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# **Maintenance of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS) and Strategic Plan as a Living Document**

## **Phases I - III**

### **PROJECT MANAGEMENT PLAN**

**September 28, 2020 - September 28, 2023**

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## **TITLE**

Maintenance of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS) and Strategic Plan as a Living Document Project Management Plan

## **PURPOSE**

This document serves as the project management plan for the Association of National Stakeholders in Traffic Safety Education (ANSTSE) project to update and maintain the Novice Teen Driver Education and Training Administrative Standards (NTDETAS) and Strategic Plan to assure they are kept as living documents. This plan outlines how research and proven countermeasures will be incorporated, how laws, policies and research will be tracked, to identify what has been successfully implemented, and areas that remain outstanding beyond this project for future consideration to assure the Standards and Strategic Plan do not become grossly outdated.

## **BACKGROUND**

The NTDETAS were initially released in 2009 and updated in 2017 by ANSTSE to assist in improving the administration of driver education programs nationally. ANSTSE, 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 ANSTSE stakeholders consists of:

- AAA, William Van Tassel;
- American Association of Motor Vehicle Administrators (AAMVA), Kevin Lewis;
- American Driver and Traffic Safety Education Association (ADTSEA), Connie Sessoms, Jr.;
- Association for Driver Rehabilitation Specialists (ADED), Liz Green;
- Driver Education and Training Administrators (DETA), Nina Saint;
- Driving School Association of the Americas (DSAA), Sharon Fife;
- Governors Highway Safety Association (GHSA), John Saunders; and
- Transportation Research Board (TRB), Dan Mayhew.

Brett Robinson of Highway Safety Services serves as the Secretariat.

ANSTSE developed a maintenance system for keeping the Standards up-to-date and a NTDETAS Strategic Plan for implementation of the Standards in the States. ANSTSE 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.

While significant advancements have been made in driver education over the last decade, motor vehicle crashes remain a leading cause of death for teens with 1,830 teen drivers dying on our nation's roadways in 2017, according to NHTSA's Young Drivers Traffic Safety Facts, 2017 Data. This project is essential to continue the efforts to improve the quality of driver education and training programs nationwide. New teen drivers lack driving experience as they simply have not driven enough yet to fully develop the skills needed to identify and safely respond to hazards on the road. Parents/guardians are not engaged enough in the learning to drive experience. Recent evaluations of driver education in Oregon and Nebraska suggest contemporary driver education programs that have updated the delivery methods and content, show promise in reducing traffic crashes among teen drivers. Further, enhanced

driver education programs could be a solution that would enable States to continue supporting driver education.

## **OBJECTIVES**

The objectives of this project are to:

1. Update the NTDETAS to further enhance the standards, to determine areas in need of updates and to identify if other standards' areas are needed.
2. Update the Strategic Plan to initiate improvements in driver education, provide a timetable and direction for increased implementation of the Standards, and to define the priorities of the driver education community.

## **SUPPORTING MATERIALS**

- The Novice Teen Driver Education and Training Administrative Standards (NTDETAS), 2017
- NTDETAS Strategic Plan, 2017
- Requirements for the Review and Update of the NTDETAS and Strategic Plan, 2017

## **SPECIFIC ACTIVITIES**

### **1. Prepare a Project Management Plan (PMP)**

Prepare a PMP, utilizing the “Requirements for the Review and Update of the NTDETAS and the Strategic Plan” that will be used to maintain both the NTDETAS Standards and NTDETAS Strategic Plan to assure they are kept as living documents. The PMP will include a schedule for meetings and a timeline for the preparation of agendas, meeting minutes, and other relevant project related documents. The COR will review and provide comments.

### **2. Develop an ANSTSE and Stakeholder Charter**

ANSTSE members established a Joint Agreement, which provides the history, mission, membership, and guiding principles for how ANSTSE operates. HSS will use the Joint Agreement as a starting point to develop a Charter for ANSTSE, other stakeholders and SME involvement. The Charter will include the processes that will be used, as well as details on facilitation strategies for garnering consensus. The COR will review and provide comments.

### **3. Conduct ANSTSE Web and In-Person (or virtual) Meetings**

Convene ANSTSE to conduct two (2) in-person meetings annually and conduct monthly web-based meetings to facilitate the revisions of the NTDETAS and the Strategic Plan. One representative from each member of ANSTSE will attend the meetings. HSS will provide all support activities for the meeting. HSS will submit a “Notice of Travel” and work with the COR to confirm a location. HSS will submit to the COR an agenda, action items, and other relevant strategy documents to obtain feedback. ANSTSE will serve as the stakeholder oversight group to provide overall input on revisions to the:

- NTDETAS,
- NTDETAS Strategic Plan, and
- Requirements for the Review and Update of the NTDETAS and Strategic Plan.

