

Kansas Department of Revenue
Driver's Education
300 SW 29th Street
Topeka KS 66611



Phone: (785) 296-4554
FAX: (877) 401-6182
www.ksrevenue.gov
Laura Kelly, Governor

Mark A. Burghart, Secretary

Application for a Commercial Driver Training School Operator's License- Motorcycle

Year _____ Renewal New School Name Change (Please check appropriate box)

Name of School: _____ Date: _____

School Email Address: _____ Phone: _____

School Address of Classroom:	
Location(s) of Approved Rider Range:	<input type="checkbox"/> On-Street

Check all that apply:

<input type="checkbox"/> Motorcycle Rider Course	<input type="checkbox"/> B.R.C.	<input type="checkbox"/> Motorcycle Instructor Course	R.E.R.P. #
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Has the school owner/director ever been convicted of a felony? Yes No.

If yes, please explain. _____

Is the school/dealership incorporated? Yes No. *If yes, please enclose a copy of the certificate of incorporation.*

Name of Textbook:		Edition:	
Total Hours:	Classroom Hours:	Range Hours:	On-Street Hours:
Name of MSF Rider Course/Variant:			

Motorcycles are: owned Leased Leased/Owned by: _____

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

School Owner/Director

Official Position/Title

Printed Name of School Owner/Director

SEE FULL LIST OF ALL REQUIREMENTS ON BACK SIDE

1. DE 10M - Application for a Commercial Driver Training School Operator’s License.
 - a. Operator license fee of \$25.00.
 - 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.
 - d. Course outline for classroom instruction and behind-the wheel instruction.
 - e. Sample of receipt for any monies paid to the school by the student
 - f. 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.
2. DE 11M - Application for a Driver Training Teacher License.
 - a. Instructor license fee of \$5.00.
 - b. Instructor application must include a current motor vehicle *record (must be dated within 3 months of issuance of license)*.
 - c. A physical examination report and health certificate. (Form DE 15)
 - g. Certification of instructions:
-copy of valid MSF Certification.
 - h. DE 12 - Application for Motor Vehicle Identification-Driver Training School
 - a) Evidence of liability insurance for each motorcycle or fleet (*include a copy*).
3. DE 13 - Driver Training School Operator’s Bond.
 - a. Operator’s School License Bond up to \$2,500.00. (*Include certificate of insurance*)

Instructors: List the full first and last name of each instructor. Please print.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

End of Year Checklist – Items to be included at end of each year for auditing purposes. Due annually by January 31st. (Form DE 16-Students Enrolled in Driver Education)

- Each student received at least 8 hours of classroom instruction.
- Each student received at least 6 hours of behind-the bar instruction.
- Total number of students on the list submitted to the Kansas Department of Revenue.
- Total number of students who completed the course in the current calendar year.
- Total number of students who enrolled during the calendar year and dropped the program.
- Total number of students who enrolled in the previous year but did not complete their training until this current year.
- Proof of business sign is displayed denoting the school’s location.

Please return this completed form and all required attachments/copies to:
Kansas Department of Revenue, 300 SW 29th Street, Topeka, KS 66611,
Attention: Driver’s Education or [KDOR DOVDE@KS.GOV](mailto:KDOR_DOVDE@KS.GOV)