

Administrative Code Requirements

(19A NCAC 03I .0201)

The Division will not issue a commercial driver training school license to any individual, partnership, group, association, or corporation unless:

- Must have at least one motor vehicle registered or leased in the name of the school
 - Vehicle must have been inspected by a representative of the Division and must be insured as outlined in 19A NCAC 03I
- Must have at least one person licensed by the Division as a commercial driver training instructor for the school
 - This individual must be fully licensed by the Division of Motor Vehicles
 - The three-month instructor's learner permit as outlined in 19A NCAC 03I .0501 **is not a license** and does not meet this requirement
- Each manager, owner-operator, or instructor of a commercial driver training school or branch office must:
 - Be of good moral character
 - Have at least four years of experience as a licensed operator of a motor vehicle
 - This does not include time under a graduated license, only time as a fully licensed operator
 - Not have been convicted of any felony or a misdemeanor involving moral turpitude in the ten years immediately preceding the date of application
 - Not have a revocation or suspension of their driver license in the two years immediately preceding the date of application

Application Checklist

- ☐ Application for license (SBTS-600 and -600A forms)
- ☐ Personal history statement (SBTS-601 form)
- ☐ Proposed plan of operation (SBTS-610 form)
- ☐ Proof of liability insurance
- ☐ Sample copies of contracts*

- ☐ Check or money order in the amount of eighty dollars (\$80.00)
- ☐ Certificate of assumed name (SBTS-608 form)
- ☐ Surety Bond (SBTS-606 form)
- or
- ☐ Certificate of Deposit (SBTS-607 form)
- ☐ Report from appropriate government agency indicating office and classroom locations meet fire safety standards
- ☐ Copy of deed, lease, or other legal instrument authorizing your school to occupy such locations
- ☐ List of fees for all services offered by school
- ☐ A copy of lease agreement IF leasing vehicles for instructional use
- ☐ A copy of business insurance covering injury to a student
- ☐ At least one person with a full instructor license issued by the Division^
- ☐ At least one vehicle registered or leased in the name of the school (insured and inspected)

*19A NCAC 03I .0603 requires each commercial driver training school to file copies of all written contracts with the Division as part of the original application and any time thereafter when changes to the contracts are proposed. This includes (but is not limited to) contracts for all services rendered to any individual customer, public school system, or private school.

^The three-month instructor's learner permit issued upon completion of a training course is not a license and does not meet this requirement. A business license will not be issued if all proposed instructors have only instructor's learner permits.

All forms are available at [NCDMV: Instructor Training for Driver Education](https://www.ncdot.gov/dmv/downloads/Pages/instructor-training-driver-education.aspx) (<https://www.ncdot.gov/dmv/downloads/Pages/instructor-training-driver-education.aspx>). Unless indicated otherwise, all forms must be received as physical copies at:

NC Department of Transportation
School Bus and Traffic Safety Section
Mail Service Center 3140
Raleigh, NC 27967-3140

Make all checks or money orders payable to 'NCDMV'.

Email all questions to schoolbustrafficsafety@ncdot.gov or call 919.615.7707