

STATE OF NORTH DAKOTA

ASSOCIATION OF NATIONAL STAKEHOLDERS IN
TRAFFIC SAFETY EDUCATION

ANSTSE

STATE ONSITE TECHNICAL ASSISTANCE
for the
DRIVER EDUCATION PROGRAM



December 10-11, 2015

ANSTSE Onsite Technical Assistance Team

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ACKNOWLEDGEMENTS

The Association of National Stakeholders in Traffic Safety Education (ANSTSE) Onsite Technical Assistance Team (the Team) acknowledges and thanks Ms. Carol Thurn, Program Manager, NDDOT and Ms. Karin Mongeon, Safety Division Director, NDDOT for their support and assistance in making this onsite technical assistance visit possible.

The Team acknowledges and thanks the following stakeholder agencies and individuals for their participation in the onsite technical assistance visit:

- Dr. Janet Welk, Education Standard and Practice Board (ESPB);
- Ms. Gwyn Marback, Assistant Director, Department of Public Instruction (DPI);
- Ms. Karin Mongeon, Safety Division Director, North Dakota Department of Transportation (NDDOT);
- Ms. Carol Thurn, Program Manager, NDDOT;
- Mr. Glenn Jackson, Driver License Director, NDDOT;
- Ms. Syndi Worrel, Driver License Chief Examiner, NDDOT;
- Mr. Gene LaDoucer, AAA North Dakota and Team Lead for Strategic Highway Safety Plan (SHSP) Young Driver Priority Emphasis Area; and
- Mr. Brad Webster, Adjunct Professor, Driver Education, Minot State University (MSU).

Each participant played a major role in the onsite process. The Team thanks each individual for the time and energy that they invested in preparing and delivering their comments. The participant's candor and thoroughness in discussing driver education in the State of North Dakota greatly assisted the TEAM.

The National Highway Traffic Safety Administration (NHTSA), provided the funding through ANSTSE and Highway Safety Services, LLC (HSS), to make this onsite technical assistance visit possible. It is with great appreciation that the ANSTSE Team acknowledges their support.

Mr. Brett Robinson, Vice President, HSS and ANSTSE Secretariat, assisted with the facilitation of the onsite technical assistance Team visit.

The Team believes this report will contribute to the State's efforts to enhance the effectiveness of its Driver Education program in preventing injuries, saving lives and reducing economic costs of young novice driver motor vehicle crashes on North Dakota's roadways.

BACKGROUND

Motor vehicle crashes are the leading cause of unintentional injury and death in the United States. Nationwide, the economic cost of motor vehicle traffic crashes exceeds \$230 billion annually. Motor vehicle crashes are the leading cause of teen (ages 15-20) deaths in the United States.

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, is made up of the following organizations:

- Driver Education and Training Administrators (DETA);
- Driving School Association of the Americas (DSAA);
- American Driver and Traffic Safety Education Association (ADTSEA);
- Governor's Highway Safety Association (GHSA);
- Transportation Research Board (TRB);
- American Automobile Association (AAA);
- AAA Foundation for Traffic Safety (AAAFTS); and the
- American Association of Motor Vehicle Administrators (AAMVA).

The group was established in 2010 and titled the Association of National Stakeholders in Traffic Safety Education (ANSTSE).

ANSTSE developed a maintenance system for keeping the Standards up-to-date and developed an NTDETAS Strategic Plan for implementation of the Standards in the States. The States, ANSTSE members, and the driver education community in general, may need technical support to assist in the adoption and implementation of the NTDETAS Standards. The NTDETAS Standards document was the first step in developing and implementing a comprehensive national driver education program effort. The current effort is to provide technical support for States and organizations to adopt and implement the NTDETAS Standards.

Technical assistance may be provided prior to or following a NHTSA Driver Education State Assessment / Peer Review. Technical assistance can provide a preliminary analysis of the States driver education program. Then the State may utilize highway safety funds, or other funds, to conduct a NHTSA State Assessment / Peer Review based on the recommendations in the NTDETAS. These assessments offer States a tool to use over time to review their driver education programs, note the program's strengths and accomplishments, and note where improvements can be made. Following a NHTSA State Assessment / Peer Review, ANSTSE can provide post analysis technical assistance to assist with implementing the recommendations given in the NHTSA State Assessment / Peer Review.

