



**Ohio Traffic
Safety Office**

Ohio Driver Training



OHIO ABBREVIATED ADULT COURSE CURRICULUM

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The Ohio Abbreviated Adult Course Curriculum provides standardized, best practice driving skills for beginning drivers. The content is designed to reduce the risk of crashes and make Ohio roadways safer for everyone.

OVERVIEW

The Ohio Abbreviated Adult Course Curriculum consists of two required segments: Classroom Instruction and Behind-the-Wheel Instruction. Both requirements may be completed in one of two ways:

CLASSROOM OPTIONS

- ▶ Four hours in person classroom instruction OR
- ▶ Four hours of online classroom instruction

BEHIND-THE-WHEEL (BTW) OPTIONS

- ▶ Four hours of driving BTW with an Ohio licensed driving instructor through a driving enterprise OR
- ▶ Twenty-four hours of driving BTW with another licensed driver over the age of 21. Please note that if this option is chosen, a Twenty-Four Hour Affidavit must be completed with the Bureau of Motor Vehicles.

The Abbreviated Adult classroom portion may be completed in one day, and must be completed before starting BTW instruction. A break time of at least 10 minutes must be provided after two hours of instruction. Break times do not count toward the instruction requirement. For example, a class from 8:00 A.M. to 12:10 P.M. would meet the four-hour requirement including the ten-minute break.

The classroom portion of the requirements includes a written final exam. Final exams that are provided by the Department are required to be used. **The final exams are located in the licensed Enterprise's Driver Education Training System (DETS) under the Documents tab.** Students must earn a 75% or better in order to pass the course. Students not scoring at least 75% have up to two additional opportunities to try again to pass the final exam. Each additional attempt may be scheduled no sooner than the next day. If students score less than 75% on all three of their exams, they must retake the course.

Students may receive a maximum of six hours of training in one day. One two-hour session of BTW instruction may be scheduled on the same day as the classroom instruction with a minimum of a 30-minute break between sessions.

The second two-hour session of BTW must be scheduled on a different day. The second session includes a 15 to 20 minute driving evaluation at the end. The BTW portion of the course is evaluated based on a good faith effort on the part of the student. A good faith effort means that the student tried their best during BTW regardless of the driving outcomes.

All Classroom and Behind-the-Wheel driving instruction must be completed within three months from the date the contract is signed.

► Pavement Markings

■ White Lines - Traffic Is Going in the Same Direction

› White dashed lines - may cross over

- Indicate 2 or more lanes of traffic moving in the same direction

› White solid lines - cross with caution. Avoid crossing over for safer traffic flow.

› White edge lines - mark the shoulder area of roadway, most often to the right of the lane of travel

- Show you where you pull off and over if experiencing problems
- Do not use the shoulder area to pass other vehicles
- Do not drive in the shoulder area

■ Yellow Lines - Indicate Traffic is Moving in Opposite Directions

› Solid yellow lines

- Do not cross over
- May cross when turning left only when there is no oncoming traffic

› Dashed yellow lines

- You may cross over to pass a slower moving vehicle in legal passing zones.
- How to pass another vehicle safely:
 - Should you pass?
 - ◇ When in doubt, don't do it!
 - ◇ Not on hills or curves
 - ◇ Can you see 100 yards, the length of a football field, ahead of the vehicle you are passing?
 - ◇ Is there a dashed line next to your lane of travel?

- Passing

- ◇ Check your overhead mirror, your side mirror, and the blind spot over your shoulder
- ◇ If there is a gap in oncoming traffic
- ◇ Signal
- ◇ Steer into passing lane
- ◇ Accelerate

- ◊ Do not speed
- Returning to Lane
 - ◊ Can you see the headlights of the vehicle you passed in your rearview mirror?
 - ◊ Steer back into your lane
 - ◊ Decelerate
 - ◊ Signal off
- › Solid & dashed yellow lines combined
 - You may pass another vehicle on the dashed side of the yellow
- › Shared turn lanes
 - Allow traffic moving in both directions to use a center lane to turn left
 - How to use a shared turn lane:
 - Change lanes into the turn lane
 - Slow and stop if needed
 - Wait for a gap in oncoming traffic
 - Slow and stop if needed
 - Wait for a gap in oncoming traffic
 - Turn left when safe
 - Do not drive or pass other cars in this lane
- Other Pavement Markings
 - › Road markings are typically paired with road signs
 - › Arrows
 - Show the direction vehicles in each lane must travel
 - › Stop lines
 - Show where to stop before an intersection

- › Pedestrian crosswalks
 - Show where people will be walking across the street
 - Be prepared for pedestrians to cross anywhere
 - Reduce speed in areas with children playing
- › Bicycle lanes
 - Protect bicycles in their own lane of travel
 - Bicycles may use road with other vehicles
 - Bicyclists must follow the same rules as cars
 - When passing a bicycle you must have a minimum of 3 feet of clearance between you and the bike rider
- › Railroad crossings
 - Numerous methods alert drivers
 - Markings RxR or X may be used
 - Typically on pavement before tracks
- › High occupancy vehicle markings
 - On freeways
 - Often in the far-left lane
 - Marked with a white diamond
 - Reserved for vehicles with carpoolers
 - Carpooling is ride sharing with 2+ or 3+ people
- ▶ Traffic Signs - There are hundreds of different traffic signs

Here Are Some Important, “Need to Know to Be Able to Drive Safely” Signs

- Regulatory Signs
 - › General information
 - Must be followed because they are laws
 - Control traffic flow
 - Generally rectangular
 - Generally black & white

- Exceptions = Stop & Yield signs
- May have some red
- › Some examples/types of regulatory signs
 - Speed limit signs
 - Show the fastest speed you may travel
 - Travel slower than the limit if you run into:
 - ◊ Bad weather
 - ◊ Heavy traffic
 - ◊ Construction
 - You may not travel so slowly you block traffic
 - Stop signs
 - How to stop
 - ◊ Stop completely without rolling forward
 - ◊ After the stop you may move forward to see better
 - ◊ Look left, right, left
 - ◊ Go when there is a safe gap in traffic
 - ◊ Whoever stops first, goes first
 - Where to stop
 - ◊ Before the white stop bar painted on the pavement
 - ◊ Before a pedestrian crosswalk if there's no stop bar
 - ◊ You should stop far back enough back to be able to see the stop bar/crosswalk in front of you
 - ◊ When you stop behind another car, you should be able to see where the back tires of the car in front meet the pavement
 - 2-Way stops
 - ◊ Traffic on the same road stops at the stop signs
 - ◊ Cross traffic does not stop

- 4-Way stops
 - ◇ Traffic in all directions must stop
 - ◇ Whoever stops first, goes first
 - ◇ If multiple cars stop at the same time, the vehicle on the right goes first
- Yield signs
 - How to yield
 - ◇ Slow down. Be prepared to stop.
 - ◇ If lane of travel is clear, you do not need to stop
 - ◇ Other traffic has right of way
- Arrow signs
 - Show the direction vehicles in each lane must travel
- Traffic directional signs
 - One way
 - Road closed
 - Don't do it signs
 - ◇ No left turn
 - ◇ No right turn
 - ◇ No U-turn
 - ◇ No parking
- Right-of-Way Rules, Like Regulatory Signs, Control Traffic Flow and Must Be Followed
 - › Even when you have the right-of-way do not assume other drivers will yield to you. Use extreme caution.
 - Yield to oncoming traffic on left turns
 - If your lane is ending, yield to vehicles already in the lane you're moving into
 - When merging on the freeway, yield to traffic already on the freeway
 - At roundabouts, yield to vehicles already in the circle
 - Always yield to pedestrians

