



Instructor
Development
Guide

Class 6

May 2018

Introduction

This document is part of a policy and procedures manual provided to licensed driver training schools in Alberta. It is a guideline to the driving schools for the education and development of applicants who want to become certified/licensed as driving instructors. It is both general and specific in its approach and attempts to promote a broad base of learning.

Driving a vehicle safely in today's complex traffic environment requires knowledge, vehicle-handling and awareness skills, as well as judgment and adaptability.

This document provides the information required by the driving school's Senior Instructor to assist and coach the instructor applicant during the instructor development process. It is impossible for this document to address all the situations that may occur while instructors are providing driver education and vehicle-handling training to students. Rather, this guide serves as a basis for driver education and training. All driving schools must enhance their instructor development program beyond the information available in this guide.

The learning outcome of the Instructor Development process is to develop instructors who are knowledgeable about the rules of the road and basic vehicle-handling procedures, as well as instructors who display cooperative and competent driving habits.

For those who teach others the knowledge and awareness skills for safely and cooperatively driving a vehicle, the standard of teaching must exceed the norm. This standard is reflected in Alberta Transportation, Driver Programs and Licensing Standards requirements for the knowledge exams and the assessment process of the new instructor applicant in-vehicle session.

The attitudes, personalities, and skills of driving instructors will be as varied as the students they teach. Below are some of the attributes that an instructor must develop to provide a positive learning opportunity for his or her students.

Knowledge

Driving schools must continually enhance their instructor development programs to ensure they are current in terms of how people learn and how effective teachers teach. A comprehensive understanding of traffic rules, safe driving principles, and problem-solving ability combined with effective teaching are essential to meeting learning outcomes.

Communication

Instructors must communicate in a clear, concise, and understandable manner to ensure the message is understood by each student. An effective communicator enhances understanding with demonstrations, illustrations, observations, and verbal description to teach new activities and processes.

Driving schools, through their instructor development programs, and instructors in their teaching methods must create an environment for their students that instill confidence in terms of safety, knowledge and skills.

Each instructor must have a thorough knowledge of safe driving principles and the rules of the road. Communication involves receiving feedback as well as providing information to ensure the learning outcomes are being achieved and the teaching process is effective.

Patience

Teaching the complex task of driving can be challenging and demanding. It requires an understanding of the challenges that new drivers must overcome. The instructor must be prepared and able to adapt to each individual and to each situation.

POLICIES

Preparation Periods

Phase 1 - Knowledge Exams

Each knowledge exam appointment must be booked by contacting Driver Programs and Licensing Standards to schedule a date and time.

Each appointment must be booked by a representative of the driving school. Preferably the Senior Instructor; not the applicant.

The knowledge testing consists of two exams:

- 1) A general knowledge exam consisting of 50 questions and,
- 2) A supplemental exam, consisting of 20 questions that are specific to the class of instructor license for which the applicant has applied.

A minimum score of 80% in each exam is required to pass.

The knowledge exams will be scored upon completion. The results will be discussed with the applicant. Once successful with both written tests, the applicant may proceed to Phase 2.

NOTE: Only failed exam(s) will be retested at the next appointment. There is a minimum one day waiting period for re-writing the exam(s). If the applicant is unsuccessful after three attempts, applicant must wait one year from the date of the third appointment and must re-apply as a new applicant.

Knowledge Exams - Reference Material

- Today's Driving Manual
- Alberta Traffic Safety Act and related Regulations (available at www.qp.alberta.ca)
 - ✓ Operator Licensing and Vehicle Control Regulation
 - ✓ Vehicle Equipment Regulation
 - ✓ Driver Training and Driver Examination Regulation
 - ✓ Use of Highway and Rules of the Road Regulation
- Rider's Guide to Operation, Safety and Licensing (for Motorcycles, Mopeds & Power-Assisted Bicycles) (available at www.transportation.alberta.ca)
- A Driver's Guide to Operation, Safety and Licensing (for Cars and Light Trucks) (available at www.transportation.alberta.ca)
- Learning and Teaching Theory for Driver Training Instructors
- Instructor Development Guide

Phase 2 & 3 - Practical Examination

An appointment combining Phases 2 and 3 may be made with Driver Programs and Licensing Standards only after Phase 1 is passed. The appointment must be booked by a representative of the driving school, not the applicant. This is to help ensure the driving school is confident and involved with the applicant's preparation and so that a site and driver training vehicle is available. The school must also have a senior instructor or other qualified individual on site for timely Teaching Module skills training lot setup.

