



November 2021

**Information may have changed.*

Previous Newsletters available by clicking [here](#)

Commercial Driving School Renewals November 12, 2021 Deadline for renewal documents

to be received for the 2022 calendar year. Forms to apply for a 2022 commercial driving school operator's license.

- One 9-416-102R (Driver Training School Operator's License Application), include \$25.00 fee.
- One 8-03-08-100R. (Driver Training School Operator's Bond)
- One 179 E-R for each vehicle to be used for behind-the-wheel driving. A copy of a Certificate of Insurance to be included.
- One 0-416-101R for each instructor who will be teaching, include \$5.00 fee per instructor.
- One 0-416-100 physical form for each instructor dated on or after January 1, or a copy of said physical form which is then good through December.
- Instructor applications must include a current DMV driving record. (Dated within 3 months of issuance of license.)
- Each enrollee must be given a minimum of eight clock hours of classroom instruction and a minimum of six clock hours of behind-the-wheel instruction. Forms 0-03-02-104R and 0-03-02-106R are to be used to report both the classroom instruction and behind-the-wheel instruction for each enrollee during the 2021 calendar year. These completion forms are due by January 31. The fee for a school operator's license is \$25.00. Each application for an instructor's license must include a \$5.00 fee.
- CHECK OR MONEY ORDER ONLY PLEASE. Each vehicle used for training must be covered by the required amount of insurance. A current certificate of insurance must be on file in this office. The certificate of insurance should include:
 - Make, model, and year
 - Amount of coverage
 - Driving school name
 - KSDE listed as an interested party to be notified if insurance is to be cancelled.

Commercial School Instructor Requirements (Verification of certification is always needed for new instructors and renewals; form available [here](#)) [Kansas Statute 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.



KDOR/DMV Driver's Education Instructor Portal*

Commercial and school district appointed Driver's Education Instructors in the state of Kansas are required to submit student applications, pay application fees, and print documentation from the Driver's Education Instructor Portal. In order to obtain access to the portal, Instructors must be approved by the [Kansas Department of Education](#) and register in the Customer Service Center prior to use.

New Driver Education Instructor? All new Driver's Education Instructor Portal users will need to complete instructional [computer-based training \(CBT\)](#) in order to be granted access to the portal. Please fax or email your completion certificate along with the FEIN Request Form to the [Medical & Vision Unit](#) in order to set up your account. You will be contacted with your account information within 7-10 business days.



KDOR Driver Education Portal Enhancements We will see the students on reports the following day, after you have received a message that the application is being reviewed.

On the following day, we will review the reason the student flagged, take action and then email the instructor listed on the application.

- Testing 4 times in past 6 months – the app will flag and appear on a report the following day for M/V staff to review. An email will be sent to the instructor email listed on the app.
- Status – student has been issued a K number and there is a status review required before they may be able to take driver education
- Permit Length – the Permit now has an issuance and expiration date of one year. This mimics the Division of Vehicles issued Permit and you will have 1 year before having to enter in a new app for a student that has not finished class within the 1 year. This does not affect your KSDE approved curriculum.
- Duplicate Applications – we will have a daily report that M/V staff will work to clean up the Portal. An email will be sent to the instructor email listed on the application. Please continue to email your requests to close applications when an error has been made and the app needs to be re-entered into the Portal or when a student is no longer attending class or failed class.

More news to come! Michele Chavez | Management System Analyst Medical/Vision Unit & Driver Education Support | Kansas Department of Revenue Kansas Division of Vehicles (785) 368-8532 (desk) | Michele.Chavez@ks.gov

In partnership with KDOR: Driver Education Students Age 14

Clarification* Because every school begins their driver's education class at different times there is no yearly cut off. Every driver's education student must be 14 years of age on the day class begins or they must turn 14 within 1-2 days of the beginning of class.

- Review the student's birthdate and if they will not be 14 within 1-2 days of class beginning they will have to take your driver's education class at a later time when they meet that criteria.
- If you enroll earlier in the year, a 13-year-old student must turn 14 prior to the beginning of class or turn 14 within 1-2 days of class starting. This student can fill out the paper application but it cannot be entered into the Portal until the day they turn 14. This means you must have access to a computer and printer to do the data entry, pay for the application and print the documents.
- If you are not able to do this, then that student will have to wait to take driver's education until the following school year or sign up with a Commercial Driver's Education school when they are 14 or turn 14 within 1-2 days of class starting.
- Students that are not 14 may not participate in anything other than lectures the first 1-2 days of class until they turn 14. This means they cannot take any testing given by their USD school, Greenbush or a Commercial Driving School until they turn 14 which includes online quizzes, chapter tests or the handbook test. **NO TESTING before age 14 is set by statutes.**

DRIVER EDUCATION INSTRUCTOR APPROVAL FORM When Driver Education

Instructors renew their teaching license with KSDE, the [DRIVER EDUCATION INSTRUCTOR APPROVAL FORM](#) needs to be filled out and returned to KSDE.

Driver Education



Kansas leads the world in the success of each student.



Kansas Curricular Standards for Driver Education revised by the State Board of Education May 2018 Click [here](#) or can be found on ksde.org under Driver Education.

