

MOUNTAIN PROFESSIONALS INC.

Driver Education Instructors

Instructors are expected to be:

Responsible
Reasonable— treat all students fairly Respectful
Reliable— accountable and punctual Flexible
Professional

Additionally, they are expected to:

Demonstrate road safe behavior and a positive attitude about driving at all times. Act in accordance with all County Schools' policies and procedures at all times.

NOTE: Behavior that is inconsistent with any County Schools Board of Education policies or procedures may result in suspension or dismissal from the Driver Education program.

Prepare for all classroom sessions and in-car lessons. Participate willingly in additional training, when needed.

Promote the Driver Education program by:

1. Being informed about Driver Education policies, procedures, and practices to ensure that students and parents understand the responsibilities and rules of the program.
2. Using relevant and real examples of road safety issues and collisions that could have been avoided if the driver had applied principles taught in Driver Education.
3. Allowing students to practice, demonstrate, and observe proper safety and road guidelines
4. Attending annual conference

CLASSROOM

Class registrations may be accessed at <http://www.mtnpro.com/school-classes> or www.mtnpro.com/online.

Classroom instruction will consist of at least 30 hours.

Classroom instruction classes are to be no longer than 6 hours on non-school days, and no more than 3 hours on school days.

Failures must pay again to take the class unless an absence was excused due to illness, etc. General rule is a student can have ONE EXCUSED absence without having to physically making up the 2/3 hours in the classroom. Any assignment or test MUST be made up

As directed by the 2010-11 Special Budget Provision of the NC General Assembly, there is a standard curriculum for Driver Education instructors to use as a resource designed to enhance instruction. In addition, an hour's worth of motorcycle instruction is included.

As of January 1, 2018, curriculum will include - Instruction on law enforcement procedures for traffic stops that is developed in consultation with the State Highway Patrol, the North Carolina Sheriff's Association, and the North Carolina Association of Chiefs of Police. The instruction shall provide a description of the actions that a motorist should take during a traffic stop, including appropriate interactions with law enforcement officers.

Prepare for classroom instruction and observe grading practices that are an adequate reflection of the student's skills and ability.

If necessary, work collaboratively with a tutor, to ensure a student's needs are addressed.

DRIVING

Instructor's Responsibilities

Students must receive a minimum of 6 hours of behind-the-wheel instruction.

The in-car instructor should ensure that every student has a restricted instruction permit before beginning any behind-the-wheel instruction.

In-car instructors must have at least 2, but no more than 3, students in the vehicle at all times for behind-the-wheel instruction. The instructor should never be in the vehicle alone with a student.

In-car instructors should follow the established guidelines and procedures with regard to all behind-the-wheel instruction.

In-car instructors should keep the keys to their Driver Education vehicle with them at all times and during all breaks. Instructors shall ensure the proper supervision of all students at all times.

In-car instructors should be a positive representative of the Driver Education program.

In-car Instruction

The instructor should use their professional judgment to determine if conditions are favorable for a safe driving environment.

No instructor is to drive more than 6 hours without a thirty-minute break and should not exceed eight hours of driving per day.

The skills and lessons taught during the behind-the-wheel instruction should be uniformly documented on the Restricted Instruction Permit form as determined by Driver Education procedures. During in-car instruction, all students must receive an appropriate mix of rural, city (business and residential) and expressway driving. BTW instruction should include, but is not limited to, the following skills and lessons:

- Developing Basic Driver Actions
 - Pre-entry checks
 - Preparing to drive
 - Starting the engine
 - Moving the vehicle forward
 - Approaching intersections
 - Turning at intersections
 - Stopping at a curb
 - Securing the vehicle for parking

- Driving in Light Traffic
 - Preparing to drive
 - Starting the engine
 - Entering traffic from the side of the roadway
 - Concentrate on path of travel
 - Changing lanes
 - Turning at intersections
- Driving in Moderate Traffic
 - Concentrate on path of travel
 - Changing lanes
 - Turning at intersections
 - Using multiple turn lanes
 - Using a shared left turn lane to enter a driveway
 - Using a shared left turn lane to enter traffic
 - Backing straight
 - Backing and turning
- Developing Effective Visual Search Skills, Turning Around and Parking
 - Preparing to drive
 - Starting the engine
 - Entering traffic from the side of the roadway
 - Concentrate on path of travel
 - Changing lanes
 - Turning at intersections
- Driving in Different Environments
 - Concentrate on path of travel
 - Assessing highway conditions
 - Turning at intersections Expressway driving
 - Meeting, following and being followed on two-lane roads
 - Passing and being passed on two-lane highway
 - Entering a parallel parking space
 - Exiting a parallel parking space
- Educate students on NC laws banning cell phones, and other technology (i.e. digital camera, email, texting, and internet gaming), from being used while the vehicle is in motion.
- Final Assessment

Vehicle/Maintenance Guidelines

Driver Education cars are to be serviced every 5000 miles. Make sure the repair shop identifies your car on the invoice: VIN, tag, mileage, etc.

Keep your car properly aligned and serviced to prevent problems.

Enter accurate mileage each month when submitting names and pumping gas. We are required to report this information to DPI and it should coincide with fuel costs.

