

WCSD

DRIVER EDUCATION HANDBOOK



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INTRODUCTION

Washington County School District

We look forward to working with you as a Driver Education Instructor! We hope that you will find great satisfaction as you work with students to develop the critical skills to keep them safe while driving and ensure safer roads and drivers in our community.

This handbook is designed to be a comprehensive resource for the following aspects of your responsibilities.

- Relevant School District Policies
- USBE Guidelines Regarding Instructor Certification
- District Procedures
- Program Compliance
- Program Forms

The greatest resource for you as you instruct students in Driver Education will be your fellow instructors, as well as the current local UDTSEA Board Member. These board members attend regular meetings with the USBE and other instructors to keep up on current concerns related to the Driver Education Program.

If there are questions that cannot be answered by your peers or the UDTSEA Board Member, you are always welcome to contact Craig Hammer or Stacie White by using the information provided below.

Stacie White- Administrative Assistant

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POLICIES

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

The Washington County School District has adopted policies that must be known and understood in order for instructor personnel to properly execute their responsibilities. Please review, become familiar with, and ask questions as needed regarding these policies. The policies are designed to keep students safe, and to ensure instructors are able to perform their duties effectively, efficiently, and consistently throughout the district.

School district policies are absolute and non-negotiable rules that specifically address issues that may arise in the course of executing your responsibilities as a Driver Education Instructor. Failure to follow district policies may result in disciplinary action and increased liability both for instructors and the school district. There is safety for the students, instructors, and the school district when policies are properly understood and followed. Please remember, if you do not know the answer to a question, reach out for guidance.

The following WCSD policies are particularly relevant to Driver Ed Instructors:

- 1520- Employee Accident Reporting
- 2920- Student Enrollment (3.4.2.6)

This should not be considered a comprehensive list, and there may be other policies that are relevant to your responsibilities as an instructor. All school district policies may be accessed in their entirety at www.washk12.org/policy.

ADMINISTRATIVE LETTERS

Administrative Letters are procedures and rules that have been established and signed by the district superintendent. For all intents and purposes, Administrative Letters should be regarded as school district policy. The following WCSD Administrative Letters are particularly relevant to Driver Ed Instructors:

- A070- Participation Fees
- A081- Driver Education Program Guidelines
- A113- Distracted Driving

This should not be considered a comprehensive list, and there may be other Administrative Letters that are relevant to Driver Ed Instructors. All school district Administrative Letters may be accessed in their entirety at <http://washk12.org/letters>.

USBED/DLD

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

Rules, policies, and procedures governing Driver Education in the Washington County School District are established and enforced by WCSD policies, the Utah State Board of Education, and the State of Utah Driver License Division. Together, these organizations create, establish, and enforce the guidelines that all Driver Education Instructors employed by the school district must adhere to.

USBED

The Utah State Board of Education creates Law and Policy in regard to how the Driver Education program is to operate within the State of Utah. Each Driver Ed Instructor is responsible to know and adhere to the requirements outlined in the most current Law and Policy manual. To access the Law and Policy manual in its entirety, please go to the following link:

[Utah Driver Education Law and Policy Manual](#)

Driver License Division (DLD)

The Driver License Division (DLD) has created a handbook which is a collaborative effort between the American Association of Motor Vehicle Administrators (AAMVA) and the DLD, which contains rules which should be followed when operating any vehicle on Utah roads. Each Driver Ed Instructor is responsible to know and understand the requirements so they can be followed and taught appropriately. To access the Utah Driver Handbook in its entirety, please go to the following link:

[Utah Driver Handbook](#)

Instructor Certification

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

ENDORSEMENT

Rules, policies, and procedures governing Driver Ed Instructors are located within the USBE Law and Policy Handbook and the Driver Education website through USBE. To view Educator Endorsement information in its entirety, please visit the following website:

<https://schools.utah.gov/curr/drivered?mid=5559&tid=2>

Instructor certification includes the following components:

- Valid Utah Professional educator license in the area of:
 - Secondary education or
 - Special education or
 - School counselor or
 - Career and technical education and
- 16 semester hours in the area of driver and safety education.
- Student Teaching Practicum requiring a minimum of 120 hours of training. (8 USBE credits)
- Current Examiners Training
- Current CPR/First Aid card

Alternative licensure may be available based on prior educational programs/degrees. These must be coordinated through the District Office and the USBE Driver Education Specialist.

RECERTIFICATION

Requirements for recertification must be completed as needed in order for an endorsement to stay active. Failure to stay current on all requirements may result in a suspension or termination of your Driver Education Endorsement.

- 8 hours professional development related specifically to driver education. (Annually before July 1)
- Current DLD examiner training certificate. (Annually)
- Current First Aid/CPR certification. (Valid generally 2 years.)
- State Defensive Driving Course/Test (Required every 2 years.)
- Maintain a satisfactory driving record.

