

## Instructions for "Application for Reimbursement for Driver Education Program"

The following instructions are numbered to match items on the application. Cost incurred in conducting a driver education program for students who completed this course during the fiscal year ending June 30, should be included. The Application for Reimbursement form must be signed by the Driver Education Program Authorizing Official (i.e. DE Coordinator, superintendent, etc.) of the public provider. Rubber stamp signatures are not acceptable.

All on-line student data information must be entered by the public provider(s) no later than **July 15th**. All Application for Reimbursement forms must be received by Oregon Department of Transportation (ODOT), Transportation Safety Division (TSD) by **August 1st**.

If the Driver Education Program is contracted out, it is up to the contracted vendor to give the cost information to the public provider. After review and signature by the public provider, it is the public providers' responsibility to submit the form to TSD. Also attach a copy of the contract for the contracted services.

**When filling out your Application for Reimbursement: Please follow the directions completely and fill in all areas of the form.**

**1. Number of Students:** Enter the total number of students having completed the minimum hours of instruction (30 hours of classroom, 6 hours of practice driving, and 6 hours of practice driving observation) by June 30. Failing students must be given the 30/6/6 course in order to be eligible for reimbursement.

**2. Salaries:** Include **only** the salary costs involved in providing the driver education program for the number of students claimed in the Application for Reimbursement.

- a. Portion of salary cost chargeable to Classroom phase
- b. Portion of salary chargeable to Behind-the-Wheel phase
- c. Portion of salary chargeable to administration of program

### Breakdown of Salary Item

Items 2a through 2c on the Application for Reimbursement form are to be used to show a salary breakdown in dollars for Classroom instruction, Behind-the-Wheel instruction (including simulation phase), and Administration of the driver education course for those students reported on Line 1 only. Please round all figures to the nearest dollar amount. **Note:** Take precautions to report salary costs on the correct line. BTW expenses normally exceed classroom expenses.

### The following procedures should be followed in calculating the salary:

- Personnel benefits may be added to the salary item. These include contributions made to the employees' retirement funds, social security taxes, and workers' compensation, and should be charged in the same proportion as the basic salary.
- Begin with the annual salary amount for the driver education instructor.
- For an instructor who teaches driver education and other courses, compute the fraction of salary chargeable to driver education. The fraction of salary chargeable to driver education is the number of driver education courses taught divided by the total number of courses taught.

**Example (a):** For an instructor assigned three trimesters of driver education and nine other trimester courses, charge 3/12 of the total salary.

**Example (b):** For an instructor assigned two block sessions of driver education and four other block courses, charge 2/6 of the total salary.

**Example (c):** For an instructor assigned five semesters of driver education and seven additional semester courses, charge 5/12 of the total salary.

- For an instructor who teaches driver education as part of another course, charge the portion of instruction devoted to the driver education course only.

**Example:** A health instructor teaches the 30-hour Classroom component of driver education as part of a 1 credit (year-long) health course. Assuming 180 teaching days, this amounts to 30/180 or 1/6 of the instructor's salary for each health course that is chargeable to driver education.

- Salary for Administration of driver education program can also be included, (i.e., preparing for driver education course, entering student information on-line, etc.).

### **3. Vehicle Expense:**

**a.** Lease or rental of training car: The full amount may be claimed unless there is an extra charge for non-driver education use of the car. Show the number of cars involved.

**b.** Public provider-owned automobile(s): Such equipment is to be depreciated on a five-year schedule; i.e., show 20 percent of the purchase price each year until the full cost has been depreciated.

### **4. Car Insurance:**

The full amount should be reported except in special cases; e.g., if a public provider-owned driver education car is also used for other purposes and the premium is higher because of the non-driver education use of the car, an appropriate adjusted insurance cost should be entered. Show the total number of cars involved.

### **5. Car-operating Expenses:**

Only those expenses incurred during the driver education program are reimbursable, i.e., gas, oil/oil changes, repairs, tires, windshield wipers.

### **6. Instructional Materials:**

Textbook cost should be shown on this line, but only if the texts are furnished at public provider expense. The cost may be claimed in full or depreciated over a five-year period at the option of the public provider; please indicate which procedure is being followed by using an appropriate notation on the claim; e.g., "in full," or "20 percent".

