



# Driver Education Program News

ODOT - Transportation Safety Division

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## The Driver Education Program Team

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## Inside This Issue...

1	Driver Education Program Update
2	Housekeeping 101
3	"WhyDriveWithEd.com" Update
4	New Forms ☺
5	Compliance Corner with Mary
6	Traffic Safety Artwork from Julie Yip
7	A Message from the DEAC Chair

## Driver Education Program Update

William A. Warner, Manager - ODOT-TSD Driver Education

**S**o, there I was working on the March 2015 newsletter "here and there"; oftentimes more "there" than "here" ☺ but thinking about all the changes and improvements in driver education in the last couple of months. Well, let me tell you how surprised I was when I looked up and we were only days away from July!!



**E**ven though some the recent events are not "new" they are still big and important. The vast majority of this newsletter will be to address "new" and "re-new" stuff and we'll try really hard to make sure you get it. There are a couple of cool things to show you too as we move through this e-Newsletter, so hang on to your hats!

**P**rogress is steady but slow in the DE program transition. We are several months A.S. (after Shari) and still figuring some things out. Luckily, our office has hired a really sharp administrative assistant and we're able to use her in between her other assignments. Jody is very efficient and is helping me with the transition. That being said, there are a couple of things that need to change in how we do our process here in the state office. Don't worry, we'll be patient... as patient as you have been during this transition (and YES you have been patient ☺).

**T**hat means we're going to start with some wise pearls of wisdom for the providers and those people who do most of the administration of the programs in your school. We have some big ticket items that you are all going to like and a couple of housekeeping things that, well, just need to get done. Ready? Let's go!

(By the way, did you notice that the drop caps spell something? Next issue will reveal something pretty big!)

## I. Setting up Courses in SDES

When you go into SDES, choose a course name that is short and easy to recognize. Examples of course names that cause us great grief are “Second course at Hickville because the first one got shut down by the Fire Marshall” or “Small-ville 100 – 456 DMP – 300 EVY – 001” or the dreaded “Classicopolis Central Intermediary School Annex.”

We have to enter, verbatim, what you have entered to get the new “IDCentre” software to find your course and narrow down the 26 teens (out of thousands in the system) that we need to send to the printer. And remember, we now have administrative help, which only tries a dozen times or so before they give up and go screaming into the hills.

Instead, may we offer a simple convention by which to name names. . .

Malheur ESD is one provider that has “nailed it” with a simple “**Season – Year – Location**” formula. In the “*Course ID*” they place the season and year and in the “*Course Name*” they put the location. It is a very simple but hugely effective process for us to find them when we need to!

If you teach many courses in one location, that might get a little problematic, but our friends at ODEC have figured out by adding a date to the above formula, they can keep it straight and we can still find the course for completion cards or reimbursement.

Using Roman numerals also makes it easy for us to find the course(s) in question when we need to.

Hello everyone,  
Here is the list of our new classes:  
Village Home (VH - Summer 2015) - 17 students  
St. Mary's (St.Ma - Summer 2015) - 15 students  
Gresham (Gresham-1 Summer 2015) - 17 students  
Central Catholic (CCHS - Summer 2015) - 14 students  
Sandy HS (SH-1 Summer 2015) - 21 students  
Thanks,

In fact, here is a perfect example of what we would like to see when you let us know you need certificates... Thanks Steve! (Pacific Driver Ed)

I hope I have made a very clear proposal for future course insertions. The ones that we can find get cards faster and, in the end, get reimbursed faster. Questions? Feel free to give me a call. I would be happy to go over options with you. ☺



## II. Certificate's for Teens that will Complete Coursework

When you ask for certificates, there is a format that we need from now on. Remember, we are delegating to administrative staff that is not dedicated so we can't expect anything but short term assistance each time. When you ask for certificates after you enter the new batch of students in SDES...

1. Send an email to [ODOTDEMail@odot.state.or.us](mailto:ODOTDEMail@odot.state.or.us) (If you send it to Mary or I and we're not in, the other doesn't know there is a request.) We can both see this email account and you're more likely to get a timely response.
2. In the email, in the subject line say “Certificate Request”
3. In the body of the email, keep it simple. We really only want two or so items in the request...
  - a. **Name of the course** (see above), and
  - b. **How many students** you expect us to find when we look in that course.
4. If you expect us to find 39 teens and we only find 37, there could be qualification issues with 2 of your teens and don't you want to know sooner rather than later?

### III. Re-prints or Re-Issues of Certificate's

When you ask for re-prints or re-issues, you can follow the same format for the email as for the original orders. The only difference is we may no longer be able to see your courses if you have already been reimbursed (The system moves the course into archives). So, we need at least *two* of the following (in order of importance) for each student you are requesting. . .