- Always yield to emergency vehicles
 - Pull to the right
 - Stop completely
- Always yield to trains at railroad crossings
- Yield to all vehicles in a funeral procession
 - Cars will have headlights on
 - Cars will have triangular, purple or orange and white pennants above driver door
 - Pull over on the side of the road and allow procession to pass
- **Guide Signs**
 - **General information**
 - Rectangular shaped
 - Green guide signs - provide driving directions
 - Blue guide signs - show road service locations
 - Brown guide signs - show recreational areas and attractions
- **Warning Signs**
 - **General information**
 - Warn of potential hazards ahead
 - Tell you to slow down
 - Usually diamond shaped
 - Typically yellow
 - Orange is used in construction zones
 - Fluorescent yellow-green is used in school zones
 - **Types of warning signs**
 - Merging
 - Curves ahead
 - Road slippery when wet
 - Road ends/dead end

- Construction warnings
 - Use extreme caution; workers lives depend on YOU!
 - Speeding fines are doubled in work zones
- School warnings tell you to watch for:
 - Students walking
 - Students loading & unloading on stopped buses
 - School zone speed limit = 20 mph
- Railroad crossings
 - Slow before tracks and look both ways before crossing.
 - Do not stop on the tracks. Wait to drive across tracks until there is enough room for your vehicle on the other side of the tracks.
 - When a train is approaching, flashing lights, horns and gates may be activated. Some tracks in rural areas have no gates.
 - Never drive around lowered gates even if you cannot see the train.
 - School buses and trucks with hazardous material are required to completely stop before crossing railroad tracks every time.
 - If your vehicle becomes stuck on the tracks, get out of the car and call the phone number on the blue Emergency Notification Sign (ENS) located on the light pole to notify the railroad.
 - If a train is coming, walk in toward the train, away from your vehicle and the tracks at a 45 degree angle to keep from being hit by debris.
- Traffic Signals & Stop Lights
 - › Replace stop & yield signs in areas of higher traffic
 - › Red means stop!
 - Right turn on red
 - In Ohio after completely stopping at a red light, you may turn from the far, right lane when clear.
 - Left turn on red
 - If on a one-way street turning onto another one-way street in Ohio, you may turn left on red from the far, left lane

- Flashing red
 - Stop completely
 - Go when intersection is clear
- › Yellow means yield & prepare to stop
 - Flashing yellow
 - Slow down
 - Check cross traffic
 - Go when intersection is clear
- › Green means go
 - Fresh green/just turned
 - Allow intersection to clear before going
 - Stale green/green a long time
 - Slow down
 - Prepare to stop
- › Left turns with signals
 - Unprotected left turn signal
 - No green arrow
 - Yield to oncoming traffic
 - Wait for safe gap before turning left
 - One car may pull into intersection waiting to turn left
 - Protected left turn signal
 - Go on green arrow
 - Stop light controls oncoming traffic
- › When traffic lights are not working
 - Police officers may be directing traffic
 - Follow their directions
 - If no officers, intersection becomes a 4-way stop

▶ **Seat Belt Law**

- Wearing a seat belt is the most effective way to stay alive in a crash
- Seat belts distribute the force of impact across your body
- Seat belts keep you from being thrown from the car
- If the driver is 18 or older, the driver & front seat passenger must wear a seat belt
- If the driver is under 18, everyone in the car must wear a seat belt
- ALL Children, 0-12, MUST be secured in the back seat with the correct type of safety seat and connected seat belt. In the front seat, air bags can injure and kill children.
 - › Children 0-4, 5-45 pounds, should be in a rear facing car seat with their head 1 inch below the top of the seat
 - › Children 3-7, 33-65+ pounds, may ride in a forward-facing car seat
 - › Children 5-12, 65-80 pounds, should ride in a booster seat
 - › Children 8-12, 80 pounds and 4 feet 9 inches, may ride in the back seat with a seat belt
- Ohio Buckles Buckeyes provides child safety seats through the Ohio Department of Health to support families in need of financial support. Contact your local health department to learn more.

▶ **Distracted Driving Law**

- Distractions include anything that takes your eyes, ears, hands or thinking away from the task of driving
 - › Phone usage
 - › Radio & other car controls
 - › Eating & drinking
 - › Passengers
- Distractions Reduce Reaction Time
- Distractions Cause Crashes
- Distracted driving is a primary offense. That means you can be pulled over and ticketed without another driving violation.

- Penalties
 - 1st Offense - up to \$150 fine and 2 points on your license
 - 2nd Offense - up to \$250 fine and 3 points on your license
 - 3rd or More Offense(s) - up to \$550 fine and 4 points on your license with a possible 90 day suspension of your license
 - You lose your license at 12 points over 3 years
- ▶ School Bus Law
 - When a Bus Stops to Load/Unload Students, Red Lights on the Bus Flash
 - Most Buses Have a Red Stop Sign on the Driver Side That Indicates When the Bus is Loading and Unloading
 - You are required by law to stop 10 feet from the front or back of the bus when the red lights on the bus are flashing
 - On 2 lane roads, traffic traveling in both directions must stop
 - On 4 lane highways, only the traffic traveling in the same direction as the bus must stop
- ▶ Move Over Law
 - If There Is a Vehicle with Flashing Lights on the Side of the Road You Must Cautiously Move Over, One Lane Away from the Vehicle
 - If Changing Lanes Is Not Possible, You Must Slow Down & Pay Attention
- ▶ If a Police Officer Pulls Behind Your Car with Lights Flashing:
 - Pull Your Vehicle to the Right, Safely Off the Road
 - Remain Calm
 - Do NOT Get Out of Your Car
 - Turn On the Inside Light If at Night
 - Roll Down Your Window
 - The Officer May Approach From the Passenger Side
 - Keep Your Hands on the Steering Wheel
 - Do NOT Make Any Quick Movements
 - The Officer May Ask for Your License, Registration, & Proof of Insurance

- Follow the Directions Given
 - › Answer questions truthfully
 - › If an officer asks you to exit the vehicle, you must comply
- Signing a Ticket Only Indicates You Received It
 - › It does not mean you agree with it
 - › You may argue your case in traffic court

Safety begins with monitoring your current level of fitness for driving, monitoring your surroundings and making vehicle adjustments before you begin driving.

