



Driver Education Manual

New Hanover County Schools



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Mission Statement

The New Hanover County Schools Driver Education Program seeks to assist each student become the most competent, skillful, responsible driver possible. This service is a base for parents to continue the instruction and supervision of their young driver in developing the necessary knowledge, skills, and attitudes needed to be a safe driver.

Philosophy

It is through Driver Education courses that novice drivers learn current road safety information and skills that help them to become knowledgeable and safe drivers. This type of road safety education assists drivers in reducing car crashes and related injuries or fatalities. This valuable life skill is taught by certified, experienced professionals who have a desire to teach and to prepare young drivers for the responsibilities of operating a motor vehicle in a safe and conscientious manner.

Objectives

- *To provide an opportunity for the student to learn current motor vehicle laws.*
- *To provide an opportunity for the student to develop the proper attitude toward operating a motor vehicle safely.*
- *To provide an opportunity for the student to be introduced to necessary skills needed in driving.*

Goal

To create a low-risk driver with control of their emotions and behavior, thereby making the highways a safer place for everyone.

NON DISCRIMINATION STATEMENT

In compliance with Federal law, including Section 504 of the 1973 Rehabilitation Act and the provisions of Title IX of the Education Amendments of 1972, New Hanover County Schools administers all state-operated educational programs, employment activities, and admissions without discrimination because of disability, race, religion, national, or ethnic origin, color, age, military service, or gender except where exemption is appropriate and allowed by law.

To file a complaint of discrimination, contact: Dr. Rick Holliday, Assistant Superintendent, Student Support and Federal Programs, 6410 Carolina Beach Road, Wilmington, NC 28412, Telephone (910) 254-4206; Fax (910) 254-4352.

Driver Education Contact Information

County Wide Driver Education Coordinator:

Lisa Morris	NHCS Admin Bldg	Phone: 254-4337 Email: lisa.morris@nhcs.net
LeAnne Groves (Support Associate)	NHCS Admin Bldg	Phone: 254-4292 Fax : 254-4352 Email: leanne.groves@nhcs.net

Site Coordinators:

Brian Stewart	Ashley/ IBECHS	Phone: 790-2360 ext. 116 Email: brian.stewart@nhcs.net
Colleen St. Ledger	Hoggard	Phone: 350-2072 ext. 329 Email: colleen.stledger@nhcs.net
Alan Sewell	Laney/WECHS	Phone: 350-2089 ext. 0 Email: richard.sewell@nhcs.net
Rick Holmes	NHHS/Mosley PLC	Phone: 251-6100 ext. 250 Email: richard.holmes@nhcs.net

DMV Contact (Eye tests):

Tracy Ennis	Phone: 512-4082
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Emergency Contact Information

Note: Please call the numbers in the order they are presented.

For towing or to report an accident:

Mon - Fri	7:00 a.m. to 5:30 p.m.	254-4086 367-0004 254-4393
Mon - Fri	5:30 p.m. to 8:00 p.m.	367-0004 254-4386

All other hours call:

Bob Pavlik - (home)	395-0007
(school cell)	367-0004
(personal cell)	612-0259

If no answer, call Phillips Towing at 910-323-9600 for towing.

If injuries, call Mick Wayne at 392-6502; if unavailable call Ken Nance at 910-608-7201.

Driver Education Instructors

Driver Education instructors must possess a valid North Carolina driver's license and must have a driving record acceptable to the local Board of Education. In addition, instructors hired for Driver Education shall have either:

- * a Driver Education Certificate issued by the State Board of Education; or
- * non-certified status according to the minimum standards established by rule 16NCAC 06E .0302

To qualify for non-certified instructor status, a person must, as a minimum:

- 1) be at least 21 years of age and have graduated from high school or hold a high school equivalency certificate*
- 2) be of good moral character*
- 3) not have had convictions of moving violations totaling seven or more points in the three years preceding the date of application*
- 4) have at least four years' experience as a licensed operator of a motor vehicle*
- 5) not have had a revocation or suspension of his or her driver's license in the four years immediately preceding the date of application; and*
- 6) have completed an approved instructor licensing course*

Instructors are expected to be:

- Responsible
- Reasonable— treat all students fairly
- Respectful
- Reliable— accountable and punctual
- Flexible
- Professional

Additionally, they are expected to:

- Demonstrate road safe behavior and a positive attitude about driving at all times.
- Act in accordance with all New Hanover County Schools' policies and procedures at all times.
NOTE: Behavior that is inconsistent with any New Hanover County Schools Board of Education policies or procedures may result in suspension or dismissal from the Driver Education program.
- Prepare for all classroom sessions and in-car lessons.
- Participate willingly in additional training, when needed.
- Promote the Driver Education program by:
 - A. Believing in the value of Driver Education.
 - B. Being informed about Driver Education policies, procedures, and practices to ensure that students and parents understand the responsibilities and rules of the program.
 - C. Explaining the value of the Driver Education Certificate.
 - D. Using relevant and real examples of road safety issues and collisions that could have been avoided if the driver had applied principles taught in Driver Education.
 - E. Allowing students to practice, demonstrate, and observe proper safety and road guidelines.
- Maintain a current driver's license.

