

## Information about Driver Education School Licenses

### Types of Driver Education School Licenses

- ❖ A Class A school license entitles a school to employ Class A or Class B instructors to teach both the classroom and behind-the-wheel phases of driver education for passenger type vehicles. (Class C vehicles)
- ❖ A Class B school license entitles a school to employ Class A or Class B instructors and to teach **only** the behind-the-wheel phase of driver education for passenger type vehicles for individuals that hold a permit. (Class C vehicles)
- ❖ A Class A Commercial Vehicle school license entitles a school to employ **only** Class A instructors to teach classroom, behind-the-wheel, and range (off-street) driver education for commercial motor vehicles (Class A and/or Class B vehicles). This license also entitles you to employ Class B instructors to teach range and behind-the-wheel only, but you must also employ an A instructor.

### Number of Required Driver Education School Licenses and Fees

Applicants must license each school location where driver education will be conducted and submit a license fee of \$125.00 for each location.

- ❖ Applicants for a Class A license must license each school classroom location.
- ❖ Applicants for a Class B license must license each location for operation of the school.
- ❖ Applicants for a truck endorsement must license each school location to include **one** classroom and **one** range site.

### General Application Requirements

- ❖ To apply for a license, you must complete the enclosed application form **and** meet the following requirements:
1. Provide a list of each vehicle by year, make, 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.
  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. Provide a letter from your local Fire Department showing that the school premises complies with state and municipal statutory requirements regarding public health, safety, and access. (Initial application only)

4. Submit a certificate of occupancy from the code enforcement officer or other town official that shows proof of compliance with state and municipal land use regulations and ordinances. (Initial application only)
5. Pass an inspection of the school premises by the Bureau of Motor Vehicles.

### Recordkeeping and Reporting Requirements

- ❖ All school records must be up-to-date and open to inspection during business hours and at other reasonable times.
- ❖ All school records must be retained for at least **three (3) years** and kept at the location indicated on the enclosed school license application..
- ❖ A new class 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 or teacher, and show the student's visual acuity.
- ❖ A class completion report must list each student by name, address, date-of-birth, course completion certificate number and permit number if applicable. This report must be filed within **seven (7) days** of the date the course ends.

### Exemption from License Fees

- ❖ 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.

### Other Information

Your application will be reviewed by the Bureau of Motor Vehicles to determine whether you meet the licensing requirements. If your application is approved, 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, training vehicles, and instructors or teachers 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.

If you have any questions or concerns, please contact this office at 624-9156.

**Please Read Carefully**

Soon after we receive your renewal application you will be contacted by a representative of the Driver Education Program 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, vcr, overhead projector, 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 three years.
- Photocopies (for the past three years) of: (Class C vehicles only)  
Class completion reports.
- Unused class completion certificates. (Class C vehicles only)
- Unused permits if involved in the permit issuance program. (Class C vehicles only)
- Cancellation and refund policy including course completion standards.
- 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 / permit test. (Class C vehicles only)
- Training films.
- Transparencies (if any).
- 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 Program prior to this inspection).
- Current Federal Motor Carrier Safety Regulations. (Commercial Vehicles Only)
- PTDI Tractor-trailer driver curriculum textbook. (Commercial Vehicles Only)

# DRIVER EDUCATION SCHOOL LICENSE APPLICATION

## BUREAU OF MOTOR VEHICLES DRIVER EDUCATION PROGRAM

#29 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0029

TELEPHONE: (207) 624-9156

Fax: (207)624-9158

TTY: 207-624-9105

Email: *Driver.Education@maine.gov*

Exp.

Please check  one of the following:  
Initial Application  Renewal Application

Please check  one of the following locations:  
Main School  Branch School

Please check  the type of license for this school location:  
Class A  Class B  Truck Endorsement

Please check  the class of vehicle that you will be using for instruction:  
Class A  Class B  Class C  School Bus

**PLEASE PRINT OR TYPE**

School Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
(Street) (City/Town) (State) (Zip Code)

Actual School Location \_\_\_\_\_  
(Street) (County) (City/Town) (State) (Zip Code)

Recordkeeping Location \_\_\_\_\_  
(Street) (City/Town) (State)

Federal ID# \_\_\_\_\_ Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_ Email \_\_\_\_\_ Website \_\_\_\_\_

1. Are you applying for license fee exemption as a non-commercial driver education school?  
( ) NO... (If no, skip to question 4) ( ) YES...(If yes, check  the type of school below)  
 public secondary school  applied technology region  
 approved private secondary school  adult education program  
 applied technology center

Please list the name, address, and title of the school administrator responsible for oversight of this “non-commercial” driver education school program.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Title)

2. Are you charging students a fee for the driver education course? ( ) NO ( ) YES
3. Are you offering students driver education for course credit? ( ) NO ( ) YES
4. Please circle the type of school, business, or organization below.

**Individual          Partnership          Corporation          Public School**

5. What are the names, addresses, dates of birth and titles of **each** owner, including all partners and shareholders of the “commercial” driver education school?

Name	Date of Birth	Address	Title

6. What is the name, date of birth, driver education license type and number of each instructor employed by this driver education school?

