



State of Arizona
Department of Education



Health and Nutrition Services Division
School Health and Safety

HNS 05-2018

MEMORANDUM

Date: March 15, 2018
To: Driver Education Instructors/Coordinators
From: Nerissa Emers, Director
School Health and Safety Unit *Original Signed*
Subject: Renewal of 2018-2019 School Year Driver Education Program Application (enclosed)

The Arizona Department of Education (ADE) Driver Education Program application for the 2018-2019 school year is enclosed. If your school meets the stated requirements and would like to participate in this program, please complete and mail the application by **May 31, 2018** to the address listed on the form (please do not fax the application). The requirements of the Driver Education Program are:

1. Students receive at least 30 hours of classroom instruction;
2. Students receive at least 6 hours (or the equivalent) of behind-the-wheel (BTW) instruction;
3. The class and BTW is taught by a certified teacher with a driver education endorsement; and
4. The principal or superintendent verifies the school information.

Arizona Revised Statutes (ARS) 28-3174 requires, in part, that minors interested in receiving a class G driver license must successfully complete an approved driver education program or have a parent or guardian certify that they received 30 hours of supervised driving practice with at least 10 of those hours at night. High school driver education programs approved by the ADE are approved programs under this law.

The Arizona Department of Transportation, Motor Vehicle Division (MVD), allows driver education instructors in participating schools to issue Certificates of Completion to their students who successfully complete the course. MVD waives the BTW portion of the driver's license test for students with Certificates of Completion, although they reserve the right to administer BTW tests to any applicant. Contact MVD Driver Services at (602) 712-4700 for more information. Driver License Manuals may be requested through the MVD at the same number, or viewed/printed online at:

https://www.azdot.gov/motor-vehicles/driver-services/Tests_Manuals_and_Driving_Schools/manuals.

Information on driver education endorsements may be found at ADE's Certifications website at <http://www.azed.gov/educator-certification/forms-and-information/endorsements/>.

Yavapai County Education Service Agency provides a series of workshop courses that can be applied towards a Driver Education Endorsement for Summer 2018. The workshop courses are Driver Education, Safety Education and Behind-the-Wheel for new drivers. Each workshop is \$250.00 per student and must be

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enrolled by May 6, 2018. For more information and enrollment registration, click the link: <http://ycesa.com/wp-content/uploads/2018/02/Spring-2018-Driver-Education-Endorsement-Workshops-Registration.pdf>.

If you have questions regarding the ADE Driver Education Program, please contact Davidson Riggs at (602) 542-8730 or davidson.riggs@azed.gov. Thank you for your efforts to ensure the safety and well-being of our students.

PART III: CLASSROOM DRIVER EDUCATION INSTRUCTION

CALCULATION OF TOTAL CLASSROOM MINUTES OF DRIVER EDUCATION INSTRUCTION

A. Length of class in minutes	×	Number of days of instruction specifically on driver education	=	Total classroom minutes of driver education (Minimum of 1800 minutes)
B.	Is driver education a graduation requirement in your charter school or district?		Y <input type="checkbox"/>	N <input type="checkbox"/>

PART IV: BEHIND-THE-WHEEL DRIVER EDUCATION INSTRUCTION

Note: Every student completing the driver education program must receive at least 6 clock hours of behind-the-wheel driving instruction. These hours must be actual driving time, not passenger/observer time. At least 3 hours of the required total of 6 hours must be on-the-street driving instruction. The remainder may be accrued using simulators and/or multi-car driving ranges. **(4 hours of simulator instruction equals 1 hour of behind-the-wheel instruction.)**

A.	Does your driver education program use simulators ? Y <input type="checkbox"/> N <input type="checkbox"/>	
	If YES , how many hours of simulator instruction does each student receive? _____	hours
	If YES , how many hours of on-the-street or multi-car driving range instruction does each student receive? _____	hours
		(Must be at least 3 hours)
	If NO , how many hours of on-the-street or multi-car driving range instruction does each student receive? _____	hours
		(Must be at least 6 hours)
B.	What is the fee charged for behind-the-wheel instruction: _____	
C.	What is the fee charged for classroom instruction: _____	

PART V: CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL STAFF

Note: List each instructor from Part II and list the most recent continuing education (CE) or professional development (PD) received that was directly related to driver education.

Instructor Name (from Part II)	Name of CE or PD Course/Training/Conference	Name of Organization That Sponsored CE or PD	Date Attended

PART VI: SIGNATURE

I certify that the information provided in this application is true and accurate, and represents the driver education program as it will be conducted this year.

SIGNATURE OF
SUPERINTENDENT

OR PRINCIPAL: _____ TITLE: _____ DATE: _____.

*Must have a valid Arizona drivers license