Additional information on the NTDETAS, ANSTSE and Technical Assistance is available at www.anstse.info.

NHTSA STATE ASSESSMENT / PEER REVIEW

The purpose of a ***State Driver Education Assessment / Peer Review*** is to assist in the review of the driver education program in a State, identify the program's strengths and accomplishments, identify problem areas and offer suggestions for improvement.

The assessment can be used as a tool for planning purposes and for making decisions about how to best use available resources. This assessment tool follows the format of the *Novice Teen Driver Education and Training Administrative Standards*. The assessment process provides an organized approach for measuring the State's entire driver education program status.

NHTSA utilized the newly developed *Novice Teen Driver Education and Training Administration Standards* as the assessment framework. These standards were developed by representatives from the driver education professional community, with assistance from NHTSA. The five major topic areas in the standards are:

- Program Administration
- Education/Training
- Instructor Qualifications
- Parent Involvement
- Coordination with Driver Licensing

The ANSTSE Technical Assistance does not replace nor duplicate a full NHTSA Driver Education State Assessment / Peer Review. All States are encouraged to conduct a NHTSA State Assessment / Peer Review.

OVERVIEW OF THE ONSITE TECHNICAL ASSISTANCE

The initial State *Technical Assessment of North Dakota's Driver Education Program* was conducted in Bismarck, August 5-8, 2014 by a NHTSA Technical Assessment Team.

The State then followed up with NHTSA and ANSTSE through HSS, mid-year 2015, requesting an ANSTSE Onsite Technical Assistance Team to come back to Bismarck to work with the State's Driver Education Stakeholder Groups to help address some of the findings and recommendations in the initial *Assessment Team Report*.

The State requested that the follow up Technical Assistance Team visit focus on *Program Administration* – (specifically coordination between State driver education stakeholder agencies) and *Parental Involvement* programs.

Based on this focus, ANSTSE selected Troy E. Costales, Administrator, Oregon Transportation Safety Division and a Representative for the Governors Highway Safety Association (GHSA) and Michael R. Calvin, HSS Consultant and a retired AAMVA Administrator with extensive experience in driver

education, graduated driver licensing programs (GDL) and standards development/implementation. The visit was coordinated by and the Team assisted by Mr. Brett Robinson, Vice President of Highway Safety Services, LLC and ANSTSE Secretariat.

The onsite Technical Assistance visit was then scheduled for and conducted on December 10-11, 2015 in Bismarck, North Dakota. The TEAM met with State Stakeholder Representatives on December 10th and the morning of December 11th to conduct interviews and gather additional information on the two focus areas.

On the afternoon of December 11th, the Team participated in an exit meeting with State representatives to provide a preliminary list of recommendations based on the information provided during the onsite technical assistance visit.

This report details those findings and recommendations.

TECHNICAL ASSISTANCE FINDINGS AND RECOMMENDATIONS

1.0 Program Administration

Findings and Recommendations of the Onsite Technical Assistance Team:

A high level of interest and desire was displayed by all Driver Education Stakeholder Agencies and their key leaders, to work cooperatively to improve North Dakota Driver Education Programs and ultimately make a difference for teen drivers in the State. Even though interest is there, currently there is a need for better communication between and among Stakeholder Agencies and a need to establish some sort of formal communication process and procedures that would provide periodic face-to-face exposure for the agencies.

Recommendations:

Establish a *Management Team for Driver Education*. We could find nothing in law or administrative rule that appears to prohibit this type of team from forming and working together.

The *Management Team* needs to include representatives from the following State agencies:

- NDDOT Safety Division;
- NDDOT Driver Licensing Division;
- ND Education and Standard Practice Board (ESPB); and
- ND Department of Public Instruction (DPI).

A *Memorandum of Understanding* can be used to formalize the working partnerships and also create a foundation for the *Management Team* to continue into the future if there are staff changes at the agency level.