FIRST-AID/CPR

While personnel are not obligated to complete first-aid/CPR through the district office, receiving a certificate from an approved or recognized program that complies with State requirements (American Heart Association or America Red Cross) is mandatory. Online CPR courses that do not incorporate a **HANDS-ON** component are not compliant with school district policy and **WILL NOT** be accepted.

Proof of course completion in the form of a certificate or a photocopy of a CPR card must be submitted to Stacie White **PRIOR** to instructing in the Driver Education program, or upon expiration of a prior card or certificate. First-Aid/CPR courses are regularly offered at the district office. Contact Cyndi Morris (cyndi.morris@washk12.org), or Amanda Amaya (amanda.amaya@washk12.org) to check times and availability.

- Cost: \$20.00 (for courses held at the district office)
- Renewal Period: Generally every 2 year.

Instructor Mentoring

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

Certification of a new Driver Education Instructor is completed under the direction of a certified Driver Education Instructor, otherwise known as a mentor, who is currently teaching Driver Education. A participant may not drive or teach without direct supervision of this certified mentor.

Mentors must:

- Be a current Driver Education Instructor. (Must have at least 3 years of experience as a Driver Education Instructor.)
- Notify the District Driver Ed Director of plans to mentor a new instructor.
- Enroll in and complete all requirements for the Mentoring Course #57714 through Midas.
- Complete all requirements of the Midas Education Mentoring course.
- Complete and submit a mid-term and final evaluation of the new instructor to the Driver Ed Director at the District Office and the State Driver Ed Specialist.
- Submit a Midas transcript of completed mentoring course to the Driver Ed Director at the District Office and the State Driver Ed Specialist.

Stipend Payment

Upon completion of mentoring an individual and adhering to the guidelines set forth by the State, a \$500 stipend will be paid to the mentor in the following pay period. Stipend payment will not be made until the new instructor has finished all requirements, and a copy of both evaluations and a Midas transcript showing completion of the mentoring course has been provided to the District Driver Ed Director.

New Instructors

The addition of any new instructor at your school must be reported to the District Driver Ed Director prior to any classroom or driving being performed to ensure licensing requirements have been met and all documentation is on file with the district.

DISTRICT PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

BEHIND THE WHEEL

At the instructor's discretion, a student's scheduled drive will be cancelled if the instructor does not feel that the student is safe to have behind the wheel, due to attitude, demeanor, or lack of preparation or knowledge, putting the safety of the instructor and students, or equipment at serious risk. Two or more students must always be in the Driver Education vehicle with an instructor. A drive must be canceled if additional students are a no-show which would leave only one student available to drive. **Students that do not complete their BTW within 1 year of starting their classroom instruction must take the classroom again before starting their BTW.**

COLLISION REPORTING

If you are involved in an accident in this vehicle:

- Stay calm and check yourself for injuries.
- Check on the well-being of your passengers.
- Call the police and always get a police report. (Even if little to no damage is evident.)
 - Non-Emergency (St. George) 435-627-4300.
 - Emergency 911
- Don't move the vehicle until you are told to by an officer, unless you are causing more danger or a hazard.
- Don't admit fault.
- With assistance, guide the student(s) to interact and answer any questions the attending officer may have.
- Notify your principal and/or District Driver Education Director at the scene, especially if there are injuries.
- Notify Transportation at 652-4721. (if after hours, contact Transportation the next business day.)
- Get pictures if you can before you move the vehicle. (From where you are at if you can't get out.)
- Give information to investigating officers and school officials only.

What to do while waiting for help:

- Get the insurance card/registration (glove box and/or car packet).
- Student must have their permit with them and should have it ready for the officer.
- Notify School Principal, who can also help to notify District Administration and parents.
- Start taking notes or pictures.
- Take notes and pictures of the scene. Start outside and work your way inside. (Big picture of the accident down to smaller dent and ding details.)
- Your notes should include full name and contact information of anyone at the scene that could be witnesses.
- The license plate, license, and anything the driver of the other vehicle says. Make, Model, and color of the other vehicle and number of passengers.
- Diagram of what happened, map the location out well. Document the time of the day, weather, where the sun was, etc.

What to do after:

- If the vehicle needs to be towed, get the contact information from the towing company and where the vehicle will be towed to.
- All parents should be contacted by the Principal or Instructor to clarify any details or answer any questions regarding the collision.
- If Transportation didn't go to the scene, return paperwork from the officer, and fill out collision paperwork at Transportation.

