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# **Cooperative Agreement Project**

## **Novice Teen Driver Education and Training Administrative Standards – Technical Assistance and Maintenance**

### **PROJECT DEFINITION REPORT**

**December 1, 2016 – September 21, 2019**

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## **TITLE**

Novice Teen Driver Education and Training Administrative Standards – Technical Assistance and Maintenance

## **PURPOSE**

This document serves as the project definition report for the American Driver and Traffic Safety Education Association (ADTSEA) project to improve highway safety by providing technical support to the states and national organizations for the implementation of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS).

## **BACKGROUND**

The Novice Teen Driver Education and Training Administrative Standards (NTDETAS) were finalized in 2009 to assist in improving the administration of driver education programs nationally. An association of major stakeholders was created to maintain and, when necessary, upgrade the Standards and to provide oversight in implementation activities. This volunteer group of stakeholders, consisting of the Driver Education and Training Administrators (DETA), the Driving School Association of the Americas (DSAA), the American Driver and Traffic Safety Education Association (ADTSEA), the Governors Highway Safety Association (GHSA), the Transportation Research Board (TRB), the American Automobile Association (AAA), the AAA Foundation for Traffic Safety (AAAFTS) and the American Association of Motor Vehicle Administrators (AAMVA) was established in 2010 and titled the “Association of National Stakeholders in Traffic Safety Education” (ANSTSE), hereafter referred to as the “Association.”

The Association developed a maintenance system for keeping the Standards up-to-date and a NTDETAS Strategic Plan for implementation of the Standards in the States. The Association also developed a maintenance system for updating the Strategic Plan. The States, Association members, and the driver education community in general, may need technical support to assist in the implementation of the NTDETAS Standards. The NTDETAS Standards document was the first step in developing and implementing a comprehensive national driver education program effort.

Historically, driver education has consisted of a minimum of thirty (30) clock hours of classroom instruction and six (6) clock hours of laboratory instruction. This framework was developed in the 1930s, primarily to fit the “Carnegie Unit” of instruction that school systems use for graduation requirements.

With the passage of the “Highway Safety Act of 1966,” driver education became one of the primary countermeasures in combating collision and fatality rates on the nation’s highways. Since that time, professional driver educators have taken the position that the “30 and 6” time period was insufficient for the amount of knowledge and skill instruction necessary to prepare a new driver for the complex driving task. Population increase, road-building and new vehicle technologies have made the task of driving even more complex and challenging in the new millennium.

Program content is an essential element for improved driver education. However, improved content alone will not change the behaviors necessary for new drivers. The delivery of this program must be enhanced. Increased time in classroom and behind-the-wheel instruction is the first step in providing more experience for new drivers. The second step is to schedule the learning experiences so that new

drivers have a long enough time frame to learn and practice the behaviors necessary for driving a motor vehicle safely.

In 2009, the Novice Teen Driver Education and Training Administrative Standards (NTDETAS) were developed by representatives from the driver education professional community with assistance from the NHTSA to define the future of driver education and assist in improving the delivery of driver education programs nationally. These Standards recommend 45 hours of classroom, 10 hours of behind-the-wheel driving instruction and 10 hours of observation.

Increased time in classroom and behind-the-wheel instruction alone will not assure that the novice driver gains sufficient amount and quality of knowledge and skill necessary to become a safe driver of a motor vehicle. Driver education prior to or during the learning phase of a comprehensive Graduated Driver Licensing System is an important part of a comprehensive highway safety effort. Driver education programs must be enhanced so that content is certifiable as comprehensive, meeting acceptable established standards. Teachers/instructors should be certified to teach these students. Programs should be periodically evaluated and certified as meeting established standards.

In 2016, the standards were revised to incorporate classroom, BTW and online delivery standards, new instructor standards and teaching materials and an overall revision of the standards as a whole.

Driver Education Delivery Standards were incorporated and include factors such as class size, length of class per period, number of hours you can teach each day, and number of weeks. Other factors such as sequencing of classroom and behind-the-wheel, teacher/student ratio, type of classroom, and driver education car requirements (i.e., four door, bench seat, air conditioning, mirrors, and automatic transmission) were added as well.

