

Driver's License  
300 SW 29<sup>th</sup> Street  
PO Box 2188  
Topeka KS 66601-2188



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Laura Kelly, Governor

Mark A. Burghart, Secretary

### Application for a Commercial Driver Training School Operator's License

Year \_\_\_\_\_

Renewal       New/Initial

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ School Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address of building in which classroom instruction will be given: \_\_\_\_\_

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? \_\_\_\_\_

#### Affidavit

*I hereby certify that the statements and representation made by me in the foregoing statement are accurate.*

\_\_\_\_\_  
*School Owner or Director*

\_\_\_\_\_  
*Official Position*

\_\_\_\_\_  
*Notary Public*

\_\_\_\_\_  
*My Commission Expires*

*Include the following documents, forms, information, and fees. \**

1. Application for a driver training school operator's license.
  - a. Operator license fee of \$25.00. Make check payable to KDOR.
  - 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.
2. Application for a driver training teacher license.
  - a. Instructor License fee of \$5.00 each. Make check payable to KDOR
  - b. Instructor applications which must include a current motor vehicle record (must be dated within 3 months of issuance of license)
  - c. A physical examination report and a health certificate. (Form DE-15)
  - d. Certification of instruction; Options include:
    - i. A valid teacher certificate with Certificate in driver's 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.
- h. 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
- i. Application for motor vehicle identification for each vehicle.
- j. Driver training operator's bond.
- k. Certificate of insurance.

**Checklist**

- Each student received at least 8 hours of classroom instruction.
- Each student received at least 6 hours of behind-the-wheel instruction.
- Number of students on the list submitted to the Kansas Department of Revenue.
- 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.
- Number of students who enrolled the previous year but did not complete their training until this current year.
- Proof of business sign is displayed denoting the school's location.
- Proof of training vehicle has "Student Driver" signs visible from the rear.

**Instructors**

List the name of each instructor. Please print.


**Additional Information**

To be included for auditing. Due January 31<sup>st</sup>. Please return this completed form to KDOR\_DOVDE@KS.GOV.