DISTRICT PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT

DRIVER EDUCATION

- Police reports and collision reports must be submitted to the District Driver Education Director immediately. Paperwork must be forwarded to the Driver Education Specialist at USBE within 24 hours for any serious collision, and 30 days for any other accidents with minor damage.
- Per state policy, the student MAY fail Driver Education if they receive a citation during Driver Education.

Instructors must have emergency contact information and medical information, if relevant, for each student in the car in case of an injury crash. If the teacher is unconscious, the paperwork for the students must be easy to locate by an officer upon arrival.

COMPENSATION

Driver Education Instructors are compensated monthly for students which have completed the classroom instruction, behind the wheel driving (BTW), or DLD skills/road test during the current pay period. (Additional information is included below for compensation related to students who have failed the classroom, or started and not completed their classroom instruction.) Instructors are required to submit signed certificates from DEMS, certifying the student has completed all the requirements for the area they are submitting for compensation. Driver Education pay is considered extra duty, and with the exception of an occasional District or PLC meeting, cannot be done during your regularly contracted hours.

In order to receive compensation, instructors must certify that student has completed the following:

Classroom

Online Classroom: 30 hours of online instruction with a passing score of 80% or higher. Online courses should be completed within 1 quarter or 90 days. Students that do not complete the online program will be required to pay \$50 for credit recovery to take the course again. Another format may be taken if online is not suited best to their learning style.

Compensation: Instructors will be compensated \$20/student for students that finish the classroom online.

Blended Classroom: A combination of 30 hours of online and in-person instruction with a passing score of 80% or higher. A minimum of 10 hours of in-person instruction must be completed in order to count as a blended option. Students that do not complete the full online program and 10 hours of in-person instruction will be required to pay \$50 for credit recovery to take the course again. Another format may be taken if the blended option is not suited best to their learning style.

Compensation: Instructors will be compensated \$30/student for students that finish the blended classroom option.

Face-to-Face Classroom: 27 hours of face-to-face instruction with a passing score of 80% or higher. Students that fail the course will be required to pay \$50 for credit recovery to take the course again. Another format may be taken if the face-to-face option is not suited best to their learning style or schedule.

Compensation: Instructors will be compensated \$40/student for students that finish the face-to-face classroom option.

All parents and students will complete a 1 hour parent expectations and parent education meeting (Zero Fatalities or other approved parent meeting) along with their classroom instruction. This counts as 1 hour of instruction and must be documented for each student. An in-person Zero Fatalities presentation will count towards 1 hour of face-to-face classroom.

All students will complete the Street Smarts program as part of their classroom assignments. (Not counted towards classroom instruction hours, but rather counted as part of their BTW driving.)

DISTRICT PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

Consistent make-up policies should be put in place for each school to account for students that miss in-person instruction. Make-up time and assignments should cover the content and time missed and should be included in the course outline/syllabus to explain how the missed content will be made up.

Behind the Wheel

Instructors must have a parent consent form signed prior to driving the student. Instructors will drive with each student for a total of 5 hours, and document each drive on a student drive log. Each drive will indicate which skills students are working on, and the outcome of the drives each day. Students must drive all 5 hours with the same instructor.

Compensation: Instructors will be compensated \$130/student for students that complete 5 full hours of drive time.

* Up to 2 additional hours may be approved for students with an IEP/504 that have additional drive time documented in their plan. These additional hours will be paid to instructors at the rate of \$26/hour.

Skills Test

The road test is a State Standardized Test that is expected to take between 30-45 minutes per student. Instructors will be compensated for the test regardless of whether the student passes or fails. One test is included in the Driver Education fee. If a student fails, they must retake the test at the DLD. The instructor that completes the skills test cannot be the same instructor the student completed their BTW time with.

Compensation: Instructors will be compensated \$18/student for students that pass or fail the road test.

Compensation Schedule

Classroom	Online	Blended	Face-to-Face
	\$20/student	\$30/student	\$40/student
Recommended minimum enrollment per course	46	31	21
Maximum allowable enrollment per course	90	36	36

Behind the Wheel (5 hours)	\$130/student
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DLD Road Tests (30-45 minutes)	\$18/student
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Incomplete Classroom resulting in a Failing Grade: Instructors may be compensated for a student that fails the classroom portion of Driver Education, due to lack of effort or participation, if:

- The student has started and completed at least some work in the class. (Indicating intent, but no follow-through.)
- A clear completion window was given to the student.
- Instructor has made 2 attempts by email and 1 attempt by phone to reach the student.
- The student has paid the initial Driver Education fee, or paid an additional \$50 if not their first attempt.

Failed Classroom: Instructors will be compensated for a student that does not meet the minimum grade requirements to pass the class. These students should pay the additional \$50 fee to retake the class.

