

DRIVER EDUCATION GUIDELINES

- Brad Sorensen, Administrator of Schools, oversees the Driver Education program in Jordan School District. Any questions or concerns about the program may be addressed directly to your school assigned Assistant Principal.
- New Driver Education Instructors must be cleared on CACTUS as licensed/endorsed to teach Driver Education through Human Resources.
- Driver Education Instructors are required to have a current CPR/First Aid/AED certification which is good for two years.
- Driver Education Instructors are required to have a current Driver Defensive Training certification which is good for two years.
- Driver Education Instructors are required to complete the Examiner Training certification annually.
- Driver Education Instructors are required to complete eight hours of professional development annually.
- Driver Education Instructors need to fill out and sign the Employee Signature Agreement form and have a current and valid Driver License. A Driver License check will be completed every year.
- Driver Education Instructors must complete student driving after contract hours, on Saturdays, and non-contract week days. There is no student driving allowed on Sunday and Driver Education cars are not to be taken home by instructors.
- Schools shall submit to Brad Sorensen's office quarterly reports indicating number of student completion of classroom and behind the wheel instruction. Fee amounts (used to pay hourly rates) are listed on the report; \$140.00 (1st through 4th quarter) and \$160.00 (summer session) and reports are due two weeks after quarter ends.

Salary Placement:

1. Current contract licensed employees of Jordan School District who are Driver Education Instructors shall be paid 80% of their Salary Level - Lane Z on the Teacher Salary Schedule "C" determined by the Human Resources Department as outlined in Policy DP309 NEG – Salary Guidelines. Instructors with no teaching experience shall be placed on Salary Level 1 - Lane Z. Salary Levels and COLA (cost of living) increases will be applied. Any employee whose 80% of their hourly rate exceeds \$36.50 will be frozen at \$36.50 an hour.
 2. Driver Education Instructors who have retired and are licensed may be rehired and placed on the Traditional Salary Schedule "C" in accordance with District policy DP309 NEG – Salary Guidelines. Retired employees will be paid 80% of Salary Level 19 – Lane Z and then frozen at that level. COLA increases will be applied. Any retiree whose 80% of their hourly rate exceeds \$36.50 will be frozen at \$36.50 an hour.
 3. Driver Education instructors who are licensed employees and not retired (outside of the district) shall be paid 80% Salary Level 1 – Lane Z on the Traditional Salary Schedule "C" determined by the Human Resources Department as outlined in Policy DP309 NEG – Salary Guidelines. They will be frozen at Level 1 but will receive COLA increases.
- The new school year hourly rate will be compensated beginning July 1. True time needs to be recorded as outlined in the memo dated 7-29-20 and submitted by the first day of each month.
 - Driver Education Instructors enter student completion information and order certificates online at www.driverlicense.utah.gov.
 - Students must obtain their instructional driving permits by contacting the Driver License Division. Students need to log 40 hours of driving with a parent prior to receiving their state driver license. Students will also need to complete 27 hours of classroom time and 6 hours of road and range driving as well as be given one opportunity to take the Road Exam from a separate testing instructor. Students must complete the driver education classroom instruction and road/range driving prior to the graduation of their age appropriate senior class. School personnel must inform all driver education students and their parents of this requirement. When necessity (determined by the driver education department chair in consultation with the principal) requires a student to continue driving after their class graduates, that student will only be allowed to continue with driving through the summer immediately following the graduation of their age appropriate senior class.
 - Schools will provide one and/or two classes of 40 students for the summer driver education course. It will be based on a first-come, first-served basis. Summer registration sign-ups begin the second Monday in March. If a student is not 16 by October 15th, they are not eligible to take the summer session class.

I have read and acknowledge the expectations of the Driver Education Guidelines and agree to comply with all items listed.

Signature

Date



Jordan School District
Driver Education Guidelines

EMPLOYEE SIGNATURE OF AGREEMENT

1. The safety of our employees and our patrons is our first priority. Employees are expected to obey all driving laws and safety rules.
2. An employee driving a district vehicle must report any accident, damage or citation immediately as outlined in the guideline. Failure to report any accident, damage or citation as required by this guideline will constitute grounds for immediate termination of employment.
3. Employees working as Driver Education teachers are also required to follow the specific guidelines required for the Driver Education Program.
4. Use of cell phones, whether personal or district-owned, while behind the wheel of a moving District vehicle is strictly prohibited.

I have read and received a copy of the Jordan School District Driver Education Guidelines and agree to abide by the requirements as outlined.

Employee Name _____
(As it appears on Driver License)

Date of Birth _____

Driver License Number _____

State Issued _____

School / Department _____

Job Title _____

Employee Signature _____

Date _____

Principal / Director Signature _____

Date _____

Return the completed form to:
Cari Minnesota
District Office
Administrator of Schools
High School Level