Online Delivery Standards were developed and incorporated and include the instructional design, structural design, the evaluation/testing/assessment, the technological design, capabilities and legal requirements for the delivery of online driver education.

Teacher Training Standards were revised and teacher training materials were developed and included in the NTDETAS Standards. Attachments that were developed include stages for a driver education instructor training system, prerequisites, competencies and attributes of the driver education instructor and model training materials for driver education instructors.

This cooperative agreement project with the National Highway Traffic Safety Administration (NHTSA) will provide technical support for states and organizations to implement the NTDETAS Standards, to maintain the Standards, provide oversight of the NTDETAS Strategic Plan, and provide assistance to States and the driver education community on emerging issues and industry priorities.

## **OBJECTIVE**

The objectives of this project are to (1) provide technical support to States and national organizations for the implementation of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS), (2) maintain the NTDETAS Standards, (3) provide oversight of the NTDETAS Strategic Plan, and (4) provide assistance to States and the driver education community on emerging issues and industry priorities.

## **SUPPORTING MATERIALS**

- The Novice Teen Driver Education and Training Administrative Standards (NTDETAS) – Revised 2017
- The Novice Teen Driver Education and Training Administrative Standards (NTDETAS) – 2009
- The NTDETAS Strategic Plan Document – 2016
- Requirements for Review and Update of the NTDETAS and the Strategic Plan – 2016
- Technical Assistance for NTDETAS, 2016

## **SPECIFIC TASKS**

### **1. Kick-Off Meeting**

Conduct kick-off meeting with NHTSA staff at NHTSA Headquarters to discuss 1) the administration of the cooperative agreement project and 2) the cooperative agreement's purpose, objectives, timelines, milestones and deliverables and any other issues ADTSEA or government identifies that relate to the performance of this effort. ADTSEA will conduct a short briefing with NHTSA describing the planned approach to support the cooperative agreement project.

### **2. Technical Support**

Provide technical assistance to States and organizations for the implementation of the NTDETAS Standards and the NTDETAS Strategic Plan, and provide technical support to the states for the overall improvement of the driver education program.

- 2.1 Schedule Association volunteers as needed to provide on-site technical support to the States. Two member teams, consisting of the Association members, will be established. A report detailing the on-site technical visits will be provided to the CAPM within 30 days.

In coordination with the Association will provide off-site technical support. To assist with off-site technical support the ANSTSE website for the Association will be revised and updated to provide valuable resources and documentation for the States. Periodic conference calls and web meetings will be scheduled with the States to provide support for the overall improvement of driver education programs and the State implementation of the NTDETAS Standards.

- 2.2 Update and maintain the Information Sharing System Project to track implementation of the NTDETAS Standards. ADTSEA will provide support for the oversight of the ANSTSE website.
- 2.3 Work with the Association members to promote the NTDETAS Standards and provide technical support within their respective memberships. Specifically, support ADTSEA, DETA and DSAA to conduct special seminars, webinars, workshops, etc., to promote the Standards and provide technical assistance.

ADTSEA will develop and deliver guidelines for ANSTSE organizational activity in support of Standards implementation. Each organization shall submit a proposal to ADTSEA for review and approval. ADTSEA will provide oversight of specific tasks.

Each organization shall provide a report detailing ANSTSE activity in support of the Standards to ADTSEA to provide to the CAPM.

### **3. Maintenance of the NTDETAS Standards**

Implement the Maintenance Plan System for the NTDETAS Standards.

- 3.1. Implement the Maintenance Plan System for the NTDETAS Standards. Schedule and conduct meetings of the Association to review and update the Standards.
- 3.2. Schedule and conduct two (2) meetings of the Association to facilitate the maintenance requirements for the NTDETAS Standards. Conference calls and web meetings will be held as needed. ADTSEA will provide all support activities for the meetings. The meetings shall be two (2) days in length. One representative from each member of the Association will attend the meetings. ADTSEA shall submit to the NHTSA CAPM minutes of each meeting of the Association.

