



# DRIVER TRAINING SCHOOL CHECKLIST

MV3757 4/2024 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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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"/> Organ and Tissue Donation (30 min.)  | <input type="checkbox"/> Vulnerable Highway Users ("VHU") (30 min.)         |
| <input type="checkbox"/> Move Over Law, Work Zone Safety, Speed Limits in Work zones, Work Zone Merging, Common Work Zone Signs and Signals (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.**