

# DRIVER ED

*Utah State Office of Education and the Utah Driver and Traffic Safety Education Association*  
**Organization, Administration, and Standards**



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# **DRIVER EDUCATION FOR UTAH HIGH SCHOOLS**

Organization, Administration, and Standards

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Salt Lake City, Utah  
Revised June 2011



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## FOREWORD

**America is perhaps the only nation on the earth in which the automobile is widely considered an essential.** The automobile affects nearly every aspect of our daily lives. Few things so occupy the attention and dreams of young Americans as getting a driver license. Sadly, many of these young Americans will not escape tragic results — loss of property, injury, or even the loss of life — due to inefficient driving skills or inattention to driving conditions. Although it is nearly impossible to predict the impact driving will have upon young people, it is a certainty that most will become drivers.

Since the automobile is such a substantial part of American life, it is imperative that vehicle operators possess the requisite skill and knowledge to drive safely. This fact was recognized as early as 1955 by the Utah State Legislature, when a law was enacted which specifically authorized the Utah State Board of Education to establish standards for driver education in the state's high schools. In subsequent years, school involvement with driver education has received legislative attention relative to raising and disbursing funds, conducting courses in high schools, administering driver education programs, testing of skills and physical abilities necessary to drive, and the length of time necessary to participate in course instruction and practice driving.

Driver education continues to be an integral part of the general education program for Utah high schools. This handbook has been prepared so that school administrators and teachers may have ready access to information concerning the organization, administration, and standards established by law and the State Board of Education for the development and maintenance of quality driver education programs.



## ACKNOWLEDGMENTS

**The first publication** on driver education for Utah high schools, which laid the foundation for the organization, administration, and standards of the program, was developed by the Utah State Board of Education in 1962 under the leadership of **Robert L. Leake**, Specialist for Health, Physical Education, and Recreation.

The rapid growth and expansion of driver education, the emergence of innovative programs and new legislation, and the influence of the National Highway Safety Act of 1966 have brought about the need to provide current, updated standards relative to the organization and administration of Utah's driver education program.

A major content revision of this publication was developed and organized during committee meetings held at the Utah State Office of Education. The committee was chaired by David Jameson, Driver Education, Granite School District. While the many important contributions made by agencies and individuals are greatly appreciated, special acknowledgment is accorded to members of the Utah Driver and Traffic Safety Education Association Board, consisting of the following members:

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## **RULE**

**R277. Education, Administration.**

**R277-746. Driver Education Programs for Utah Schools**

**R277-746-1. Definitions**

- A. "Board" means the Utah State Board of Education.
- B. "USOE" means the Utah State Office of Education.

**R277-746-2. Authority and Purpose.**

- A. This rule is authorized by Utah Constitution Article X, Section 3 which vests general control and supervision of public education in the Board, Section 53A-13-201(4) which directs the Board to prescribe rules for driver education classes in the public schools and Section 53A-1-401(3) which allows the Board to adopt rules in accordance with its responsibilities.
- B. The purpose of this rule is to specify standards and procedures for local school districts conducting automobile driver education.

**R277-746-3. Standards and Procedures.**

- A. Local school boards and school districts shall comply with DRIVER EDUCATION FOR UTAH HIGH SCHOOLS, Revised, August, 2011, as required by R277-100-5C, and available from the USOE Driver Education Specialist and at all school district offices.
- B. The Board shall act in accordance with DRIVER EDUCATION FOR UTAH HIGH SCHOOLS, Utah State Office of Education, Revised, August, 2011, to determine and evaluate standards and operating procedures for automobile driver education programs conducted by local school districts.

**KEY: driver education**

**2011**

**Notice of Continuation March 12, 2003**

**53A-13-201(4)**

**53A-1-401(3)**



# DEFINITIONS

**Driver Education** All those learning experiences provided by the school for the purpose of developing knowledge, attitudes, habits, and skills necessary for the safe operation of motor vehicles, including a proper acceptance of personal responsibility in traffic and a true appreciation of the causes, seriousness, and consequences of traffic collisions.

**Classroom Instruction** Those learning experiences centered in the classroom (not less than 27 hours) which not only utilize effective teaching methods such as lecture, small and large group discussion, audiovisual aids, technology, etc., but also make ample use of laboratory exercises and field studies in traffic, covering such content areas as traffic citizenship, laws and regulations, characteristics of drivers, the role of government, vehicle use, and traffic problems.

**Classroom Instruction Delivery**

The three settings in which those learning experiences may be delivered:

1. Classroom in a public, private, or parochial school.
2. Electronic High School.
3. Home study for homebound students.

**Behind-the-Wheel Instruction**

Those learning experiences centered in a vehicle atmosphere (six hours) which provide students with opportunities for learning the proper operation of a vehicle under real or simulated traffic conditions.

**Observation Time** Student time spent in a motor vehicle other than at the controls (six hours), and involving discussion and assessment of the driving task.

**Dual-Control Vehicles**

Vehicles equipped with auxiliary controls which enable the instructor to assume control of the vehicle when necessary.

**Multiple-Car Driving Range**

A specially designed and constructed, limited access, off-street facility which permits several vehicles to be operated simultaneously under the direction and supervision of one or more instructors communicating with students by radio.

**Simulation**

Physical equivalent practice driving devices which realistically simulate the behind-the-wheel appearance and operation of a modern vehicle. These simulators, installed in a large room or mobile trailer, are equipped with projection devices and testing equipment. Each student learns to drive by operating the unit through a number of special simulated situations, such as adverse weather conditions, interstates, defensive driving strategies

(including crash avoidance), different driving environments, etc. Each simulator is monitored by a central control panel that records each operation the driver attempts. After each simulation, the student can be made aware of the specific behaviors stressed. The student will be provided with feedback on his/her performance.

**Three-Phase Program** In driver education, (1) classroom instruction, (2) on-street driving instruction, and (3) parental involvement with learner permit.

**Four-Phase Program** In driver education, (1) classroom instruction, (2) multiple-car driving range or driving simulator, (3) on-street driving instruction, and (4) parental involvement with learner permit.

**Five-Phase Program** In driver education, (1) classroom instruction, (2) multiple-car driving range, (3) driving simulator, (4) on-street driving instruction, and (5) parental involvement with learner permit.

**Six-Phase Program** In driver education, (1) classroom instruction, (2) multiple-car driving range, (3) driving simulator, (4) on-street driving instruction, (5) parental involvement with learner permit, and (6) skid control training.

**Qualified Instructor** One who meets the certification requirements of the State Board of Education. All teachers in driver education must meet the standards listed on pages 8–9.