► **Driver Fitness: Questions to Ask Yourself Before Getting in a Car**

- **How is your emotional well-being?**
 - › Are you calm?
 - › Are you overly upset or angry? Wait to drive.
 - › Are you suffering with heightened depression, anxiety or another mental health concern? Wait to drive.
- **Are you physically well and rested?**
 - › Are you feeling the effects of blood pressure or blood sugar problems? Wait to drive.
 - › Are you excessively tired and/or sleepy? Wait to drive.
- **Have you been drinking? Do NOT drive!**
- **Have you taken over-the-counter or prescription meds that prohibit you from driving? Do NOT drive!**
- **Have you been using drugs? This includes marijuana. Do NOT drive!**

► **Outside Vehicle Safety Checks Before Entering Vehicle**

- **Walk Around the Vehicle**
 - › Is the area around the car free of obstacles?
 - › Are the windshields, windows, and mirrors clean and clear?
 - › What is the condition of the tires?
 - Tire pressure should be checked monthly with a tire gauge
 - Correct tire pressure is listed on the inside edge of the driver-side door

► **Inside Vehicle Familiarization – Know the Location and How to Operate**

- **Parking Brake**
- **Gears: Park, Neutral, Reverse, Drive**
- **Turn Signals**
- **Headlights**
- **Windshield Wipers**
- **Horn**

- Emergency Hazard Lights
- ▶ Inside Vehicle Adjustments
 - Seat and Steering Wheel Positioning
 - › The driver should sit up straight with their back against the seat
 - › Feet should be able to reach the pedals with knees slightly bent
 - › There should be a minimum of 10 inches between the driver and the steering wheel for airbag safety
 - › Elbows slightly bent
 - Head Restraint
 - › The top of the driver's head should be even with the top of the head rest/restraint for protection in case of a crash
 - Overhead/Rearview Mirror
 - Side View Mirrors
 - › Traditional Method
 - Align outside mirrors so a small portion of the vehicle can be seen
 - › Blind Spot Glare Elimination Method (BGE)
 - Begin with the traditional mirror setting
 - Left Mirror
 - Lean your head against the driver side window
 - Adjust the mirror to the left until you can barely see your car in the edge of the mirror
 - Right Mirror
 - Lean to the right resting your arm on the console
 - Adjust the mirror to the right until you can barely see your car in the edge of the mirror

- ▶ Fasten Safety/Seat Belt
- ▶ Ready to Drive Position
 - Proper Foot Placement
 - › Left foot on foot rest inside door
 - › Right foot
 - Heel on floor
 - Foot pivots between gas pedal and brake pedal
 - Proper Hand Placement
 - › If the steering wheel is the face of a clock:
 - Hands should be no higher than 9:00 and 3:00
 - Hands should be no lower than 7:00 and 5:00
 - Preferable hand placement is 8:00 and 4:00
- ▶ Starting the Car
 - Right Heel on Floor with Right Foot on Brake
 - Gear Selector is in PARK
 - Press Start Button/Turn Key Clockwise to ON Position
 - Check Gauges
 - › Are there red lights indicating a problem with a vehicle system?
 - › How much fuel/electrical charge do you have?
- ▶ Getting Ready to Move
 - Turn On Headlights When Sky is Transitioning, Dark or Raining
 - With Right Foot Still on Brake, Release Parking Brake (If Brake Is On)
 - Check:
 - › Rearview mirror
 - › Side mirrors
 - › Blind spot

► **Performing Basic Maneuvers**

■ **Moving Forward**

- › With right foot on brake, shift gear to DRIVE
- › Taking off smoothly
 - Pivot right foot from brake to the gas pedal
 - Press gas pedal gently at first
 - Gauge the amount of pressure needed to move forward safely
- › Stopping smoothly
 - Imagine there is a balloon under the brake pedal
 - Move the right foot from the gas to the brake
 - Gently press the brake pedal. Do not stomp. You don't want to POP the imaginary balloon.

■ **Moving Backward**

- › Without back up cameras
 - Left hand should be on the steering wheel at the 12:00 position
 - Check blind spots
 - With right foot on brake, shift gear to REVERSE
 - Right hand should move to the passenger seat to allow you to look over your right shoulder
 - Accelerate gently
 - You can use the break to control speed
 - In reverse, the back of the car turns in the same direction as the top of the wheel
- › With back up cameras
 - Check blind spots
 - Watch camera
 - With right foot on brake, shift gear to REVERSE
 - Accelerate gently
 - You can use the break to control speed
 - In reverse, the back of the car turns in the same direction as the top of the wheel

- **Steering Accurately**
 - › **Where to look matters**
 - Look the equivalent of a block ahead
 - Aim high with your line of sight
 - › **Methods for steering**
 - Push/pull method
 - One hand pushes the steering wheel up, toward the 12:00 position
 - The other hand pulls the steering wheel down and away from the 12:00 position
 - Safer with air bags
 - Hand over hand method
 - One hand crosses over the other
 - Greater control
 - Better for sharp turns
 - › **Mistakes when steering**
 - Oversteering
 - When the car turns more than the driver intended
 - The rear wheels lose traction and the car may fishtail, which means the back of the car will swing towards the front
 - Understeering
 - When a car turns less than intended
 - The car continues moving in the original direction of travel
- **Practice Lane Changes as if on the Road**
 - › **To the left**
 - Signal early
 - Is it safe to move over?
 - Check the rearview mirror
 - Check the left side mirror
 - Check the left side blind spot

- When there is a safe gap, slowly steer into new lane
- Turn signal off
- › To the right
 - Signal early
 - Is it safe to move over?
 - Check the rearview mirror
 - Check the right side mirror
 - Check the right side blind spot
 - When there is a safe gap, slowly steer into new lane
 - Turn signal off
- › Do not change lanes in:
 - An intersection
 - A traffic circle/roundabout
- ▶ Complete Turning Procedures Safely as if on the Road
 - Left Turns
 - › Search ahead for:
 - Traffic control devices
 - Traffic
 - Oncoming
 - On cross streets
 - › Be in the correct lane to turn left, typically the far-left lane
 - › Signal intent to turn left, 3 to 4 seconds ahead
 - › Reduce speed
 - › Follow right of way laws by yielding to:
 - Oncoming traffic
 - Bicycles
 - Pedestrians

- › Begin turning before the front of your car gets to the lane you want to enter
- › Look through the turn, meaning look where you want to go
- › Turn into the left (non-turn) lane closest to your original lane of travel
- › Allow the steering wheel to straighten as you complete the turn
- › Cancel turn signal, if needed
- Right Turns
 - › Search ahead for:
 - Traffic control devices
 - Traffic
 - Oncoming
 - On cross streets
 - › Be in the correct lane to turn right, typically the far-right lane
 - › Signal intent to turn right, 3 to 4 seconds ahead
 - › Reduce speed
 - › Follow right of way laws by yielding to:
 - Oncoming traffic
 - Bicycles
 - Pedestrians
 - › Begin turning at the curb line
 - › Look through the turn, meaning look where you want to go
 - › Turn into the right lane closest to your original lane of travel
 - › You must steer harder for right turns
 - › Allow the steering wheel to straighten as you complete the turn
 - › Cancel turn signal, if needed
 - › Accelerate gently

