



**DOCUMENTATION OF  
NEW INSTRUCTOR TRAINING**

DRIVER TRAINING ENTERPRISE	ENTERPRISE #
NEW INSTRUCTOR NAME	
TRAINING MANAGER CERTIFYING INSTRUCTION (PRINT)	LICENCE #

**Class D Instructor Training - Summary of Time Totals**

PHASE 1	Part 1:	2 to 4 hours Training in classroom instructional topics prior to attending driver training class.
	Part 2:	25 to 26 hours Must observe, co-instruct, and review instructional methods covering all classes in the school lesson plan, TM assesses final lesson.
PHASE 2	Part 1:	1 to 2 hours Introductory training for the Behind the Wheel (BTW) instructional topics / methods prior to participating with BTW lessons.
	Part 2:	8 hours Must participate in all Ohio BTW lessons (1-10).
	Part 3:	2 hours Must conduct BTW instruction with Training Manager (TM) assessment.

*More time may be conducted for candidates in order to meet minimum expectations.*

**In addition to the TM assessments conducted during training the newly licensed instructor shall receive assessment:**

- **within six months of being licensed**
- **one-year after being licensed**

**Ohio Administrative Code (O.A.C.) references:**

**4501-7-05(A)** No person shall give instruction for hire in the operation of a motor vehicle unless such person is the holder of a current and valid instructor's license issued by the director. Instructor candidates completing the 40-hour training requirement may student teach with the training manager supervising from the back seat.

**4501-7-05(C)(6)** Except for an online instructor, proof the applicant has completed, within the ten years immediately preceding the application for an instructor license, and approved 40-hour instructor's course in driver training or a valid copy of a state of Ohio Department of Education certificate with a driver training endorsement issued pursuant to the provisions of sections 3319.22 to 3319.31 of the Revised Code. Such certificate shall be valid at the time of applying for a driver training instructor license.

**4501-7-10(C)** Instructor candidates who have completed at least 32-hours of training can teach up to two hours of behind-the-wheel instruction for one student with the training manager supervising from the back seat. A lesson plan and route sheet provided by the training manager will be used during the lesson.

NOTE: Break times must be allowed but must not be counted toward the 40 hour training requirement.  
NOTE: Adult remedial and Juvenile Driver Improvement Program training are separate and DO NOT count toward training for a class D driver instructor license.

## PHASE I

Receive a course in the basics of classroom instruction. Reviews the State Curriculum Guide, Digest of Motor Vehicle Laws, Lesson Plans, texts, handouts, and other materials used for instruction. Observe and co-teach 24-hours of classroom instruction with review following each class session.

**TIME = 28 HRS**

NOTE: This phase combines observation with practice in teaching and learning the philosophy, techniques, ethics, and rules of driver education in the classroom.

## PART 1

Part 1 shall be conducted by the training manager or by a competent instructor under supervision of the training manager. Initial instruction in the topics listed below (at minimum) shall be provided to trainees before entering the classroom environment. Once the trainee begins the observation / co-teaching experience in the classroom (Part 2) these topics should be reviewed at the conclusion of each class to review and affirm their use during the lesson.

**TIME = 2-3 HRS**

- |  |  |
|--|--|
| <input type="checkbox"/> Four-step teaching & Learning method                | <input type="checkbox"/> Student motivation / participation                          |
| <input type="checkbox"/> Learning Pyramid                                    | <input type="checkbox"/> Coaching & evaluation                                       |
| <input type="checkbox"/> Developing effective teaching skills                | <input type="checkbox"/> Classroom management (discipline & control)                 |
| <input type="checkbox"/> Use of Ohio Driver Training Curriculum lesson plans | <input type="checkbox"/> Use of texts, videos, handouts, etc.                        |
| <input type="checkbox"/> Completing the daily classroom roster               | <input type="checkbox"/> Completing student training records                         |
| <input type="checkbox"/> Handling student emergencies                        | <input type="checkbox"/> Sexual harassment / diversity training (attach certificate) |
| <input type="checkbox"/> Review Oh. Digest of Motor Vehicle Laws             | <input type="checkbox"/> Review O.A.C. 4501-7  |

