

AAA Driver Improvement Program/Roadwise Driver Program

Course Policies

Instructor Certification Workshop

Satisfactory completion of this workshop certifies participants to teach the AAA Driver Improvement Program (DIP) to volunteers, traffic violators, and the AAA Roadwise Driver Program to mature operators. Materials covered include background information on the development of the program, updated information concerning driver knowledge requirements and visual/perceptual processes. In addition, participants are provided suggestions on how to conduct lessons from the AAA Driver Improvement Program.

Course Content

The workshop includes classroom sessions on the development and field-testing of the AAA DIP, emphasis on driver task analysis, close examination of the components of the highway transportation system and their influence on the decision-making process. Participants will learn how to teach time-space management, selectively search for potential risks in the driving environment, make effective decisions and more adequately respond to emergency situations.

Successful completion of this workshop also enables participants to teach the **AAA Roadwise Driver** course. This program addresses the special needs of drivers 55 years of age and older and introduces special materials to be incorporated into the standard AAA DIP.

To successfully complete this workshop, participants must score 70 percent or better on each of the three testing tools. Instructor candidates will be evaluated in the following areas: 1) driver knowledge requirements 2) teaching performance (conduct of lessons from the AAA Driver Improvement Program).

Those who score an overall grade of 88 percent or better in the basic instructor certification workshop and complete one year of teaching the program are eligible to enroll in an Instructor Leader Certification workshop provided they have authorization from the sponsoring AAA club. This workshop prepares individuals to conduct the basic instructor certification workshop cooperatively with local AAA clubs. The classroom topics stress participant centered learning, vehicle dynamics, advanced

driving techniques, problems associated with reduced visibility, and needs of mature drivers.

Sponsors and Teaching Staff

Workshops are sponsored by local AAA clubs, AAA National Driver Training Programs department, and private organizations. The instructor conducting the Instructor Leader is William Van Tassel PhD, Manager.

For additional information, please contact AAA Driver Training: (407) 444-7549.

AAA DRIVER IMPROVEMENT PROGRAM

Administrative Procedures and Guidelines

The American Automobile Association, developer of the **AAA Driver Improvement Program** and **AAA Roadwise Driver** programs, requires sponsoring and delivering agencies to adhere to its procedures and guidelines regarding the facilitation of its courses. The courses provide a reduction in either traffic violator points or insurance premiums (generally for persons 55 years or older) who successfully complete a course recognized or approved by an appropriate state agency. Sponsoring and delivering agencies will be evaluated to determine compliance with the criteria established by these procedures and guidelines.

Procedures and Guidelines

A. Definitions

The following terms, when used in these procedures and guidelines, shall have the following meaning:

1. **Course** means the **AAA Driver Improvement Program** or **AAA Roadwise Driver** driver improvement programs.
2. **Course Developer** means AAA Driver Training Programs.
3. **Course Sponsor** means affiliated local AAA clubs.

4. **Delivering Agency** means an individual or organization authorized to conduct AAA's *Driver Improvement Program* or *Roadwise Driver* driver improvement programs.
5. **Certified Instructor** means an individual who has successfully completed a basic instruction course approved by the "Course Developer and Sponsor" and recognized by the appropriate state agency to conduct AAA's DIP collision prevention courses.
6. **Successful Completion** means attendance, participation and satisfactory performance involving a number of activities, including written examinations associated with the AAA Driver Improvement Program courses.

B Course Developer Responsibilities

1. Research, development and production of an effective driver improvement program course; includes the ongoing revision of the audiovisual presentations and updating the instructional content and program materials.
2. Promote and market, with local club cooperation, the AAA Driver Improvement Program as an interactive, low-cost and effective collision countermeasure at local, state, regional and national highway safety activities.
3. Sponsor and conduct basic DIP Instructor Certification workshops, working cooperatively with local clubs and outside agencies, for individuals who wish to become certified to conduct the DIP program.
4. Sponsor and conduct DIP Instructor Recertification workshops, working cooperatively with local clubs and outside agencies, for individuals who wish to renew their three-year certification.

5. Sponsor and conduct a DIP Instructor Leader workshop to prepare lead instructors (individuals who wish to be trained to certify instructors). This course is available to individuals who have completed the basic instructor certification process with a score of 88 or better. This certification supersedes the basic instructor certification and expires after three years. Renewal requires completion and satisfactory performance of another Instructor leader course.
6. Develop, implement and maintain delivery systems to assist local clubs with:
 - a. Gaining course recognition and state agency approval.
 - b. Training for individuals who desire to become AAA DIP instructors or instructor leaders. This includes offering sample DIP agreements for club use.
 - c. Implementing and maintaining a record system for names and complete business addresses of all certified instructors. This includes sources for computer software programs to use (to record member and non-member course participants).
 - d. Announcing the availability of club sponsored instructor certification courses to a national audience
 - e. Ensuring that course advertisements meet AAA design specification. An outside or non-AAA local delivery agency or instructor is prohibited from using the designations "AAA" or "AAA (& oval design)", registered trademarks of the American Automobile Association, in any of its driver improvement program advertisements or promotional activities.

C.Course Sponsor Responsibilities

AAA's primary objective is to assist local clubs in meeting their civic and safety responsibilities. Since the inception of the Driver Improvement Program in 1977, delivery systems have been in place in this endeavor. To help clubs meet their changing needs, new systems will continue to be developed.

1. In order to provide efficient administration, each local AAA club offering the Driver Improvement Program must designate an individual as the DIP administrator who will be responsible for liaison with the AAA National Office and the appropriate state agency.