Site Coordinator's Responsibilities

- Conduct a parent/student meeting at the beginning of each session to introduce:
 - * Rules and Regulations
 - * In-car Instruction Information
 - * Evaluation Procedures of Student Progress
 - * Driver Eligibility (DEC) Process and Procedures
- Document parent attendance and permission at the parent/student meeting.
- Supervise/monitor all classroom and in-car instruction, assuring that the material found in the standard curriculum is taught.
- Be the sole issuer of Course Completion Certificates and Driver Eligibility Certificates.
- Record required information on the Driver Education spreadsheet and submit to County Coordinator within **5 days** of completion of each driving session.
- Collect and verify all time sheets for the date range specified by the Payroll Department of NHCS and submit to the Support Associate for the Driver Education program on the due date set by Payroll.
- Accurately report all revoked driver's licenses in the SADLS (State Automated Driver License System) in accordance with the GS 20-11.
- Respond in a timely manner to parent or community issues.
- Delegate or schedule hours for instructors in a fair and consistent manner.
- Ensure procedures are followed with regard to special needs students.
- Maintain inventory and report issues or needs to the County Coordinator.
- Working as a team, communicate instructor needs to other Site Coordinators to ensure sessions are concluded within a reasonable time frame.
- Ensure that up-to-date information is available regarding registration dates, times, and locations via the school website **prior** to each session.
- Implement a strategic registration process shown to be effective for the population of students served at the school and ensuring equal access to the NHCS Driver Education program to homeschooled and private school attendees.
- Be a positive representative of the Driver Education program.

Classroom Instructor's Responsibilities

- Consult with the Site Coordinator and Principal of the school to make arrangements for a classroom, necessary equipment, class start date, class time, and roster.
- Classroom instruction will consist of at least 32 hours. Students are **required** to have 30 hours of classroom instruction with an additional two hours provided for any instructional time missed.
- Beginning the fall of 2011, as directed by the 2010-11 Special Budget Provision of the NC General Assembly, there is a standard curriculum for Driver Education instructors to use as a resource designed to enhance instruction. In addition, an hour's worth of motorcycle instruction is included.
- All recorded time on each instructor's time sheet must correlate directly with actual time worked. It is the responsibility of each instructor to verify their time sheet is accurate, as indicated by approving their time through TimeKeeper, **prior** to signing and submitting to the Site Coordinator for approval.
- Discuss student issues or concerns in a timely manner with the Site Coordinator to ensure appropriate procedures are followed and parent communication is optimized.
- Prepare for classroom instruction and observe grading practices that are an adequate reflection of the student's skills and ability.
- Work collaboratively with a tutor, if necessary, to ensure a student's needs are addressed.
- Adhere to any recommendations found to be necessary under the Driver Adaptive Committee.
- Be a positive representative of Driver Education program.

In-Car Instructor's Responsibilities

- Students must receive a minimum of 6 hours of behind-the-wheel instruction. Under extenuating circumstances, as determined by the instructor and Site Coordinator, more than 6 hours may be offered.
- Vehicles assigned to instructors should be located at the assigned areas while not in use. Students are to be picked up and dropped off at the school for all behind-the-wheel instruction.
- The in-car instructor should ensure that every student has a restricted instruction permit before beginning any behind-the-wheel instruction.
- In-car instructors must have at least 2, but no more than 3, students in the vehicle at all times for behind-the-wheel instruction. The instructor should never be in the vehicle alone with a student.
- Driver Education vehicles are to be maintained as needed and inspected routinely to ensure they are in safe condition to be driven on a daily basis. All vehicle maintenance repairs must be reported to Bob Pavlik or Ken Nance in the Transportation Department to schedule work repair. No maintenance work or other services on a Driver Education vehicle should be done without prior approval or the invoice will not be paid. This is a violation of NHCS Board Policy with regard to financial obligations and may result in the employee being held responsible for the charges.
- All county Driver Education cars must be signed out. Instructors are responsible for their assigned cars. If a spare car is needed for any length of time, it is the responsibility of the instructor to report that car assignment to the County Coordinator and to the Maintenance Supervisor.
- Fuel is to be purchased from the NHCS Maintenance Department. Failure to adhere to this procedure may result in the employee being held responsible for the charges.
- No one other than the instructor, or additional Driver Education staff, should be in the vehicle. This includes, but is not limited to, community case workers, parents, siblings, instructor's children, and students not enrolled in the Driver Education program.
- In-car instructors should follow the established guidelines and procedures with regard to all behind-the-wheel instruction.
- In-car instructors should keep the keys to their Driver Education vehicle with them at all times and during all breaks. Instructors shall ensure the proper supervision of all students at all times.
- In-car instructors should be a positive representative of the Driver Education program.