- U-Turns as if on the Road
 - › Search ahead for:
 - Signs preventing u-turns
 - Traffic control devices
 - Traffic:
 - Oncoming
 - On cross streets
 - Behind you
 - › Your vehicle should be visible to other traffic a minimum of 500 feet away
 - › U-turns should never be made on hills, curves or expressways
 - › From far, left lane, signal left
 - › Pull as far to the right in the far left lane as safely possible
 - › Check traffic again
 - › Turn sharply left, moving slowly until facing opposite direction
 - › Cancel signal, if needed
 - › Accelerate gently
- 2-Point Turns as if on the Road
 - › Search ahead for:
 - Traffic control devices
 - Traffic:
 - Oncoming
 - On cross streets
 - Behind you
 - › Use a street or driveway with a safe gap in traffic
 - › Stop just past the street or driveway about 3 feet from curb
 - › Check traffic again
 - › Place your foot on the brake & shift to REVERSE

- › Back slowly, turning the steering wheel to the right onto the street or driveway
- › Check front left clearance
- › Stop when clear of original street
- › Foot on brake & shift to DRIVE
- › Signal left
- › Complete a safe left turn
- 3-Point Turns as if on the Road
 - › Search ahead for:
 - Traffic control devices
 - Traffic:
 - Oncoming
 - On cross streets
 - Behind
 - › Signal left
 - › Pull as far to the right in the far left lane as safely possible
 - › Stop & check traffic again
 - › Turn sharply left, slowly
 - › As vehicle approaches curb, steer hard right
 - › Stop before hitting curb
 - › Shift to REVERSE
 - › Check traffic again in both directions
 - › Steer to the right, backing slowly
 - › As vehicle approaches curb, straighten steering wheel
 - › Stop before hitting curb
 - › Shift to DRIVE

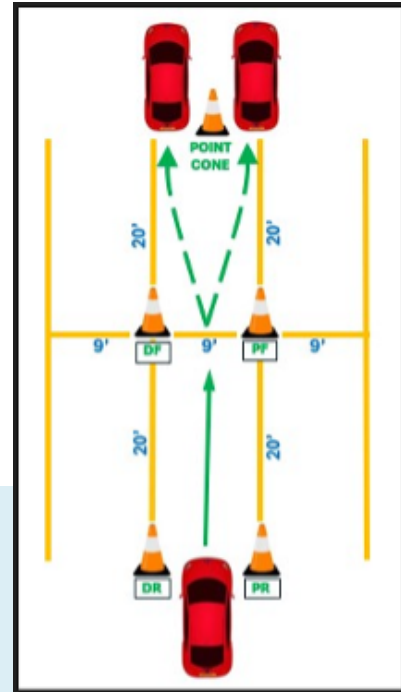
- › Check traffic
- › Steer left and pull into lane
- › Cancel signal, if needed

- ▶ **Maneuverability Course Set Up**
 - Consists of 5 Cones
 - Four Cones Form a 9' by 20' Rectangle, Which is the Size of a Normal Parking Space
 - The 5th Cone is Called the Point Cone
 - › Placed 20' past the 2nd pair of cones in the original rectangle
 - › Placed in the middle, 4 ½' away from both of the 9' edges
 - See Diagram
- ▶ **Suggestions for Teaching**
 - Walk the Course Discussing the Procedure
 - Demonstrate the Procedure
 - Break the Task Down Into Smaller Steps
- ▶ **Maneuverability Step One – Forward Motion**
 - Begin with Front Bumper Even with the First 2 Cones
 - Must Be Completed in One Continuous Motion
 - › Pro-Tip – If you stop to check progress or ask to start over you are assigned 2 points for each event. It takes 26 or more points to fail. Better to stop and adjust than hit a cone.
 - Slowly Drive Forward Between the 4 Cones
 - › Pro-Tip – Don't touch the gas pedal. Use only the brake to control your speed.
 - The Evaluator Will Direct You to the Right or the Left of the Point Cone
 - Straighten the Car Parallel to the Course
 - Stop When the Rear Bumper is Even with the Point Cone
- ▶ **Maneuverability Step Two – Backward Motion**
 - Also Completed in One Continuous Motion
 - Back Past the Point Marker
 - Turn the Wheel to Position the Car to Be Able to Back Through the Original 4 Cones
 - Back Through the Original 4 Cones
 - Stop When the Front Bumper is Even with the First 2 Cones

► Maneuverability Scoring

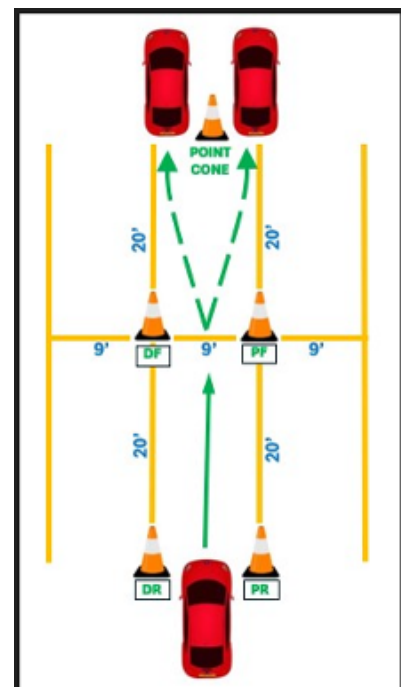
- If You Run Over or Knock Down a Cone, It's an Immediate Failure
- Points are added for mistakes. Drivers fail if they accumulate 26 or more points.
- Point Infractions:
 - › Stopping to check progress = +2 Points
 - › Asking to start over = +2 Points
 - › Misjudging the stopping distance = +5 Points
 - › Not stopping parallel to the course = +5 Points
 - › Bumping a cone off of the square = +10 Points
 - › If the cone is knocked completely off the square or is knocked completely over, then it is an automatic fail

As an Ohio Driver Training Instructor, you know that there are many ways to teach the skills needed to be successful with maneuverability. If one method is not working with a trainee, adjust your instruction; suggest and model a different approach. Below is one method you may choose to use. Do what works best for the trainee and you.



► One Option for Teaching Maneuverability to Trainees

- Beginning Position
 - › Front bumper is centered between driver rear (DR) and passenger rear (PR) cones
 - › Place hand on the top of the steering wheel at 12:00
- Move Forward
- When Front Bumper is Between Driver Front (DF) and Passenger Front (PF) Cones:
 - › To go left turn steering wheel to 9:00
 - › To go right turn steering wheel to 3:00
- When Front Bumper is at the Point Cone:
 - › When going left, turn steering wheel to 3:00
 - › When going right, turn steering wheel to 9:00
- Pull Forward Until the Back Bumper is Even with the Point Cone



- Backing Up
 - When on the left side of the point cone:
 - Watch the left-side mirror
 - When the driver can see the base of the driver front (DF) cone, turn steering wheel to 9:00
 - When car is parallel to the course, turn steering wheel to 12:00
 - When on the right side of the point cone:
 - Watch the right-side mirror
 - When the driver can see the base of the passenger front (PF) Cone, turn steering wheel to 3:00
 - When car is parallel to the course turn steering wheel to 12:00
- Pull back until front bumper is even with the driver rear (DR) and passenger rear (PR) cones

Any Questions About the Licensing Process May Be Directed to the BMV, Monday Through Friday from 8am to 5 pm, By Calling 844-644-6268 Or Chatting Online with a BMV Representative at <https://www.bmv.ohio.gov/index.aspx>

Environment

- ☑ Beginning with Low Speeds, Ideally Starting at 25 mph with Minimal Traffic and Traffic Signs
- ☑ Increasing to Speed of 35 mph with More Traffic and Traffic Lights

SKILLS FOR DRIVING SUCCESS**► Review Managing Intersections****■ How to Stop**

- › Stop at stop sign completely without moving forward
- › After stopping, you may move forward to see past obstructions

■ Where to Stop

- › Before white stop bars
- › If no stop bar, before pedestrian crosswalks
- › When stopped behind another vehicle, the driver should be able to see where the back tires of the car in front meet the pavement.