**Learner Permit** A permit issued by the Utah State Driver License Division to a person who:

1. Has reached 15 years of age.
2. Has passed the knowledge test required by the division.
3. Has passed the physical and mental fitness tests.
4. Has submitted a nonrefundable fee for a learner permit under Section 53–3–105.

(The permittee may drive only when accompanied in the front seat by an approved driving license instructor, the applicant's parent or legal guardian, or a responsible licensed adult who has signed for the applicant under Section 53–3–211.)

**Graduated Licensing** involves restrictions on driving by minors in the following areas (from the Utah Driver Handbook, revised 7/10):

A person younger than 17 years of age **may not** operate a motor vehicle upon any highway between the hours of 12:00 a.m. and 5:00 a.m. except:

1. When accompanied by a licensed driver at least 21 years of age;
2. When driving to and from the driver's employment;
3. When driving to and from the driver's religion-sponsored or school-sponsored activity;
4. When engaged in an agricultural operation; or
5. In an emergency.

A person may not operate a motor vehicle upon any highway with any passenger

who is not an immediate family member of the driver until:

1. Six months from the date the person's driver license was issued; or
2. The person reaches 18 years of age.

**Exceptions** to this rule are:

1. If accompanied by a licensed driver at least 21 years of age;
2. On assignment of a farmer or rancher and the driver is engaged in an agricultural operation;
3. In an emergency.



# DRIVER EDUCATION STANDARDS

## 1. BASIC COURSE CONTENT

All classroom and behind-the-wheel student experiences in driver education shall take place under the supervision of teachers or instructors who are certified and have met the qualifications prescribed by the State Board of Education. Instruction should include, but not be limited to, the following areas of study:

- (1) Basic and advanced driving strategies.
- (2) Perceptual and decision-making techniques (i.e., defensive driving).
- (3) Psychological and physiological conditions of the driver.
- (4) Rules of the road, state laws, and local ordinances.
- (5) Signs, signals, highway markings, and highway design innovations which require understanding for optimum performance.
- (6) Operation of motor vehicles on streets and highways, with emphasis on techniques that will aid the driver in avoiding crashes. This should specifically include training in handling driving emergencies, including hydroplaning, skid avoidance, and recovery.
- (7) The characteristics of the highway transportation system (HTS) that:
  - (a) Aid the driver in crash avoidance.
  - (b) Protect the driver and passengers in crashes. (This should include a thorough introduction to the purposes and nature of vehicle and highway crash design.)
  - (c) Address aggressive driving, including road rage.
- (8) Railroad crossing safety (minimum one hour).
- (9) Special characteristics of urban, rural, and interstate driving.
- (10) Preventive maintenance, with emphasis on motor vehicle systems and new technologies that are critical to safe operation.
- (11) Sharing the road with other highway transportation systems (both users and non-users), including pedestrians and bicycles.
- (12) Graduated licensing
- (13) Insurance and liability.
- (14) Distracted driving.
- (15) Drugs and alcohol.
- (16) Parental involvement.
- (17) Sleep deprivation.
- (18) Texting.

Courses can be enhanced through the use of audiovisual teaching aids, multimedia arrangements, computer technology, television, off-street multiple-car driving ranges, driving simulators, and skid-control devices.

## **2. DRIVER EDUCATION [CLASSROOM INSTRUCTION]**

A course of classroom instruction shall include a program of not less than 27 clock hours of instruction by a certified instructor. Driver education instruction shall be given as a separate course or as a clearly identified unit within another course.

At the December 1, 2006 Board Meeting of the Utah State Board of Education, the Board directed that the wording in the *Driver Education for Utah High School Organization, Administration, and Standards* (Driver Education Handbook 2004 edition) remove the notation of 15<sup>1/2</sup> years of age and allow districts and schools to make the decision regarding when they feel it is best for their students to take the driver education course.

Credit should be given for instruction in driver education as in other courses in the curriculum. When a unit in driver education is included in another course, the title of the course shall so indicate.

Classroom instruction shall not be given fewer than two hours per week and shall be completed within one school year.

Most specialists and instructors of driver education suggest that the best educational results are achieved when the classroom and the behind-the-wheel phases of the program are taught concurrently. If this is not possible, then the smaller the time lapse between classroom instruction and behind-the-wheel experience, the better the program.

It is recommended that the behind-the-wheel instruction be completed within a period not to exceed three months following completion of the classroom instruction. However, completion of the behind-the-wheel instruction shall not exceed four months following completion of the classroom instruction.

## **3. DRIVER EDUCATION [BEHIND-THE-WHEEL]**

A course of behind-the-wheel driving instruction shall include teacher demonstrations, observation, and student practice with using vehicle controls to start, shift gears, make right and left turns, stop, back, park, etc. This instruction should begin under relatively simple conditions and progress until the student has acquired reasonable skill in operating the vehicle under varying conditions in traffic. Each student should have experience in driving on urban streets and open highways. Practice driving should begin under varying conditions in which the learner will have an opportunity to develop sound driving practices, including instruction in hazardous conditions which may be present at different times of the year, such as snow and ice. Special emphasis should be given to the matter of developing desirable attitudes, so that each student indicates a sincere desire to show courteous consideration for other users of the road and other occupants of his/her vehicle.

A course of behind-the-wheel driving shall include a minimum of six clock hours of instruction and six hours of observation in a in a dual-control vehicle on a public roadway under the direction and supervision of a certified instructor.

*NOTE: Range observation may not be counted toward public road driving. However, multiple-car driving ranges in a four-phase program may be substituted for not more than three of the total six hours required for behind-the-wheel instruction. Multiple-car instruction is to be programmed on a 2:1 minimum ratio, where two hours of range driving are equivalent to one hour of on-street driving instruction.*

Driving simulators in a four-phase program may be substituted for not more than one of the total six hours required for behind-the-wheel instruction. A fully interactive simulator may be substituted for two of the total six hours required for behind-the-wheel instruction. Simulator instruction is to be programmed on a 4:1 minimum ratio, where four hours of driving simulation are equivalent to one hour of on-street driving instruction.

Multiple-car driving ranges and simulators in a five- or six-phase program may be substituted for not more than three of the total six hours required for behind-the-wheel instruction. There must be at least four clock hours of range instruction and four clock hours of instruction in the simulator.

The number of periods taught per day by driver and traffic safety education teachers should be the same number as required for teachers of other subject areas.

