

SHEPHERD HILL REGIONAL HIGH SCHOOL DRIVER EDUCATION PROGRAM

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Covid 19 - Return to Driving Lessons - Action Plan - Updated 6-1-20

All guidelines provided by the Federal and State governments as well as the Registry of Motor Vehicles will be followed. No instructor will be asked to resume lessons until he or she is comfortable doing so. Even though all precautions will be taken, there is no way we can guarantee that an instructor or student will not be exposed to the CoronaVirus. This plan will be reviewed by all driving instructors before submission to the administration for approval. No lessons will resume until administrative approval has been documented.

I. Instructor Responsibilities/Requirements

- A. All Instructors will sanitize all touch points in the interior of the car as well as exterior door handles before and after each lesson. Even before the observing student becomes the driver. Sanitizer and rags will be provided.
- B. All instructors will wear a mask and gloves at all times while conducting driving lessons. Any other protective gear is at the discretion of the instructor.
- C. No instructor will give lessons if he or she is exhibiting any symptoms of sickness. For the safety of everyone, instructors will not allow a sick student in the car.
- D. Instructor will bring his or her own pen to fill out the driving log. A box of pens will be provided as a back up. Any pen from this box used by a student shall be given to the student, sanitized, or put in the trash.
- E. Any issues or concerns will be immediately reported by email to the Director of Driver Education.
- F. Driving lessons for any student in grades 9-11 can occur from 6 a.m. to 10 a.m. every week day and after 2:35 p.m. on Mondays, after 1:45 p.m. on Tuesdays, after 12:50 on Wednesdays, after 12:20 on Thursdays, and anytime on Fridays. After June 18th, school ends and driving lessons will resume with normal summer hours for students in grades 9-11.
- G. Driving lessons for any grade 12 student can occur at any time agreed upon by the instructor and student because they will have finished classes by the time lessons resume. Teachers who are also driver's education instructors will not be permitted to do lessons until after the remote learning school day as indicated in letter F of this plan.
- H. Weekend driving hours are normal by mutual agreement.
- I. When filling the car with gas, the instructor will sanitize all touch points including the gas card and his or her hands after filling the tank and before driving.
- J. It is recommended that lessons be given with the windows down to provide good airflow whenever possible.

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- K. If informed by a driving student or his or her parents, that the student was exposed to COVID 19, the instructor will inform all students who were in the car with said student. The state guidelines will be followed and may require everyone involved to quarantine for 14 days before resuming lessons.
- L. If the instructor is exposed to COVID 19, he or she will inform everyone that has been on a lesson with him or her. This may require everyone involved to quarantine for 14 days before resuming lessons.

II. Student Responsibilities/Requirements

- A. All students will wear a mask and gloves during all lessons whether they are driving or observing.
- B. Any other protective gear is at the discretion of the student and parents.
- C. No student will be allowed to participate in a lesson (drive or observe) if he or she is exhibiting any symptoms of sickness. Please communicate with your instructor so there are no disappointments.
- D. Students will bring their own pen to fill out the driving log.
- E. The driving instructor will be informed by the student or parent if the student has been exposed to COVID 19. This may result in a 14 day quarantine of the student before lessons resume.

III. Rescheduled Road Tests

- A. The RMV is automatically rescheduling all cancelled road tests that occurred from March 16 to May 17. The students will be informed by the RMV of the time and place.
- B. This poses a problem for us and that is why we always schedule our own road tests to make sure a car is available as well as an instructor. If we can't take them during the rescheduled time, we will give the student the option to cancel and go with us when we can reschedule or go with a parent or sponsor. If the student cancels, we will make sure he or she as well as the parents are aware that the new road test date could be a month or so later.
- C. When we go for a road test, the instructor will clean the car between road tests if more than one student is scheduled.

IV. Parental Consent

- A. A google form will be sent to all parents to get consent for their child to return to driving lessons based on the guidelines of this reopening plan. Students over 18 must fill out the form as a legal adult before they continue driving lessons.
- B. No student will be allowed to drive unless this form is completed.

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V. Priority for Driving Lessons

- A. We will have a limited number of instructors and a backlog of students who need hours so we will prioritize student drivers by their license eligible date and availability whenever possible.
- B. The instructors who are returning when we open may not be the originally assigned instructor. We will put students with instructors to finish their hours. Preference of instructor will not be possible.

VI. Changes to this Action Plan

- A. Any changes that need to be made to this plan based on state or federal guidelines that may change after the plan is put into effect, will be posted and emailed to all students and parents.
- B. A new consent form will be sent to all parents and students once the changes to the plan have been reviewed. Everyone must complete the new consent form at that time to continue with lessons.