



## Administration and Supervision of Driver Education

### **Type of Program:**

Sandwich High School runs a two-phase program, classroom and on the road Behind-the-wheel (BTW) with only certified personnel. Classroom is a minimum of 30 hours and BTW is a minimum of 6 hours of driving and 6 hours of observation. We do not offer simulated or range driving, or participate in Driver Testing Coop with the Secretary of States office.

All students are required to complete both phases, 50 hours of practice with their parent(s), and maintain good behavioral standing within the school setting in order to receive their Blue Slip (Completion Certificate). At that time, they are eligible to attempt the driving test at the Department of Motor Vehicles if they are 16 years old and have had their permit for at least 9 months.

All students wishing to receive their Blue Slip must complete all phases and pass a driving exam at school and produce proof of the 50 hours to a school official.

This program meets the State of Illinois' requirement by offering classroom and BTW to all students who qualify by earning 8 passing grades in two semesters before enrolling.

### **Adaptations to Driver Education:**

Classroom adaptations can include the use of classroom student aids, materials mandated by an Individual Education Plan (IEP) or a 504 Plan, and extra time and help for testing purposes.

BTW adaptations include having an Aid to accompany anyone with an IEP or 504 Plan that stipulates an Aid to ride along while practice driving. This must include consultation with the principal and driver education chairperson. Also, physical adaptations to safely allow a practice driver to reach and maintain control of all speed and directional controls, and/or the consultation of an outside agency to facilitate the normal completion of BTW within their limitations.

Those with adaptations that are not able to be met by Sandwich School District 430 (CUSD 430) can be led to other agencies that can.

Adaptations are not allowed for the minimum of 6 hours of BTW mandated by the ISBE, the minimum of 30 hours of classroom instruction, or the 50 hours of practice driving completed with the parent.

### **Behind-the-Wheel Instruction (BTW)**

BTW refers to the time a student spends practice driving with an instructor on the roadways. Students are required to spend a minimum of Six (6) hours in BTW as part of their Blue Slip requirements. This time is spent learning skills and gaining knowledge of the decision-making processes. BTW ends after the required hours are gained and the student passes an on-road test with the instructor. Students may not have less than the required hours but may need to extend past that point till instructor is satisfied with their progress.

### **Classroom Instruction**

Classroom instruction consists of the not less than thirty (30) hours spent in class covering theories that promote safety and competent decision-making. Students are informed at the start of the course how many absences will make them ineligible for completion of classroom. This may vary with the length of the semester. When at all possible this will be scheduled for no less than a nine (9) week period of time and be concurrent with BTW

### **Completion of the Course:**

Completion of the mandatory 30 hours of classroom, 6 hours of BTW, 6 hours of observation, and 50 hours of practice driving with a parent will precede a driving test at the school to determine whether a student is eligible for a Blue Slip. A Blue Slip confirms that they are finished with driver education.

Matters related to a student's attendance that may affect his/her successful completion of the program will be resolved at the local level by the instructor, school administration, parent, and student. All resolutions will refer back to the Rules and Regulations of Driver Education (23 Illinois Administrative Code 252) for clarification.

**Course Credit:**

Sandwich High School students receive ½ credit for completion of the Driver Education classroom. This credit is mandated by the Illinois State Board of Education (ISBE) to qualify for a diploma. However, BTW is not mandated, and is considered a privilege by both the Secretary of State (SOS) and the ISBE.

**Course Duration:**

Because the length of time that the driver education program may be conducted is an important factor in facilitating effective learning, coordination and integration, it deserves the highest consideration. There is a need for the total program to extend over a period of time consistent with sound learning principles that allows for some student maturation to take place. Classroom, thus, will not consist of less than one quarter of the school year at SHS. Time is needed for the development of proper habits, skills, attitudes, judgmental abilities, and behaviors as well. Thus, BTW will last no less than 3 weeks from first to last drive. This permits a better opportunity for integrating the classroom and in-car learning activities.

The sequence and time span for structuring the various learning experiences inherent in this program are important, if effective and sound learning is to take place. The matter of length of instructional periods, number of students, and the quality of instruction are other major factors. In addition, we have our own particular problems as they relate to scheduling, etc. The principal and driver education chairperson will search for the most desirable solutions for structuring the program, to ensure it is educationally sound and economically feasible.

Where at all possible we will not take a student out of another course or activity for BTW. Alternatives for those with no study hall in which to drive in do exist before school, after school and during summer hours.