Driver's Ed Toolkit from Kansas Traffic Safety Resource Office (KTSRO)

The Kansas Traffic Safety Resource Office is introducing an updated Driver's Education Tool kit and parent guide. Please visit the website by clicking [HERE](#) for more information and to order yours today! Please contact Jenny Lancaster at jlancaster@dcca.org with any questions. Kansas Traffic Safety Resource Office www.ktsro.org ktsro@dcca.org | Main Office: 800.416.2522



Kansas Handbook Test & Permit*

With advisement from the Kansas Driver Education Advisory Board, and requirement(s) from the DMV/KDOR, please see statements below:

Previous practice stands to have students take the Kansas Handbook Test in person; Kansas Handbook tests **CANNOT** be taken or presented online. It is **recommended** students take the Kansas Handbook test prior to the DE class. This is **recommended** not required, however this would allow drive instructors to begin driving on the first day of class with those students who already hold their permit. The student would still be required to attend DE class and learn (or review) the content covered. The ones who already held a permit could be exempt from having to take the actual exam. **If you have a student that has an expired Permit issued by the Division of Vehicles or the Permit will expire during class, you will enter the Portal application with the expired Permit K number and then give the student the written test along with the rest of the class. As long as the student passes, you will give the student the Parent/Guardian DE-99 Permit and tell them to take it to the Division of Vehicles to have a new Permit issued.**



Driver Education REGIONAL MEETINGS **Date(s) and Locations are subject to change.*

Regional Meetings will be recorded and posted on the KDSE website under [Driver Education](#).

Registration: <https://forms.gle/PL9dwSqRjJqXLN7v9>

1:00pm-3:00pm; All Virtual Meetings

Mon., Dec. 20, 2021

Mon., March 7, 2022

It is recommended for schools to send personnel responsible for overseeing Driver Education:

1. Review procedures for a lost cert. of completion, auditing info, Handbooks and DMV changes/charges for DE-99's, etc.
2. Receive the latest information necessary to offer a state recognized driver education course.
3. Some Regional Meetings will cover Professional Development topics.



Kansas Driver Safety Education Association (KDSEA) Member Application [here](#)

Contact Gary Scott 1617 E Sheridan Bridge Lane Olathe, Kansas 66062 Cell: 913-481-1401 E-mail: scottskufhsu@sbcglobal.net or scottskufhsu@gmail.com



Driver Education Textbook Survey Deadline 11/30/2021

<https://forms.gle/cSWsbyA151KNbGGRZ>

Kansas Teen Transportation Safety Conference April 19-20, 2022 at Hotel

Topeka (formerly the Capitol Plaza Hotel) Through sessions focused on communication, leadership, team building/recruitment, students will be provided with an opportunity to gain the skills and gather the tools necessary to work in their community. With these skills and abilities, Kansas teens have an opportunity to change behavior and save lives. We hope students leave with a broader awareness of local, state and national issues surrounding traffic safety issues. <https://www.ksro.org/kansas-teen-transportation-safety-conference>



The Annual ADTSEA Conference brings together national leaders in traffic safety and driver education in the interest of quality programs. This is an opportunity to come together and share information that is a valuable part of our continued education.

ADTSEA program planners prepare an extensive list of presenters to include national leaders, motivational speakers, and awards recognition. The sessions are designed to assist attendees by providing contact hours to meet Professional Development requirements.

July 24-27, 2022 [66th Annual ADTSEA Conference](#) | Sun. – Wed. — Vancouver, WA

ATTENTION All Kansas Driver Educators Kansas Driver Safety Education

Association (KDSEA) will be hosting the [ADTSEA](#) Conference in Wichita, Kansas in 2023. The dates are July 16-19, 2023 at the [Hilton DoubleTree](#).

Excellent opportunity to learn from the best and open to public and private driving schools.

\$60.00 gets Kansas membership in both KDSEA and ADTSEA. Start planning now and help KDSEA show off our State to the rest of the USA.

Kansas Driver Safety Education Association (KDSEA) Member [Application here](#)

KSDE Approved Motorcycle Program Locations [Find a location](#)

MSF (Motorcycle Safety Foundation) Courses Find a course

<https://www.msf-usa.org/Default.aspx>

2022 Lifesavers Conference - SAVE THE DATE Chicago

March 13-15 <https://lifesaversconference.org/registration/>

REGISTRATION RATES

\$350 – Early Bird (until Jan. 7)

\$450 – Regular (Jan. 8 – Feb. 14)

\$500 – Late/On-Site (Feb. 15 – on-site)

\$100 – Needs Based ♦

\$100 – Students* (full-time high school/college)

\$350 – Speakers/Moderators/Peer Exchange Facilitator



Who do I contact and for what?

Kansas Department of Revenue (KDOR): Kansas Division of Vehicles (DMV), Driver Licensing, GDL, Instructor Portal including DE99: Michele Chavez* (785) 368-8532 (desk) | (785) 296-5857 (fax) Michele.Chavez@ks.gov | www.ksrevenue.org | 300 SW 29th St. | Topeka, Kansas 66601

Kansas State Department of Education (KSDE): Instructor Licenses, Driver Education Curriculum, Reimbursement Portal, Driver Education Professional Development/Resources: Robyn Meinholdt (785) 296-3379 (desk) | rmeinholdt@ksde.org ksde.org 900 SW Jackson St., Ste. 106 | Topeka, KS 66612