KANSAS STATE DEPARTMENT OF EDUCATION APPLICATION FOR A COMMERCIAL DRIVER TRAINING SCHOOL OPERATOR'S LICENSE

Available online https://forms.gle/7XKJULW6c4WFAuFr7

Year _____

☐ **New/Initial**   ☐ **Renewal**

Name of School_____ Date _____

Email address _____

Address of building in which classroom instruction will be given

_____

Street   City   State   Zip Code   Phone #   Email Address

Has the school owner or director ever been convicted of a felony? _____ If yes, please explain _____

_____

Is the school incorporated? _____ If yes, please enclose a copy of the certificate of incorporation. **(Initial application)**

Name of textbook _____ Edition _____

How many vehicles equipped with dual controls will be registered? _____

List the name of each instructor **PLEASE PRINT**– **additional room on a separate page.**

_____   _____

AFFIDAVIT

I hereby certify that the statements and representations made by me in the foregoing statement are true and correct.

_____   _____

School Owner or Director   Official Position

SUBSCRIBED AND SWORN BEFORE ME this _____ day of _____, 20_____

_____   My Commission Expires: _____

Notary Public

INCLUDE THE FOLLOWING THE FOLLOWING DOCUMENTS, FORMS, INFORMATION, AND FEES*

A.   APPLICATION FOR A DRIVER TRAINING SCHOOL OPERATOR'S LICENSE Form No. 9-416-102 (R)
    a. **Operator License fee of $25.00.** Make check payable to Kansas State Department of Education.
    b. Sample of the contract which will be entered into between the school and every enrollee.
    c. A schedule of all services to be performed by the school.

B.   APPLICATION FOR A DRIVER TRAINING TEACHER LICENSE Form No. 0-416-101 (R)
    a. **Instructor License fee of $5.00 each.** Make check payable to Kansas State Department of Education.
    b. **Instructor applications which must include a current DMV driving record** *(must be dated within 3 months of issuance of license)*
    c. **a physical examination report and a health certificate. Physical Form 0-416-100**
    d. Certification of instruction; Options include:
       i. A valid teacher certificate with Certificate in driver education

       ii. A valid substitute teacher certificate
       iii. Motorcycle Safety Foundation (MSF) Certification
       iv. Commercial school trained-verified by notary (include date)

    e. Course outline for classroom instruction and behind-the-wheel instruction.
    f. Proof of training vehicle is equipped with instructor's mirror and brake in compliance with the regulations.
    g. Sample of the receipt for any monies paid to the school by the student.
       i. 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
    h. Application for motor vehicle identification for each vehicle. Form 179-E
    i. Driver training operator's bond. Form 8-03-08-100
    j. Certificate of insurance.

To be included for auditing: Due January 31*

Records documenting:

- ☐ Each student received at least eight (8) hours of classroom instruction.
- ☐ Each student received at least six (6) hours of behind-the-wheel instruction.
- ☐ Number of students on the list submitted to KSDE.
- ☐ Number of students who completed the course in the current calendar year.
- ☐ Number of students who enrolled during the current calendar year and dropped the program. Form 0-03-02-106
- ☐ Number of students who enrolled the previous year but did not complete their training until this current calendar year. Form 0-03-02-104
- ☐ Proof of business sign is displayed denoting the school's location.
- ☐ Proof of training vehicle has 'Student Driver' signs visible from the rear.

Additional name(s) of instructor(s) – PLEASE PRINT

Please return this completed form to rmeinholdt@ksde.org Driver Education, LSOB, 900 SW Jackson St, Suite 106, Topeka, KS 66612