



**DOCUMENTATION OF
NEW INSTRUCTOR TRAINING**

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

CLASS D INSTRUCTOR TRAINING - SUMMARY OF TIME TOTALS

PHASE 1		8 hours (online equivalent) Basic Instructor Course
PHASE 2	Part 1:	1 hour Training in classroom instructional topics prior to attending driver training class.
	Part 2:	24 hours Must observe, co-instruct, and review instructional methods covering all classes in the school lesson plan, TM assesses final lesson.
PHASE 3	Part 1:	1 hour Introductory training for the Behind the Wheel (BTW) instructional topics/methods prior to participating with BTW lessons.
	Part 2:	8 hours Must observe and co-instruct in all Ohio BTW lessons (1-10).
	Part 3:	2 hours Must conduct BTW instruction with Training Manager (TM) assessment.
PHASE 4		16 hours Additional classroom and/or BTW training

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

Once the 60-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 (F). In the 5th month of the probationary period, the Training Manager shall submit one of the following assessments to the Department in order to show the instructor successfully completed their probationary term:

- Probationary Instructor Classroom Assessment (DTO 0207)
- Probationary Instructor Behind-the-Wheel (Road) Assessment (DTO 0208)

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. No authorizing official or training manager shall allow a person to instruct driver training unless the person has applied for and obtained the appropriate instructor's license from the director. Instructors shall maintain a valid driver's license at all times during licensure.

4501-7-05(E)(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) 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 60-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 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.
TIME = 8 HRS

PHASE 2

Receive a course in the basics of classroom instruction. Review the State Curriculum Guide, Digest of Motor Vehicle Laws, Lesson Plans, texts, handouts, and other materials used for instruction. Observe and co-teach a classroom of actual students the required 24 hours of classroom instruction with review following each class session. This phase shall be conducted by the Training Manager or by a competent instructor under the supervision of the Training Manager.
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 - Initial instruction in the curriculum and school policies & procedures 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 = 1 HR

Signatures indicate confidence the instructor candidate understands the required topics

SIGNATURE OF TRAINEE X	DATE
SIGNATURE OF TRAINER X	DATE

PART 2

Part 2 - The trainee shall observe the classroom environment, conducted by a competent instructor, for the first 8-12 hours. For the remaining 12-24 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 they become ready. The competent instructor shall always be in class with the trainee ready to step in and ensure that the information given students is correct and the classroom maintains a proper learning environment. **The Training Manager shall personally attend the class session instructed by the trainee and complete an assessment (minimum of 1 hour).** Should the trainee fail to receive a satisfactory assessment the Training Manager shall attend additional period(s) of co-instruction until satisfied with their performance. The duration of any *additional* observation time shall be determined by the Training Manager.
NOTE: Part 2 shall be completed with students in the physical or virtual classroom setting.
TIME = 24 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) they attend.
- A maximum of four instructor candidates may observe one class.
- A maximum of two instructor candidates may co-instruct one class.

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

SIGNATURE OF TRAINING MANAGER X	DATE
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The following items shall be attached to the instructor application:

- Completed class rosters showing attendance for all 24 hours of classroom instruction.
- Lesson plan for date of assessment.
- Satisfactory Classroom Assessment completed by the Training Manager.

NOTE: Break times must be allowed but must not be counted toward the 60-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 3

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 and instruct 8 hours of student BTW training with review following each session. This phase shall be conducted by the Training Manager or by a competent instructor under the supervision of the Training Manager. **Only one trainee shall be in the vehicle for the duration of the BTW training.**

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 - 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 = 1 HR

- | | |
|---|--|
| <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
X		
SIGNATURE OF TRAINER	LICENSE # OF TRAINER	DATE
X		

PART 2

Part 2 - 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. (Drive Time)
- Trainer driving and trainee teaching. (Teach)
- Driver training student driving, trainer teaching, and trainee observing from the back seat. (Observation)

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

TIME = 8 HRS

The following items shall be attached to the instructor application:

- Copy of completed Class D New Instructor Behind the Wheel Log (DTO 0239)**

NOTE: Break times must be allowed but must not be counted toward the 60-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.

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 they 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 has received a satisfactory assessment score.

SIGNATURE OF TRAINEE X	DATE
SIGNATURE OF TRAINING MANAGER X	DATE

The following items shall be attached to the instructor application:

- Copy of student's BTW training record for the date of the BTW assessment initialed by trainee and Training Manager.
- 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.

PHASE 4

The remaining 16 hours of training can be spent either in additional classroom sessions, additional behind-the-wheel training, or split between both. If split between Classroom and BTW, indicate the number of hours for each. Indicate below how the additional 16 hours of training were conducted and submit the documentation to substantiate the hours. This phase shall be conducted by the Training Manager or by a competent instructor under the supervision of the Training Manager.

NOTE: Additional classroom training shall be completed with students in the physical or virtual classroom setting.

TIME = 16 HRS

<input type="checkbox"/> Classroom (# of hours _____)	<input type="checkbox"/> BTW (# of hours _____)
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The following items shall be attached to the instructor application:

- Completed class rosters showing attendance for any additional classroom instruction.
- Copy of completed Class D New Instructor Behind the Wheel Log documenting additional BTW hours (DTO 0239).

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 60-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.