



Louisiana Department of Public Safety and Corrections
 Office of Motor Vehicles
Driving School Initial Location Application

Office Use – License Number Issued	
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School Information

Services Provided <input type="checkbox"/> 38-Hour Course <input type="checkbox"/> 14-Hour Pre-Licensing Course <input type="checkbox"/> Third-Party Test Provider		
Approved Name of Driving School	School Owner	
Proposed School Physical Address	School Phone Number	
City, State	Zip Code	Parish
School Mailing Address (if different)	School Fax Number	
City, State	Zip Code	Parish
School's Website Address (if applicable)	Owner's Email Address	

Instructor Information

Instructor(s)	Driver's License #	Instructor's Address

I hereby certify that the statements made in this application are true and correct. I also hereby certify that I have read, understood and will adhere to all rules and regulations in accordance with Louisiana Revised Statutes LA Administrative Code, Title 55, Part III.		
_____ Owner Signature	_____ Owner Printed Name	_____ Date

Driving School Vehicles

Vehicles utilized in driving schools have specific equipment, as well as, insurance requirements.

- Every motor vehicle used for behind-the-wheel driving shall be properly registered in Louisiana and must display a current Louisiana inspection sticker. The vehicle shall be equipped with the following special equipment:
 - Dual controls on the foot brake (and clutch on vehicles with manual transmissions), located within easy reach of the instructor, capable of bringing the vehicle to a stop; and otherwise equipped in accordance with Louisiana motor vehicle laws
 - Dual rearview mirrors
 - Appropriate cushions for the proper seating of students when necessary
 - Safety belts to be worn by the student, instructor, and passenger(s), if applicable, in accordance with Louisiana law
- Every vehicle used for behind-the-wheel driving shall contain a conspicuously displayed, securely fastened sign to the rear stating "Student Driver." A sign bearing the name of the driving school under which it is licensed may be used in lieu of the student driver sign. The sign shall be in plain view and shall have contrasting letters not less than 3 ½ inches in height, readable from a distance of not less than 100 feet. A decal or sign listing the school name, address, and phone number shall be displayed on each side of the vehicle.
- Every vehicle used for the behind-the-wheel course shall be maintained in safe mechanical and physical condition at all times.
- Every vehicle used for behind-the-wheel driving shall contain proof of insurance in the vehicle at all times in accordance with R.S. 32:863(1).
- The driving school owner must file with the Department a certificate of insurance in the company name stating that all vehicles utilized in the behind-the-wheel course are currently insured and that upon cancellation or expiration, the Department will be notified. This certificate must be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. This certificate must ensure this agency will be notified of any cancellation. The limits shall be in the amount of at least the minimum amount required by R.S. 32:900.
- For vehicles utilized in road skills testing, the driving school owner must file with the Department a certificate of insurance in the company name stating that all vehicles utilized are currently insured and that upon cancellation or expiration, the Department will be notified. This certificate must be from the issuing insurance carrier, not the agency; identify (by description and vehicle identification number) the vehicle(s) covered. This certificate must ensure this agency will be notified of any cancellation.

List all vehicles utilized in the behind the wheel course.

Year	Make	Model	VIN	Plate #	Office Use Only

List all vehicles utilized in road skills testing.

Year	Make	Model	VIN	Plate #	Office Use Only