Prior to the practical examination the applicant must purchase and obtain their Criminal Record Check from a qualified police service and a Class 1 Road Test Permit from an Alberta Registry Office. To facilitate the permit purchase, advise registry personnel that you are seeking a Class 1 "government examiner" road test permit for the purposes of becoming a driving instructor.

The following documents must be presented to the Administrator prior to commencement of the practical test. If any of these documents are invalid, expired or missing, the practical test will have to be rescheduled.

- Operator' License
- Class 1 Test Permit
- Vehicle Insurance
- Vehicle Registration
- Mechanical Inspection Document (if applicable)
- Criminal Records Check

Only the applicant and a Driver Programs Administrator are allowed to be present during the exam. **Exceptions:** another department official present for training and/or supervision.

Vehicle for the Exam

The applicant must provide a fully-equipped and operational driver training vehicle (two-wheeled motorcycle) for each practical exam.

The exam will be denied for the following vehicle concerns:

- Speedometer malfunction
- Defective headlight, tail light, brake, or signal lights
- Inadequate / inoperative brakes
- Missing / inoperative horn
- Missing / broken mirrors, controls, switches
- Vehicle deemed unsafe

The exam will not proceed on the promise that a defect will be repaired.

NOTE: The exam must be conducted on a vehicle with a standard handle-bar mounted, left-hand operated clutch control and a left-foot operated gear change control. Motorcycles with continuously variable transmissions, torque-drive style clutch kits, semi-automatic transmission, or dual clutch transmissions, etc. are not allowed.

Practical Exam Disqualifications

Disqualifications are usually the result of one or more of the following concerns:

- a. An unsafe action, such as:
 - i. Involved in a collision, regardless of fault (includes dropping the motorcycle at any time during exam phase 2 or phase 3)
 - ii. Near collision (due to action of applicant)
 - iii. Administrator must intervene in order to prevent an unsafe action.
- b. Client lacks skill and control (regardless of accumulated errors).
- c. A traffic violation.
- d. Too many accumulated errors.
- e. Unable or unwilling to follow Administrator's instructions.
- f. Inadequate verbal information (omitted or inaccurate).

Phase 2

Vehicle Inspection – for safe operation

The applicant will be required to communicate and provide a complete inspection of the vehicle. All components must be in good and usable condition. Controls must function properly. Items that require showing how they operate must be identified and demonstrated, such as the lights.

Personal Drive – on street

The applicant will be required to operate the motorcycle through a series of traffic conditions and demonstrate consistently high standards by observing rules of the road and applying principles of proactive driving in his or her personal driving habits. The personal drive will reveal the applicant's abilities through low, medium, and high traffic situations.

The Administrator will be responsible for route selection.

The length of this phase will be approximately 90 minutes.

Specific expectations for Phase 2 are identified in table A.

At the completion of Phase 2, the results will be discussed and the applicant is advised as to a pass or fail. If passed, the applicant may proceed to Phase 3.

NOTE: If the applicant is not successful at their first attempt with Phase 2, he/she must wait two weeks (14 days) before a second attempt. If unsuccessful upon the second attempt, applicant must wait three weeks (21 days) before making a third attempt. If unsuccessful after three attempts, applicant must wait one year from the date of the third appointment and must re-apply as a new applicant.

Phase 3

Teaching Modules – basic skills

This phase is divided into unique but fundamental skills. While the school retains the liberty to create their own on-lot training curriculum, this phase will allow DPLS to evaluate an applicant's ability to assist in student rider development through the delivery and coaching of pre-determined basic skills.

The length of this phase will be approximately 90 minutes.

Applicant is allowed one attempt at each Teaching Module per appointment. If a second or third appointment is necessary, previously passed Teaching Modules will not be retested.

Specific expectations for Phase 3 are identified in table B.

At the completion of Phase 3, the results will be discussed and the applicant advised as to a pass or fail.

NOTE: If the applicant is not successful at their first attempt with Phase 3, he/she must wait two weeks (14 days) before a second attempt. If unsuccessful upon the second attempt, applicant must wait three weeks (21 days) before making a third attempt. If unsuccessful after three attempts, applicant must wait one year from the date of the third appointment and must re-apply as a new applicant.

