



**Maine Bureau of Motor Vehicles
Driver Education Program**

Driver Education School License Application

Please check one: Initial Application Renewal Application Please check one: Main School Branch School

Please check the type of license: Class A (Classroom & Behind the Wheel) Class B (Behind the Wheel Only)

Please check the class of vehicle you will be using for instruction: Class A Class B Class C (Passenger Car) School Bus

SCHOOL INFORMATION

SCHOOL NAME		SCHOOL LIC #	EXPIRATION DATE
ACTUAL SCHOOL LOCATION	STREET	CITY	STATE ZIP CODE COUNTY
MAILING ADDRESS	STREET/P.O. BOX	CITY/TOWN	STATE ZIP CODE
RECORDKEEPING LOCATION	STREET	CITY/TOWN	STATE
WEBSITE ADDRESS		EMAIL ADDRESS	
SCHOOL PHONE #	CELL #	FAX #	Please check one: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Public School

RANGE INFORMATION (FOR COMMERCIAL VEHICLE SCHOOL ONLY)

RANGE LOCATION	STREET	CITY	STATE
-----------------------	--------	------	-------

There must be a restroom facility at the range location.

INSTRUCTOR(S) EMPLOYED BY DRIVER EDUCATION SCHOOL (USE ADDITIONAL SHEET IF NECESSARY)

NAME 1.	INSTRUCTOR LICENSE TYPE	NAME 2.	INSTRUCTOR LICENSE TYPE
NAME 3.	INSTRUCTOR LICENSE TYPE	NAME 4.	INSTRUCTOR LICENSE TYPE

SCHOOL OWNER, FEE EXEMPTION AND VIOLATION INFORMATION

1. Are you charging students a fee for the driver education course? Yes No

2. Are you offering students driver education for course credit? Yes No
 If you answered No to #1 and Yes to #2 your school meets the requirements for a non-commercial driver education school. If the school does not meet these requirements, please skip to question 4.

3. What type of non-commercial driver education school license are you applying for?
 public secondary school approved private secondary school applied technology center applied technology region adult education
 Please list the name, address and title of the school administrator responsible for the oversight of this non-commercial driver education school.

Name	Address	Title
_____	_____	_____

4. Names and titles of each owner, including all partners and shareholders of the commercial school:

Name	Title
_____	_____
_____	_____

5. Has the school owner(s) been convicted of a crime, other than a traffic offense, in Maine or any other state or province? Yes No
 If yes, please list date, type and location of violation _____

6. Has the school owner(s) privilege to provide driver education or register or operate a motor vehicle ever been suspended or revoked in this or any other state or province? Yes No If yes, please explain _____

7. Is there any proceeding now pending relative to any suspension, revocation or violation listed in question 5 or 6 above? Yes No
 If yes, please explain _____

SCHOOL OWNER(S) OR ADMINISTRATOR(S) CERTIFICATION

I am an applicant for a Driver Education School License and the information contained herein is true. I understand that knowingly supplying false information on this form is a Class D crime and that any false information will result in the suspension or revocation of any license issued to me.

_____ Signature of School Owner	_____ Signature of School Owner	_____ Date of Application
------------------------------------	------------------------------------	------------------------------

APPLICATION INFORMATION AND INSTRUCTIONS

Types of Driver Education School Licenses and Fees

Applicants must license each school location where driver education will be conducted and for the operation of a Class B school. The fee is \$125.00 for each school license unless exempt. If the school owner(s) is not a licensed driver education instructor you must include \$21 for a criminal background fee for each owner of a non-public school.

- ❖ A Class A school license entitles a school to employ Class A instructors to teach the classroom and behind-the-wheel phases of driver education for passenger type vehicles and may also employ Class B instructors to teach the behind the wheel phase of driver education. (Class C vehicles) This consists of one classroom and record keeping location.
- ❖ A Class B school license entitles a school to employ Class A or Class B instructors to teach **only** behind-the-wheel instruction for passenger type vehicles for individuals that hold a valid learner's permit, temporary license or driver's license. (Class C vehicles) This consists of a record keeping location.
- ❖ A Class A Commercial Vehicle school license entitles a school to employ Class A commercial vehicle instructors to teach classroom, range (off-street) and road instruction for commercial motor vehicles (Class A and/or Class B vehicles). This license also entitles you to employ Class B commercial vehicle instructors to teach range and behind-the-wheel only, but you must also employ an A instructor. This consists of one classroom and one range.
- ❖ A Class B Commercial Vehicle school license entitles a school to employ Class A and Class B instructors to teach range (off-street) and road instruction for commercial motor vehicles (Class A and/or Class B vehicles). This consists of a record keeping location and one range.

