

Driver Education



Instructor FAQs

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INSTRUCTOR REQUIREMENTS

How do I become a public school driver education instructor?

A public driver education instructor is an individual who is licensed by the Idaho State Department of Education to teach the classroom instruction and behind-the-wheel phase of driver education in the public school system. To be an instructor, you must:

- be at least twenty-one (21) years of age
- possess a valid class A-D driver license
- not have:
 - received a court suspension or revocation that is not traffic related.
 - been convicted of a traffic violation that carries a mandatory suspension or revocation of the driver's license within the preceding thirty-six (36) months.
 - been convicted of more than one (1) occasion of any moving traffic violation within any twelve (12) month period of the previous thirty-six (36) months.
 - been convicted for any moving traffic violation causing a fatal traffic collision.
 - been convicted for driving while his/her driver's license was revoked or suspended within the past five (5) years.
 - been convicted for driving under the influence of a controlled substance within the past five (5) years.

What type of training or education do I need to become a Public Driver Education Instructor?

Applicants for an original public driver education instructor license must have completed at least four (4) semester credit hours in a state-approved driver education licensing course.

Where do I find the courses available to become a Public Driver Education Instructor?

Please refer to the training tab above to find available courses near you.

Do I need to have a teaching degree to become a Public Driver Education Instructor?

Applicants for an original public license must have a valid Idaho educator credential or verified previous instructor experience. The school district can choose to hire who they feel is a qualified driver education instructor.

How do I keep my certification current?

Idaho Public Driver Education instructors are required by state law to complete eight (8) hours of relevant professional development training every year. Professional development hours will be accepted for the purpose of enhancing instructional knowledge and skills in support of teaching best practices related to driver education. Five regional workshops each year are provided for instructors to obtain/maintain these hours. Every three (3) years, a two (2) day state conference will be conducted.

What happens if my Idaho Instructor license lapses?

Idaho public driver education instructors who have let their licenses lapse must either attend fifteen (15) hours of driver education professional development or take and pass the Idaho Driver Education Licensing Course's final exam with a grade of 80%. If the applicant fails the written final exam, they must retake the Idaho Driver Education Licensing Course or wait to attend fifteen (15) hours of driver education professional development.

Can I transfer my out of state instructor license to Idaho?

Licensed instructors moving to Idaho from another state must take and pass the State of Idaho Driver Education

Certification Exam with a grade of 80% or higher. If an applicant fails the exam, the Idaho Driver Education Licensing course must be taken.

What are we legally required to make sure parents are aware of?

Each student and their parent or legal guardian shall be informed of the requirements of the Graduated Driver Licensing laws. Each Parent/Guardian shall be provided a *Supervised Driving Guide Book* and driving log for their use during the required six (6) months of the Graduated Driver Licensing practice period.

Are we required to have a parent night or parent drives?

Contact with each student's parent or guardian is required at least once during the course. Contact may be by phone, email, mail, or in person for on-line classes. Behind the wheel instructor needs to meet with parents. Instructors will conduct at least one parent night with each driver education class. Parents/Guardian must attend prior to the student receiving their supervised instruction permit. Parent drives are recommended but not required.

COURSE ADMINISTRATION & VEHICLE REQUIREMENTS

Can students who don't attend our school or school district take my driver education class?

Whenever possible the student shall enroll in the training program offered in the school district of residence. Students enrolled in any Idaho public school district may enroll in driver education and training outside their home district with approval from both districts. Driver education is open enrollment; ultimately it is your school districts decision.

What is the minimum and maximum number of students who can be in the driver ed vehicle?

In-car instruction shall include not less than two (2) or more than three (3) students in the car. While not recommended, one student may be scheduled for in-car instruction when it is determined to be in the best interest of the student. This exception shall have prior written permission from the parent or legal guardian. No person shall occupy a rear seat unless involved as a student, parent/guardian, instructor or student enrolled in a driver education teacher preparation course, translator, administrator or designee, or supervisor of the driver-training program.

If I am contracting with a school district can I take students outside of the school district?

The contract is with the school district and the driving company. This is a decision made by the two parties involved in the contract. No charge or enrollment fee, not required to be paid by public school pupils for driver training, shall be required to be paid by residents not attending public schools.

What insurance is required for the driver education vehicle?

