I. TRAFFIC EDUCATION TEACHER: The traffic education teacher must have approval as a traffic education teacher prior to the beginning date of the program in order for the district to be eligible for state reimbursement (10.13.308(3), 10.13.310, ARM).

Name(s) of teacher(s) for this program:
__________________________________________________________________________________________
__________________________________________________________________________________________

II. PROGRAM REQUIREMENTS: School districts must provide programs that meet the requirements for an approved traffic education program to be eligible for reimbursement and to legally put a student driver behind the wheel (10.13.307-313, ARM).

PROGRAM (Check box for YES)

1. ☐ Consists of at least 60 hours of instruction, six of which must be driving behind-the-wheel.
2. ☐ Each student will receive instruction on at least 25 separate days.
3. ☐ The in-traffic behind-the-wheel instruction is conducted over no less than 6 days, which may count as part of the total 25 days.
4. ☐ All students enrolled in the course will reach their 15th birthday within 6 months of the course completion date.
5. ☐ Each student will possess a proper learner’s license or traffic education permit to legally operate a vehicle on Montana roadways.
6. ☐ All phases of the program will be scheduled so students receive integrated or concurrent classroom and driving instruction.
7. ☐ The district traffic education course is based on a current curriculum guide available from the Office of Public Instruction.
8. ☐ Students meet or exceed the identified objectives in OPI’s current Traffic Education Curriculum Guide in order to be certified as successfully completing the program.
9. ☐ The program is scheduled so that a sufficient number of courses are provided to allow every eligible youth within the school geographic jurisdiction an equitable opportunity to enroll, pursuant to MCA 61.5.106.
10. ☐ A Parent Meeting is required to review the schedule, requirements and parent role in Graduated Driver Licensing.
11. ☐ Participates in the Cooperative Driver Testing Program (CDTP) and all instructors are CDTP-certified.

VEHICLES (Check box for YES)

12. ☐ Does the District own their traffic education vehicle(s)?
13. ☐ If the District leases or borrows traffic education vehicles, does the District use the “School/Dealer Vehicle Use Agreement” or its equivalent when the vehicle is leased or loaned by a automobile dealer?

14. The vehicle will be:
   ☐ properly licensed
   ☐ properly insured to provide adequate protection for all concerned
   ☐ used exclusively for traffic education
VEHICLES (continued - check box for YES)

15. ☐ The vehicle will be equipped with a dual-control brake, two exterior mirrors, a first aid kit, flare or reflectors, a fire extinguisher, and an accident report form.

16. ☐ The vehicle will be properly identified with a minimum of two exterior signs.

ORGANIZATION (Check box for YES)

17. Indicate the range of start and completion dates for each semester session you conduct: (must be scheduled so each student receives instruction on at least 25 days). NOTE: Completion dates must fall within the July 1 to June 30 school year. Summer programs with completion dates ending in July or August should be entered on the application for the following school year.:

☐ First semester: Start date: _____/_____/_____ Completion date: _____/_____/_____
☐ Second semester: Start date: _____/_____/_____ Completion date: _____/_____/_____
☐ Summer: Start date: _____/_____/_____ Completion date: _____/_____/_____

18. Indicate when the following will be taught:

Classroom: ☐ Before school ☐ During school hours ☐ After school ☐ Summer
Behind-the-wheel (BTW): ☐ Before school ☐ During school hours ☐ After school ☐ Summer
Other: ☐ Before school ☐ During school hours ☐ After school ☐ Summer

19. Indicate the number of hours of instruction each student will receive for the following (must be a minimum of 60 hours, of which a minimum of 6 hours must be behind-the-wheel):

Classroom: _____ Behind-the-wheel: _____ Observation: _____ Simulation: _____ Other: _____ TOTAL HOURS: ______

20. DAYS: _____ Indicate the number of days of instruction each student will receive. Parent Meeting and BTW can count as part of 25-day minimum if scheduled on separate days.

21. Approximate district-wide 9th grade population this school year: _________

22. How many traffic education students do you expect to enroll over this application period? ________

CERTIFICATION

I certify that the school district Traffic Education Program will be established and maintained in accordance with the current standards outlined by the Office of Public Instruction; rules 10.13.301-313, ARM; and sections 20-7-501-507, MCA; and that all eligible youth in the geographic boundaries of the district will have an equitable opportunity to enroll.

_____________________________________________________________       ____________________________________
Signature, Traffic Education Program          Date

_____________________________________________________________       ____________________________________
Signature, District Administrative Official           Date

Email address of District Administrative Official                           Daytime phone number

OPI USE ONLY

☐ Approved ☐ Conditional Approval ☐ Not Approved

_____________________________________________________________       ____________________________________
Signature, Traffic Education Program          Date

QUESTIONS? Call (406) 444-4432 or e-mail pborneman@mt.gov.