October 5, 2011

MEMORANDUM

TO: City and County Superintendents of Education

FROM: Larry E. Craven, J.D.
Interim State Superintendent of Education

SUBJECT: School System Application for High School Driver Education Class

Enclosed is Form DE-1, which is used in applying for Driver Education classes for the 2011-2012 school year. This application is necessary to provide pertinent information to our staff regarding a State Department of Education approved Driver Education program.

The basic requirements for an approved class are: (1) a certified Driver Education teacher, (2) a dual controlled automobile, and (3) a program that provides a minimum of 30 clock hours of classroom instruction and a sufficient amount of in-car instruction, which meets the course objectives of the Performance-Based Evaluation Program. We also encourage the continued use of simulation equipment, where available, for the optimum Driver Education program.

Please return one copy of the enclosed application for EACH instructor in each school by November 15, 2011. No copy of this application will be returned to you unless a deficiency is found in your Driver Education program. Questions regarding the application or your Driver Education program should be directed to Mr. Michael Bassett or Mr. Chad Carpenter at (334) 242-8220 or by email at mbassett@alsde.edu or ccarpenter@alsde.edu.

LEC/MB/EH

Enclosure

FY12-3001
Form DE-1

State Department of Education (SDE)

DRIVER EDUCATION INFORMATION REQUEST FORM*  
2011-2012

Name of School System .............................................................. Name of High School

Telephone Number of High School ............................................. Email address of Instructor

1. Name of instructor
    Home address of instructor ..................................................
    Home telephone number (________) .......................................  
    Cell number (________) .....................................................

2. Does the Driver Education instructor have a G-3 (DE) endorsement?  
   __________________________________________________________________

3. Did the Driver Education instructor complete the SDE summer preliminary certification courses?  
   If yes, in what year was the instructor trained?  
   __________________________________________________________________

4. Has the Driver Education instructor completed 3rd Party Training to road test their students?  
   If yes, in what year was the instructor certified?  
   __________________________________________________________________

5. How many classes per day will this instructor teach Driver Education?  
   __________________________________________________________________

6. Type of schedule used:  ( ) Block  ( ) Other – Explain:  
   __________________________________________________________________

7. What is the total number of Driver Education classes offered at this school?  
   __________________________________________________________________

8. How many students are registered for Driver Education this school year?  
   __________________________________________________________________

9. Do students pay a fee to take Driver Education?  ( ) Yes, amount of fee  
   __________________________________________________________________

10. List the year and make of vehicle(s) used in Driver Education
    Was the Driver Education vehicle(s) purchased through the SDE 80/20 match program?  
    __________________________________________________________________

11. Does the school own or lease the vehicle(s)?  ( ) Yes, amount per year  
    __________________________________________________________________

12. Does this school currently use simulation?  
    __________________________________________________________________

13. What is the name and copyright date of the textbook currently being used in the Driver Education class 
    at this school?  
    __________________________________________________________________
    How many copies of this textbook does this school currently have?  
    __________________________________________________________________

I hereby certify that all minimum standards, including Boating Safety, 30 hours of classroom instruction and performance- 
based driving, as set forth by the Alabama Course of Study of the Alabama State Department of Education for high school 
Driver Education will be met and that the automobile(s) furnished by the local dealer or SDE will be used only for Driver 
Education.

Date .............................................................. Signature of Superintendent

RETURN TO:  Mr. Michael F. Bassett – SDE Driver Education
             P.O. Box 302101
             5308 Gordon Persons Building
             Montgomery, AL 36130-2101
             FAX – 334.353.7953

* This application must be completed by each instructor in each school.