1. Actual "*IDCenter*" certificate number (our favorite) which is the red control number on the certificate.
2. Their permit number
3. Course completion date
4. The student's full name.

As of this newsletter, we are completely out of the paper certificate business, so if you get a request for a replacement, you can issue a letter or certificate from your school instead. DMV won't accept any completion certificates (paper or plastic) after 2 years.

## WhyDriveWithEd.com Update

**Driver Ed Wants You!**

Oregon's Driver Ed is looking for adults who have a passion for helping their communities to become safer. Become an ODOT-approved Driver Ed instructor!

### Why Teach with Ed?

Every year, thousands of Oregon's teens become new drivers. And every year, motor vehicle crashes are the No. 1 cause of death for teens aged 15-20. That's tragic. But it's also preventable. Studies show teens who successfully complete a driver education course in Oregon greatly reduce their chance of being in a fatal crash, and have fewer traffic convictions and suspensions.

**Here's the challenge:** Oregon is facing a statewide shortage of ODOT-approved driving instructors. Fewer instructors mean more teens on the road without access to proper training, skills development and practice. And that affects everyone. After all, safer drivers lead to safer roads.

**It's time for action!** Become an ODOT-approved Driver Ed instructor! Here are some great reasons to teach with Ed.

- CAREER INSPIRE**
- BE THE HERO**  
ODOT-approved driving instructors literally **save lives** in their communities.  
*\* Cape and tights optional!*
- GIVE PARENTS A HAND**  
Teens taught to drive solely by their parents are nearly **three times more likely** to be involved in serious crashes than those taught by professionals.
- FIND YOUR INNER ED**  
You'll gain valuable **teaching skills** and classroom management experience to further your career.
- MAKE A LITTLE DOUGH-RE-MI**  
Becoming an ODOT-approved Driver Ed instructor is a nice way to some extra income. What's more, **tuition is free of charge** for Oregon residents.
- TAKE THE CREDIT**  
Are you a teacher looking to renew your license? **Graduate-level academic credit** is available.
- EASE ON DOWN THE ROAD**  
With a simple registration process, online and hands-on instruction, and **less than nine weeks** to complete, getting your certification is easy!
- ENJOY YOURSELF (LOL, IMHO)**  
Interacting with teenagers can be highly rewarding and fun. Plus, you can **impress your friends** with words like *settle*, *clutch* and *fuspizzle* (we made that one up.)
- MAKE A DIFFERENCE**  
You'll help teens develop lifelong **safe driving habits**. Now that's a job that can make anyone proud.

**GET STARTED** **FIND OUT MORE\***

Oregon DMV Teen Driving | Getting a Permit | Oregon Graduated Driver Licensing Laws | Contact Us

Oregon's resource for everything Driver Ed © 2015 Oregon Department of Transportation

PHASE THREE of the three year advertising campaign began last month as we moved from the teen pages on [www.whyclivewithed.com](http://www.whyclivewithed.com) to the instructor recruitment pages, (available in the upper right corner of the main page). Remember that the first year of this campaign we targeted the parents (35-50 year olds) of teens to try and sell the reinvented program.

The campaign includes Facebook and Hulu Plus advertising to ask adults "have you ever thought about teaching teens how to drive?" Primary audience are the moms, dads, relatives, teachers, and other school employees that work with teens every day and don't even realize how close they are to becoming someone who can make a difference in a teen's driving world.

Although we did a lot of research and testing of the concepts in this campaign, if there is something you think would make it more effective, please contact me directly and let's have a chat. The instructor shortage will only rescind if we are more efficient at recruitment and maintenance of support for instructors!

# ANNOUNCING Brand New Forms!

## Reimbursement Form (fillable AND Email submission!)

SHOW INSTRUCTIONS

**APPLICATION FOR REIMBURSEMENT FOR  
DRIVER EDUCATION PROGRAM**

Public Provider  
 Private Provider

For courses beginning on \_\_\_\_\_ and ending by \_\_\_\_\_  
MMDDYYYY      MMDDYYYY      COURSE NAME (AS IT APPEARS IN SDES)

**Provider information**

NAME OF PROVIDER	DRIVER ED COORDINATOR NAME	ALTERNATE DRIVER ED CONTACT
ADDRESS	COORDINATOR PHONE	ALTERNATE PHONE
CITY, STATE, ZIP	COUNTY	E-MAIL ADDRESS

**Driver education contractor information (if applicable)**

NAME OF CONTRACTOR	CONTRACTOR PHONE	CONTRACTOR CONTACT PERSON NAME
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**Reimbursement request overview (Some fields in this section populate automatically from the worksheets below.)**