When a teacher serves both the high school and the adult and out-of-school youth programs, care should be taken to schedule his/her instructional time so as not to impair his/her efficiency in either program. To help assure that extra teaching duties are limited to a degree commensurate with the efficiency and good health of the teacher, the following points are recommended:

- a. Extra teaching duties should be accepted voluntarily by the teacher.
- b. A teacher should accept not more than two hours per school day, or not more than ten hours per week, of extra teaching duties.
- c. The minimum teaching load during summer periods should be commensurate with the general schedule for summer teaching in the school system, but in no case more than 40 hours per week.

No instructor shall teach more than eight hours during any one driving session. This eight-hour period must be divided into two sessions with at least a 30-minute break in between. It is recommended that this break fall between the first and second four-hour sessions.

No student shall drive more than one hour per day or observe more than two hours per day. No student shall complete the behind-the-wheel instruction in fewer than three weeks. However, it is strongly recommended that no student be finished in less than four weeks.

## **Dual-Control Vehicles and Equipment**

- **Dual-Control Vehicles.** Vehicles shall be provided with approved cable or hydraulic dual-control brake system.
- **Transmission.** Students shall receive instruction in either standard-shift vehicles or in vehicles with an automatic transmission. The decision regarding the type of transmission shall be left with the local school district.
- **Maintenance.** Each vehicle used for driver education shall receive preventive maintenance and repairs in accordance with recommendations of the manufacturer, and maintenance records shall be kept.
- **Mirrors.** A dual-control vehicle shall be equipped with outside rearview mirrors for the right and left sides, and an inside rearview mirror for the exclusive use of the instructor. An eye movement mirror may be used as well.

- **Snow Tires.** Snow tires or tire chains shall be used in conformance with local police or highway patrol recommendations if instruction is given in snow or on icy road surfaces.
- **Special Safety Equipment.** One dry chemical-type fire extinguisher of at least 5 lbs. capacity and having a minimum rating of A-10BC with flexible discharge hoses, an appropriate first aid kit, and reflectors that meet Federal Motor Vehicle Safety Standard 125, all maintained in good condition, shall be carried and accessible in every vehicle used in driver education.
- **Replacement.** A dual-control vehicle shall be replaced when the vehicle cannot be maintained to meet maximum safety standards.
- **Safety Check and Use of Defective Equipment.** A complete safety check, as recommended by the manufacturer, of each dual-control vehicle used in the program shall be made at least once each semester by a competent and qualified mechanic to ensure that it maintains a safe operating condition.
- **Restricted Use of Vehicle.** Any car purchased with driver education funds shall be used only for instruction in, or for other purposes directly related to, driver education. If driver education cars are sold, money from the sale must go back into the driver education fund in the LEA.
- **Collision Report Forms.** A collision report form (check with your school district) shall be available at all times and shall be completed by the instructor without delay following any collision, regardless of damage or injury, and filed with the principal of the school.

#### 4. QUALIFICATIONS FOR INSTRUCTORS OF DRIVER EDUCATION

A teacher of driver education shall be approved when he/she has all of the following:

- A valid teaching license with the License Area of Concentration: Secondary Education, and/or Special Education, and/or School Counselor. The Driver and Safety Education Endorsement and the Driver License Examiner Endorsement will attach to these License Areas of Concentration.
- A valid Utah automobile operator's license.
- A Utah Driver and Traffic Safety Education endorsement.
- A satisfactory driving record, which will be interpreted to consist of the following:
  - a. Beginning teachers should have a valid driver license, without a conviction for a moving violation or chargeable collision on record for which a driver license is suspended or revoked for the two-year period immediately prior to employment.
  - b. Conviction for a moving violation or chargeable collision for which a driver license is suspended or revoked should call for automatic suspension of authorization to teach.
  - c. Those whose authorization to teach has been suspended should be required to maintain a driving record free of convictions for moving violations or chargeable collisions for which a driver license is suspended or revoked for a period of two years before reinstatement.
- Specialized professional preparation consisting of the following:
 

**Licensing of Pre-Service Teachers.** Applicants for an endorsement to teach driver education must present a teaching minor in driver education of 16 semester hours.

A minimum of 12 semester hours shall be in the area of driver and safety education, including a

**practicum/internship** covering classroom, on-street, simulator, and driving range instruction. The practicum/internship includes a minimum of 120 hours. Requirements: Keep a log that documents dates, times, and description of driver and traffic safety education activities. The mentor teacher for the student enrolled in the practicum/internship must hold the driver and safety education endorsement on his/her active (non-expired) educator license.

**Practicum (Student Teachers/Interns/Associate Teachers).** Student teachers from an authorized school of higher education may provide driver education instruction in the following situations:

1. Classroom: Under the supervision of a certificated driver education teacher.
2. Behind-the-Wheel: In the immediate presence of a certified driver education teacher.

A minimum of three (3) semester hours shall be selected from areas of related safety work.

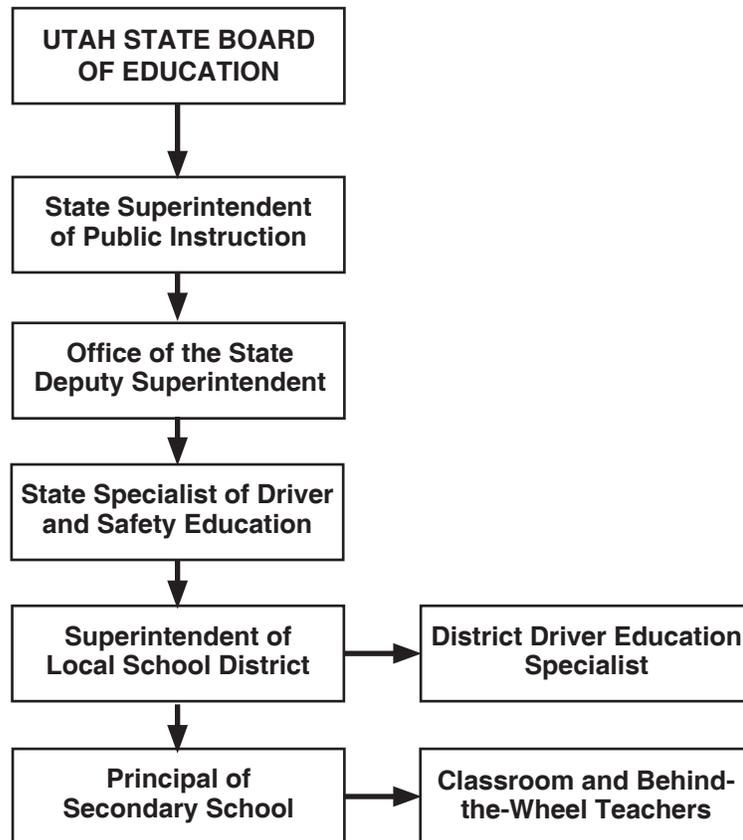
One (1) semester hour is required to complete current first aid and CPR training.

