## POLICIES AND REGULATIONS FOR DRIVERS EDUCATION

## TOP PRIORITIES:

1.  Student Driver Education Fee $80.00.  Make-up driving fee is $55.00

2.  Summer and night class driver education fee $140.00.
    a.  Summer school policies – there needs to be a minimum of 25 students before a class can be taught.  One teacher per 25 students. Class instructor will be paid for 30 hours (27 classroom and 3 preparation hours) at his contract rate. Exceptions need to be cleared with Tim Best.

3.  Behind the Wheel (6 calculated hours).

    a.  4 hours behind the wheel on open road if 2 hours are spent of actual "hands on the wheel" driving on the range (does not include any time spent as a passenger in the car on the range – actual driving time)
    b.  3 hours  behind the wheel on open road if 4 hours are spent of actual "hands on the wheel" driving range (does not include any time spent as a passenger in the car on the range – actual driving time)
    c.  4 hours range driving (2 hours of "hands on the wheel" driving behind the wheel equals 1 road hour – if you have a student in the car alone and he/she drives for 2 hours they have completed enough drive time to have that equate to 1 hour of road time)
    d.  4 hours simulation (4 hours of simulation equals 1 road hour)

*(Failure to follow this schedule will result in an instructor not being paid and the instructor  being suspended as a road instructor)*

4.  The white information card and the learner permit must be in the car.  The learner permit must be in the possession of the driver at all times when operating a DSD vehicle.

5.  In order to be paid at the last day of the month, payrolls have to be turned into our office by the 15th of the month.  (Note: if your payroll is not turned in on or before the 15th, you have no guarantee of getting paid the last day of the month.)  Also, please turn in all payrolls from your school **at the same time**.  You can fax them to 801-402-5314, send them electronically to jbarkdull @dsdmail.net or through DSD Mail to Jayne Barkdull in the Teaching & Learning Dept.

6.  Follow up on all accidents with an accident report and estimates.  Contact Blake Haycock, 801-402-5498 immediately to let him know of the accident and he will give you information concerning repairs.  Each car should have "Accident Report" forms that deal with accident procedures.  When an accident occurs take photos that document the accident scene, surroundings, road conditions, and damage to both vehicles.

7.  Make sure all students obtain proper instruction in all driving skills. (Refer to white information card.)

## POLICIES AND REGULATIONS FOR DRIVERS EDUCATION

8. Completed forms must have both the principal's and department heads signature.

9. Your signature on certificates of completion forms and payroll forms are legal documents.  Make sure they are accurate.

10. Instructors are prohibited from using a cell phone while in the car instructing students and observing their driving.  If a cell phone call needs to be made, the car should be stopped and off the roadway.

---

**GENERAL REMINDERS:**

---

11. Instructors should not be distracted with any kind of paperwork while a student is at the wheel and driving.  We need to have complete concentration on the student's driving and decision making.

12. Never drive with one student.

13. Do Not use the cars to run personal errands.

14. Automobiles will be housed at the schools.  Keys should not be left in the cars overnight.

15. Confine freeway driving to the last two hours of behind-the-wheel training.

16. Do not stop cars on freeways, including emergency lanes, exit ramps, and entry ramps to change drivers.

17. Limit your city driving to Salt Lake City (south end), Ogden (north end).

18. Never put your hands on the students.

19. Take proper care of cars.

20. Jr. High students will **not be allowed** to take Drivers Education at the high school during the regular school day.

21. Cut-off dates for classroom
    a. First semester –  September – last day of February
    b. Second Semester –  March 1 – August
    c. Summer school –  June 1 – December 31st