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

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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

Kansas Department of Vehicle – Licensing
  • 785-296-3963 – DE 99 Processing questions medical.visionunit@ks.gov
  • 785-368-8971 – DE 99 Medical questions - Medical email; michele.chavez@ks.gov
  • 785-296-3671 – Driver Solutions

Kansas Highway Patrol – Education Division
  • 785-296-6800 – State Headquarters
  • 785-233-8200 – Inspections

IMPORTANT DR ED WEBSITE ADDRESSES:

KSDE Driver Education Home

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.

INSTRUCTOR QUALIFICATIONS – Automobile

91-5-3. Qualifications of instructors. (a) Each instructor of an approved driver education program shall have the following: 
(1) (A) a valid teacher certificate with an endorsement in driver education; or 
(B) subject to the provisions of subsection (b), a valid substitute teacher certificate; and 
(2) a valid motor vehicle operator's license. 

STUDENT ELIGIBILITY – Automobile

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.*
(b) Persons eligible to apply for a motor vehicle operator's license, who are not regularly enrolled in an accredited school and who have not successfully completed a course in driver education, shall be eligible to apply to enter an approved program. Adult students shall be covered by all regulations applying to other students in the approved program. (Authorized by K.S.A. 72-7514; implementing K.S.A. 8-272 and 72-7513; effective Jan. 1, 1966; amended Jan. 1, 1970; amended, E-74-3, Oct. 5, 1973; amended Jan. 1, 1974; amended, E-76-12, Jan. 23, 1975; amended May 1, 1976; modified, L. 1978, ch. 447, May 1, 1978; amended May 1, 1979; amended, E-80-14, Sept. 12, 1979; amended May 1, 1980; amended Nov. 23, 1992.)

*In conjunction with Kansas Statute, 8-2,100.

PROGRAM REQUIREMENTS – Automobile

A course curriculum must be approved by the Department of Education. Required course content information may be obtained by contacting the Department of Education at 785-296-3379. A copy of the Regulations accompanies this guideline. Yearly audits of the program are required.

INSTRUCTOR QUALIFICATIONS – Motorcycle

Instructors must have a valid driver license with a motorcycle endorsement, be at least 18 years of age, maintain a clean driving record, and have successfully completed a state approved, or equivalent thereof, 60-hour instructor course. (see enclosed Article 5)
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.

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

91-5-1. Definitions. (a) "Approved program" means an approved driver education program or approved motorcycle safety program.
(b) "Driver education program" means a course designed to teach students the components of basic automobile operation, including rules of the road and safety.
(c) "Hour" means a class period of no fewer than 50 minutes.
(d) "Motorcycle safety program" or "Driver education II" means a course designed to teach students the components of motorcycle operation, including safety.

91-5-1a. Program approval. (a) To be eligible for program approval, a school shall be accredited by the state board as a public secondary school, nonpublic secondary school, or community college. 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
(b) Each application for approval of a driver education program shall include the following:
(1) A detailed description of the proposed program;
(2) a statement of the specific goals and objectives of the program;
(3) a description of the procedures to be used to evaluate the program;
(4) an assurance that each instructor will meet the requirements of the state board for teaching driver education; and
(5) any other information required by the state board.
(c) 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.
(d) 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.
(e) (1) Each application for approval of a motorcycle safety program shall include information indicating that the proposed program complies with the requirements of K.A.R. 91-5-14 and amendments thereto.
91-5-3. Qualifications of instructors. (a) Each instructor of an approved driver education program shall have the following:
(1) (A) a valid teacher certificate with an endorsement in driver education; or
(B) subject to the provisions of subsection (b), a valid substitute teacher certificate; and
(2) a valid motor vehicle operator's license.

*In conjunction with Kansas Statute, 8-2,100.


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.
(b) Persons eligible to apply for a motor vehicle operator's license, who are not regularly enrolled in an accredited school and who have not successfully completed a course in driver education, shall be eligible to apply to enter an approved program. Adult students shall be covered by all regulations applying to other students in the approved program. (Authorized by K.S.A. 72-7514; implementing K.S.A. 8-272 and 72-7513; effective Jan. 1, 1966; amended Jan. 1, 1970; amended, E-74-3, Oct. 5, 1973; amended Jan. 1, 1974; amended, E-76-12, Jan. 23, 1975; amended May 1, 1976; modified, L. 1978, ch. 447, May 1, 1978; amended May 1, 1979; amended, E-80-14, Sept. 12, 1979; amended May 1, 1980; amended Nov. 23, 1992.)*

*In conjunction with Kansas Statute, 8-2,100.

91-5-9. Automobile used as a trainer. (a) Any automobile used for driver education purposes, with the exception of those vehicles used solely for the multi-car driving range program, shall carry a special designation clearly visible from the rear, either as a printed sign or a decalcomania with the following wording in at least two-inch letters:

DRIVER EDUCATION
or
STUDENT DRIVER


91-5-13. Reports. Schools participating in state reimbursement programs for driver education shall submit evidence of student completion of an approved program using the format provided by the state board and other information necessary for state approval of the program. Reports shall be due at the office of the state board each year on or before September 16. (Authorized by K.S.A. 72-7514 and implementing K.S.A. 8-272; effective Jan. 1, 1966; amended Jan. 1, 1970; amended, E-74-3, Oct. 5, 1973; amended May 1, 1976; amended May 1, 1978; amended May 1, 1979; amended May 1, 1980; amended Dec. 18, 1998.)
91-5-14. Motorcycle instruction. (a) (1) Motorcycle instruction shall be offered only to students who are 15 years of age or older and either have completed an approved course in driver education or hold a valid motor vehicle operator's license. Each course shall include a minimum of 20 hours of instruction, which shall include no fewer than eight hours of classroom instruction and an average of no fewer than six hours of behind-the-bar instruction per student. If on-street driving instruction is provided, the instruction shall not exceed one hour per day, except that one instructional period in each program may be extended to a maximum of two hours.

