

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 instruction by teachers, and in-car instruction by licensed Driver Education instructors. Driver Education in Saskatchewan is administered by Saskatchewan Government Insurance (effective 2011).

Driver Education Contracts and Scheduling (Superintendent)

1. The Superintendent of Education responsible for Driver Education will submit by the May board meeting any changes to in-class or in-car contracts for the upcoming school year. Contracts with remuneration changes will require approval in the form of a motion. Contracts with administrative changes will be submitted as information.
2. Following notification early in the school year and prior to the in-car instruction, the Superintendent will send two copies of the Contract for the Supply of Driver Instruction (In-Car) Services, to the in-car instructor. Each copy is signed by the contractor and a witness and returned to the Superintendent. The Superintendent and Secretary Treasurer sign the contracts and one copy is returned to the in-car instructor.
3. Before the end of June, the Superintendent will notify in writing all contractors who have previously worked for the school division and possible newly interested contractors, with the remuneration details of the contract for the upcoming school year. Attached to the letter will be details of the tentative number of classes that all schools will offer in the upcoming school year. The contractor will be requested to express their interest and availability to provide in-car instruction, identifying specific schools and the time of the year they would be able to complete instruction. A response by contractors would be required by August 15th.
4. By August 30th, the school principal will identify the teacher who will instruct the in-class portion of Driver Education and the proposed dates of instruction. This will be communicated to the Superintendent.
5. Immediately prior to Driver Education classes commencing as scheduled in each school, the Superintendent will send two copies of the Contract for the Supply of Driver Instruction (In-Class) Services, to the in-class instructor. Each copy is signed by the contractor and a witness and returned to the Superintendent. The

Superintendent and Secretary Treasurer sign the contracts and one copy is returned to the in-class instructor.

6. By September 5th, an annual schedule of Driver Education instruction will be created by the Superintendent, using the details of sections 3 and 4 above, that clearly identifies a timeline for in-class and in-car instruction for all schools in the division. Details of the plan will be communicated to the in-class and in-car contractors, as well as to the school administrators.

In-Class Student Registration and Instruction

1. New in-class instructors are required to successfully complete the SGI Driver Education Instructor Exam and the SGI Orientation for Driver Education prior to in-class instruction. This must be completed by December 20th. The planned details for the exam and orientation must be included by the Superintendent on the annual schedule of Driver Education. Expenses incurred by teachers for the exam and orientation will be reimbursed at Board rates.
2. At each school, the in-class instructor will advertise and post a sign-up sheet for students who are interested in taking Driver Education. Instructors may want to consider distributing the Northern Lights Student Agreement and Parent Permission Form (235-1) as criteria for selection.
3. Registration will be limited to 30 students per 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. Principals are to be involved with the in-class instructor in the selection of students. The completed and signed Driver Ed. Agreement & Parent Permission Forms (235-1) are to be kept on site.
4. Selected students must have a birth certificate and go to the nearest SGI office to obtain a PIC number. The Personal Identification Document is returned to the in-class instructor. The Career Transitions teacher is required to have students obtain a birth certificate when the students are in grade 9.
5. Selected students complete the Driver Education Certificate (DEC) application with the in-class instructor. Students who are under the age of 18 must complete the SGI Signature Form and return it to the in-class instructor.
6. Instruction begins on the scheduled date. During the first lesson, in-class instructors should establish class times with students that meet the needs of students and the in-class instructor. Establish a date with students for the SGI ID check and vision test. Students with eye glasses, will need to have their glasses for the vision test. After the vision test, the SGI representative will complete vision component of the SGI High School Driver Educators Examination Report. When scheduling the vision test, ensure a hat there is sufficient time for successful completion of the sign test (halfway through course) and the basic test (at the end of the course).

7. By the end of the fifth in-class lesson, submit the following forms to the program Superintendent:
 - (235-3) Class Record Form – school information and class start date, student identification number, student first and last name, birthdate.
 - (235-4) Driver Education Instructor’s Pay Voucher – for initial payment as per the contract.
8. The in-class instructor is to maintain a record of instruction on the Class Record Form (235-3), ensuring students have completed a minimum of 28 out of the 30 hours of instruction. In-class sessions can not be longer than three (3) hours at a time and need to be completed outside of regular class time.
9. In-Class instructors will ensure that students write their Driver Ed. in-class examination at the end of the 30 hrs of in-class instruction and complete the SGI High School Driver Educator’s Examination Report. The student must achieve 80% or better to pass (adhering to all SGI standards) and this mark is calculated by the in-class instructor out of 30 and recorded on form 235-3.
10. Students who are successful in the vision, sign and basic tests and have completed a minimum of 28 hours will be able to obtain their class 7 license at the local SGI office. Enter the PIC number on form 235-3.
11. The in-class instructor will need to work with the in-car contractor to facilitate and schedule in-car instruction.
12. Submit form 235-4 for final payment to the Superintendent. The in class instructor will need to attach a copy of form 235-3 which indicates the students who have successfully complete their in-class program including all tests and have obtained their class 7 license. Provide a copy of the completed form 235-3 to the in-car instructor.

In-Car Instruction

1. The Superintendent will provide an initial payment to the in-car contractor based on the number of students indicated to have complete the in-class instruction and obtained their class 7 licence as listed on the form 235-3 that was provided by the in-class instructor.
2. If a student discontinues the Driver Ed Program for any reason, the SGI Form “Withdrawal from Driver Education Program” will be completed and forwarded to the Superintendent who will maintain a copy and submit the form to SGI.
3. The in-car contractor is to submit a Driver Education Instructor’s Pay Voucher (235-4) at the commencement of classes and at the end of the course for payments.

4. Students obtain a mark out of 70 for the in-car component. The final mark is the sum of the in-class mark out of 30 and the in-car mark out of 70 for a total out of 100. The in-car contractor is to complete form 235-3 and provide a copy to the in-class instructor. Entry of marks can be made by the in-class instructor or Career Transitions teacher.
5. The completed form 235-3 and a payment voucher (235-4) is submitted to the Superintendent for issue of the final payment to the in-car instructor.
6. Students are to have nine months of time between obtaining their class 7 license and taking the road test.

Recording and Reporting

1. The Superintendent will keep a record of individual student completion of the driver's education program based on the submission of forms 253-3. The Superintendent will submit all reports and records as required by SGI.
2. At the August Board meeting, the total number of students taking Driver Education and total number of completions will be reported to the Board.

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