■ Stop Signs

- › 2-Way
 - Cross traffic does not stop
- › 4-Way
 - Everyone stops
 - Whoever stops first goes first
 - If multiple drivers stop at the same time, the driver on the right goes first

■ Stop Lights

- › Unprotected left turn – yield to oncoming traffic
- › Protected left turn – follow arrow(s)

- Roundabouts/traffic circles
 - › Traffic inside the circle has right-of-way
 - › Assume no one knows that
- ▶ Review Changing Lanes
 - Signal Early
 - Safe to Move?
 - › Check overhead mirror
 - › Check side mirror
 - › Check over the shoulder for the blind spot
 - If Safe Gap, Steer into New Lane
 - Signal Off
 - Illegal to Change Lanes in:
 - › Intersections
 - › Roundabouts/traffic circles
- ▶ Review Left Turns
 - Shared Turn Lane
 - › Change lanes into turn lane
 - › Slow and stop when needed
 - › Wait for a gap in oncoming traffic
 - › Do not pass other cars in the shared turn lane
 - 2-Way Stop Signs
 - › Wait for a gap in traffic on cross street
 - › Also wait for a gap in oncoming traffic
 - Stop Light With an Unprotected Left Turn
 - › Wait for a gap in oncoming traffic
 - Stop Light With a Protected Left Turn
 - › Go on green arrow
 - › Oncoming traffic is stopped by the light

► Review Areas of Caution

■ Schools

- › Watch for children
- › School zone speed is 20 mph
- › Watch for buses
 - Must stop 10 feet away from the front or the back of a bus that is loading or unloading students

■ Railroad Crossings

- › Slow and look both ways before crossing tracks. Gates do not always work.
- › Do not stop on the tracks. Wait until there is enough room for your vehicle on the other side of the tracks before crossing.
- › Never drive around lowered gates
- › If your vehicle is stuck on the tracks:
 - Get out of the car
 - Call the Emergency Notification System (ENS) phone number on the blue sign located on the gate
 - Notifies the railroad of the problem so they can try to stop any trains
 - Call 911

■ Construction

- › Slow down
- › Use extreme caution; workers lives depend on YOU!
- › Speeding fines are doubled in work zones

► Review Yielding:

■ Pedestrians

■ Emergency Vehicles

■ Vehicles in a Funeral Procession

Environment

- ☑ Rural Roads with Little Shoulder, Variable Speeds, Minimal Traffic
- ☑ Areas with Limited Visibility: Curves, Hills, Hidden Driveways & Side Roads, Farm Equipment.

SKILLS FOR DRIVING SUCCESS

- ▶ Pay Attention To and Follow Speed Limits, Especially on Curves
- ▶ If Right Tires Run Off Pavement Onto Uneven Shoulder
 - Ease Off the Gas Pedal
 - Do Not Slam on the Brake
 - Gradually Turn the Wheel to Get the Car Back on the Pavement
 - Avoid Sudden, Jerky Movements
 - Avoid Overcorrections
- ▶ Review of Passing Slower Moving Vehicles
 - You May Pass Only If There Is a Dashed Yellow Line Next to Your Lane of Travel
 - Do NOT Pass:
 - › With a double yellow line
 - › On a hill
 - › On a curve
 - › If you can't see 100 yards (the length of a football field) ahead of you
 - › If you aren't certain that you can make it
 - When Passing:
 - Signal
 - Check mirrors and blindspot
 - If there is a gap in oncoming traffic, steer into passing lane
 - Accelerate but don't speed
 - Returning to Lane
 - Check for gap in front of vehicle passed. Can you see their headlights?
 - Steer back into lane
 - Decelerate
 - Signal off

Environment

- ☑ Moderate Speeds with a Large Volume of Traffic
- ☑ Multiple Lanes and Complex Intersections
- ☑ Stopped Vehicles, Increased Number of Pedestrians, Bicyclists and Other Obstacles

SKILLS FOR DRIVING SUCCESS

- ▶ Be Prepared For:
 - Frequent Intersections Causing Multiple Starts and Stops
 - Need for Frequent Lane Changes
 - Pedestrians and Bicyclists Veering into Traffic
 - Limited Visibility
 - Numerous Distractions
 - Impatient Drivers
- ▶ Search Patterns for City Driving, Watch 1 – 2 Blocks Ahead
 - For Turn Signals, Brake Lights, Emergency Hazard Flashers
 - For Pedestrian and/or Cyclists in Street
 - Parked Vehicles, on Side or in Middle of Street, That May Pull Out
 - › Is the driver seat occupied?
 - › Is there car exhaust?
 - Check Overhead Mirror When Slowing or Stopping
- ▶ One-Way Streets and Alleys
 - Practice Navigating Intersections with One-Way Streets
 - Did you know that in Ohio it is legal to make a left-turn-on-red after stopping only if you are turning from a one-way street onto another one-way street?

Environment

- ☑ Higher Speeds of 55 mph Plus with Heavier Traffic
- ☑ Variety of Interchanges with Multiple Lanes

SKILLS FOR DRIVING SUCCESS**▶ Entering Freeways/Expressways**

- The Acceleration Lane is Where You Gain Speed to Merge
- Signal
- Move Onto the Freeway Like You Change Lanes
- Wait for the Gap
- If You Are Traveling in the Lane Next to the Acceleration Lane, Prepare to Adjust Your Speed to Accommodate Traffic Entering

▶ Driving Lanes

- Left - Passing Only
- Middle - Driving/Cruising
- Right - Entering & Exiting

▶ Space Management (S.E.E.)

- Search
 - 10-20 seconds ahead
 - Look for potential risks
 - Watch for traffic clues
 - Roads changing
 - Other drivers actions

- Evaluate
 - › Determine urgency of situation(s)
 - › Options to avoid risk(s)
 - Create more space between the risk and you
 - Change lanes
 - Change directions
 - Speed up, slow down or stop
- Execute
 - › 8-12 seconds
 - › Consider the amount of space and time you have to respond
 - › Decide and act
 - › Alert others:
 - Horn
 - Turn signal
 - Emergency blinkers
- ▶ Safe Following Distance
 - General Information
 - › Allows more time to brake and steer
 - › The more space between you & other vehicles, the easier it is to avoid crashes
 - › A general following distance is 4 seconds
 - › The faster your speed, the larger your following distance should be
 - Calculating Following Distance
 - › Use a fixed object like a light pole
 - › When the vehicle ahead of you passes it count: 1001, 1002, 1003, 1004
 - › When the front of your vehicle reaches the fixed object stop counting
 - › If you reach the vehicle before 4 seconds (1004) you are too close
 - › Slow down and leave more space