### **4. Provide Oversight of the NTDETAS Strategic Plan**

With assistance from the Association, implement the Maintenance Plan System for the NTDETAS Strategic Plan.

- 4.1 With assistance from the Association implement the Maintenance Plan System for the NTDETAS Strategic Plan. Schedule and conduct meetings of the Association to review and update the Strategic Plan. ADTSEA will notify the driver education community of updates and revisions to the NTDETAS Standards and Strategic Plan through email news-blasts and the ANSTSE website.
- 4.2 Schedule and conduct one (1) meeting of the Association to facilitate the maintenance requirements for the NTDETAS Strategic Plan. Conference calls and web meetings will be held as needed. ADTSEA will provide all support activities for the meeting. The meeting shall be two (2) days in length. One representative from each member of the Association will attend the meeting. ADTSEA shall submit to the NHTSA CAPM minutes of the meeting of the Association.

### **5. Emerging Issues**

With assistance from the Association, assist States on emerging issues and industry priorities.

- 5.1 Provide assistance to States and the driver education community on emerging issues and industry priorities as they related to traffic safety and driver education. Conference calls and web meetings may be held as needed or requested by States.

### **6. Monthly Reports**

Furnish Monthly Progress Reports electronically to the NHTSA Contracting Officer (CO) and NHTSA Cooperative Agreement Project Manager (CAPM) per the schedule identified in the Milestones and Deliverables Table by the 10<sup>th</sup> day of each month.

At a minimum, the Monthly Progress Reports will include a narrative description of the following items:

- Accomplishments made during the reporting period.

- Itemized funding expended during the reporting period.
- Plans for accomplishments in next reporting period.
- Problems or delays encountered while conducting services.
- Specific actions that ADTSEA would like NHTSA to undertake to resolve problems.

Note: Requests for reimbursement shall be submitted as appropriate to correspond with the submission of Monthly Progress Reports.

## **DELIVERABLES**

1. Develop project definition report.
2. Conduct kick-off meeting at NHTSA headquarters.
3. Develop and deliver an RFP for ANSTSE organizational activity in support of Standards implementation.
4. Revise and deliver a technical assistance protocol to be used by technical assistance providers.
5. Promote technical assistance to the States.
6. Provide to the CAPM a report detailing all on-site technical visits within 30 days.
7. Provide to the CAPM a report detailing all ANSTSE activity to support the Standards.
8. Update and maintain the information sharing system and update the ANSTSE website.
9. Implement Maintenance Plan System for the NTDETAS.
10. Implement Maintenance Plan System for the NTDETAS Strategic Plan.
11. Provide the minutes of each meeting of the Association for the maintenance of the Standards to the NHTSA CAPM.
12. Provide the minutes of each meeting of the Association for the maintenance of the Strategic Plan to the NHTSA CAPM.
13. Provide assistance to states on emerging issues related to traffic safety.
14. Submit Monthly Progress Reports to NHTSA CAPM.

## TIMELINE

December 2016	Project Start Date
December 2016	Kick-off Meeting
December 2016 – September 2019	Assist the Association to Promote the Standards and Provide Technical Assistance within their Organizations
December 2016 – September 2019	Conduct State Technical Support Activities
December 2016 – September 2019	Provide to the CAPM a Report Detailing all On-Site Technical Visits within 30 days
December 2016 – July 2017	Update the Information Sharing System Project
December 2016 – September 2019	Implement the Newly Developed Maintenance System for the NTDETAS
October 2017	Conduct Meeting of the Association for Maintenance of NDES Standards
November 2017	Provide the Minutes of Meeting to the NHTSA CAPM
December 2016 – September 2019	Implement the Newly Developed Maintenance System for the NTDETAS Strategic Plan
January 2018	Conduct Meeting of the Association for Maintenance of NTDETAS Strategic Plan
February 2018	Provide the Minutes of Meeting to the NHTSA CAPM
December 2016 – September 2019	Assist States on Emerging Issues and Industry Priorities
January 2019	Conduct Meeting of the Association for Maintenance of NTDETAS Standards
February 2019	Provide the Minutes of Meeting to the NHTSA CAPM