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WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

Failed DLD Road Test: Instructors will be compensated for a student that fails their initial DLD road test. A copy of the road test, which includes the date, permit number, score, and student signature is required for payment. Student will be sent to the DLD for additional tests. (2 free tests at the DLD are included with their permit fee.)

Department Heads

Department heads will be compensated for 2 Teacher Stipend Days (\$300) in their May paycheck for their assistance in scheduling drives, coordinating with their instructors, working on and submitting State Reports, attending IEP/504 meetings related to Driver Education, and ensuring compliance of the program within their school.

UDTSEA Board Member

Washington County School District has been asked to have one instructor serve on the UDTSEA board each year, attend up to 4 meetings, and help to plan and carry out the Spring Driver Education Conference. Our Board member will coordinate and update Washington, Iron, Beaver, and Kane County School Districts with the most recent information related to Driver Education. Hotel and subs will be paid by USBE. Washington County School District will pay a stipend of \$200 in their May paycheck for their efforts and time for serving on the board. It is our intention to rotate this position to a new individual every 2 years.

Submitting for payment

- Complete cover sheet indicating number of students you are requesting payment for.
 - This may be an existing cover sheet currently used or one that is provided to you, as long as it indicates the type of classroom pay and the count of BTW and Skills tests.
- DEMS Certificates are sent to Stacie White by indicated deadline each month.
 - Each certificate is to be signed by instructor.
 - Permit number is to be entered on certificate for each student.
 - Failed Classroom/Skills Test documentation required for payment in place of DEMS Certificate.
- A spreadsheet will be emailed to you shortly after the deadline. Please review and ensure data is accurate. No response is necessary unless you see an issue.

Instructors may be audited at any time regarding their class rosters, grades, drive logs, and skills test data. Instructors should maintain current and accurate information at all times. Instructors that have not complied with the requirements in full may be put on probation, or lose their ability to drive for the Washington County School District. Serious offenses of compliance will be investigated and reported to USBE and professional action may be taken on your endorsement and/or teaching license depending on the offense. This includes, but is not limited to:

- Inaccurate or dishonest documentation of drives with students.
- Not driving every student the full and complete 5 hours of drive time.
- Not verifying completion of the Street Smarts program. (Eliminates the 6th hour of drive time.)
- Biased testing of students and/or scoring of the DLD skills exam.
- Grading and passing students in the classroom that have not met all requirements, including parent meeting, and obtain an 80% or higher grade.
- Inaccurate student reporting for the semi-annual Driver Education Report for USBE.
- Requesting inappropriate payment for work that has not yet been completed.
- Ongoing issues in submitting for duplicate or inaccurate payment.
- Inaccurate data entry into Powerschool, Canvas, DEMS, or any other system that collects students information, grades, scores, etc. related to the Driver Education Program.

DISTRICT PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

DEMS

It is a civil, criminal, and ethical violation to misuse and misinterpret student data in DEMS. Extreme caution should be used when entering data into DEMS. Any errors should immediately be reported to Coulter Baldes at cbaldes@utah.gov or (801) 957-8549.

Student data should be entered into DEMS using the name on the student permit. Instructors should link records when entering in BTW and Testing information to ensure all information is entered on a single record.

IEP/504 STUDENTS

Documentation for any student with an IEP or 504 plan should be given to the Driver Education Department Head prior to the student driving with any instructor. The Department Head should review the IEP/504 for any conditions that would increase risk, concern, or require additional accommodations, specific to Driver Education, which may have been overlooked during a prior meeting.

The Driver Education Department Head at the school should be part of any IEP/504 committee if the student might qualify for an IEP/504 accommodation related to Driver Education.

Students may require a medical exemption from the DLD, and depending on accommodations needed, may require an evaluation prior to receiving their permit and participation in Driver Education. These students should be discussed on a case-by-case basis with the District Driver Education Director.

Students with an IEP/504 plan may qualify for additional drive time with an instructor if documented in their IEP. Instructors may be compensated \$26/hour of additional drive time, up to 2 hours if needed. No accommodation may be given during testing. If accommodations are required, the student must go to the DLD to test.

INSTRUCTOR DRIVING RECORD

It is the responsibility of an active Driver Education Instructor in the Washington County School District to inform and update the District Driver Education Director if there has been a change in their satisfactory driving record, including:

- License being revoked.
- License being suspended.
- Convicted of more than one moving violation in any 12 month period.
- Convicted of a moving violation, which resulted in a fatality.
- Convicted of two or more violations driving under the influence and reckless driving.

INSTRUCTOR TRAINING

The Washington County School District will hold a minimum of 2 trainings/meetings each year to coordinate with instructors and discuss issues amongst all the schools. At least one meeting will be held with departments heads, and one meeting will be held with all instructors. These meetings will be held on a Friday afternoon while still on contract. The District Driver Education Director will notify principals in advance of dates to avoid other PLC conflicts.

