



PROBATIONARY INSTRUCTOR SKILLS (RANGE) ASSESSMENT

The skills (range) assessment process will consist of a one hour assessment that is performed by the Training Manager. The skills assessment will be evaluated in ten different areas, and scoring will be assigned in each area. The highest possible score will be a 50, and the total score will determine the area of distinction (Proficient, Developing, or Ineffective). Proficient and Developing rankings will be considered passing scores. The assessment must be turned into the Driver Training Program Office in order for the instructor to be passed from probation.

AREAS	1 INEFFECTIVE	2	3 DEVELOPING	4	5 PROFICIENT	SCORE
#1 Clearly states lesson objectives and expected outcomes	The instructor does not state the purpose of the lesson nor the expected outcomes.	<i>Approaching Developing</i>	The instructor communicates instructions to the student, but may not clearly state the purpose of the lesson and expected outcomes.	<i>Approaching Proficiency</i>	The instructor clearly communicates the lesson objectives and expected outcomes to the student.	
COMMENTS						
#2 Instructions to student are clear and concise	Instructions to the student are unclear, incoherent, or inaccurate.	<i>Approaching Developing</i>	Explanations are accurate and generally clear, but some language may lead to confusion or limited discussion.	<i>Approaching Proficiency</i>	Instructions are accurate and clear. Student is able to understand instructions given by the instructor.	
COMMENTS						
#3 Identifies student errors & coaches the student to improve their skills	Instructor does not appropriately identify student errors. Feedback is not given to the student to improve their skills.	<i>Approaching Developing</i>	Student errors are identified, but feedback may still be needed in order for the student to improve their skills.	<i>Approaching Proficiency</i>	Instructor appropriately responds to student errors and gives feedback and directions to the student in order to improve their skills.	
COMMENTS						

AREAS	1 INEFFECTIVE	2	3 DEVELOPING	4	5 PROFICIENT	SCORE
#4 Provides feedback to students at the end of lesson	Instructor does not end the lesson by giving feedback to the student.	<i>Approaching Developing</i>	Instructor lets the student know what he / she did right / wrong, but does need to elaborate more on ways to improve.	<i>Approaching Proficiency</i>	Instructor provides constructive feedback to the student at the end of the lesson.	
COMMENTS						
#5 Completes the performance sheet and has the student sign as required	The instructor does not complete the Student BTW Training Report or have the student sign / initial.	<i>Approaching Developing</i>	The instructor fills out the Student BTW Training Report, but does not make the student sign / initial until after the last lesson.	<i>Approaching Proficiency</i>	The instructor completes the Student BTW Training Report during each drive and has the student sign / initial after each lesson.	
COMMENTS						
#6 Instructor was positioned in a safe position outside of the truck when instructing	Instructor was not positioned in a safe manner.	<i>Approaching Developing</i>	Instructor started in a safe position, but moved out of sight during the lesson.	<i>Approaching Proficiency</i>	Instructor was positioned in a safe position while instructing.	
COMMENTS						
#7 Communicates well with the student about progress	Instructor does not communicate with student or parent (if applicable) about student's progress.	<i>Approaching Developing</i>	Instructor communicates with the student or parent (if applicable) but may not relate the progress of the student.	<i>Approaching Proficiency</i>	Instructor thoroughly communicates the student's progress with the student and parent (if applicable).	
COMMENTS						

AREAS	1 INEFFECTIVE	2	3 DEVELOPING	4	5 PROFICIENT	SCORE
#8 Exhibits a professional appearance and demeanor	Instructor does not have a professional appearance. The instructor's demeanor is negative.	<i>Approaching Developing</i>	Instructor shows a professional demeanor, but may need to improve their professional appearance, or vice versa.	<i>Approaching Proficiency</i>	Instructor fully exhibits a professional appearance. Their demeanor is professional and positive.	
COMMENTS						
#9 The instructor carries a copy of their instructor license with them while instructing	Instructor did not have a copy of his / her license available	<i>Approaching Developing</i>	Instructor did not have a copy of his / her license available while instructing on the range.	<i>Approaching Proficiency</i>	Instructor had his / her instructor license with them at all times.	
COMMENTS						
#10 Checked student's permit and summarized how this lesson relates to previous lesson	Instructor does not check the student's permit before each range lesson. Instructor does not briefly review the previous lesson and relate it to the current lesson.	<i>Approaching Developing</i>	Instructor checks the student's permit and reviews the current lesson, but may need to work on relating the current lesson to the previous lesson.	<i>Approaching Proficiency</i>	Instructor checks the student's permit before each drive. Instructor explains to the student how the current lesson relates to the previous lesson.	
COMMENTS						

SCORING

AREAS

POINTS

1. Lesson objectives	
2. Clear & concise instructions	
3. Identify errors & coach	
4. Feedback at the end of lesson	
5. Performance sheet	
6. Instructor positioning	
7. Communicate progress	
8. Professional appearance & demeanor	
9. Instructor license	
10. Checked permit & relate lessons	
TOTAL	

0-17 TOTAL POINTS = INEFFECTIVE

18-34 TOTAL POINTS = DEVELOPING

35-50 TOTAL POINTS = PROFICIENT

DATE	START TIME	END TIME	BREAK TIMES	ENTERPRISE
LESSON TOPIC(S)				
TRAINING MANAGER		TM LICENSE #	INSTRUCTOR	
TRAINING MANAGER SIGNATURE		DATE	INSTRUCTOR SIGNATURE	
X			X	
INSTRUCTOR LICENSE #				
DATE				

COMMENTS