Appointments for phase 2 and 3 may be cancelled in the event of extreme and adverse weather. Every effort should be made to attempt Phase 3 under dry conditions.

NOTES:

TABLE A - PHASE 2 - Vehicle Inspection

Instructions to Applicant	Expected Applicant Feedback
<p align="center">Vehicle Inspection and Knowledge</p> <p>Explain and demonstrate a vehicle inspection.</p> <p>The purpose of this phase component is to ensure that the applicant understands and can demonstrate a comprehensive vehicle inspection for safety, operation, condition, and is able to communicate the procedure to students.</p> <p>Applicant must state and identify all 12 items and provide further and specific detail for at least nine of the twelve.</p>	<p>1. TIRES</p> <ul style="list-style-type: none"> ✓ Inflation; Check that the air pressure in the tires matches the pressure recommended in the owner’s manual. ✓ Tread; Check tire for adequate tread depth. As well, look for uneven or worn tread, as this can indicate an alignment problem or that it is time to replace the tires. ✓ Objects in tread; Remove objects like rocks that are stuck in the tread. ✓ Puncturing objects; Check for an object like a nail, or a piece of metal or glass that has punctured the tire. These objects must be removed and will require the tire to be repaired. ✓ General condition; Check for cuts, bulges, cracks and damage to the sidewalls. <p>2. WHEELS AND RIMS:</p> <ul style="list-style-type: none"> ✓ Wire spoke wheels; Check for loose, damaged, missing or broken spokes. ✓ Wheels/rims; Check for damage or cracks. ✓ Bearings; Check for wear and proper lubrication. ✓ Seals; Check for leaks. <p>3. EXHAUST SYSTEM:</p> <ul style="list-style-type: none"> ✓ Muffler; Check condition and that it is secure. <p>4. DRIVE SYSTEM:</p> <ul style="list-style-type: none"> ✓ Chain; Check for lubrication and proper tension. ✓ Belt; Check for wear and proper tension. ✓ Shaft; Check for oil leaks. <p>5. LIGHTS AND ELECTRICAL:</p> <ul style="list-style-type: none"> ✓ Lights; Check that all are clean, securely mounted and not damaged. Check that the tail light and headlight(s) (high and low beam) work. The headlight(s) must come on when the motor is running. ✓ Brake light; Check that it is clean, securely mounted and not damaged. Check that the foot and hand brake controls activate the brake light easily. ✓ Reflectors; Check that all are clean, securely mounted and not damaged. ✓ Turn signals; Check that all are clean, securely mounted and not damaged. Check that both lights work by turning the lights on and off. ✓ Battery; Check that the battery is secure, the terminals are clean, and the connections to the battery are secure. ✓ Horn; Check that it is working. ✓ Engine cut-off switch; Check that it stops the engine. ✓ Instrument lights; Check that they are working properly by turning the key to the ‘ON’ position. ✓ Neutral gear light; Check that it lights when in neutral (usually green).

- ✓ **Hazard lights (if equipped);** Check that they are working.
- ✓ **Safety interlock switch on the sidestand (if equipped);** Check that it is working.

6. FLUIDS:

- ✓ **Oil;** Check that the oil is at the recommended level. Check the oil colour (yellow is good; black or dark should be changed.)
- ✓ **Coolant (if the engine is liquid cooled);** Check that the coolant fluid is at the recommended level. Check the hoses for leaks or cracks.
- ✓ **Fuel;** Check the amount of fuel in the tank.
- ✓ **Brakes;** Check that the brake fluid is at the recommended level.
- ✓ **Differential;** Check that the differential fluid is at the recommended level.
- ✓ **Leaks;** Check for fluid on the ground under the motorcycle.

7. CLUTCH:

- ✓ **Clutch;** When squeezing the clutch lever, check that the cable moves freely and feels tight. If you have a hydraulic clutch, check that the fluid is at the recommended level according to the owner's manual.

8. THROTTLE:

- ✓ **Throttle;** Check that it moves freely. It should return to the closed position easily without your assistance.

9. MIRRORS:

- ✓ **Mirrors;** Check that the mirrors are clean, properly adjusted and securely fastened.

10. BRAKES:

- ✓ **Brakes;** Apply the front and rear brakes separately. Check that each one keeps the motorcycle stopped when you apply the brake fully and try to move the motorcycle forward or backward.