DISTRICT PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

Driver Ed Spring Conference

It is expected each instructor will attend the annual spring Driver Education Conference when offered in person.

- Hotel arrangements will be made by the State when traveling more than 60 miles.
- The department head should request a trip request be entered for a department car. Driver Education vehicles may be driven and instructors should carpool where possible.
- The district will cover the cost of a substitute teacher for one day. Instructors should have their secretary indicate to “see Stacie White for payment” when requesting a sub.

ONLINE CLASSROOM

Students taking the online course with their boundary school, or Utah Online, should have no longer than 1 school quarter, or 90 days, to complete their online class. Failure to complete the coursework during that window will result in students paying the credit recovery fee of \$50 to retake the class.

ONLINE COURSE CURRICULUM

The online course curriculum used by each high school and Utah Online will be reviewed annually, each summer, with updates occurring as needed throughout the school year. Any linked content should be reviewed on a regular basis to ensure all links are working and content is up to date. Failure to use the district approved online course will result in suspension of an online program within the school.

Department heads will meet for one day each summer to review the State course and make any additions or changes to ensure a quality online course is offered throughout our district. A teacher stipend of \$150/day will be paid for participation in these efforts.

PARENT DRIVE LOG

The Washington County School District requires all students to submit a drive log showing a minimum of 40 hours (10 hours at night) of drive time with parents as an assignment completed during the classroom portion of Driver Education. The log sheet should be graded as an assignment and included as part of the classroom grade.

STREET SMARTS

Street Smarts will be used in the Washington County School District as an assignment in the classroom portion of Driver Education. Street Smarts is a program with individual student licenses paid for with the Driver Education program budget. If a student has already logged into Street Smarts, they should continue to use the same license through completion of the program, even if they failed the classroom and come back at a later point. If a student forgets their login information, it should be retrieved through Leticon/Street Smarts instead of using an additional license. The completion of Street Smarts by a student eliminates 1 hour of their BTW drive time, requiring only 5 hours BTW instead of 6.

DISTRICT PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

STUDENT/PARENT SURVEYS

Instructors will be provided a survey for students and parents to participate in at the end of their classroom instruction and at the end of their Behind the Wheel. These surveys should be given to the students as part of their assignments to complete. Instructors should strongly encourage students to participate and should not discourage the collection of the data in any way.

STUDENT PERMITS

It is the decision of the Washington County School District to have all students receive their permit prior to enrolling in a Driver Education classroom course. With a permit, a student shows they are ready to commit to participate in classroom instruction, work towards their 40 hours of drive time at home, be prepared to drive with an instructor, and ultimately take the driving skills test. Evidence shows when a student is able to apply what they are learning in class, they are more likely to understand the concepts being taught. During the classroom instruction, it is expected that the students are working on their 40 hours of drive time at home and will be ready to drive with an instructor within 30-45 days of completing their classroom instruction. (Or at the first opportunity available to them based on the driving schedule at the school.)

A student caught driving on their permit without parents in the vehicle will fail the Driver Education course and be dropped from the class immediately. Likewise, a student will fail and be dropped from the course if they receive a citation while enrolled in the course and driving on their permit. Students are eligible for re-enrollment in the next available course.

STUDENT REFUNDS

Students are not eligible for a refund after completing 10 hours of classroom instruction. If a student has not started driving with an instructor, the driving portion of the fee may be reimbursed if a parent chooses to have a student drive with a private instructor. Once the student has started driving, no refund will be given.

UTAH ONLINE CLASSROOM

Utah Online is part of the Washington County School District and offers the online classroom portion of Driver Education as another option for students who aren't able to take the classroom portion at their own school. Utah Online does not offer Behind the Wheel driving with an instructor, or the skills test required by the DLD. It is expected that Utah Online will follow all district and state procedures and policies, and operate in a similar manner to other classroom programs in the Washington County School District.

Payment

Washington County School District students that participate in the classroom with Utah Online are required to pay the Driver Education fee at their boundary school and provide proof of payment to the Utah Online Instructor as an initial assignment. Utah Online is unable to collect payment for Driver Education students. Payment for out of district students come through the State payment system, therefore no funds are collected from students that take the online course from outside of our district.

DISTRICT PROCEDURES

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

Every semester, a transfer is made from each schools Driver Education account to reimburse Utah Online for each in-district student that completed Driver Education through Utah Online. The fee reimbursed to Utah Online will be equivalent to the amount the instructors receive for an online classroom completion at the school.

Communication for BTW

Utah Online will notify the Department Head at each school when students are enrolled in the classroom portion from their boundary. This will help instructors know how many students will be finishing the classroom and need to get on their schedule to drive. Although priority for driving may be given to students completing Driver Education within their own school, instructors should do their best to fit students into their schedules to drive within the recommended window of 30-45 days after completing the classroom instruction, where possible.