In-car Instruction

Students taking Driver Education through New Hanover County Schools should complete 30 hours classroom instruction and at least 6 hours behind-the-wheel instruction. The skills and lessons taught during the behind-the-wheel instruction should be uniformly documented on the Restricted Instruction Permit form as determined by NHCS Driver Education procedures. Behind-the-wheel instruction should include, but is not limited to, the following skills and lessons:

- Start up procedures of the vehicle; this will include external vehicle inspection and proper use of seat belts.
- Instruction in the locations and functions of vehicle controls and gauges.
- Steering forward and backward.
 - A. Steering control is critical in all driving situations.
 - B. Continuous steering adjustments must be mastered.
 - C. Maintaining good visual habits, speed control, and adjustments are necessary skills for effective steering control.
 - D. Proper speed control when backing up.
- Use of turn signals; this is to include electrical signals and use of hand signals.
- Proper turn techniques.
- Lane changing techniques correctly using signals, mirrors, and the need to check blind spots.
- Students must practice the following types of turnabouts: Driveway, Three-Point turn, and U-turn.
- Students must also receive instruction and practice in the following types of parking: Perpendicular, Parallel, and Angular (optional).
- Practice in safe interstate driving skills which include: use of acceleration lanes, maintaining appropriate speeds, use of cruise control, and proper procedures for exiting the interstate.
- Proper procedures for securing a parked vehicle.
- Educate students on NC laws banning cell-phones, and other technology (i.e. digital camera, email, texting, and internet gaming), from being used while the vehicle is in motion.

During in-car instruction, all students must receive an appropriate mix of rural, city (business and residential) and expressway driving.

Vehicle/Maintenance Guidelines

Driver Education cars are to be serviced every 5000 miles. A list of vehicles needing service is kept at the fuel station for the driver instructor to see. The instructor needs to make arrangements to drop the vehicle off at the garage by contacting the Shop Supervisor, Bob Pavlik. If the instructor does not schedule the routine maintenance within a timely manner, then the shop supervisor sends a list of vehicles that are past due their normal service to the Asst. Director who then forwards that list to the County Coordinator who in return will contact the Driver Education Site Coordinator. A loaner vehicle is provided based on availability. All loaner cars must be signed out and reported to the County Coordinator and the Maintenance Supervisor.

Vehicle mechanical issues between the 5000 mile services need to be reported to the shop supervisor immediately and an appointment for repairs scheduled. A loaner car will be issued if available. All loaner cars must be signed out and reported to the County Coordinator and the Maintenance Supervisor.

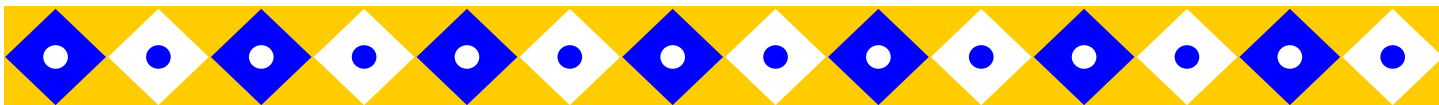
Driving instructors should pull up to the pump at Transportation and fill tank using the gas card maintained by the Transportation Department.

The Transportation Department is located at 2814 Carolina Beach Road, Wilmington, NC. Fuel is available Monday through Friday 7:00 am to 12:00 p.m. (or otherwise as directed) during the summer months and 7:00 a.m. to 5:00 p.m. during the school year. Contact Rick Harrelson at 254-4101 for any fuel issues.

When fueling, check the maintenance list to see if your vehicle is due for routine maintenance. The odometer reading that is requested at the time of fueling up should only be provided by the instructor to ensure accuracy.

Procedures to Report Driver Education Accidents

- 1). Do not move vehicle from place of accident unless it creates unsafe conditions.
- 2). Contact the local police or State Highway Patrol. Advise if an ambulance is needed. Do not leave the scene until the police arrive.
- 3). Contact the Transportation Department following the Emergency Contact card in the glove compartment of the car. Call LeAnne Groves at 254-4292, or the County Coordinator, if after hours, on her cell.
- 4). Do not make any admissions to other persons that you were responsible for the accident, or that you were at fault, nor make any commitments regarding your or the school system's responsibility with respect to the accident.
- 5). Obtain the name(s) of the driver(s) of the other vehicle(s).
- 6). Obtain the license number(s) of the other driver(s) and their tag number(s).
- 7). Obtain the name(s) of witness(es), if possible.
- 8). Complete a "NHC Board of Education Accident Report" as soon as possible after the accident has occurred.
- 9). Attach a copy of any tickets issued by the police or State Highway Patrol to the report.



