



Illinois State Board of Education

100 North First Street, N-242
Springfield, Illinois 62777-0001

DRIVER EDUCATION - COMMERCIAL DRIVER TRAINING SCHOOL CONTRACT REPORTING FORM

STANDARDS AND INSTRUCTION DEPARTMENT

INSTRUCTIONS: The Driver Education – Commercial Driver Training School Contract Reporting Form *must be submitted via email annually by August 31* to ILTeachTalkLearn@isbe.net. Please note that an original “wet” signature is required from the District Superintendent.

1. REGION, COUNTY, DISTRICT, TYPE CODE	8. IL SEC OF STATE LICENSED COMMERCIAL SCHOOL <input type="checkbox"/> Classroom Only <input type="checkbox"/> Behind-the-Wheel Only <input type="checkbox"/> Both	
2. DISTRICT NAME		
3. DISTRICT ADDRESS (Street, City, State, ZIP Code)	9. NAME OF COMMERCIAL DRIVER TRAINING SCHOOL	ISOS LICENSE NUMBER
4. SCHOOL YEAR _____ <input type="checkbox"/> New <input type="checkbox"/> Renewal	10. TRAINING SCHOOL ADDRESS (Street, City, State, ZIP Code)	
5. CONTRACT DATE WITH COMMERCIAL DRIVER TRAINING SCHOOL (mm/dd/yyyy) ____/____/____	11. NAME OF COMMERCIAL DRIVER TRAINING SCHOOL INSTRUCTOR	
6. PUBLIC HEARING DATE (mm/dd/yyyy) ____/____/____	12. ISBE ILLINOIS EDUCATOR IDENTIFICATION NUMBER	
7. DISTRICT WEBSITE ADDRESS	13. DATE OF BIRTH (mm/dd/yyyy)	14. DRIVER LICENSE NUMBER

Name of District Superintendent (Print or Type)

Date

Original Signature of District Superintendent

General Instructions

1. Review the statutory language and driver education personnel requirements at the end of this document.
2. Complete this form along with any supporting documentation and return to:
Illinois State Board of Education
Standards and Instruction Department, N-242
100 North First Street
Springfield, IL 62777-0001
Telephone 217-782-4322 if you have questions regarding the form or instructions.

Detail Instructions

1. Enter the school district region-county-district-type code.
2. Enter the school district name.
3. Enter the school district central office address.
4. Enter the school year. Indicate whether this is a new commercial driver training school contract or a renewal.
5. Enter the contract date with the commercial driver training school.
6. Enter the public hearing date (mm/dd/yyyy).
The public hearing shall be held at a regular or special school board meeting prior to entering into a contract with the commercial driver training school.
7. Enter the district website address where a copy of the contract agreement with the commercial driver training school can be accessed. If the district does not maintain an internet website, enter "not applicable" and attach a copy of the final contract.
8. Indicate if the contract is for Classroom Only, Behind-the-Wheel Only or Both.
9. Enter the name of the commercial driver training school licensed by the Illinois Secretary of State <http://www.cyberdriveillinois.com> and the schools' Secretary of State assigned license number.
10. Enter the commercial driver training school address.
11. For each instructor assigned to teach students, enter the name of the commercial driver training school instructor(s).
12. Enter the instructor's State Board of Education Illinois Educator Identification Number (IEIN).
13. Enter the instructor's birth date (mm/dd/yyyy).
14. Enter the instructor's driver license number.

Instructors must meet ISBE licensure requirements per 23 IL Admin Code 252.40 Driver Education Personnel Requirements. A school district shall notify ISBE of any changes in the personnel providing instruction either:

- (i) within 15 calendar days after an instructor leaves the program or
- (ii) before a new instructor is hired.

The district shall post a copy of the final contract between the district and the commercial driver training school on the district's Internet website. The instructor's date of birth and driver's license number and any other personally identifying information as deemed by the federal Driver's Privacy Protection Act of 1994 must be redacted from any public materials. If no Internet website exists, then the school district shall make available the contract upon request.

15. Print the name of the district superintendent along with a date and original signature.

Statutory Overview – Contracting with a Commercial Driver Training School

Public Act 100-0465 (Senate Bill 1947). Enacted on August 28, 2017, the House adopted an amendment to Senate Bill 1947 that changes the process for districts to contract for Driver Education; specifically, a district may contract for either classroom and the practice driving or either one without seeking a formal waiver of Illinois State Board of Education administrative rules.

