

Defensive Driving Course Requirements for Approval

Classroom and Online Learning

Introduction

The Requirements for Approval of a Defensive Driving Course (DDC) provides the high-level requirements a curriculum proposal must meet for Alberta Transportation's approval. For more detailed information on the curriculum approval process and how requirements are evaluated, please contact the **Driver Education Program Coordinator**.

Please note a Driver Training School licence will be required to provide the course to the public or to persons within your organization. In addition to having an approved curriculum proposal, your training organization will need to meet licensing requirements. These can be found in the *Licensed Driver Training School Policies and Procedures Manual* available on Government of Alberta's website at:

<https://open.alberta.ca/publications/licensed-driver-training-schools-policies-and-procedures-2020>.

Additional information on how to apply to be a licensed driver training school in Alberta is available at:

<https://www.alberta.ca/apply-for-a-driver-training-school-licence.aspx>.

To view the Regulation regarding licensing requirements, *Driver Training and Driver Examination*, please visit:

<https://www.qp.alberta.ca/>

For information on licensing and certification processes and requirements, please contact a **Driver Programs Administrator**.

Contact Information

Edmonton

Alberta Transportation
Driver Education and Examination Standards
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4999 – 98 Avenue NW
Edmonton, Alberta T6B 2X3
Tel: 780-427-8901
Email: trans.driver.prog@gov.ab.ca

Calgary

Alberta Transportation
Driver Education and Examination Standards
Willowglen Business Park
1st Floor, 803 Manning Road NE
Calgary, Alberta T2E 7M8
Tel: 403-297-6679
Email: trans.driver.prog@gov.ab.ca

1. Submit a letter, to an address above, indicating:
 - a. Your organizations:
 - Name,
 - Address(es),
 - E-mail address
 - Telephone number(s), and
 - Contact person(s).
 - b. Request for approval of your Defensive Driving Course to be recognized for demerit credit.
 - Online Defensive Driving Course
 - Classroom Defensive Driving Course
 - c. Type of course aids that will be used in the presentation of the course.
 - d. A student manual must be provided or be available to download for online.
 - e. Video materials must be from a trusted and credible course. All video materials must include:
 - Title of the video
 - Total running times
 - Video source
2. The *Driver's Guide to Operation, Safety and Licensing*, must be used as course development reference material. The Driver's Guide is available at: <https://www.alberta.ca/driver-guides-overview-and-pdf-versions.aspx>.
3. The following documents must be accessible during the course:
 - The Traffic Safety Act
<http://www.qp.alberta.ca/documents/Acts/T06.pdf>
 - Use of Highway and Rules of the Road Regulation
http://www.qp.alberta.ca/documents/Regs/2002_304.pdf
 - Operator Licensing and Vehicle Control Regulation
http://www.qp.alberta.ca/documents/Regs/2002_320.pdf
 - Alberta Traffic Collision Statistics (compiled statistics current from Alberta Traffic Collision Statistics within the previous 3 years)
<https://open.alberta.ca/publications/0844-7985>
 - Approved DDC course curriculum
4. Provide a list of all other reference material used in the development of the DDC course.
5. Submit your DDC Instructor Guide (Classroom only).
6. Submit your DDC Student Manual.
7. Submit your course presentation in an electric format such as DVD/CD, or USB.
8. Submit your course final exam.
 - a. Classroom – provide two complete exams with 40 questions on each exam. There cannot be duplicate questions between the two exams.
 - b. Online – provide a bank of 80 questions, with no duplicate questions. The final exam must have a minimum of 30 randomly chosen questions for each student.

The exam must consist of:

- a. At least 30 multiple choice questions with a selection of four possible answers;

- b. At least 15 questions referencing information from the Alberta's Driver's Guide to Operation, Safety and Licensing; and
 - c. Balance of the questions must be based on the course content.
 - d. As per section 4.02.01(C)(1) and 4.02.01(C)(2) of the *Licensed Driver Training School Policies and Procedures Manual* students are allowed two attempts to successfully complete the final exam to qualify for a Notice of Driver Education Course Completion form (DPLS0047). Not completing the course successfully after two attempts will result in the student repeating the entire course. The second attempt on the final exam must be on a different day than the first attempt.
9. Submit the DDC course curriculum (see Curriculum Course Content).

Minimum Course Standards

1. Minimum online and classroom instructional time of 6 hours.
2. Student must not be permitted to attempt the final exam until all modules are successfully completed.
 - a. Online courses- students must successfully complete all module assessments. The passing grade for module assessments is 80%.
3. At the end of the course, the student must successfully complete a knowledge examination of 30 questions and achieve a minimum test score of 80%.

