

Jesse White, Secretary of State
Driver Training School Application for CDL Accreditation

Name of person to contact regarding this application		This application is <input type="checkbox"/> Original approval <input type="checkbox"/> Renewal of previous approval <input type="checkbox"/> Revision of curriculum
Approval year January 1, 19 _____ through December 31, 19 _____		
Name of school		
Chief administrator(s) (Include Title)		
Main Office and Classroom Address		
Street		City
County	ZIP Code	Phone ()
Curriculum		

If a renewal and exhibits are presently on file, please print OF (on file) and initial.

- _____ A. Two copies of an outline covering the topics to be taught in the classroom phase of instruction, and two (2) copies of an outline of the behind-the-wheel phase of instruction constructed along the lines of the requirements contained in 49 CFR 383.110-121. If said outlines are constructed along the lines of the requirements contained in 49 CFR 383.110-121, they shall be approved by the Director of the Department. A letter shall be sent to the driver training school informing it that its CDL classroom or behind-the-wheel outline has been approved.
- _____ B. Classroom instruction shall include subject matter relating to the rules of the road as contained in the CDL Study Guide, safe driving practices, pedestrian safety, defensive driving techniques, behavioral characteristics of drivers, federal regulations relating to the Department of Transportation and CDL standards (49 CFR 383), vehicle insurance, the use of safety devices, and the effects of alcohol and drugs on driving.
- _____ C. Behind-the-wheel instruction shall not begin until such time as the student is enrolled in a classroom program of CDL and/or endorsement and/or restriction classification driving training and obtains the required knowledge for the safe operation of a vehicle in traffic as provided in 49 CFR 383.110-121.
- _____ D. Each student must have in his/her possession when engaged in vehicle operation a valid and properly classified instruction permit issued by the Secretary of State, unless previously licensed in a classification representative of the vehicle he/she intends to drive.
- _____ E. Practice driving instruction shall include but not be limited to pre-trip inspection, actual experience in starting, stopping, shifting, turning, backing, docking, parking, steering, and emergency situation procedures.
- _____ F. Revised outlines must be submitted in duplicate to the Director of the Department for approval pursuant to subsection (b) (1) (A). A letter shall be sent to the driver training school informing it whether its revised CDL classroom or behind-the-wheel outline has been approved.



Check box if only offering brush-up course of classroom instruction

Records

Student records must be kept on each individual participating in a driver education program. These records must substantiate participation and verify the claims made for instruction.

_____ Provide a copy of the student record form that substantiates each student's:

- daily attendance/absence dates;
- lesson times;
- beginning and ending dates of classroom instruction;
- periodic evaluation of each student;
- class make-up dates;
- Social Security Number;
- instruction permit number;
- full name (including proper first and middle names);
- address;
- BTW.

NOTE: Student classroom records must be available for inspection at all times. Student Behind-the-Wheel records must be available within seven (7) days of completion of lessons.

Driver education participation records are to be kept and readily available for a period of not less than three years.

Commitment

I, _____, being duly sworn upon my oath, state that I have read the foregoing statement and that the same is true in substance and fact.

School Owner, Partner/Associate

Subscribed and sworn to me this _____ day of _____, 19 _____.

Notary Public