



Administrative Procedures

AP-609 DRIVER EDUCATION	Date of implementation: Fall 2006
	Date of update: December 22, 2020
	Related Administrative Procedures:

Purpose: To guide the provision of driver education in accordance with *The Education Act, 1995*.

The goal of the driver education program is to provide a foundation of knowledge, attitudes, habits and basic skills necessary for the growth and development of safe, efficient new drivers.

Procedures:

1) Tendering and Contracts

- a) Driver education provider contracts are offered on a one to two-year basis.
- b) Tenders are generally released in May for a two-week period.
 - i) Selections are made by the Superintendent of Learning and the Driver Education Coordinator.
 - ii) Contracts are signed in early June to allow for Fall scheduling to occur prior to the summer months.
- c) Invoice/Payment schedules
 - i) Providers submit monthly invoices to the Coordinator or designate.
 - ii) Payment is remitted monthly to the driver education provider
- d) Practices align with SGI expectations.

2) Parent Communication

Parents/guardians are viewed as partners when it comes to the safe and successful completion of a driver education program. It is important that caregivers understand their roles and responsibilities as we work together to create safe and competent future drivers.

- a) Schools will communicate the following important aspects:
 - Start date of the program
 - Time of day the program will be delivered
 - Eligibility Information

- Supporting safety concerns
- Attendance/behaviour expectations

For additional information, please refer to Appendix D - Driver Education – Parent Communication Template Letter.

3) Scheduling of Driver Education

It is important that students have the opportunity to practice at home during the program. It is preferable that the in-car instruction is scheduled over an extended time period to provide time for students to develop their skills.

- a) Principals are responsible for scheduling driver education in consultation with the driver education provider.
 - i) In scheduling driver education, consideration should be given to:
 - Impact on the learning program in the school.
 - The capacity of the driver education contractor to schedule their time in multiple schools.
 - Impact on access to extra-curricular activities.
 - ii) If there is difficulty in finding a mutually agreeable schedule for driver education, the Driver Education Coordinator may be consulted and will make the final determination as to when driver education is offered.
- b) The Principal, in collaboration with the contractor/instructor, will determine the maximum enrollment in each course (must lie within SGI regulations).
- c) All eligible students will be notified as to when they will receive driver education.
- d) The driver education program should be started and completed in one school year.
- e) A second course may be offered when there is sufficient enrollment and instructor time available.
 - i) When spots are limited, priority will be determined by age.
- f) Additional spring/summer courses may be made available by the Division. For additional information, please consult the document Appendix B - Driver Education – Spring and Summer Classes.

4) Eligibility

a) General

Driver education is considered a Grade 10 course and will show on their official transcript upon successful completion. Successful completion represents a level of learning attainment, not an official driver's licence. Licencing requirements and approvals are independently determined by SGI.

For entry into the driver education program, the student must meet the eligibility criteria of SGI and the Division to be accepted.

- i) Student must have a Saskatchewan Government MySGI account and a customer number from any SGI agency.
- ii) Students must meet age/grade requirements.

For additional information please refer to Appendix A - Driver Education - Student Eligibility Guidelines.

b) Spring and Summer Programs

It is preferable for students to complete their driver education during the school year because this offers students the experience of driving in a variety of conditions and gives them more time to practice.

Students must meet the eligibility criteria as identified in 4(a).

Note: For summer classes, students must be fifteen (15) years old by the start date of the course.

For additional information please refer to Appendix B - Driver Education – Spring and Summer Classes.

c) Medical Concerns

In some situations, there may be a concern around a student's suitability to drive safely, based on intellectual/cognitive, perceptual, physical or medical limitations. A concern may be raised by the parents, principal, teacher or Learning Support Services (LSS) team. It is the responsibility of the family and the medical professionals involved to ensure that the student is safe to begin the driver education program.

When a concern arises, it is the responsibility of the family to seek a medical assessment through SGI before the student begins driver training (minimum of two to three (2-3) months is required for an assessment to be conducted).

- i) When a concern is raised around a student's suitability to drive, a Supplementary Medical Application Form (Appendix E) and a Medical Reporting Form (Appendix F) will be provided to the family.

- The family should complete the Supplementary Medical Application Form (Appendix E) and submit it directly to SGI.
- The family should take the Medical Reporting Form (Appendix F) to their medical professional to check if they have any concerns. If they have a concern, the medical professional will complete the form.

Note: Occupational Therapists and Registered Psychologists are mandated to report directly to SGI for any student on their caseload who they believe may require additional assessment.

- ii) Every effort will be made to accommodate students with diverse needs. It is the responsibility of the family and school-based team to identify students that may require adaptations at least two (2) months before the driver training begins.

For additional information, please refer to:

- Appendix A - Driver Education – Student Eligibility Guidelines

5) Student Conduct

Students are required to treat the learning environment and all staff (school-based and contracted instructors) with respect throughout the duration of the in-class and in-car components. This is critical due to the safety focus of the program.

It is expected that students will be present for 30/30 hours of in-class instruction. SGI does allow for students to miss a maximum of three (3) hours of in-class instruction in extenuating circumstances (make-up assignments may be required).

For additional information, please refer to Appendix C - Driver Education – Student Conduct.

6) Monitoring

Principals are responsible for monitoring and general supervision of driver education in consultation with the Driver Education Coordinator.

The program delivery will be compliant with provincial regulations.

For additional information on provincial regulations, please see the references listed below.

References:

The Education Act, 1995, Section 85, 87, 108, 109, 189

Appendix A – Student Eligibility Guidelines

Appendix B – Spring and Summer Classes

Appendix C – Student Conduct

[Appendix D – Parent Communication Template](#) (internal document)

Appendix E – Supplementary Medical Application

Appendix F – Medical Reporting Form