Exemption from License Fee

- ❖ A "noncommercial" driver education school is exempt from paying the license fee. The license issued will be termed a "noncommercial driver education school license which authorizes the school to employ **both** "noncommercial" and "commercial" driver education instructors. If **not** exempt from fee, the license issued will be termed a "commercial" driver education school license which authorizes the school to employ **only** "commercial" driver education instructors.

General Application Requirements

1. Provide a list of each vehicle by year, make, model, registration plate number, and vehicle identification number (VIN).
 - Training vehicles must be equipped with dual foot brakes. Dual clutch pedals are required for vehicles with a standard transmission.
 - When engaged in instruction, each vehicle must be equipped with an identification sign stating the name of the school as well as a student driver sign.
 - Vehicles must be inspected by BMV-Driver/Rider Education prior to driver education use.
2. Submit a certificate from an insurance company showing that each vehicle has coverage by an automobile bodily injury and property damage liability insurance policy that meets the following statutory requirements:
 - A school must meet the limits of insurance described in Title 29-A, Section 1354, Driver Education Programs, Subsection 3A, Driver Education School license requirements. The limits are as follows: \$100,000 property damage; \$100,000 personal injury or death of any one person; and \$300,000 for personal injury or death of a number of persons. Combined single limit is \$400,000.
3. Submit a surety bond in the amount of \$10,000 for Class A schools and \$2,500 for Class B schools.
4. Submit a copy of your harassment policy. (See page 11, 22 and 27 of Chapter 9 Rules Governing Driver Education.)
5. Submit a copy of your refund/cancellation policy. (See page 22 of Chapter 9 Rules Governing Driver Education.)
6. Provide a letter from your local fire department showing the driving school premises complies with state and municipal statutory requirements regarding public health, safety, and access. (**Initial application only**)
7. Submit a letter from the code enforcement officer or other town official that gives the driving school permission to use the facility for driver education use. (**Initial application only**)
8. Pass an inspection of the school premises and vehicles by the Bureau of Motor Vehicles.

Recordkeeping and Reporting Requirements

- ❖ All school records must be up-to-date and open to inspection upon request.
- ❖ All school records must be retained for at least **two (2) years** and kept at the location indicated on this school license application.
- ❖ A new course report must be filed at least **seven (7) days** prior to the date the class starts.
- ❖ An individual student record must show that each student successfully completed the required course curriculum and be retained by the school. Student record sheets must list each module taught by type and hours of instruction, by instructor, and show the student's visual acuity. Also, one must be kept for private lessons.
- ❖ A course completion report must list each student by name, date-of-birth, phone number and course completion certificate number. This report must be filed within **30 days** from the final classroom session for students who have completed their 30 classroom and 10 behind the wheel instruction.

If you have any questions please call the Driver Education Program at 624-9000 ext. 52128.

Your application will be reviewed by the Bureau of Motor Vehicles to determine whether you meet the licensing requirements. If your application is approved and after inspections have been completed, you will be issued a license which will be mailed to you. Your license will expire one year from the date it is issued. Operating a driver education school without a valid license is a Class E crime.

Once you are issued a Driver Education School license it is your responsibility to notify the Bureau of Motor Vehicles in writing of any change in information on the original license application (e.g., change of school name or ownership, address, telephone number, driving or criminal record, employee health, adding/deleting of training vehicles, change of insurance agent and instructors employed by the school). All correspondence and renewal notices will be sent to the licensee's last known address on file with the Bureau of Motor Vehicles.

Please mail the application, fee and all required documents to the address below:

**Secretary of State
BMV-Driver Education Program
#29 State House Station
Augusta, Maine 04333**

Or fax to: 207-624-9158. Please confirm fax receipt by calling 207-624-9000 ext. 52128



SCHOOL INFORMATION		
SCHOOL NAME	SCHOOL LIC #	EXPIRATION DATE

PAYMENT INFORMATION
<p>Please make your check or money order payable to the Secretary of State and mail; application, fee and all required documents to the address on page 2. (Driver Education School License is \$125.00. Please include a \$21 criminal background fee for a non-public school owner who is not a licensed driver education instructor.)</p> <p>If you choose to pay by credit/debit card please complete this section: Amount to be charged to card _____</p> <p>Credit/Debit Number _____ Expiration Date _____</p> <p>Name as it appears on the credit/debit card _____ Signature _____</p>