- A valid certification from the Driver License Division to administer knowledge and driving skills tests, as further explained in 53A–13–208.



# ORGANIZATION AND ADMINISTRATION

## 1. SUPERVISION AND CONTROL



## 2. LEARNER PERMIT

Consistent with Utah Code/Law Section 53–3.210.5, the Driver License Division (DLD) “upon receiving an application for a learner permit, may issue a learner permit effective for one year to an applicant who is at least 15 years of age.” The learner permit entitles the person to drive if:

- a. An approved driving instructor is occupying a seat beside the applicant,
- b. The applicant’s parent or legal guardian, who must be a licensed driver, is occupying a seat beside the applicant, or
- c. A responsible adult who has signed for the applicant under Section 53–3–211 and who must be a licensed driver, is occupying a seat beside the applicant.

The driver education instructor may still give the written test. The driver education instructor will enter the test score into the Student Driver Certificate (SDC) system for the Driver License Division (DLD); however, the student must go to the DLD to pass the physical and mental fitness tests and to pay the learner permit fee.

Students will need to complete a driver education course, pass the driving test, and complete at least 40 hours of driving a motor vehicle with a parent/legal guardian/responsible adult, of which at least ten (10) hours shall be during night hours after sunset (the six hours of behind-the-wheel completed with the driver education instructor is applied to the required 40 hours) before they will receive a regular driver license. Students will also need to be 16 years of age, and they must hold the learner's permit for at least six (6) months before they can obtain a regular driver license.

### **3. DRIVING SKILLS TEST**

A student who passes the driving test given by a certified teacher may apply for a Class D operator's license at the Driver License Division Office.

### **4. STUDENT DRIVER CERTIFICATE (SDC) SYSTEM FOR THE DRIVER LICENSE DIVISION (DLD)**

A teacher who holds a current Utah Educator License with both the Driver and Safety Education Endorsement and the Examiner Endorsement must enter his/her student information into the SDC System. This includes completion dates of classroom instruction and observation and behind-the-wheel (BW) training. The driver education teacher must be connected to the SDC System under the direction of the DLD, as this is an electronic reporting system. Access will not be granted by the DLD until proper paperwork has been received. The process to be registered with the DLD for the SDC System may take several weeks.

#### **Penalties for Unauthorized Use of Records**

Utah Code/Law Section 53-3-109 relates to the unauthorized use of certain records. This law directs that the knowing or intentional unauthorized access, use, disclosure, or dissemination of records created or maintained by the Motor Vehicle Division, the Driver License Division, or the Criminal Investigations and Technical Services Division is a class B misdemeanor.

### **5. REIMBURSEMENT FOR BEHIND-THE-WHEEL COSTS OF THE DRIVER EDUCATION PROGRAM**

Partial classroom costs of the driver education program and all costs directly related to the behind-the-wheel phase of the driver education program may be claimed for reimbursement.

The combined behind-the-wheel teacher and vehicle costs of school district programs may be reimbursed to the maximum amount per pupil trained as approved by the Utah State Legislature. If the money available in the Driver Education Fund is insufficient to reimburse districts for the full allowable amount per pupil trained, then a proportionate share of the money available will be paid.

Reimbursement is made for students who fail the driver education program if the school has fulfilled

its obligation in providing a minimum course for the student. Reimbursement may be claimed twice for students who, upon completing the minimum course requirements with the failing grade, enroll in and complete the minimum course requirements the second time.

Students may be assessed a reasonable fee by the school or district for make-up sessions for failed driving skills tests. Student fee waiver amounts may be requested for reimbursement by the local education agency (LEA) on the state report forms; a student who qualifies under federal guidelines for a fee waiver may request a fee waiver for driver education.

State Office personnel will check closely with school districts to avoid errors in claims for reimbursement.

By law, reimbursement shall be made prior to September 1 of each year. However, reimbursement cannot be made until local districts submit their claims. Claims should be filed at the close of each regular school year.

## **6. REIMBURSEMENTS OF EXCESS FUNDS FOR VEHICLES, SIMULATORS, AND/OR RANGES**

Excess funding to aid in the procurement of equipment and facilities which reduce the cost of behind-the-wheel instruction will be determined after the LEAs have completed their reports for the previous school year. After a base amount has been determined (equal for each LEA), the remainder of the funds will be distributed according to the number of students enrolled in driver education in each LEA during the previous school year. Each LEA will be notified of the amount allotted to the LEA. Documentation will be required to determine if purchases made for vehicles, simulators, and/or ranges are appropriate for the driver education program. This documentation will be required prior to the transfer of funds to the LEA.

## 7. THE MARKING OF VEHICLES

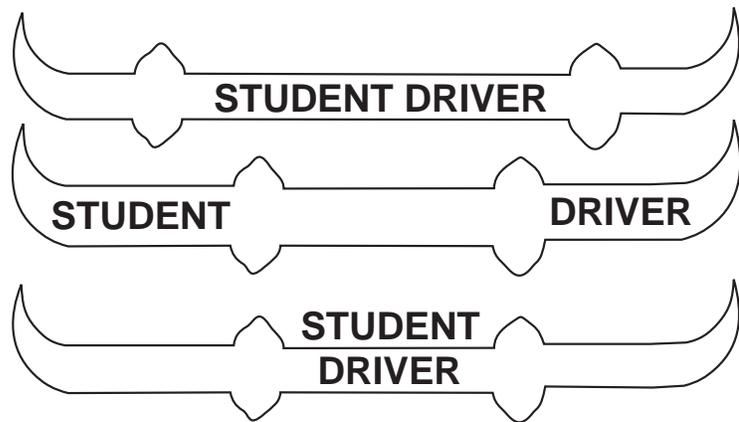
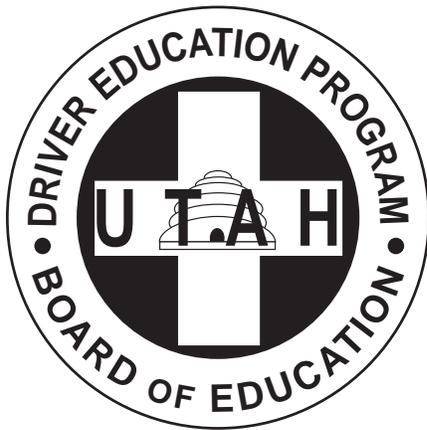
Each vehicle used in the driver education program shall be properly identified to help safeguard against collisions. A vehicle is properly identified when:

- (1) The words “Student Driver”\* are displayed on the front and rear of the vehicle (or as illustrated below). The letters shall be three inches in height.
- (2) The state decal\* (as illustrated below) is displayed on each side of the vehicle.