VEHICLES

MAINTENANCE

- Any service light or notice of service should immediately be reported to Cori Whetten in Transportation. (cori.whetten@washk12.org)
- It is expected the instructor will help to coordinate maintenance on the vehicles, such as regular services and annual inspections. Instructors should also evaluate and ensure the overall safety inside and outside of the vehicle prior to and during drives.

APPROPRIATE USE

- Driver Education vehicles are to be used only for the Driver Education program, including student BTW, Driver Ed meetings or conferences, etc. Any use not directly tied to the Driver Education Program must be authorized by the District Driver Ed Director, prior to use.
- All Driver Education vehicles must be parked on district property overnight and while not in use.

MILEAGE

- Starting and ending mileage (and purpose) must be logged in Fleet each day.

CELL PHONE USE IN VEHICLE

- Instructor cell phone use while a student is driving shall be limited to **emergency purposes only**.
- Students are **not allowed** to have or use a cell phone in a Driver Education vehicle.

VEHICLE CARE

Driver Education vehicles belong to the WCSD Driver Education program and may be moved at any time, for any reason. Therefore, instructors should take the utmost care of the vehicle entrusted to them.

- Food and drink should be limited to that which is necessary for both instructor and students. Students should not be limited if there is a medical need, but students driving or observing should be focused on the road and not distracted by food and drink.
- Vehicles should be kept generally cleaned and vacuumed. Car wash certificates are available upon request.

DISTRICT PROCEDURES

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- Students and/or instructor should have easy access to fire extinguisher and first-aid kit. Cars should not be storing unnecessary items that would prevent students or the instructor from easily accessing these items if necessary.

FUEL

- State fuel cards are specific to vehicle. The fuel card assigned to your vehicle should **never** be used to fuel any vehicle other than the Driver Education vehicle it is assigned to.
- Pin numbers are specific to an individual. Your pin number to your fuel card should never be given to anyone.
- Fuel receipts should always be uploaded into Fleet.

COMPLIANCE

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

It is the intention of the Washington County School District to be in full compliance with the laws and policies set forth by the Utah State Board of Education and the Department of Public Safety - Driver License Division. Compliance will be evaluated regularly and changes or updates will be made as needed. It is required for all instructors to read, understand, and follow the current Law and Policy handbook released by USBE.

BTW LESSON PLANS

Lesson plans for BTW must be submitted annually to the District Driver Education Director. These lesson plans should outline learning intentions and expectations for each drive. Lesson plan content shall meet or exceed most current Utah Driver Education Core Standards.

Student Driving Log

Student Driving logs should match with the instructor's Driver Education BTW lesson plan. Each log should include the information as indicated in Law and Policy, including clock time of each drive, skills taught, and instructor notes on what was done well or where extra help is needed.

DRIVING SKILLS TEST

The road skills test will be given no more than one time to each student. If a student fails the test, the instructor will be paid, however the student will be sent to test at the DLD, where 2 attempts at the test have been paid for, with the cost of their permit.

The driving skills test is a State Standardized Test that is expected to take between 30-45 minutes per student. An instructor must not drive (BTW) and test the same student, and the skills test cannot count towards drive time. Instructors must follow the Law and Policy in regard to the skills test. Instructors are conducting the test on behalf of the DLD and must complete the examiner training annually to maintain their endorsement. Established standards and procedures must be followed when administering the test. Instructors must document and grade according to their instructions given to ensure all testing is done in a standardized manner. Falsifying information is grounds for cancellation and suspension of your certification.

Instructors must have two predetermined routes for testing, which are different from their BTW routes. One of these two routes must be followed for each test and scored consistently from student to student according to the scoring standards, and always using the score sheet approved by the Division. Both routes must be turned into the District Office annually. Routes will be reported to the State and the DLD on behalf of each school.

STUDENT RECORDS

Student records are required by the State to be kept for 7 years. These files should be kept where more than a single instructor would be able to access them. Overlap in knowledge when it comes to where records are is crucial in the event we are audited and the same person has not been in the position for the past 7 years. Digital records are acceptable (and recommended), but should be accessible by more than a single person. Reference law and policy for what information is required to be maintained as part of the student records.

COMPLIANCE

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

PARENT INVOLVEMENT

Parent Expectations

Instructors should hold a meeting, or at the very least send information to parents, regarding expectations in the course and throughout the remainder of the students Driver Education experience. This information should include, but not be limited to:

- How they will be graded.
- How make-up classes or no shows for BTW are handled.
- The importance of parent participation, guidance, and rules while practicing with their teen.
- Expectations for the class, including required assignments.
- Access to CHOP videos and give other resources to parents for how to drive with their teen.
- Drive requirements before they start BTW with an instructor.
- Scheduling BTW time and the road skills test.