Certificates

There are two certificates that students will receive once they have completed the NHCS Driver Education program. For a student to earn a Course Completion Certificate (CCC), each student **must** successfully meet the following requirements:

1. A parent/guardian is required to sign-in and attend the parent meeting at the beginning of the session. Student attendance at this meeting is at the discretion of the instructor.
2. Students must complete 30 hours of classroom instruction and a minimum of 6 hours behind-the-wheel instruction with satisfactory progress.

Note: Students are required to attend 30 hours of classroom instruction. There are two hours built into the instructional program to accommodate a maximum of two absences. However, all absences must be excused absences, as determined by the instructor, and all missed time must be made up. If a student fails to attend a classroom session without previously notifying the instructor, the instructor must make every attempt to contact the student. If that student fails to attend a second class without notifying the instructor, the instructor is to contact the student's parent/guardian to inform them of the potential consequences which may include dismissal from the program. Furthermore, students are expected to be on time for classes, or to have previously notified the instructor of their expected tardiness. If the student fails to have an adequate reason as determined by the instructor for their tardiness, the tardy may be considered an unexcused absence.

3. Students are required to have at least 6 hours of in-car lessons. Students must provide at least 24 hours notice to instructors to cancel, or re-schedule an in-car session. Every attempt will be made to accommodate in-car instruction for times that are acceptable for both instructor and student. However, a record shall be kept for consistent cancellations, or re-schedules. If they are found to be excessive, the student will be marked as a "No Show". Excessive "No Shows" will result in the student being considered to have quit the program and he/she will not be issued a Course Completion Certificate and is not eligible for re-enrollment in the NHCS Driver Education program.
4. Students must satisfactorily complete all classroom tests and assignments.

If a student fails to successfully complete any of the requirements listed above, the student will not earn a Course Completion Certificate. Once obtained, the Course Completion Certificate is good for life.

Driver Eligibility Certificate

Driver Eligibility Certificates (DEC) may only be obtained from the Site Coordinator at each school. This form is only to be issued by the school the student is attending and in accordance with NC GS 20-11. Parents should be told at the parent meeting the parameters of issuance of the DEC. Once issued, the DEC expires after 30 days. If the student fails to obtain a license within that timeframe, the responsibility falls upon the student to request another DEC from the Site Coordinator. The Site Coordinator will make every effort to issue a replacement DEC; however, the student should understand it may not be granted immediately at the time of the request.

Blank DEC's and CCC's should be kept in a secure location at all times.

Driver Eligibility Certificates

A Driver Eligibility Certificate is used to verify that a student is meeting academic and enrollment expectations for the state of North Carolina as outlined in GS 20-11. There are three reasons why a DEC may be revoked:

1). Dropping out of school prior to age 18

As of August 1, 1998, any public, private, federal, home-schooled, or community college student under age 18 who does not make adequate academic progress or drops out of school will have their driving permit or provisional license revoked. Under the Dropout Prevention Guidelines, a dropout student is one who has withdrawn from school before the end of the academic term and whose enrollment in an educational setting cannot be verified for 30 days. Parents should be notified in writing that a student's DEC will be revoked. Parents may submit a hardship request to the principal or principal's designee to maintain the student's driving eligibility status.

2). Disciplinary action

Disciplinary action includes an expulsion, a suspension for more than 10 consecutive days, or an assignment to an alternative educational setting for more than 10 consecutive days. Under the Lose Control/Lose License guidelines, the DEC is revoked for one year. Unlike the Dropout Prevention guidelines that end when a student turns age 18, the revocation of a DEC for disciplinary action can extend beyond age 18 if the disciplinary action took place during the time the student was age 17.

3). Not making adequate academic progress

At the end of each semester, students not passing 70% of the maximum possible courses are identified. Parents are notified that the student is not making adequate academic progress and have the option of submitting a hardship request to the principal or principal's designee to maintain the student's driving eligibility status.

Note: This information is submitted to the Site Coordinator at the school and that information is then entered into the State Automated Driver License System (SADLS). The Site Coordinator is the only person who can alter this information in that system.

Hardships

A parent or guardian may request a Driver Eligibility Certificate based on a documented hardship. The parent or guardian **must** submit written documentation pertaining to the hardship to the school Site Coordinator. The Site Coordinator will then assist the parent or guardian through the hardship process established at their school.

Hardship cases **must** be related to one of the following:

- 1). Medical
- 2). Work related
- 3). Exceptional Children (already identified through the school)
- 4). Any family documented hardship

Please note that support documentation is required to verify hardship cases. Hardship Request Forms that do not have adequate support documents will be denied.

Types of Permits

Level I – Limited Learner’s Permit: (Involves parents, guardians and/or other responsible drivers in the training of young drivers.)

- Must be 15 years old but less than 18 years old.
- Successfully completed a Driver’s Education program.
- Pass written, sign, and vision tests.
- Received Driver’s Eligibility Certificate (DEC).