**Eligibility:**

All eligible students have an opportunity to enroll in the driver education program. Eligible student means any student in attendance or living in the CUSD 430 school district who are between the ages of 15 and 18, and has passed at least 8 classes their last two semesters as required by the ISBE. This eligibility is granted until the age of 19, at which time the Superintendent and Principal will determine whether they are allowed to attend class or BTW with younger students.

Students enrolled at a private school or home school are allowed to enroll if they live in the CUSD 430 school district. They must sign up in the Guidance Office at the high school and pay the same fees as regular students. The same attendance policies apply to them as well.

All students must meet attendance and behavior requirements and have a parent signature on record. Enrollment, however, does not guarantee a Blue Slip or license at the end of the program.

**Hours of Instruction - Classroom**

The driver education course of study mentioned above is to consist of:

- (a) 30 or more hours of classroom instruction.
- (b) No more absences than would allow a student to finish at least 30 hours.

**Hours of Instruction - In-Car**

The driver education course of study mentioned above is to consist of:

- (a) Six (6) or more hours of in-car instruction.
- (b) Six (6) or more hours of observation from the back seat.
- (c) Fifty (50) or more hours on the road with parents.
- (d) Ten (10) or more hours with parents at night as part of their 50 hours.

Students shall not drive more than 1 hour per day. Classroom shall not exceed 2 hours per day. Instruction at another school can be accepted in whole but not less than the 30 hours required for classroom or 6 hours required for BTW. Credit for one phase can be accepted from another school without the other phase. Written verification must be sent to the Sandwich High School Guidance office to be official

### **Medical Information Requirements**

Driver education instructors should be made aware of any health problems of students that could interfere with the ability of a student to operate a motor vehicle safely. **If in doubt at any time, the Chairperson, principal or guidance counselor, and Sandwich High School (SHS) medical staff should be consulted before accommodating a student in the program.** It should be noted that responsibility for determining eligibility to drive is vested with SHS. The process for determining eligibility of a person to hold a license is governed by several criteria, one of which is medical fitness, while the other is skill and knowledge.

The decision to accommodate a person in a driver education course, while influenced by the person's eligibility to obtain a license, should not preclude the student from the opportunity to receive the benefits of at least a teacher-led, classroom experience. At minimum, the student would benefit from the information as would a pedestrian, bicyclist, or passenger.

Utilizing Core Curriculum principles, one of the strengths of the Sandwich High School Driver Education Program is that instruction can be "tailored" to meet the needs of individual students, even to the extent where individualized instruction can be considered. Likewise, a driver's license can be "tailor-made" to accommodate an individual's needs in balance with the needs for safety and security of the general public. Such practice does not compromise the integrity of either the program or licensing process. This is an application of the Adaptive Dimension.

Any questions regarding licensing eligibility from a medical perspective should be directed to the Secretary of States Office in Springfield, IL or the closest license facility.

### **Number of Students in the Car**

It is recommended that when practical, at least one, but not more than two, student observers, in addition to the student driver and the driver education instructor, should be in the car during in-car instruction. A student shall never be in the vehicle alone with an instructor of the opposite sex! It is recognized that there will be occasions where the maximum will be exceeded, such as conveying students to larger urban centers for in-car driving experiences. However, every effort should be made to ensure that at least two students are in the vehicle at all times.

### **Observation Time**

Observation time is required by ISBE for a student to receive their Blue Slip. This is a minimum of 6 hours. Observation time should be used as a positive learning experience by motivating accompanying students in the training vehicle to observe traffic controls, road conditions, incorrect driving procedures, and driver instructor directions in relation to the highway transportation system. At the beginning of the period of instruction in the training vehicle, students should understand that observation time is important, and that all students are responsible for instruction given the driver. By scrutinizing the student driver's responses and behavior as well as those of other road users, the observing students will sharpen their own perceptual and judgmental abilities. Timely questions by the instructor will cultivate these habits as well as help students note traffic safety efforts and problems.

### **Program Organization and Content**

The program must be organized and conducted in the manner set forth by State of Illinois Board of Education. Section:

The Rules and Regulations of Driver Education (23 Illinois Administrative Code 252)

Students are often most interested in the practical implications of the theoretical knowledge being presented. It is, therefore, important to make the link between theory and practice very clear for students. In-class discussion will be integrated as much as possible with the in-car sessions.