(2) Instructors of an approved motorcycle course shall hold a motorcycle instructor permit or a chief instructor permit.

(3) Students shall successfully complete all phases of an approved motorcycle education course to be eligible for the division of vehicles' certification of completion.

(4) No program shall have more than 12 students per instructor for off-street instruction or more than six students per instructor for on-street instruction.

(5) If on-street instruction is provided, during this instruction each student shall wear a bright orange or yellow riding vest inscribed with the words "student driver."

(6) All programs meeting the requirements for an approved course shall be eligible for reimbursement through the motorcycle safety fund.

(b) Qualifications for motorcycle instructor and chief instructor permits; duration of permits; renewals.

(1) A person shall be issued a motorcycle instructor permit if the person meets the following qualifications:

(A) Has a valid driver's license with a motorcycle endorsement;

(B) is at least 18 years of age;

(C) has no more than two moving traffic violations within two years of the date of application for a permit;

(D) has no conviction of any of the traffic violations specified in K.S.A. 8-254 and amendments thereto;

(E) has successfully completed a beginning rider's course approved by the state board; and

(F) has successfully completed a 60-hour instructor's course approved by the state board.

(2) A person shall be issued a chief instructor permit if the person meets the following requirements:

(A) Has a valid driver's license with a motorcycle endorsement;

(B) is at least 21 years of age;

(C) has no more than two moving traffic violations within two years of the date of application for a permit;

(D) has no conviction of any of the traffic violations specified in K.S.A. 8-254 and amendments thereto;

(E) has successfully completed a chief instructor's course approved by the state board; and

(F) has taught three beginning rider's courses within two years of the date of application.

(3) Each motorcycle instructor permit and each chief instructor permit shall be valid for three years, unless the person holding the permit has either of the following:

(A) Two or more moving traffic violations during the validity period of the permit; or

(B) a conviction of any of the crimes specified in paragraph (b)(1)(D) of this regulation.

(4) Each motorcycle instructor and each chief instructor may renew the permit if the instructor meets the following requirements:

(A) Has taught at least one beginning rider's course each year, if an instructor, or at least one instructor's course during the past three years, if a chief instructor;

(B) has taught at least one motorcycle riding course each year; and

(C) has no more than two moving traffic violations within the past three years and no conviction of any of the traffic violations specified in K.S.A. 8-254 and amendments thereto. (Authorized by and implementing K.S.A. 8-272; effective May 1, 1978; amended May 1, 1979; amended May 1, 1980; amended May 1, 1982; amended, T-84-2, Feb. 10, 1983; amended May 1, 1984; amended Jan. 23, 1998; amended Feb. 9, 2001.)
91-7-1. Licenses required. Every person conducting a drivers’ training school shall be licensed by the state board of education prior to engaging in that business. No license shall be issued until at least one (1) instructor has obtained an instructor’s license and at least one (1) motor vehicle has been approved for drivers’ training school use.

(a) Applications. (1) Application shall be made on a form prescribed by the state board. Renewal applications shall be submitted for approval and issuance at least ten (10) days prior to the expiration date of the current license.
(2) When an application is made by an individual, it shall be signed and sworn to by the individual. In the case of a partnership, the application shall be signed and sworn to by any one (1) partner. In the case of a corporation, the application shall be signed and sworn to by the president and attested to by the secretary.
(3) Every initial application shall be accompanied by the following supplementary documents:
(A) In the case of a corporation, a certified copy of its certificate of incorporation and a copy of the corporate resolution authorizing the corporation to engage in the business of operating a drivers’ training school;
(B) a sample of every contract form for instructional purposes, receipt forms, and other forms used by the school and delivered to students; and
(C) a schedule of all services to be performed by the school.
(b) License fee. (1) The annual fee for the initial license and renewal shall be twenty-five dollars ($25.00).
(2) The license shall be valid for the calendar year.
(c) Display of license. The original license shall be conspicuously displayed in the licensee’s principal place of business.
(d) License not transferable. (1) In the event of any change of ownership or interest in the business, including the sale of more than 25% of the capital stock of a corporation, application for a new license shall be filed with the state board.
(2) The state board may, in its discretion, permit continuance of the business by the licensee, pending processing of the application made by the person to whom the business, or interest in the business, is to be transferred.
(3) The existing license and copies, together with all instructors’ certificates issued, shall be surrendered before a license shall be issued to the new owner.
(e) Lost, mutilated or destroyed licenses. In the event a license is lost, mutilated or destroyed, a duplicate shall be issued upon proof of the facts, and upon payment of five dollars ($5.00) and, in the case of mutilation, upon surrender of the mutilated license. Proof shall be submitted in the form of an affidavit indicating:
(1) the date the license was lost, mutilated or destroyed; and
(2) the circumstances involving the loss, mutilation, or destruction of the license.
(f) Surrender of license. (1) A license to be surrendered for cancellation or deposited for safekeeping shall be returned to the office of the state board.
(2) In all cases, the licensee shall state, in writing, the reason for the surrender or deposit. (Authorized by K.S.A. 8-278; effective Jan. 1, 1966; amended Jan. 1, 1970; amended May 1, 1979.)

