

Opening and Operating Checklist for Driver Training School

Use this checklist to help navigate the process of opening a new Driver Training School (DTS) and keep it open and operating.

Find more information on DTS Business Guidance at dol.wa.gov.

If you have any questions, contact the Driver Training School Program by phone 360-902-3703 or email: tse@dol.wa.gov.

To Do Checklist			
1. Research Phase			Notes
Research driver training schools in Washington	Not started	In progress	Completed
Research starting a small business in Washington	Not started	In progress	Completed
Research market demand and competition	Not started	In progress	Completed
2. Planning phase			Notes
Choose a business structure	Not started	In progress	Completed
Determine customer demographic	Not started	In progress	Completed
Create a business plan	Not started	In progress	Completed

3. Preparing phase	Notes
Register with the Secretary of State Not started In progress Completed	
File a business license with the Department of Revenue Not started In progress Completed	
Secure funding Not started In progress Completed	
Open a business bank account Not started In progress Completed	
Lease a building and purchase vehicles Not started In progress Completed	
Outfit vehicles Not started In progress Completed	
Get insurance on a building and vehicles Not started In progress Completed	
Create or purchase a curriculum Not started In progress Completed	
Create a school policy Not started In progress Completed	

4. Documentation phase	Notes
Lease and insurance Not started In progress Completed	
Supplemental declaration Not started In progress Completed	
Student Record Form Not started In progress Completed	
Driver Training School Policy Template Not started In progress Completed	
Vehicle Registration Not started In progress Completed	
Curriculum Submission Form Not started In progress Completed	
Behind-the-wheel Form Not started In progress Completed	
Final test and answers Not started In progress Completed	

5. Application phase	Notes
Create a Secure Access Washington (SAW) account Not started In progress Completed	
Scan and upload all documents Not started In progress Completed	
Apply for a Driver Training School License on SAW through Professional and Business Licensing Service Not Started In Progress Completed	
6. Operation phase	Notes
Hire or become a driving Instructor Not started In progress Completed	
Post licenses Not started In progress Completed	
Market driver training school Not started In progress Completed	
Join License eXpress for business users Not started In progress Completed	
Complete audit Not started In progress Completed	
Renew DTS license yearly Not started In progress Completed	