The purpose of the *Management Team* would be to:

- discuss cooperative ventures to advance driver education in the State of North Dakota;
- synchronize the delivery of curriculum (BTW and classroom);
- synchronize the requirements for instructor qualifications and re-certifications;
- harmonize and tie driver education to the driver license, bringing about uniformity between private and publicly funded programs;
- discuss the needs for a potential legislative agenda;
- sequence and plan administrative rules, using the strength of partner/stakeholder agencies to move the program forward;
- evaluate data and initiate research studies and reports;
- create a ten year plan of action, designating major milestones to be met along the way; and
- build an understanding of the delegated authority of each involved stakeholder agency.

The *Management Team* should meet on a regular basis. The agenda for the *Management Team's* efforts over the first few years should be limited to one topic at a time. Attack each topic deliberately, taking small bites, until the work is completed before moving on to the next item.

This approach will build momentum and trust among the partners. Our recommended order of topics to work on, are:

1. Parental involvement,
2. Instructor training,
3. Curriculum (behind-the-wheel, listed first because all programs have BTW and then classroom),
4. Audits and research of data,
5. Financing,

At the start of year six, begin to work back through topics 1-5 (assuming that each item takes a year to complete).

Establish another team that is focused on the Program side of Driver Education (North Dakota Driver Education Advisory Committee). This team should be made up of front-line delivery partners that have been given an advisory voice on the work of the *Management Team*. This team will act as a sounding board or virtual “test bed” for the initiatives and/or content that is created by the *Management Team*. Feedback can be immediate. This team can also help spread the word on what is expected from the State. As media campaigns are prepared, this team can provide input and a channel for delivery. In effect, they will become **Champions** for the efforts and direction of the *Management Team* and North Dakota Driver Education programs in general.

A *Charter* style document can be crafted that establishes expectations of the *Program Team* or *Advisory Committee*. See Appendix 1 for a sample of what such a document might look like.

4.0 Parental Involvement

Findings and Recommendations of the Onsite Technical Assistance Team:

All Driver Education Stakeholder Agencies and their leaders agreed that *Parental Involvement* in the Driver Education program was very important to the success of the program. Parental involvement through parent seminars is not currently mandated in the State of North Dakota. Some schools both public and private have parent sessions/seminars but most do not.

Recommendations:

Ideally, parent sessions/seminars should be mandated by the State, requiring parents to attend, for their teen to successfully complete the driver education course.

Stakeholder groups need to find a way to work together (as defined in the Program Administration recommendations above) on a regular basis to successfully create a level playing field across both public and private sectors to standardize *North Dakota's Parental Involvement Programs*.

There are two key areas that need to be dealt with when establishing *Parent Seminars*. They are:

1. Define Structure, Content and Time

- a) Keep content as simple as possible, don't overload the parent;
- b) Length of program should be between 45-60 minutes;
- c) Make sure that North Dakota GDL laws are acknowledged and understood;
- d) Define and discuss parents role(s) in the GDL and Driver Education programs – distinguish between the two;
- e) Define and discuss parental responsibilities in the overall process and then break down the differences between GDL and Driver Education;
- f) Parents need to be aware that they can and should restrict their teens driving privileges early in the process, increasing privileges as warranted as their teen progresses through the system;
- g) Articulate impact and consequences of both the teen's and parent's actions or lack thereof;
- h) Provide samples of Parent/Teen Contracts and give guidance on how to use them;
- i) Provide a Teen Driver Log and give guidance on how to use it;
- j) Make sure parents have all documents and materials provided by the State; and
- k) Strive to tie the parents "in" emotionally to the process/program and potential consequences/outcomes. Consider using videos of parents, both father and mother, who have lost a child as a result of a traffic crash – they can be effective.

2. Plan How to Get Parents to Participate

- a) If not mandated in rule or law, North Dakota will need to create motivation for parents to participate;

- b) Create options/alternatives to the face-to-face seminar (not to replace the face-to-face meetings but to provide parents with options that may be more convenient, to get more participation;
 - Online or automated programs are one of those options. No model online programs currently exist, but may in the near future;
- c) Promote community involvement through building strong relationships with civic leaders/organizations and businesses. Consider developing a “Marketing and Educational Campaign to Promote Teen Driver Safety” that would involve communities statewide. Encourage communities as a whole to get involved with teen driver safety; and
- d) Consider creating incentives for parents to participate in online or in face-to-face seminars (potentially, with the help of the community, tangible rewards could be provided, such as insurance discounts, coupon books, etc.). This not only would help promote teen driver safety, but would encourage community involvement, helping to promote commerce statewide.