91-7-2. Location of school. (a) Each drivers’ training school shall maintain an established place of business.
(b) A drivers’ training school shall not change its location without prior approval of the state board.
(c) No license shall be issued for conducting a drivers’ training school where business is conducted from a house trailer, tent, temporary stand, temporary addresses, a room or rooms in a hotel or motel, or through the exclusive use of a telephone answering service.
(d) The location shall be identified by a permanent sign and the name of the school shall appear on the sign. (Authorized by K.S.A. 8-278; effective Jan. 1, 1966; amended Jan. 1, 1970; amended May 1, 1979.)

91-7-3. Records to be maintained. (a) Types of records. Every school shall maintain the following records: (1) The name, address, and contract number with respect to every person receiving lessons, lectures, tutoring, or any other services
relating to instructions in the operation of motor vehicles;
(2) The date, type, and duration of all lessons, lectures, tutoring, instructions, or other services relating to instruction in the operation of motor vehicles, including the name of the instructor giving the instruction; and
(3) The original contract entered into between the drivers' training school and every person receiving lessons, lectures, tutoring, instructions, or other services relating to instruction in the operation of motor vehicles.
(4) A copy of a receipt for any moneys paid to the drivers' training school by a student. The receipt form shall contain: (A) the licensed name of the school; (B) the name of the student; (C) the date of payment; (D) the amount of payment; (E) the signature of the student; and (F) the signature of the person receiving the payment from the student.

(b) Loss, mutilation, or destruction of records.
(1) The loss, mutilation, or destruction of any records which a drivers' training school is required to maintain under these regulations shall be reported immediately to the state board by affidavit stating: (A) the date the records were lost, destroyed, or mutilated; (B) the circumstances involving the loss, destruction, or mutilation; and (C) the name of the precinct, police officer, or police department to which the loss was reported and the date of the report.
(c) 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.

(91-7-4) Bond required. The bond required by K.S.A. 8-275 shall be on a form provided by the state board and shall be filed in the office of the state board.

(91-7-5) Drivers' training school vehicles.
(a) Identification certificates. (1) A motor vehicle owned or controlled by a drivers' training school shall not be used for the purpose of giving instructions in driving until the licensee has obtained from the state board a school vehicle identification certificate. This certificate shall be carried in the vehicle while the vehicle is being used either for driving instructions or for driving tests.
(2) Application for a school vehicle identification certificate shall be made on a form prescribed by the state board.
(3) A school vehicle identification certificate shall not be issued until:
(A) the vehicle has been equipped with dual controls on foot brake and on clutch, if any, and has been otherwise equipped in accordance with the motor vehicle and traffic laws;
(B) the school has filed with the state board evidence of liability insurance in a company authorized to do business in this state as required by K.S.A. 8-275(d). In the event of cancellation or expiration of insurance, the vehicle shall not be used for drivers' training school purposes. The school vehicle identification certificate shall terminate automatically and shall be surrendered to the state board;
(C) the vehicle has been equipped with seat belts for both the student and instructor. Seat belts shall be used by both the student and instructor when the vehicle is being operated for instructional purposes; and
(D) the vehicle has been equipped with rear view mirrors for both the driver and the instructor.
(b) Sign displayed on vehicles. (1) Vehicles, while being used for driving instructions, shall conspicuously display a sign, with background and letters of contrasting colors, stating "student driver." (2) The sign shall be visible from the rear in letters not less than three (3) inches in height. Letters shall be of a reflectorized material, basically white, amber, or yellow in color.

(91-7-6) Conduct of drivers' training schools.
(a) Advertising. Advertising by drivers' training schools shall conform to the following:
(1) the schools shall not publish, advertise, or intimate that a license is guaranteed or assured;
(2) the schools shall not display signs, indicating that licenses or plates may be secured at the school;
(3) the letters and numerals in the name of the drivers' training school shall not be smaller than the letters and numerals in the remainder of the text of any sign, or combination of signs used as a part of the same message relating to drivers' training school activities;
(4) the school may use on forms, contracts and advertising the phrase, "This school is licensed by the state of Kansas." Other uses of the word "state" are prohibited;
(5) the school shall not advertise the address of any location other than the licensed principal place of
business; and
(6) the school shall not employ any form of advertising which is misleading.
Written notice of disapproval of misleading advertising by the state board shall be given to the licensee and the advertising in question shall be discontinued.

(b) Agreements. A student shall not be given lessons, lectures, tutoring, or any other service relating to instructions in motor vehicle operation until a written contract, in a form approved by the state board has been executed both by the school and the student.

(1) A copy of the contract shall be given to the student. The original shall be retained by the school.

(2) A school shall not use any contract unless the form of the contract has been approved by the state board.

(3) Each school shall file and maintain with the state board a list of those persons authorized or empowered to execute contracts on behalf of the school.

(c) Instruction permits. A school shall ascertain, previous to giving instructions in driving, that a student is in possession of a valid instruction permit or a valid driver's license.

(d) Requirements at driving test. An applicant appearing for a driving test with a vehicle for which a vehicle identification certificate has been issued or a vehicle not required to have a certificate, shall be accompanied by a Kansas licensed driver who has in his or her possession a valid instructor's license for the school whose name appears on the vehicle identification certificate.

(e) Employees of drivers' training schools. A drivers' training school shall not knowingly employ any person in any capacity who has been convicted of a felony, driving while intoxicated, or negligent homicide. (Authorized by K.S.A. 8-278; effective Jan. 1, 1966; amended Jan. 1, 1970; amended May 1, 1979.)

