

## DRIVER EDUCATION YEARLY COST REPORT

\_\_\_\_\_  
*Name of High School*

\_\_\_\_\_  
*School District*

\_\_\_\_\_  
*School Address*

\_\_\_\_\_  
*School Year*

Did the school receive approval from the Mississippi Department of Education, Division of Pupil Transportation for the school year indicated? YES  NO

### TEACHING PERSONNEL

1. Number of driver education instructors \_\_\_\_\_
2. Teachers' annual salaries \$ \_\_\_\_\_

**Amount of instructor's salaries expended for teaching driver education \$ \_\_\_\_\_**

### TEACHING MATERIALS PURCHASED BY SCHOOL (Current School Year Purchases)

1. Cost of road training equipment –
  - a. stanchions, signs, and other permanent equipment \$ \_\_\_\_\_
2. Cost of psychophysical testing equipment \$ \_\_\_\_\_
3. Cost of miscellaneous teaching materials
  - a. Tests, films, models, transparencies \$ \_\_\_\_\_
4. Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total cost of teaching materials purchased \$ \_\_\_\_\_**

### DRIVER TRAINING VEHICLE (Current School Year Purchases)

1. Vehicle loaned by: \_\_\_\_\_
2. Vehicle rented from: \_\_\_\_\_
3. Cost of rental \$ \_\_\_\_\_
4. Vehicle purchased by school: YES  NO  **Cost:** \$ \_\_\_\_\_
5. Cost of delivery and return (if vehicle is borrowed) \$ \_\_\_\_\_
6. Dual control equipment \$ \_\_\_\_\_
  - a. Cost of dual control equipment
  - b. Cost of installation
  - c. Cost of removal
7. Cost of all insurance \$ \_\_\_\_\_
  - a. Refund at the end of term
  - b. Coverage (Please Check)
    - i. Liability
    - ii. Property damage
    - iii. Collision
8. Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total Vehicle Expense \$ \_\_\_\_\_**

**MAINTENANCE**

- |                                  |                 |
|----------------------------------|-----------------|
| 1. Fuel                          | \$ _____        |
| 2. Oil/Lube                      | \$ _____        |
| 3. Vehicle Wash                  | \$ _____        |
| 4. Repairs                       | \$ _____        |
| 5. Replacement of parts          | \$ _____        |
| 6. Other _____                   | \$ _____        |
| <b>Total Maintenance Expense</b> | <b>\$ _____</b> |

**MISCELLANEOUS COST** \$ \_\_\_\_\_

**TOTAL OPERATING COST** \$ \_\_\_\_\_

**(Include teaching personnel, teaching materials, vehicle expense, and maintenance cost)**

Number of students enrolled in driver education during the current school year \_\_\_\_\_

Average cost per student in driver education \$ \_\_\_\_\_

(Divide total operating cost by number of students enrolled in driver education)

The principal shall complete, sign, and send copies of forms DE-3, DE-3A, and DE-4 to the Superintendent who will sign, file a copy, and email a copy of each form to the Mississippi Department of Education, Office of Safe and Orderly Schools, Division of Pupil Transportation within ten (10) days after the completion of the course. For example, if the school taught driver's education for the fall and spring semester (the entire school year), send the completed forms within ten (10) days after the last day of school year for both fall and spring semesters. If the school taught driver education for only one semester or summer session, send the forms within ten (10) days after the completion of the course at the end of the semester or summer session.

***I/We certify that the above answers are true and complete to the best of my/our knowledge. I/We understand that the school must have an approved DE-1 application on file within the Mississippi Department of Education, Office of Safe and Orderly Schools, Division of Pupil Transportation before any driver education course is taught for the regular session or summer session to be considered for reimbursement for the school year. I/We understand that failure to not have an approved DE-1 application for the school year and failure to submit the required forms within the specified time can result in the school/district not being reimbursed for teaching driver's education.***

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Principal's Printed Name

Principal's Signature

Date

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Superintendent's Printed Name

Superintendent's Signature

Date

**Email completed DE-3, DE-3A, and DE-4 to:**

Darrell Latham, Program Specialist - dlatham@mdek12.org  
Office of Safe and Orderly Schools, Division of Pupil Transportation