11. LICENSE PLATE:

- ✓ **License Plate;** Check that it is securely attached. It should be mounted to the rear mudguard or rear fender, and be clearly visible.
- ✓ **Light (if equipped);** Check that it is working and clean.

12. CENTRE STAND AND SIDESTAND:

- ✓ **Centre stand;** Check that the spring is not broken and for cracks and bends and the stand should be secure when retracted.
- ✓ **Side stand;** Check for cracks and bends. The stand should be secure when retracted.

TABLE A - PHASE 2 - Personal Drive - On Street	
Instructions to Applicant	Skill Objective
Personal Drive - On Street	
<p>The Personal Drive shall be approximately 45 minutes in duration. The Administrator will follow the applicant in another vehicle, using hands-free radio or similar wireless equipment for communication.</p> <p>The Administrator will determine the route. Route may include; a hill start, right and left turns, school/playground zones, 70 km/h or higher speed zone, a merge, controlled and uncontrolled intersections, traffic lights, lane changes, moderate and congested traffic.</p> <p>Instructions for changes of direction will be given with adequate time to conduct the maneuver. In some instances, instruction may be given further in advance to permit the applicant to plan his or her actions.</p>	<p>This area of the exam will allow the applicant to demonstrate rules-of-the-road knowledge and application as well as vehicle handling skills within a live traffic environment.</p> <p>The Personal Drive is an error based evaluation. The applicant is allowed to accumulate up to 50 points; however, the test may be discontinued at any point due to an automatic disqualification or other safety concerns.</p>

TABLE B - PHASE 3 - Teaching Modules

Instructions to Applicant	Skill Objective
<p align="center">Teaching Modules</p> <p>The instructional flow for each skill will be to state the skill objective, explain the path of travel including any operational expectations such as; head and eyes up, look through intended path, counter-balance, coordinate clutch/throttle, posture, etc. and provide a properly conducted demonstration that matches the expectations stated.</p> <p>Following the skill demonstration the Administrator will ask the applicant various questions referencing typical errors related to each skill. Applicant response must adequately address the error(s), provide a corrective solution, and include detail that reinforces proper technique.</p>	<p>The objective of the teaching modules is to evaluate the ability of the applicant to describe and teach basic vehicle handling maneuvers and the principles of safe driving, as well as ensuring the safety for the student, the applicant, the Administrator, and all other road users.</p> <p>Specification diagrams are included in this guide. Strict adherence to the dimensions is mandatory. Front tire contact patch will be used for all START, FINISH, and TIMING thresholds. <i>Exception: Quick Stop 'crossing barrier boundary' will be determined using the front tire's leading edge.</i></p>
<p>1. SERPENTINE</p> <ul style="list-style-type: none"> ✓ State skill objective ✓ Identify path of travel and state expectations ✓ Provide demonstration ✓ Answer administrators error based question(s) 	<p>1. SERPENTINE</p> <ul style="list-style-type: none"> ✓ To effectively maneuver the motorcycle while coordinating motorcycle lean and speed. ✓ From the designated start point and upon signal, ride to the right of the first cone, left of the second and so on. After completing the maneuver, stop at the designated stop point. ✓ Demo will be scored for: Stalling the motorcycle. Hitting a cone. Skipping a cone. Putting a foot down. Dropping the motorcycle. ✓ Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).
<p>2. U – TURN</p> <ul style="list-style-type: none"> ✓ State skill objective ✓ Identify path of travel and state expectations 	<p>2. U – TURN</p> <ul style="list-style-type: none"> ✓ To effectively maneuver the motorcycle within a restricted space. ✓ From the designated start point and upon signal, ride into the u-turn area at a position that will allow for the motorcycle to be

