



Louisiana Department of Public Safety and Corrections
 Office of Motor Vehicles
Driving School Add or Remove Vehicle Form

| | | | | | |
|-----------------------------|--|------------------|--|-------------|--|
| School Name | | License # | | Date | |
| | | | | | |
| Adding a New Vehicle | | | Removing a Vehicle from Service | | |

| Adding Vehicle(s) | | | | | |
|---|--|--------------------------|---------------------------|----------------------------|----------------------------|
| | | | | Vehicle Information | Official Use Only |
| Make of Vehicle (i.e. Toyota) | | | | | |
| Model of Vehicle (i.e. Prius) | | | | | |
| Vehicle Model Year (i.e. 2020) | | | | | |
| Vehicle Identification Number (VIN) | | | | | |
| Beginning Odometer Reading (attach photo) | | | | | |
| | | | | Yes | No |
| Valid Inspection Sticker or Brake Tag (attach photo) | | | | | |
| Proof of Purchase (Temporary Tag or Registration) (attach photo) T-Tag or Plate #: _____ | | | | | |
| Dual Brake Installed (attach photo) | | | | | |
| Instructor Mirror Installed (attach photo) | | | | | |
| Eye Check Mirror Installed (attach photo) | | | | | |
| First Aid Kit (attach photo) | | | | | |
| Fire Extinguisher (at least UL rated 5B:C)* (attach photo) | | | | | |
| "Student Driver" Decal on the Rear of School Vehicle (attach photo) | | | | | |
| Decal with School Name, Address, or Email on Vehicle Sides (attach photo) | | | | | |
| Proof of Auto Liability Insurance (have insurance company send proof) | | | | | |
| Used for (check boxes that apply) | | <input type="checkbox"/> | Driver's Education | <input type="checkbox"/> | Third Party Testing |
| Date Add to Database (official use) | | | | | |

| Removing Vehicle(s) | |
|-------------------------------------|--|
| Make of Vehicle (i.e. Toyota) | |
| Model of Vehicle (i.e. Prius) | |
| Vehicle Model Year (i.e. 2020) | |
| Vehicle Identification Number (VIN) | |
| Ending Odometer Reading | |
| Date Vehicle Removed from Service | |

| | | | |
|--|--|--------------|--|
| Approved/Processed By: (official use) | | Date: | |
|--|--|--------------|--|