

PUBLIC DRIVER EDUCATION PROGRAM

# Starting a Program



IDAHO DEPARTMENT OF EDUCATION  
STUDENT ENGAGEMENT AND SAFETY COORDINATION | DRIVER EDUCATION

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## WHY START A DRIVER EDUCATION PROGRAM?

Driver education provides the foundation of a life-long skill for young drivers. There are many benefits to providing a public driver education program:

- Teaches the fundamentals of driving in a safe learning environment
- Encourages positive driving behaviors for young drivers
- Creates a more affordable option
- Driver education is required for students under 17
- Providing public programs can reduce access and financial barriers for students and families

## STARTING A DRIVER EDUCATION PROGRAM

Everything you need to know to start and operate a driver education program - from classroom setup, instructor certifications, reimbursements, record keeping requirements, and much more - can be found in the [Idaho Public Driver Education Program Manual](#), but here is a tool to help kickstart a program.

### Ways to provide a driver education program

There are several ways that a district/school can provide a driver education program.

- Outside of school day (before/after school)
- During school day as a credit course
- As an overload course (students can access their Advanced Opportunities funding)
- In collaboration with another district
- Contracted with a private company
- Online via Idaho Digital Learning Alliance (IDLA) and in-car instruction with your district's certified instructor

## OPERATING PROCEDURES AND POLICIES

Check-out the [Idaho Public Driver Education Program Manual](#) for operating procedures and policies that drive the public driver education program. A basic overview of what topic each section covers can be found below.

- Section 1 (pg. 16-17): Driver education student requirements

- Section 2 (pg. 18-19): Public program instructional requirements
- Section 3 (pg. 20-22): Public program instructor requirements
- Section 4 (pg. 22-25): Public program course administration

*Note: This section might be your best friend as you are setting up the program.*

- Section 5 (pg. 26-27): Requirements for driver education vehicles
- Section 6 (pg. 27-28): Monitoring and reviewing public driver education programs
- Section 7 (pg. 28-29): Public SD contracting with private driving companies

## DRIVER EDUCATION REIMBURSEMENTS

Districts/schools can receive up to \$150 per student who completes their driver education program. Driver Education Reimbursements can be tricky, so the Idaho Department of Education created a handy [Reimbursement Guide](#) that explains everything you need to know about them.

## ADVANCED OPPORTUNITIES AND DRIVER EDUCATION PROGRAM

Advanced Opportunities (AO) is a program that allows students to use state funds to cover the costs of certain courses and exams. You can use students' AO funding (up to \$225) by offering your driver education course as an overload course. Overload is a high school course provided by an Idaho public school, that is defined by Advanced Opportunities as a transcribed high school course taken in addition to a student's full credit load, outside of the regular school day. This can help cover the driver education fees to decrease financial barriers students and families face.

*For more information, please see [Using Advanced Opportunities Program for Public Driver Education Program](#).*

## ANNUAL PROGRAM PLAN

Any district/school that requests reimbursement needs to have an approved Annual Program Plan (APP) for that school year. A district/school's APP is a comprehensive overview of the logistics of its driver education program. The forms can be found in the [Blank APP Packet](#). APPs are valid and operate on the state fiscal year (July 1-June 30). You can submit the completed version through the [Form Submission survey](#).

## How Does an Instructor Get Certified?

### New Instructor

To become a licensed Public Driver Education Instructor, candidates must:

- Complete the New Instructor Training Course – This is offered online three times a year through Northwest Nazarene University (NNU). For more information see [course registration](#). The course has a mentorship component for classroom and in-car instruction to ensure the new instructors are ready to teach.
- Pass a behind-the-wheel skills test. Skills test must be submitted to the department in a sealed envelope.
- Pass and submit a physical using the [Medical Examination Form](#).
- Have a satisfactory driving record.
- Get a background check on file with the district/charter. For more information on background checks, check out the [Background Investigation Check webpage](#).

Driver Education Certifications are renewed annually and valid from July 1 - June 30.

*For more information, please see the [Driver Education Instructor Page](#) and/or section 3 of the [Idaho Public Driver Education Program Manual](#) for information on certification requirements for new and current instructors.*

### Certified Instructor

Instructors who have already completed the certification course and requirements can easily teach at any district/school. Here are their requirements:

- Medical examination must be renewed upon expiration ([Medical Examination Form](#))
- Eight hours of professional development training must be completed each year. The Idaho Department of Education hosts annual Professional Development conferences to help instructors meet this requirement
- Instructors must have a satisfactory driving record
- Background check must be on file with the district/charter

*For more information, please see the [Driver Education Instructor Page](#) and/or section 3 of the [Idaho Public Driver Education Program Manual](#) for information on certification requirements for new and current instructors.*

### Instructor with Lapsed Certification

To recertify as an Idaho Driver Education Instructor:

- Complete either a) the Idaho New Instructor Training Course Final Exam (receive 80% or higher) or b) 15 hours of driver education professional development.

