



Phone: 1-306-682-2558  
Toll free: 1-866-966-2558  
Fax: 1-306-682-5154  
10333 - 8<sup>th</sup> Avenue  
Post Office Box: 40  
Humboldt Saskatchewan  
Postal Code: S0K-2A0

## Horizon School Division No. 205 Driver Education Program

### PART ONE: Tender Response Information

Horizon School Division No. 205 is seeking individuals interested in the position of Contracted Driver Education Instructor (“Contractor”) commencing with the 2018-19 school year for the following location areas:

*Area #1: Bruno School, Cudworth School, Lake Lenore School, Muenster School, Three Lakes School (Middle Lake), St. Brieux School, Wakaw School, Englefeld School*

*Area #2: Humboldt Collegiate Institute, Lanigan Central High, LeRoy School*

*Area #3 Foam Lake Composite High School, Ituna School, Wynyard Composite High School*

*Area #4 Watson School, Quill Lake School, Wadena Composite High School, Rose Valley School, Kelvington High School, Anaheim School*

*Area #5 Winston High School (Watrous), Viscount School, Imperial School, Schell School (Holdfast)*

*Area #6 Punnichy Community High School, Raymore School, William Derby School (Strasbourg)*

### **Tender Response Information**

Tender responses must contain:

- Location areas to which your tender relates;
- Cost per student in class;
- Cost per student in car;
- A chronological resuming containing: work experience, education related to Driver Instructing, contact information including phone number, mailing address, and email, and at least two (2) references that can be contacted and would be able to speak to your experience as a Driver Instructor;
- A recent criminal record and vulnerable sector check (completed within 3 months of your Tender submission);
- A valid Driver Training School Certificate from SGI;
- A copy of your Liability Insurance; and
- A copy of your Licence Bond.



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Contractors may submit tenders on any or all area locations for either a one or two-year term. Using the information provided, the Director of Education (or designate) will evaluate all tenders and award the successful contractors as they see fit.

Completed tender responses must be submitted no later than June 11, 2018 to:

**Randolph J. MacLEAN, Deputy Director of Education**

Horizon School Division No. 205

P.O. Box 40

Humboldt, SK S0K 2A0

Phone: 306-682-8617

Fax: 306-682-5154

Email: [randolph.maclean@horizonsd.ca](mailto:randolph.maclean@horizonsd.ca)

**PART TWO: Conditions of Driver Education Services**

**Instruction and Services**

The Contractor shall follow the Driver Education Program that is issued by SGI/The Ministry of Education (“the Driver Education Program”) and, until changed by SGI/The Ministry of Education shall consist of:

1. a minimum of thirty (30) hours of classroom instruction, provided the students are not enrolled in a course that is being streamed over the internet; and
2. six (6) hours of in-car-behind-the-wheel instruction. Such instruction shall include a variety of in-car experiences; that is gravel roads, highways, and in urban centers.

**Classes**

Confirmation of the class size, length, time, and dates shall be determined by the Contractor in conjunction with and subject to the final approval of the Principal of each school. In the event that an acceptable schedule cannot be arranged, the Contractor shall contact the Director of Education (or designate).

**Role of the School Principal**

The Principal of each school shall supervise the program in order to ensure adherence to the terms and conditions of this Agreement



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### **Enrollment and Eligibility of Students**

The Contractor agrees to provide the Driver Education Program to all students who are eligible as per Division policy, and have enrolled in the program.

### **Supply and Standard of Vehicles**

The Contractor will license and supply a dual controlled driver training vehicle(s), and all equipment, including any equipment required for in-car-behind-the-wheel instruction, which must meet or exceed any minimum standards set out in the regulations made pursuant to *The Traffic Safety Act*. The Contractor shall assume all costs relating to the purchase, maintenance, repair, inspection, operation and licensing of the Driver Training Vehicle.

### **Payment and Invoicing**

Payment will be provided monthly at a value of 75% of estimated costs averaged over nine (9) months from September to May. This estimated cost will be based on fees and enrollment as determined by The Contractor in conjunction with the Director of Education (or designate).