Level I - Guidelines; Restrictions & Conditions:

- The permit holder must be in possession of the permit.
- For at least 12 months, the Level I driver must be supervised by parent, guardian or other approved licensed driver who has been licensed as least five years.
- The supervising driver must be seated beside the permit holder in the front seat of the vehicle while in motion. Only the permit holder and the supervising driver can be in the front seat.
- For the first six months, the Level I driver may only drive from 5 a.m. to 9 p.m. with his/her supervising driver.
- After the first six months, a Level I driver may drive at any time with his/her supervisor.
- Every person occupying the vehicle being driven by the permit holder must have a safety belt properly fastened about his/her body, or be restrained by a child passenger restraint system while the vehicle is in motion.
- The use of a mobile/cell telephone is prohibited. This includes the use of any features related to a mobile/cell telephone, such as a camera, electronic mail, music, games, or the Internet while the vehicle is in motion.
- Before graduating to Level II, you must keep the Level I for at least 12 months and have no convictions of motor vehicle moving violations or seat belt/mobile telephone infraction in the preceding 6 months.

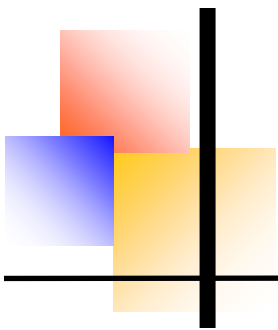
Level II - Limited Provisional License: (Protects young drivers during the night time hours when they are most at risk.)

Requirements for Level I – and:

- No violations during the last six months of Level I
- Driver’s Eligibility Certificate

Level II – Guidelines; Restrictions & Conditions:

- License holder must be in possession of the license.
- Unsupervised driving is allowed between 5:00 a.m. – 9:00 p.m. or when driving to or from work. This also covers driving to or from an activity of a volunteer fire department, volunteer rescue squad, or volunteer emergency service, if the driver is a member of the organization.
- Supervised driving is allowed at any time. If license holder is driving with supervision, the supervising driver must be seated beside the license holder in the front seat of the vehicle while in motion.
- Other occupants may now ride in the front seat, as long as the supervising driver is seated next to the licensed holder.
- Every person occupying the vehicle being driven by the license driver must have a safety belt properly fastened about his/her body or be restrained by a child passenger restraint system when the vehicle is in motion.
- When not accompanied by a supervising driver, there may be no more than one passenger under twenty-one (21) in the vehicle. This does not apply to members of the license holder’s immediate



Types of Permits

Level II -continued

- The use of a mobile/cell telephone is prohibited. This includes the use of any features related to a mobile/cell telephone, such as camera, electronic mail, music, games, or the Internet while the vehicle is in motion.
- Before graduating to Level III, you must keep the Level II for at least 6 months and have no convictions of moving violations or seat belt/mobile telephone infractions within the preceding six months.

Level III- Full Provisional License: (Rewards violation-free driving.)

- No violations during the last six months of Level II.
- Driver's Eligibility Certificate

Level III – Guidelines; Restrictions & Conditions:

- Unsupervised driving is allowed at any time.
- The use of a mobile/cell telephone is prohibited. This includes the use of any features related to a mobile/cell telephone, such as camera, electronic mail, music, games, or the Internet while the vehicle is in motion.

EXCEPTIONS:

It shall be permissible for the driver to call any of the following regarding an emergency situation: An emergency response operator, a hospital, a physician's office or health clinic, a public or privately owned ambulance company or service, a fire department, or a law enforcement agency. It is also permissible to call a parent, legal guardian, or spouse.

New Graduated Licensing Information

Effective January 1, 2013, teen drivers must complete driving logs (copies found in the "Template" section of this manual). These logs are legislative requirements passed by the General Assembly to increase behind-the-wheel experience for young drivers.

The first driving log requires new drivers to log 60 hours behind-the-wheel under the supervision of a parent or designated experienced driver, including 10 hours at night. No more than 10 hours per week may count toward the total driving time. The teen driver must turn in the signed log to the Department of Motor Vehicles when applying for a Level 2 limited provisional driver license.

The second log requires Level 2 licensed drivers to log an additional 12 hours of driving, including six hours of nighttime driving. The log must be signed and submitted to DMV upon application for a Level 3 full provisional license.

If the Division of Motor Vehicles has cause to believe that a driving log has been falsified, the limited learner's permit holder shall be required to complete a new driving log with the same requirements and shall not be eligible to obtain a limited provisional license for six months.

Practices and Procedures

Registration/Classroom and In-car Instruction

Beginning with the 2011 fall session, there will be a \$25.00 charge for Driver Education through New Hanover County Schools. A finite number of seats will be available per session. Online registration may be accessed at <http://osp.osmsinc.com/nhcsnc/>. In addition to the online registration, a limited number of seats will be available for on-site registration at the school to accommodate parents that may not have internet access or debit/credit card capability. Site Coordinators are expected to assist the treasurer at their location with the registration process to assure morning and afternoon classes are assigned appropriately.

