

HOW TO APPLY TO BECOME A LICENSED DRIVING SCHOOL

Step One – Are you qualified?

To become a **driving school owner** the applicant must:

1. be a citizen of the United States or be lawfully present in the United States, and be a resident of the State of Louisiana;
2. be at least 21 years of age;
3. hold a valid Louisiana driver's license;
4. have earned at least a high school diploma or GED;
5. possess any required occupational license;
6. not have been convicted of any felony offenses related to the operation of a driving school or any other business regulated by DPS;
7. not have been convicted of a crime involving violence, dishonesty, deceit, indecency or an offense involving moral turpitude within the last ten years;
8. not be convicted of any crime enumerated in R. S. 15:587.1(C) (the Child Protection Act);
9. not be a current or previous owner of a driving school whose license has been revoked;
10. has not provided false information with the application or falsified or withheld documents or information from representatives of DPS;
11. not have been convicted of any misdemeanor or felony offenses involving controlled dangerous substance(s) or driving while intoxicated within the last ten years.
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13. pass a background check;
13. have a valid e-mail address; and
14. submit a complete application package.

To be **an instructor** the applicant must:

1. Meet all qualifications of a driving school owner and:
2. a. currently hold a valid teaching certificate with the following specialized education courses:
 - i. General Safety Education—three hours
 - ii. Basic Information Course in Driver Education course —three hours
 - iii. Curriculum Innovations and Instructional Devices course —three hours - In-depth study of driver education and traffic safety curricular materials and familiarization with related instructional devices.
 - iv. First Aid – one hour; OR
- b. a certificate of completion of a driver education course at least equivalent to a 30-hour classroom course which has been approved by DPS.
3. Have at least 5 years driving experience;
4. Has not previously been a licensed instructor whose license was suspended or revoked.
5. Within the last three years, shall not have the convictions listed below or a combination of three or more single convictions listed below:
 - a. driving under suspension
 - b. 2 or more citations for seatbelt violations
 - c. 2 or more citations for following too closely
 - d. 2 or more citations for child restraint violations
 - e. 3 or more exceeding the posted speed limit

- f. 2 or more citations for texting while driving

Qualifications for 8 Hour Behind-the-Wheel Instructor:

1. meet the qualifications of a classroom instructor;
2. hold at least a valid Class "D" Louisiana chauffeur's license;
3. not be missing an eye, hand or foot; and
4. have visual acuity not worse than 20/40 in each eye, with or without corrective lenses and not have any restrictions which indicate less than 20/40 vision or have physical impairment restrictions on his driver's license.

Qualifications for a 3rd Party Tester Examiner

1. Meet all the qualifications for a behind the wheel instructor and;
2. Successfully complete the Office of Motor Vehicle certified examiner training course, which includes in car instruction.

If you are qualified to apply to become a driving school owner and/or instructor, you must prepare to begin the application process. The department has divided the application process into two phases. The first phase requires passing the background check and submission of your lesson plan and course specifications. Details of the information that must be included are provided in this document.

Applicants who cannot exhibit the ability to prepare comprehensive lesson plans and course specifications will not be licensed.

Step 1 – Complete the background check

The first phase of the application process requires potential owners to submit an application for approval and submit to a background check.

The Office of Motor Vehicles utilizes e-mail as the primary communication method with potential driving school owners. Check e-mail often when your application is pending. Any additional documents required or issues noted will be communicated through e-mail. The Office of Motor Vehicles may require an interview with the potential driving school owners.

The application packet must contain:

1. Application for Driving School Owner Approval (DPSMV6710)
2. Certified check or money order for non-refundable application fee of \$50;
3. Completed background check forms (2) for each owner along with separate \$26 certified check or money order for each.
4. Current e-mail address

Step 2 – Submit a lesson plan

When the application packet is received, the background check will be submitted. The background check can take up to six weeks to complete. Once the background check is successfully completed, the potential owner will be contacted to submit the lesson plan and course specifications. The lesson plan submitted must be in compliance with Title 55 and must show the potential school owner has sufficient knowledge of traffic safety rules, regulations and teaching ability. The course specification is a document that tells students and parents what to expect from your school.

1. Lesson Plan Containing:
 - i. Beginning and ending time of each class day, lunch and break periods included
 - ii. Number of class days in the course;
 - iii. Material sources;
 - iv. Time periods assigned to each topic
 - v. How information is presented, i.e. handouts, videos, lectures;
 - vi. Title and length of audio/visual sources to be utilized.
 - vii. Information on the parent responsibility segment
2. Course specifications outlining specific information for your proposed school

Once the lesson plan is approved, the owner will be contacted to submit location specific information for the school.

Step 3-Second Application

The second application packet includes:

1. Application for Owner and Operator of a Driving School (DPSMV 2147). This form is furnished by the Office of Motor Vehicles and must be signed by the owner and notarized, unless the owner is making application for instructor;
2. Copy of occupational license;
3. Background checks on all non-instructor employees responsible for supervision of students;
4. 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 shall be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. The limits shall be from a company authorized to do business in this state in the amount of at least the minimum amount required by R.S. 32:900;
5. Address of and specification on classrooms utilized to conduct the classroom course, including room size and capacity as determined by the State Fire Marshal or local authority;
6. Copies of unit tests and final examination;
7. 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;
8. Completed application package for third party tester certification;
9. A certified check or money order for \$75 per location for the school;
10. Certificate of insurance in the company name stating that all vehicles utilized in the road skills test are currently insured and that upon cancellation or expiration, the department will be notified. The certificate must be from the issuing insurance carrier, not the agency and must identify (by description and vehicle identification number) the vehicle(s) covered. The limits shall be \$1,000,000 in general liability and \$500,000 in auto liability. This certificate must ensure the department will be notified of any cancellation.
11. Completed Driving School Instructor Application Package for each Instructor

Instructors

Each instructor submitting an application will be required to specify which instruction (classroom and/or behind the wheel) they desire to perform. Instructors must meet the requirements for each function. Each school location will be required to maintain one instructor which is licensed as a third party tester. The application must be notarized and signed by the owner (unless the owner is making application) of the driving school, thus indicating that said person is or will be employed by the school. This applies to renewals as well as original application.

The instructor packet includes:

1. Application for Instructor of a Driving School (DPSMV 2148);
2. Completed background check forms (2) for each instructor along with separate \$26 certified check or money order for each;
3. A valid teaching certificate or certificate of successful completion, as outlined in the qualifications;
4. Non-refundable \$20 certified check or money order made payable to the DPS.

Once all documents are reviewed and the necessary requirements have been met, the license for the driving school will be issued and training for the administration of road skills test will begin. All providers must maintain at least one examiner certified to conduct road skills tests at all times. No classes may be scheduled and no advertising can be done until the license is received from the department.

Step 4 - THIRD PARTY TESTER TRAINING

After the driving school has been approved, the applicant must complete the training to become a third party tester. The applicant will be given the user name and password to access the on-line training on theory for third party testing. Once the applicant is comfortable with the material, he will visit to the local motor vehicle office to take the written examination. After successfully passing the written test, he will be scheduled for skills test administration training.

The applicant must submit the road skills test route for approval. Once the route is approved and testing and training are complete, a contract will be sent to the owner, which must be signed and returned to the department.

FINAL STEP

Once the contract is signed by department representatives, the school license and certification will be sent to the school along with instructor licenses for all instructors. Only after the license and certification are received classes may then be scheduled and advertising can be done.