



Louisiana Department of Public Safety and Corrections
 Office of Motor Vehicles
Checklist to Transfer Ownership of a Driving School

For a new owner to begin the process to acquire a currently licensed driving school, the below items shall be completed. The current owner may stay on with the new owner in order to transition ownership change. Should the current owner not want to go through a transition phase, all of the current owner's students must be completed. Documents shall be placed in the new owner's name (i.e. Insurance, Bond, Occupational License, School Vehicles). The initial contact with TCU shall be from the original owner.

✓	Required Items	
New Owner		
	Driving School Owner Application and Non-Refundable \$50.00 Fee (fees will be invoiced from OMV) The application must be signed and received by TCU prior to being given the instructions and code for performing a background check.	
	Background check performed at an authorized location. Use instructions and code provided by OMV.	
	Copy of Purchase Agreement or Bill of Sale	
	Secretary of State changes (new owner added?)	
Lesson Plan		
	Changes to 30 & 6-hour Lesson Plan	
	Changes to 8-hour Behind-the-Wheel Lesson Plan	
	Changes to Class Schedule	
	Changes to Tests/Quizzes & Answers	
	Changes to Course Spec. (policies)	
	Changes to Parental Responsibility/Orientation	
School Licenses and Bonds		
	Surety Bond for \$20,000.00 (in the school's name with new owner name)	
	Occupational License (in school's name with new owner name)	
School Instructors/Examiners/Office Staff		
	Hiring New Instructors/Examiners/Office Staff – New Driver Education Instructor/Third Party Tester Examiner Checklist with Instructions and/or Office Staff Application for a Driving School	
	Keeping Same Instructors/Examiners/Office Staff - Notification of Instructors Transfer of Employment during Ownership Change	
Vehicles		
	Acquiring current school vehicles?	Vehicles must be registered in new owner name or schools name.
	Purchase of new school vehicles?	
	Verify vehicle equipment (brake, signs, instructor mirror, rearview mirror, eye check mirror, inspection sticker, first aid kit, fire extinguisher, & beginning odometer reading). Driving School Add or Remove Vehicle Form	
Third Party Tester		
	General Liability Insurance - In school name purchased by the new owner	
	TPT Route submitted & approved. Road Skills 4-Column Direction Form	
	TCU Training – Driver's Education and Third Party Examiner	
	New TPT Contract emailed to owner – signed by the new owner	
	Final document/s for full ownership of school	