<ul style="list-style-type: none"> ✓ Provide demonstration ✓ Answer administrators error based question(s) 	<p>maneuvered in a leftward direction while remaining within the area designated and leave that area traveling in the opposite direction from which entered. After completing the maneuver, stop at the designated stop point.</p> <ul style="list-style-type: none"> ✓ Demo will be scored for: Stalling the motorcycle. Hitting a cone. Putting a foot down. Crossing a boundary. Dropping the motorcycle. ✓ Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).
<p>3. RIDING SLOWLY / BALANCE</p> <ul style="list-style-type: none"> ✓ State skill objective ✓ Identify path of travel and state expectations ✓ Provide demonstration ✓ Answer administrators error based question(s) 	<p>3. RIDING SLOWLY / BALANCE</p> <ul style="list-style-type: none"> ✓ To effectively control and balance the motorcycle while riding slowly. ✓ From the designated start point and upon signal, ride slowly through the entry cones threshold and continue slowly along the designated path until the front tire crosses the exit cones threshold. Stop at the designated stop point. ✓ Demo will be scored for: Stalling the motorcycle. Hitting a cone. Putting a foot down. Leaving the designated path of travel. Dropping the motorcycle. Completing the maneuver too quickly. Maneuver must be ridden ≥ 15 seconds. Timing starts as front tire crosses entry cones threshold and ends as front tire crosses exit cones threshold. ✓ Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).
<p>4. SHARP TURN – RIGHT (from a stop)</p> <ul style="list-style-type: none"> ✓ State skill objective ✓ Identify path of travel and state expectations ✓ Provide demonstration 	<p>4. SHARP TURN – RIGHT (from a stop)</p> <ul style="list-style-type: none"> ✓ To effectively control the motorcycle while demonstrating the ability to change direction. ✓ From the designated start point and upon signal, start off and immediately steer/maneuver the motorcycle to the right while remaining within the designated path-of-travel boundaries. Upon completing the maneuver, stop at the designated stop point. ✓ Demo will be scored for: Stalling the motorcycle. Hitting a cone. Putting a foot down.

<ul style="list-style-type: none"> ✓ Answer administrators error based question(s) 	<p>Crossing a designated path-of-travel boundary. Dropping the motorcycle.</p> <ul style="list-style-type: none"> ✓ Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).
<p>5. CORNERING</p> <ul style="list-style-type: none"> ✓ State skill objective ✓ Identify path of travel and state expectations ✓ Provide demonstration ✓ Answer administrators error based question(s) 	<p>5. CORNERING</p> <ul style="list-style-type: none"> ✓ To effectively demonstrate proper cornering technique. ✓ From the designated start point and upon signal, approach the curve upshifting to 2nd gear. Quickly accelerate to a minimum of 25km/h. At a point <i>prior</i> to the curve entry-threshold, slow to an appropriate entry speed for the curve. Following the designated path-of-travel, make a smooth continuous turn using proper technique. Skill may be run in either direction. ✓ Demo will be scored for: Stalling the motorcycle. Not using both brakes to slow prior to entering the curve. Decelerating in the curve. Looking down while in the curve. Hitting a cone. Crossing a designated path boundary. Riding too slowly. (Curve must be ridden ≤ 4.5 seconds.) Timing starts when front tire crosses entry-threshold and stops when front tire crosses exit-threshold.) Dropping the motorcycle. ✓ Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).
<p>6. QUICK STOP</p> <ul style="list-style-type: none"> ✓ State skill objective ✓ Identify path of travel and state expectations ✓ Provide demonstration 	<p>6. QUICK STOP</p> <ul style="list-style-type: none"> ✓ To effectively demonstrate the ability to perform a quick stop and avoid a hazard. ✓ From the designated start point and upon signal, approach the braking threshold cue cones upshifting to 2nd gear. Continue accelerating to 20-25km/h and maintain. When the front tire reaches the braking threshold cue cones, begin smooth but firm braking. Continue braking until stopped. ✓ Demo will be scored for: Failing to use both brakes. Approach speed too slow. (Applicants exceeding 25km/h but still able to stop within

<ul style="list-style-type: none"> ✓ Answer administrators error based question(s) 	<p>standard will not penalized.) Braking too early. Crossing the barrier boundary. Stalls motorcycle. Dropping the motorcycle.</p> <ul style="list-style-type: none"> ✓ Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).
<p>7. SWERVE</p> <ul style="list-style-type: none"> ✓ State skill objective ✓ Identify path of travel and state expectations ✓ Provide demonstration ✓ Answer administrators error based question(s) 	<p>7. SWERVE</p> <ul style="list-style-type: none"> ✓ To effectively demonstrate the ability to perform a quick position change and avoid a hazard. ✓ From the designated start point and upon signal, approach the swerve threshold cue cones upshifting to 2nd gear. Continue accelerating to 20-25km/h and maintain. When the front tire reaches the swerve threshold cue cones, maneuver the motorcycle in the direction advised. Continue through the escape path. Stop the motorcycle at the designated stop point. ✓ Demo will be scored for: Braking during the swerve. Hitting a cone. Crossing a boundary. Approach speed too slow. (Applicants exceeding 25km/h but still able to effectively swerve without hitting a cone or boundary will not be penalized.) Stalling the motorcycle. Dropping the motorcycle. ✓ Response will be scored for inadequate or incorrect information. Applicant must reiterate expectations/proper technique as applicable to the error(s) identified in the question(s).