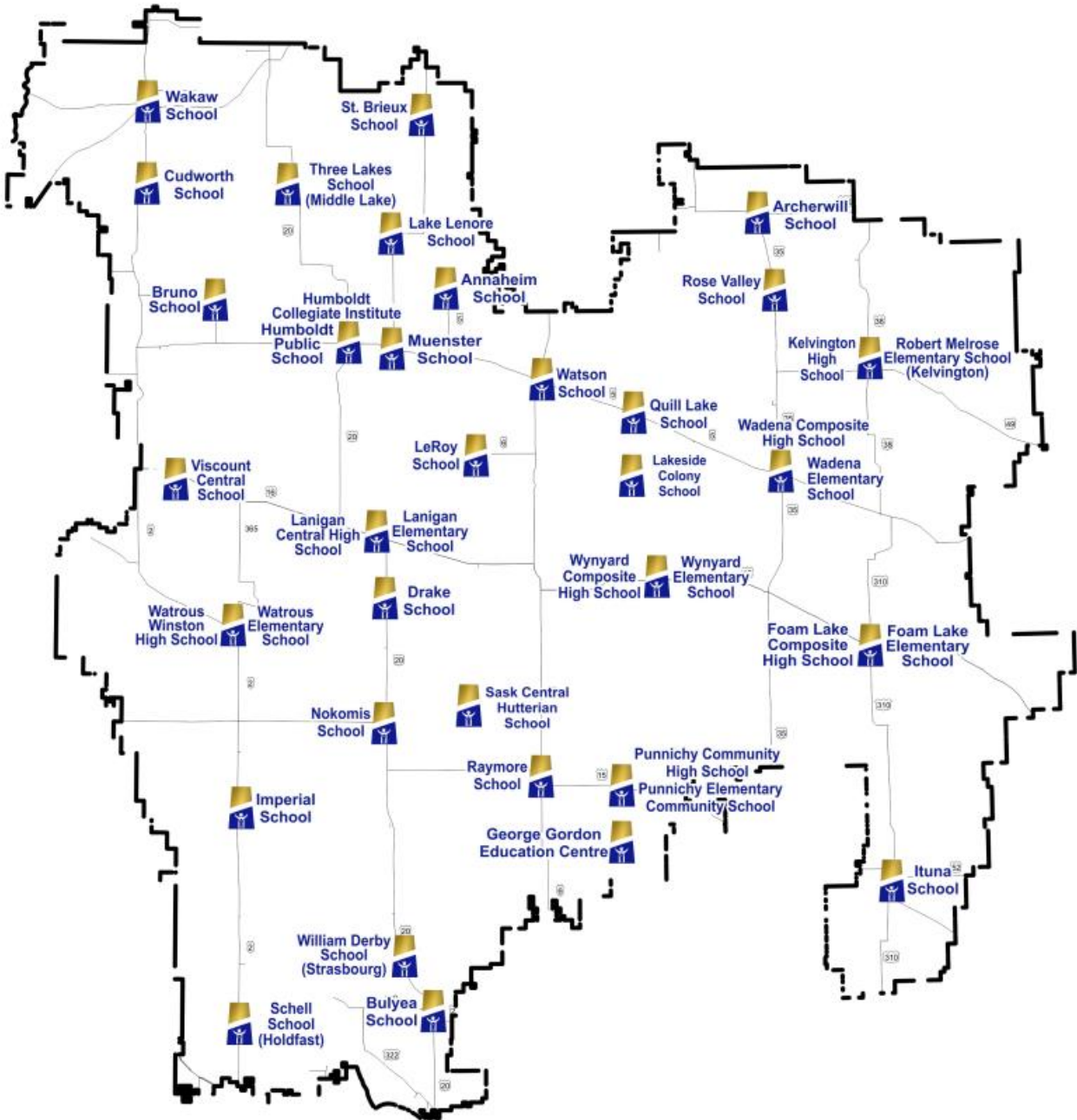
The Contractor shall submit program completion and attendance records, signed by the Principal, together with a final invoice for payment, including any adjustments necessitated by student discontinuance. Following receipt of all documentation and verification that all relevant information has been uploaded into the SGI AutoFunds portal, final payment may be expected within thirty (30) days.

## **PART THREE: Additional Information**

### **2018-19 Projected Enrollment Numbers**

<b>School</b>	<b>Projected Enrollment</b>	<b>School</b>	<b>Projected Enrollment</b>
Annaheim	10	Quill Lake	7
Bruno	10	Raymore	16
Cudworth	8	Rose Valley	17
Englefeld	5	Schell (Holdfast)	4
Foam Lake Comp	19	St. Brieux	21
Humboldt Collegiate	100	Three Lakes (Middle Lake)	8
Imperial	7	Viscount	9
Ituna	9	Wadena High	23
Kelvington High	15	Wakaw	16
Lanigan Central High	29	Watson	6
Lake Lenore	5	William Derby (Strasbourg)	13
Leroy	12	Winston High (Watrous)	35
Muenster	13	Wynyard Composite	32
Punnichy High	30		

### Horizon School Division Map



### Applicable Legislation

[The Education Regulations, 2015](#)

[The Driver Training Regulations, 2011](#)

[Horizon School Division Administrative Procedure 235](#)