

REQUIREMENTS FOR A DRIVING SAFETY COURSE

19 TAC §176.1108. Driving Safety Courses of Instruction

To have a driving safety course approved by the department, each course provider shall submit as part of the application a course content guide and instructor training guide. These checklists contain requirements for the course content guide and the instructor training guide. This document includes information on the following driving safety course requirements:

Driving Safety Course Content Guide:

The course content guide is a description of the content of the course and the techniques of instruction that will be used to present the course. The course provider must identify how the instructor is provided with the most current approved course material and current relevant data and information pertaining to driving safety.

Instructor Training Guide:

The instructor training guide contains a description of the training plan, training techniques, and curriculum used to train instructors to present the concepts of the approved driving safety course described in the applicant's driving safety course content guide.

Course Examination(s):

Each course owner, as part of the course application, shall submit tests designed to measure the comprehension level of students at the completion of the driving safety course and the instructor training course. The comprehensive examination for each driving safety course must include at least two questions from each unit, excluding the course introduction and comprehensive examination units. Please cross-reference the location of each statement and policy by indicating the page number(s), which contain these items.

Student Course Evaluation:

Each student must be given an opportunity to evaluate the course and the instructor on an official evaluation form.

Instructor Performance:

Each course owner or primary consignee with more than one instructor must submit a written plan describing how monitoring of instructor performance will be accomplished. The plan shall identify the criteria upon which the instructor will be evaluated, the procedure for evaluation, the frequency of evaluation, and the corrective action to be taken when instructors do not meet the criteria established by the owner or primary consignee. Please cross-reference the location of the Instructor Performance Plans.

The purpose of these checklists is to cross-reference each of the requirements for a driving safety course to its location in the course materials.

For each of the required course items, please insert the appropriate page number(s) from the course guides that contain the required course information. If the information is located on more than one page, multiple numbers should be stated.

REQUIREMENTS FOR A DRIVING SAFETY COURSE

COURSE CONTENT GUIDE

19 TAC §176.1108(a)(1)(B), (C), (D)

CP#: _____ Name of Course: _____
Assigned by TDLR

PAGE NUMBER(S) FROM CRS GUIDE	Requirements	YES	NO
	1. Is the course content guide bound into one unit or contained in a hole-punched notebook?		
	2. Does the course content guide have a cover and table of contents page?		
	3. Does the content guide identify procedures to present instructors with the most recent approved course material and relevant data and information for the course? §176.1105(b)(3)		
	4. Does the course content guide include a statement of the course's traffic safety goal and philosophy? §176.1108(a)(1)(B)(i)		
	5. Does the course content guide include a statement of policies and administrative provisions related to instructor conduct, standards, and performance? §176.1108(a)(1)(B)(ii)		
	6. Does the course content guide include a statement of policies and administrative provisions related to student progress, attendance, makeup, and conduct? §176.1108(a)(1)(B)(iii)		
	7. Does the course content guide include a statement of policy addressing entrance requirements and special conditions of students, such as the inability to read, language barriers, and other disabilities? §176.1108(a)(1)(B)(iv)		
	8. Does the course content guide include a list of: (1) relevant instructional resources, such as textbooks, audio and visual media, and other instructional materials and equipment that will be used in the course? (2) the furniture deemed necessary to accommodate the students in the course, such as tables, chairs, and other furnishings? (3) a minimum of 60 minutes of audio material relevant to the required topics? (the audio/video material shall not be used in excess of 150 minutes of the 300 minutes of instruction) The resources may be included in a single list or may appear at the end of each instructional unit. §176.1108(a)(1)(B)(v)		
	9. Does the course content guide include a clear identification of the order in which the units of instruction will be presented? Will the course be taught in the order identified in the approved application? §176.1108(a)(1)(C)(vii)		
	10. Does the course content guide include written or printed materials that shall be provided for use by each student as a guide to the course? The division director may make exceptions to this requirement on an individual basis. §176.1108(a)(1)(B)(vi)		
	11. Does each instructional unit include instructional activities to be used to present the material (lecture, films, other media, small-group discussions, workbook activities, written and oral discussion questions, etc.)? When small-group discussions are planned, the course content guide shall identify the questions that will be assigned to the groups. §176.1108(a)(1)(B)(vii)		
	12. Does each instructional unit include instructional resources for the unit? §176.1108(a)(1)(B)(viii)		
	13. Does each instructional unit include techniques for evaluating the comprehension level of the students relative to the instructional unit? If oral or written questions are to be used to measure student comprehension levels, they shall be included in the course content guide. The evaluative technique may be used throughout the unit or at the end. §176.1108(a)(1)(B)(ix)		
	14. Does the course content guide contain a completed cross-reference form identifying the locations of course topics throughout the course? §176.1108(a)(1)(B)(x)		
	15. Does the course content guide include a description of the plans under which the course will be presented? §176.1108(a)(1)(D)		
	16. Does the course content guide include units of instruction sufficient to present the required topics and any additional topics unique to the course? §176.1108(a)(1)(D)		
	17. Does each instructional unit include the subject of the unit? §176.1108(a)(1)(D)		
	18. Does each instructional unit include the instructional objectives of the unit? §176.1108(a)(1)(D)		
	19. Does each instructional unit include time to be dedicated to the unit? §176.1108(a)(1)(D)		
	20. Does each instructional unit include an outline of major concepts to be presented?		
	21. Does the course guide identify school procedure to make a material effort to establish the identity of the student? §176.1108(a)(1)(C)(x)		

