



South Carolina Department of Motor Vehicles Requirements for Renewing a Driver Training School

DTA-1A (IS)
(Rev 05/2023)

To renew a training school license, please complete and submit the following documents to compliancereporting@scdmv.net. If you have questions regarding the below renewal process, please contact the Business Licensing Unit at 803-896-9606.

RENEWING A DRIVER TRAINING SCHOOL (Provide the following documents)

- [Driver Training School License Application \(Form CDL/DI-36\)](#)
- List of all road training vehicles, to include registration and/or lease agreements,
- Proof of insurance for all vehicle(s), to include an effective date, expiration date, and amount of coverage. SCDMV must be listed as the additional insured. (Insurance identification cards are not acceptable.)

A copy of the company's current insurance policy which includes personal injury and property damage liability insurance on all motor vehicles owned, leased, or registered in the name of the company, while used in testing, insuring the liability of the company, its safety officers, and any person taking the driver's test, in the amount of \$50,000.00. The policy must cover bodily injury or death of any one person in any one accident and is subject to such limits for one person, \$100,000.00 of bodily injury or death to any two or more persons in any one accident, fifty thousand \$50,000.00 of injury or destruction to property of others in any one accident.

- List of manager(s) or owner-operator(s) of the truck driver training school and each branch office (if applicable).
- [Driver Training School Surety Bond \(Form CDL/DI-1\)](#), must submit the original copy of the Surety Bond in the amount of \$10,000.00 if the bond company has changed. If the bond company has not changed submit proof of surety bond premium payment.

Note: South Carolina Governmental entities insured by the State Insurance Reserve Fund do not have to submit this information.

- Company application fee of \$50.00 (check or money order) paid to the SC Department of Motor Vehicles
- [Driver Instructor's Permit Application \(Form CDL/DI-34\)](#)
- [Affidavit of Eligibility \(Form AD-808A\)](#)
- Certified National Background Check. Please use the link www.premierbiotech.com **** (ONLY pertains to NEW instructors) SLED reports are no longer accepted****
- License fee of \$20.00 per instructor
- Instructor application
- A sample of the agreement/contract or online registration defining terms of enrollment between the provider and student. The agreement/contract or online registration must indicate the type of education being offered, dates of instruction, and cost of course. Agreement/Contract or online registration is for the duration of the training course.

Additional Documentation Required for Truck Driving Schools

- Certification on school letterhead annotating instructor's qualifications (CDL classroom instructors only)
- A summary report for alcohol and drug testing for the last calendar year
- Valid Medical Certificate

- List of courses offered by the school
- List of all branch office locations and hours of operation
- Copies of contracts if partnering with another entity – must meet or exceed all state and or federal regulations

Additional Documentation Required for Motorcycle Driving Schools

- Motorcycle Safety Foundation (MSF) certification as a rider coach
- Rider Recognition Program Agreement (RRPA)
Applicants that enroll as students at an area technical college may print out their course enrollment documents and supply them to the Third-Party Tester, where applicable, to meet the agreement/contract requirements as a test applicant within this program.