



Contracting with Private Company

Guidance for Districts/Schools

Guidance is directly from the [Idaho Public Driver Education Program Manual](#) (pg. 28-29)

CONTRACTING WITH PRIVATE COMPANY

Public districts/schools may contract with a private driving company to provide driver education program. To qualify for reimbursement, the district/school must have a written contract with the private driving school and an approved Annual Program Plan (APP).

Contract requirements

- Must be renewed annually
- Specifies the responsibilities of each party
- Must be submitted with district's/school's APP for approval

District's/school's responsibilities

- APP is submitted thirty (30) days prior to program starting. Contract between private driving company and district/school must be submitted with APP.
- Ensure the contractor is teaching content that meets or exceeds the Idaho State Board of Education approved Public Driver Education Content Standards and Benchmarks.
- Ensure the contractor has a valid license issued by the Division of Occupational and Professional Licenses.
- All record keeping and required reporting to the Idaho Department of Education must be completed by the district/school.
- All student records are the property and responsibility of the district/school.
- Ensure all private driving company instructors contracting with public school who have unsupervised contact with students have a current criminal history check on an official fingerprint card on file at the Idaho Department of Education.
- Districts/schools also are responsible for cross-checking all private driver education instructors working as contractors for the district/school against the statewide sex offender registry.