



*Louisiana Department of Public Safety and Corrections*  
*Public Safety Services*  
*Office of Motor Vehicles*

### Driving School Initial Application

School Information		
Services Provided <input type="checkbox"/> Check the appropriate boxes <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <span><input type="checkbox"/> 38 Hour Course</span> <span><input type="checkbox"/> 6 Hour Pre-Licensing Course</span> <span><input type="checkbox"/> 3rd Party Test Provider</span> </div>		Office Use <span style="float: right;">License Number Issued</span>
Name of Driving School		School Owner
School Physical Address		School Phone Number
City, State, Zip	Parish	School Fax Number
School Mailing Address, if different		Owner's Cell Phone Number
City, State, Zip		Owners E-mail Address (Required)
School's Web site address (if applicable)		
Instructor(s)	Driver's License #	Instructors Address
<b>I hereby certify that the statements made in this application are true and correct. I also hereby certify that I have read, understood and will adhere to all rules and regulations in accordance with LA Administrative Code, Title 55, Part III.</b>		
_____ Signature of Owner		_____ Date
Sworn to and subscribed before me on this _____ day of _____, 20____.		
<b>Notary Public</b>	<b>Notary Printed Name</b>	<b>Notary Identification Number</b>



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**DRIVING SCHOOL VEHICLES**

Vehicles utilized in driving schools have specific equipment, as well as, insurance requirements.

1. Every motor vehicle used for behind-the-wheel driving shall be properly registered in Louisiana and must display a current Louisiana inspection sticker. The vehicle shall be equipped with the following special equipment:
  - Dual controls on the foot brake (and clutch on vehicles with manual transmissions), located within easy reach of the instructor, capable of bringing the vehicle to a stop; and otherwise equipped in accordance with Louisiana motor vehicle laws;
  - Dual rearview mirrors
  - Appropriate cushions for the proper seating of students when necessary.
  - Safety belts to be worn by the student, instructor and passenger(s), if applicable, in accordance with Louisiana law.
2. Every vehicle used for behind-the-wheel driving shall contain a conspicuously displayed, securely fastened sign to the rear stating "Student Driver." A sign bearing the name of the driving school under which it is licensed may be used in lieu of the student driver sign. The sign shall be in plain view and shall have contrasting letters not less than 3 ½ inches in height, readable from a distance of not less than 100 feet. A decal or sign listing the school name, address and phone number shall be displayed on each side of the vehicle.
3. Every vehicle used for the behind-the-wheel course shall be maintained in safe mechanical and physical condition at all times.
4. Every vehicle used for behind-the-wheel driving shall contain proof of insurance in the vehicle at all times in accordance with R.S. 32:863(1).
5. The driving school owner must file with the department a certificate of insurance in the company name stating that all vehicles utilized in the behind-the-wheel course are currently insured and that upon cancellation or expiration, the department will be notified. This certificate must be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. This certificate must ensure this agency will be notified of any cancellation. The limits shall be in the amount of at least the minimum amount required by R.S. 32:900.
6. For vehicles utilized in road skills testing, the driving school owner must file with the department a certificate of insurance in the company name stating that all vehicles utilized are currently insured and that upon cancellation or expiration, the department will be notified. This certificate must be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. This certificate must ensure this agency will be notified of any cancellation.

List all vehicles utilized in the behind the wheel course:

Year	Make	Model	VIN	Plate #	Office Use Only

List all vehicles utilized in road skills testing:

Year	Make	Model	VIN	Plate #	Office Use Only



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### Driving School Application – Second Phase Checklist

Submitted	Document
<input type="checkbox"/>	Completed Application for Driving School Initial Application (DPSMV 2147). This form is furnished by the Office of Motor Vehicles and must be notarized.
<input type="checkbox"/>	Copy of owner's diploma (high school or college) or GED
<input type="checkbox"/>	Class schedules including defined break and lunch periods – Must specify the time frame for breaks and lunch
<input type="checkbox"/>	Copy of unit tests and answer keys
<input type="checkbox"/>	Certified check or money order for \$75 per location for the school.
<input type="checkbox"/>	Lesson plan for the Behind the Wheel course which outlines the stages of the course based on the student's progression and specifies the types of roads traveled, the traffic signals and signs encountered on the routes taken and the average time frame students are exposed to various types of roads. Written documentation or GPS mapping may be included.
<input type="checkbox"/>	Certificate of insurance in the company name stating that all vehicles utilized in the behind-the-wheel course are currently insured and that upon cancellation or expiration, the department will be notified. This certificate must be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. This certificate must ensure this agency will be notified of any cancellation.
<input type="checkbox"/>	A valid teaching certificate with the driver's education course required by the Department of Education or Certificate of Completion for the driver education certification program mandated and approved by the Department of Public Safety and Corrections, Public Safety Services for each owner.
<input type="checkbox"/>	Certificate of insurance in the company name for vehicles utilized in road skills test are currently insured and that upon cancellation or expiration, the department will be notified. This certificate must be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. The limits shall be \$1,000,000 in general liability and \$1,000,000 in auto liability. This certificate must ensure this agency will be notified of any cancellation.
<input type="checkbox"/>	Completed Driving School Instructor Application Package for each Instructor
	1. Application for Instructor of a Driving School (DPSMV 2148). This form is furnished by the Office of Motor Vehicles and must be notarized
	2. Copy of valid teaching certificate showing driver education certification or certificate of completion from the driver education certification program mandated and approved by the Department of Public Safety and Corrections, Public Safety Services.
	3. Completed Background Check forms (2) for each instructor along with separate \$26.00 certified check or money order.
	4. Photocopy of Louisiana driver's license. The license must be a Class D Chauffer's License, if the instructor will be a behind-the-wheel instructor for the 38 hour course or a third party tester.
	5. Copy of diploma (high school or college) or GED, if no teaching certificate is submitted.
	6. Successful completion of the Office of Motor Vehicle certified examiner training course for a 3 <sup>rd</sup> party examiner
	7. \$60 certified check or money order made payable to the Department of Public Safety and Corrections