TEACHING MODULES

LOT SKILLS

SERPENTINE

U-TURN

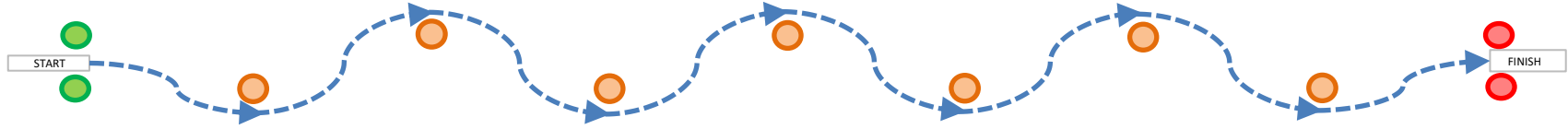
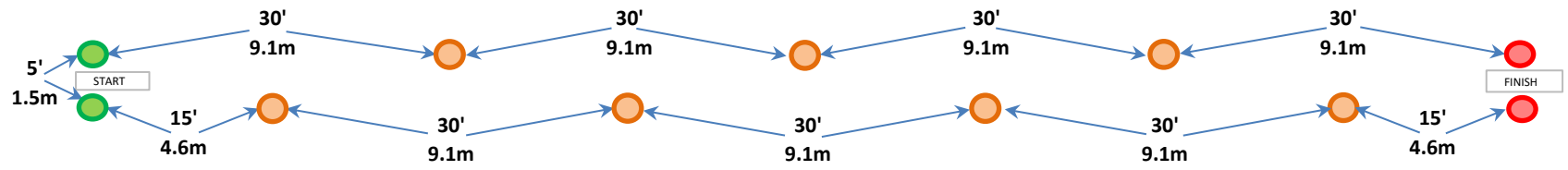
RIDING SLOWLY / BALANCE

SHARP TURN – RIGHT (from a stop)