**Alternate:**

- (3) The words “Driver Education Program” are displayed on each side of the vehicle. The letters shall be three inches in height. In addition, it is permissible to display the name of the school district.

*\*Available from the State Office of Education. (No charge.)*



## 8. PARENT-SCHOOL RELATIONSHIPS

School authorities must have express parental permission to enroll a student in the behind-the-wheel phase of the driver education course. A signed consent form or permission slip should be in the possession of the school for each student enrolled.

Each school conducting a driver education program must communicate with and provide materials to the parents of all students in the program. Below are examples of letters which will help interpret the purposes of the driver education course. The written consent form for behind-the-wheel instruction may be a part of a letter outlining the driver education course objectives and requirements to the parents.

## SAMPLE LETTERS to Parents of Driver Education Course Enrollees

The ideas presented are good and may be adapted to your high school or district.

### ***Dear Parents and Students of XYZ High School:***

Consistent with Utah Code/Law Section 53-3.210.5, **Learner permit**, the Driver License Division (DLD) “upon receiving an application for a learner permit, may issue a learner permit effective for one year to an applicant who is at least 15 years of age.” A Learner Permit entitles a student who is younger than 18 years of age to drive with his/her parent or legal guardian, who must be a licensed driver, or an adult licensed driver who has signed for and accepts financial responsibility for the student. The student must also pass a written test on the State of Utah Driving Laws and be mentally and physically screened before he/she can be issued the permit. A non-refundable fee of \$15.00 must be paid to the State of Utah Driver License Division. The purpose of this law is to give students an opportunity to gain driving experience in addition to their driver education course.

This law went into effect August 1, 2006. To get a LEARNER PERMIT, the student should go with the parent to the Driver License Division (DLD), pick up a handbook, study the laws, pass the State Written Exam and the Physical and Mental Screening, and pay the \$15.00 fee.

Only students with learner permits will be allowed to drive in a driver education program. It is recommended that students **ALREADY HAVE THEIR PERMITS BEFORE SIGNING UP FOR A DRIVER EDUCATION CLASS**. Instruction permits will no longer be issued by a driver education instructor. It is the responsibility of the parent and student to obtain the Learner Permit before enrolling in a driver education class. Students between 15 and 17 years old shall hold a Learner Permit for 6 months before they can apply for a provisional Class D license.

The Learner Permit must be in the student’s immediate possession at all times when operating a motor vehicle, including vehicles in the driver education program.  
No Learner Permit, no driving.

We are asking for parents’ help on this issue. Please have your student obtain a Learner Permit prior to entering the start of a driver education class.

If you have any questions or concerns, please call the driver education instructor at the high school.

Thank you!

When you have completed the 34 minimum hours of driving with your son or daughter, please sign this form and have him/her return it to his/her classroom teacher for proper credit.

Student's Name: \_\_\_\_\_ has spent 34 hours of driving time with us.

\_\_\_\_\_  
*Parent/Guardian's Signature*

Your student will drive with us for the first half of the driver education semester, and then with you and us for the second half.

Thank you for helping us in this most important matter.

Sincerely,

Driver Education Instructor  
XYZ High School

*(American Automobile Association Suggested Form)*

**PARENTS' PERMISSION FOR DRIVER EDUCATION INSTRUCTION**

I hereby give consent for \_\_\_\_\_ to take a complete driver education course, including practice driving instruction, under the guidance of a properly endorsed teacher at \_\_\_\_\_ High School.

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

The following is a sample letter which offers ideas for a parental contact at the conclusion of the driver education course.

---

High School

Date \_\_\_\_\_

Dear \_\_\_\_\_:

Your son/daughter has completed the Driver and Traffic Education Course.

Although he/she has acquired certain knowledge and basic skills necessary in handling a motor vehicle, this does not mean that he/she is an experienced driver. In the short time allotted to our course, we cannot expect a beginner to become an experienced driver. However, with your cooperation and guidance, we feel that he/she will become a good driver.

There are several phases of driving that need additional attention. We feel that practice in these areas can best be provided by you. However, practice driving under the direction of the parent should not occur until the student has acquired a regular practice permit.

Additional practice driving is recommended in:

- |   |  |
|---|--|
| <input type="checkbox"/> Backing the car  | <input type="checkbox"/> Overtaking and passing on the highway |
| <input type="checkbox"/> Right turns  | <input type="checkbox"/> Congested traffic driving             |
| <input type="checkbox"/> Left turns   | <input type="checkbox"/> Driving at night                      |
| <input type="checkbox"/> Parking on an upgrade and a downgrade                  | <input type="checkbox"/> Angle parking                         |
| <input type="checkbox"/> Parallel parking                                       | <input type="checkbox"/> Lane changing                         |
| <input type="checkbox"/> Driving under unfavorable conditions (ice, snow, etc.) |  |
| <input type="checkbox"/> Defensive driving                                      | <input type="checkbox"/> U-turns and turnabouts                |
| <input type="checkbox"/> Starting on an upgrade                                 | <input type="checkbox"/> Attitude                              |
| <input type="checkbox"/> Hand-over-hand or push-pull steering                   |  |

We have appreciated working with your son/daughter. If we can be of further service, please call on us.

Sincerely,

\_\_\_\_\_, Teacher

# 9. STUDENT RECORDS

Individual student records should be kept. A sample form which may be used (and is available from the Utah State Office of Education) is reproduced on this page.