*Signatures indicate confidence the instructor candidate understands the required topics*

SIGNATURE OF TRAINEE		DATE
<b>X</b>		
SIGNATURE OF TRAINER	LICENSE # OF TRAINER	DATE
<b>X</b>		

## PART 2

Part 2 shall be conducted by the training manager or by a competent instructor under supervision of the training manager. The trainee shall observe the classroom environment conducted by a competent instructor for the first 8-12 hours. At the conclusion of each class the competent instructor shall review the use of the topics listed in Part 1 with the trainee. For the remaining 12-16 hours of classroom instruction the competent instructor shall work with the trainee to co-instruct each class. The competent instructor should begin as the primary instructor and gradually give greater responsibility to the trainee as he / she becomes ready. The competent instructor shall always be in class with the trainee ready to step in to ensure that information given students is correct and the classroom maintains a proper learning environment. **The training manager shall personally attend at least one full class co-instructed by the trainee and complete an assessment survey.** (Should the trainee fail to receive a satisfactory assessment the training manager shall attend additional period(s) of co-instruction until satisfied with his / her performance. The duration of any *additional* observation time shall be determined by the training manager.

**TIME = 25-26 HRS**

- The instructor candidate must sign the class roster during each class attended.
- The training manager shall sign the class roster for the class(es) he / she attends.
- A maximum of four instructor candidates may observe one class.
- A maximum of two instructor candidates may co-instruct one class.
- Multiple trainees may observe a class conducted by a licensed instructor.

*Signature of Training Manager indicates the instructor candidate has received a satisfactory assessment survey score.*

SIGNATURE OF TRAINING MANAGER	DATE
<b>X</b>	

## CURRICULUM USED BY SCHOOL

State of Ohio     AAA     Top Driver     Other (Specify) \_\_\_\_\_

- Completed class rosters are attached showing attendance for all 24-hours of classroom instruction.
- Lesson plan for date of assessment
- Satisfactory Assessment completed by the training manager is attached.

NOTE: Break times must be allowed but must not be counted toward the 40 hour training requirement.

NOTE: Adult remedial and Juvenile Driver Improvement Program training are separate and DO NOT count toward training for a class D driver instructor license.

**PHASE 2**

Receive a class in the basics of BTW instruction. Receive hands-on practice of all aspects of the BTW route plan and school training practices. Observe, co-instruct, and instruct 8-hours of student BTW training with review following each session.

**TIME = 12 HRS**

NOTE: This phase combines classroom and practical training to prepare the instructor candidate to provide BTW training that is safe and that builds upon prior learning to enhance student retention.

**PART 1**

Part 1 shall be completed by the training manager or by a competent instructor under supervision of the training manager. Initial instruction in the topics listed below (at minimum) shall be provided to trainees prior to their participation with BTW instruction. A training vehicle should be utilized for appropriate topics (blind spots, exercising vehicle control, etc.)

**TIME = 2 HRS**

- |   |  |
|---|--|
| <input type="checkbox"/> Proper hand position for student       | <input type="checkbox"/> Proper "maneuverability" lesson technique   |
| <input type="checkbox"/> Contents of BTW curriculum             | <input type="checkbox"/> Exercising emergency vehicle control        |
| <input type="checkbox"/> Application of BTW route plan          | <input type="checkbox"/> Right side driving                          |
| <input type="checkbox"/> Interrelating BTW & classroom training | <input type="checkbox"/> Proper turning technique for student safety |
| <input type="checkbox"/> Administrative functions               | <input type="checkbox"/> Running Commentary                          |
| <input type="checkbox"/> Proper mirror adjustment / blind spots | <input type="checkbox"/> Visual scanning & cueing training           |
| <input type="checkbox"/> Checking temporary permits             | <input type="checkbox"/> Higher risk activities / locations          |
| <input type="checkbox"/> Other                                  |  |

Signatures indicate confidence the instructor candidate understands the required topics.