- Total number of driver education students completing a minimum of 30 hours of instruction, 8 hours of practice driving, 8 hours of behind-the-wheel observation, and 5 hours of supervised home practice: \_\_\_\_\_
- Total driver education costs (from Expense Summary Worksheet): \$0.00
- Total driver education tuition, fees and other income (from Income Summary Worksheet): \_\_\_\_\_
- Total driver education costs less tuition (Line 2 minus Line 3): \$0.00
- Total driver education costs with profit (Line 4 plus 12%; commercial driving schools only): \$0.00
- Driver education cost per pupil (Line 4 divided by Line 1): \$0.00

**Free and reduced scholarship:**

- Amount of individual low-income/no-income scholarship (max \$75 per student): \_\_\_\_\_
- Number of students that qualify: \_\_\_\_\_
- Free and reduced subsidy total amount (Line 7 times Line 8): \_\_\_\_\_

**Adaptive package adjustment:**

- Expense related to geographic/demographic consideration (per pupil): \_\_\_\_\_
- Number of students that qualify: \_\_\_\_\_
- Adaptive package additional subsidy total (Line 10 times Line 11): \_\_\_\_\_

**Certification and submission**

By typing my name in the signature box below, I certify that:

- The information contained in this application is true and correct.
- Any driver education fees collected and retained have been reported on Line 3 of this application.
- No part of this claim has been paid prior to this application.
- A corresponding list of students has been entered electronically in the ODOT Student Data Entry System (SDES).
- The provider's program complies with all applicable requirements in ORS 338.790 to 338.815 and OAR 737-015.
- An assurance form has been submitted for the current year prior to submission of this application.

I agree that typing my name in the signature box and submitting this application from a password-protected official e-mail account is the equivalent of a manual signature for the purposes of this application.

PRINT NAME	TITLE	SIGNATURE	DATE
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After completing the two worksheets below and the fillable fields on this page, click the Submit button to send the application to ODOT Transportation Safety's Driver Education program.

SUBMIT

737-3417 (6/15) Page 1 of 2

**EXPENSE SUMMARY WORKSHEET**

- Teacher salaries chargeable to driver education, prorated from total salaries
  - Classroom teacher (personnel costs, benefits, and other costs)
  - Behind-the-wheel teacher (personnel costs, benefits, and other costs)
  - Administrative costs (personnel costs, benefits, and other costs)

Salary expenses, Expense Subtotal 1: \_\_\_\_\_

- Vehicle expenses
  - Lease or rental costs of training car(s)      Number of cars: \_\_\_\_\_      Total costs for this claim: \_\_\_\_\_
  - Insurance costs for all vehicles used for this claim
  - Vehicle (complete a line for each vehicle used in driver education; click "+" to add a line)

	VEHICLE REFERENCE OR NAME	VEHICLE YEAR	PURCHASE DATE	DEPRECIATION COST THIS VEHICLE
1				

Vehicle expenses, Expense Subtotal 2: \_\_\_\_\_
- Instructional materials and equipment expenses
  - Instructional materials and equipment (course texts, CDs, notebooks, computers, etc.)

Instructional materials and equipment expenses, Expense Subtotal 3: \$0.00
- Administrative and non-salary expenses
  - Advertising and memberships (can include corporate and individual memberships in associations)
  - Facility rental
  - Conference attendance expenses (not covered through other means; i.e. WOU for PacNW)
  - Supplies (paper, office supplies, photocopying services, etc.)
  - Other expenses (bank fees, professional fees, internet and web site, other non-salary items)

	DESCRIBE EXPENSE	COST
1		

Administrative expenses, Expense Subtotal 4: \_\_\_\_\_

**Expenses Total: \$0.00**

**INCOME SUMMARY WORKSHEET**

It is important that you show reduced tuition in the "Tuition Amount" box for those students who have accessed the free and reduced subsidy. Example: You normally charge \$250 per student, and 7 students used the subsidy; your sheet should show 7 students at \$175 and the rest of the students at \$250.

- Tuition
 

	TUITION AMOUNT	NUMBER OF ENROLLMENTS	TOTAL
1			

Tuition income, Income Subtotal 1: \_\_\_\_\_
- Fees
 

	FEES COLLECTED	AMOUNT
1	Missed class fees	
2	Lab fees	
3	Book fees	
4	Other fees	

Fees income, Income Subtotal 2: \_\_\_\_\_

**Income Total: \_\_\_\_\_**

737-3417 (6/15) Page 2 of 2

This is the next evolution of the reimbursement form, the final one before we make the jump to online fillable directly into SDES! Of course, that is a long way away, but in the meantime, we have this shiny new form to use. The form is an Adobe fillable format so it gets as big as you need it to or stays down to just 2 pages total! PLUS there is an instruction balloon you can click on and help comes up immediately in the form of a big yellow balloon!