▶ **Exiting the Freeway**

- Is the Exit to the Right or Left?
- Signal
- Move to the Deceleration Lane
- Slow to Posted Speed on Ramp

▶ **Weave Lanes**

- Where Entrance and Exit Ramps Share the Same Lane
- Traffic Exiting Has Right-Of-Way in Ohio
- Follow Same Procedures as Changing Lanes
- Signal
- Check Rearview/Overhead Mirror, Side Mirror and Blind Spot Over Your Shoulder
- Adjust Speed
- Find a Safe Gap

▶ **Semis and Other Large Vehicles**

- Are Slower to Accelerate
- Take Longer to Stop
- Need More Time & Space to Move
- Do NOT drive in the No Zones of semis
 - › No zones are much bigger blind spots/areas where the driver can't see you
 - › In front of the truck - 20 feet/7 yards
 - › Left Side - from the driver's door to the middle of the trailer
 - › Right Side - from the front of the truck to the rear and up to 3 lanes over
 - › In back of the truck - 200 feet /67 yards, because there is no overhead mirror
- Do Not "Cut Off" Trucks by Changing Lanes Too Closely in Front
 - › Large vehicles cannot stop quickly
 - › Wait until you can see both headlights in your mirror before pulling in front

► Dusk & Dawn

- Sun Rising & Setting Creates Glare
 - › Be prepared with sunglasses
 - › Use overhead visor
- Watch for Animals Crossing Road at Sunrise & Sunset
 - › When you see one animal there may be more
 - › Do not leave lane to avoid hitting animal
 - › Better to hit a critter than cause a car crash

► Night

- Clean Windows
- Turn Headlights On
- Use Low Beam Lights When Cars Are Approaching
- Use High Beam Lights Only When There is No Oncoming Traffic
- Do Not Drive Past Where You Can See with Your Headlights

► Rain

- Reduced Visibility
 - › Turn on wipers
 - › Turn on headlights
 - › Pull over safely if necessary
- Reduced Traction
 - › Reduce speed
 - › Increase following distance
 - › Follow tire tracks of car in front
 - › Tires should be inflated properly and have adequate tread
- Avoid deep water!
 - › Cars can be washed away when roads are flooded
 - › Fatalities can occur

▶ **Fog**

- Turn on Low Beam Headlights
- Reduce Speed
- Do Not Follow Taillights of Car in Front
- Allow More Space Around Vehicle
- Pull Over Safely If Necessary

▶ **Snow**

- Reduced Visibility
 - › Turn on wipers
 - › Turn on headlights
 - › Turn on window defroster(s)
 - › Pull over safely if necessary
- Reduced Traction
 - › Reduce speed
 - › Increase following distance
 - › Do not follow taillights of car in front
 - › Tires should be inflated properly and have adequate tread
- Areas of Reduced Traction/Tire Grip
 - › Bridges
 - › Overpasses
 - › Shaded areas
 - › Black ice

▶ **Road Rage**

- When a Driver Loses Control Over Their Emotions
- May Be Triggered by an Incident
- Avoid Eye Contact
- Stay in Vehicle With Windows Up & Doors Locked
- Call Police If Needed

▶ **About Motorcycles**

■ **Be Aware and Attentive**

- › Scan for motorcycles
- › Check blind spots

■ **Allow Adequate Space**

- › Leave space by following a safe distance behind
- › No tailgating

■ **Use Turn Signals So Motorcyclists Can Adjust**

■ **When Parked on the Side of the Road, Check for Approaching Cyclists Before Opening Car Door**

VEHICLE OWNERSHIP REMINDERS

If You Own a Vehicle, You Must Have:

- ▶ **Proof of Liability & Property Damage Insurance**
- ▶ **A License Plate from Bureau of Motor Vehicles (BMV)**
- ▶ **Yearly Registration for the License Plate From the BMV**
 - **Must Be Renewed by the Birthday of the Owner**
 - **Registration Renewals Are for a Minimum of 1 Year Up To 5 Years at a Time**
- ▶ **If You Have a Change of Address, You Are Required to Notify the BMV**

TIME REQUIREMENTS

- ▶ For Abbreviated Adult instruction, trainees are required to complete 4 hours/240 minutes of Behind-the-Wheel training with a licensed driving instructor (or 24 hours with a licensed driver).
- ▶ Maneuverability practice may account for up to 1 hour/60 minutes of the total drive time requirement.
- ▶ When adult students drive in BTW sessions for 2 plus hours, a 10-minute break is required. The break does not count toward the total drive time.
- ▶ The last 20 minutes of the required 4 hours of driving should be reserved for a formal performance evaluation to inform the trainee of their progress.

BEST PRACTICE INSTRUCTION

- ▶ Instructors should begin with what students can do independently and build on those skills adding by appropriate amounts of difficulty.
- ▶ As a result, the starting point for BTW lessons will vary for each student.
- ▶ Keep in mind that although students might be successful with a skill in a low traffic area, they may not be successful with the same skill in heavier traffic. It is important to be able to complete driving skills in a variety of environments starting with the easiest driving conditions and progressively adding areas with more speed and traffic congestion. You will notice that the BTW Curriculum begins in an empty parking lot, moving to residential areas (low speed/light traffic), then to rural highways (moderate speed/light traffic), urban areas (moderate speed/heavy traffic), and ending with freeway driving (high speed/moderate to heavy traffic). If any of these areas are not within driving distance of your enterprise, discuss how the driving is different with the trainee and do your best to find areas that mimic the driving conditions.

COACHING SUGGESTIONS

- ▶ Discuss Goals at Beginning of Drive
- ▶ Always Begin with Positives and Encouragement
- ▶ When Correcting Mistakes
 - Avoid Harsh Reactions
 - Describe What You Noticed
 - Explain HOW to Correct the Mistake
 - Don't point out every mistake made. Focus on the most important corrections.
 - If Necessary, Pull Over in a Safe Place to Discuss
- ▶ Discuss Student Progress at the End of the Drive
 - What went well?
 - What are areas to practice before the next drive with you or a colleague?

MANEUVERABILITY

- ▶ Should be a focus, as it accounts for 50% of the Driver License Exam.
- ▶ If you are teaching 2, 2-hour BTW sessions, consider spending 30 minutes of each session practicing Maneuverability.

These are important safety skills that you need to teach and model for trainees.