91-7-7. Grounds for revocation, suspension, and refusal to renew license. (a) Action by the state board of education. The state board may suspend or revoke a drivers' training school license or a drivers' training instructor's license or refuse to issue a renewal of these licenses for any of the reasons outlined in K.S.A. 8-279 after due notice of the violation in writing.

(b) Right to have hearing. Any school or instructor notified of suspension, revocation, or refusal to issue a drivers' training school license or drivers' training instructor's license may, within twenty (20) days following date of notification, request and have a hearing before a committee appointed by the state board. This committee shall make recommendations to the state board and the decision of the board shall be final. (Authorized by K.S.A. 8-278; effective Jan. 1, 1966; amended Jan. 1, 1970; amended May 1, 1979.)

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;
91-7-11. Classroom accommodations. Classroom facilities shall be subject to inspection and approval by the state board and shall have the following accommodations:
(a) seating facilities and writing surfaces for no less than ten (10) students;
(b) lighting, heating, ventilation, and sanitary facilities that comply with all local, city, county, municipal, state, and federal regulations; and
(c) print and nonprint materials relating to the proper operation of motor vehicles and traffic laws.

91-7-13. Classroom instruction. (a) A minimum of eight (8) clock hours of classroom instruction shall be offered and taught to each student enrolled in any commercial drivers' training school.
(b) The contents of classroom instruction shall be submitted to the state board for approval.
(c) The offered classroom instruction shall be available at least once each calendar month for students currently enrolled in the drivers' training school and shall include safe driving practices in the operation of motor vehicles.

91-7-14. Behind-the-wheel driving instruction. Each student shall be given six (6) clock hours of behind-the-wheel driving instruction in the initial drivers' training course.

2017 Kansas Statutes
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. (a) Any school district conducting an approved course in driver training and any student attending a nonpublic school accredited by the state board of education conducting an approved course in driver training shall be entitled to participate in the state safety fund created by K.S.A. 8-267, and amendments thereto. In August of each year, the superintendent of each school district and the governing authority of each nonpublic school shall report to the state board of education the number of students who have been in attendance for a complete driver training course conducted by such school district or nonpublic school during the past school year. The state board of education shall certify to the director of accounts and reports the amount due each school district and each student of a nonpublic school entitled to payment under this subsection. The director of accounts and reports shall draw warrants on the state treasurer payable to the treasurer of each school district and to each student of a nonpublic school entitled to payment under this subsection upon vouchers approved by the state board and shall cause such warrants to be delivered to the respective school districts and nonpublic schools. If the amount appropriated in any year from the state safety fund is insufficient to pay the full amount each school district and each student of a nonpublic school is entitled to receive under this subsection, then the entire amount appropriated for such year shall be prorated among all school districts and all students of nonpublic schools in proportion to the amount each school district and each student of a nonpublic school is entitled to receive. No moneys in the state safety fund shall be used for any purpose other than that specified in this subsection or for the support of driver improvement programs. The state board of education shall prescribe all forms necessary for reporting in connection with this act. The funds shall be distributed on or before November 1 each year.

(b) (1) Any school district conducting an approved course in motorcycle safety as a part of an approved course in driver training; any student attending a nonpublic school accredited by the state board of education conducting an approved course in motorcycle safety as a part of an approved course in driver training or any community college conducting an approved course in motorcycle safety shall be entitled to participate in the motorcycle safety fund created by K.S.A. 8-267, and amendments thereto. The state board of education may establish, by rules and regulations, standards for the conduct, operation and approval of courses in motorcycle safety and for the qualifications of instructors for such courses conducted by a school district or nonpublic
accredited school. Such standards shall not include the requirement that instructors be licensed by the state board of education. In August of each year, the superintendent of each school district or the governing authority of each nonpublic school shall report to the state board of education the number of students who have been in attendance for a complete course in motorcycle safety as a part of the driver training course conducted by such school district or nonpublic school during the past school year. The state board of education shall certify to the director of accounts and reports the amount due each school district and each student of a nonpublic school entitled to payment under this subsection. The director of accounts and reports shall draw warrants on the state treasurer payable to the treasurer of each school district and to each student of a nonpublic school entitled to payment under this subsection upon vouchers approved by the state board and shall cause such warrants to be delivered to the respective school districts and nonpublic schools. If the amount appropriated in any year from the motorcycle safety fund shall be insufficient to pay the full amount each school district and each student of a nonpublic school is entitled to receive under this subsection, then the entire amount appropriated for such year shall be prorated among all school districts and all students of nonpublic schools in proportion to the amount each school district and each student of a nonpublic school is entitled to receive. No moneys in the motorcycle safety fund shall be used for any purpose other than that specified in this subsection or for the support of motorcycle driver improvement programs. The state board of education shall prescribe all forms necessary for reporting in connection with this act. The funds shall be distributed on or before November 1 each year.

(2) Any community college conducting an approved course in motorcycle safety shall be entitled to participate in the motorcycle safety fund created by K.S.A. 8-267, and amendments thereto. The state board of regents may establish, by rules and regulations, standards for the conduct, operation and approval of courses in motorcycle safety and for the qualifications of instructors for such courses conducted by a community college. Such standards shall not include the requirement that instructors be licensed by the state board of education. In August of each year, the chief administrative officer of each community college shall report to the state board of regents the number of students who have been in attendance for a complete course in motorcycle safety as a part of the driver training course conducted by such community college during the past school year. The state board of regents shall certify to the director of accounts and reports the amount due each community college entitled to payment under this subsection. The director of accounts and reports shall draw warrants on the state treasurer payable to the treasurer of each community college entitled to payment under this subsection upon vouchers approved by the state board and shall cause such warrants to be delivered to the respective community colleges. If the amount appropriated in any year from the motorcycle safety fund shall be insufficient to pay the full amount each community college is entitled to receive under this subsection, then the entire amount appropriated for such year shall be prorated among all community colleges in proportion to the amount each community college is entitled to receive. No moneys in the motorcycle safety fund shall be used for any purpose other than that specified in this subsection or for the support of motorcycle driver improvement programs. The state board of regents shall prescribe all forms necessary for reporting in connection with this act. The funds shall be distributed on or before November 1 each year.

