Driver Education Program Approval for

# Summer 2019 and School Year 2019-2020

A representative of the school must complete this from 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 10 working days before the start of any program.**

## Information and Instructions

Approval from the AOE must be obtained prior to the beginning of any driver education 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 driver education 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, or scanned and emailed, (no faxes please) 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 driver education instructors**.

All questions must be answered. Please note the sections of the form where you are asked for explanations if necessary. Different programs (summer and 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 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 form.

With the implementation of DECS, it is extremely important that you provide a grade for each student in your class. Every student on your roster should have a graded record as Pass, Fail, or Incomplete by Septbember 30th, January 31st and June 30th. No student should be excluded. If a student has not completed ALL aspects of driver education 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.

Tammy Pregent will prepare and email reimbursement forms on October 1st, February 1st and July 1st of each year. Once you receive the reimbursement, please review the form, sign it and submit it to your business manager for their signature. It is the responsibility of the teacher to make sure the reimbursement form is then either mailed or scanned and emailed back to Tammy no later than 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. These deadlines are also listed on the reimbursement form. Reimbursement forms received after October 15th, February 15th, and July 15th will not be processed until the next reimbursement period.

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.

Please remember that all driver education programs must comply with all statutory and regulatory requirements and that best practices will be followed when possible. Please also remember that charging students/families for driver education is prohibited if you are running a program at a public high school or are running a program at an independent school that has been approved by the AOE.

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 at [education.vermont.gov](https://education.vermont.gov/student-learning/content-areas/driver-education).

# Driver Education Program Approval 2019-2020

(Due to the AOE at least 10 working days prior to the start of any program.)

## School, Teachers and Administrators

School Name: Click or tap here to enter text.

School Address: Click or tap here to enter text.

City: Click or tap here to enter text. State: VT Zip: Click or tap here to enter text.

## AOE Contact driver education teacher (AOE contact teacher is the teacher signing all documents)

Teacher Name: Click or tap here to enter text. Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

## Please List All other driver education teachers

Teacher Name: Click or tap here to enter text. Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

## Program Administrator/DECS user (if not a teacher – job title please):

Name: Click or tap here to enter text. Phone: Click or tap here to enter text.
Email: Click or tap here to enter text.

## Summer Enrollments and Dates (Please fill in dates and enrollment totals)

| Summer2019 | Classroom Dates mm/dd/yy to mm/dd/yy | In-Vehicle Dates mm/dd/yy to mm/dd/yy | Classroom Enrollment | In-Vehicle Enrollment |
| --- | --- | --- | --- | --- |
| 1st Session | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2nd Session | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  | Total Students: | Click or tap here to enter text. | Click or tap here to enter text. |

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## School Year Enrollments and Dates (Please fill in dates and enrollment totals)

| School Year2019-2020 | Classroom Dates mm/dd/yy to mm/dd/yy | In-Vehicle Dates mm/dd/yy to mm/dd/yy | Classroom Enrollment  | In-Vehicle Enrollment |
| --- | --- | --- | --- | --- |
| 1st Semester | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2nd Semester | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
|  |  | Total Students | Click or tap here to enter text. | Click or tap here to enter text. |

## School Year Scheduling

Can home school students who are residents of the school district enroll in driver education?
Yes [ ]  No [ ]

Is classroom instruction completed during the regular school day?
Yes [ ]  No [ ]  Partly [ ]

If no or partly, please explain here: Click or tap here to enter text.

Is in-vehicle instruction completed during the regular school day?
Yes [ ]  No [ ]  Partly [ ]

If no or partly, please explain here: Click or tap here to enter text.

Do all students receive at least 30 clock hours of classroom instruction, at least 6 hours of in-vehicle instruction and at least 6 hours of in-vehicle observation?
Yes [ ]  No [ ]  Partly [ ]

Do all student receive not more than 2 hours of classroom instruction and one hour of in-vehicle instruction in one day?
Yes [ ]  No [ ]  Partly [ ]

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: Click or tap here to enter text.

In the Summer program, is the classroom and in-vehicle instruction at least 6 weeks in length?

Yes [ ]  No [ ]  If no, how many weeks? Click or tap here to enter text.

In quarter and semester programs, is the school-year program at least 9 weeks in length?

Yes [ ]  No [ ]  If no, how many weeks? Click or tap here to enter text.

## Vehicles

Please be sure to complete all sections. For additional vehicles, please attach another page. 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 driver education vehicle, please write no vehicle at this time.

Is the vehicle school owned or leased? School owned [ ]  Leased [ ]

Would you like state insurance? Yes [ ]  No [ ]

If Yes, would you like insurance for the:
Full year coverage [ ]  Program approval date coverage [ ]

Please tell me about the vehicle:

Plate number: Click or tap here to enter text. Vehicle make: Click or tap here to enter text.

Vehicle model: Click or tap here to enter text. Vehicle year: Click or tap here to enter text.

Vehicle body type: Click or tap here to enter text. Vehicle mileage: Click or tap here to enter text.

Vehicle color: Click or tap here to enter text.Vehicle VIN: Click or tap here to enter text.

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 personal injury and at least $50,000 property damage? (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.

AOE Contact Teacher Name: Click or tap here to enter text.

Signature: Date: Click or tap to enter a date.

Superintendent Name: Click or tap here to enter text.

Signature: Date: Click or tap to enter a date.

VT AOE Approving Authority Name: Click or tap here to enter text.

Signature: Date: Click or tap to enter a date.