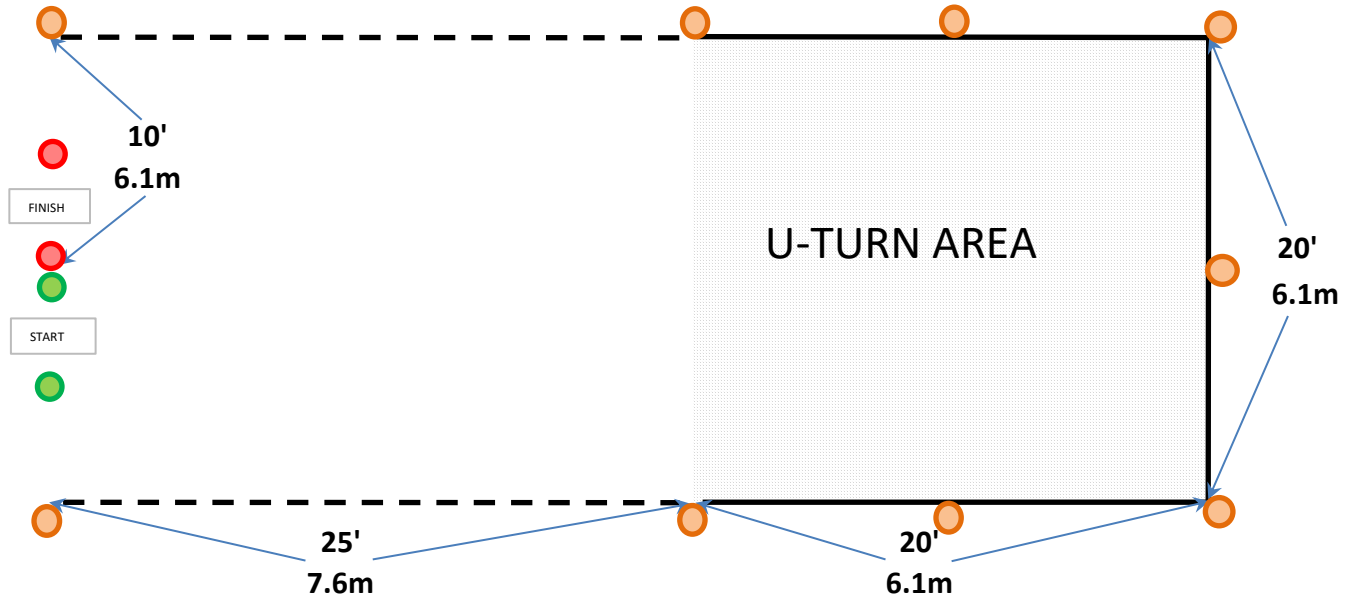
CORNERING

QUICK STOP AND SWERVE

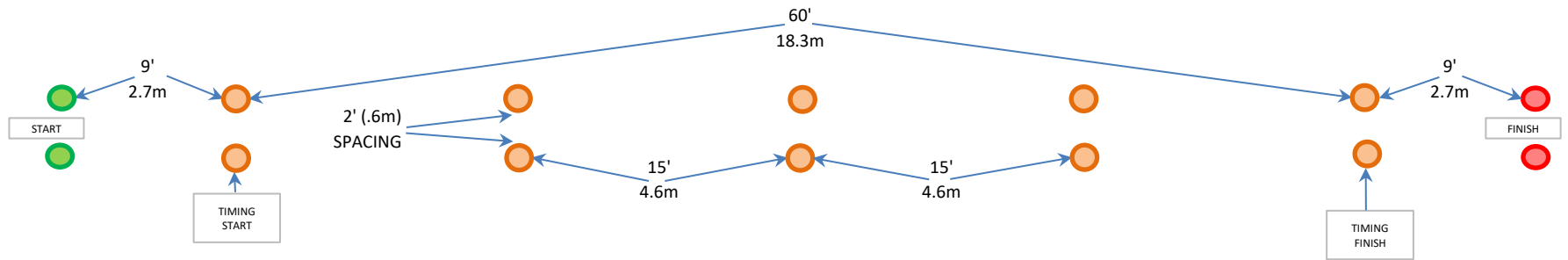
SERPENTINE 5'x15'