(c) For the purpose of this subsection, "vocational education school" means community college, area vocational-technical school or area vocational school. Any vocational education school conducting an approved course in truck driving shall be entitled to participate in the truck driver training fund created by K.S.A. 8-267, and amendments thereto. The state board of regents may establish, by rules and regulations, standards for the conduct, operation and approval of courses in truck driver training and for the qualifications of instructors for such courses. Such standards shall not include the requirement that instructors be certificated by the state board of regents. In August of each year, the chief administrative officer of each vocational education school shall report to the state board of regents the number of students who have been in attendance for a complete course in truck driver training conducted by such vocational education school during the past school year. The state board of regents shall certify to the director of accounts and reports the amount due each vocational education school entitled to payment under this subsection. The director of accounts and reports shall draw warrants on the state treasurer payable to the treasurer of each vocational education school entitled to payment under this subsection upon vouchers approved by the state board of regents and shall cause such warrants to be delivered to the respective vocational education school. If the amount appropriated in any year from the truck driver training fund shall be insufficient to pay the full amount each vocational
education school is entitled to receive under this subsection, then the entire amount appropriated for such year shall be prorated among all vocational education schools in proportion to the amount each vocational education school is entitled to receive. No moneys in the truck driver training fund shall be used for any purpose other than that specified in this subsection or for the support of truck driver training programs. The state board of regents shall prescribe all forms necessary for reporting in connection with this act. The funds shall be distributed on or before November 1 each year.


8-273. Drivers’ training school license act; definitions. The following words and phrases when used in this act shall, unless the context otherwise requires, have the meanings respectively ascribed to them in this section: (a) "Motor vehicle." Every vehicle which is self-propelled upon or by which any person or property is or may be transported or drawn upon a public highway except devices used exclusively upon stationary rails or tracks. (b) "Drivers' training schools." Any person, partnership or corporation giving driving instruction to ten (10) or more persons per calendar year for the purpose of meeting requirements for licensed driving of motor vehicles in Kansas. (c) "Person." Every natural person, firm, copartnership, association, corporation, or school. (d) "Department." The state department of education acting directly or through its duly authorized officers and agents. (e) "State board." The state board of education. (f) "Drivers' license examiners." Examiners appointed by the division of vehicles for the purpose of giving drivers' license examinations.

History: L. 1965, ch. 72, § 1; L. 1969, ch. 310, § 2; July 1.

8-274. Same; license to operate. No person shall operate a driver training school or engage in the business of giving instruction for hire in the driving of motor vehicles or in the preparation of an applicant for examination given by driver license examiners for an operator's or chauffeur's license or permit, unless a license therefor has been secured from the state board.

History: L. 1965, ch. 72, § 2; L. 1969, ch. 310, § 3; July 1.

8-275. Same; qualifications to operate school. Every person in order to qualify to operate a driving school shall meet the following requirements:
(a) Be of good moral character.
(b) Maintain an established place of business to the public.
(c) Maintain bodily injury and property damage liability insurance on motor vehicles while used in driving instruction, insuring the liability of the driving school, the driving instructors and any person taking instruction in at least the following amounts: One hundred thousand dollars ($100,000) for bodily injury to or death of one person in any one accident and, subject to said limit for one person, two hundred thousand dollars ($200,000) for bodily injury to or death of two (2) or more persons in any one accident and the amount of twenty thousand dollars ($20,000) for damage to property of others in any one accident. Evidence of such insurance coverage in the form of a certificate from the insurance carrier shall be filed with the state department of education, and such certificate shall stipulate that the insurance shall not be canceled except upon ten (10) days prior written notice to the state board. Such insurance shall be written by a company authorized to do business in this state.
(d) Provide a continuous surety company bond in the principal sum of two thousand five hundred dollars ($2,500) for the protection of the contractual rights of students in such form as will meet with the approval of the state board and written by a company authorized to do business in this state. However, the aggregate liability of the surety for all breaches of the condition of the bond in no event shall exceed the principal sum of two thousand five hundred dollars ($2,500). The surety on any such bond may cancel such bond on giving thirty (30) days notice thereof in writing to the state board and shall be relieved of liability for any breach of any condition of the bond which occurs after the effective date of cancellation.
(e) Have the equipment necessary to the giving of proper instruction in the operation of motor vehicles as prescribed by the state board.
(f) Pay to the board an application fee of twenty-five dollars ($25).

History: L. 1965, ch. 72, § 3; L. 1969, ch. 310, § 4; July 1.

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.

8-278. Same; rules and regulations by state board. The state board is authorized to prescribe by rules and regulations, standards for the eligibility, conduct and operation of driver training schools and instructors and to adopt other reasonable rules and regulations to carry out the provisions of this act.

History: L. 1965, ch. 72, § 6; L. 1969, ch. 310, § 7; July 1.

