



Department of Public Safety Driver License Division

Commercial Driver Training Instructor / Operator Certification Application

RETURN COMPLETED APPLICATION TO:

Attention: Kamie Bell/Tawney Massey/Erin Hammond

Driver License Division

PO Box 144501

Salt Lake City, UT 84114-4501

Section 1: Personal History

Name of Applicant (Last, First, Middle): _____ Date of Application: _____

Place of Birth (City, State): _____ Date of Birth: _____ Social Security Number: _____

Utah Driver License Number: _____ Exp: _____ Home Phone: _____ Business Phone: _____

Home Address (Street, City, State, Zip): _____

Email Address: _____ Weight: _____ Height: _____ Hair Color: _____ Eye Color: _____ Sex: _____

Section 2: Education

Education (circle highest grade completed):

Grade School: 1 2 3 4 5 6 7 8 High School: 9 10 11 12 College: 1 2 3 4 5 6 Other Explain: _____

Have you successfully completed a course in driver education at an accredited college, university, or an approved Instructor Certification Course? (If yes, answer the following.) YES ☐ NO ☐

Name of school, college, university, or Instructor Certification Course completed:

Date Completed: _____ Location (City, State): _____

Section 3: Operator Information

1. Will you serve as an operator for the driver training school? YES ☐ NO ☐ (If no, move on to section 4.)

List the school name and the branch offices the operator will oversee:

Location	Address	Phone Number

2. Does the operator applicant have six college semester credit hours or eight college quarter credit hours in business-related courses through an accredited college or university? (Transcripts must be attached.) YES ☐ NO ☐
3. Does the operator applicant have two years of experience operating a business? (A document must be attached detailing responsibilities.) YES ☐ NO ☐
4. Does the operator applicant have a combination of college credit and business experience? (Attach transcripts and document detailing responsibilities.) YES ☐ NO ☐
5. Has the operator applicant attached a copy of a business plan? YES ☐ NO ☐

Section 4: Instructor Employment Information

List the name and address of the commercial driver training school at which you are (or expect to be) employed.

Name of School: _____

Address (Street, City, State, Zip): _____

Are you an Instructor, Tester, or both: _____

Endorsement from school operator

I certify that I am the owner of _____ and that _____
(School Name) (Employee's Name)

is employed by me as an instructor. _____
(Signature of School Operator) (Date)

Section 5: Employment History

List employment history for the past three years, most recent first (use additional paper if extra space is needed):

Company Name	Address	Responsibilities	Reason for Leaving	Employed (From – To)

Section 6: Questions

All questions must be fully answered (if you answered yes to any of the questions, an explanation is provided in the next section):

1. Have you ever been known by any other name than the one shown on the personal history? YES ☐ NO ☐
2. Have you ever been convicted of a felony? YES ☐ NO ☐
3. Have you ever been convicted of automobile homicide? YES ☐ NO ☐
4. Have you ever been convicted of negligent homicide? YES ☐ NO ☐
5. Have you ever been convicted of driving under the influence of alcohol? YES ☐ NO ☐
6. Have you ever been convicted of driving under the influence of drugs? YES ☐ NO ☐
7. Have you ever been convicted of leaving the scene of a traffic accident involving death/personal injury? YES ☐ NO ☐
8. Have you ever been convicted of perjury or making any false statements relating to any portion of the Utah Motor Vehicle Law? YES ☐ NO ☐
9. Have you ever been convicted of any traffic violations other than parking violations? YES ☐ NO ☐
10. Have you ever been convicted of any crime involving moral turpitude? YES ☐ NO ☐
11. Have you ever been convicted of any misdemeanor other than traffic violations? YES ☐ NO ☐
12. Are you now involved with any charges or court proceedings relating to the matters stated in questions 2, 3, 4, 5, 6, 7, 8, 9, 10, or 11? YES ☐ NO ☐ (If yes, circle question number.)
13. Has your license to drive in Utah, or any other state, ever been refused, disqualified, canceled, suspended, or revoked? YES ☐ NO ☐

14. Has your commercial driver training school instructor's license ever been refused, disqualified, canceled, suspended, revoked, or placed on probation? YES ☐ NO ☐

15. Are there any motor vehicle accident judgments pending against you as yet unsatisfied? YES ☐ NO ☐

EXPLANATIONS: _____

Section 7: Agreement

The Commercial Driver Training Instructor/Operator named herein, in consideration of their mutual duties and responsibilities set forth herein, agree to the following:

1. Comply with all applicable statutes and regulations of the State of Utah and the Federal Highway Administration.
2. Read, understand, abide by, and comply with all the requirements stated in the Certification on Licensed Instructors of Commercial Driver Training Schools (Administrative Rule R708-2.)
3. Permit the State to conduct on-site inspections at least annually or more often when deemed necessary by the division.
4. Any material change affecting the answers or statements in this schedule must be reported immediately to: Utah Department of Public Safety, Driver License Division, PO Box 144501, Salt Lake City, Utah 84114-4501 – Attention: Driver Education Manager. To knowingly make a false statement or conceal a material fact in this application is a criminal offense and may result in the refusal to issue, denial, or revocation of your commercial driver training instructor license.

Section 8: Conditions

The undersigned swears (affirms) that he or she has read the entire foregoing personal history schedule; that he or she knows the contents thereof; and that all answers, statements, and all other matters contained therein are true in substance and in fact.

Applicant Signature: _____

Subscribed and sworn to me this _____ day of _____, 20_____

Program Coordinator: _____