

Nebo School District Board of Education

Policy IGAJ

## **DRIVER EDUCATION**

Nebo School District will provide driver education instruction to Nebo students in compliance with directives from the State Board of Education and in conformance with the law of the State of Utah. The Superintendent will be responsible for the safe and efficient operation of the program.

Adopted: Prior 1976

Nebo School District Board of Education

Administrative Procedure IGAJ-P

## **DRIVER EDUCATION**

The following guidelines govern driver education in Nebo District.

### **A. Responsibilities and Supervision**

1. Driver education in Nebo District is conducted in accordance with standards established by the Utah State Office of Education as authorized by State Board Policy and by Utah State law. Each instructor will review the State and District guidelines at the beginning of each school year.
2. The high school principal has overall responsibility for the driver education program at the school level. After consultation with the Director of Secondary Education, the principal will appoint one of the school driver education instructors to serve as the school level coordinator. A coordinator will be appointed by the Director of Secondary Education to supervise driver education as part of the Adult Education Program. Coordinators will receive a stipend for fulfilling that responsibility.
3. The coordinator in each high school will ensure that eligible students have an opportunity to register for the course in a timely manner relative to their birthdays. Eligible 9<sup>th</sup> grade students and home schooled students will also be given the opportunity to enroll.
4. The coordinators will ensure that all driver education vehicles assigned to the school are maintained and serviced regularly in accordance with Transportation Department guidelines. Vehicles must be securely parked and locked, with the keys removed, when not in use.
  - Coaches will not be assigned to driver education students during their coaching season.
  - The district does not allow driving or class instruction on school days between 7:30 a.m. - 3:00 p.m. (including career ladder days)
  - Each instructor must have a valid driver education endorsement in order to teach the course. He/she must also be certified by the State Drivers License Division in order to administer the knowledge and driving skills tests.

### **B. Classroom instruction**

1. The classroom portion of the course shall include not less than 30 clock hours of instruction by a qualified instructor.
2. Classes will be offered before and after school and during the summer months. Thirty-six students will be scheduled into each class.

3. Instruction will follow curriculum guidelines established by the Utah State Office of Education.

### **C. Instruction on the Road and Driving Range**

1. In addition to the prescribed 30 hours of classroom instruction, students will receive 6 hours of instruction driving at a driving range and 3 hours of instruction driving on public streets and highways.
2. School authorities must have the permission of parents/guardians before a student may begin the behind-the-wheel phase of the course. A signed consent form must be in possession of the school for each student enrolled.
3. No instructor shall teach more than eight hours during any one driving session. (30 minute break in the middle)
4. No student shall complete the behind-the-wheel instruction in fewer than three weeks. A student shall participate in not fewer than 3 behind the wheel instructional experiences.
5. There should always be more than one student in the car with the driver.
6. There is an allowable maximum of 4 hours of driving on a school day.
7. All occupants of a driver education vehicle will wear seat belts whenever the vehicle is in motion.

### **D. Permits and Certificates**

1. All Instruction Permits shall remain in the possession of the instructor and shall be available in the automobile in which the student is receiving behind-the-wheel instruction. A student must be 15 years 9 months of age or older in order to receive an Instruction Permit.
2. A Practice Permit should be issued to the student as soon as he/she passes the written test.
3. A Certificate of Completion will be awarded to a student as soon as he/she has completed the course and has turned 16 years of age.

### **E. Wages and fees**

1. Students are required to pay a fee, established by the Board of Education, in order to take the driver education course.
2. The teacher of the classroom portion of the course is paid at the established additional duty teaching rate for 35 hours.
3. Range instruction is paid at a per student rate equal to 1.5 x the additional duty teaching rate. Road instruction is paid at a per student rate equal to twice the range instruction rate. The payment voucher must list the name of each student for whom payment is requested.
4. The Superintendent will establish an annual pay cap per instructor.
5. Teachers may not submit a voucher to be paid for the driving portion of the course until the driving is completed. To be paid after the range but before driving on the road, a teacher may submit a voucher requesting a payment of the range rate per student.

### **F. Make-up of Missed Instruction**

1. A teacher will be authorized to teach one make-up session at the completion of each class if needed. Students will not be assessed an additional fee for this one session. The teacher should submit a separate voucher to be paid for teaching that session. The voucher must include the names of the students who participated in the make-up.
2. A student who misses two or three sessions may be invited to make up the additional missed hours by attending sessions with the next scheduled class. The student must complete 30 hours of classroom instruction prior to beginning the behind the wheel portion of the course. There is no additional fee for this make-up.
3. Students who miss more than three sessions of the class will need to repeat the course and pay an additional course fee.
4. Students who miss an assigned road or range experience will be moved to the end of the list and rescheduled.
5. Students who fail the driving test may present their test results and completion certificate (signifying failure of the driving test) to the Utah State Drivers License Division Office to take another make-up test. The student also has an option of paying an additional fee equal to the cost of one hour of instruction and retaking the test from the school driver education instructor. The student must pay the additional fee at the school finance office and show the receipt to the instructor. The instructor will submit a separate voucher to the district, listing the name of the student who was re-tested, in order to be paid for administering the re-test.
6. If a student fails to pass the driving test a second time, he/she will need to present his/her test results and completion certificate (signifying failure of the driving test) to the Utah State Drivers License Division Office to take another make-up test. The Drivers License Division may issue a Learner's Permit for further practice.

Approved: 3-14-01