Additional General Comments

- Consider extending the GDL age requirement to those teen novice drivers under the age of 18 as prescribed by NHTSA’s Model Graduated Driver Licensing (GDL) Guidelines. Champions for this legislative change would be needed, probably multiple “Champions”.
- Currently, an effort is underway to update the Model GDL Guidelines. A number of National organizations are involved, including NHTSA, AAA, AAA Foundation for Traffic Safety and the National Safety Council. In the proposed revised NHTSA guidelines, “*Parent Seminars*” are included.
- We recommend North Dakota take full advantage of the “*NHTSA Traffic Safety Fact Sheets*” which contain their “*Model GDL Guidelines*”.
- Some States, including Iowa DOT-- Driver Services, conduct their own “*Parent Seminars*”. This concept is another option/alternative for North Dakota to consider.
- Nationwide, a growing movement is evolving, where other groups outside of State Agencies and traditional Driver Education Programs are getting involved in “*Teen Driver Safety*” and involving parents in the process. Children’s Hospital of Philadelphia (CHOP) is one of those groups. Involving local hospitals and the health industry in general in North Dakota is another path that you might want to consider as part of building community involvement. AAA involvement in holding Parent Seminars is another possible option.
- The State of Michigan, on their State website, has a Mobile APP for parents to use to log driving time with teens. This is something that North Dakota might want to consider.
- Provide as many options as possible to distribute pertinent information to students and parents that they will need to successfully navigate North Dakota’s GDL and Driver Education programs.
- We would also encourage North Dakota to create a State Driver Education Resource Library (NDDERL) utilizing each REA (Regional Education Agency) as a source. The NDDERL should include,

but not necessarily be limited to: **driver education program information, data & statistics, broken down by county**; *driver education research, case studies, white papers and best practices; Q & A for the most common Driver Education Program questions from each REA; and select responses and commentary from Driver Educational Professionals, Administration Leadership, Parents and Community Leaders -- on North Dakota's Driver Education Program.* The NDDERL could be used as a tool to enhance the program in general, but more specifically it will create a needed resource to encourage uniformity and provide a forum for communication on a statewide basis.

- The “**driver education program information, data & statistics**” mention in the bullet point above, that we recommend be a part of the NDDERL, can also be broken out and used as a separate “Comparative Data Document”. The document would serve as a resource for the State of North Dakota to compare what is happening, within driver education, county by county, throughout the State.

Appendix 1

Driver Education Advisory Committee

“Charter” Document Sample

- A. COMMITTEE'S OFFICIAL DESIGNATION:** Driver Education Advisory Committee.
- B. AUTHORITY:** As recommended by the North Dakota Driver Education Management Team.
- C. OBJECTIVES, SCOPE OF ACTIVITIES, AND DESCRIPTION OF DUTIES FOR WHICH THE COMMITTEE IS RESPONSIBLE:** The duties of the Committee are solely advisory. The Committee's responsibilities are to give advice on driver education issues. Duties of the advisory committee are:
 - i. Advise and confer on matters pertaining to the establishment of rules necessary to carry out duties of the driver education program;
 - ii. Work towards the goal of making driver and traffic safety education programs available to all underage drivers of North Dakota;
 - iii. Review and update guidelines for the operation of the Driver and Traffic Safety Education Program;
 - iv. Promote the Graduated Driver Licensing Program;
 - v. Promote partnerships with Driver Services, including training and driving school regulations, etc.;
 - vi. Act as a sounding board on forms and processes;
 - vii. Provide a communication channel between driver education and stakeholder groups;
 - viii. Stimulate public awareness of driver education needs and contributions;
 - ix. Serve as an advocate of driver education;
 - x. Influence driver education support through appropriate channels;
 - xi. Lend credibility and stature to driver education programs; and
 - xii. Establish sub-committees which will help accomplish the goals and objectives.

D. OFFICIAL(S) TO WHOM THE COMMITTEE REPORTS: The Committee shall report to the North Dakota Driver Education Management Team.

