



Louisiana Department of Public Safety and Corrections
Office of Motor Vehicles
New Driving School Application Process Checklist

Forms may be found at <https://www.expresslane.org/omv/forms-documents/driving-school-forms/>

✓	Applications and Documents Required		
	Read and understand <i>The Louisiana Administrative Code</i> , Title 55, Part III, Driving Schools		
	Prior to purchasing cars, insurance, bond, leasing a location or building, etc., Phase One and Phase Two of the application process must be completed and approved .		
Phase One – Owner Approval (submit before any other documents)			
	A completed Driving School Owner Application The application must be submitted prior to performing the background check . Applications can be submitted email (electronic signatures) or mail (original signatures).		
	The Office of Motor Vehicles will generate an electronic invoice emailed to the applicant for \$50.00. Payment may be made via debit/credit card or mail a certified check/money order payable to Department of Public Safety (DPS).		
	A copy of the owner's diploma (high school or college), school transcripts, or GED		
	Receive background check code from TCU. Once the application has been submitted and received, instructions and a code will be emailed to the school owner. This code will be used to perform the background check at authorized locations statewide.		
	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"> Mailing address: Office of Motor Vehicles Attention: Training & Certification Unit P. O. Box 64886 Baton Rouge, LA 70896-4886 </td> <td style="text-align: center; vertical-align: top;"> Physical Address: Office of Motor Vehicles Attention: Training & Certification Unit 7979 Independence Blvd. Baton Rouge, LA 70806 </td> </tr> </table>	Mailing address: Office of Motor Vehicles Attention: Training & Certification Unit P. O. Box 64886 Baton Rouge, LA 70896-4886	Physical Address: Office of Motor Vehicles Attention: Training & Certification Unit 7979 Independence Blvd. Baton Rouge, LA 70806
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Phase Two – On a flash drive submit: Curriculum/Lesson Plan Approval and Course Requirements (submit only after the owner is approved and before any other documents) – Title 55 Section §154			
	First Document to Submit: A copy of the school's classroom curriculum and daily lesson plan based on <i>Title 55's Core Curriculum</i> . Include a detailed breakdown of lesson plan should include each day's topics/chapters as listed in <i>Title 55</i> . Include any additional lesson topics and any videos or DVDs to be utilized in the course with the length of each DVD or video. Use multiple resources to develop your lessons; for example the <i>Louisiana Driver's Guide</i> , <i>National Highway Traffic Safety Administration</i> - https://www.nhtsa.gov/ , <i>Operation Lifesaver</i> - https://oli.org/ , etc. A PowerPoint presentation is one example of how the lesson plan can be submitted.		
	Submit with Lesson Plan: Class schedules of the times for the beginning and ending of each day, including the break times and lunch time (lunch time is not included as a part of the 30 hours of class time).		
	A copy of the detailed behind-the-wheel curriculum and lesson plan for the eight (8) hours of driving instruction		
	A copy of any daily quizzes and verbal quizzes to be given with the answer keys		
	A copy of the <i>Course Specifications/School Policies</i> . This is the information the school gives to parents and students prior to the beginning of the course.		
	A copy of the information furnished for the parental orientation & responsibility segment with the parents of minor students. A copy of any contract signed by parent/student and school. This is completed prior to the beginning of the 38-hour course.		
	A copy of the written document to the prospective student detailing the course to be provided and the fee charged for each service. This document may be signed by the parent (if the student is a minor) or a student (if over the age of eighteen) and the school owner;		

Phase Three & Four – Remaining documents and fees to submit are:	
	A completed Driving School Initial Location . School name should be approved prior to Phase Three.
	If the school is registered with the LA Secretary of State as an LLC, Inc. etc., proof of incorporation should be presented with the Driving School Initial Application.
	The Office of Motor Vehicles will generate an invoice to the applicant for \$25.00 per licensing year. Payment may be made via debit/credit card or mail a certified check/money order payable to Department of Public Safety (DPS).
	Occupational or Occupancy License with the physical location address of the driving school
	Surety Bond - \$20,000.00 – The Department (OMV) must receive a copy of a completed bond document and Power of Attorney document.
	Local fire department inspection to review schools building for classroom sizes & number of students/instructors allowed in each classroom or a <i>State Fire Marshal Plan Review</i> document. The Fire Marshal Office must inspect the school and classrooms when the building/offices/rooms will be changed from one type of use to another. A <i>Plan Review</i> is required for all buildings to be constructed, renovated, repaired or the occupancy changed. A change of occupancy is determined by the classifications of the <i>Life Safety Code; NFPA 101</i> (http://sfm.dps.louisiana.gov/pr_info.htm)
	A copy of the complaint or <i>Grievance Sign</i> to be posted in the classroom.
	Provide a description (VIN, make, model, and year) of each school vehicle to be utilized for the 8-hour behind-the-wheel driving instruction and/or road skills tests. For each vehicle utilized, proof of dual brake, instructor's interior rearview mirror, eye check mirror and signs displaying the school's information must be submitted. A checklist can be provided at the appropriate time.
	A <i>Certificate of Auto Liability Insurance</i> shall be in the name of the company (school's name and physical address); this certificate is from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. The certificate shall include the effective dates and limits of liability, which shall be a minimum of \$500,000.00 in auto liability. The certificate must list the Office of Motor Vehicles, Attn: Training & Certification Unit, P O Box 64886, Baton Rouge, LA 70896-4886 as a Certificate Holder or Additional Insured.
	A <i>Certificate of General Liability Insurance</i> shall be in the name of the company (school's name); (Commercial General Liability Insurance (CGL) protects businesses against property damage or bodily injury claims). The general liability shall include the effective dates and limits of liability, which shall be a minimum of \$1,000,000.00 (one million) for each occurrence. The certificate must list the Office of Motor Vehicles, Attn: Training & Certification Unit, P O Box 64886, Baton Rouge, LA 70896 as a Certificate Holder or Additional Insured;
	A Road Skills 4-Column Direction Form of the route for the Third Party Road Skills Test. Providing a map is optional.
Instructor/Examiner Application – Every school must have an instructor and examiner	
	For each instructor, a completed Driving School Instructor/Third Party Tester Examiner Application . Check off all services to be performed by instructor. (The Examiner is the instructor who administers the Road Skills Test.)
	Receive background check code from TCU. Once the application has been submitted and received, instructions and a code will be emailed to the school owner. This code will be used to perform the background check at authorized locations statewide.
	The Office of Motor Vehicles will generate an invoice to the applicant for \$10.00 per licensing year. Payment may be made via debit/credit card or mail a certified check/money order payable to Department of Public Safety (DPS).
	A copy of each instructor's diploma (high school or college), school transcripts, or GED
	Instructors must possess a valid Louisiana driver's license. The license must be a Class E Chauffeur's license or higher to be an Instructor/Examiner.
	A copy of a valid teaching certificate with driving education certification or a <i>Certificate of Successful Completion</i> from a 38-hour licensed driving school
	Instructors/Examiners must attend training sessions for Instructor/Examiners and successfully pass the tests.
	For a complete checklist to add an instructor or Third Party Road Skills Examiner, see the New Driver Education Instructor /Third Party Tester Examiner Checklist with Instructions .