Name \_\_\_\_\_ Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

**BEHIND-THE-WHEEL ACHIEVEMENT**

Student Achievement

	Poor	Fair	Average	Good	Excellent
1. Introduction to Driving _____					
2. Moving the Car _____					
Forward _____					
Backward _____					
Steering _____					
Stopping _____					
3. Shifting Gears _____					
First to Second _____					
Second to Third _____					
Shifting Down _____					
Reverse _____					
4. Turns _____					
Right Turn-Slow _____					
Right Turn-Regular _____					
Left Turn-Slow _____					
Left Turn-Regular _____					
Signaling _____					
5. Boulevard Stops _____					
6. Turnabout _____					
7. U-Turn _____					
8. Hills _____					
Ascending Hill _____					
Stopping on a Hill _____					
Descending Hill _____					
Parking on Hills _____					
9. Parking _____					
Angle (90 & 45 degrees) _____					
Parallel _____					
10. City Driving _____					
11. Highway Driving _____					
12. Emergency Stop _____					
13. Road Test _____					
First Score _____					
Second Score _____					
Third Score _____					
14. Attitude Rating by Teacher _____					

**XYZ HIGH SCHOOL**

**Student Record in Driver Education**

\_\_\_\_\_ Term \_\_\_\_\_ End Date \_\_\_\_\_

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ School Year \_\_\_\_\_

Physical Address \_\_\_\_\_ Miles from School \_\_\_\_\_

Date of Birth (Mo., Day, Yr.) \_\_\_\_\_ Sex \_\_\_\_\_ Book # \_\_\_\_\_ Paid \_\_\_\_\_ Grade \_\_\_\_\_

Phone No. \_\_\_\_\_ School Attending \_\_\_\_\_ Guardian Full Name \_\_\_\_\_

Driver License Number \_\_\_\_\_ Hours \_\_\_\_\_ Instructor's Initials \_\_\_\_\_ Grade \_\_\_\_\_

Classroom Instruction \_\_\_\_\_

Behind-the-Wheel Instruction \_\_\_\_\_

Observation Instruction \_\_\_\_\_

Date	Drive	Observe	Date	Drive	Observe

Knowledge:		Driving Skills:	
Attempt	Date	Score	Date
1.			
2.			
3.			

# 10. ROAD TEST

Following is a copy of the road test that must be used in Utah high schools. *SKILLS TEST as approved by the Driver License Division (DLD)*

HIGH SCHOOL DRIVER EDUCATION SKILLS TEST RESULTS (-0 to -20 = PASS) License No: _____					
Driver's Name: _____			Date of Birth: _____		
Address: _____					
Identification Provided: _____					
Restrictions: <b>A B C D E F G I J V</b>				Test course: <b>1 2 3 4</b> Area: _____	
Score <b>Attempt 1:</b> _____ <i>P F</i> Date: _____		Score <b>Attempt 2:</b> _____ <i>P F</i> Date: _____			
Score <b>Attempt 3:</b> _____ <i>P F</i> Date: _____		Score <b>Attempt 4:</b> _____ <i>P F</i> Date: _____			
*** TEST RESULTS VALID FOR 12 MONTHS					
License Plate #: _____			Verified Insurance: Yes <input type="checkbox"/>		
Start Time: _____ a.m. p.m.			End Time: _____ a.m. p.m.		
<b>CODES :</b> <i>B</i> – brake(2) <i>C</i> – cut corner (2) <i>W</i> – wide turn(2) <i>S</i> – speed(2-5) <i>SI</i> – signal(2) <i>RS</i> – rolled stop(2) <i>WL</i> – wrong lane(5) <i>HC</i> – head check(3) <i>G</i> – gap(2) <i>SL</i> – stop line(2) <i>IC</i> – incomplete(5) <i>NS</i> – not straight (2)					
MANDATORY SKILLS MANEUVERS (0 – 5 POINTS)					
		Errors	Score		
<b>A – BACKING</b>				<b>D – U-TURN</b>	
<b>B – PARALLEL PARKING</b>				<b>E – THREE POINT TURN</b>	
<b>C – HILL PARKING U D</b>				<b>FOLLOW INSTRUCTIONS</b>	
		Errors	Score	Errors	Score
<b>F – LEFT TURN (3)</b>					
<b>G – RIGHT TURN (3)</b>					
<b>H – LANE CHANGES (3)</b>					
<b>I – STOP SIGN/LIGHT (3)</b>					
<b>J – SPEED IN ZONES</b>		Residential /up to 5 points		Business /up to 5 points	
OBSERVATIONAL DRIVING ACTIONS (0 – 2 POINTS)					
ALERTNESS	CLUTCH	GEARS		RAILROAD CROSSING	
ATTITUDE	COORDINATION	LANE POSITION		STEERING	
BEING OVERTAKEN	DISTRACTION	LATE SIGNAL		UNNECESSARY STOP	
BRACING	FOLLOWING DISTANCE	POSTURE			
VIOLATIONS / DANGEROUS ACTIONS (21 POINTS EACH)					
BACKING IN TRAFFIC		SPEED + 10 OR – 10 MPH		OBSTRUCTING TRAFFIC	
CROSSING A BARRIER		SPEED - SCHOOL ZONE		RUN RAILROAD CROSS	
DRIVE OFF ROADWAY		IMPROPER LANE CHANGE		RUN STOP SIGN/LIGHT	
FAIL TO OBEY EXAMINER		IMPROPER LOOKOUT		TRAFFIC ACCIDENT	
FAIL TO YIELD <i>V P</i>		IMPROPER PASSING		TRAFFIC SIGN/SIGNAL	
GO ONTO CURB		IMPROPER SIGNAL		WRONG SIDE OF ROAD	
HABIT - <i>SI, RS, HC</i>		IMPROPER TURN		WRONG LANE	
HIT STATIONARY OBJC		OTHER DANGEROUS ACTION / VIOLATION OF THE LAW			
COMMENTS:					
<p>I certify under penalty that the driving skills test results are true and correct to the best of my knowledge. I agree by participating in this testing program that I will allow state government to administer any additional testing at any future date in order to verify my driving skills. I understand that I am responsible for any additional fees. I understand that failure to comply and pass any testing will result in cancellation of my driver license.            U.C.A. 53-3-204            My road test was explained to me and I understand the reasons for my resulting score.</p>					
_____			_____		
Driver Signature			Date		
<p>I certify under penalty that I have given the above named person a driving skills test in the vehicle that I specified and that the person completed the test in compliance with the state minimum skills testing standards.            U.C.A. 53-3-510</p>					
_____		_____		_____	
Tester Signature		Tester School		Date	

## **11. APPLYING FOR AN ORIGINAL UTAH DRIVER LICENSE, UTAH DRIVING PRIVILEGE CARD, OR UTAH IDENTIFICATION CARD (Effective January 1, 2010):**

**ALL** applicants are required to provide the following when needing a duplicate (including applying for an endorsement), applying for an original, or renewing a Utah Driver License, Utah Driving Privilege Card, or a Utah Identification Card:

- **Proof of identity** (state-certified birth certificate in English or accompanied by a translated copy if in another language) by showing evidence of original or copies certified by the issuing agency;
- **Proof of social security number or ITIN;**
- If your address is different than the address on your current Utah record, you will be required to provide **two proofs of Utah residence** address (**not more than 60 days old**); and
- Evidence of name change, if applicable.

