



**State of Arizona
Department of Education**

Health and Nutrition Services Division
School Health and Safety

HNS 07-2019

M E M O R A N D U M

Date: April 5, 2019
To: Driver Education Instructors/Coordinators
From: Cara Alexander, Deputy Associate Superintendent
Health and Nutrition Services
Subject: Renewal of 2019-2020 School Year Driver Education Program Application (enclosed)

Original Signed

The Arizona Department of Education (ADE) Driver Education Program application for the 2019-2020 school year is enclosed. If your school meets the stated requirements and would like to participate in this program, please complete and mail the application by **May 31, 2019** to the address listed on the form (please do not fax the application). The requirements of the Driver Education Program are:

1. Students receive at least 30 hours of classroom instruction;
2. Students receive at least 6 hours (or the equivalent) of behind-the-wheel (BTW) instruction;
3. The class and BTW is taught by a certified teacher with a driver education endorsement; and
4. The principal or superintendent verifies the school information.

Arizona Revised Statutes (ARS) 28-3174 requires, in part, that minors interested in receiving a class G driver license must successfully complete an approved driver education program or have a parent or guardian certify that they received 30 hours of supervised driving practice with at least 10 of those hours at night. High school driver education programs approved by the ADE are approved programs under this law.

The Arizona Department of Transportation, Motor Vehicle Division (MVD), allows driver education instructors in participating schools to issue Certificates of Completion to their students who successfully complete the course. MVD waives the BTW portion of the driver's license test for students with Certificates of Completion, although they reserve the right to administer BTW tests to any applicant. Contact MVD Driver Services at (602) 712-4700 for more information. Driver License Manuals may be requested through the MVD at the same number, or viewed/printed online at:

https://azdot.gov/motor-vehicles/driver-services/Tests_Manuals_and_Driving_Schools/manuals.

Information on driver education endorsements may be found at ADE's Certifications website at <http://www.azed.gov/educator-certification/forms-and-information/endorsements/>.

If you have questions regarding the ADE Driver Education Program, please contact Davidson Riggs at (602) 542-8730 or davidson.riggs@azed.gov. Thank you for your efforts to ensure the safety and well-being of our students.

Kathy Hoffman, Superintendent of Public Instruction

1535 West Jefferson Street, Phoenix, Arizona 85007 • (602) 542-8700 • www.azed.gov
This institution is an equal opportunity provider.

Return to: Arizona Department of Education School Health and Safety 1535 W. Jefferson Street, Bin 29 Phoenix, AZ 85007 <hr/> Phone: (602) 542-8730 Email: Davidson.Riggs@azed.gov	ARIZONA DEPARTMENT OF EDUCATION DRIVER EDUCATION PROGRAM 2019-2020 APPLICATION	NO FAXES PLEASE RETURN BY MAY 31, 2019
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PART I: SCHOOL DATA
Note: Submit a separate application for **each** school requesting approval.

School:	Date:	E-mail:
District:	County:	Phone: () Fax: ()

MAILING address:

Physical address:

Number of students expected to complete both classroom and behind the wheel:	Contact person of Drivers Education program:	Phone: (if different from above) ()
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Driver License Manuals may be requested through the MVD at (602) 712-4700 or viewed/printed online at https://www.azdot.gov/motor-vehicles/driver-services/Tests_Manuals_and_Driving_Schools/manuals.

PART II: INSTRUCTIONAL STAFF (List all instructors)

Note: Each instructor **must** have a current Arizona teaching certificate with a driver education endorsement registered with his/her county school superintendent's office. Instructors who teach at more than one high school must include their names on the staff list of **every** school where they teach.

Full name as it appears on your driver's license <small>First Name Middle Name Last Name</small>	Driver's license number*	For MVD use only	Social security number	Classroom		Behind the wheel	
				Y	N	Y	N
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PART III: CLASSROOM DRIVER EDUCATION INSTRUCTION

CALCULATION OF TOTAL CLASSROOM MINUTES OF DRIVER EDUCATION INSTRUCTION

	×		=	
A. Length of class in minutes		Number of days of instruction specifically on driver education		Total classroom minutes of driver education (Minimum of 1800 minutes)
B.	Is driver education a graduation requirement in your charter school or district?	Y <input type="checkbox"/>	N <input type="checkbox"/>	

PART IV: BEHIND-THE-WHEEL DRIVER EDUCATION INSTRUCTION

Note: Every student completing the driver education program must receive at least 6 clock hours of behind-the-wheel driving instruction. These hours must be actual driving time, not passenger/observer time. At least 3 hours of the required total of 6 hours must be on-the-street driving instruction. The remainder may be accrued using simulators and/or multi-car driving ranges. **(4 hours of simulator instruction equals 1 hour of behind-the-wheel instruction.)**

A. Does your driver education program use **simulators**? Y N

If **YES**, how many hours of simulator instruction does each student receive? _____ hours

If **YES**, how many hours of on-the-street or multi-car driving range instruction does each student receive? _____ hours
(Must be at least 3 hours)

If **NO**, how many hours of on-the-street or multi-car driving range instruction does each student receive? _____ hours
(Must be at least 6 hours)

B. What is the fee charged for behind-the-wheel instruction: _____

C. What is the fee charged for classroom instruction: _____

PART V: CONTINUING EDUCATION/PROFESSIONAL DEVELOPMENT FOR INSTRUCTIONAL STAFF

Note: List each instructor from Part II and list the most recent continuing education (CE) or professional development (PD) received that was directly related to driver education.

Instructor Name (from Part II)	Name of CE or PD Course/Training/Conference	Name of Organization That Sponsored CE or PD	Date Attended

PART VI: SIGNATURE

I certify that the information provided in this application is true and accurate, and represents the driver education program as it will be conducted this year.

SIGNATURE OF SUPERINTENDENT OR PRINCIPAL: _____ TITLE: _____ DATE: _____.

*Must have a valid Arizona drivers license