

## **HOST STATE ROLES AND RESPONSIBILITIES for Drivers Education**

### **Assessment**

#### **NHTSA Information for State**

The following section provides the roles and responsibilities for the Host State involved in the assessment:

### **HOST STATE**

The Host State initiates the process by officially requesting a driver education program technical assessment. To begin the process, a letter from the State Highway Safety Office (SHSO) and/or the State Driver Education Program Office (through the SHSO) is sent to the appropriate NHTSA Regional Office requesting a driver education program assessment. The written request can be submitted via a hard copy document on State letterhead or an e-mail from the appropriate State official and should specify a week in which the State would like to conduct the assessment. States should allow for a minimum of four months prior to the requested date for the preparation and coordination of assessment activities. In requesting an assessment, the State has agreed to fund the assessment.

Upon receipt of the State's official request letter, the NHTSA Regional Office will forward the request letter to NHTSA's Enforcement and Justice Services Division, which is responsible for the coordination and facilitation of the assessment. NHTSA will coordinate with the NHTSA Regional Office and the Host State to schedule a pre-assessment site visit, ideally at the proposed assessment site, to discuss the assessment process, requested or potential assessment dates, and any special issues that the State would like the team to address during the assessment. The actual dates of the assessment are based upon the availability of facilities, potential technical assessment team members, and State personnel.

The Host State is also responsible for selecting the presenters who will provide information to, and be interviewed by, the technical assessment team on the State's driver education program. NHTSA Headquarters and Regional Office personnel work with the Host State to identify appropriate presenters from a variety of program offices for the assessment. Because the assessment addresses a "comprehensive" program, it is important that the State assemble presenters who are able to address the various aspects of the driver education program, which include executive level personnel with big picture expertise and front line personnel (both public and commercial) with the technical expertise. Presenters should be able to provide information about various aspects of the driver education program's strengths, successes, and weaknesses; recommend where improvements need to be made; and be able to respond to questions posed by team members.

#### State Official

- Submits the request for a driver education program technical assessment to the NHTSA Regional Administrator/Deputy Regional Administrator;

- Hosts the pre-assessment site visit; briefs NHTSA Headquarters and Regional personnel on reasons/needs for conducting a technical assessment – provides a brief overview of program initiatives and problem areas;
- Identifies and procures assessment facilities and lodging; arranges for equipment and supplies necessary to complete the technical assessment;
- Comments on the acceptability of technical assessment team members, including the administrative consultant, recommended by NHTSA personnel;
- Contacts selected technical assessment team members regarding travel and payment arrangements that are compliant with State policy;
- Collects assessment team members travel schedules, e-mail addresses and cell phone numbers for distribution to all individuals responsible for the assessment;
- Collects, compiles, and delivers briefing materials to technical assessment team members and NHTSA Headquarters and Regional Office personnel thirty (30) days prior to the assessment;
- With assistance from NHTSA conducts a conference call with assessment team members to review the agenda and the briefing book;
- Prepares the detailed agenda and list of persons (including names, titles and organizational affiliation) who will be interviewed during the technical assessment, including soliciting input from NHTSA Regional Office personnel and assessment team members; schedules the technical assessment panel interviews; ensures that individuals invited to interview are aware of the purpose for the technical assessment and are prepared to provide the appropriate information and program details to the technical assessment team;
- Attends interview sessions as appropriate and the presentation of the draft final report discussing the technical assessment team's findings and recommendations;
- Invites attendees for the final briefing;
- Reviews the draft final report and submits technical edits and/or corrections to NHTSA Headquarters and Regional Office personnel who will forward this information to the technical assessment team and complete the final report; and,
- Coordinates with other State Office and NHTSA Regional Office personnel as appropriate to implement the technical assessment team's recommendations in the final report.