SIGNATURE OF TRAINEE		DATE
<b>X</b>		
SIGNATURE OF TRAINER	LICENSE # OF TRAINER	DATE
<b>X</b>		

**PART 2**

Part 2 shall be conducted by the training manager or by a competent instructor under supervision of the training manager. The next 8-hours of training shall cover all lesson topics from the Ohio Driver Training BTW Curriculum using any combination of the following:

- Trainee driving and trainer teaching
- Trainer driving and trainee teaching
- Driver training student driving, trainer teaching, and trainee observing from the back seat.

The topics listed in PART 1 as well as other pertinent topics shall be reviewed at the conclusion of each lesson.

**TIME = 8 HRS**

Ohio Driver Training Curriculum Laboratory Lessons Covered (Note Observing, Driving or Teaching for BTW)	DATE(S) ON TOPIC (MM / DD / YY)	TIME ON TOPIC HR:MIN	TRAINEE INITIALS	TRAINER	
				INITIALS	LIC. #
<b>Lesson 1:</b> Objectives A-O (entry-level procedural tasks) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
<b>Lesson 2:</b> Objectives A-F (minimal traffic, numerous intersections) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
<b>Lesson 3:</b> Objectives A-D (selective parking techniques) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
<b>Lesson 4:</b> Objectives A-L (higher speeds, sight distance, planning) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
<b>Lesson 5:</b> Objectives A-D (moderate traffic, in-town) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					

NOTE: Break times must be allowed but must not be counted toward the 40 hour training requirement.  
 NOTE: Adult remedial and Juvenile Driver Improvement Program training are separate and DO NOT count toward training for a class D driver instructor license.

<b>Lesson 6:</b> Objectives A-H (expressway, controlled access highway) <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b> <input type="checkbox"/> <b>Drive</b>					
<b>Lesson 7:</b> Objectives A-C (parallel parking / maneuverability test) <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b> <input type="checkbox"/> <b>Drive</b>					
<b>Lesson 8:</b> Objectives A-B (country roads) <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b> <input type="checkbox"/> <b>Drive</b>					
<b>Lesson 9:</b> Objectives A-G (large volume of traffic) <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b> <input type="checkbox"/> <b>Drive</b>					
<b>Lesson 10:</b> Objectives A-E (night driving) <input type="checkbox"/> <b>Observe</b> <input type="checkbox"/> <b>Teach</b> <input type="checkbox"/> <b>Drive</b>					

**PART 3**

Part 3 Hands-on phase where the trainee actually teaches a 2-hour block of instruction to a student driver for BTW under the direct supervision of the Training Manager. This will only be conducted when Training Manager and trainer(s) agree that the trainee is competent to safely complete this part. During this part the Training Manager must remain with the trainee in the vehicle so that he / she may intercede should a problem arise. The Training Manager must complete an assessment survey of the trainee's performance so that improvements can be suggested and problems documented. The trainee must perform with an acceptable assessment score to complete training.

**TIME = 2-3 HRS**

*Signatures indicate confidence the instructor candidate has received a satisfactory assessment score.*

SIGNATURE OF TRAINEE		DATE
<b>X</b>		
SIGNATURE OF TRAINER	LICENSE # OF TRAINER	DATE
<b>X</b>		

- Copy of student's BTW training record.
- Copy of the BTW route plan.
- Copy of the BTW assessment completed by the training manager is attached.

**TRAINING NOTES**

NOTES FROM TRAINING TEAM REGARDING CANDIDATE'S PERFORMANCE AND LEARNING / IMPROVEMENT PLANS

NOTE: Break times must be allowed but must not be counted toward the 40 hour training requirement.  
 NOTE: Adult remedial and Juvenile Driver Improvement Program training are separate and DO NOT count toward training for a class D driver instructor license.