105 ILCS 27-24.2 Safety Education; Driver Education Course (Relevant Portions)

A school district may offer a driver education course in a school by contracting with a commercial driver training school to provide both the classroom instruction part and the practice driving part or either one without having to request a modification or waiver of administrative rules of the State Board of Education if the school district approves the action during a public hearing on whether to enter into a contract with a commercial driver training school. The public hearing shall be held at a regular or special school board meeting prior to entering into such a contract. If a school district chooses to approve a contract with a commercial driver training school, then the district must provide evidence to the State Board of Education that the commercial driver training school with which it will contract holds a license issued by the Secretary of State under Article IV of Chapter 6 of the Illinois Vehicle Code and that each instructor employed by the commercial driver training school to provide instruction to students served by the school district holds a valid teaching license issued under the requirements of this Code and rules of the State Board of Education. Such evidence must include, but need not be limited to, a list of each instructor assigned to teach students served by the school district, which list shall include the instructor's name, personal identification number as required by the State Board of Education, birth date, and driver's license number. Once the contract is entered into, the school district shall notify the State Board of Education of any changes in the personnel providing instruction either (i) within 15 calendar days after an instructor leaves the program or (ii) before a new instructor is hired. Such notification shall include the instructor's name, personal identification number as required by the State Board of Education, birth date, and driver's license number. If the school district maintains an Internet website, then the district shall post a copy of the final contract between the district and commercial driver training school on the district's Internet website. If no Internet website exists, then the school district shall make available the contract upon request. A record of all materials in relation to the contract must be maintained by the school district and made available to parents and guardians upon request. The instructor's date of birth and driver's license number and any other personally identifying information as deemed by the federal Driver's Privacy Protection Act of 1994 must be redacted from any public materials.

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE A: EDUCATION
CHAPTER I: STATE BOARD OF EDUCATION
SUBCHAPTER g: SPECIAL COURSES OF STUDY

PART 252
DRIVER EDUCATION

Section 252.40 Driver Education Personnel Requirements (Relevant Portions)

- a) Qualifications of Teachers – All persons who teach a driver education course must meet the applicable standards of this subsection (a).
- 1) A driver education instructor who teaches in a public school district shall hold a professional educator license endorsed for the secondary grades and either have an endorsement for safety and driver education or meet the requirements of 23 Ill. Adm. Code 1.730(q) through January 31, 2012. Each individual first assigned to teach safety and driver education on or after February 1, 2012 shall be required to hold a professional educator license endorsed for both the secondary grades and safety and driver education pursuant to 23 Ill. Adm. Code 25.100(k).
 - 2) A driver education instructor who teaches in a nonpublic school is not required to be certified but must hold a baccalaureate degree, or equivalent as determined by the employing school, and meet the requirements of 23 Ill. Adm. Code 1.730(q) through January 31, 2012. Each individual first assigned to teach safety and driver education on or after February 1, 2012 shall meet the course requirements of 23 Ill. Adm. Code 25.100(k).
 - 3) A driver education instructor who teaches in either a public school district or in a non-public school must:
 - A) possess good physical health as determined in accordance with Section 24-5 of the School Code [105 ILCS 5/24-5]; and
 - B) hold a valid driver’s license in good standing that has been issued by the state in which he or she resides. For the purposes of this subsection (a)(3)(B), a driver’s license issued in Illinois shall not be considered valid and in good standing if it is revoked, suspended, expired or cancelled as described in Sections 6-201 through 6-209 of the Illinois Driver Licensing Law [625 ILCS 5/6-201 through 6-209] or if restrictions have been placed on driving privileges through either a restricted driving permit under Section 6-205(c)(1) or a monitoring device driving permit under Section 6-206.1.
 - 4) Additional requirements will not be retroactive as pertaining to those qualified under standards applicable prior to September 1, 1962, so long as they continue to teach driver education in the same district, except in the event the method of instruction has been changed to include simulation and/or multiple-car laboratory instruction. (See 23 Ill. Adm. Code 1.730(q).) The prescribed additional requirements effective July 1, 1969, must be met.