► **Outside Vehicle Safety Checks**

■ **Walk Around the Vehicle**

- › Is the area around the car free of obstacles?
- › Are the windshields, windows, and mirrors clean and clear?
- › What is the condition of the tires?
 - Tire pressure should be checked monthly with a tire gauge
 - Correct tire pressure is listed on the inside edge of the driver-side door

► **Inside Vehicle Familiarization – Know the Location and How to Operate**

■ **Parking Brake**

■ **Gears: Park, Reverse, Drive**

■ **Turn Signals**

■ **Headlights**

■ **Windshield Wipers**

■ **Horn**

■ **Emergency Hazard Lights**

► **Inside Vehicle Adjustments**

■ **Seat and Steering Wheel Positioning**

- › The driver should sit up straight with their back against the seat
- › Feet should be able to reach the pedals with knees slightly bent
- › There should be a minimum of 10 inches between the driver and steering wheel for airbag safety
- › Elbows should be slightly bent
- › Head Restraint
 - › The top of the driver's head should be even with the top of the head rest/restraint for protection in case of a crash

■ **Overhead/Rearview Mirror**

- Side View Mirrors
 - Traditional method
 - Align outside mirrors so a small portion of the vehicle can be seen
 - Blind Spot Glare Elimination Method (BGE)
 - Begin with the traditional mirror setting
 - Left mirror
 - Lean your head against the driver side window
 - Adjust the mirror to the left until you can barely see your car in the edge of the mirror
 - Right mirror
 - Lean to the right resting your arm on the console
 - Adjust the mirror to the right until you can barely see your car in the edge of the mirror
- ▶ Fasten Safety/Seat Belt
- ▶ Ready to Drive Position
 - Proper Foot Placement
 - Left foot on foot rest inside door
 - Right foot
 - Heel on floor
 - Foot pivots between gas pedal and brake pedal
 - Proper Hand Placement
 - If the steering wheel is the face of a clock
 - Hands should be no higher than 9:00 and 3:00
 - Hands should be no lower than 7:00 and 5:00
 - Preferable hand placement is 8:00 and 4:00

Once the trainee is adjusted inside the car and ready to go, you will begin in a parking lot with no traffic to determine readiness and skill ability/level. Can the trainee:

- ▶ Perform Basic Maneuvers
 - Start car?
 - Put car in correct gear?
 - Take off smoothly?
 - Stop smoothly?
 - Move forward?
 - Move backward?
 - Steer accurately?
 - › Push/pull method
 - › Hand over hand method
 - Imitate lane changes to the left?
 - Imitate lane changes to the right?
- ▶ Complete Turning Procedures Safely
 - Make a left turn?
 - Make a right turn?
 - Make a U-turn?
 - Make a 2-point turn?
 - Make a 3-point turn?

Begin where the trainee is successful and progress to areas that are difficult.

Two and Three-Point Turns should initially only be suggested to drivers who are capable of being successful.

► Maneuverability Course Set Up

- Consists of 5 Cones
- Four Cones Form a 9' by 20' Rectangle, Which is the Size of a Normal Parking Space
- The 5th cone is Called the Point Cone
 - › Placed 20' past the 2nd pair of cones in the original rectangle
 - › Placed in the middle, 4 ½' away from both of the 9' edges
- See Diagram

► Suggestions for Teaching

- Walk the Course Discussing the Procedure
- Demonstrate the Procedure
- Break the Task Down into Smaller Steps

► Maneuverability Step One – Forward Motion

- Begin with Front Bumper Even with the First 2 Cones
- Must Be Completed in One Continuous Motion
 - › Pro-Tip – if you stop to check progress or ask to start over you are assigned 2 points for each event. It takes 26 or more points to fail. Better to stop and adjust than hit a cone.
- Slowly Drive Forward Between the 4 Cones
 - › Pro-Tip – don't touch the gas pedal. Use only the brake to control your speed.
- The Evaluator Will Direct You to the Right or the Left of the Point Cone
- Straighten the Car Parallel to the Course
- Stop When the Rear Bumper is Even With the Point Cone

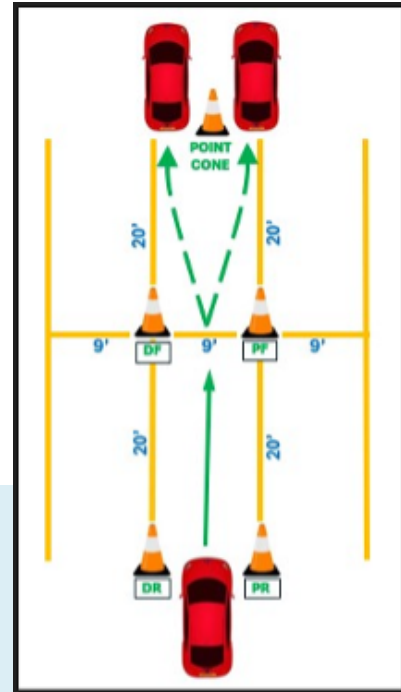
► Maneuverability Step Two – Backward Motion

- Also Completed in One Continuous Motion
- Back Past the Point Marker
- Turn the Wheel to Position the Car to Be Able to Back Through the Original 4 Cones
- Back Through the Original 4 Cones
- Stop When the Front Bumper is Even With the first 2 Cones

► Maneuverability Scoring

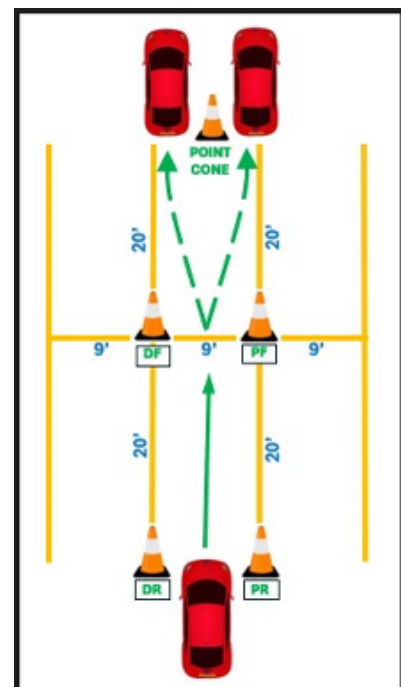
- If You Run Over or Knock Down a Cone, It's an Immediate Failure
- Points are added for mistakes. Drivers fail if they accumulate 26 or more points.
- Point Infractions:
 - › Stopping to check progress = +2 Points
 - › Asking to start over = +2 Points
 - › Misjudging the stopping distance = +5 Points
 - › Not stopping parallel to the course = +5 Points
 - › Bumping a cone off of the square = +10 Points
 - › If the cone is knocked completely off the square or is knocked completely over, then it is an automatic fail

As an Ohio Driver Training Instructor, you know that there are many ways to teach the skills needed to be successful with maneuverability. If one method is not working with a trainee, adjust your instruction; suggest and model a different approach. Below is one method you may choose to use. Do what works best for the trainee and you.



