

**VERMONT DEPARTMENT OF EDUCATION
PROGRAM APPROVAL
FOR
DRIVER AND TRAFFIC SAFETY EDUCATION PROGRAMS**

Summer 2010 and School Year 2010-2011

A representative of the school must complete this form and submit it to the Office of Driver and Traffic Safety Education, Vermont Department of Education, 120 State Street, Montpelier, VT 05620-2501 at least five working days before the start of any program. Only one completed form should be submitted for each school. The completed form should reflect the school's entire driver education program.

Information and Instructions

This page should be removed and kept for future reference. The consultant for driver and traffic safety education at the Vermont Department of Education (DOE) approves driver and traffic safety education programs offered in Vermont's public and independent high schools. Approvals must be obtained prior to the beginning of any program. Program approvals are based on legislation, rules, policies and best practices. Vermont's education laws and the State Board of Education's rules and practices contain the basic requirements for driver and traffic safety education programs. The Department of Motor Vehicles rule for the operation of commercial driving schools is used as a guide for some aspects of program approvals. Policies of the Departments of Education and Motor Vehicles are incorporated into program approvals. A document, *Task Force Recommendations for Driver Education*, and other known best practices are also considered to be a part of the approval process. Several documents related to program approvals are located in the *Administrative Guide for Vermont Driver and Traffic Safety Education*.

The following pages are designed to be completed electronically using Microsoft Word. The completed document will need to be printed, signed by the appropriate school personnel and mailed or faxed to the DOE for approval. As an alternative, the form can be downloaded and submitted as a handwritten document. All programs must have prior approval. A minimum of five working days must be allowed for the DOE to review the completed form. Requests for yellow cards, vehicle registrations and vehicle insurance will not be processed for unapproved programs. All questions must be answered including percentages. Different programs (summer, quarters, semesters) have different boxes for responses. Separate forms must be submitted for the summer and school year programs unless all details about the school year program are known at the time the summer program needs to be submitted. Changes in programs must be submitted for review and approval. Mail or fax (802-828-0573) completed forms to Tammy Pregent, Driver and Traffic Safety Education, Vermont Department of Education, 120 State Street, Montpelier, VT 05620-2501.

School, Teachers and Administrators

| | | |
|----------|--------|------|
| School: | | |
| Address: | | |
| City: | State: | Zip: |

DOE CONTACT TEACHER IS THE TEACHER SIGNING DOCUMENTS, RECEIVING CARDS ETC.

| | | |
|------------------------|--------|---------|
| DOE Contact Teacher: | Phone: | E-mail: |
| Program Administrator: | Phone: | E-mail: |
| Principal: | Phone: | E-mail: |

Summer Enrollments and Dates

| Summer 2010 | Classroom Dates M/D/Y | In-Vehicle Dates M/D/Y | Classroom Enrollment | In-Vehicle Enrollment |
|-------------------------|-----------------------|------------------------|----------------------|-----------------------|
| 1 st Session | | | | |
| 2 nd Session | | | | |
| | | Total Students | | |

School Year Enrollments and Dates

| School Year 2010-11 | Classroom Dates M/D/Y | In-Vehicle Dates M/D/Y | Classroom Enrollment | In-Vehicle Enrollment |
|--|-----------------------|------------------------|----------------------|-----------------------|
| 1 st Semester | | | | |
| 2 nd Semester | | | | |
| 1 st Trimester | | | | |
| 2 nd Trimester | | | | |
| 3 rd Trimester | | | | |
| 1 st Quarter | | | | |
| 2 nd Quarter | | | | |
| 3 rd Quarter | | | | |
| 4 th Quarter | | | | |
| | | Total Students | | |
| Can private school and home school students who are residents of the school district enroll in driver education? | | | Yes | No |

School Year Scheduling

| | | | |
|--|-----|-----|--------|
| Is all classroom instruction completed during the regular school day? | Yes | No | Partly |
| Is all in-vehicle instruction completed during the regular school day? | Yes | No | Partly |
| Do all students receive at least 30 clock hours of classroom instruction, at least six hours of in-vehicle instruction and at least six hours of in-vehicle observation? | Yes | | No |
| Do all students receive <u>not more</u> than two hours of classroom instruction and one hour of in-vehicle instruction in one day? | Yes | | No |
| Are class sizes in accord with the school's procedure for scheduling other academic courses? (Each class should not exceed 30 students.) Number in largest section _____ | Yes | | No |
| In the summer program , is the classroom and in-vehicle instruction at least six weeks in length? If not number of weeks | # | Yes | No |
| In quarter and trimester programs , is the school year program at least nine weeks in length? | Yes | | No |

Vehicles

| State Reg. | Mun. Reg. # | Priv. Reg. | School Owned Y / N | Lease Y / N | State Ins. Y / N | Yearly Cost \$ _____ | Monthly Cost \$ _____ | Daily Cost \$ _____ | Auto Shift Y / N | Man Shift Y / N |
|------------|-------------|------------|--------------------|-------------|------------------|----------------------|-----------------------|---------------------|------------------|-----------------|
| E ____ | _____ | _____ | | | | | | | | |
| E ____ | _____ | _____ | | | | | | | | |

| | | |
|--|-----|----|
| Are all state registered and/or state insured vehicles used exclusively for driver and traffic safety education? | Yes | No |
| Are all vehicles equipped with dual control brakes? | Yes | No |
| Are all vehicles equipped with student driver or driver education signs readable 100 feet from the rear? | Yes | No |
| Are all vehicles equipped with teacher inside rear view mirrors and student eye movement mirrors? | Yes | No |
| Are all school insured vehicles insured for at least \$100,000/\$300,000 BI and at least \$50,000 PD? | Yes | No |

Signatures

The driver education program will meet all statutory and regulatory requirements. Best practices will be followed whenever possible. Significant changes will be submitted for review and approval.

| | | |
|-----------------------------------|-----------|------|
| DOE Contact Teacher | Signature | Date |
| Program Administrator | Signature | Date |
| Superintendent | Signature | Date |
| Approved - Vt. Dept. of Education | Signature | Date |