Living Sky School Division No. 202

Administrative Procedure (AP) Manual

Procedure Name: Driver Education			
Procedure Type:	Programs and Curriculum	**Implementation Date:**	FEB 25, 2015
Procedure Number:	6.07	**Last Revision Date:**	JUN 8, 2026
AP Owner:	Superintendent of Learning	**Last Review Date:**	JUN 8, 2026
Legal Reference(s):	*The Education Act, 1995, s. 189* *The Education Regulations, 1998, s. 43(1,2,3)*		

Background

The Education Act, 1995 specifies that education and training in the elements of safety and competence in the operation of motor vehicles for eligible pupils should be provided at the school level. Living Sky School Division (LSKYSD) recognizes the benefit of procuring the services of qualified instructors for this purpose.

Scope

This procedure applies to all schools within the Living Sky School Division with eligible students. Hutterian schools may choose to not have the course offered at their schools.

Definitions

Eligible students for drivers' education meet the following age requirements set out by SGI:

- 14 years and 6 months: may enroll
- 14 years and 9 months: may enroll and participate in-class only
- 15 years: may enroll, write learners exam, and participate in-car and in-class.

Students must also have parental approval and an SGI customer number, and a non-driver photo ID card.

SGI High School Driver Education Program refers to a program outlined by SGI Canada comprised of 30 hours of in-class instruction and 6 hours of in-car instruction offered to high school students free of charge.

Roles & Responsibilities

Director or Designate

- the director or designate will confirm selection of driver education services and will address any concerns from school administration regarding the delivery of the driver education program

Procurement Administrator

- the procurement administrator will arrange for the provision of driver education services for schools throughout the division with eligible students

School Administrator

- the school administrator will facilitate the offering of the Driver Education Program in the school

Driver Educator

- will deliver in-class and in-car instruction to meet requirements of the SGI High School Driver Education Program

Procedures

1. The principal or designate will identify students eligible to participate in the driver education program.
2. The principal, in consultation with the director of education or designate, will ensure all eligible students are enrolled in a driver education program under the agreement that covers the school at which the pupil attends.
3. Home-based students may arrange to enroll in Driver Education by contacting the superintendent of learning who is responsible for the home-based education portfolio. Full time Saskatchewan Distance Learning Centre students may contact the principal at the school where they have secondary enrolment status to arrange to attend Driver Education classes.
4. The principal is responsible for scheduling the Driver Education program in the school. In scheduling driver education, consideration should be given to impact on the learning program of the school and scheduling constraints of the driver education contractor.
5. If there is difficulty in finding a mutually agreeable schedule for driver education, the director or designate may be consulted and will make the final determination as to when driver education is offered.
6. The principal is responsible for communicating with families regarding scheduling and student expectations.
7. The principal will be the immediate supervisor of the driver educator during the time the instructor is working with students from that principal's school.
8. The principal will report to the director or designate any concerns with the driver education program.
9. Driver education is considered a Grade 10 course. The principal is to ensure that it appears on a student's official transcript upon successful completion. Successful completion represents completion of the course, not an official driver's license.

Related

- Graduated Driver Licensing Program
- New Class 5 Drivers