

# Louisiana Department of Public Safety and Corrections

## Office of Motor Vehicles Training & Certification Unit

### New Driving School Application Process Checklist

Submit	Applications and Documents Required
	<b>Read and understand The LA Administrative Code, Title 55, Part III, Driver Education</b>
	<u>Prior</u> to purchasing cars, insurance, bond, leasing a location or building, etc., Phase One and Phase Two of the application process must be completed and approved.
	<b>Phase One – Owner Approval (submit before any other documents)</b>
	A completed and notarized <b>Initial Application for Driving School Owner Approval (DPSMV2400)</b>
	A \$50.00 Non-Refundable Application fee in the form of a certified check or money order made payable to the Department of Public Safety
	A copy of the owner's diploma (high school or college), school transcripts, or GED.
	Medical Vision Form ( <b>DPSMV 2015</b> ) completed by primary or treating physician for each owner. Dates must be <i>mm/dd/yyyy</i> .
	For each owner, completed <b>Authorization</b> and <b>Disclosure</b> background check forms, 2 fingerprint cards and a \$38.00 money order made payable to the Department of Public Safety. Multiple background check fees may be included on the same money order or certified check;
	<b>Phase Two – Curriculum/Lesson Plan Approval and course requirements (submit only after the owner is approved and before any other documents) – Title 55 Section §154</b>
	A copy of the school's Classroom Curriculum and daily Lesson Plan based on the Driver Education Curriculum. The Breakdown of Lesson Plan should include each day's topics/chapters as listed in Title 55. Include any additional lesson topics and any videos or DVDs to be utilized in the course with the length of each DVD or video;
	Class schedules of the times for the beginning and ending of each day, including the break times and lunch time (lunch time is not included as a part of the 30 hours of class time);
	A copy of the Behind-The-Wheel Curriculum and Lesson Plan for the 8 hours of driving instruction;
	A copy of the unit tests with the answer keys;
	A copy of the <b>Course Specifications/School Policies</b> . This is the information the school gives to parents and students at the beginning of the course;
	A copy of the information furnished for the parental orientation & responsibility segment with the parents of minor students. This is completed prior to the beginning of the 38 hour course;
	<b>Phase Three &amp; Four – Remaining documents and fees to submit are:</b>
	A completed and notarized <b>Driving School Initial Application. School name shall be approved prior to submitting DS Initial Application;</b>
	If the school is registered with the LA Secretary of State as an LLC, Inc. etc., Articles of Organization and Incorporation must be presented with the Driving School Initial Application;
	A \$100.00 Non-Refundable Application fee in the form of a certified check or money order made payable to the Department of Public Safety;
	Occupational License – with the physical address of the driving school;
	Surety Bond - \$20,000.00 – The Department (OMV) must receive the original bond and power of attorney documents;

	Local Fire Department Inspection to review schools building for classroom sizes & number of students/instructors allowed in each classroom or a State Fire Marshal Plan Review document. The Fire Marshal Office must inspect the school and classrooms when the building/offices/rooms will be changed from one type of use to another. A Plan Review is required for all buildings to be constructed, renovated, repaired or the occupancy changed. A change of occupancy is determined by the classifications of the Life Safety Code; NFPA 101 <a href="http://sfm.dps.louisiana.gov/pr_info.htm">http://sfm.dps.louisiana.gov/pr_info.htm</a> ;
	Provide a description (VIN, make, model, and year) of each school vehicle to be utilized for the 8-hour Behind-The-Wheel driving instruction and/or Road Skills Tests. For each vehicle utilized, proof of dual brake, instructor's interior rearview mirror, eye check mirror and signs displaying the school's information must be submitted. A check list can be provided at the appropriate time;
	<b>A Certificate of Auto Liability Insurance</b> shall be in the name of the company (school's name); this certificate is from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. The certificate shall include the effective dates and limits of liability, which shall be a minimum of \$500,000.00 (five hundred thousand) in auto liability. <b>The certificate must list the Office of Motor Vehicles, Attn: Training &amp; Certification Unit, P O Box 64886, Baton Rouge, LA 70896-4886 as a Certificate Holder or Additional Insured;</b>
	<b>A Certificate of General Liability Insurance</b> shall be in the name of the company (school's name); (Commercial General Liability Insurance (CGL) protects businesses against property damage or bodily injury claims). The general liability shall include the effective dates and limits of liability, which shall be a minimum of \$1,000,000.00 (one million) for each occurrence. <b>The certificate must list the Office of Motor Vehicles, Attn: Training &amp; Certification Unit, P O Box 64886, Baton Rouge, LA 70896 as a Certificate Holder or Additional Insured;</b>
	A 4-column Route Sheet and a map of the route for the Third Party Road Skills Test.
	<b>Instructor/Examiner Application</b>
	For each instructor, a completed and notarized <b>Initial Application for Driving School Instructor/Examiner (DPSMV2401)</b> . Check off all services to be performed by instructor. (The Examiner is the instructor who administers the Road Skills Test.);
	For each additional instructor, completed <b>Authorization</b> and <b>Disclosure</b> background check forms, 2 fingerprint cards and a \$38.00 money order or certified check made payable to the Department of Public Service (DPS). Multiple background check fees may be combined;
	A \$20.00 or \$10.00* money order or certified check or money order made payable to the Department of Public Safety for each Instructor. (*TCU will indicate which fee is applicable.);
	A \$50.00 or \$25.00* money order or certified check made payable to the Department of Public Safety for each Third Party Examiner. (*TCU will indicate which fee is applicable.);
	A copy of each instructor's diploma (high school or college), school transcripts, or GED;
	Instructors must possess a valid Louisiana driver's license. The license must be a Class D Chauffeur's license or higher to conduct Behind-The-Wheel driving instruction and/or Road Skills Tests;
	A copy of a valid teaching certificate with driving education certification or a Certificate of Successful Completion from a 38 hour licensed driving school;
	Examiners must attend a training session on Third Party Road Skills Testing and pass the Examiner test. At the time of testing, a completed <b>TPE or Instructor Application (DPSMV2403)</b> must be furnished;