CHECKLIST FOR OPENING A COMMERCIAL DRIVING SCHOOL

LOCATION:
____  A. Zoned Commercially
____  B. Office Space (Minimum 150 sq. ft.)
____  C. Classroom Space: (Minimum 300 sq. ft.)
     _____ 1. Sufficient seating facilities and writing surfaces students (minimum)
     _____ 2. Charts, diagrams, etc.
     _____ 3. Blackboard, etc.
     _____ 4. Textbooks, reference materials, audio visual, etc.
     _____ 5. Adequate fire extinguishers in operable condition
NOTE: If teaching Teens or CDL, curriculum must be submitted and approved before these endorsements to the school license will be issued.

____  D. Working telephone listed to driving school only
____  E. Signage for Office hours (minimum 8 hrs/week, Mon/Fri, 7 am to 7 pm
____  F. Permanent School Sign
____  G. Proof of Ownership/Lease Agreement for school property

VEHICLES:
____  A. Insurance:
     _____ 1. Bodily injury and death of one person $50,000
     _____ 2. Bodily injury and death of two or more $100,000
     _____ 3. Damage to property $10,000
____  B. Surety Bond (Protection of contractual rights of students $20,000
____  C. Vehicle in classification for which you are instructing (Owned by school or leased to school (Lease agreement is required)
____  D. Vehicle Inspection receipt (IDOT Inspection required)

APPLICATIONS:
____  1. Owner must be fingerprinted
____  A. School Ownership Personal History Form (for each officer)
____  B. Application for Commercial Driving School
____  C. Fleet Sheet (Vehicles used for Instruction)
____  D. Completed insurance form
____  E. $500 check or money order
____  F. Licensed Instructor (Must meet all requirements of Rule)
____  G. Fingerprint receipt of owner
____  H. $50.00 fee per Branch classroom/office

NOTE: It is important that all rules and regulations governing commercial driving schools be read and understood before licensure.

DSD CDTS-82