Practices and Procedures

Drivers are responsible for documentation including, but is not limited to, the date, odometer readings, time behind the wheel, and lessons taught (SBTS-800). These forms are to be kept on file, along with the student's Course Completion Certificate, and any additional pertinent information for a period of at least 2 years from the date of issuance. ***Do not release the restricted instruction permit form to any student/parent. If they request the form, have them contact the main office, this is company policy and required by the DMV.

****Drive the oldest first, but do not keep a student on the list more than 4 months unless they are not yet 15. If you cannot reach a student, you can refer to the grades sheet sent out to instructors or contact the office to see if there is an additional contact listed.**

Each instructor is responsible for submitting names. They **MUST** be submitted no later than the 25th of each month. You will use the form [HERE](#) to submit.

Accurate mileage is required at submission.

Do not submit names of students who failed the class on the "Bookwork Completed" form.

Do not submit the names of "Students Driven" unless they have completed all or a portion of the 6 hours. DO NOT report students that have not at least started B-T-W.

If something happens and you end up with one student, document the reason and notify the parents at once. PLEASE understand the liability issue of driving one student. This is part of the rules governing commercial schools, in all school contracts, and company policy.

Please be sure you have each student behind the wheel (not observing) for a total of 6 hours and you are driving each no more than 2 hours per day

Procedures to Report Driver Education Accidents

1. Do not move vehicle from place of accident unless it creates unsafe conditions.
2. Remove sign from vehicle
3. Contact the local police or State Highway Patrol. Advise if an ambulance is needed. Do not leave the scene until the police arrive.
4. Contact the main office 828-385-4477, Angie Marlowe (828-385-0753) or Sam Deyton (828-385-1989)
5. Do not make any admissions to other persons that you were responsible for the accident, or that you were at fault, nor make any commitments regarding your or the school system's responsibility with respect to the accident.
6. Obtain a driver's exchange form and report number
7. Attach a copy of any tickets issued by the police or State Highway Patrol to the report.

Certificates

Students will receive a completion certificate once they have completed the Driver Education program. Students must complete 30 hours of classroom instruction and a minimum of 6 hours behind-the-wheel instruction with satisfactory progress.

Note: Students are required to attend 30 hours of classroom instruction. All absences must be excused absences, as determined by the instructor, and all missed time must be made up. If a student fails to attend a classroom session without previously notifying the instructor, the instructor must make every attempt to contact the student. If that student fails to attend a second class without notifying the instructor, the instructor is to contact the student's parent/guardian to inform them of the potential consequences which may include dismissal from the program. Furthermore, students are expected to be on time for classes, or to have previously notified the instructor of their expected tardiness. If the student fails to have an adequate reason as determined by the instructor for their tardiness, the tardy may be considered an unexcused absence.

1. Students are required to have at least 6 hours of in-car lessons. Students must provide at least 24 hours notice to instructors to cancel, or re-schedule an in-car session. Every attempt will be made to accommodate in-car instruction for times that are acceptable for both instructor and student. However, a record shall be kept for consistent cancellations, or re-schedules. If they are found to be excessive, the student will be marked as a "No Show". Excessive "No Shows" will result in the student being considered to have quit the program and he/she will not be issued a Course Completion Certificate
2. Students must satisfactorily complete all classroom tests and assignments.

Once obtained, the Completion Certificate is good for life.

If a student fails to successfully complete any of the requirements listed above, the student will not earn a Completion Certificate.

Driver Eligibility Certificates

Parent info for homeschool, private school, etc: <http://www.ncpublicschools.org/safehealthyschools/driver-ed/faq>

Driver Eligibility Certificates (DEC) may only be obtained from the Site Coordinator at each school. This form is only to be issued by the school and in accordance with NC GS 20-11. Parents should be told at the details of issuance of the DEC when completion certificate is issued. Once issued, the DEC expires after 30 days. If the student fails to obtain a license within that timeframe, the responsibility falls upon the student to request another DEC from the school.

A Driver Eligibility Certificate is used to verify that a student is meeting academic and enrollment expectations for the state of North Carolina as outlined in GS 20-11. There are three reasons why a DEC may be revoked:

1. Dropping out of school prior to age 18
As of August 1, 1998, any public, private, federal, home-schooled, or community college student under age 18 who does not make adequate academic progress or drops out of school will have their driving permit or provisional license revoked. Under the Dropout Prevention Guidelines, a dropout student is one who has withdrawn from school before the end of the academic term and whose enrollment in an educational setting cannot be verified for 30 days. Parents should be notified in writing that a student's DEC will be re-voked. Parents may submit a hardship request to the principal or principal's designee to maintain the student's driving eligibility status.
2. Disciplinary action
Disciplinary action includes an expulsion, a suspension for more than 10 consecutive days, or an assignment to an alternative educational setting for more than 10 consecutive days. Under the Lose

Control/Lose License guidelines, the DEC is revoked for one year. Unlike the Dropout Prevention guidelines that end when a student turns age 18, the revocation of a DEC for disciplinary action can extend beyond age 18 if the disciplinary action took place during the time the student was age 17.

3. Not making adequate academic progress

At the end of each semester, students not passing 70% of the maximum possible courses are identified. Parents are notified that the student is not making adequate academic progress and have the option of submitting a hardship request to the principal or principal's designee to maintain the student's driving eligibility status. Note: This information is submitted by the school and entered into the State Automated Driver License System (SADLS).

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of outpatient treatment as defined in the outpatient welcome packet that I received.

Signature

Date