

## **Roles and Responsibilities-BRIEFING PARTICIPANTS-Driver Education Assessment**

### **NHTSA Information for State**

Presenters should be knowledgeable about various aspects of the State's driver education program; be capable of providing an overall perspective on the State's driver education program efforts; be able to articulate the strengths and weaknesses of the program and suggest recommendations for improvement; and be able to respond to questions by the technical assessment team members. Often the Host State assembles teams/panels of 3-4 presenters who address a particular program component or assessment standard objective. It is strongly recommended the State prepare an invitation letter to all potential speakers notifying them exactly what is being asked of them to assist the State in completing a successful technical assessment. NHTSA can provide sample copies.

Each presenter should be informed by the State about the purpose and goals of the technical assessment, the function of the technical assessment team, and his/her own role in the technical assessment process. Presenters should prepare a "brief" presentation that highlights a particular component(s) of the State's driver education program with which they are most involved. Depending on the number of attendees in a particular session and the number of presenters, individual presentations should be limited to ten (10) minutes per person in most cases. Limiting individual speaking times when there are multiple speakers on a given panel helps to focus individual presentations, enables the technical assessment team members to hear each presentation, and provides sufficient time at the end of the panel session to follow-up with specific questions should additional information be needed.

It has been found to be very helpful for the technical assessment team members when presenters leave paper copies or electronic copies of their presentations behind for further review, in addition to any other supporting materials (i.e., copies of laws and policies, curriculum, numbers of citations issued for various violations, etc.). Also, presenters should not be hesitant to include their recommendations for change with respect to a program or activity, in addition to including their reasoning behind a suggested recommendation. The technical assessment team may wish to contact presenters after their formal presentation to answer additional questions and clarify issues; therefore, it is helpful if presenters provide their contact information on the sign-in sheet and any materials left behind for the technical assessment team to review.

The following is a list of possible presenters for the assessment.

- State Governor's Highway Safety Office personnel
- State Driver Education Program Administrator/Coordinator and personnel, particularly those involved in monitoring and auditing driver education programs
- Experienced public and commercial driver education instructors and instructor trainers
- Public and commercial driver education administrators and/or owners
- Selected training site contractors or coordinators
- Driver Education advisory committee members
- State driver licensing personnel (including personnel from the main office and field offices where driver license skills and knowledge tests are conducted)
- State driver licensing personnel responsible for Graduated Driver Licensing(GDL)
- Persons familiar with State data systems and the analysis of crash, fatality, and injury data, in addition to FARS and CODES analysts
- Law enforcement officials (State, county, and local jurisdictions),who enforcement GDL
- Judges and other court personnel who are responsible for enforcing teen driver licensing laws
- Elected Officials with an interest in driver education, if appropriate (please ensure to invite/include members from both political parties)
- State traffic safety evaluation, research or statistical personnel
- Representatives from the State Education Department
- Driver Education association groups such as ADTSEA, American Driver and Traffic Safety Education Association and DSAA, Driving School Association of the Americas', etc.
- Driver education students and parents