

# MINUTES – DAVIS DISTRICT DRIVER EDUCATION DEPARTMENT HEAD MEETING

AUGUST 16, 2022

*Attendees: Darby Freeland, Billy Plum, Chad Sims, Steve Spendlove, Kelby Miller, Jason Duckworth, Kelly Anderson, Justin Nelson, Chad Lythgoe, Brock Phifer, Dr. Timothy Best, Kim Johnson, Jayne Barkdull, Blake Haycock*

- **Accident Report** documents can be found on the district [Driver Education Webpage](#) under “Forms”. Print a copy of these documents to place in each vehicle. 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](mailto: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 as many photos as possible to show all angles of damage.

Deductible for accidents is \$1,000 per accident. Do not combine accidents into one claim.

All vehicles are to be taken to Autocrafters (955 N Marshall Way, Layton, Utah 84041, PH 801-593-0099) for an estimate and repair.

- **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. Err on the side of caution with documentation. These documents can be sent to Marilyn Barnes at [mkbarnes@dsdmail.net](mailto:mkbarnes@dsdmail.net). If there is a question about calling 911 for assistance you should call! *See attached documents.*
- **Vehicle Maintenance** Vehicles should be taken 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. 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/> This link will also show the last time you completed the Defensive Driving course when you log in to your account.

## **Make sure all instructors are:**

- Using the correct score sheet for the Road Skill Test.
- Have taken the NEW Examiner Training Course.
  - When a course is complete, the certificate of completion is automatically sent to the Healthy Lifestyles office.
  - Instructors should keep a training file for themselves and keep all their training for Driver Ed.
- Have a current First Aid/CPR card. This must always be kept current.

# MINUTES – DAVIS DISTRICT DRIVER EDUCATION DEPARTMENT HEAD MEETING

AUGUST 16, 2022

- You as a school/district are responsible for tracking instructors First Aid/CPR certifications.
  - Have 8 hours of Professional Development in Traffic Safety prior to June 30, 2023, or their endorsement will expire.
    - Expired instructors can no longer teach driver education until they have completed licensing requirements.
    - Any students taught by an instructor without a current endorsement will not be accepted.
- **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. (Our recommendation to the USBE is 180 days maximum.)

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 require a minimum passing score of 80% for coursework and the final.

Attendance for should be 27 hours of instruction for in person courses and 30 hours for online courses.

Class fees have been raised to \$100 and \$160 for summer.

If a student drops after two weeks into the class, they will receive no refund for the class.

Students who miss two driving sessions will be required to pay a \$75 fee to make-up the sessions.

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

- **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>  
New licensing code for driver ed endorsements is [Utah Administrative Code R277-311](#)
- **General Reminders** –
  - No cell phone use while a student is at the wheel.
  - No paperwork while a student is at the wheel.
  - Never drive with one student.
  - Driver Education vehicles may not be used for personal errands.
  - Vehicles must be locked and housed at the school.
  - Keys should never be left in vehicles.

# MINUTES – DAVIS DISTRICT DRIVER EDUCATION DEPARTMENT HEAD MEETING

AUGUST 16, 2022

## **General Reminders (continued)**

- Freeway driving should be confined to the last two hours of BTW training.
- Do not stop on freeway, exit ramps or on ramps to change drivers.
- Never touch a student except for needing to control the steering wheel and you contact their hands.
- Take proper care of cars. Fuel cards can be used for car washes.
- Jr. High students will NOT be allowed to take Driver Education at the high school during the regular school day.
- Keep white information card and learner permit in vehicles with student. Student drivers must have their permit with them to operate a DSD vehicle.
- Drive during non-contract hours only
- Ensure students have proper instruction in all driving skills. If they aren't ready, you can send them back to parents for more driving time.
- When Driver Ed. Vehicles need to be serviced, use only DSD qualified driver to take to maintenance. No students should drive a vehicle to maintenance.

## **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)
- BTW Payroll – Payroll should be sent to the Healthy Lifestyles Office ([jbarkdull@dsdmail.net](mailto:jbarkdull@dsdmail.net)) by the 10<sup>th</sup> of each month.

If you have any questions or concerns, please contact Dr. Timothy Best at [tbest@dsdmail.net](mailto:tbest@dsdmail.net) or Jayne Barkdull at [jbarkdull@dsdmail.net](mailto:jbarkdull@dsdmail.net).