**BUREAU OF MOTOR VEHICLES
 DRIVER EDUCATION VEHICLE LIST
 (COMMERCIAL VEHICLES, INCLUDE TRAILERS)
 FAX # 624-9158**

REGISTERED TO: _____ NEW
 PLATE #: _____ *REG. EXP.: _____ *VIN.: _____
 YEAR: _____ *MAKE: _____ *MODEL: _____ *COLOR _____
 INSP. STICKER #: _____ * INSP. EXP.: _____ *MILEAGE _____
 INSURANCE * POLICY NUMBER _____ * POLICY EXP.: _____ Leased/Rented

REGISTERED TO: _____ NEW
 PLATE #: _____ * REG. EXP.: _____ *VIN.: _____
 YEAR: _____ *MAKE: _____ * MODEL: _____ *COLOR _____
 INSP. STICKER #: _____ * INSP. EXP.: _____ *MILEAGE _____
 INSURANCE * POLICY NUMBER _____ * POLICY EXP.: _____ Leased/Rented

REGISTERED TO: _____ NEW
 PLATE #: _____ * REG. EXP.: _____ *VIN.: _____
 YEAR: _____ *MAKE: _____ * MODEL: _____ *COLOR _____
 INSP. STICKER #: _____ * INSP. EXP.: _____ *MILEAGE _____
 INSURANCE * POLICY NUMBER _____ * POLICY EXP.: _____ Leased/Rented

REGISTERED TO: _____ NEW
 PLATE #: _____ * REG. EXP.: _____ *VIN.: _____
 YEAR: _____ *MAKE: _____ * MODEL: _____ *COLOR _____
 INSP. STICKER #: _____ * INSP. EXP.: _____ *MILEAGE _____
 INSURANCE * POLICY NUMBER _____ * POLICY EXP.: _____ Leased/Rented

FOR BMV-DRIVER EDUCATION USE ONLY

This leased/rented vehicle is approved for temporary use prior to the completion of a BMV-Driver Education Vehicle Inspection. Field staff will contact you to set up inspection appointment.

Driver Ed Supervisors Signature _____ Date _____

PLEASE VERIFY ABOVE VEHICLE INFORMATION

SCHOOL: _____

(x) _____
 SIGNATURE OF: OWNER () EMPLOYEE () OTHER () _____

CLASS C VEHICLE INSPECTION
 DO STANDARD EXAMINER INSPECTION + INSTRUCTOR MIRROR, BRAKE, CLUTCH + SCHOOL & STUDENT SIGNS

 COMMERCIAL VEHICLE INSPECTION (INCLUDES TRAILERS)
 *DO STANDARD EXAMINER INSPECTION + SCHOOL & STUDENT SIGNS. AIR BRAKE CHECK (DONE BY SCHOOL REP.)
 NOTE: VEHICLES USED FOR RANGE ONLY DO NOT HAVE TO BE REGISTERED OR HAVE AN INSPECTION STICKER

BMV EXAMINER SIGNATURE: _____
DATE: _____

Please Read Carefully

Soon after we receive your application you will be contacted by a representative of the Driver Education unit to arrange a convenient date and time for your annual inspection. For your convenience, we are providing the following checklist of items we will be reviewing at the time of inspection.

- Classroom with tv, dvd/vcr, chalkboard or flipchart, snellen chart or vision instrument, seats and writing surface for all students and fire escape route map or instructions.
- Student record sheets for the past two years.
- Photocopies (for the past two years) of:
Course completion reports.
- Unused course completion certificates. (Class C vehicles only)
- Cancellation and refund policy including course completion standards and harassment policy.
- Proof of annual harassment training for instructors.
- Current Title 29-A.
- Chapter 9: Rules Governing Driver Education
- Current Maine Motorist Handbook & Study Guide.
- Responsible Driving - teacher's guide and student workbooks. (Class C vehicles only)
- Quizzes and tests.
- Copy of final exam. (Class C vehicles only)
- Training films/dvd's.
- Organ donor pamphlets.
- Training vehicle with inside instructor mirror, instructor brake and signs.
(Certificate of Insurance should be on file with the Bureau of Motor Vehicles Driver Education unit prior to this inspection).
- Current Federal Motor Carrier Safety Regulations. (Commercial Vehicles Only)
- PTDI Tractor-trailer driver curriculum textbook. (Commercial Vehicles Only)