

# DRIVER TRAINING SCHOOL CHECKLIST

MV3757 4/2010 s.343.60-.72 Wis. Stats., Trans. 105 Wis. Adm. Code



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Wisconsin Department of Transportation  
Division of Motor Vehicles  
WisDOT Driver Training School Program  
PO Box 7920  
Madison, WI 53707-7920

Prior to submitting an application for a school and proceeding to Step A below, you will need to have your School Name approved. In addition, if you have only a Home Office, DOT needs to visit the location. If you have questions, please E-mail or call us.

- School Name has been approved  
Name: \_\_\_\_\_ Date: \_\_\_\_\_
- Home Office only – DOT On-site Visit

## A. Forms and Fees

- |  |  |
|--|--|
| <input type="checkbox"/> Form MV3684 Classroom Certification | <input type="checkbox"/> Form M3110 Driver School Application + \$190.00* (2 yrs.)     |
| <input type="checkbox"/> Form MV3764 Bond                    | <input type="checkbox"/> Form MV3112 Driver Instructor Application + \$50.00* (2 yrs.) |
| <input type="checkbox"/> Business Liability Insurance        | <input type="checkbox"/> Form MV3264 Vehicle Record                                    |
| <input type="checkbox"/> Vehicle Insurance                   | <input type="checkbox"/> Form MV3683 Office Certification                              |

\* Actual fees for Driver School or Instructor license may vary based on the established expiration date.

## B. Student Record

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Contract / Agreement #                                    | <input type="checkbox"/> Lesson Duration                    | <input type="checkbox"/> Vehicle ID (VIN) |
| <input type="checkbox"/> Cooperative Driver Testing Program Scores (CDTP optional) | <input type="checkbox"/> Student's Birth Date               |   |
| <input type="checkbox"/> Fees Charged  | <input type="checkbox"/> Student's Home Address             |   |
| <input type="checkbox"/> Instructor's License Number                               | <input type="checkbox"/> Student's Name Last, First, Middle |   |
| <input type="checkbox"/> Instructor's Name   | <input type="checkbox"/> Total Number of Instruction Hours  |   |
| <input type="checkbox"/> Lesson Dates  | <input type="checkbox"/> Type of Lessons / Services         |   |

## C. Contract / Agreement

- |  |  |
|--|--|
| <input type="checkbox"/> Address of Student / Customer | <input type="checkbox"/> Signature of Customer                                 |
| <input type="checkbox"/> Agreement Date                | <input type="checkbox"/> Signature of Parent / Guardian if student is under 18 |
| <input type="checkbox"/> Consecutively Numbered        | <input type="checkbox"/> Signature of School Representative                    |
| <input type="checkbox"/> Fee Charged                   | <input type="checkbox"/> "This constitutes..." Statement *                     |
| <input type="checkbox"/> School Name                   | <input type="checkbox"/> Types of Lessons / Services                           |

\* This constitutes the entire agreement between the school and the student and no verbal statement or promises will be recognized.  
REFUND verbiage (if added): This school will not refund any tuition or part of tuition if the school is ready, willing and able to fulfill its part of the agreement.

## D. Fee Schedule

- A list which shows the maximum fees that will be charged for each of the services listed on the Contract / Agreement.

## E. Course Summary / Outline (Suggested 2 pages per lesson type: Classroom, B-T-W, 40 hr. Instructor, 10 hr. Refresher)

- Send only the Course Summary to the DOT with the Driver Training School Application and keep the lesson plans on file at the school office. Each summary shall specify a minimum of one main topic or more for each hour of instruction. To be approved, all required topics as indicated below must be included in the summary for classroom and / or B-T-W.

## F. Lesson Plans - The plan for each lesson or session must include:

- |  |   |
|--|---|
| <input type="checkbox"/> Objectives          | <input type="checkbox"/> Title of Lesson / Session #          |
| <input type="checkbox"/> Reference Materials | <input type="checkbox"/> Training Aides                       |
| <input type="checkbox"/> Time Allotted       | <input type="checkbox"/> Type of Lesson - Lecture, video etc. |

### 1. Classroom - All of the following topics are required for the classroom course:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Awareness of Motorcycles, Bicycles, Pedestrians | <input type="checkbox"/> Pre-driving Skills / Maneuvers                     | <input type="checkbox"/> Move-Over Law |
| <input type="checkbox"/> City Driving                                    | <input type="checkbox"/> Environmental Dynamics                             |  |
| <input type="checkbox"/> Rural Driving                                   | <input type="checkbox"/> Responsibility of Vehicle Operation                |  |
| <input type="checkbox"/> Freeway Driving                                 | <input type="checkbox"/> Vehicle Mechanical / Control Features              |  |
| <input type="checkbox"/> Hazards – Farm Animals, Machinery               | <input type="checkbox"/> Traffic Citizenship and Highway Safety Progress    |  |
| <input type="checkbox"/> Hazards – Railroad Crossings (30 min.)          | <input type="checkbox"/> Psychophysical Aspect - Alcohol, mood, health etc. |  |
| <input type="checkbox"/> Organ and Tissue Donation (30 min.)             | <input type="checkbox"/> Vehicle Ownership Responsibilities                 |  |

### 2. Behind-the-Wheel - All of the following topics are required for B-T-W training course:

- |  |  |
|--|--|
| <input type="checkbox"/> Backing and Y-turns               | <input type="checkbox"/> Introduction to the Automobile                  |
| <input type="checkbox"/> City Driving                      | <input type="checkbox"/> Left and Right Turns                            |
| <input type="checkbox"/> Hazards – Farm Animals, Machinery | <input type="checkbox"/> Parking   |
| <input type="checkbox"/> Hazards – Railroad Crossings      | <input type="checkbox"/> Rural Driving - Include multiple lanes, freeway |

This checklist includes the minimum requirements. Submit documentation with this checklist to the address or FAX above.