### **4. Form SME Working Groups**

Form SME working groups to assist with revisions for each of the 5 major NTDETAS sections through regular web meetings. HSS will implement an application process for SMEs to participate

in the working groups. Virtual SME working group meetings will be conducted monthly or as needed. HSS will provide all support activities for the meetings.

**5. Obtain Feedback on the NTDETAS**

Utilize a Community of Practice (CoP) or similar process to obtain feedback from ANSTSE, other stakeholders and SMEs to:

- determine NTDETAS standards' areas and attachments (e.g., delivery standards) in need of updates,
- identify if other standards' areas are needed (i.e. outcome standards), and
- determine NTDETAS Strategic Plan areas in need of updates.

**6. Utilize and Update a Document to Track Revisions Made in the NTDETAS and Strategic Plan**

Utilize and update a document already developed to track recommendations and revisions made in the NTDETAS and Strategic Plan. Two documents will be utilized: 1) Revision Recommendations Tracker and 2) Change Document Tracker (to identify changes from the 2017 to the 2022 NTDETAS). The COR will review and provide comments.

**7. Coordinate with ADED to Incorporate Information on Drivers with Disabilities into the NTDETAS**

Coordinate with ADED and the working groups to incorporate information on drivers with disabilities, provided by a former ADED working group, into the NTDETAS.

**8. Develop Standards on Virtual Classroom Training**

A working group will be utilized to develop additional standards to augment Standard 2.4 Online Delivery Methods for the conduct of virtual classroom training.

**9. Develop Professional Teaching Standards**

A working group will be utilized to develop professional teaching standards for train-the-trainers and mentoring to update Section 3: Instructor Qualifications.

**10. Develop Standards for Third-Party End-of-Course Testing for Licensure**

A working group will be utilized to update of Section 4: Coordination with Driver Licensing to include standards for third-party driver education end of course testing for licensure (also known as a waiver program).

**11. Review and Update all NTDETAS Sections**

Utilizing the working groups and ANSTSE, the NTDETAS will be reviewed and updated throughout all sections to ensure they are kept up-to-date and current.

**12. Prepare and Submit Revised PMP**

Prior to Phases II and III, revise the PMP for the remaining review of the NTDETAS that includes a schedule for meetings needed and have the COR review and provide comments.

**13. Submit Revisions of the NTDETAS**

In Phase II, submit revisions of the NTDETAS incorporating all updated sections and new standards to be reflective of current driver education needs. The COR will review and provide comments.

#### **14. Submit revisions of the NTDETAS Strategic Plan**

In Phase III, submit revisions of the NTDETAS Strategic Plan to initiate improvements in driver education, provide a timetable and direction for increased implementation of the Standards, and to define the priorities of the driver education community. The COR will review and provide comments.

### **DELIVERABLES**

#### **Phase I**

1. Submit Project Management Plan for the update and maintenance of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS) and Strategic Plan
2. Submit ANSTSE Charter
3. Submit “Notice of Travel” as related and planned in the NTDETAS project management plan
4. Submit revised Project Management Plan for the update and maintenance of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS) and Strategic Plan

#### **Phase II**

5. Complete and submit revisions to update the NTDETAS Standards
6. Submit document tracking changes for the maintenance of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS) and Strategic Plan
7. Submit “Notice of Travel” as related and planned in the NTDETAS project management plan
8. Submit revised Project Management Plan for the update and maintenance of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS) and Strategic Plan

#### **Phase III**

9. Complete and submit revisions to NTDETAS Strategic Plan
10. Submit document tracking changes for the maintenance of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS) and Strategic Plan
11. Submit “Notice of Travel” as related and planned in the NTDETAS project management plan

### **CONTACT**

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## **ACRONYMS**

AAA	American Automobile Association
AAMVA	American Association of Motor Vehicle Administrators
ADTSEA	American Driver and Traffic Safety Education Association
ADED	Association for Driver Rehabilitation Specialists
ANSTSE	Association of National Stakeholders in Traffic Safety Education
COR	Contracting Officer's Representative
DETA	Driver Education and Training Administrators
DOT	Department of Transportation
DSAA	Driving School Association of the Americas
GHSA	Governors Highway Safety Association
HSS	Highway Safety Services, LLC
NHTSA	National Highway Traffic Safety Administration
NTDETAS	Novice Teen Driver Education and Training Administrative Standards
PM	Project Manager
PMP	Project Management Plan
Standards	Novice Teen Driver Education and Training Administrative Standards
TRB	Transportation Research Board