



# **NORTH EAST SCHOOL DIVISION**

## **Driver Education Handbook**

### ***General Information and Guidelines***

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## Driver Education at NESD

**All NESD\* students are automatically eligible for the High School Driver Education Program at no cost (not including SGI fees) through the schools/division when they become age eligible. There may be additional sign-ups and registrations into classes at schools or online, depending upon the driving instructor. Contact your school office for this information.**

Driver Education is a Grade 10 subject but is offered to students who are 15 years of age. The course consists of 30 hours of classroom instruction and six hours of in-car driving practice with the instructor. Students receive instruction on the:

- Rules of the road
- Mental and physical components of driving
- Defensive driving
- Driving in adverse conditions
- Effects of alcohol, drugs and distractions
- Sharing the road with other vehicles in town and on the highway

The Class 7 Learners Knowledge Test is administered as part of the program and completed during the in-class instruction.

Students 16 years old or over who do not have driver education are highly recommended to take the program fully at the school. Priority into classes will be given by age.

***If a student withdraws from an NESD school and they have not completed all the requirements of the High School Driver Education Program (30 hours class time, write and pass the tests, 6 hours in-car with instructor), their learners may be cancelled. Once they are not an NESD student, they are not eligible to drive with the NESD driving instructor.***

\*NESD Student is a student who is enrolled as primary or secondary at a North East School Division school.

# Student Eligibility Guidelines

Prior to Beginning Driver Education, the student must meet the eligibility criteria of SGI and NESD.

## Age Guidelines

Driver Education is a Grade 10 subject but is offered to students who are of age but may still be in grade 9.

You must be 14 years, 9 months minimum to begin the Driver Education school courses.

### [Calculate](#)

Add to or Subtract from a Date

Result

**Dec 6, 2007, Thursday**  
is the date 14 years, 9 months before Sep 6, 2022 6.

December 2007							September 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3
2	3	4	5	6	7	8	4	5	6	7	8	9	10
9	10	11	12	13	14	15	11	12	13	14	15	16	17
16	17	18	19	20	21	22	18	19	20	21	22	23	24
23	24	25	26	27	28	29	25	26	27	28	29	30	
30	31												

1. → Start Date Sep 6 2022

4. [ - ]

14 years - 2.  
9 months - 3.  
0 weeks  
0 days

calculate in business days

5. → Calculate

Students may not write the Class 7 Learners Knowledge Test and cannot begin the in-car component before they are 15 years old.

***Students may purchase driver training from a commercial driver training school at age 16. Please note that private driver education costs may be as high as \$1000.***

Student must have a Saskatchewan Government MySGI account and a customer number from any SGI agency. Please note that SGI has identity and residency verification requirements needed to obtain a MySGI Account.

Learn more about the [SGI Graduated Driver Licensing Program](#)

## Suitability to Drive Guidelines

In some situations, there may be a concern around a student's suitability to drive safely based on intellectual/cognitive, perceptual, physical, or medical limitations. A concern may be raised by the child's parents, principal, teacher, or school Diversity Education teacher. It is the responsibility of the family and the medical professional involved to ensure that the student is safe to begin the Driver Education Program. When a concern arises, it is the responsibility of

the family to seek a medical assessment through SGI before the student begins driver training (minimum of 2-3 months is required for an assessment to be conducted).

**When a concern is raised around a student's suitability to drive, a Supplementary Medical Application Form and a Medical Reporting Form will be provided to the family.**

- **Supplementary Medical Application Form should be completed and submitted directly to SGI**
- **Medical Reporting Form should be completed by a medical professional in the case of a concern.**

**The result of this process may prompt SGI to require a medical assessment.**

NOTE: Occupational Therapists and Registered Psychologists are mandated to report directly to SGI for any student on their caseload who they believe may require additional assessment.

Every effort will be made to accommodate students with diverse needs. It is the responsibility of the family and school-based team to identify students that may require adaptations at least two (2) months before the driver training begins. The principal and Diversity Education Teacher of a student requiring support will consult with the Student Services team to create a support plan.

Adaptations or supports could include:

1. Support for students with English as an Additional Language – medical assessment not required
2. Support for hearing impaired students – medical assessments may be required
3. A vehicle with modifications (e.g. hand controls) - medical assessment is required

# Getting Set up for the Driver Education Program

## Step #1: Secure personal Identification documents:

- **Birth Certificate/Canadian Passport**
- **Saskatchewan Health Card**

SGI also provides a list of [Acceptable Documents](#).

[NESD Preparing Yourself](#) for attaining personal documents

- If a new or replacement [Sask Birth Certificate](#) is needed
- If a new or replacement [Sask Health Card](#) is needed

## Step #2: Obtain an SGI Customer Number:

This is achieved by visiting your local motor license issuer or any SGI motor vehicle branch office. Items that the student will need to have in their possession before visiting the license issuer include:

- **A completed [Signature Form/Guarantor Form for First Time Drivers](#) form**
- Two pieces of personal Identification
- A [personal, professional email address](#) (**not your school email**)  
Check your email for activation code (needed for step 3 – MySGI account)

A photo capture at SGI will be done at this time to protect your identity, prevent fraud and identity theft.

Student will be given a **Personal Identification Document**. Check it over carefully and **DO NOT LOSE** – this will need to be provided to the Driving Instructor.