Agency Responsibility

1. The authorized agency presenting the Defensive Driving Course must complete a Record of Registration for each participant completing the course as per Section 4.02.01(B)(1) and 4.02.01(B)(2) of the *Licensed Driver Training School Policies and Procedures Manual*.

This Record of Registration must include for **each agency**:

- Agency name;
- Course date(s);
- Course times; and
- Instructor name (Classroom only)

The Record of Registration must include for **each participant**:

- Name;
- Operator's licence number;
- Address;
- Contact number(s);
- Course final exam score (for Course Completion form); and
- Notice of Driver Education Course Completion form (DPLS0047) number.

2. The authorized agency presenting the Defensive Driving course must complete a Student Contract as per Section 4.02.01(B)(3) of the *Licensed Driver Training School Policies and Procedures Manual* for **each participant**.

The Student Contract must include:

- Driver training company name;
- Driver training company address;

- All fees participant pays;
 - Description of services participant receives for fees;
 - Participant name;
 - Participant signature; and
 - Personal Information Protection Act (PIPA) consent statement indicating information collected is required for the registration and administration of the training session and may be used for program evaluation. The PIPA consent statement must also ask the individual to positively authorize the collection of information for the specified purpose and provide contact information for the privacy contact person within your organization.
3. The following student records must be kept for a period of two years:
 - a. Record of course participation;
 - b. Student Contract;
 - c. Copy of knowledge test(s);
 - d. Knowledge test results and results for the end-of-module assessments (online courses); and
 - e. Notice of Driver Education Course Completion form (DPLS0047).
 4. The course, including all course assessments, must be updated as required to reflect current information.

Note: All changes must be documented and submitted to Alberta Transportation, Driver Education and Examination Standards (DEES) for approval through trans.driver.prog@gov.ab.ca, attention the Driver Education Program Coordinator.

General

1. In addition to meeting and/or exceeding DDC course standards, online DDC courses must also meet the requirements outlined in the *Online Driver Training Course Requirements for Approval* document.
2. As per Section 4.02.01(F)(1) of the *Licensed Driver Training School Policies and Procedures Manual*, classroom and online Defensive Driving Course records are subject to audits by Alberta Transportation, Driver Education and Examination Standards.
3. As per Section 4.02.01(F)(2) of the *Licensed Driver Training School Policies and Procedures Manual*, demerit credit is subject to the following conditions:
 - a. The Notice of Driver Education Course Completion form (DPLS0047) is valid for two years from the date of issue;
 - b. Demerit credit may only be applied for once in a two year period;
 - c. Credit will only be given where the individual has two or more but less than fifteen demerits on their driving record; and
 - d. Persons with two demerit points on the operator license will receive a maximum two demerit reduction.

Note: Instructors should advise students they must submit their Driver Education Course Completion form (DPLS0047) to any Alberta registry agent to get demerit points removed from their driving record.

Curriculum Course Content Specifications

The content for your submission must meet the following requirements:

1. Accurate and informative.
 - a. Content must be **informational** in terms of what the reader needs to know;
 - b. The information must be **factual**;
 - c. The information and facts should be supported with **statistics**; and
 - d. Sources for facts and statistics must be provided.
2. Current to within three years. Statistics and facts must be from information compiled within the last three years.
3. Consistent format. When using formatting to highlight or categorize information, use a consistent format such as bullets.
4. Writing Style:
 - a. Be concise. Course content should be written as clearly and simply as possible;
 - b. Remember your target audience when preparing your course content. Use appropriate readability levels and language for learners.
 - c. Do not include:
 - Judgmental or personal opinions;
 - Jargon or slang; or
 - Acronyms (unless defined).
5. Continuity. Content should flow from one unit to the next with a building block effect.
6. The curriculum must be developed into lesson plans. The curriculum must be divided into separate sections covering the specific topics outlined in the Curriculum Course Content Minimum Requirements 1 through 8 below.
7. A course syllabus that clearly states the learning objectives, expectation of the students and grading policy must be provided.
8. Graphics and visual aids must be relevant to the topic.
9. Videos must be relevant to illustrate course content. Videos should be used to aid the delivery of course information, and not as the primary format of instruction.
 - a. A maximum of 1.5 hours of video content may be used throughout the course.
 - b. To optimize instructional time, the length of each video should not exceed 5 minutes.
10. Assessments of learners must be consistent with concepts, lessons and course objectives.
11. All course content must respect copyright laws.
12. Each module must include a review or key points of the topics covered.

Curriculum Course Content Minimum Requirements

1. Course Objective

Define your course objectives including:

- Developing responsible **attitudes of safe vehicle operation**;
- **Courtesy** to all road users; and
- **Responsible** driving attitude and behaviour.

