

DRIVER EDUCATION Funding

ADA Compliant 11-07-2019

Driver Education Funding

Utah Code 53G-10-5

- Where does the money come from?
- Reimbursements
- Student fees
- Fee waivers
- Reporting forms
- Awards from excess funding
- Program Compliance

Where does the money come from?

- Automobile Drive Education Tax Account: \$2.50 per Utah vehicle registration.
- Student Fees: Reasonable amount determined by the district.

School District Reimbursement

An LEA that maintains driver education classes that conform to the rules and regulations approved by the Utah State Board of Education may apply for reimbursement by completing the Drivers Education Reporting Form provided by the state.

DRIVER EDUCATION REPORTING FORM

LEAs in compliance will be reimbursed:

- **\$100 per student who has completed the driver education classroom training and behind-the-wheel training.**
- \$30 for the student who only completed the classroom training either with a school or state-approved online program.
- \$70 for the student who only completed the behind-the-wheel training with the school.

Student Fees

To help cover additional costs of running a driver education program, a local school board may establish a student fee for driver education. Student fees SHALL be reasonably associated with the costs of driver education that are not otherwise covered by reimbursements. A student may also be charged a reasonable fee by the school or district for make-up sessions or for failed driving skills test.

Fee Waivers

Fees for driver education may be waived and reimbursed if the student qualifies.

A student who qualifies under the state guidelines for a fee waiver may request a fee waiver for driver education. Student fee waiver amounts may be requested for reimbursement by the LEA on the Drivers Education Reporting Form.

Reporting Forms

An LEA seeking reimbursement SHALL complete and submit the Drivers Education Reporting Form.

The form must be submitted by:

- **January 15** and
- **July 15 of each year**

The LEA will receive reimbursement for each student that completes the classroom phase, the behind-the-wheel phase, or both.

Reimbursement may be claimed for students who, upon completing the minimum course requirements with a failing grade, enroll in and complete the minimum course requirements again.

By code, reimbursement SHALL be made prior to September 1 of each year. However, reimbursement cannot be made until local districts submit their claims.

Awards from Excess Funding

To aid in the procurement of equipment and facilities which reduce the cost of behind-the-wheel instruction. Awarded in September annually.

Excess funding will be determined after the LEAs have completed and submitted 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 accordingly by students served.

- Each LEA receives notification of the amount allocated to them.
- The LEA may request reimbursement using the Utah Grants Management System.
- Purchase documentation will be required to determine if the purchases made for vehicles, simulators, ranges, and/or equipment are appropriate for the driver education program and help in the reduction of costs.
- Questions regarding appropriate purchases should be discussed with the state driver education specialist prior to any purchases.

Allowable Costs for Excess Funding

To aid in the procurement of equipment and facilities which reduce the cost of behind the wheel.

- Property (700)
- Vehicle
- Range/Range Maintenance
- Covered Parking Structures
- Vehicle Lease (400)
- Supplies and Materials (600)
- Cable or hydraulic dual -control brake system
- Mirrors
- Snow tires/chains
- First Aid Kit
- Reflector Kit
- Hand Controls
- Foot Pedals
- Fire Extinguisher
- In Car Camera

Take care of compliance review issues and consider suggestions given.

- Gas and brake dual control
- Two Way Radios
- Jumper Cables
- Cones/Barrels/Candlesticks
- Simulators
- Street Smarts
- Moneo Drive
- Covered Parking
- iPad for Moneo
- Mohawk Lift
- Range Stop Signs/Curbs
- Chrome Books
- Curriculum/Instructional Materials

Utah Grants Management System

▲ Reimbursement Grid - USBE

Category Name	Total Budget
Salaries (100)	
Employee Benefits (200)	
Purchased Professional & Tech Servi...	
Purchased Property Services (400)	
Other Purchased Services (500)	
Travel (580)	
Supplies and Materials (600)	
Property Including Equipment (700)	\$1
Other (Not eligible for Indirect Cost) (...)	
Indirect Cost	

Use the correct object code.

Dual brake
Chromebooks
First Aid Kit

Vehicle Lease

Vehicle Purchase

What does mileage reimbursement cover?

Mileage rates are based on the fixed and variable costs of operating a vehicle.

The mileage reimbursement rate includes:

- Gas
- Oil
- Insurance
- Registration fees
- Depreciation
- Standard maintenance

2019 IRS standard mileage rate is .58 cents per mile.

Program Compliance

The Utah State Board of Education will conduct compliance visits to provide recommendations to improve programs and help the LEA stay in compliance with the rules and regulations approved by the USBE.

The driver education specialist conducting the visit will provide the LEA documentation regarding any compliance issue found.

The LEA will have one year from the date of the compliance visit to resolve any issues and become compliant, or the district's funding may be withheld.

Student Records

Individual student records SHALL be kept protected (fire/flood) for seven (7) years. Digital records are recommended. Student records shall contain:

- Student's name
- Permit number
- Completion dates: (classroom, observation, BTW, testing)
- Classroom instructor's name or online provider
- Parent signature allowing their student to participate in BTW phase
- Behind-the-wheel instructor's name
- Student and instructor signatures verifying times and dates
- Copy of the completed DLD-approved skills test

Vehicle Purchase and Use

Purchase of Vehicles

Vehicles SHALL be purchased using a state-contracted dealer. Funding for vehicles may be used from the excess account.

If using the excess account, the LEA will:

- (1) Verify the money is available.
- (2) Use district money to purchase vehicles.
- (3) Complete and submit application and reimbursement in Utah Grants Management System.
- (4) Attach all invoices.

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 SHALL go back into the LEA driver education fund.

All driver education cars SHALL remain parked at schools or the district office when not in use.

***Driver Education vehicles are to be used for DRIVER EDUCATION purposes ONLY.**

VEHICLE SAFETY AND EQUIPMENT

Special Safety Equipment

The following safety equipment SHALL be secured in every vehicle used for the education of drivers on a public roadway.

- One dry chemical-type **fire extinguisher** of at least 5 lbs. capacity, having a minimum rating of A-10BC, with flexible discharge hoses, and replaced according to manufacturer recommendations.
- One Class A, Type I, II, III, or IV **first aid kit**, maintained in good condition.
- **Reflectors** that meet Federal Motor Vehicle Safety Standard 125.

Questions?

- Can funds be rolled forward for more than 1 year? We will have larger equipment needs coming up, but not this year.
- I noticed that indirect costs were not included in the original budget or reimbursements.
- Is it possible to amend the reimbursement request?
- Can grant funds be used to pay for expenses such as fuel and maintenance?
- What can we purchase with the excess funds?