

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

Mark A. Burghart, Secretary

Laura Kelly, Governor

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

Year \_\_\_\_\_ Renewal New School Name Change

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

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

School address of building in which classroom instruction will be given:

\_\_\_\_\_

Has the school owner/director ever been convicted of a felony? Yes No.

If yes, please explain:

\_\_\_\_\_

Is the school incorporated? Yes No

If yes, please enclose a copy of the certificate of incorporation.

Name of Textbook: \_\_\_\_\_ Edition: \_\_\_\_\_

Total number of vehicles registered that are equipped with dual controls? \_\_\_\_\_

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

\_\_\_\_\_  
*Signature of School Owner/Director*

\_\_\_\_\_  
*Official Position/Title*

\_\_\_\_\_  
*Printed Name of School Owner/Director*

*\*Required forms, documents, information, and fees as outlined in the Kansas Administrative Regulations and Statutes.*

- DE 10 – Application for a Commercial Driver Training School Operator's License
- DE 11 – Application for a Driver Training Teacher License
- DE 12 – Application for Motor Vehicle Driver Training Identification-Driver Training School
- DE 13 – Driver Training School Operator's Bond
- DE 15 – Physical Examination and Health Certificate for Driver Training School Instructor

**SEE FULL LIST OF ALL REQUIREMENTS ON BACK SIDE**

1. DE 10 - Application for a Commercial 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.
  - 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 11 - Application for a Driver Training Teacher License.
  - a. Instructor license fee of \$5.00. Make check payable to KDOR.
  - 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)  
Exam report must be dated within 12 months of issuance of license.
  - g. Certification of instructions: (Options include i, ii or iii)
    - i. A valid teacher certificate with certification in driver’s education (include copy of transcript)
    - ii. A valid substitute teacher certificate (include copy of certificate).
    - iii. Commercial school trained certificate verified by notary (Form DE 18).
3. DE 12 - Application for Motor Vehicle Identification-Driver Training School
  - a) Evidence of liability insurance for each vehicle (include copy).
  - b) Proof of training vehicle is equipped with instructor’s mirror and brake in compliance with the regulations for each vehicle (include photograph with date). N/A for Motorcycle School.
4. DE 13 - Driver Training School Operator’s Bond.
  - a. Operator’s School License Bond up to \$2,500.00. (Include certificate of insurance)

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

_____	_____	_____
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**REMINDER:**  
**End of Year School Report due annually by January 31<sup>st</sup>.**  
 Form DE 16-Students Enrolled in Driver Education  
 For DE 18 Driver Training School Report

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