Insurance coverage shall be maintained in full force and effect while the vehicle is used for driver training and will meet the requirements in [Idaho Code §6-924](#). The current statute states the policy will have a limit of not less than \$500,000 for bodily or personal injury, death, or property damage or loss as the result of any one (1) occurrence or accident, regardless of the number of persons injured or the number of claimants.

What equipment is required on the driver education vehicle?

All motor vehicles used to practice driving lessons shall be equipped with a dual control brake pedal within easy reach of the instructor and capable of bringing the vehicle to a stop in accordance with [Idaho Code §49-933\(7\)](#). Operating safety belts and all occupants in the driver-training vehicle shall be properly secured in a safety belt when the vehicle is moving.

Equipment must also include:

- An inside rear view mirror for the exclusive use of the instructor.
- Side-view mirror on each side of the vehicle, adjusted for the driver's use.
- Signs and/or lettering that can be seen from outside the vehicle to the rear and both sides of the vehicle.
- The signs and/or letters will be of contrasting colors so as to be clearly readable at one hundred feet in clear daylight.
- Signs and/or lettering to the rear and sides will have "STUDENT DRIVER," "DRIVER EDUCATION," or "DRIVING SCHOOL" with not less than 2 ½ inch high lettering.
- Signs and/or lettering to both sides of the vehicle will have the name of the school or school district with not less than two-inch (2) high lettering.
- All signs and/or lettering must be safely secured while the vehicle is in motion.

Are we required to have a make-up Policy?

The school will have a written policy for missed coursework and driving.

A make-up policy shall ensure that all required hours of instruction and course content are completed. Students will not be allowed to make up missed lessons in a scheduled classroom session unless the lesson missed is being taught.

Make-up lessons may be provided on an individual basis.

The school may charge an extra fee for missed coursework and driving.

STUDENT RECORDS

What records should I keep?

Each student's record shall include:

- Students full name, address, and phone number
- Driver training permit number
- Attendance record
- Behind-the-wheel driving log
- Quizzes and tests grade results
- Final grades
- Original student records shall be made in ink

How long do I need to keep driver education records?

At the end of the course, the student's driving logs shall be included in the student's record and maintained by the school. All original student records shall be maintained for a minimum of five years, who including students passed, failed, withdrew, cancelled or transferred.

What if the records are lost or mutilated?

Loss, mutilation, or destruction of records must be reported immediately to the Idaho State Department of Education by affidavit, stating the date the records were lost, destroyed, or mutilated; the circumstances involving the loss, destruction or mutilation; the agency to which it was reported, name of the law enforcement officer or fire department official, case number, and the date of the report.

What should I keep in the students driving log?

- Students name
- Permit Number

- Phone number
- Emergency Contact
- Instructor's name
- Date and Time of each drive with student initials for verification
- Skills Taught
- Driving Time and Observation time with date
- Special Accommodations is used
- Final Behind the wheel grade
- Total drive time

How are the students graded?

The standards for passing a public driver education and training program shall be clearly set forth in writing to students prior to starting the course of instruction. Students shall be assessed in the following three (3) areas:

- knowledge
- skills
- attitude

A student who fails in any one of these three areas shall fail the entire course. Each student shall be assessed for knowledge and understanding of the classroom lessons with quizzes that require students to list, define, describe, identify, demonstrate, explain, compare, predict, estimate, or solve. Successful completion for the course is earning a grade of 80% or higher. A final knowledge test will be administered at the completion of the course. A final behind-the-wheel skills test will be administered that measures the essential skills required for operating a motor vehicle safely on public roadways.

Where do I turn in my student log sheet?

Upon the completion of the driver's training course the Driver's Training instructors are required to send the Student lists to the DMV within 3 business days. ([IDAPA 08.02.02.004.03](#))

Can I turn in multiple student lists to the DMV if the students finish on different dates?

Yes, you can turn in as many lists as needed to the DMV.

What date do I put on the student driving log if the students finish on different days?

All public driver education programs must submit a *Final Student List* provided by the SDE to their local Department of Motor Vehicles (DMV) within three (3) days after a course ends. Course end dates on the final student lists must be the same date students begin their six (6) months of supervised driving.

PERMITS

Can a student take my driver education class without a driver training permit?