The Parent Meeting information, including time and location, will be determined by each Site Coordinator to the convenience of the population of students they serve. Information as to the time, date, and location of the Parent Meeting should be posted on the school website and made available to the Driver Education Support Associate as soon as that information is determined. As this is a mandatory meeting, the Site Coordinator shall provide a sign-in sheet to record parents'/guardian's attendance. It will be up to each Site Coordinator to determine if they require the student to accompany their parent/guardian to this meeting.

*** Classroom/ In-Car Instruction:**

The instructor should use their professional judgment with regard to the weather, duration, and night time driving. In the event of a county decision, information will be posted on the website and sent via email to the Site Coordinators. Otherwise, it will be the decision of the instructor, in conjunction with the Site Coordinator, to determine if conditions are favorable for a safe driving environment.

No instructor is to drive more than 6 hours without clocking out for a thirty minute break and should not exceed eight hours of driving per day. Site Coordinators should refer to meeting notes with regard to the total number of hours permitted to work for the session.

*** Drive Times:**

There will be no in-car instruction on the following days:

July 4th (If the holiday falls on a Friday or Monday, do not drive those days.)

Labor Day

Veteran's Day

Thanksgiving Day, the Wednesday before, or the Friday after

Christmas (In-car instruction is allowed on days designated as teacher vacation

days; however, driving is not permitted on days designated as holidays.)

New Year's Day

Martin Luther King Holiday

Good Friday Holiday

Memorial Day

There will be no in-car instruction on **holidays**. Driving is permitted on **teacher vacation days**. Instructors may only drive on **teacher workdays** if they take the day as an annual leave day. Otherwise, driving may occur the hours before and/or after they are "on the clock" for their teaching duties. Instructors may not perform Driver Education duties if they are out of work for **sick leave**.

Practices and Procedures

Documentation

Site Coordinators are solely responsible for the accurate and timely reporting of information into SADLS (State Automated Driver License System). If there are any problems with this system or with obtaining information to input into this system, please contact the County Coordinator to address the issue.

Site Coordinators are also responsible for the uniformed documentation of information on the Restricted Instruction Permit. Such information should include, but is not limited to, the date, odometer readings, time behind-the-wheel, and lessons taught. These forms are to be kept on file, along with the student's Course Completion Certificate, and any additional pertinent information for a period of at least 5 years from the date of issuance.

Time Sheets

All Driver Education instruction is to occur on time that the instructor is not being compensated for their regular teaching assignments. An annual leave form must be submitted if an instructor chooses to work on an undesignated workday, or during hours they are being paid for their teaching duties.

During the school year, Site Coordinators cannot have more than 45 total hours per pay period (which includes the 20 Coordinator hours). Driver Education instructors are not to have more than 40 hours per pay period. All hours over these specified amounts must have prior approval from the County Coordinator before the time is worked. If prior approval is not obtained, disciplinary action may result. Tutors are limited to 20 hours per pay period. Prior approval must be requested in the event additional hours are needed. Driving time for summer hours will be at the determination of the County Coordinator. However, any drive time over the stated hours may result in disciplinary action.

All instructors will clock in/out for classroom hours using the time clock in the building. Any issues regarding access to time clocks should be reported to the County Coordinator. Any hours for in-car instruction should be recorded using the time clock on the phones installed in the vehicles following the directions below:

Field Force Manager **Time Entry**

Begin Shift

1. Tab down to Timesheet (Use ring below center button to tab down)
 2. Press enter (Center button)
 3. Select Start Shift (Center Button)
 4. Enter employee ID
- Press Done (Upper right corner)

End Shift

1. Tab down to Timesheet (Use ring below center button to tab down), if needed
 2. Press enter (Center button), if needed
 3. Select End Shift
 4. Enter employee ID
- Press Done (Upper right corner)

Do not use "Start Break" and "End Break".

If you clock in on cell phone, then you must clock out on cell phone, before you can clock in again.

Practices and Procedures

All time keyed into the vehicle time clock will not show in TimeKeeper until the following day. Each instructor is responsible for contacting the Driver Education Support Associate via email as soon as they become aware of any time discrepancies. The Payroll Department will pull time in from the TimeKeeper system per the dates shown on the County Payroll Schedule (http://www.nhcs.net/finance/forms/School_Payroll_Schedule_11-12.pdf). Any time discrepancies not corrected by the Payroll Due Date may not be available on the pay check for that time period.

Each instructor is responsible for printing out their time sheet for the dates indicated on the Payroll Schedule for the reporting period. Once the instructor has verified that the time indicated is correct, they should sign the time sheet and send to the applicable Site Coordinator. It is the responsibility of the Site Coordinator to make certain they've received all signed time sheets and that they are sent to the County Coordinator. Time should be checked weekly by each instructor to ensure that their time sheets are correct for that week. The final week of the Payroll Date Range may have time discrepancies as instructors continue to work throughout the day on that Friday. However, any needed corrections should be emailed to the County Support Associate no later than **10:00 a.m.** on the Payroll Due Date so that the time may be corrected before the Payroll Department pulls the information from the system. Time sheets signed by both the instructor and Site Coordinator are due to the County Coordinator no later than **5:00 p.m.** on the Payroll Due Date.