REQUIREMENTS FOR A DRIVING SAFETY COURSE *(continued)*

INSTRUCTOR TRAINING GUIDE

19 TAC §176.1108(a)(1)(E)

CP#: _____ Name of Course: _____
Assigned by TDLR

PAGE NUMBER(S) FROM CRS GUIDE	Requirements	YES	NO
	1. Is the instructor training guide bound or hole-punched and placed in a binder? §176.1108(a)(1)(E)		
	2. Does the instructor training guide have a cover? §176.1108(a)(1)(E)		
	3. Does the instructor training guide have a table of contents? §176.1108(a)(1)(E)		
	4. Does the instructor training guide include a statement of the philosophy and instructional goals of the training course? §176.1108(a)(1)(E)(i)		
	5. Does the instructor training guide include a description of the plan to be followed in training instructors? §176.1108(a)(1)(E)(ii)		
	6. Does the instructor training guide include a plan for instruction of the trainee in the course curriculum? §176.1108(a)(1)(E)(ii)(I)		
	7. Does the instructor training guide include a plan for training the trainee in the techniques of instruction that will be used in the course? §176.1108(a)(1)(E)(ii)(II)		
	8. Does the instructor training guide include a plan for training the trainee about administrative procedures and course provider policies? §176.1108(a)(1)(E)(ii)(III)		
	9. Does the instructor training guide include a plan describing how the instructor trainer will demonstrate desirable techniques of instruction? §176.1108(a)(1)(E)(ii)(IV)		
	10. Does the instructor training guide include a plan describing how the trainee will conduct the minimum 15 minutes of instruction of the course curriculum under the observation of the instructor trainer? §176.1108(a)(1)(E)(ii)(V)		
	11. Does the instructor training guide include a plan describing the time to be dedicated to each training lesson? §176.1108(a)(1)(E)(ii)(VI)		
	12. Does the instructor training guide include a plan describing how the trainee will conduct the minimum of 600 minutes of instruction of the course in a regular approved course under the observation of a licensed instructor trainer? The instructor trainee shall provide instruction for two full courses. It is not mandatory that the two courses be taught as two complete courses. However, every instructional unit shall be taught twice. §176.1108(a)(1)(E)(ii)(VII)		
	13. Does the instructor training guide include instructional units sufficient to present the required topics? The total time of the units shall contain a minimum of 24 instructional hours. §176.1108(a)(1)(E)(iii)		
	14. Does each instructional unit include the subject of the unit? §176.1108(a)(1)(E)(iii)(I)		
	15. Does each instructional unit include the objectives of the unit? §176.1108(a)(1)(E)(iii)(II)		
	16. Does each instructional unit include the time to be dedicated to the unit? §176.1108(a)(1)(E)(iii)(III)		
	17. Does each instructional unit include an outline of major concepts to be presented? §176.1108(a)(1)(E)(iii)(IV)		
	18. Does each instructional unit include instructional activities to be used to present the material (i.e.; lecture, films, other media, small-group discussions, workbook activities, written and oral discussion questions)? When small-group discussions are planned, the course content guide shall identify the questions that will be assigned to the groups. §176.1108(a)(1)(E)(iii)(V)		
	19. Does each instructional unit include instructional resources for each unit? §176.1108(a)(1)(E)(iii)(VI)		
	20. Does each instructional unit include techniques for evaluating the comprehension level of the students relative to the instructional unit? If oral or written questions are to be used to measure student comprehension levels, they shall be included in the instructor training guide. The evaluative technique may be used throughout the unit or at the end. §176.1108(a)(1)(E)(iii)(VII)		

