

SUMMER DRIVER EDUCATION PROGRAM REGULATIONS

- A. The Summer Driver Education Program is under the jurisdiction of the school principal, their assistants and the Director of Health, P.E., Athletics, Drivers Education and Student Activities.
- B. Students in the program will follow the same basic policies that apply during the regular school session. Instructors should check with the principal before meeting students the first day.
- C. Summer Driver Education is available to all high school students at a fee of \$300.00. Money orders must be made payable to the Lafayette Parish School System. Give each student a receipt for the money collected, turn in money collected to the coordinator daily and keep an accurate record of each transaction. Cash or money orders only are payable in full. No refunds will be made to students leaving the program after the completion of the third day of class, June 3, 2010.
- D. Instructors must sign the substitute teacher form daily. This form will be in the principals' office. The hours you work and the date must be indicated on this form. The principal will verify and forward forms to the Director of Health, P.E. Athletics, Drivers Education at the end of June and July. Instructors will be paid by the 12th of the following month.
- E. All forms must be properly filled and returned once the program is completed. The teacher is responsible for all records and grades for each student the instructor teaches. Make sure the home school of each student gets their grade. Please post letter and percentage grade on forms. Individual instructors are to mail grades of non-public or out-of-parish students directly to their individual schools.
- F. The schedule during the instructional or classroom phase from June 1, 2010 to June 14, 2010 will be as follows:
 - 1. Morning classes will be in the classroom from 9:00 a.m. to 12 noon and driving from 1:00 p.m. to 8:00 p.m.
 - 2. Afternoon classes will be in the classroom from 2:00 p.m. to 5:00 p.m. and driving from 6:00 a.m. to 1:00 p.m.
- G. Each student is to be provided with the following:
 - 1. Thirty (30) classroom hours (instructional).
 - 2. Eight (8) hours observing in the car.
 - 3. Eight (8) hours behind the wheel experience.

4. Utilize the complete time required, do not cut driving or observation time short on any student.
 5. Devote a great portion of the driving phase to skill development, utilize the suggested skills and don't drive more than 110 miles per student.
 6. Have pupils observe driving courtesies at all times.
 7. Do not allow a student to drive when there is a heavy rain. It is better to delay the driving than to subject an inexperienced driver to a dangerous situation.
 8. Do not allow students to drive unless the instructor is in the front passenger seat in position to use the dual controls.
 9. Under no circumstances should driver education permits be sent home for signature. The permits must be signed in the presence of instructors.
- H. Submit a complete list of students taught and a detailed driving schedule to your coordinator. Coordinators will submit a copy of this information to the Director of Health, P.E., Athletics, and Driver Education and post a copy of this schedule where everyone can see it.
- I. No change in the driving schedule can be made without the approval of your coordinator and the student(s). The principal and Director of Health, P. E., Athletics and Driver Education must be notified if a change needs to be made in the schedule.
- J. The driving phase will be from 6:00 a.m. to 8:00 p.m. (Monday through Saturday)
1. All cars must be driven at least ten (10) hours per day, Monday through Saturday. Any days missed will be made up at the end of the session.
 2. During the classroom phase, the instructor will teach in the classroom for three (3) hours and drive seven (7) hours per day.
 3. The driving phase (after the classroom phase is over) will be from 6:00 a.m. to 1:00 p.m. and from 1:00 p.m. to 8:00 p.m., if sharing a car with another instructor. If the partner is not driving on a particular day, the instructor must drive for ten (10) hours (one hour for lunch will be taken).
 4. If the instructor is assigned a car to drive, the instructor may drive up to ten (10) hours a day (from 6:00 a.m. to 5:00 p.m.). The instructor must, however, take an hour off for lunch.
 5. Never drive with only one (1) student in the car. A minimum of two (2) students is required at all times, one (1) driver and (1) observer.

6. No transportation will be provided by instructors. Because of liability purposes, parents are responsible for transporting their own children to and from class.
- K. The instructor must properly care for the car that is used. This means proper cleanliness and proper maintenance. If the car warranty covers the maintenance needed, check with the dealer.
- L. When the instructor needs gas in the car, arrangements have been made with Valero to use three (3) of their stations. You must use station number 620 at Ambassador Caffery Parkway, station number 365 at 3802 Moss Street or station number 364 at 3801 Ambassador Caffery, Station 620 has a free car wash. Stations will have a list of our instructors and cars. Use regular-unleaded gas, indicate license number of the car and sign tickets.
- M. If the car needs cleaning, use Todd's Car Wash at 3136 Johnston Street or Pinhook Road. Turn in a copy of the ticket to the Director of Health, P.E., Athletics and Driver Education.
- N. Never use the driver education car for personal reason. Cars are to be parked overnight in the fenced-in area at the school where the instructor is teaching or taken home with the approval of the Director of Driver Education.
- O. The back of each car should be cleaned with a damp cloth before using the next day. Also, wipe off the car before putting on signs.
- P. Report **all** car accidents to the Lafayette Parish School System immediately. Complete an accident report and return report as soon as possible.
- Q. Remember to be professional at all times. Dress accordingly (no shorts). Students, however, may wear school uniform shorts if they wish. The school uniform shorts are the only acceptable type of shorts that can be worn.
- R. If students are not dressed appropriately, they will not be allowed to drive; however, the student will be allowed to observe during the driving phase. Students not dressed appropriately during the classroom phase will be sent home.
- S. All instructors must adhere to all laws of driving (including the use of seat belts) whether as a passenger or driver.
- T. Instructors should keep cell phones on from 6:00 a.m. until 8:00 p.m., Monday through Saturday.

Adopted:	7/7/99	Revised: 2/18/04	Revised: 3/2/05	Revised: 2/15/06
Revised:	2/28/07	Revised: 3/5/08	Revised: 3/4/09	Revised: 2/3/10

Lafayette Parish Public Schools, Louisiana