

**NHTSA Information for State  
DRIVER EDUCATION ASSESSMENT**

**DRIVER EDUCATION PROGRAM ASSESSMENT (Sample Agenda)**

(Note: Time frames built on 4 & ½ day agenda, if 3 & ½ days, delete Tuesday and move everything up a day)

**State  
Assessment Dates**

***Day 1: Sunday,***

*6:00pm - 8:00pm: Reception*

*Assessment Introduction and Overview*

***Day 2: Monday,***

*8:30am–9:00am Session 1: The State Data*

*9:00am–9:30am Session 2: State Overview of Driver’s Education*

*9:30am–9:45am Break*

*9:45am–10:45am Session 3: Component of Driver Education System*

*10:45am–11:00am Break*

*11:00am–12:00pm Session 4: Component of Driver Education System*

*12:00pm -1:30pm Team Debrief and Lunch*

*1:30pm - 2:30pm Session 5: Component of Driver Education System*

*2:30pm - 2:45pm Break*

*2:45pm - 3:30pm Session 6: Component of Driver Education System*

*3:30pm -3:45pm Break*

*3:45pm - 4:45pm Session 7: Component of Driver Education System*

*4:45 - 5:30 Closed session Team debrief*

*6:00pm-8:00pm Team Dinner or State sponsored Reception for Members of Driver Education Community, Advisory groups, presenters and assessment members*

***Day 3: Tuesday,***

*8:30am - 9:15am Session 8: Component of Driver Education System*

*9:15am–9:45pm Session 9: Component of Driver Education System*

*9:45am–10:00am Break*

*10:00am–11:00am Session 10: Component of Driver Education System*

*11:00-11:15am Break*

*11:15am-11:45am Session 11: Component of Driver Education System*  
*11:45am-12:15pm Session 12: Component of Driver Education System*

*12:15pm-1:30pm Team Debrief and Lunch*

*1:30pm-2:30pm Session 13: Component of Driver Education System*

*2:30pm-2:45pm Break*

*2:45pm-3:30pm Session 14: Component of Driver Education System*

*3:30pm -3:45pm Break*

*3:45pm - 4:45pm Session 15: Component of Driver Education System*

*4:45 - 5:30 Closed session Team debrief*

***Day 4: Wednesday,***

*8:30am - 9:15am Session 16: Component of Driver Education System*

*9:15am-9:45pm Session 17: Component of Driver Education System*

*9:45am-10:00am Break*

*10:00am-11:00am Session 18: Component of Driver Education System*

*11:00-11:15am Break*

*11:15am-11:45am Session 19: Component of Driver Education System*

*11:45am-12:15pm Session 20: Component of Driver Education System*

*12:15pm-1:30pm Team Debrief and Lunch*

*1:30pm-2:30pm Session 21: Component of Driver Education System*

*2:30pm Close of Briefing Section*

*2:30pm-?pm Team Debrief and individual report writing*

***Day 5: Thursday,***

*8:30am – ? Pm Report write-up*

*Session Closed to Public*

***Day 6: Friday,***

*8:00am-9:30am Final Team Report Review*

*9:30am Report Out*

*State Invites participants*

*Adjourn*

### Rules of Thumb for the Agenda

- A good planning tool is to schedule 20 minutes for each presenter, i.e. 3 presenters would be scheduled for 1 hour for presentation, and 4 presenters would be 1 hour 20 minutes. This time includes presentations and questions by the Team of experts;
- A 15 minute break should be built into the agenda after each 1-1-1/2 hours of presentations;
- Before lunch and the end of the day ½ to 1 hour should be built into the agenda for a closed session for the Team of experts to debrief on what they heard;
- All presenters should be identified on the agenda by title, occupation and what type of entity they represent;
- The general flow of the agenda should be a top down approach, i.e. the regulations, then the explanation of how they are implemented;
- When developing the agenda, make sure all aspects of the State's Drivers Education and Graduated Driver License System are represented by presenters, i.e. law enforcement, judges, clerk of the court, DMV administrators, parents, teens, school operators, owners, trainers, instructors, etc;
- When planning the agenda and who is attending the sessions, the utmost care needs to be taken to ensure that individuals who are presenting are not encumbered in what they have to present. I.e. parents and students should not be in the same session. All undue influence whether actual or perceived needs to be eliminated. Note: the first two assessments both had trouble attracting students. Incentives or student participation certificates should be considered;
- Depending on the size of the State and the complexities of agencies involved, if possible, a social reception with the presenters and team of experts at the end of the first day may be beneficial, especially if there are advisory boards involved.