8-279. Same; cancellation, suspension, revocation or refusal to issue license, when. The state board may cancel, suspend, revoke or refuse to renew any driver's training school or driver's training instructor license:
(a) When the state board is satisfied that the licensee fails to meet the requirements to receive or hold a license under this act.
(b) Whenever the licensee fails to keep the records required herein.
(c) Whenever the licensee permits fraud or engages in fraudulent practices either with reference to the applicant or the state board, or induces or countenances fraud or fraudulent practices on the part of any applicant for a driver's license or permit.
(d) Whenever the licensee fails to comply with any provision of this act or any of the rules and regulations of the state board made pursuant thereto.
(e) Whenever the licensee represents himself or herself as an agent or employee of the state board or license examiners or uses advertising designed to lead or which would reasonably have the effect of leading persons to believe that such licensee is in fact an employee or representative of the state board or license examiners.
(f) Whenever the licensee or any employee or agent of the licensee solicits driver training or instruction in an office of any department of the state having to do with the administration of any law relating to motor vehicles.
(g) Whenever the licensee has had his or her operator's or chauffeur's license canceled, suspended or revoked.

History: L. 1965, ch. 72, § 7; L. 1969, ch. 310, § 8; July 1.
8-280. Same; disposition of moneys. All moneys received under this act shall be remitted to the state treasurer in accordance with the provisions of K.S.A. 75-4215, and amendments thereto. Upon receipt of each such remittance, the state treasurer shall deposit the entire amount in the state treasury to the credit of the state safety fund created by K.S.A. 8-267, and amendments thereto.

History: L. 1965, ch. 72, § 8; L. 2001, ch. 5, § 34; July 1.

8-281. Same; penalty for violations. Any person violating any provision of this act shall be guilty of a misdemeanor and upon conviction thereof shall be fined not more than five hundred dollars ($500) or be sentenced to the county jail for not more than six (6) months or both such fine and imprisonment.

History: L. 1965, ch. 72, § 9; June 30.

8-282. Same; act inapplicable to certain schools. This act shall not apply to an accredited grade school, high school, junior college or college conducting a driver's training course; nor shall it apply to driver improvement schools operated by this state or a municipality thereof.

History: L. 1965, ch. 72, § 10; June 30.

8-283. Same; citation of act. This act may be cited as the drivers' training school license act.

History: L. 1965, ch. 72, § 11; June 30.

8-2,100. Instruction permits; conditions, restrictions and requirements; under 17 years of age. (a) Any person who is at least 14 years of age, but less than 17 years of age may apply to the division for an instruction permit. The division may issue an instruction permit under this section to any person who is at least 14 years of age, but less than 16 years of age only upon written application of a parent or guardian of the minor.

The division may in its discretion, after the applicant has successfully passed all parts of the examination other than the driving test, issue to the applicant an instruction permit for a period of one year.

(b) An instruction permit issued under this subsection shall authorize the permit holder to drive a passenger car under the following conditions:

(1) The permit holder shall be in immediate possession of the instruction permit;
(2) a supervising driver shall be seated beside the permit holder in the front seat of the passenger car when such car is in motion. The supervising driver shall be an adult who is at least 21 years of age who is the holder of a valid commercial driver's license, class A, B or C driver's license and who has at least one year of driving experience. No person other than the supervising driver can be in the front seat;
(3) the permit holder may drive at any time in accordance with the provisions of this section;
(4) the permit holder shall not operate a wireless communication device while driving a passenger car, except that a permit holder may operate a wireless communications device while driving a passenger car to report illegal activity or to summons medical or other emergency help.
(5) Any person who is at least 14 years of age, but less than 17 years of age may apply for an instruction permit to operate a motorcycle either separate from or in conjunction with an instruction permit to operate a passenger car. The applicant shall successfully pass all parts of the examination other than the driving test. An instruction permit issued under this subsection shall authorize the permit holder to operate a motorcycle if such permit holder is accompanied by an adult who is at least 21 years of age, who is the holder of a valid class M driver's license, who has had at least one year of driving experience and who is either riding a motorcycle in the general proximity of the permit holder or is riding as a passenger on the motorcycle being operated by the permit holder.
(d) An instruction permit issued under this section is subject to suspension or revocation in the same manner as any other driver's license. An instruction permit shall be suspended in accordance with K.S.A. 8-291, and amendments thereto, for any violation of restrictions under this section.
(e) This section shall be a part of and supplemental to the motor vehicle driver's license act.

History: L. 2009, ch. 34, § 1; L. 2010, ch. 146, § 5; May 27.
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.

GETTING STARTED WITH THE PROGRAM

1. After enrollment of students, hand out medical/personal information sheet 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.

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.

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.

4. 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)
☐ 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 ever 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. 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 an official “Instruction Permit”. 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. 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 prior to issuance. 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 definitely not needed if the student already has an “Instruction Permit”.

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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.

**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.

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.
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.

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’s date of completion from Driver Education course.
4. Student’s assigned DE-99 number.

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.
Replacing a Lost Certificate of Completion: (Must be on school letterhead paper)

Example of letter:

Date: __/__/__

To Driver License Exam Station:

The student listed below has lost his/her Driver Education certificate of completion. It has been verified that the following student did, in fact, successfully pass a Driver Education course at “Smithville” and would like to be issued the license for which he/she is eligible.