► One Option for Teaching Maneuverability to Trainees

- Beginning Position
 - › Front bumper is centered between driver rear (DR) and passenger rear (PR) cones
 - › Place hand on the top of the steering wheel at 12:00
- Move Forward
- When Front Bumper is Between Driver Front (DF) and Passenger Front (PF) Cones:
 - › To go left turn steering wheel to 9:00
 - › To go right turn steering wheel to 3:00
- When Front Bumper is at the Point Cone:
 - › When going left, turn steering wheel to 3:00
 - › When going right, turn steering wheel to 9:00
- Pull Forward Until the Back Bumper is Even with the Point Cone



► Backing Up

- When on the Left Side of the Point Cone:
 - › Watch the left-side mirror
 - › When the driver can see the base of the driver front (DF) cone, turn steering wheel to 9:00
 - › When car is parallel to the course, turn steering wheel to 12:00
- When on the Right Side of the Point Cone:
 - › Watch the right-side mirror
 - › When the driver can see the base of the passenger front (PF) cone, turn steering wheel to 3:00
 - › When car is parallel to the course turn steering wheel to 12:00
- Pull Back Until Front Bumper is Even with the Driver Rear (DR) and Passenger Rear (PR) Cones

Any questions about the licensing process may be directed to the BMV, Monday through Friday from 8am to 5 pm, by calling 844-644-6268 or chatting online with a BMV representative at <https://www.bmv.ohio.gov/index.aspx>

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- › Traffic inside the circle has right-of-way
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▶ **Changing Lanes**

- **Signal Early**
- **How do you know when it's safe to move?**
 - › Check overhead mirror
 - › Check side mirror
 - › Check over the shoulder for the blind spot
- **If Safe Gap, Steer Into New Lane**
- **Signal Off**
- **Illegal to Change Lanes In:**
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▶ **Left Turns**

- **Shared Turn Lane**
 - › Change lanes into turn lane
 - › Slow and stop when needed
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 - › Do not pass other cars in the shared turn lane
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SKILLS FOR DRIVING SUCCESS

- ▶ Entering a Freeway/Expressway
 - Gain Speed on the Acceleration Lane to Merge with Traffic
 - Signal
 - Check Mirrors, Blind Spot and Wait for Gap
 - Move from the Acceleration Lane onto the Freeway
 - Signal Off
- ▶ Managing Speed
 - Maintain Consistent Speed on Freeway
 - Learn to Use Cruise Control
- ▶ Driving Lanes on the Freeway/Expressway
 - Left – Passing Only
 - Middle – Driving
 - Right – Entering and Exiting
- ▶ Space Management (S.E.E.) – Leaving Safe Amounts of Space Around Your Vehicle
 - Search
 - › 10-20 seconds ahead
 - › Looking for potential risks
 - Roads changing
 - Other drivers' actions

- Evaluate
 - › Determine urgency of situation(s)
 - › Options to avoid risk(s)
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 - › Act
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 - Horn
 - Turn signals
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 - › **Wait until you can see both headlights in your mirror before pulling in front**
- ▶ **Exiting the Freeway/Expressway**
 - **Is the Exit to the Right or the Left?**
 - **Turn Signal On**
 - **Move to Deceleration Lane**
 - **Slow to Posted Speed on Ramp**
- ▶ **Weave Lanes**
 - **Where Entrance and Exit Ramps Share the Same Lane**
 - **Traffic Exiting Freeway Has the Right-of-Way in Ohio**
 - **Follow the Same Procedures as Changing Lanes**
 - › **Signal**
 - › **Check mirrors and blind spot**
 - › **Adjust speed and find safe gap**

FINAL THOUGHTS

The Ohio Abbreviated Adult Course Curriculum is designed to equip adult learners with the knowledge, skills, and judgment necessary to drive safely and responsibly in today's complex traffic environments. Through reflective discussion, guided instruction, and structured practice, learners will develop strong foundational vehicle-handling skills, sound decision-making habits, and an awareness of personal and environmental risk factors.

Instructors play a critical role in reinforcing driving skills, encouraging drivers and modeling calm and defensive driving behaviors. Emphasis is placed on anticipating hazards, managing speed and space, avoiding distractions, and making safe choices under pressure.

This curriculum aims to reduce crashes, prevent injuries, and promote confident, courteous, and safety-focused drivers. Thank you for the important work you do as driving instructors to keep Ohio roads safe.

ABBREVIATED ADULT DRIVER TRAINING EVALUATION

The following page is the Abbreviated Adult Driver Training Evaluation, DTO 0215. This form is required to be used at the end of the student's behind-the-wheel training to evaluate their basic driving skills.

ABBREVIATED ADULT DRIVER TRAINING EVALUATION

Evaluation Form Behind-the-Wheel

STUDENT NAME	DATE
ENTERPRISE NAME	

CRITERIA	INEFFECTIVE	DEVELOPING	PROFICIENT	COMMENTS
BEFORE DRIVING:				
MAKES CAR SAFETY ADJUSTMENTS CORRECTLY				
1. Adjusts seat placement – 10 inches from steering wheel	☐	☐	☐	
2. Adjusts headrest placement – Even with top of driver's head	☐	☐	☐	
3. Adjusts overhead & side mirror placements	☐	☐	☐	
4. Wears seat/safety belt	☐	☐	☐	
DRIVER DEMONSTRATES PRIOR TO DRIVING				
5. Using turn signals	☐	☐	☐	
6. Using horn & emergency blinkers	☐	☐	☐	
7. Turning headlights on & off	☐	☐	☐	
8. Using windshield wipers	☐	☐	☐	
9. Turning defroster on & off	☐	☐	☐	
WHEN DRIVING:				
GENERAL DRIVING SKILLS				
10. Accelerates smoothly	☐	☐	☐	
11. Stays in lane	☐	☐	☐	
12. Steers smoothly	☐	☐	☐	
13. Follows traffic signs & signals	☐	☐	☐	
14. Yields to pedestrians & emergency vehicles	☐	☐	☐	
15. Maintains the speed limit	☐	☐	☐	
16. Adjusts speed appropriately for road conditions: traffic, rain, fog, snow, etc.	☐	☐	☐	
17. Maintains good space management/assured clear distance	☐	☐	☐	
STOPPING				
18. Knows where to stop: stop bar, stop sign, crosswalk	☐	☐	☐	
19. Stops smoothly	☐	☐	☐	
20. Stops completely	☐	☐	☐	
21. Looks in all directions before proceeding	☐	☐	☐	

CRITERIA	INEFFECTIVE	DEVELOPING	PROFICIENT	COMMENTS
CHANGING LANES				
22. Signals	☐	☐	☐	
23. Checks both mirrors & blind spots	☐	☐	☐	
24. Waits for gap in traffic	☐	☐	☐	
25. Changes lanes smoothly	☐	☐	☐	
TURNING SAFELY				
26. Signals	☐	☐	☐	
27. Adjusts speed	☐	☐	☐	
28. Completes right turns accurately	☐	☐	☐	
29. Uses shared left turn lanes correctly	☐	☐	☐	
30. Completes unprotected left turns accurately	☐	☐	☐	
31. Completes protected left turns accurately	☐	☐	☐	
32. Uses roundabouts / traffic circles correctly	☐	☐	☐	
MANEUVERABILITY				
33. Forward motion is continuous	☐	☐	☐	
34. Back bumper is even with the point cone at the first stopping point	☐	☐	☐	
35. Vehicle is parallel to the course at the first stopping point	☐	☐	☐	
36. Backward motion is continuous	☐	☐	☐	
37. Front bumper is even with the starting cones at the second stopping point	☐	☐	☐	
38. Vehicle is parallel to the course at the second stopping point	☐	☐	☐	
39. Did not knock cones over or off of the painted placement squares	☐	☐	☐	

CHECK APPROPRIATE BOX	
☐ Student demonstrates basic driving skills.	☐ Student does not demonstrate basic driving skills.

REMARKS

INSTRUCTOR NAME (PRINT)	DATE
INSTRUCTOR SIGNATURE X	INSTRUCTOR LICENSE #
I attest I was given four hours behind-the-wheel instruction pursuant to Ohio Administrative Code 4501-8-09.	
STUDENT INITIALS	DATE