



Driver Education

Background

The Division believes that it must provide for a broad range of student learning needs. In keeping with this belief, and in compliance with Section 189 of the Education Act, the Division shall establish and maintain a Driver Education program. Driver Education in Northern Lights School Division is provided in high schools through in-class and in-car instruction by licensed Driver Education instructors. Driver Education in Saskatchewan is administered by Saskatchewan Government Insurance (SGI).

Driver Education Contracts and Scheduling (Superintendent)

1. June

At the June Board of Education meeting, the Program Superintendent responsible for Driver Education will submit any changes to in-class or in-car contracts for the upcoming school year. Contracts with remuneration and/or administration changes will be submitted as information.

2. June 30

Prior to the end of the school year (June), the Program Superintendent shall send all Contractors a letter of intention for the upcoming school year.

3. August 15

By August 15, the interested Contractors shall return to the Program Superintendent, the completed letter of intention along with a quote for services Form235-4 Driver Ed Contractor Application. Letter and quote shall be emailed driversed@nlsd113.ca or fax (306) 425-3377. Rates for services provided within the Contractor's home community will be set by the division. For services provided outside of the Contractor's home community, the rates shall be approved by SGI.

4. Contract

The Program Superintendent will send by mail, two original copies of the contract to the Contractor. The Contractor shall sign with a witness both copies and return by mail, both copies to the Superintendent for division endorsement. A completed original contract will be forwarded to the Contractor for filing.

5. September 15

As per SGI, the Program Superintendent will submit an annual Driver Education Program schedule that identifies a timeline for all in-class and in-car instruction for all schools in the division. The plan will be forwarded to all in-class and in-car Contractors as well as the respective school administrators.

6. December 20

By December 20, the Program Superintendent shall submit to SGI all vouchers and necessary documentation.

In-Class Student Registration and Instruction



1. **December 20 (new In-class Instructors)**

As per SGI, all new In-class Instructors by December 20, are required to successfully complete the SGI Driver Education Instructor Exam and the SGI Orientation for Driver Education prior to in-class instruction.

NLSD employees interested in training for the Driver Education Instructors Exam shall contact the Program Superintendent prior to incurring any expenses. Approved expenses incurred by NLSD employees for the exam and orientation will be reimbursed at Division rates.

2. **Sign up**

At each school, the In-class Instructor shall advertise and post a sign-up sheet for students who are interested in taking Driver Education. Prior to selection, Instructors will distribute the Student Agreement and Parent Permission (Form 235-1).

3. Students registered as Home-based Education students are eligible to register for Driver Education provided that they are over 15 years of age.

4. **Selection**

Registration will be limited to 30 students per class. In-class Instructors may apply to the Program Superintendent for approval if the number needs to exceed 30 students **prior** to the commencement of the class. Students not yet sixteen (16) years of age may be deferred to the next session offered. Students who are in their last year of school should receive the highest priority for selection. The School Administrator with the cooperation of the In-class Instructor will regulate the selection of students.

5. Selected students must have a birth certificate and go to the nearest SGI office to obtain a SGI Customer Number. The SGI Customer Personal Identification Document is returned to the In-class Instructor.

NOTE: The Career Transitions teacher is required to have students obtain a birth certificate when the students are in grade 9.

6. Selected students shall complete the Driver Education Certificate (DEC) application with the In-class Instructor. Students who are under the age of 18 must also complete a Signature/Guarantor Form for First Time Drivers found on SGI site.
https://www.sgi.sk.ca/pdf/signature_guarantor_form.pdf.

7. The In-class Instructor shall register all students through the SGI online portal. All examinations are conducted and recorded on the SGI portal. The In-class Instructor shall record on the SGI portal if a student is enrolled, withdrawn, transferred or completed the program.

8. Instruction begins on the scheduled date. During the first lesson, the In-class Instructor shall establish class times with students that meet the needs of students and the in-class instructor. The in-class instructor will be responsible for the assessing each students vision with the approved SGI test. Students that require eye glasses shall wear their glasses for the vision test.

9. The in-class instructor shall maintain an accurate record of instructional hours on the SGI portal, ensuring students have completed a minimum of 27 hours of the required 30 hours of instruction. In-class sessions shall not exceed a period of three (3) hours per session and shall take place outside of regular class time.
10. Upon completion of the required hours of in-class instruction, the In-class instructor shall make arrangements for students to write the Driver Education in-class examination. All exam results are recorded on the SGI portal. The instructor shall ensure that eligible students visit any SGI office to obtain a Class 7 license.
11. The in-class instructor is responsible to contact and work in partnership with the in-car Contractor to facilitate and schedule in-car instruction.

12. Payment Schedule

- 12.1 Pre-payment – Upon completion of 15 hours in-class instruction, the instructor shall submit to the Program Superintendent, the Driver Education Instructor’s Pay Voucher (Form 235-2) and a print out of the SGI portal class list. The class list shall be the exact information that was submitted on the SGI portal. Missing information may delay payment.
- 12.2 Final payment – Upon completion of the above, the In-car Instructor shall submit a Driver Education Instructor’s Pay Voucher (Form 235-2) for final payment to the Program Superintendent. A copy of the class list from the SGI portal will confirm students that successfully completed the in-class program. The list will include all exams results and confirm the students that have obtained their class 7 license. Missing information will delay payment.
- 12.3 Bonus payment – The Contractor shall submit a Driver Education Instructor’s Pay Voucher (Form 235-2) for a Bonus payment. The Bonus payment shall be paid after the listed students acquire a class 7 license and are registered for the in-car instruction. Missing information may delay payment.



In-Car Instruction

1. Payment Schedule

- 1.1 Pre-payment – Upon completion of a minimum of 3 hours of in-car instruction, the In-car Instructor shall submit to the Program Superintendent the Driver Education Instructor's Pay Voucher (Form 235-3). The payment will be calculated from the SGI portal list submitted by the In-class Instructor. The payment will be calculated on the number of eligible students recorded on the SGI portal. Students must have completed the in-class instruction and have obtained their class 7 license.
- 1.2. Final Payment - Upon completion of the in-car instruction schedule, the In-car Instructor shall submit a Driver Education Instructor's Pay Voucher (Form 235-3) for the balance number of instruction hours. All information shall be recorded on the SGI portal and pay vouchers must be signed by the school administrator before payment will be processed.
- 1.3 Bonus Payment – Upon completion of the required 6 hours of in-car instruction, the Contractor shall submit to the Program Superintendent the Driver Education Instructor's Pay Voucher (Form 235-3).

Recording and Reporting

1. The Program Superintendent will:
 - keep a record of student progress through the SGI portal
 - submit all reports and records as required by SGI
 - report the total number of students registered for Driver Education as well as the total of completions at the August board meeting
2. SGI Portal
If a student discontinues the Driver Education Program for any reason, the Contractor shall record the reason on the SGI portal.
3. Records Retention
All in-class and in-car records collected by the instructors must be kept by the Contractor for a period of 5 years.

Also see: Form 235-1 Student Agreement & Parent Permission
 Form 235-2 In-class Instructor Pay Voucher
 Form 235-3 In-car Instructor Pay Voucher

*Reference: Sections 85, 87, 108, 109, 189 Education Act
 Regulations 53, 54, 55, 56*