



# KANSAS STATE DEPARTMENT OF EDUCATION

FISCAL AUDIT SECTION

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## DRIVER'S EDUCATION AUDIT GUIDE

2013-14 PROGRAMS AUDITED IN FY15

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### PURPOSE OF AUDIT

Schools receive funds for reimbursement of driver education and motorcycle education programs. The audit is conducted to verify that all students claimed have successfully completed all requirements to be eligible for reimbursement. "Driver Education" means a course designed to teach novice drivers the components of basic automobile operation. "Motorcycle Education" means a course designed to provide drivers with skills needed to operate a motorcycle.

### DRIVER EDUCATION AUDIT STEPS

1. Available in the Audit Materials folder on the Project Drive, will be a Driver Education Reimbursement sheet listing the names of all students the district is requesting reimbursement for. From this sheet you must verify the following;
  - a. Each student listed has successfully completed the approved Driver's Education program. To successfully complete a driver's education program, the student must:
    1. Complete all classroom modules with a grade that meets or exceeds the district's approved level of completion. A classroom competency sheet should be available for each student in the program showing the required level of completion, the student's actual score and the instructor's signature for each competency. Back up material should be available which would include the actual test sheets used in the program. The auditor should test this process to be sure that the actual test score had been transferred correctly to the summary sheet. **(In FY04, Joan Peterson determined that only one signature is required at the bottom of the classroom competency sheet.)**
    2. Complete all behind-the-wheel (BTW) competencies with a grade that meets or exceeds the district's approved level of completion. A BTW competency sheet should be available showing each competency, the required level for completion, the date of the students successful completion of said competency, and the instructor's signature.
    3. Any student who does not successfully complete the approved program should not have been included on the claim. A student may start a driver education program in one year and complete it in the next year. The student should not be put on the claim until the course has been successfully completed.

- b. Each student was at least 14 years of age prior to beginning the behind-the-wheel instruction. A 13-year-old student may participate in the classroom portion of the program, but is not allowed “behind-the-wheel”. If the student started BTW prior to his/her 14<sup>th</sup> birthday, the student should be deleted from the claim.
- c. The course shall be scheduled for not less than seven (7) days. If the course was not scheduled for 7 days or more, all students should be deleted from the claim.
- d. Each student must not have completed the class in less than 7 days. If an individual student completes the class in less than 7 days, that student should be deleted from the claim.
- e. Count the number of students on the claim and reconcile that figure with the total number paid, which should appear on the upper right corner of the first page of the claim.
- f. **VIRTUAL DRIVER EDUCATION** has the same requirements in regards to classroom competencies. The classroom portion of the course may be completed on-line except the final test, which must be completed in person with a certified instructor. The school may make available paper copies of tests or make available to the auditor access to the computer system whereby each student’s individual test can be reviewed.

## **REPORTING REQUIREMENTS**

Using the current USD write-up, locate the Driver Education tab. On the Driver Education sheet, the auditor must:

- A. Enter the number of students claimed for Driver Education.
- B. Enter the name of any student for which an exception has been made.
- C. Enter which driver education program the exception is for. (D is for regular driver education, M for motorcycle education.)
- D. Enter a 1, for additions or –1 for deletions to the claimed number.
- E. State the reason for the exception.
- F. Verify that the audited number of reimbursable students is correct.

## **MOTORCYCLE EDUCATION**

Motorcycle instruction shall be offered to students who are fifteen (15) years of age or older.

Each course shall include a minimum of twenty (20) hours (1200 minutes) of instruction, which shall include not less than eight (8) hours (480 minutes) of classroom instruction. All students must have an average of not less than six (6) hours (360 minutes) of behind the bar instruction per student. If on-the-street instruction is offered, students shall not exceed one hour of on-street instruction per day, except that one instructional period in each program may be extended to a maximum of two hours.

No program shall have more than twelve (12) students per instructor for off-street instruction or more than six (6) students for on-street instruction.

Average computation is accomplished by taking the amount of time all students are behind the bar and dividing by the number of students. The result must equal or exceed 300 minutes. If the result is less than 300 minutes make an exception of the student with the least amount of time, recalculate the Drivers Education Audit Guide FY15

average. Continue removing students until the remaining student's average is equal to or exceeds 300 minutes.

Students are to have completed an approved course in driver education or hold a valid motor vehicle operator's license prior to enrollment. (On October 16, 2008, Joan Peterson informed the audit staff that this is being checked by the school and the Kansas Department of Revenue, so the audit staff is not required to verify licensure.)

## **AUDIT STEPS**

1. Validate classroom instruction time.
2. Validate range driving time.
3. Validate behind the bar time.
4. Ensure that all students enrolled in a Motorcycle Education course are fifteen (15) years of age or older when the course starts.
5. Ensure that all students have received the minimum of twenty (20) hours (1200 minutes) of instruction and that at least eight (8) hours (480 minutes) were of classroom instruction and that the average behind the bar instruction for all students is six (6) hours (360 minutes).
6. Ensure that each student has "successfully" completed the motorcycle skill test prior to on-street driving.
7. Verify that no student received more than one hour of on-street driving in each day of instruction (can exceed 1 hour but not more than 2 hours on only one day).

## **REPORTING REQUIREMENTS**

Using the current USD write-up, locate the Driver Education sheet. On the Driver Education sheet, the auditor must:

- A. Enter the number of students claimed for Motorcycle Education
- B. Enter the name of any student for which an exception has been made.
- C. Enter which driver education program the exception is for. (D for regular driver education, M for motorcycle education.)
- D. Enter a 1, for additions or -1 for deletions to the claimed number.
- E. State the reason for the exception.
- F. Verify that the audited number of reimbursable students is correct.

## **ADVANCED DRIVING SKILLS**

Currently there are no Driver Education II programs offered in Kansas, the program and audit requirements are listed below for reference purposes in the event a program is offered in the future.

Advanced Driver education programs shall be offered to students who are sixteen (16) years of age or older.

Each course shall include a minimum of twenty-four (24) hours (1440 minutes) of instruction, which shall include not less than eight (8) hours (480 minutes) of classroom and all students must average not less than six (6) hours (360 minutes) of behind the wheel instruction.

Average computation is accomplished by taking the amount of time all students are behind the wheel and dividing by the number of students. The result must equal or exceed 360 minutes. If the result is less than 360 minutes make an exception of the student with the least amount of time, recalculate the average. Continue removing students until the remaining student's average is equal to or exceeds 360 minutes.

1. Validate classroom instruction time.
2. Validate range driving time.
3. Validate behind the wheel instruction time.
4. Ensure that all students enrolled in an Advanced Driver Education course are sixteen (16) years of age or older when the course starts.
5. Verify that all students have either completed an approved course in driver education or hold a valid motor vehicle operator's license prior to enrollment.
6. Ensure that all students have received the minimum of twenty (24) hours (1440 minutes) of instruction and that at least eight (8) hours (480 minutes) were of classroom instruction and that the average behind the wheel instruction for all students is six (6) hours (360 minutes).
7. Verify that no student received more than one hour of on-street driving in each day of instruction (can exceed 1 hour but not more than 2 hours on only one day).

## **REPORTING REQUIREMENTS**

- A. Enter the number of students claimed for Driver Education II.
- B. Enter the name of any student for which an exception has been made.
- C. Enter which driver education programs the exception is for. (D for regular driver education, M for motorcycle education.)
- D. Enter a 1, for additions or -1 for deletions to the claimed number.
- E. State the reason for the exception.
- F. Verify that the audited number of reimbursable students is correct.

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[Return to Top](#)