

DRIVE SCHOOL LICENSING INFORMATION

NAC 483.735 "School for training drivers" defined. "School for training drivers" means a business conducted by a natural person, association, partnership, corporation or other business entity, for the education of students, in a classroom or motor vehicle, or both, in preparation for the examination for a driver's license or learner's permit required by the department to operate a motor vehicle.

LICENSING REQUIREMENTS

1. Application for Business License (OBL237) completed in full and signed by a principal of the business. NRS 483.700
2. Personal History Questionnaire (OBL242) completed by each principal of the business listed on the application. NRS 483.747
3. Applicant photograph, at least 2 inches x 2 inches (passport photo size) and show full face, shoulders and above.
4. One set of fingerprints submitted by each principal of the business listed on the application. Principal must be fingerprinted by an authorized NV DMV representative or a law enforcement agency. Check with your local law enforcement agency for any additional fees. NAC 483.752 (1)
5. DPS Fingerprint Background Waiver (OBL256) completed and signed by each principal of the business.
6. A surety bond (OBL277) in the amount of \$10,000, signed by a principal of the school. NRS 483.710.6
7. Behind the Wheel activity: Insurance certificate showing automobile liability coverage with the department as a certificate holder.
 - Bodily injury or death for one person in any one accident \$100,000
 - Bodily injury or death for two or more persons in any one accident \$300,000
 - Property of others in any one accident \$50,000 (CSL = combined single limit is acceptable). NRS 483.740
8. Copy of City or County business license. NAC 483.754.3 (b)
9. Fictitious Firm Name filing, if applicable. NAC 483.7605 (f)
10. Copy of Certificate of Incorporation and Corporate filing, annual list of officers from the Nevada Secretary of State's office, if applicable. If business has been incorporated in another state, foreign corporation filing must be submitted with Nevada Secretary of State's office. NAC 483.7605 (f)
11. The Federal Employer Identification Number (FEIN) of the business.
12. An email address for the business.
13. Maintain an established place of business located within this state that is open to the public. Location may not be within 200 feet of any building used by the department, as an office and where the records of the school are maintained. **Place of business must have:**
 - Heating and air conditioning;
 - Lighting;
 - Ventilation;
 - Fire exits;
 - Accessibility of the classroom to the area for parking;
 - Space for each student;
 - Facilities for the disabled;
 - Desks or tables and chairs; and
 - Restroom facilities.

NRS 483.710.2 and NAC 483.766

14. Two color photographs of business location that clearly show the exterior of the business to include the display sign. NAC 483.7605 (f)
15. Days and Hours of Operation (OBL286). NAC 483.750.1(a) (2)
16. Drive School Disclaimer (OBL280) completed and signed by applicant. Must be notarized or witnessed by an authorized DMV representative. NAC 483.747
17. Provide a list of vehicles to be used by the school for instruction, including the year, make and model of each vehicle, and a copy of the lease agreement if a vehicle is leased. NAC 483.750.2(a)(b)(c)
18. The school must have the vehicle(s) inspected by a registered garage or a licensed body shop in Nevada. Use the Drive School Vehicle Inspection form (OBL 320) and submit the results to the Department before providing any training in the vehicle. Thereafter, the school shall ensure that each vehicle used for training is inspected annually. Results of the inspection are to be provided to the Department, within 30 days of the inspection or by December 31 of each year, whichever comes first. Commercial vehicles must meet all the requirements of the Federal Motor Carrier Safety Regulations as set forth in 49 C.F.R. 3909 et seq. NRS 483.745, NAC 483.795.
19. Education Requirements:
 - Satisfactorily prove that a high school diploma or its equivalent has been earned. NAC 483.752.1(b) (1)
 - Have at least 100 hours of experience as an instructor operating vehicles with pupils at a school for training drivers. NRS 483.710.5
20. The classroom instruction plan, including copies of detailed training outlines, course handouts, audio-visual aids, a list of related films or videos used by the school, course evaluation and all examinations which will be administered. NAC 483.777.1
 - The proposed plan of behind the wheel training that the school will offer, including copies of detailed training outlines. NAC 483.750.2(d)
21. A site inspection will be conducted by an authorized representative of the department to ensure there is space for each student, * facilities for the disabled, desks or tables and chairs, restroom facilities and accessibility of the classroom to the area for parking. NAC 483.754.3 (1)

APPLICATION FEES (Non-refundable)

New License Fee: \$50.00
Fingerprint Processing Fee: \$40.25 per principal

22. Copy of student records must be maintained for at least three years. NAC 483.770. Copy of the certificate of completion must also be maintained. NAC 483.7898.

Nevada Revised Statute 483.700 to 483.780
Nevada Administrative Code 483.708 to 483.795

* ADA Public Law 101-336, Title III, Private entities in place of public accommodation.