Name:  _Jamie Smith
Address: ____________________________________

DE 99 #: _________________

Date of Birth: 05/21/1999

This student has successfully completed an approved Driver Education course at “Smithville” High School on:

              , 20
             (Month)     (Day)       (Year)

Signature of Authorized Personnel/Driver Education instructor:


(Verified by)                  (Date)

Please accept this document as proof of completion. Thank you.
DE 99 – PORTAL ON-LINE APPLICATION
REVIEW OF DOCUMENT

1. Have the student fill out the paper application in the presence of the school personnel trained in DE 99 requirements. Once the application is completed, the student must sign this form in cursive using their legal name. The instructor will also sign this form. This form will be kept in the student’s file.
   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. 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”. Generic medical and vision forms are also available on the Driver Education Portal under Forms. Forms must be taken to the students’ 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 within 90 days. Physician completed forms may be emailed as a word document or PDF to 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 have their application held up until a medical review by a physician has been completed. The student will need to take the medical form to the attending physician. 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.

VISION SCREENING

2. 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. Visual acuity limitations are: 20/60 in either eye, not both combined. Any student with acuity less than 20/60, with correction, will flag for a vision exam in the Driver Education Portal.
   a. The students’ letter and vision exam will be available for print 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’ 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 within 90 days. Physician completed forms may be emailed as a word document or PDF to medical.visionunit@ks.gov
GENERAL INFORMATION & HISTORY – TO BE FILLED OUT BY THE PATIENT

NAME: ____________________________________________ DRIVER LICENSE #: ______________

ADDRESS: _________________________________________ CITY/STATE/ZIP: ______________

PHONE #: ________________________________________

Currently enrolled in Driver’s Education? YES / NO If yes, instructor name & phone number: ____________________________

RELEASE OF INFORMATION

Permission is granted for release of all medical information concerning me to the Kansas Division of Vehicles by all medical professionals filling out this form.

SIGNATURE OF PATIENT __________________________ DATE ____________

To the Medical and/or Psychological Professionals: Please complete the sections of this report applicable to this patient’s conditions. You assume no responsibility in making this report other than that of truthfully representing the facts as they appear in your professional judgment. The information on this form must be from an examination within the last 90 days. If you have questions, please call 785-368-8971.

Instruction:

1. Please answer each question and fill out the entire form carefully and legibly.

2. Indicate yes or no whether from a medical and/or psychological standpoint only, this patient is capable of safely operating a motor vehicle.

3. Please note that if the patient has had a recent loss or alteration of consciousness, the exam date must be a full six months after the date of the last occurrence.

4. Specify any driving restrictions that are appropriate based on the patient’s disease or medical and/or psychological condition.

5. If the patient should be seen by a specialist, a form must be taken to the specialist for completion. If the patient requires multiple exams, they may make copies of this form or contact the Medical/Vision Unit for additional copies. All treating physicians must complete a set of forms.

SECTION 1: PHYSICIAN’S REPORT

1. In your opinion, does this patient have a medical condition that could affect the patient’s ability to safely operate a motor vehicle?
   □ Yes    □ No    □ Uncertain If yes or uncertain please explain: ____________________________

2. Has the patient had any loss/appears of consciousness, seizure activity, fainting or syncopal event in a waking state? □ Yes □ No
   If yes please indicate the date of the last occurrence (MM/DD/YYYY): ____________________________

   In your opinion, is a six-month evaluation required for the most recent occurrence? □ Yes □ No
   Has the patient had any other occurrences within the last 3 years? □ Yes □ No

3. Should this patient be referred to a specialist (such as a neurologist or psychologist) to determine their ability to safely operate a motor vehicle? □ Yes □ No If yes, what type: ____________________________

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4. Physician’s Comments:


5. Indicate below which restrictions may apply to the patient’s license if issued or continued. Maximum 6 restrictions. To remove a restriction(s) previously requested by a physician, please check the restriction box and write “R” beside it.

- Corrective Lenses  
- Daylight Hours Only  
- Within City Limits  
- Licensed Driver in Front Seat  
- Mechanical Aid  
- No Interstate Driving  
- Outside Business Area  
- Outside Mirror  
- Automatic Transmission  
- Prosthetic Aid  
- Miles From Home (5-30 in 5 mile increments)

6. Driver requires a Permit to test adaptive equipment
7. Should an actual test of the patient’s driving ability be administered?
8. Should an annual medical report be required to be filed with the Division of Vehicles?
9. This patient is capable of safely operating a motor vehicle. (Driver must be considered a safe candidate in order to request a drive test.)
10. Does this patient require a vision exam?

- Yes  
- No

Name of Medical Professional & License # (Please print)

Medical Professional’s Specialty

Address

Phone

Date of Examination

Signature of Medical Professional

Date Signed

DV124M Revised 1/19
STATE OF KANSAS DIRECTOR OF VEHICLES
MEDICAL/VISION UNIT
300 SW 29th ST.
PO BOX 2188
TOPEKA KS 66601-2188

KANSAS DIVISION OF VEHICLES VISION FORM

GENERAL INFORMATION & HISTORY - TO BE FILLED OUT BY THE PATIENT

Name: ____________________________________________ Driver’s License #: ____________________________ DOB: ____________
Address: ____________________________________________________________ CITY/STATE/ZIP: ________________
Phone Number: ____________________________
Currently enrolled in Driver’s Education? YES / NO If yes, instructor name & phone number: ____________________________

RELEASE OF INFORMATION

Permission is granted for release of all vision information concerning me to the Kansas Division of Vehicles by all medical professionals filling out this form.

SIGNATURE OF PATIENT ____________________________________________ DATE ____________

To the Vision Professionals: You assume no responsibility in making this report other than that of truthfully representing the facts as they appear in your professional judgment. The information on this form must be from an examination within the last 90 days. If you have any questions please call (785)368-8971.

Instructions:
1. Please answer each question and fill out the entire form carefully and legibly.
2. Indicate yes or no whether from a visual standpoint only, the patient is capable of safely operating a motor vehicle.
3. Specify any driving restrictions that are appropriate based on the patient’s vision condition.

