



219 North Main Street | Suite 402 | Barre, VT 05641
(p) 802-479-1030 | (f) 802-479-1835 | education.vermont.gov

PROGRAM APPROVAL

DRIVER AND TRAFFIC SAFETY EDUCATION PROGRAMS

Summer 2016 and School Year 2016-2017

A representative of the school must complete this form and submit it to the Office of Driver and Traffic Safety Education, Vermont Agency of Education, 219 North Main Street, Suite 402, Barre, VT 05641 **at least five working days before the start of any program.**

Information and Instructions

Approval from the AOE must be obtained prior to the beginning of any DE 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 person(s) over-seeing DE at the Agency of Education may require a waiver request in order for the program to be approved. A minimum of five working days must be allowed for AOE review and approval.

The completed document will need to be signed by the appropriate school personnel and mailed, scanned and emailed, or faxed to the Agency of Education for approval. Please do not provide personal mailing addresses or phone numbers as the primary contact information - school information only. If you wish, you may provide personal information as secondary contact information. **Please provide the names of ALL DE instructors.**

All questions must be answered. Please note the sections of the form where you are asked for explanations if necessary. Different programs (summer, quarter, semester) have different boxes for program date information. Please be sure to include the start and stop dates for both the classroom and in vehicle instruction.

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 (802-479-4320) completed forms to Tammy Pregent, Driver and Traffic Safety Education, Vermont Agency of Education, 219 North Main Street, Suite 402, Barre, VT 05641. You may also scan the program approval and email it to tammy.pregent@vermont.gov.

Any forms not completed entirely will be sent back to the teacher for completion. Please use only the Program Approval and Reimbursement forms provided. Do not submit any other version of this form. If any other version of the program approval is submitted to the AOE, the program approval will be sent back to the teacher and asked to re-submit the program approval using the appropriate forms.

With the implementation of DECS it is extremely important that you provide a grade for each student in your class. **Every student should, at the very least, have a graded record as Pass, Fail, or Incomplete. No student should be excluded.** If a student has not completed ALL aspects of DE by the time your reimbursement is due; please list that student as an incomplete. Regardless of when you do expect them to complete. DO NOT put them down in DECS as a pass, and do not exclude them from DECS.

The deadlines for reimbursement are October 15th for the summer; February 15th for the fall; and July 15th for the Spring. If any of those dates fall on a weekend, please be sure these forms are submitted by the end of the last workday preceding the 15th of those months. These deadlines are also listed on the reimbursement form. Reimbursement requests will not be processed until the total number of passes/fails and incompletes as indicated on the reimbursement form match what is in DECS which should also come fairly close to the number of students listed on your program approval (I do understand that the number of students on a program approval is only an estimate).

Requests for vehicle registrations and vehicle insurance, and reimbursement will not be processed for unapproved programs. All DECS accounts for schools without an approved program approval will be suspended until a program approval has been submitted to the Agency of Education and approved.

If you have any questions, please contact Tammy Pregent by phone at 479-1241 or by email tammy.pregent@vermont.gov. You can also find the forms on the Agency of Education website.

Driver Education Program Approval 2016-2017
(Due to the AOE at least 5 working days prior to the start of any program.)

School, Teachers and Administrators

School:			
Address:			
City:		State:	Zip:
AOE Contact Teacher (AOE contact teacher is the teacher signing the documents):		Phone:	E-mail:
All other DE Instructors:	DECS acct. Yes/No	Phone:	E-mail:
Program Admin./ DECS user(if not a teacher – job title please):		Phone:	E-mail:
Principal:		Phone:	E-mail:

Summer Enrollments and Dates

Summer 2016	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 2016-2017	Classroom Start and Stop Dates mm/dd/yy	In-Vehicle Start and Stop Dates mm/dd/yy	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 – If No or Partly.....Please explain

Is classroom instruction completed during the regular school day?	Yes	No (Please Explain)	Partly (Please Explain)
Is in-vehicle instruction completed during the regular school day?	Yes	No (Please Explain)	Partly (Please Explain)
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 (Please Explain)	
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 - # of Weeks	
In quarter and semester programs , is the school year program at least nine weeks in length?	Yes	No - # of Weeks	

Vehicles

Please be sure to complete all sections. For additional vehicles, please attach another sheet of paper. **For vehicles not registered with State plates, please attach a copy of the current/valid registration card. For vehicles not currently insured with the State, please attach a copy of the current/valid insurance card. If you do not currently have a DE vehicle, please write no vehicle at this time.**

Plate Number	School Owned Y / N	Lease Y / N	State Ins. Y / N	If State insurance, do you plan to insure your vehicle for the full year or by program approval dates only? Circle One. If using private insurance, please attach a copy of the valid insurance card.			
				Full Year	Program Approval Dates	Self Insured	
Vehicle Make	Vehicle Model	Vehicle Year	Body Type	Mileage	Vehicle Color	Vehicle Vin	
Are all state registered and/or state insured vehicles used exclusively for driver and traffic safety education? If no, your vehicle is not eligible for state insurance.						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 PI and at least \$50,000 PD? (This is for self-insured vehicles only)						Yes	No

Signatures

I understand that 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