[Idaho Code §49-307\(1\)](#) requires a student to purchase a permit prior to attending any portion of the driver education course. The student needs to provide the instructor proof of the driver training permit having been purchased.

What if I have not received the "hard card" permit from the DMV?

If you have not received the "hard card" from the factory, a customer receipt of the driver training permit purchased is acceptable. Check in the comment area on the receipt to confirm the permit was mailed to your

driver training school.

What if the driver training permit was mailed to the wrong school?

If the permit was mailed to a different driver training school, and the student has not attended any classroom instruction from the previous school, the current driver training school will need to request the driver training permit be sent to their school.

How do I transfer a permit to another driver education instructor?

Permits will always be in the possession of the DMV or a driver training instructor. Permits are directly given to the DMV or another driver training instructor for failures and/or transfers.

What do I do with a permit if the student never shows up to my class?

Mailing back permits for students who never plan on attending your DT school. Mail to: ITD, PO Box 7129 Boise, Idaho 83707. Attention: Driver Services

What happens to the driver training permit when I mark “fail” on the student log sheet?

If “Pass” is entered, the system will automatically activate the DT permit to a Supervised Instruction Permit and will set the SIP eligibility date to 6 months from the driver’s training completion date.

If “Fail” is entered, the system will automatically change the permit status to “NOTLIC” and will cancel the permit. The student will be required to purchase a new permit to take the course again. Return the permit to your local DMV or mail it to the Driver License Unit at ITD.

CITATIONS & CRASHES

What if the student driver receives a citation?

Any student driver who is convicted of a traffic violation resulting in a crash while holding a driver education permit may have their permit revoked. If the license is revoked, the student must purchase another permit and take the class at a later date.

What if we are involved in a crash?

Within two (2) weeks following any incident involving a public driver training vehicle, the school district must submit a current SDE *Collision/Incident Report Form* to the Idaho State Department of Education.

What if it is a minor crash?

All driver training vehicles involved in a collision will be required to file a report with the appropriate police agency. The school district will provide a copy of the police report to the Idaho State Department of Education.

What procedure must I do prior to using the driver ed vehicle after a crash?

Following any motor vehicle crash involving the vehicle, the public driver training school shall withdraw the vehicle from the fleet and not use it for instruction until it has passed a new mechanical inspection. This new inspection must be submitted to the Idaho State Department of Education before the vehicle can be returned to service.

ONLINE COURSES

How do students do the driving portion of driver education if they are enrolled in IDLA?

Students taking the classroom portion of Driver Education online must find and hire a local certified in-car instructor prior to beginning the course. Students must purchase a permit before being allowed to participate in any classroom or in-car instruction.

Can I drive a student as a Public Driver Education Student if they are signed up for an on-line course?

Approved online Driver Education courses must meet or exceed the INACOL standards (International Association for K-12 Online Learning) for online learning and be approved by the Idaho State Department of Education. The only approved on-line program you may drive for is Idaho Digital Learning Academy (IDLA).

PRIVATE COMPANIES

How do I become a Private Driver Education Instructor?

Contact the Idaho Bureau of Occupational Licensing at (208) 334-3233 for more information on how to become a Private Driver Education Instructor.

Can our school district contract with a private company?

Public school districts may contract with a private driving school to provide education and training program. To qualify for reimbursement, the district shall have a written contract with the private driving school specifying the responsibilities of each party. Contracts must be renewed annually.

A copy of the contract shall be included in the annual program plan submitted by the school district to the Idaho State Department of Education at least thirty (30) days prior to a program starting for that fiscal year. The school district is responsible for ensuring that the contractor is teaching content that meets or exceeds the Idaho State Board of Education approved public driver education content standards and benchmarks.

All private contractors must have a valid license as issued by the Idaho Driving Businesses licensure board. All record keeping and required reporting to the Idaho State Department of Education shall be completed by the school district. All student records are the property and responsibility of the school district.

In accordance with [Idaho Code §33-512](#), schools districts shall ensure that all private driver education instructors who are contracting with a public school and who will have unsupervised contact with students, have a current criminal history check on an official SDE fingerprint card on file at the Idaho State Department of Education. School districts will also be responsible for cross-checking all private driver education instructors working as contractors for the school district against the statewide sex offender register.