

Kansas Administrative Regulations

State Department of Education

Article 7.—Commercial Drivers' Training Schools

91-7-3. Records to be maintained.

(a) Types of records. Every school shall maintain the following records:

(1) The name, address, and contract number with respect to every person receiving lessons, lectures, tutoring, or any other services relating to instructions in the operation of motor vehicles;

(2) The date, type, and duration of all lessons, lectures, tutoring, instructions, or other services relating to instruction in the operation of motor vehicles, including the name of the instructor giving the instruction; and

(3) The original contract entered into between the drivers' training school and every person receiving lessons, lectures, tutoring, instructions, or other services relating to instruction in the operation of motor vehicles.

(4) A copy of a receipt for any moneys paid to the drivers' training school by a student. The receipt form shall contain:

(A) the licensed name of the school;

(B) the name of the student;

(C) the date of payment;

(D) the amount of payment;

(E) the signature of the student; and

(F) the signature of the person receiving the payment from the student.

(b) Loss, mutilation, or destruction of records.

(1) The loss, mutilation, or destruction of any records which a drivers' training school is required to maintain under these regulations shall be reported immediately to the state board by affidavit stating:

(A) the date the records were lost, destroyed, or mutilated;

(B) the circumstances involving the loss, destruction, or mutilation; and

(C) the name of the precinct, police officer, or police department to which the loss was reported and the date of the report.

(c) Retention of records. All records shall be maintained for a period of three (3) years and shall be subject to inspection by the state board.

(Authorized by K.S.A. 8-278; effective Jan. 1, 1966; amended Jan. 1, 1970; amended May 1, 1979.)

***** Authenticated Kansas Administrative Regulation *****