Parent Education

Regardless of the method of classroom instruction, it is required of every student, along with their parent(s), to participate in a one-hour parent education meeting, preferably at the beginning of their classroom instruction, but no later than the middle of their classroom instruction. Parent education is a critical piece of Driver Education and should be incorporated into a student's classroom experience. Parent education and parent expectations may be done in a single meeting at the beginning of the classroom instruction, as long as there is time to cover both.

A student cannot pass the course if the student **AND** parent has not attended your parent education night. This should be an assignment in your course and must be outlined as a requirement to pass the class. (Board Rule effective 10/10/2021)

Parent education content should include, but not be limited to:

- Utah graduated Driver Licensing (GDL) Laws.
- 5 Behaviors of Safety.
- Tips for new drivers.
- Why teens need to practice.
- Why teens have rules and need to follow them.
- Teen/Parent contract.

Zero Fatalities

Zero Fatalities offers an amazing parent education presentation which is offered both online and in-person.) Proof of participation must be collected for each student either through signing a roll or by having the parent and teen take a photo at a live event with the presenter in front of the Zero Logo, or they can download a certificate of completion if they participated in an online event.

The current schedule for Zero Fatalities Parent Nights may be found at <https://zerofatalities.com/parent-night/>

Online Zero Fatalities

Parents and students should be prepared with a computer, equipped with a camera, if they plan to participate online. The moderator for the online events will drop the student from the webinar if both the parent and student aren't showing online, the camera gets turned off, or either the parent or student appears to be distracted by something not related to the course.

FORMS

WASHINGTON COUNTY SCHOOL DISTRICT DRIVER EDUCATION

This section contains forms that may be helpful related to your job as a Driver Education Instructor. Additional forms may be added in the future.

- APPLICATION- DRIVER EDUCATION ENDORSEMENT
- COLLISION/INCIDENT REPORT FORM
- DRIVER EDUCATION PERMISSION TO TRAIN
- STUDENT DRIVING RECORD



Application for the Utah State Board of Education DRIVER EDUCATION ENDORSEMENT

This endorsement will attach to an Educator License with an area of concentration in one or more of the following:
Secondary Education, Special Education, School Counselor, or Career and Technical Education.

Application Information

Utah Driver License #: _____

Name _____ Date application submitted _____

Cactus ID _____ E-mail _____

District _____ School _____

Home Address _____

City _____ Zip Code _____

Home Phone _____ Work Phone _____

Endorsement Type:

- ☐ This application is for a Driver Education Endorsement
- Eight hours of continued professional development is required to keep this endorsement valid.

Instructions for Completing the Application

1. Print and complete the Driver Education Endorsement Application.
2. Submit original documentation.
 - Transcripts: If you received University credit, you must submit original copies of your transcripts with courses highlighted. The transcripts **MUST** be originals and printed on the college/university transcript paper. The transcripts do not need to be in a sealed envelope allowing you to highlight course work. If you received USBE credit, you must print off your transcripts with courses highlighted.
 - Other Documentation: Copy of your current CPR/First Aid certification. Copy of the Examiner's Practicum Training Completion Form. Copy of the Practicum hours logged with signatures.
3. Send or deliver the (1) completed application, (2) transcripts, and (3) other documentation to:
 - Utah State Board of Education – Endorsements
250 East 500 South, P.O. Box 144200
Salt Lake City, Utah 84114-4200
Or electronically to: licensing@schools.utah.gov

Requirements for Driver Education Endorsement

Endorsement requires completion of all **SIX** steps and consists of 16 semester hours

University of Utah Continuing Education: <https://continue.utah.edu/noncredit/health>

1. **A) Health Education 3500** – University of Utah credit (2 semester hours).

- OR -

B) Health Education 350 – Non-matriculated student (2 USBE credits). Same class as Health Education 3500. All participants must register through the University of Utah continuing education and elect non-matriculated student

2. **A) Health Education 3510** - University of Utah credit (2 semester hours).

- OR -

B) Health Education 351 – Non-matriculated student (2 USBE credits). Same class as Health Education 3510. All participants must register through the University of Utah continuing education and elect non-matriculated student.