REQUIREMENTS FOR A DRIVING SAFETY COURSE *(continued)*

EXAMINATIONS

19 TAC §176.1108(a)(1)(F)

CP#: _____ Name of Course: _____
Assigned by TDLR

PAGE NUMBER(S) FROM CRS GUIDE	Requirements	YES	NO
	1. Does the driving safety course comprehensive examination have an Answer Key to the test and does the Key include the page in the guide where the question/answer was discussed or the answer is located?		
	2. Has a final comprehensive examination been provided? Does the examination have at least two questions from each required unit as outlined in the Commissioner's Rules?		
	3. Does the instructor training course test include a test Key and does the Key include the page in the guide where the question/answer was discussed or the answer is located?		
	4. Is there a policy on how students are advised of alternative testing? (The applicant may choose not to provide alternative testing techniques; however, students shall be advised of courses providing alternative testing prior to enrollment.)		
	5. Is there a policy for retesting driving safety course students who score less than 70% on the final exam? If a separate exam or oral questions are used, the questions and answers must be submitted.		
	6. Is there a policy for retesting instructor training course students who score less than 70% on the final exam? If a separate exam or oral questions are used, the questions and answers must be submitted.		

STUDENT COURSE EVALUATION

19 TAC §176.1108(a)(1)(G)

PAGE NUMBER(S) FROM CRS GUIDE	Requirements	YES	NO
	1. Is each student instructed in the driving safety course given an opportunity to evaluate the course and the instructor on an official evaluation form? (A master copy of the evaluation form will be provided to TDLR.) The evaluation forms must be collected at the conclusion of each class and kept on file at the location of the school for a period of one year.		

INSTRUCTOR PERFORMANCE PLANS

19 TAC §176.1105(B)(6)

PAGE NUMBER(S) FROM CRS GUIDE	Requirements	YES	NO
	1. Is there a plan describing how monitoring of instructor conduct, standards, and performance will be accomplished? The policy for conduct standards and performance should be stated.		
	2. Is there a plan describing the criteria upon which the instructor will be evaluated. The criteria used to determine that the instructor is/is not competent should be stated.		
	3. Is there a plan describing the procedure for evaluation of instructors? Copies of the evaluation documents should be submitted.		
	4. Is there a plan describing the frequency (minimum of once a year) of instructor evaluations, who conducts the evaluation, and how the evaluator is trained to conduct the evaluation?		
	5. Is there a plan describing the corrective action to be taken when instructors do not meet the criteria established by the owner or primary consignee?		
	6. Is there a plan to keep copies of completed evaluation forms on file at the course provider or school location?		