

SAVE THE DATE

November 6, 2020 will be the deadline for renewal documents to be received for the 2021 calendar year.

Listed below are forms to apply for a 2021 commercial driving school operator's license. These forms can also be accessed by visiting the KSDE Driver Ed Website under Driver Education. Please complete and return the following forms by **November 6, 2020** if you wish to operate your school after December 31, 2020 to **LANDON STATE OFFICE BUILDING, 900 SW JACKSON STREET, SUITE 106, TOPEKA, KS 66612.**

- 🚗 One 9-416-102R (Driver Training School Operator's License Application), include \$25.00 fee.
- 🚗 One 8-03-08-100R. (Driver Training School Operator's Bond)
- 🚗 One 179 E-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 0-416-101R 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.)

Each enrollee must be given a minimum of eight clock hours of classroom instruction and a minimum of six clock hours of behind-the-wheel instruction. Forms 0-03-02-104R and 0-03-02-106R are to be used to report both the classroom instruction and behind-the-wheel instruction for each enrollee during the 2020 calendar year. These forms are to be completed and returned to my office as soon as the training is completed. These completion forms are due by January 31, 2020. The fee for a school operator's license is \$25.00. Each application for an instructor's license must include a \$5.00 fee.

CHECK OR MONEY ORDER ONLY PLEASE. 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:

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



Thank you,
Robyn Meinholdt
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Kansas leads the world in the success of each student.