USBE Professional Learning Midas Education: https://usbe.midaseducation.com/site.php?page_id=1210

3. **Driver Education State Law and Policy** – USBE Midas Education (2 USBE credits or 2 SUU semester hours). Participants elect credit option when registering for class.
4. **Examiners Training** – Online examiner training. This training can be completed by contacting: DEMSADMIN@UTAH.GOV Participants are required to provide completion certificate and submit with endorsement application. Examiner training certification is valid for 5 years and must be kept current.
5. **Current CPR/First Aid card** – A copy of both front and back of their certification card must be submitted with endorsement application. Certification is valid for 2 years and must be kept current.
6. **Student Teaching Practicum** – USBE credit (8 USBE credits). You need to register in Midas Education for this course which logs 120 hours of driver education teaching and observation time. This is student teaching for driver education. Participants must log practicum hours. Participants may not drive or teach without direct supervision of a certified mentor. The mentor must be a certified driver education instructor, currently teaching driver education.

For more information, contact the driver education specialist:

Audra G. Urie

(801) 538-7648

audra.urie@schools.utah.gov

250 East 500 South, PO Box 144200

Salt Lake City, UT 84114-4200

DRIVER EDUCATION COLLISION/INCIDENT REPORT FORM

Within two weeks following **any** collision or incident involving a driver education vehicle, regardless of the extent of the damage, complete and mail this form to: USBE, Driver Education, 250 East 500 South, P.O. Box 144200 Salt Lake City, Utah 84114-4200.

School District Name _____ Number _____ Date _____
of collision/incident _____ 20 _____ Time: _____ A.M. _____ P.M.

Instructor: _____

Location: _____

Describe injuries: _____

Vehicle Driver: _____ Student _____ Instructor _____

If Student: Male _____ Female _____ Age _____ Number of BTW Hours _____

Student observers in vehicle:

1. _____ 2. _____

DRIVER EDUCATION VEHICLE _____
year make license number

Describe damage: _____

Estimated damage: \$ _____ Amount covered by insurance: \$ _____

OTHER VEHICLE/PEDESTRIANS INVOLVED:

Driver and/or pedestrian(s): _____

Vehicle (s): _____
year make license number

Describe damage: _____

LAW ENFORCEMENT REPORT

Was the incident reported to law enforcement? Yes _____ No _____

If Yes, include a copy of the *Utah Vehicle Collision Report*.

INSTRUCTOR'S ACCOUNT Diagram incident on the reverse side of this form.

Driver Education Instructor: _____ Date _____

Principal or Superintendent: _____ Date _____

Driver Education Permission to Train

I attest that I am the legal guardian of the student named below and I give permission for _____ High School's Driver Education department to train the below named student behind the wheel as of the date listed below. I also certify by signing below that my student does not have any physical, emotional, or mental impairment that would prevent driver licensure. Revocation of this permission must be made in writing at the school.

Student Name

Parent Signature

Date

Does your student have an IEP or any 504 accommodations? If yes, what are they?

Is there anything about your child that a driver education instructor should know? (E.G. Are they hesitant about driving? Does your student have an anxiety disorder? Are there any negative experiences your child has had with driving or vehicles that might impact their driver education experience and that we should be aware of? Have been practicing behind the wheel for a long time or have no practice at all?)

Washington County School District

Student Driving Record

Permit #: _____

Permit Issue Date: _____

Fees Paid: Yes: _____ No: _____ Date: _____

School: _____

Student Name: _____		DOB: _____	Grade: 9 10 11 12
Last	First	Home Phone: _____	
Address: _____		Parent/Guardian: _____	
City: _____	State: _____	Zip: _____	Emergency Contact #: _____
Student Cell: _____		Parent Email: _____	
Student Email: _____			

	Teacher	Hours	Grade	
Classroom Instruction:	_____	_____	_____	Completion Date: _____
Street Smart Hours:	_____	_____	_____	Completion Date: _____
Observation:	_____	_____	_____	Completion Date: _____
Driving Time:	_____	_____	_____	Completion Date: _____
Skills Test:	_____	_____	_____	Completion Date: _____
Driving log from parents: Y / N Hours required prior to BTW: _____				BTW Parent Permission: Y / N <small>(May not drive until parent permission is documented.)</small>
Parent Meeting Date: _____				Parent Contact Date: _____

Drive #	Skills Taught	Date	Start/End Time BTW	Total Drive Time	Observation Minutes	Student Signature
1	a b c d e f g h i j k l					
Comments:						
2	a b c d e f g h i j k l					
Comments:						
3	a b c d e f g h i j k l					
Comments:						
4	a b c d e f g h i j k l					
Comments:						
5	a b c d e f g h i j k l					
Comments:						

Skills:

(a) Pre-Starting Checks	(b) Starting and Stopping	(c) Right and Left	(d) Signs and Traffic Lights
(e) Blvd. and four lanes	(f) Parking (hill, parallel)	(g) Highway	(h) Freeway
(i) U-turns	(j) 2 and 3 point turns	(k) Review	(l) Pre-Test

Special Accommodations: _____

I certify the above information to be accurate and in compliance with policy provided by the Utah State Board of Education.

Instructor Signature: _____