If any instructor is having difficulty signing in/out for hours worked within the Driver Education program, the issue should be discussed with the County Coordinator in order to find a resolution. Each instructor is responsible for accurately reporting his/her hours.

Student License Revocation Procedures

When a student meets any of the criteria for license revocation (see below), the Site Coordinator shall send the parent/guardian the NHCS Parent Notification Letter with the appropriate situation marked, as well as a Hardship Request Form. If the Site Coordinator has not received these documents from the parent/guardian within 14 days from the date of the letter, the Site Coordinator must enter the revocation into SADLS.

- 1). The child is no longer enrolled in a New Hanover County School and notification of their enrollment in another educational setting has not been received.
- 2). The child is not making satisfactory academic progress. Under NC Statute 20-11, a student that is not passing 70% of his/her coursework is considered to not be making adequate progress. [Not passing 3 of the 4 possible coursework, regardless of weightedness of the course]
- 3). The child has received disciplinary action in the form of an expulsion, a suspension for more than 10 consecutive days, or a suspension resulting in an assignment to an alternative educational setting for more than 10 consecutive days due to specific offenses- possession of a weapon, possession of an illegal substance, or assault on school personnel.



Templates

Driver Education Fall/Spring Registration Form
Driver Education Summer Registration Form
Parent Notification Letter (Academics, Behavior, Enrollment)
Driving Eligibility Hardship Request Form
D.E.A.R. Form
Driver Education Adaptive Flow Chart



DRIVER EDUCATION INFORMATION AND REGISTRATION FORM

Students currently enrolled in school and who are between the ages of 14 ½ - 18 years of age are eligible to take the class. Students accepted in the program will be required to attend 30 hours of classroom instruction, which will be held before school or after school, and a minimum of 6 hours of in-car instruction, which will be scheduled with a Driver Education Instructor.

Each Site Coordinator for Driver Education has scheduled a mandatory meeting for all parents to attend at the beginning of each session. This meeting is to inform and to assist parents in understanding the laws and regulations governing the driver licensing process, the schedule of driving times, and the completion of all necessary paperwork. Also, during this meeting the Site Coordinator will give you the date when students are scheduled for an eye exam, which will be administered by a DMV Instructor. Please bring a Birth Certificate, Social Security card, and a copy of the last semester report card of the student taking Driver Education. If the student has an IEP or 504, please bring this information to discuss with an instructor.

Specific information regarding times, location, and dates of classes are available from the Site Coordinator at each school. Please indicate whether you prefer a morning session or afternoon session on the registration form below. These forms are to be turned in to the Site Coordinator directly, or to a designated location, in order to be registered to attend Driver Education.

SITE COORDINATORS

Brian Stewart	Ashley HS/ Isaac Bear Early College High School	Phone: 790-2360 x 116 Email: brian.stewart@nhcs.net
Colleen St. Ledger	Hoggard HS	Phone: 350-2072 x 329 Email: colleen.stledger@nhcs.net
Alan Sewell	Laney HS/ Wilmington Early College High School	Phone: 350-2089 x 0 Email: richard.sewell@nhcs.net
Rick Holmes	New Hanover HS/ Lakeside Mosley PLC	Phone: 251-6100 x 250 Email: richard.holmes@nhcs.net

Registration Form

(Please Print)

STUDENT NAME: _____

DATE OF BIRTH: _____ (month, day, year) **GRADE:** _____

ADDRESS: _____

HOME PHONE: _____ **CELL PHONE:** _____

SCHOOL NOW ATTENDING: _____

PARENT OR GUARDIAN: _____

CLASS PREFERENCE: (check one) ☐ AM ☐ PM

Is your child served by an IEP or IAP(504): Yes ☐ No ☐

Does this student need any special accommodations? Please describe: _____

Does this student have any medical/physical/cognitive conditions? Yes ☐ No ☐ If yes, please describe the condition below (Ex. brain injury, visual deficits not corrected by glasses, muscle spasm/tremor, shortened or loss of extremity)

DRIVER EDUCATION SUMMER REGISTRATION FORM

Students currently enrolled in school and who are between the ages of 14 ½ - 18 years of age are eligible to take the class. Students accepted in the program will be required to attend 30 hours of classroom instruction and a minimum of 6 hours of in-car instruction, which will be scheduled with a Driver Education Instructor.

