



**AUDIT GUIDE**  
**DRIVER'S EDUCATION – MOTORCYCLE EDUCATION**  
2019-20 programs, audited in FY21

**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, is a list of all students each district is requesting reimbursement for. From this sheet the auditor 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. If a summary sheet is used to list each student's scores then back-up material must be made available, including the actual test sheets used in the program. The auditor should check to ensure that the actual test score had been transferred correctly to the summary sheet. It is KSDE policy 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 student's 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 to KSDE. A student may start a driver education program in one year and complete it in the next year. However, the student should not be included on the claim to KSDE until the course has been successfully completed.
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- b. Each student was at least 14 years of age before 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 (BTW)." If the student started behind-the-wheel before his/her 14th 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. The number of students on the claim should reconcile with the total number paid.
  - 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 give the auditor access to the computer system whereby each student's individual test can be reviewed.

### REPORTING REQUIREMENTS

Using the current USD audit write-up, locate the Driver Education tab. Once there, the KSDE 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.

## MOTORCYCLE EDUCATION

Motorcycle instruction shall be offered to students who are fifteen (15) years of age or older. [Note: 15 years of age means 15 years of age; there is no provision in state law that allows a Kansas student who is younger than 15 years of age to complete the classroom portion of motorcycle education.]

Each course shall include a minimum of twenty (20) hours (1200 minutes) of instruction, which shall include no less than eight (8) hours (480 minutes) of classroom instruction. All students must have an average of no less than six (6) hours (360 minutes) of behind-the-bar instruction per student. If on-street driving instruction is provided, 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. (What does this mean? As shown below in audit steps, KSDE audit will verify that each motorcycle education student received no more than two hours of motorcycle instruction (including on-street driving) in any one day of instruction.)

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.

Calculating average behind-the-bar instruction per student: To calculate the average behind-the-bar instruction per student, total the amount of time all students are behind-the-bar and divide by the total 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 and recalculate the average. Continue removing students until the remaining students' average is equal to or exceeds 360 minutes.

Students are to have completed an approved course in driver education or hold a valid motor vehicle operator's license prior to enrollment. (Note to KSDE auditors: As of October 2008, this is being checked by the school and the Kansas Department of Revenue, so KSDE audit staff do not need to verify that each motorcycle education student holds a valid Kansas driver license.)

## 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 students received no more than two hours of on-street driving in any one day of instruction.

## REPORTING REQUIREMENTS

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

- A. Enter the name of any student for which an exception has been made.
- B. Enter which driver education program the exception is for:  
(D for regular driver education, M for motorcycle education.)
- C. Enter a 1, for additions or -1 for deletions to the claimed number.
- D. State the reason for the exception.

***An Equal Employment/Educational Opportunity Agency***

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*KSDE General Counsel, 900 SW Jackson, Topeka, KS 66612 785-296-3201*

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