SECTION I: VISION REPORT

Visual Acuity without Glasses
Acuity Right Eye: 20/ ______ Acuity Left Eye: 20/ ______ Horizontal Field of Vision: Equal to or greater than 20°?
Visual Acuity with Glasses: 20/ ______ 20/ ______
Best Correction: 20/ ______ 20/ ______
Biopic/Telescopic (for vision specialist use only): 20/ ______ 20/ ______

Does the patient require a driver test? ______ Yes ______ No
This patient is capable of safely operating a motor vehicle. ______ Yes ______ No
(Driver must be considered a safe candidate in order to request a driver test.)
An annual vision report should be required. ______ Yes ______ No
Does this patient require a medical exam? ______ Yes ______ No

Indicate below which restrictions may apply to the patient’s license if issued or continued: Maximum 6 restrictions. To remove a restriction(s) previously requested by a physician, please check the restriction box and write “R” beside it.

☐ Corrective Lenses ☐ Daylight Hours Only ☐ No Interstate Driving
☐ Within City Limits ☐ Licensed Driver In Front Seat ☐ Outside Business Area
☐ Mechanical Aid ☐ Prosthetic Aid ☐ Automatic Transmission

Name of Optometrist/Ophthalmologist (Please print) ____________________________________________ Date of Examination ____________
Address ____________________________________________ Signature of Optometrist/Ophthalmologist ____________________________
Phone ____________________________________________ Date Signed ____________

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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 31st each year.
- Reimbursement will be made on only those students meeting the requirements of an approved program. Payment is made each year on November 1st. **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.

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:

- DE 99 – Certificate of Completion
- Birth Certificate (international students may bring a passport and married students with a different last name than on the birth certificate must bring a legal court document i.e., marriage license). International students will not be able to get a license if within 6 months of Visa expiration.
- Another form of Identification.
- Proof of Social Security number (students will be issued a random nine digit number).
- Students with medical permission letters will need to present them at the time of application.

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.
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. 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.

We suggest that you visit with your driver education instructor to ensure that your school district receives its full driver education state aid entitlement.

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

Driver Education Department at KSDE:
Robyn Meinholdt (785) 296-3379
rmeinholdt@ksde.org
**DRIVER EDUCATION INSTRUCTOR APPROVAL FORM**

Name of School: _____________________________________________     USD #______________________________

Address: ___________________________________________________________________     Zip: ________________

Person responsible for information submitted for reimbursement: _____________________________________________

_________________________________________________________________________________________________

Phone Number: ________________________      Automobile Program__________ (Check if automobile program)

Motorcycle Program_____________________ (Check if Motorcycle program)

Driver education courses/selections: (Check all that apply):
Yearly: ________________________   Summer ONLY: ____________________________
School Year ONLY: _____________

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<tr>
<th>Name of Instructor(s)</th>
<th>Instructor’s Educator ID Number (auto program)</th>
<th>Certification expiration date:</th>
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*(Please indicate if any of the instructors are or will be teaching on a substitute certification)*

This is to affirm that the driver education program of the above named USD or accredited nonpublic school meets the requirements of K.A.R. 91-5-1 through 91-5-14, including proper, current certification of each driver education instructor.

_________________________________________________________  ______________________________________
Superintendent or Principal      Date

Please fax, mail, or email completed form to:
Robyn Meinholdt
Driver Education
rmeinholdt@ksde.org
www.ksde.org

Kansas State Department of Education
900 SW JACKSON STREET, SUITE 106
TOPEKA, KS 66612
Phone (785) 296-3379
Fax (785) 296-7933
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Forms available to download available at:

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

- Minimum age 14; Expires in one year; May be renewed
- If under age 16, must have written application of parent/guardian
- Must pass vision and written examinations
- 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
- NO person except supervising driver can be in front seat
- NO wireless communication device while driving except to report illegal activity or to summon emergency help

Restricted License

- Minimum Age 15
- Issued only with written application of parent/guardian
- Must have held instruction permit for at least one year and completed at least 25 hours of supervised driving
- 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

- Age 17 – if first time applicant, not including instruction permit
- Must pass vision, written, and driving exams
- Must provide proof of age and identification
- 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

- Minimum age 14
- Must reside on a farm (parcel of land larger than 20 acres used in agricultural operations), or be employed for compensation on a farm
- Issued only with written application of parent/guardian
- 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

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

Revocations/Suspensions

- Restricted driver’s license shall be suspended for any violation of restrictions
- License shall be suspended if involved in two or more accidents chargeable to the licensee – not reinstated for one year
- 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
- 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.

Graduated Driver License Requirements for Teen Drivers
https://www.ksrevenue.org/dovgdl.html

Cards denoting this information as well as information on the texting laws and many other resources are available from KTSRO:
Norraine Wingfield
Kansas Traffic Safety Resource Office | Project Director | 800-416-2522 | nwingfield@dccca.org
2930 SW Wanamaker Dr. Topeka, KS 66614
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,

Alan Anderson, Chief
Driver License Examining Bureau
Order online https://www.ktsro.org/materials-order-form

Norraine Wingfield
Director of Traffic Safety
DCCCCA/Kansas Traffic Safety Resource Office
2930 SW Wanamaker Drive, Ste 100
Topeka, KS 66614
800.416.2522
785.430.4020 Direct
nwingfield@dccc.org
www.ktsro.org
www.DCCCA.org
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 Kansas 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 chairman and vice-chairman. The State Board appoints a Commissioner of Education who serves as its executive director.

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