## Step #3: Create a MySGI Account:

- Check your personal email for activation code.
- Register for account at <https://www.mysgi.ca/>.
- Select **I have an activation code**. Submit.
- Enter your customer number and your activation code. Submit.
- Create username and password and Submit.  
**(YOU WILL NEED THIS TO WRITE YOU LEARNERS TESTS).**
- Review and accept the Terms of Use.

## Step #4: Get a Class 7 Learner's Licence

To get your Class 7 learner's licence, you need to pass the basic knowledge exam, the signs exam, and a vision test. Start studying the [Saskatchewan Driver's Handbook](#) and take the interactive online [Practice Quiz](#).

Refer to the Journeys below to obtain your learner's licence. Students must take the high school driver education course – check with your local school office or website as to how to sign up.

Upon successful completion of the course, the instructor will forward the information to SGI so the student's profile can be updated. This information must be on the student's SGI profile to take a road test.

## Choose one of these Journeys to obtain your Class 7 Learner's Licence:

Journey 1	OR	Journey 2
<ol style="list-style-type: none"><li>1. Complete the Steps #1, # 2, #3 as indicated above.</li><li>2. Get a driver's education book from SGI or access online. Pay a fee to challenge the exam as per SGI instructions.</li><li>3. Once you pass the challenged exams at SGI, you may begin driving with your parents/guardians</li><li>4. Sign up through your school for the High School Driver Education Program.</li><li>5. Complete the required driver education course from your school (<b>30 hours in-class, 6 hours driving with instructor</b>).</li><li>6. When you turn 16 years of age and the allotted amount of time (nine months) has passed since obtaining your learners plus the course completion, you may contact SGI to <a href="#">book your Driver's test</a>.</li></ol>		<ol style="list-style-type: none"><li>1. Complete the Steps #1, # 2, #3 as indicated above.</li><li>2. Sign up through your school for the High School Driver Education Program. Get a driver's education book from instructor or SGI or access online.</li><li>3. Complete the required driver education course from your school (<b>30 hours in-class, write and pass exams, 6 hours driving with instructor</b>)</li><li>4. Once you pass your exams with your instructor, you must Validate your learners at SGI, for a fee. You still need to complete the in-class and driving hours with the instructor.</li><li>5. When you turn 16 years of age or the allotted amount of time (nine months) has passed since obtaining your learners plus the course completion, you may contact SGI to <a href="#">book your Driver's test</a>.</li></ol>

## Student Responsibilities

Participating in the Driver Education program comes with personal responsibilities and commitment.

1. Take the required steps to have your proper identification available or ordered in a timely fashion to ensure it is available when ready to start driver training.
2. Register for the class at your school when you turn of age. Use your school's registration/enrolment process.
3. Students are required to attend classes. If any student will be missing a class, the student is required to let the instructor know.
4. Students are responsible for knowing the class schedule and of any date/time changes through your school or your driving instructor's method of communication.
5. Once students write and pass the written portions of the driver's test, and their learner's is validated, students may start driving with parents/guardians and with the driving instructor.
6. Sign up for driving with your instructor – ALWAYS have your license with you, your glasses, proper footwear, etc. when going driving. Keep track of your driving hours with the instructor so that you can book your road test in a timely fashion when you turn 16 years of age.
7. Students are expected to be punctual for their driving appointments with the instructor
8. If the student is not able to attend a scheduled driving session, it is the student's responsibility to communicate with the school office and the driver instructor to allow time to find a replacement driver.
9. When a student misses a driving session without extenuating circumstances, the parents and school administrator will be informed. If the behavior continues, the student can be withdrawn from the driver education program. In this situation, the student must wait for the following year to retake the course.
10. It is expected that students will always be respectful of the instructor (school-based & contracted workers), other students, and their learning environment (in-class & in-car). Behavior deemed disrespectful or a risk to safety will result in the student being withdrawn from the course.



## Parent/Guardian Responsibilities

1. Ensure that your child has the proper identification ordered and available in a timely fashion.
2. Ensure that your child has ability to attend classes and driving with the instructor outside of school hours.
3. Be aware of any class or driving scheduling changes.
4. Be sure your child has any needed prescription glasses.
5. Once your child has received their Class 7 Learner's Licence, take them driving to improve their skills.
6. Be respectful towards the instructor, other students and families, and school-based workers.

## Instructor Responsibilities

1. A schedule of driving times is the responsibility of the instructor. Instructors will give adequate notice (days in advance) to students to prepare for their drives. The schedule will be shared with the school principal and office in a mutually agreed upon format.
2. Our instructors will be flexible and sympathetic to the needs of students and their families, within the boundaries and expectations of the SGI Driver Education program.
  - Specific accommodation *may* be made in exceptional circumstances, like:
    - Serious illness
    - Family Emergencies
    - Exams
  - Specific accommodation *may not* be expected for:
    - Family holidays
    - Extra-curricular activities
    - Previously scheduled appointments (e.g., doctor, dentist)
3. Our instructors will reschedule a missed driving session under reasonable extenuating circumstances
4. Schools must be provided with final marks by the **June 15<sup>th</sup>** deadline so that marks may be entered into the student transcripts.

## School Responsibilities

The driving instructors are not school employees, they are contractors. School staff will assist with the following:

1. Provide Instructors with a list of students eligible for driver education or still requiring driver education.
2. *Occasionally* assisting the instructor get drivers if a scheduled driver is unable to drive.
3. Ensure that marks from the instructors are given to the schools by June 15<sup>th</sup> and upload those marks onto the student transcripts.
5. The school principal will communicate with the driver instructor to verify the schedule and process of school and student communication is satisfactory. The principal will post the instructor's prepared schedule.