DRIVER EDUCATION SAFETY PROGRAM TECHNICAL ASSESSMENT BRIEFING BOOK MATERIALS & INFORMATION

NHTSA Information needed from State

INTRODUCTION

The technical assessment of the State Driver Education Program is designed to evaluate a State's driver education program using the *Novice Teen Driver Education and Training Administrative Standards,* as the benchmark for a comprehensive program. Through the process, the assessment team uses the briefing book prepared by the State and interviews conducted during the actual assessment to make recommendations to improve the State's driver education program.

The information that follows is to assist the State in: 1) preparing the technical assessment briefing book; and, 2) ensuring persons are available for the assessment interviews who have adequate knowledge and background to address each content area at the appropriate level of detail.

The standards that follow are organized by program area and represent the type of information and/or level of detail required for an effective report and subsequent recommendations from the assessment team. Responsibility for individual driver education program component areas are spread among different departments and agencies in a vast majority of States; therefore, it is recommended that the component areas shown on the following pages be distributed to the appropriate organizations, in the State, for response.

In that each State is unique, there is no perfect solution for the effort of compiling information that will enable each technical assessment team member to become an expert with respect to the intricacies of an individual State program. However, past experience has demonstrated that quality and detailed responses and write-ups on the driver education program's various component areas provide technical assessment team members with a solid foundation to work from prior to arriving in the State to conduct the assessment. When there are no specific response(s) for an identified criterion, this could indicate a unique characteristic for the State; however, the absence of information for a component could also indicate a need and/or provide the basis for a recommendation in the final report.

<u>Program Management</u> (if possible, flow charts of the processes used are beneficial)

- Identify the designated lead agency at the State level for administrative, management, and operational oversight of the driver education program
- Identify all advisory boards that exist by law or statute that advised the state's driver education program
- Identity the written authority for the driver education program(law, statue, policy)
    - o Designates the lead agency
    - o Designates the components of the driver education program
    - o Designates relationship with other agencies, as example
        - ✓ Department of Motor Vehicle
        - ✓ State Safety Offices
        - ✓ Department of Public Safety
        - ✓ Department of Transportation
- Identify the lead driver education program administrator and staff
    - o Describe how they monitor, audit, evaluate and provide oversight to the program- all aspects of the process and all sanctions used
    - o Describe the curriculum the state uses and its written goals, objectives and outcomes for learning
    - o Describe how the curriculum and procedures are keep current
    - o Describe the states instructor certification and renewal process
    - o Describe how the state's driver education programs conform to national and state standards and what happens if these standards are not met
    - o Describe how the state programs are free of bias
    - o Describe how the State administers the licensing process for instructors and school operators, both public and private if applicable
    - o Describe how the state ensures that all vehicles used in their driver education program are safe and in proper operating condition
    - o Describe how the state ensures that all program providers have the necessary operating licenses and credentials required by the state
    - o Describe how novice teen driver instruction is given, is it concurrent and integrated
- Identify the process used to resolve conflicts between state driver education agencies and local providers
- Identify if all providers are required to designate a party responsible for all day to day activities and the reporting of student records
- Identify the reporting requirements of providers to the state and how that information remains confidential
- Identify what standards the state uses for on-line education

<u>Education/Training</u> (if possible, flow charts of the processes used are beneficial)

- Identify the approved curricula used in the state, is it based on national standards and benchmarks
- Identify the states use of simulators and driving ranges and how are they regulated
    o Describe the states core driver education hours and if they are sufficient to met the expect outcomes
    o Describe how the state requires end of course knowledge and skills assessments based on national standards
    o Describe how the providers conduct post course evaluations

<u>Instructor Qualifications</u> (if possible, flow charts of the processes used are beneficial)

- Identify the state prerequisites for instructor certification and recertification
- Identify the state requirements to be a driver education instructor including all required continuing education/professional development requirements

<u>Parent Involvement</u> (if possible, flow charts of the processes used are beneficial)

- Identify the parental involvement in driver education process in detail and is there a required debriefing with the driving instructor

<u>Coordination with Driver licensing</u> (if possible, flow charts of the processes used are beneficial)

- Identify how the driver licensing authority of the state and the training authority communicate and share information
- Identify and describe the state Graduated Driver Licensing (GDL)system
    o Describe how GDL requirements are communicated to law enforcement, the courts, the students and parents
    o Describe the sanctions for non-compliance and how they are enforced
    o Describe how the parents are required to submitted the specified documentation to the driver education schools and licensing agency
    o Describe the how the reliable driver knowledge and skills test has been developed and is monitored.