### **Route(s) Selection and Practice Driving Areas**

Route selection should and will be determined according to the level of skill the driver shows to the instructor. We strongly suggest that parents do the same.

The amount of time available for in-car instruction is usually limited, therefore, careful lesson planning and route selection are extremely important. The first lesson or two in the training car will need to be conducted as efficiently as possible in order that basic skills can be learned quickly and effectively. Thereafter, more time can be devoted to problem solving exercises and learning new techniques. As the

lessons progress, practice areas should include arterial streets and highways with an increasing amount of traffic and demanding situations. When the basic motor skills become semi-automatic so that the student no longer has to formulate the appropriate action in his/her mind, then attention is free for perception of the overall traffic picture. Routes can then be chosen for as many different situations and varied experiences as practical. The driver instructor should analyze the local traffic system to find challenging situations to determine routes that provide the best opportunity for concentration on as many traffic elements as possible. This will provide a broad training program for the students, including a range of road and climatic conditions.

The attitude of the student toward the program can be influenced greatly by the selection of streets for driving instruction. Special care should be taken so that the streets or highways selected are suited to the learner's level of ability.

### **Same Instructor Theory**

Where at all possible, SHS will arrange for one instructor to teach all of the classroom sections of a single quarter to avoid discrepancies between teaching styles and methods. Where that is impossible, the staff will coordinate the lessons to cover the same material and any state requirements.

For BTW it is our practice for an instructor to teach a student from beginning to end. Should problems arise that do not allow a student to finish with the same instructor they began with, he/she will not lose the time they put in previously except in cases of failure.

### **Scheduling the Program**

There are many variables involved in scheduling a driver education program that can be easily based on expediency rather than carefully planned policies and sound educational principles. Considerations include the selection of special equipment and facilities, financing, special records, and reports. Others include community support, establishment of working relationships with parents/guardians, local agencies of government, and those agencies and individuals in the private sector who have traffic safety responsibilities (i.e.: body and repair shops). Certainly, the uniqueness of the driver education program presents a challenge to the conscientious driver instructor, superintendent or director, principal, parent/guardian, and student.

In some schools, low enrolment may prevent the course being offered in one particular semester, however, regardless of the number of available students, the complete driver education program will be offered at SHS. This does not include summer classes, however. The practice of offering all the classroom instruction during one semester and scheduling in-car instruction for the remainder of the school year or next school year is not consistent with the philosophy of the one course concept, nor does it provide for the maximum amount of teamwork. As the *Rules and Regulations of Driver Education* portion of the Education Act states:

The driver education course of study mentioned in above is to consist of:

(a) 30 or more hours of classroom instruction; and (b) six or more hours of in-car instruction; and, wherever possible, classroom instruction, in-car instruction and simulation instruction, if any, are to be offered **concurrently**.

In no case may in-car instruction precede instruction in the classroom. To participate in the in-car portion of the program, students must be enrolled in the regular program and be in possession of a valid learner's permit, Class D. A learner's permit may not be obtained for a student any earlier than 30 days ahead of the first day of classroom instruction. This period of time only allows parents to practice on the road with a student ahead of the classroom date.

In-car instruction should not begin until such time as the student possesses the basic knowledge, skills, and information required for the safe operation of a vehicle in traffic.

### **Size of Classes and Facilities**

Considerations relative to the number of students for the driver education class is the same as for other areas of study in the Practical and Applied Arts. Regular classroom facilities are provided for the program. An environment that enables the objectives of the course and is conducive to learning is provided.

The same considerations are given to BTW. The vehicles provided for practice driving are up-to-date and held in a high degree of maintenance for safety purposes. These vehicles are also chosen for their safety related testing results as well as comfort level for instructors who are frequently in them for long hours.

**Supervision**

Supervision of driver education is responsibility of the superintendent of Sandwich Schools. Evaluation of driver education is the responsibility of the principal of Sandwich High School. And the administration of driver education is the responsibility of the department chairperson.

Supervision of students is the responsibility of assigned classroom teachers certified in driver education. Principals extend to the driver instructor the same kind and level of supervision normally accorded teachers of other subject areas including in-class evaluation.

Due caution is afforded every student and teacher to prevent situations of poor supervision. Teachers are required to always have at least two students in the car at a time. Students are required to have appropriate dress for driving that would not interfere with safety or cause discomfort to others. And though SHS uses the policy of having a student drive with only one instructor, in extreme cases of incompatibility a student or teacher may request a change. This change must go through the chairperson first.