Name	Date of Birth	License Type and License Number

7. Has the school owner(s) been convicted of violating a motor vehicle law in Maine or any other state or province? ( ) NO ( ) YES...(If yes, please give name, details and where the violation occurred)

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8. Has the school owner(s) been convicted of a crime, other than a traffic offense, in Maine or any other state or province? ( ) NO ( ) YES...(If yes, please give details, date(s) and where the violation occurred)

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9. 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? ( ) NO ( ) YES...(If yes, please explain)

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10. Is there any proceeding now pending relative to any suspension, revocation, or violation listed in questions 7, 8 or 9? ( ) NO ( ) YES...(If yes, please explain)

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SIGNATURE OF ALL OWNERS OR SCHOOL ADMINISTRATOR:

\_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Date: \_\_\_\_\_

- ❖ The license fee is \$125.00 for each school location, unless exempt.
- ❖ Make the check or money order payable to the Secretary of State or complete the credit card information below.
- ❖ Send the application, vehicle list, insurance certificate, certificate of occupancy, letter from your local Fire Department or a Fire Marshall's report, and fee to the address on the front.
- ❖ NOTE: IF THIS IS A RENEWAL APPLICATION, IT IS NOT NECESSARY TO SUBMIT A LETTER FROM YOUR LOCAL FIRE DEPARTMENT OR A FIRE MARSHALL'S REPORT OR CERTIFICATE OF OCCUPANCY.

If you are paying by credit card and would like to fax your completed application to us, the fax number is 624-9158.

I would like to pay my school license fee by charging it to my:

- Visa
- Mastercard

The amount to be charged to my credit card is:

- \$125.00

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Month/Year

Your address that you receive your credit/debit card statement at: \_\_\_\_\_  
\_\_\_\_\_

Name as it appears on the credit card (please print) \_\_\_\_\_

Signature \_\_\_\_\_ This transaction cannot be processed without the cardholders signature.

Daytime telephone number of cardholder \_\_\_\_\_

BUREAU OF MOTOR VEHICLES  
#29 STATE HOUSE STATION  
AUGUSTA, MAINE 04333-0029  
(207) 624-9156

DRIVER EDUCATION VEHICLE LIST  
(COMMERCIAL VEHICLES INCLUDE TRAILERS)  
(SUBMIT WITH INITIAL APPLICATION & WITH RENEWAL)

REGISTERED TO: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PLATE #: \_\_\_\_\_ \* REG. EXP.: \_\_\_\_\_ \*VIN.: \_\_\_\_\_  
YEAR: \_\_\_\_\_ \*MAKE: \_\_\_\_\_ \* MODEL: \_\_\_\_\_ \*COLOR \_\_\_\_\_  
INSP.STICKER #: \_\_\_\_\_ \* INSP. EXP.: \_\_\_\_\_ \*MILEAGE \_\_\_\_\_  
INSURANCE \* POLICY NUMBER \_\_\_\_\_ \* POLICY EXP.: \_\_\_\_\_

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REGISTERED TO: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PLATE #: \_\_\_\_\_ \* REG. EXP.: \_\_\_\_\_ \*VIN.: \_\_\_\_\_  
YEAR: \_\_\_\_\_ \*MAKE: \_\_\_\_\_ \* MODEL: \_\_\_\_\_ \*COLOR \_\_\_\_\_  
INSP.STICKER #: \_\_\_\_\_ \* INSP. EXP.: \_\_\_\_\_ \*MILEAGE \_\_\_\_\_  
INSURANCE \* POLICY NUMBER \_\_\_\_\_ \* POLICY EXP.: \_\_\_\_\_

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REGISTERED TO: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PLATE #: \_\_\_\_\_ \* REG. EXP.: \_\_\_\_\_ \*VIN.: \_\_\_\_\_  
YEAR: \_\_\_\_\_ \*MAKE: \_\_\_\_\_ \* MODEL: \_\_\_\_\_ \*COLOR \_\_\_\_\_  
INSP.STICKER #: \_\_\_\_\_ \* INSP. EXP.: \_\_\_\_\_ \*MILEAGE \_\_\_\_\_  
INSURANCE \* POLICY NUMBER \_\_\_\_\_ \* POLICY EXP.: \_\_\_\_\_

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REGISTERED TO: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PLATE #: \_\_\_\_\_ \* REG. EXP.: \_\_\_\_\_ \*VIN.: \_\_\_\_\_  
YEAR: \_\_\_\_\_ \*MAKE: \_\_\_\_\_ \* MODEL: \_\_\_\_\_ \*COLOR \_\_\_\_\_  
INSP.STICKER #: \_\_\_\_\_ \* INSP. EXP.: \_\_\_\_\_ \*MILEAGE \_\_\_\_\_  
INSURANCE \* POLICY NUMBER \_\_\_\_\_ \* POLICY EXP.: \_\_\_\_\_

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**FOR EXAMINER USE ONLY**

PLEASE VERIFY ABOVE INFORMATION - SUBMIT COMMENTS ON REVERSE SIDE

SCHOOL: \_\_\_\_\_

(x) \_\_\_\_\_

SIGNATURE OF: OWNER ( ) EMPLOYEE ( ) OTHER ( ) \_\_\_\_\_

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CLASS C VEHICLE INSPECTION

\*DO STANDARD EXAMINER INSPECTION + INSTRUCTOR MIRROR, BRAKE, CLUTCH + SCHOOL & STUDENT SIGNS\*

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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\*

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EXAMINER: \_\_\_\_\_

DATE: \_\_\_\_\_