

TO: Marie Williams
Director of Accounting
Department of Education
P.O. Box 2120
Richmond, Virginia 23218-2120

FROM: _____ (Division)

SUBJECT: Fee for Behind-the-Wheel Driver Education Offered During the 2004-2005 Regular School Term

____ My school division will **not** charge a behind-the-wheel fee during the 2004-2005 regular school year. (Page 2 will not be required)

Proposed student fee for in-car driver education instruction
for the 2004-2005 regular school term. (Page 2 required) \$_____

I certify that in compliance with the 2004 Acts of the Assembly Item 146.C.2.e.2, the fee charged plus the per pupil basic aid reimbursement for driver education does not exceed the actual average per pupil cost.

Superintendent's Signature

Typed Name

Date

Person Completing Form

Phone Number

If you have any questions, please contact Marie Williams, director of accounting, (mwilliam@mail.vak12ed.edu) at (804) 225-2040. **This form must be submitted by October 1, 2004.**

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Calculation of in-car driver education program costs for 2003-2004 (excluding summer school) and maximum allowable fee for school year 2004-2005.

a. Vehicles

Rental, Lease, or Purchase	\$ _____
Maintenance and Gasoline	\$ _____
Insurance	\$ _____

b. Personnel Costs for In-car Instruction

In-Car Teachers	\$ _____
In-Car Coordinators	\$ _____
In-Car Teachers Aides	\$ _____
Fringe Benefits	\$ _____

c. In-Car Equipment and Supplies

Simulator	\$ _____
Teaching Materials, Films, etc.	\$ _____
Multiple-Car-Range Equipment	\$ _____
On-Street Equipment	\$ _____

d. Total Cost \$ _____

e. Number of students who took behind-the-wheel during the 2003-2004 school year excluding summer school _____

f. Basic Aid Reimbursement (From Attachment B) \$ _____

g. Average Per Pupil Cost (d divided by e) \$ _____

h. Per Pupil Basic Aid Reimbursement (f divided by e) \$ _____

i. Maximum Allowable Fee (g minus h) \$ _____