Also new, the ability to send the form securely through your email account to ODOT. This should speed up things quite a bit as we'll be receiving the documentation electronically and not have to un-staple, scan, re-staple documents and send to fiscal for processing.

One of the best parts is that you can leave the form on your desktop and use it as a template for future reimbursement requests. Eventually we will get to the place where you can upload directly into SDES, but for now, an automatic email to [ODOTDEMail@odot.state.or.us](mailto:ODOTDEMail@odot.state.or.us) seems pretty nifty.

Want to play? It's already on the website under "forms" on the Providers page. ☺

<http://www.oregon.gov/ODOT/TS/docs/DE/3417%20DE%20Reimbursement%207-2015.pdf>

AND THE NEW ASSURANCE FORM IS ALSO ON THE WEB! It needs one more tweak But is good to go for now. Remember every January 1, a new form is due with that calendar year's date at the top (i.e. 2015, 2016 etc.) There are still a few of you who have not submitted your 2015 form! Please wrap that up and get it to us immediately.

<http://www.oregon.gov/ODOT/TS/docs/DE/3420%20Assurance%20draft062515x.pdf>



## Compliance Corner with Mary DeFerrari

DE Program Coordinators: Let's build our toolboxes!

Some of you have seemed surprised when I've asked permission to share one of your program ideas. You often respond, "This isn't anything special..."

The fact is, the **little ideas are often the most useful.**

We'd love to share your solutions, big or small, during a workshop this fall. And, we'd like YOU to pick up some ideas from your peers.



Here is how to participate:

**Tell us your solution to a problem**, such as an important statement you print on a mailer, a policy that results in 100% turnout at parent meeting, your solution to getting instructors to turn in course paperwork completely and on time, or the way you track vehicle maintenance

Send your idea to me by **July 8<sup>th</sup>**, briefly explaining how it works and what it solves.

Then, if you can, attend the workshop to learn from others!

The workshop will be presented Saturday, October 10<sup>th</sup>, as part of the ODTSEA fall conference, in Newport. Watch <http://odtsea.org/> for registration information.



*Mary DeFerrari*

Quality Assurance Specialist  
Driver Education Program

## Traffic Safety Artwork with Julie Yip

Julie is our "Bike – Ped" Program Manager and, if you can't already guess, she is pretty busy! Even with her schedule, however, she can still get cool stuff printed up and she told me it's available for any DE teacher to use. They will be on her website.

<http://www.oregon.gov/ODOT/TS/Pages/pedestrian.aspx#Media>



Thanks Julie!!! ☺

## A Message from the DEAC Chair...

The Driver Education Advisory Committee met at ODOT on June 11 to discuss many of the Driver Ed hot topics included in this newsletter. After a long search for an at-large member, we have a strong candidate and should have that person in place for the next meeting. Notes of special interest:

- Amanda Beckner (formerly Franks) ended her term as Community College member and has become the committee's liaison for Chemeketa Community College instructor online continuing education. A special "Best Wishes!" goes out to Amanda and her new husband!
- Ryan West, also of Chemeketa Community College is the new Community College member.
- Steve Lents of Pacific Driving School was approved for another 3-year term as a Commercial School member.
- Jon Congdon of Reynolds High School was approved for another 3-year term as a Public School/ESD member.
- Lt. Jeff Lewis of OSP is the new Enforcement Liaison.

It's an honor to work with such a dedicated group of professionals.

Please don't hesitate to get in touch with any of [our members](#); we're here to help!

Have a great and SAFE summer,

Dawn Davis

## Some FINAL Thoughts from Bill...

**S**o, we have a little space at the end of this humongous newsletter, and since Ed hogged much of it, I wanted to say a couple of things before you go. . .

**T**hanks to each and every one of you who took the time to read this newsletter...

- ☺ We know it takes extra work sometimes to continue to be an approved provider. Thank you.
- ☺ For those that care about their clients and call us (again and again) with "what if" questions about the Free and Reduced subsidy. Thank you.
- ☺ To those of you who re-submit stuff when we ask without a lot of grumbling. Thanks.
- ☺ Raise your hand if you've ever been locked out of SDES. We have too. Thanks for hanging in there.
- ☺ For the late hours, seemingly ungrateful teenagers, and impatient parents. Thank you.
- ☺ For that one student that just doesn't get it, thanks for your patience.
- ☺ For 90° days and cars with little or no air conditioning. Thank you.
  
- ☺ Well, you get the idea. Thanks.

Until next month,

**Bill** 

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<http://www.oregon.gov/ODOT/TS/Pages/de.aspx>

[www.WhyDriveWithEd.com](http://www.WhyDriveWithEd.com)