Note: This person may or may not be a club employee, but will perform a number of tasks on behalf of the club.

2. Course Sponsors, working cooperatively with the AAA National Office, are responsible for:
 - a. Applying to the appropriate state agency for course recognition or approval and provide for other administration tasks required by the state agency.
 - b. Sponsoring and/or conducting basic, DIP Instructor Certification workshops for individuals who wish to become certified.
 - c. Ensuring that DIP materials are not purchased by agencies or used by individuals not certified to teach the program. Ensure that certified instructors use current instructional materials that are not more than one revision old.
 - d. Ensuring that DIP courses are conducted by certified instructors following the class size requirement of 30 or fewer students. Proper use of course content and class size requirements will be monitored through an AAA quality control mechanism .
 - e. Ensuring that a record system is implemented and maintained of all course instructors and participants who are issued a completion certificate. Each record must be maintained for a minimum of three years following course completion.

- f. Making course records available for audit upon request by the AAA National Office or the appropriate state agency. Monitor and evaluate any and all aspects of the course, including course content, class size and classroom facilities.
- g. Providing, upon request, a schedule of course dates, times and locations.
- h. Processing orders for driver improvement program materials (i.e. audiovisuals, participant manuals and certificates of completion) placed by certified individuals or delivering agencies. (United States military organizations and federal agencies must submit their order to the AAA National Office.)
- i. Ensuring that an outside delivery agency or instructor does not use the designations "AAA" or "AAA (& oval design)", registered trademarks of the American Automobile Association, in any of its driver improvement program advertisements or promotional activities.

D. Delivering Agency/Instructor Responsibilities

- 1. Obtain training so that current certification, under AAA's specifications, can be issued to qualified instructor candidates.
- 2. Provide the Course Sponsor with:
 - a. Name, address and telephone number of the responsible Delivering Agency contact person
 - b. Address, description and capacity of each classroom facility in which the course will be conducted. Each facility must meet state or federal guidelines for equal access by disabled persons.
 - c. Name, address, and driver license number of individuals certified to conduct the course.
- 3. A certified individual or Delivery Agency instructor may not conduct the course in another sponsoring Agency's geographical area without first obtaining written permission to do so.

4. An Instructor Leader must obtain a club approval letter for any instructor candidate. If the instructor candidate resides in one club territory and teaches in another's club territory, club approval letters must be obtained from both the residing and sponsoring clubs.
5. Instructor Leaders failing to comply with AAA DIP policies will be subject to:
 - a. Revocation of Instructor Leader status
 - b. Suspension of Instructor Leader status
6. Instructors trained for the purpose of program delivery to military personnel may not teach to civilian/non-military persons without written consent from the sponsoring club in which the class is being administered.
7. AAA recommends that instructors conduct the course at least two times per year in such a manner as to meet requirements regarding course content with a class size not to exceed 30 persons or the maximum number designated by state regulations. Provide a schedule of courses and sites where the courses will be conducted, at least 45 days in advance.
8. Conduct the course using current versions of the **AAA Driver Improvement Program** and/or **AAA Roadwise Driver** video modules and manuals which are not beyond one revision in age.
9. Provide each student with a take-home copy of the appropriate AAA Driver Improvement or AAA Roadwise Driver Student Guide.
10. Purchase AAA Driver Improvement Program course materials including Student Guides through the central office of the Course Sponsor or AAA National Office when applicable. The AAA National Office is the Course Sponsor for U.S. military organizations and federal agencies.
11. At the time of successful course completion, provide each course participant with a typed or word-processed certificate and/or wallet card, and evaluation form and instructions for obtaining an insurance rate discount or traffic-violator point reduction.

12. Provide on request a list containing the names and addresses of all participants completing each course, with amount charged each participant indicated.
13. Upon request, make course records available for review by the Course Sponsor or state agency.
14. Engage in appropriate driver improvement program advertisements and promotional activities. The use of the designations "AAA" or "AAA (& oval design)" registered trademarks of the American Automobile Association, is prohibited. **However, use of the statement "[instructor name] is certified to teach AAA's Driver Improvement Program"** in print, electronic, broadcast advertising, or other forms of advertising to describe your training is permitted.
15. A certified individual or Delivery Agency Instructor is permitted to make limited changes (not to exceed 10 percent) to the program which does not alter the program content. Changes exceeding this level require the approval of both the Course Developer and Course Sponsor.
16. Complete a one-day, eight-hour recertification course prior to the expiration date of the current certificate in order to continue instruction of AAA Driver Improvement Program courses.

E. Instructor Certification/Recertification Testing Requirements

1. Aspiring instructors seeking certification must complete and pass all three test requirements;
 - a. How to Drive (HTD) test
 - b. DIP Course content test
 - c. Student teaching evaluation
2. Instructors seeking recertification must attend and successfully complete a one day, course every three years and achieve a 70 percent or better score on a course content test
3. Instructors must achieve at least a 70 percent on **each** of the three tests.

4. Instructors who receive a 70 percent on a test, but not another, may retest just the test they failed.
 - a. Should an instructor not pass the student teaching test, with leader guidance, they may submit a video within 30 days demonstrating their teaching abilities
 - b. They have one attempt at retesting
 - c. If they do not achieve a 70 percent on the second attempt, they must retest and complete the entire certification course even if they had passed other sections
5. Instructors, who do not achieve a 70 percent on **any** of the tests, must retake the entire certification course.