## ASSUMPTIONS

- The NTDETAS Strategic Plan will serve as a resource for NHTSA, the Association, national traffic safety organizations, national driver education organizations, state agencies and driver education providers to further the efforts to improve driver education on a national level.
- The NTDETAS Strategic Plan must encourage States to opt-in to improvements for driver education and training.
- Technical support and resources must be easily accessible for States to assist with the implementation of the Standards.
- The Association is responsible for achieving the strategies detailed in the Strategic Plan.
- The Association members must work collaboratively to review and update the NTDETAS and the Strategic Plan.

## CONSTRAINTS

- States are not required to request technical assistance. States must be encouraged to request assistance, both on-site and off-site.
- The Standards and its' various components are voluntary and thus States are not required to implement the Standards. States must be encouraged to implement the revised Standards.

## **CHALLENGES**

- To implement the Standards, States will not be required, but will be encouraged, and assisted when possible, by the Association members. Implementation of any or all of the Standards is self-directed and voluntary.
- The Standards are often seen as lofty goals; encouragement for improvement in small steps is essential.
- The diversity among states in terms of licensing laws, geography, and safety cultures requires adaptable solutions.

## **PROJECT FACILITATORS**

The National Driver Education Standards – Technical Assistance and Maintenance Project will be facilitated by the American Driver and Traffic Safety Education Association (ADTSEA) and informed by the Association. Brett Robinson, ANSTSE Secretariat and Executive Director of ADTSEA will serve as the Project Manager (PM). Michelle Atwell, DOT/NHTSA will serve as the CAPM.

## **THE ASSOCIATION OF NATIONAL STAKEHOLDERS IN TRAFFIC SAFETY EDUCATION (ANSTSE)**

AAA Foundation for Traffic Safety – Jurek Grabowski

The American Automobile Association (AAA) – William E. Van Tassel, Ph.D.

The American Association of Motor Vehicle Administrators (AAMVA) – Kevin Lewis

The American Driver and Traffic Safety Education Association (ADTSEA) – Connie Sessoms

The Driver Education and Training Administrators (DETA) – Nina Saint

The Driving School Association of the Americas (DSAA) – Sharon Fife

The Governors Highway Safety Association (GHSA) – Troy E. Costales

The Transportation Research Board (TRB) – Dan Mayhew, M.A.

## **ASSOCIATION MEETINGS**

Three (3) meetings of the Association will be held to facilitate the maintenance of the Standards and the Strategic Plan. Meeting notices will be distributed at least 30 days prior to the meetings. The meetings shall be two (2) days in length. Conference calls and web meetings will be held as needed. One representative from each member of the Association will attend the meetings. ADTSEA will provide all support activities for the meeting.

## **CONCLUSIONS**

This project will provide technical support to States and national organizations for the implementation of the Standards and implement the standards strategic plan to help direct the future of the Standards and driver education nationally.

## **CONTACT**

For additional information please contact Brett Robinson of ADTSEA.

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## **ACRONYMS**

AAA	American Automobile Association
AAMVA	American Association of Motor Vehicle Administrators
ADTSEA	American Driver and Traffic Safety Education Association
ANSTSE Association	Association of National Stakeholders in Traffic Safety Education Association of National Stakeholders in Traffic Safety Education
CAPM	Cooperative Agreement Project Monitor
CO	Contracting Officer
DETA	Driver Education and Training Administrators
DOT	Department of Transportation
DSAA	Driving School Association of the Americas
GHSA	Governors Highway Safety Association
NHTSA	National Highway Traffic Safety Administration
NTDETAS PM Standards	Novice Teen Driver Education and Training Administrative Standards Project Manager Novice Teen Driver Education and Training Administrative Standards
TRB	Transportation Research Board