Due to this new legislation, the renewal by mail and the renewal by Internet options were discontinued. **Everyone must appear** in a licensing office for service. It is suggested that you fill out the online application, make an appointment online, and print the brochure to be sure you have all required documents.

*Source: Utah Department of Public Safety, Driver License Division*

## **12. GRADE LEVEL, PLACEMENT, AND SCHEDULING**

Usually, a class of students begins to turn sixteen years of age in the fall of their sophomore year (tenth grade). Students continue to reach legal driving age during this school year, making it the most effective grade level in which the driver education program may be taught.

When students are enrolled in programs earlier than the summer before the sophomore year, problems usually arise. Legally a student may begin behind-the-wheel instruction at age 15 years. However, a student cannot begin the procedure of acquiring a regular operator's license until he/she is 16 years old and has held a Learner Permit for a minimum of six months. Students who have reached 16, or those who will turn 16 prior to completing the course, should be scheduled first in behind-the-wheel work. As additional students reach this age during the year, they can be fitted into the behind-the-wheel schedule.

The organization and offerings of high school driver education in Utah school districts are varied. Differences have arisen over:

- a. District philosophy as to the place of driver education in the curriculum.
- b. What type of program may offer the greatest educational potential.
- c. What type of program can be supported with the funds available.

### **The most prevalent types of programs are:**

#### **a. Semester Course**

Driver education is offered as a semester course during the sophomore year. Time for behind-the-wheel instruction is taken out of the driver education class. This is the most desirable instructional program in driver education. It offers adequate time and continuity without interrupting other classes.

- b. Released or Excused Time from Other Classes for Behind-the-Wheel Instruction**  
Behind-the-wheel instruction is taught during the regular school day, as are other subjects in the curriculum. Students are released from other classes (usually study hall, physical education, ROTC, etc.) for behind-the-wheel instruction.
- c. After School, Saturday, and Summer Programs**  
All instruction is programmed outside of the regular school day. Teachers are paid an hourly rate.
- Past experience strongly indicates that driver education instructors should refrain from instructing only one student at a time in the car. **Two or more students must always be in the driver education vehicle.**

### **13. WHAT YOU MUST DO IN CASE OF A COLLISION**

The following information is adapted from the *Utah Driver Handbook* (revised 8/05) and would be helpful to include in the driver education vehicle.

If you are involved in a collision of any kind while you are driving, the law says you must do these things:

- a. **Stop Immediately.** You may be penalized severely for not remaining at the scene of an accident in which you are involved.
- b. **Render Aid.** If possible, find someone trained in first aid. Until medical help arrives, you should avoid moving anyone who appears to be seriously injured unless such action is necessary to avoid further injury.
- c. **Contact the Police.** If the accident results in injuries, death or a least \$1,000.00 total property damage, you must notify the local police, the sheriff, or Highway Patrol as soon as possible.
- d. **Exchange Information.** The following information must be exchanged between drivers or other persons involved in the accident:
  - Names and addresses
  - Driver License and Learner Permit numbers
  - Vehicle registration numbers

If the owner of an unattended vehicle is not available or cannot be found, leave a note providing this information:

- Name and address of the driver of your vehicle
- Vehicle registration number of the vehicle that caused the accident

### **Questions And Answers Concerning the Utah Financial Responsibility Act**

(Adapted from the Utah Driver Handbook, Revised 8/11)

**Q. To what collisions does the Act apply?**

A. Any motor vehicle collision resulting in injury to or death of any person, or in property damage to any one person in excess of \$1,000.00 per collision.

**Q. To whom does the Act apply?**

A. Any person involved as a driver and/or owner in such collision.

**Q. What does the Act require of such a person?**

- A. That he/she show that there was in effect, at the time of the collision, a policy of liability insurance with respect to the vehicle he/she was driving, or that he/she exempt himself/herself from the provisions of the Act in one of the ways listed in the answer to the next question.

**Q. How might an uninsured driver exempt himself/herself from the provisions of the Act?**

- A. By mailing or delivering to the Financial Responsibility Division any one of the following:
1. *Evidence of Release from Liability*—That is, written evidence that he/she has been released from any and all liability arising out of the collision, by all parties involved therein (release certification forms may be obtained from the Financial Responsibility Division upon request); or
  2. *Evidence of an Agreement to Pay in Installments*—That is, a signed copy of an agreement under which he/she agrees with the person who suffered bodily injury or property damage in the collision that he/she will pay them an agreed amount for such damage and/or injury, in installments, each month or other agreed-upon period (installment agreement forms may be obtained from the Financial Responsibility Division upon request); or
  3. *Evidence of Final Adjudication of Nonliability*—That is, evidence that he/she has been found not liable in a civil action at law arising out of the collision (accordingly, evidence of a police court's having found him/her not guilty of a traffic violation is not such evidence); or
  4. *Evidence of Having Been Paid by the Insurance Carrier of the Other Driver*—That is, evidence that he/she has been paid for the damage to his/her vehicle, and/or for his/her bodily injury, by the insurance carrier of the other driver involved (such evidence may be submitted in the form of a letter written by such insurance carrier and addressed to the Financial Responsibility Division); or
  5. *Deposit of Security*—That is, his/her deposit of cash in the amount of the loss which the other person involved in the collision has suffered in property damage or personal injury. (The deposit is paid out to such persons only in the event they recover a judgment against him/her, in an action at law commenced within one year following the date of the collision. The deposit is returned to him/her at the expiration of such year if no such action is commenced against him/her within such period.)

**Q. If an uninsured driver fails to exempt himself/herself, what action is taken against him/her?**

- A. He/she is issued an Order of Suspension (unless the other party or parties involved in the collision fail to file with the Department, within the time permitted under the Act, evidence as to the extent of the property damage or personal injury which they sustained). Such an order gives him/her an additional 10 days within which to establish an exemption, and advises him/her of the amount of security which he/she must deposit if he/she elects to exempt himself/herself by that method. If he/she fails to exempt himself/herself within the 10 days given, the order operates to suspend his/her privilege to drive in the State of Utah (his/her Utah operator's license and any Utah vehicle registration certificate and plates in his/her name, and, if a nonresident, his/her Utah nonresident's driving privilege). NOTE: If a nonresident, his/her privilege to drive in the state of his/her residence will be suspended also, by reciprocity with such state.

**Q. At what time is such an Order of Suspension issued?**

- A. At such time as the Financial Responsibility Division evaluates the loss sustained by the other parties involved, which may be as early as 20 days following the Division's receipt of a report of the collision.