Each Site Coordinator for Driver Education has scheduled a mandatory meeting for all parents to attend at the beginning of each session. This meeting is to inform and to assist parents in understanding the laws and regulations governing the driver licensing process, the schedule of driving times, and the completion of all necessary paperwork. Also, during this meeting the Site Coordinator will give you the date when students are scheduled for an eye exam, which will be administered by a DMV Instructor. Please bring a Birth Certificate, Social Security card, and a copy of the last semester report card of the student taking Driver Education. If the student has an IEP or 504, please bring this information to discuss with an instructor.

Specific information regarding times, location, and dates of classes are available from the Site Coordinator at each school. Please indicate whether you prefer a morning session or afternoon session on the registration form below. These forms are to be turned in to the Site Coordinator directly, or to a designated location, in order to be registered to attend Driver Education.

SITE COORDINATORS

Brian Stewart

Ashley HS/ Isaac Bear Early
College High School

Phone: 790-2360 x 116

Email: brian.stewart@nhcs.net

Colleen St. Ledger

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Alan Sewell

Laney HS/ Wilmington Early
College High School

Phone: 350-2089 x 0

Email: richard.sewell@nhcs.net

Rick Holmes

New Hanover HS/ Lakeside
Mosley PLC

Phone: 251-6100 x 250

Email: richard.holmes@nhcs.net

(Please Print)

STUDENT NAME: _____

DATE OF BIRTH: _____ (month, day, year) **GRADE:** _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

SCHOOL NOW ATTENDING:

PARENT OR GUARDIAN: _____

SESSION I: _____ 7:00 a.m. – 10:00 a.m.
 _____ 10:30 a.m. – 1:30 p.m.

SESSION II: _____ 7:00 a.m. – 10:00 a.m.
 _____ 10:30 a.m. – 1:30 p.m.

Is your child served by an IEP or IAP(504): Yes _____ No _____

Does this student need any special accommodations? Please describe: _____

Does this student have any medical/physical/cognitive conditions? Yes ____ No ____ If yes, please describe the condition below (Ex. brain injury, visual deficits not corrected by glasses, muscle spasm/tremor, shortened or loss of extremity)

NEW HANOVER COUNTY DRIVER EDUCATION PROGRAM

Parent Notification

Date : _____

To the Parent/Guardian of: _____

- ☐ According to our records your child is no longer enrolled in a New Hanover County School and we have not received notification they have been enrolled in another educational setting.
- ☐ According to our records your child is not making satisfactory academic progress. Under NC Statute 20-11, a student that is not passing 70% of his/her coursework is considered to not be making satisfactory progress.
- ☐ According to our records, your child has received a disciplinary action in the form of an expulsion, a suspension for more than 10 consecutive days, or a suspension resulting in an assignment to an alternative educational setting for more than 10 consecutive days.

Under NC Statute 20-11, we are required to notify the Department of Motor Vehicles when any of these situations occur. A parent/guardian may request a Driver's Eligibility Certificate based on a documented hardship. The parent/guardian **must** submit the enclosed Hardship Request and written documentation pertaining to the hardship to the School Driver Education Site Coordinator within 14 days from the date of this letter. If your written documentation is not submitted to the school within those fourteen days, your request will not be eligible for review.

Additionally, hardship cases must be related to one of the following reasons:

- Medical
- Work-Related
- Special Education Services (already identified through the school system)
- Any family documented hardship

Please contact your School Driver Education Site Coordinator if you have any questions, or need further clarification as to the information that should be submitted for review.

Name of Site Coordinator
Phone # Ext. #
Email Address

Driving Eligibility Hardship Request Form

(To be completed by the parent)

Name of Parent/Legal Guardian: _____

Name of Student: _____

Name of School: _____

Parent's Address: _____

City: _____ State: _____ Zip: _____

Parent's Phone: (work) _____ (home) _____ (cell) _____

I am requesting a Driving Eligibility Certificate for my son/daughter: Cases of hardship must reflect specific circumstances that are beyond the control of the student, his/her parents, or the school. The specific hardship circumstances are divided into four categories.

(Please circle as appropriate)

- 1). Medical Considerations
- 2). Work-Related Considerations
- 3). Exceptional Children Considerations
- 4). Other Considerations- please specify

Directions: To be considered for a hardship, all information on this form must be complete. Support documents (ex. a letter from a doctor, etc.) will be necessary to determine whether your request will be approved. Briefly explain the circumstances of your hardship request. Include any documents as needed.

Signature of Parent/Guardian: _____ Date: _____

Office Use Only

DATE IN: _____ DECISION DATE: _____ OTHER: _____

DRIVERS EDUCATION ACCOMMODATIONS REFERRAL

STUDENT NAME: _____

DATE: _____

DATE OF BIRTH: _____

GRADE: _____

SCHOOL: _____

DE COORDINATOR: _____

- ☐ IEP
- ☐ 504
- ☐ NONE

AREA OF NEED



Does your child have a medical condition?



When did it occur?



Previous treatment including surgery and medicine?



Describe medical/physical/cognitive limitation.



Modifications/accommodations that are successful? Not successful?

