



DRIVER TRAINING SCHOOL CHECKLIST

MV3757 5/2018 s.343.60-.72 Wis. Stats., Trans. 105 Wis. Adm. Code

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

Driver Training School Coordinator
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Telephone: (608) 264-7495
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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, WisDOT needs to visit the location. If you have questions, please email or call us.

- School Name has been Approved Home Office Only – WisDOT On-site Visit

School Name: _____ Date: _____

A. Forms and Fees

- | | |
|--|---|
| <input type="checkbox"/> Business Liability Insurance | <input type="checkbox"/> Form MV3683 Driver Training School Office Certification |
| <input type="checkbox"/> Form MV3110 Driver School Application + \$190.00* (2 yrs.) | <input type="checkbox"/> Form MV3684 Driver Training School Classroom Certification |
| <input type="checkbox"/> Form MV3112 Driver Instructor Application + \$50.00* (2 yrs.) | <input type="checkbox"/> Form MV3764 Driver School Bond |
| <input type="checkbox"/> Form MV3264 Driver Training Vehicle Record | <input type="checkbox"/> Vehicle Insurance |

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

C. Contract / Agreement

- | | | |
|--|--|--|
| <input type="checkbox"/> Address of Student / Customer | <input type="checkbox"/> Signature of Customer | <input type="checkbox"/> Types of Lessons / Services |
| <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"/> Student's Name – Last, First, Middle | |
| <input type="checkbox"/> School Name | <input type="checkbox"/> "This constitutes..." Statement * | |

* 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 WisDOT with form MV3110 Driver 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 Behind-the-Wheel (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 Number |
| <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"/> City Driving | <input type="checkbox"/> Psychophysical Aspect – Alcohol, mood, health etc. |
| <input type="checkbox"/> Environmental Dynamics | <input type="checkbox"/> Responsibility of Vehicle Operation |
| <input type="checkbox"/> Freeway Driving | <input type="checkbox"/> Rural Driving |
| <input type="checkbox"/> Hazards – Electronic Messaging While Driving | <input type="checkbox"/> Traffic Citizenship and Highway Safety Progress |
| <input type="checkbox"/> Hazards – Farm Animals, Machinery | <input type="checkbox"/> Vehicle Mechanical / Control Features |
| <input type="checkbox"/> Hazards – Railroad Crossings (30 min.) | <input type="checkbox"/> Vehicle Ownership Responsibilities |
| <input type="checkbox"/> Move-Over Law | <input type="checkbox"/> Vulnerable Highway Users ("VHU") (30 min.) |
| <input type="checkbox"/> Organ and Tissue Donation (30 min.) | |

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"/> Left and Right Turns |
| <input type="checkbox"/> City Driving | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Introduction to the Automobile | <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.