**Q. For how long does such a suspension remain in effect?**

- A. Until such person establishes one of the exemptions listed above (however, his/her driving privilege

may be reinstated one year following the date of the collision if no action at law arising out of the collision is commenced against him/her within such period).

**Q. May a limited or restricted license be issued in hardship cases?**

A. No. The Act contains no provision permitting the issuance, under any circumstances, of a limited or restricted license to a person whose driving privilege has been suspended under the Act.

**Q. What about the determination of whose fault the collision was?**

A. The Financial Responsibility Division does hold hearings to determine probable liability. See 41–12a–201 of the Utah Financial Responsibility Act.

## **14. THE USE OF RESOURCE PEOPLE, DVDS, VIDEOS, ETC.**

Wise use of resource people, videos, DVDs, tape recordings, computer programs, PowerPoint presentations, etc., is most valuable. However, unwise use—without planned educational purpose—is a waste of time. Seldom should a video, DVD, tape, resource person, computer program, or the like be expected to carry the full burden of an educational program. The teacher ceases to fulfill his/her role as the leader and director of the educational activities of his/her classroom when outside aids, whether they be human or technological, are not tightly woven into a planned educational program which continually moves along to accomplish its designed purpose.

## **15. VEHICLE INSTRUCTION**

The students observing from the rear seat, as well as the practice driver, should receive benefits from time spent in the vehicle. The teacher's role is not merely to provide driving experience for the student behind the wheel, but to make the vehicle a practical classroom on wheels, where all students are learning about the multitude of problems and situations which face a driver and the safe and sane solutions to these problems.

## **16. SUMMER PROGRAMS**

Some students reach age 16 during the summer prior to starting their sophomore year in school. Many students also have an extremely tight schedule during the regular school year. These students may be well served by a summer driver education program, or they may consider the Electronic High School for the classroom portion of the driver education course.

A regular school year program, combined with a carefully planned summer program, appears to be the best way to satisfy the needs of all students.

As discussed under the topic “Grade Level, Placement, and Scheduling” on page 20, a student cannot begin the procedure to acquire a regular operator's license until he/she is 16.

## **17. EXPERIMENTAL PROGRAMS**

The State Board of Education looks with favor upon experimentation in the driver education program. Whenever local school districts wish to experiment with programs which deviate from established standards, care should be taken to secure prior approval of the State Board of Education in order not to jeopardize reimbursement. Research projects involving the use of driving simulators, driving ranges, and television are illustrative of the kind of projects which have been approved.

## **18. UTAH DRIVER HANDBOOK—UTAH TRAFFIC LAWS**

All students should have a copy of the current *Utah Driver Handbook* for study and use in the course as the teacher deems most effective. The handbook should not become the sole text of the course, but it is an essential aid when Utah traffic laws are studied.

Handbooks are available at no cost from the Utah Driver License Division, or they may be downloaded from the Utah Driver License Division Web site [www.driverlicense.utah.gov](http://www.driverlicense.utah.gov).

## **19. ADULT DRIVER EDUCATION**

Driver education classes are frequently in demand for adults. Such classes have far-reaching value and also render a needed service to many patrons in the community.

The 1967 Utah Legislature passed a mandatory driver education law, effective July 1, 1967, which requires all persons who apply for an initial driver license in Utah to have successfully completed an approved driver education course before the license can be issued.

There are three avenues of approach whereby the out-of-school population may obtain driver education:

- a. Commercial or private programs, under the jurisdiction of the Department of Public Safety.
- b. Adult driver education programs, handled through the district adult education program, where applicants pay for the instruction. Adult programs must follow the procedure under the direction of the Driver License Division (DLD).
- c. Adult high school completion programs, where the applicant obtains driver education like any other subject, and the school district receives reimbursement from the State Driver Education Tax Fund.

In order for a high school dropout to be claimed under the driver education reimbursement program, provisions of the law require the following:

- a. A signed statement by the student declaring his/her intent to complete the requirements for a high school diploma or GED.
- b. A signed statement from an authorized school official declaring that the courses for which the student is enrolled qualify for adult high school credit.
- c. A high school graduate cannot return the following school year(s) to complete the driver education program. The course must be completed while the student is enrolled in high school, which may include a pre-graduation summer driver education course.

If an out-of-school youth desires to obtain driver education through the adult high school program and does not meet these requirements, he/she must pay for the instruction.

There have been some concerns regarding situations wherein regularly enrolled high school students have desired to enroll in adult driver education programs. It should be emphasized that the high school driver education programs have been specifically geared to deal with students of high school age. The need for this is evidenced by the high number of vehicle collisions and deaths involving teenage drivers. For this reason, specific course guidelines have been established for high school programs.

On the other hand, adult driver education is designed to reach the older, more mature individual. With

this in mind, and in order to provide a program which would be financially feasible, the adult driver education course requirements have been reduced.

Regular high school students should not enter the adult driver education program unless the school district involved provides an adult program comparable to the program being offered to regularly enrolled high school students. State Board of Education standards specifically require a minimum of 27 clock hours of classroom instruction. Most adult programs provide only 18 hours of instruction.

Following are the requirements regulating adult driver education programs:

- a. Classroom instruction shall include a minimum of eighteen (18) clock hours. Behind-the-wheel instruction shall include a minimum of six (6) clock hours of actual practice driving. Observation shall include an additional six (6) clock hours.
- b. All instruction is to be given by a qualified driver education instructor. Teachers must meet the same standards as those required for regular high school instructors.
- c. All school-sponsored or school-coordinated driver education classes for adults should be administered through the adult education division of the local school district.
- d. School officials should discuss proposed driver education plans with automobile dealers whose loaned, leased, or rented automobiles may be included in the adult program. **The dealer's permission and consent** to such a program should precede the class.
- e. All vehicles used in the adult program should meet state minimum standards. It is recommended that school officials make certain that adequate insurance coverage applies and is in force for the adult driver education program.
- f. In working out a budget plan for adult driver education, school officials should consider (a) vehicle costs, such as upkeep, gas, oil, etc.; (b) the teacher's salary; and (c) administration and publicity. Local school districts are urged to provide this service as efficiently and economically as possible. Fees levied for those who take the course should not exceed the cost of the program.
- g. Only those persons who are enrolled in adult high school completion programs and have declared their intention to complete requirements for a high school diploma may be submitted by the school district for reimbursement from state driver education funds. Such students should be included in the regular annual Driver Education Reimbursement Report of the district.
- h. School districts offering adult driver education need not purchase a commercial license. Regular district teachers employed in the adult school program also need not purchase a commercial license.



 Utah STATE  
OFFICE  
of Education

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State Superintendent of Public Instruction

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