

MINUTES – DAVIS DISTRICT DRIVER EDUCATION DEPARTMENT HEAD MEETING

AUGUST 21, 2020

- **Accident Report** documents can be found on the district [Driver Education Webpage](#) under “Forms”. When an accident occurs contact Blake Haycock at 801-402-5498 or after hours at 801-402-7680. All documentation and photos should be sent to Blake Haycock blhaycock@dsdmail.net as soon as possible. It is now required that all documentation is received within 48 hours (business days) of the accident in the Risk Management Dept. This includes instructor statement, student statement, photos, etc. Take many photos to show all angles of damage.

Deductible for accidents is \$1,000 per accident. Cannot combine accidents into one claim. We have 4 vehicles that have been ordered since January or 2021. They have been waiting on computer chips.

- **Workman’s Comp** documentation must be completed within 48 hours of an accident unless physically unable to complete forms. No matter how minor the accident, instructors should complete this form and be checked by a physician. Even if you were not injured at the time, paperwork will cover you after the fact if something arises. Error on the side of caution with documentation. These documents can be sent to Marilyn Barnes at mkbarnes@dsdmail.net. If there is a question about calling 911 for assistance you should call! *See attached documents.*
- **Vehicle Maintenance** is going well at all schools. Keep up the great work by getting vehicles to Transportation for preventative maintenance when needed. Some cars have gone 7,000 miles over the recommended miles before they are taken in for service. This needs to stop. Stay as close to the date on the windshield sticker as possible.
Any vehicle 2008 or newer – repair all dings, dents, etc.
Vehicles 2007 or older contact Lance or Clint concerning repairs.
DO NOT park personal vehicles on the range (student or instructor).
When you receive a text/email stating that maintenance for a vehicle is complete, you will need to pick that vehicle up within a couple of days. Maintenance cannot store your vehicles.
- **Instructors** See the attached document and be sure to review with your instructors. State Risk Defensive Driving course can be found at <https://risk.utah.gov/risk-training/>
- **Students** – Students should enroll in Driver Education courses only when they have obtained a Learners Permit. This should be a requirement for in person and online courses. Best practice is to have BTW occur at the same time as the course and/or to have the entire course and BTW be completed not less than 45 days and not more than 90 days.

If a student is struggling with driving, they could be instructed to continue driving with parents/guardian and then come back to complete their driving.

State code, guidelines from the Driver Licensing Department (DLD), and the USBE give us a minimum passing score of 80% for coursework and the final. This change will likely give parents/students some heartburn and possibly some confusion.

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Attendance for should be 27 hours of instruction for in person courses and 30 hours for online courses. If a student is sent home for COVID you can open an online option for them.

Class fees have been raised to \$85 and \$145 for summer.

- **Certification** Scholarships for new Driver Ed. instructors are available by contacting Tim Best. There are two courses through the U of U and the tuition cost is \$825 for each course. Information for the Driver Ed. Endorsement can be found at <https://www.schools.utah.gov/curr/drivered>
- **COVID** Continue to follow the “Big Five” (Stay home when sick, Face Masks encouraged, Hygiene, Physically Distancing, Clean and Disinfect). Students will not be required to wear masks. If a student chooses to wear a mask they should be allowed to do so without any criticism or bullying. It is good practice to continue wiping down vehicles before and after each driver.

Additional information –

- ✓ If a student takes their driving course from a private company, they cannot drive with the district. This is district policy.

If you have any questions or concerns, please contact Tim Best at tbest@dsdmail.net or Jayne Barkdull at jbarkdull@dsdmail.net.

Make sure all your instructors are:

1. Using the correct **score sheet** for the Road Skill Test.
2. Have taken the **NEW Examiner Training Course**. Instructions and Link attached.
 - a. There is no need to send me the certificates for the course, the course sends them to me automatically.
 - b. The instructor needs to start a training file for themselves and keep all of their training for driver ed in that file.
3. Have a **current First Aid/CPR** card. This must always be kept current.
 - a. You as a school/district are responsible for tracking instructors First Aid/CPR certifications.
4. Have **8 hours of Professional Development** in Traffic Safety prior to June 30, 2022 or their endorsement will expire.
 - a. Expired instructors can no longer teach driver education until they have completed licensing requirements.
 - b. Any students taught by an instructor without a current endorsement will not be accepted.

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Items, you as a supervisor, should be tracking for your instructors.

- Professional Development Hours, 8 hours are required annually between July 1 and June 30
- Examiner Training Certificates, must always be current
- First Aid/CPR Certificates, must always be current
- State Risk Defensive Driving Course (every 2 years)

New licensing code for driver ed endorsements is [Utah Administrative Code R277-311](#)