Students will learn about components that contribute to collisions; these components must include Driving Conditions and the Vehicle.

2. Six Conditions Affecting Driving

There are six conditions in any driving situation; the driver's ability or inability to adapt may prevent or create a collision. Discuss the variables in the following conditions:

- a. Road
- b. Traffic
- c. Light
- d. Weather
- e. Vehicle
- f. Driver. The driver is the most important factor in any discussion relating to collisions.
Discuss the following:
 - Attitudes
 - Emotions
 - Health
 - Fatigue
 - Alcohol and other drugs

3. Defensive (Proactive) Driving

- a. Define defensive and proactive driving.
- b. Discuss defensive and proactive driving using:
 - Collision statistics from the Alberta Traffic Collision Statistics document (including types of collisions).
 - Information must be from statistics compiled in the last three years.

Visit Alberta Transportation's website: <https://www.alberta.ca/collision-vehicle-licence-statistics.aspx> to find more information about:

- General Collision Statistics
 - Alberta Collisions Statistics (Annual)
 - Alberta Collision Facts (Annual)
- c. Discuss the issue of fault versus responsibility.
 - Driver #1 in a collision is at fault by way of a traffic violation or driving error.
 - Driver #2 in a collision is not technically at fault, but the collision may have been avoided by exercising caution and driving in a defensive/proactive manner.
 - Responsibility of each driver in civil liability involving the last clear chance to avoid a collision.
 - d. Discuss some typical traffic violations that lead to collisions, and the role of driver #1 and driver #2 in the incident.
These must include:

- Left turns across the path of approaching vehicles
- Unsafe changes of direction
- Following too closely
- Intersection collisions:
 - Uncontrolled intersections (including T intersections)
 - Controlled intersections (stop sign violations)
 - Controlled intersections (yellow light violations)
 - Crossing over the centre (yellow) line.

4. Visual Skills

- a. Discuss how proper vision habits and concentration may reduce or eliminate potentially hazardous situations.

This must include:

- Visual lead time
- Traffic to the rear - Use of inside and outside mirrors
- Blind spots – driving in others, traffic in yours, passing, and being passed
- Following distances
- Conflicts at intersections
 - Speed to distance formula at intersections
- Hazards around parked vehicles
- Pedestrians

- b. Discuss and perform clear communication and messaging with pedestrians and motorists through:
- Establishing eye contact
 - Use of headlights to be more visible (Daytime Running Lights)
 - Use of signal lights
 - Use of brake lights
 - Use of the horn

5. Vehicle Control

Discuss skid prevention and control through:

- Acceleration
- Steering
- Braking
 - Braking topics must include information on threshold braking techniques and Anti-Lock Braking Systems (ABS)

Discuss emergency situations such as:

- Tire suddenly goes flat
- Tire blowout
- A wheel or wheels drops off the roadway

6. Collisions

Discuss collision avoidance through proactive driving by:

- Commentary Hazard Awareness and Management (Identifying the potential hazard);
- Hazard recognition (Identify the action to reduce or eliminate the potential hazard); and

- Managing the hazard to minimize or avoid the hazard (Taking action to reduce or eliminate the potential hazard).

Discuss the following options when a collision is inevitable:

- Avoiding fixed objects
- Proper use of restraint systems
- Reducing or minimizing injury and damage
- Protecting the scene

7. Traffic Laws

Review areas of concern as they relate to:

- The *Criminal Code of Canada*
- Impaired Driving – Penalties:
 - For drivers with BAC over .08.
 - For GDL drivers with BAC over .00.
 - For drivers with BAC .05 to .08.
 - For drivers with blood-alcohol concentration - 2 nanograms (ng) per millilitre (ml) but less than 5 ng/ml THC.
 - For drivers with blood concentration - 5 ng/ml or more THC or 2.5 ng/ml or more THC combined with 50 mg/100ml or more alcohol.
- The *Traffic Safety Act* and the following Regulations,
 1. *Use of Highway and Rules of the Road Regulation*, and
 2. *Operator Licensing and Vehicle Control Regulation*,

Distracted Driving <https://www.alberta.ca/distracted-driving.aspx>

Distracted driving

Discuss the following distractions:

- Cell phone
 - Hand-held versus hands-free
 - Texting (sending and reading)
 - Talking while driving
- Eating and drinking
- Smoking
- Music
- Global Positioning Systems (GPS)
- Electronic devices

8. Additional topics

- Fuel efficient driving
- Green – Eco-friendly driving

Recommended topics to cover to expand your curriculum:

- Driver Assistance Technologies