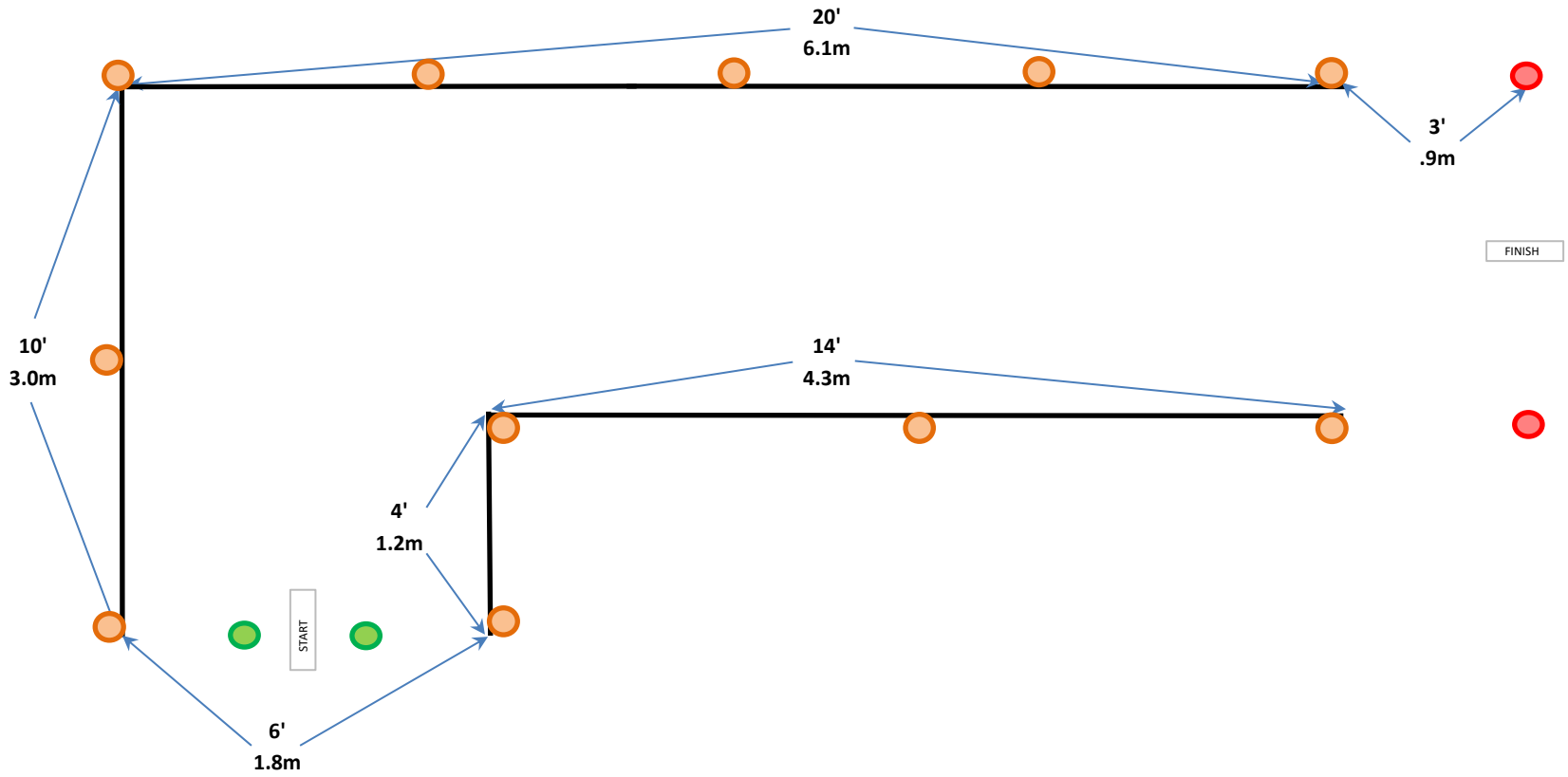
U-TURN



RIDING SLOWLY / BALANCE

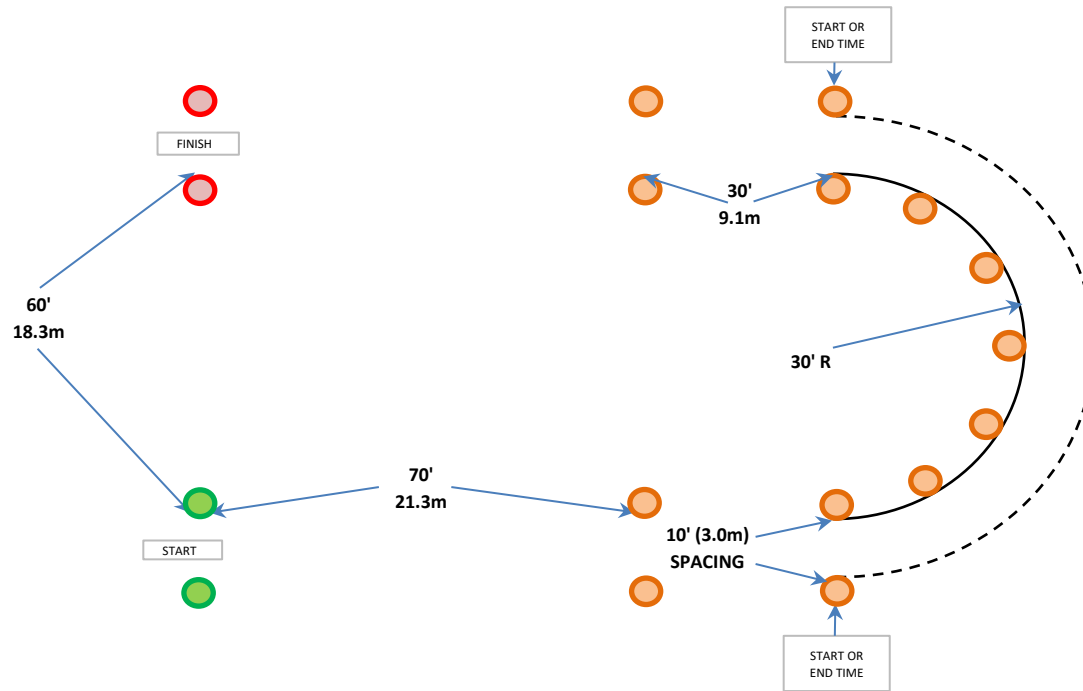


SHARP TURN - RIGHT (from a stop)



CORNERING

SKILL CAN BE DEMONSTRATED IN EITHER DIRECTION



QUICK STOP AND SWERVE

