

CHECKLIST FOR OPENING A COMMERCIAL DRIVING SCHOOL

LOCATION:

- A. Zoned Commercially
- B. Office Space (Minimum 150 sq. ft.)
- C. Classroom Space: (Minimum 300 sq. ft.)
 - 1. Sufficient seating facilities and writing surfaces students (minimum)
 - 2. Charts, diagrams, etc.
 - 3. Blackboard, etc.
 - 4. Textbooks, reference materials, audio visual, etc.
 - 5. Adequate fire extinguishers in operable condition

NOTE: If teaching Teens or CDL, curriculum must be submitted and approved before these endorsements to the school license will be issued.

- D. Working telephone listed to driving school only
- E. Signage for Office hours (minimum 8 hrs/week, Mon/Fri, 7 am to 7 pm)
- F. Permanent School Sign
- G. Proof of Ownership/Lease Agreement for school property

VEHICLES:

- A. Insurance:
 - 1. Bodily injury and death of one person \$50,000
 - 2. Bodily injury and death of two or more \$100,000
 - 3. Damage to property \$10,000
- B. Surety Bond (Protection of contractual rights of students \$20,000)
- C. Vehicle in classification for which you are instructing (Owned by school or leased to school (Lease agreement is required)
- D. Vehicle Inspection receipt (IDOT Inspection required)

APPLICATIONS:

- 1. Owner must be fingerprinted
- A. School Ownership Personal History Form (for each officer)
- B. Application for Commercial Driving School
- C. Fleet Sheet (Vehicles used for Instruction)
- D. Completed insurance form
- E. \$500 check or money order
- F. Licensed Instructor (Must meet all requirements of Rule)
- G. Fingerprint receipt of owner
- H. \$50.00 fee per Branch classroom/office

NOTE: It is important that all rules and regulations governing commercial driving schools be read and understood before licensure.