### **7. Non-salary Administrative Costs:**

This includes driver education advertising, mailers, postage, building rental, vehicle cell phone basic charge, memberships, dues, staff training, etc.

### **8. Total Driver Education Cost:**

Enter the sum of items 2 through 7.

## **9. Tuition:**

Line 9 is now linked with the Schedule 3417 Income Summary (page 2). Fill out the Income Summary completely. The top portion allows you to list a breakdown of the tuition rates you charged and how many students paid at that rate. The fillable form should automatically total the lines for you.

The next section of the Schedule allows you to enter the income received through additional fees. Enter the amount of the fee, and the total dollar figure of all fees collected and retained. Use an additional sheet if needed to break down the different fees charged or scholarships given per student. Do not include course deposits that have been refunded, or partial payments. The grand total on the Schedule will automatically transfer to Line 9 of the Reimbursement form if you are using the fillable format.

**Note:** If Driver Education services are contracted out, the provider is responsible for collecting tuition. **Tuition must not be collected through contracted vendors.**

Also, ORS 339.141 permits public providers to charge tuition for driver instruction programs which are not part of the regular school program. All such fees must be reported on item 9.

**10. Total Driver Education less Tuition:** Line 8 minus Line 9

**11. Total with profit (Line 10 plus 12%):** Line 11 only applies to commercial drive schools.

**12. Average Cost per Pupil:** Divide Line 10 by Line 1.

Once the Application for Reimbursement form is entirely complete and signed, Fax to (503 986-3143), or e-mail a copy to Shari.C.Davis@odot.state.or.us. If you mail the original forms, please address to ODOT-TSD, Attn: Shari Davis, 235 Union Street NE, Salem, OR 97301-1054.

## **Additional Information:**

The reimbursement rate is based on up to \$210 per student. The intention of the reimbursement is to lower the cost of tuition so that more students may be able to participate in a driver education program. Please note that the rate of \$210 is calculated against the actual cost to provide driver education. If your costs per student are less than \$210 per student, you will be reimbursed at cost. If your costs per student exceed \$210, you will be reimbursed at the rate of \$210 per student.

For Public Schools who provide driver education, the reimbursement cycle runs from July 1 to June 30 each year. Eligible courses (Classroom and Behind-the-Wheel) must be completed by June 30. If the course completion date is after June 30, the students should be included in the next years' reimbursement cycle: July 1 – June 30.

**The provider is not eligible for student reimbursement if the student received their license prior to completion of the driver education course.**

**The provider is not eligible for student reimbursement if the student turned 18 prior to completion of the driver education course.**

Students must be residents of Oregon. Driver Education programs from other states are not recognized and cannot be included in the student count for reimbursement. To be eligible, the entire course must be taken in Oregon.

On-line student data information (SDES) must be entered by **July 15** for courses **completed** by **June 30**.

**Each application must be supported by electronic submission of student information on-line at: <http://www.oregon.gov/ODOT/TS/de.shtml> by July 15. This is the responsibility of the provider. If Driver Education services are contracted out, the contracted vendor can not do the on-line entry. This is the same with all required forms; all forms need to come from the contracting provider, not the contractor. The provider will have to work with the contractor to complete the required forms. Communications and submittal of required forms to TSD also needs to be with the providers, not the contracted vendor.**

Please keep in mind: when contracting driver education training the contracting provider is still responsible to be the contact for TSD, not the contractor. Also, all forms and entry of eligible students must be done by the contracting provider, not the contractor.

For questions or concerns, please contact:

Shari Davis  
Driver Education Program  
ODOT - Transportation Safety Division  
235 Union Street NE  
Salem, OR 97301-1054  
Phone: 503 986-4291  
[Shari.C.DAVIS@odot.state.or.us](mailto:Shari.C.DAVIS@odot.state.or.us).

For additional Transportation Safety information, please check out our website at:  
<http://www.oregon.gov/ODOT/TS/> there is Driver Education there or at:  
<http://www.oregon.gov/ODOT/TS/de.shtml>.