

## Administrative Procedures

<b>AP-609</b>	<b>Date of implementation:</b> Fall 2006
	<b>Date of review:</b> December 18, 2024
	<b>Related Administrative Procedures:</b>
<b>DRIVER EDUCATION</b>	

**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 posted in May for a two-week period.
  - i) Selections are made by the Learning Superintendent and the Coordinator who support Driver Education.
  - 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

- a) Schools will provide parents/caregivers with essential information about the driver education program to ensure the safe and successful completion of the program. Schools will communicate the following important aspects:
  - i) Start date of the program
  - ii) Time of day the program will be delivered
  - iii) Eligibility Information
  - iv) The process to address student safety concerns

- v) Attendance/behaviour expectations
  - b) Additional information for parents can be found in Appendix D - Driver Education – Parent Communication Template Letter.
- 3) Scheduling of Driver Education
- a) It is preferable that the in-car instruction is scheduled over an extended time period to provide time for students to develop their skills in a variety of weather/driving conditions.
  - b) Principals are responsible for scheduling driver education in consultation with the driver education provider.
  - c) In scheduling driver education, consideration should be given to:
    - (1) Impact on the learning program in the school.
    - (2) The capacity of the driver education contractor to schedule their time in multiple schools.
    - (3) Impact on access to extra-curricular activities.
  - d) 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.
  - e) The Principal, in collaboration with the contractor/instructor, will determine the maximum enrollment in each course (must lie within SGI regulations).
  - f) Prior to the start of the course, the school will share information with all eligible students regarding when driver education will be scheduled.
  - g) The driver education program should be started and completed in one school year.
  - h) A second driver education course may be offered in the same school year when there is sufficient enrollment and available instructor time.
  - i) When spots are limited, priority will be determined by age.
  - j) Additional spring/summer courses may be made available by the Division. Additional information can be found in Appendix B - Driver Education – Spring and Summer Classes.

#### 4) Eligibility

##### a) Regular driver education courses

- i) Driver education is considered a Grade 10 course and will show on a student's official transcript upon successful completion. Successful completion represents completion of the course, not an official driver's license. Licensing requirements and approvals are independently determined by SGI.
- ii) For entry into the driver education program, the student must meet the eligibility criteria of SGI and the Division to be accepted, which includes an age component. Students must be a minimum of fourteen (14) years nine (9) months to begin the in-class portion of the course and must be a minimum of fifteen (15) years old to begin the in-car portion of the driver education course.
- iii) Student must have a Saskatchewan Government MySGI account and a customer number to begin the course, each of which are available from any SGI agency.
- iv) By March 30 of the preceding school year, the principal or designate will provide a list of students who could be eligible for driver education in the fall to the Coordinator and Learning Support Services (LSS) team (Registered Psychologists and Occupational Therapists).
- v) Additional information can be found in Appendix A - Driver Education - Student Eligibility Guidelines.

##### b) Spring and Summer Programs

- i) When possible, 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 more time to practice.
- ii) Students must meet the eligibility criteria as identified in 4(a), with the exception that, for summer classes, students must be fifteen (15) years old by the start date of the course.
- iii) Additional information can be found in Appendix B - Driver Education – Spring and Summer Classes.

##### c) Medical Concerns

- i) In situations where a concern around a student's suitability to drive safely (based on intellectual/cognitive, perceptual, physical or medical limitations) is raised, the school's team will provide the family with pertinent information so that the family can connect with the appropriate medical professionals to ensure the student is safe to begin the driver education program (see (iv) below).
- (1) Concerns may be raised by the principal, a teacher or LSS team. Typically concerns are shared with the family by the principal or a member of LSS.

- ii) 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.
- iii) When a concern is shared with the family, it is the responsibility of the family to follow the process outlined by SGI to determine the student's suitability to drive. Medical assessments can take a minimum of two to three (2-3) months to be conducted.
- iv) When a concern is raised by a member of the school's team around a student's suitability to drive and shared with the family, a Supplementary Medical Application Form (Appendix E) and a Medical Reporting Form (Appendix F) will be provided to the family.
  - (1) The family should complete the Supplementary Medical Application Form (Appendix E) and submit it directly to SGI.
  - (2) The family should take the Medical Reporting Form (Appendix F) to their medical professional to check if the medical professional has any concerns. If the medical professional has a concern, the medical professional will complete the form.
- v) 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. The principal is responsible to notify the Coordinator supporting driver education that a student requires support. The Coordinator will consult with the school and the driver instructor to determine appropriate supports or adaptations.
- vi) Additional information can be found in Appendix A - Driver Education – Student Eligibility Guidelines.

## 5) Student Conduct

- a) 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.
- b) It is expected that students will be present for all thirty (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).
- c) Additional information can be found in Appendix C - Driver Education – Student Conduct.

## 6) Monitoring

- a) Principals are responsible for monitoring and general supervision of driver education in consultation with the Driver Education Coordinator.
- b) The program delivery will be compliant with provincial regulations.
- c) Additional information on provincial regulations can be found in the references listed below.

**References:**

*The Education Act, 1995, Section 85, 87, 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*