

**KANSAS STATE DEPARTMENT OF EDUCATION
FISCAL AUDITING**

**AUDIT SUMMARY
COMMERCIAL DRIVER'S TRAINING SCHOOL**

School Name _____
Location _____
Owner/Operator of School _____
Phone Number of School _____
Date of Audit _____
Auditor's Name _____
Audit Period January 1, 20 - December 31, 20

The above named Commercial Driver Training School has been audited for compliance with Kansas Statutes Annotated 8-273 through 8-279 and the Kansas Administrative Regulations Chapter 91 Article 7. The summary of the audit is shown below.

	YES	NO
1. The original license to operate the driver's training school is prominently displayed in the place of business.		
2. The receipt from KSDE for the license fee paid to the agency is on file.		
3. The business is maintained in an established location and is in compliance with regulations.		
4. A business sign is displayed denoting the school's location.		
5. Seating facilities and writing surfaces for no less than ten (10) students.		
6. All vehicles used for instruction were checked by the auditor at the time of the audit.		
7. The training vehicle has 'Student Driver' signs visible from the rear.		
8. The training vehicle is equipped with instructor's mirror and brake in compliance with the regulations.		
9. The original student signed contracts, signed before instruction begins, are on file. (name, address and contract number)		
10. The receipts for moneys paid are signed by the student and the person receiving the payment.		
11. Records documenting that each student received at least eight (8) hours of classroom instruction.		
12. Records documenting that each student received at least six (6) hours of behind-the-wheel instruction.		
13. All audit exceptions (if any) from previous year's audit have been rectified.		
14. Number of students on the list submitted to KSDE.		
15. Number of students who completed the course in the current calendar year.		
16. Number of students who enrolled during the current calendar year and dropped the program.		
17. Number of students who enrolled the previous year but did not complete their training until this current calendar year.		
18. Number of students who enrolled during the current calendar year but did not complete their training until the following calendar year.		

The result of this audit has been discussed with the owner/operator of this business.		
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Detail of any item on page 1 that was answered with a "NO"