- Submit an updated physical using the [Medical Examination Form](#).
- Make sure that a background check is on file for the district/charter.
- Have a satisfactory driving record.

*For more information, please see the [Driver Education Instructor Page](#) and/or section 3 of the [Idaho Public Driver Education Program Manual](#) for information on certification requirements for new and current instructors.*

## How to Add Instructors After APP is Approved

After an APP is submitted, you can add instructors using the [Request to Add Instructors Form](#) that can be found on the [Driver Education Instructors page](#) on the department's website.

## USING IDLA FOR CLASSROOM INSTRUCTION

As you are probably aware of, your school can provide classroom instruction online through IDLA. IDLA expects students to begin in-car instruction alongside the class so they can practice the skills taught in the classroom while the information is still fresh.

During the first week, IDLA teaches students the basics, such as orientation to controls and approaching the vehicle with awareness. Content in subsequent units is designed to follow a logical progression so that the lessons taught in the classroom prepare students for the behind-the-wheel lessons. Here is their [Course Map and Standards Alignment](#) document.

*For more information, please see section Idaho Digital Learning Driver Education Course (pg. 32) of the [Idaho Public Driver Education Program Manual](#).*

## CONTRACTING WITH PRIVATE DRIVING PROGRAM/COMPANY

Another option for Driver Education is to contract with a private driving company. If you choose to go that route, the department will need a written agreement with the districts/schools and the contract with the private driving company, along with the Annual Program Plan.

*For more information, take a look at section 7 of the [Idaho Public Driver Education Program Manual](#) and [assurance of contracting with a private driving school](#).*

## JOINT DRIVER EDUCATION PROGRAMS

An additional option to provide driver education is to create a joint driver education program. Districts/schools must have a written agreement to offer the programming jointly. One district will be designated as the operating district/school and all reports and apportionments of funds will be made through the designated district.

*For more information, please see [Idaho Code 33-1705](#).*

## SPECIAL EDUCATION INFORMATION

The department recommends the student's Individualized Education Plan team meet and decide what accommodations or modifications are needed for students to participate in a driver education program. Accommodations/modifications for students on an IEP depend on the individual student's needs, which is why having the IEP team involved is important.

For reference on students with disabilities participating in Driver Education Programs for your program, district/school, and IEP teams, please take a look at [Participation of Students with Disabilities in Driver Education Programs](#) and page 17 of the [Idaho Public Driver Education Program Manual](#).

## RESOURCES

### Curriculum

If your program is interested, the department does purchase classroom sets of [AAA's How to Drive](#) driver education materials. By ordering, your program will receive:

- 1 instructor guide
- 36 textbooks
- 100 student workbooks (free to reorder through the department)
- online resources/materials through AAA

The only criterium is that your APP must be approved. If this is something you are interested in when your program is approved, email [drivereducation@sde.idaho.gov](mailto:drivereducation@sde.idaho.gov) to let us know this is something your district/school is interested in.

## Parent Supervised Driving Booklets

The department provides driver education programs with the [Parents Supervised Driving Program booklets](#). This is a wonderful tool to provide to parents/guardians as students pass driver education. It provides a wealth of knowledge for parents regarding driving with their young adult and a drive log. DE programs can order the booklets via the department's [Ordering Driver Education Materials](#) form. There is no cost to your program.

## Student Workbooks

The department provides driver education programs with additional student workbooks for AAA. DE programs can reorder the workbooks via the department's [Ordering Driver Education Materials form](#). There is no cost to your program.

## Driver Education – Programs & Instructors Webpages

For forms, information, or resources, the department's [Driver Education – Program and Instructor webpage](#) is a great resource.

## Newsletter

Every month, the department sends out a newsletter with updates, resources, events, and other pertinent information. Newsletters get emailed to all instructors and are posted on the [Driver Education – Instructors website](#). Be sure to check it out!

## CONTACT US

If you have any questions or concerns, you can email [drivereducation@sde.idaho.gov](mailto:drivereducation@sde.idaho.gov).