



**DOCUMENTATION OF DISABILITY
NEW INSTRUCTOR TRAINING FOR
REHABILITATION CLINICS OR HOSPITALS**

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

Rehab-Based Disability Instructor Training - Summary of Time Totals

PHASE 1	Basic Instructor Course								
PHASE 2	24 hours Must observe all 24 hours of classroom or online instruction								
PHASE 3	<table border="0"> <tr> <td>Part 1:</td> <td>2 hours Introductory training for the Behind the Wheel (BTW) instructional topics / methods prior to participating with BTW lessons.</td> </tr> <tr> <td>Part 2:</td> <td>10 hours Must observe all Disability BTW lessons.</td> </tr> <tr> <td>Part 3:</td> <td>14 hours Must co-instruct BTW instruction with Training Manager (TM) or competent instructor</td> </tr> <tr> <td>Part 4:</td> <td>2 hours Must conduct BTW instruction with Training Manager (TM) assessment.</td> </tr> </table>	Part 1:	2 hours Introductory training for the Behind the Wheel (BTW) instructional topics / methods prior to participating with BTW lessons.	Part 2:	10 hours Must observe all Disability BTW lessons.	Part 3:	14 hours Must co-instruct BTW instruction with Training Manager (TM) or competent instructor	Part 4:	2 hours Must conduct BTW instruction with Training Manager (TM) assessment.
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Part 3:	14 hours Must co-instruct BTW instruction with Training Manager (TM) or competent instructor								
Part 4:	2 hours Must conduct BTW instruction with Training Manager (TM) assessment.								

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

Once the 52 hour training is complete and the instructor is licensed by the Department, the instructor will complete a 180 day probationary period as per Ohio Administrative Code (O.A.C.) 4501-7-05 (D). On the 5th month of the probationary period, the Training Manager shall submit the following assessments to the Department in order to show the instructor successfully completed their probationary term:

- **Probationary Instructor Behind-the-Wheel (Road) Assessment**

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 52-hour training requirement may student teach with the training manager supervising from the back seat.

4501-7-05(C)(6) Evidence the applicant has completed a basic instructor course provided and approved by the department. The course shall have been completed no more than one year prior to the date the director receives the "Driver Training Instructor License Application."

4501-7-10(C) A license for as an instructor at a rehabilitation clinic or medically based hospital that offers driver training for beginning drivers with a disability. An instructor applying for a license, who will provide driver training in persons with a disability for a rehabilitation clinic or medically based hospital, shall file a "Driver Training Instructor License Application" in accordance with paragraph (C) of this rule. The application shall be accompanied by proof of certification as an occupational therapist or a certified driver rehabilitation specialist.

NOTE: Break times must be allowed but must not be counted toward the 52 hour training requirement.

PHASE 1

Receive a basic instructor course overviewing being a licensed driving instructor in the state of Ohio. The course will include materials that can be used for instruction. The certificate of completion for the administrative course shall be included with the instructor's application.

PHASE 2

The trainee may observe the classroom instruction through a licensed Class D driver training school or through a licensed Online driver training school. The trainee shall observe the Class D classroom environment conducted by a competent instructor.

TIME = 24 HRS

Physical Location:

- 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.

Online:

- A certificate of completion should be obtained from the online company

SIGNATURE OF TRAINING MANAGER

X

DATE

Completed class rosters are attached showing attendance for all 24-hours of classroom instruction.

Certificate of completion for the online course is attached if course was taken online.

PHASE 3

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

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

- Proper hand position for student
- Contents of BTW curriculum
- Application of BTW route plan
- Interrelating BTW & classroom training
- Administrative functions
- Proper mirror adjustment / blind spots
- Checking temporary permits
- Other

- Proper "maneuverability" lesson technique
- Exercising emergency vehicle control
- Right side driving
- Proper turning technique for student safety
- Running Commentary
- Visual scanning & cueing training
- Higher risk activities / locations

Signatures indicate confidence the instructor candidate understands the required topics.

SIGNATURE OF TRAINEE

X

DATE

SIGNATURE OF TRAINER

X

LICENSE # OF TRAINER

DATE

NOTE: Break times must be allowed but must not be counted toward the 52 hour training requirement.

PART 2

Part 2 shall be conducted by the training manager or by a competent instructor under supervision of the training manager. The next 10-hours of training shall be **observation** and 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 = 10 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. #	
Lesson 1: Objectives A-O (entry-level procedural tasks) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
Lesson 2: Objectives A-F (minimal traffic, numerous intersections) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
Lesson 3: Objectives A-D (selective parking techniques) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
Lesson 4: Objectives A-L (higher speeds, sight distance, planning) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
Lesson 5: Objectives A-D (moderate traffic, in-town) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
Lesson 6: Objectives A-H (expressway, controlled access highway) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
Lesson 7: Objectives A-C (parallel parking / maneuverability test) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
Lesson 8: Objectives A-B (country roads) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
Lesson 9: Objectives A-G (large volume of traffic) <input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive					
Lesson 10: Objectives A-E (night driving) <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 52 hour training requirement.

PART 3

Part 3 shall be conducted by the training manager or by a competent instructor under supervision of the training manager. The next 14-hours of training shall be **co-instruction** and 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.
- Trainee co-instructing with trainer

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

TIME = 14 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. #	
Lesson 1: Objectives A-O (entry-level procedural tasks) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Lesson 2: Objectives A-F (minimal traffic, numerous intersections) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Lesson 3: Objectives A-D (selective parking techniques) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Lesson 4: Objectives A-L (higher speeds, sight distance, planning) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Lesson 5: Objectives A-D (moderate traffic, in-town) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Lesson 6: Objectives A-H (expressway, controlled access highway) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Lesson 7: Objectives A-C (parallel parking / maneuverability test) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Lesson 8: Objectives A-B (country roads) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Lesson 9: Objectives A-G (large volume of traffic) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					
Lesson 10: Objectives A-E (night driving) <input type="checkbox"/> Observe <input type="checkbox"/> Co-Instruct <input type="checkbox"/> Drive					

NOTE: Break times must be allowed but must not be counted toward the 52 hour training requirement.

PART 4

Part 4 Hands-on phase where the trainee actually teaches a 2-hour block of instruction to a disabled 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 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 HRS

Signatures indicate confidence the instructor candidate understands the required topics.

SIGNATURE OF TRAINEE X		DATE
SIGNATURE OF TRAINER X	LICENSE # OF TRAINER	DATE

- Copy of student's BTW training record.
- Copy of the BTW route plan.
- Copy of the Lesson plan for date of assessment.
- 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 52 hour training requirement.