



**SHERRI YBARRA**  
SUPERINTENDENT OF  
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## **PROGRAM ASSURANCE CONTRACTING WITH A PRIVATE DRIVING SCHOOL FOR DRIVER EDUCATION**

A public school district or charter school may contract with an approved private driving school to provide a driver education and training program. Idaho Public Driver Education Program Operating Procedures shall be followed to qualify for reimbursement. The school district or charter school shall have a written contract with the private driving school specifying the responsibilities of each party. All record keeping and required reporting to the Idaho State Department of Education (“SDE”) shall be completed by the school district or charter. All student records are the property and responsibility of the school district or charter school and shall be collected, utilized, and protected in accordance with the Family Educational Rights and Privacy Act (FERPA) , the Idaho Student Data Accessibility, Transparency and Accountability Act of 2014 (“Idaho Student Data Act”), and any other applicable state or federal laws.

In such cases of contracting for a driver education and training program, the provider requesting reimbursement remains responsible for the entire program and must retain all required program records (curriculum guide, policies, student records, instructor records, etc.) Student fees must be received by the provider requesting reimbursement. Only eligible students qualify for reimbursement. The purpose of reimbursement is to reduce cost to parents, thereby making driver education more accessible to teens.

Whether or not a contractor has been hired, the SDE encourages all providers to carefully monitor curriculum, records, vehicles and instructors to assure quality and compliance within the program. A provider that hires a contractor to provide classroom or behind-the-wheel instruction must work with that contractor to obtain program cost information required on the reimbursement request form.

In accordance with Idaho Code 33-512, school districts and charter schools shall ensure that all private driver education instructors who are contracting with a public school have a current criminal history check on file at SDE. School districts and charter schools will also be responsible for cross-checking all private driver education instructors working as contractors against the statewide sex offender register.

Any school district or charter school contemplating contracting for a driver education and training program **valued in excess of twenty-five thousand dollars (\$25,000) in a fiscal year** must procure such services in accordance with Idaho Code 67-2801 through 67-2809.

The SDE may review driver education program records for compliance with department instructional, statutory, and regulatory requirements. The SDE may deny reimbursement request if the SDE determines that a provider has violated a provision of Idaho or federal law, the Idaho Public Driver Education Program Operating Procedures, or this Program Assurance document. Reasons for reimbursement denial may include misrepresenting expenses, revenue or other information; failing to submit required forms; failing to correct deficiencies within required timelines or falsely claiming to correct program deficiencies. In addition to denying reimbursement, SDE may also pursue any other legal remedies available under Idaho law.

School District Name #	Contractor/Owner
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Fiscal Contract Year	Contractor License #
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Address	Address
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Email	Phone	Email	Phone
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Signature of Superintendent/Administrator	Date
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Signature of Board Chairperson/or designee	Date
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Signature of Contractor/Owner	Date
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As superintendent, administrator, or other legally authorized school official, I hereby certify that, to the best of my knowledge, the information contained in these Assurances and the Application is true and correct. I further certify that the district or charter will comply with the state laws and rules governing the program.