the [KSDE Driver Ed](#) Website under [Driver Education](#).

Required forms have been turned into fillable forms and/or online forms. Check or money orders for fees will still need to be sent through the mail.

Please complete and return the following forms by **November 12, 2021** if you wish to operate your school after December 31, 2021 to **(BOX BELOW MAY BE USED AS A LABEL)** rmeinholdt@ksde.org

**DRIVER EDUCATION
KANSAS STATE DEPARTMENT OF EDUCATION
900 SW JACKSON STREET, SUITE 106
TOPEKA, KS 66612**

- One 9-416-102(R) (Driver Training School Operator's License Application), include **\$25.00 fee**.
- One 8-03-08-100(R) (Driver Training School Operator's Bond)
- One 179E(R) for each vehicle to be used for behind-the-wheel driving. A copy of a Certificate of Insurance currently in effect is sufficient to be included.
- One 0-416-101(R) for each instructor who will be teaching, include **\$5.00 fee** per instructor.
- One 0-416-100 physical form for each instructor dated on or after January 1, or a copy of said physical form which is then good through December.
- Instructor applications must include a current DMV driving record. (Dated within 3 months of issuance of license.)

Classroom Instruction and Behind-the-Wheel Instruction Forms - Forms 0-03-02-104(R) and 0-03-02-106(R) are to be used to report both the classroom instruction and behind-the-wheel instruction for each enrollee during the 2021 calendar year. These completion forms are due by **January 31, 2022**.

Vehicle Insurance - Each vehicle used for training must be covered by the required amount of insurance. A current certificate of insurance must be on file in this office. The certificate of insurance should include:

1. Make, model, and year
 2. Amount of coverage
 3. Driving school name
- KSDE listed as an interested party to be notified if insurance is to be cancelled.

Agency 91
Kansas State Department of Education
Article 7.—Commercial Drivers' Training Schools

[Printable Format](#)

91-7-8. Licenses required for instruction. (a) The owner, operator, partner, or any officer of a drivers' training school, or any other person, shall not give instructions for compensation in the operation of motor vehicles, unless the person is the holder of an instructor's license issued by the state board and is the possessor of a valid Kansas driver's license.

(b) *Application for instructors' licenses.* The applicant for an initial or renewal license shall:

(1) be at least twenty-one (21) years of age;

(2) present to the state board evidence of six (6) semester hours of credit in driver education and three (3) semester hours in general safety from an accredited college or university, or have a valid Kansas teacher's certificate coded for drivers education; and

(3) filed with the state board, on a form prescribed by the state board, a physical examination report and a health certificate.

(c) *Fee, instructor's license.* The instructor's license shall be valid for the calendar year, and the annual fee for the initial license or renewal shall be five dollars (\$5.00).

(d) *Carrying instructor's license.* The instructor's license shall be carried by the instructor at all times while giving driving instructions, or when accompanying an applicant for a driver's license to the office of a driver's license examiner.

(e) *Lost, mutilated, or destroyed licenses.* Should a license be lost, mutilated, or destroyed, a duplicate license shall be issued upon proof of the facts and payment of a fee of five dollars (\$5.00) and, in the case of a mutilated license, the surrender of the license. Proof of facts shall consist of:

(1) the date the license was lost, mutilated, or destroyed; and

(2) the circumstances involving the loss, mutilation, or destruction.

(f) *Surrender of instructor's license.* An instructor's license shall be surrendered to the state board immediately upon termination of an instructor's services with the drivers' training school designated on the license. (Authorized by K.S.A. 8-278; effective Jan. 1, 1966; amended Jan. 1, 1970; amended May 1, 1979.)

[Printable Format](#)

Kansas Statutes
Chapter 8. —AUTOMOBILES AND OTHER VEHICLES

8-276. Drivers' training schools; qualifications for instructor of school. Every person in order to qualify as an instructor for a driving school shall meet the following requirements:

(a) Present to the state board evidence of: (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 under paragraphs (1) or (2) and who has been continuously licensed and who has actively instructed students for a period of at least three years.

(b) Have knowledge of the Kansas operation lifesaver highway/railroad grade crossing safety program.

(c) Be physically able to operate safely a motor vehicle and to train others in the operation of motor vehicles.

(d) Provide a certificate of health from a medical doctor stating that such person is free from contagious disease.

(e) Hold a valid Kansas drivers' license.

(f) Pay to the state board an application fee of \$5.

History: L. 1965, ch. 72, § 4; L. 1969, ch. 310, § 5; L. 1994, ch. 204, § 1; July 1.