E. MEMBERSHIP: The North Dakota Driver Education Management Team shall appoint up to a maximum of nine voting members. Committee members shall have expertise relevant to the functions of the Committee. The North Dakota Driver Education Management Team members are not a member of the committee. The Committee shall have nine voting members from the following groups:

Public Provider	REA's	Commercial Driving School
Teacher:	Teacher:	Teacher:
Classroom: BTW:	Classroom: BTW:	Classroom: BTW:
Administrator:	Administrator:	Administrator:
Business Manager:	Business Manager:	Business Manager:
Trainer of Trainers:	Trainer of Trainers:	Trainer of Trainers:

The requirements for membership are as follows:

Essential

- Commitment to attend the meetings regularly and to prepare in advance;
- Ability to grasp the details of proposals and make a positive contribution to meetings;
- Readiness to work as part of a team with other members in reaching decisions;
- Ability to “think outside the box” when considering new ideas and strategies;
- Discretion to keep the Committee's work confidential; and
- Appreciation of the political and financial context in which driver education operates and of the Committee's role as adviser and not a pressure group.

Liaisons

- Additionally, the following agencies/associations may appoint one staff person to serve as an ex-officio, non-voting member to the committee.
 - NDDOT Driver License
 - Minot State University (MSU)
 - NDDOT Safety Division
 - ND State Patrol
 - Education and Standard Practice Board (ESPB)
 - ND Insurance Commission
 - Department of Public Instruction (DPI)

F. MEETING STRUCTURE, DATES AND DURATION: The Committee meets twice a year. Meetings can coincide with the state Traffic Safety Conferences. Meetings are three to four hours in length. Meeting notices will be posted on the Driver Education webpage. Members are expected to attend meetings on a regular basis. Additional meetings shall be scheduled as needed at times and places when deemed appropriate. Agenda for the meeting shall be prepared by the Safety Division and supplied to the members not less than ten days prior to each meeting. The minutes shall be kept and furnished to all members in a timely fashion. The first item of agenda at any meeting shall be to approve and amend the last meeting's minutes.

G. NUMBER OF MEETINGS, ATTENDANCE AND LOCATION: Meeting shall be open to the public. Notice of all meetings shall be given to the public via Safety Division. Any member not in attendance of 50 percent or more of the scheduled committee meetings within a given twenty-four months will be replaced.

H. AGENCY RESPONSIBLE FOR PROVIDING NECESSARY SUPPORT: The Safety Division shall provide financial and administrative support to the Driver Education Advisory Committee.

I. ESTIMATED ANNUAL OPERATING COSTS AND STAFF SUPPORT YEARS: Members shall be reimbursed for travel expenses in accordance with the North Dakota Administrative Rules. The total annual costs of operations will not exceed \$5,000. Committee members may be allowed travel expenses. A member who is receiving a salary from the state shall not receive compensation other than travel expenses incurred in such service.

J. SUBCOMMITTEES: To facilitate functioning of the Committee, subcommittees may be formed. The objectives of the subcommittees are to provide advice and recommendations to the Committee with respect to matters related to the duties of the Committee. Subcommittees shall meet as the Committee deems appropriate.

K. QUORUM: A quorum shall consist of five of the nine voting members for all business transacted before the Committee.

L. TERM OF OFFICE AND FILLING OF VACANCIES: The term of office shall be for three years. Terms end in March of the third year. Terms shall be staggered. The North Dakota Driver Education Management Team shall appoint members of the advisory committee for three year terms. Members can serve a maximum 2 terms consecutively. The North Dakota Driver Education Management Team shall fill vacancies on the Committee and shall make reappointments to the Committee. Recommendations to fill vacancies or to renew term appointments may be made by the North Dakota Driver Education Management Team. Two full terms may be served after fulfilling an unexpired term.

M. CHAIRPERSON: The Chairperson shall serve for 2 years, with their remaining year on the committee as a mentor to the incoming Chair. The North Dakota Driver Education Management Team shall have the Driver Education Advisory Committee vote on a new Chairperson at the conclusion of the previous Chair's 2 years, thus overlapping leadership for the committee. This shall be done at that year's winter meeting. The incoming Chairperson's service shall begin at the following meeting after the first meeting of that same year.

N. VICE-CHAIRPERSON: The role of the Vice-Chairperson is to act as Chair when the Driver Education Advisory Committee Chairperson is unable to attend a scheduled meeting. He or she is also responsible for chairing sub and ad hoc committees as deemed necessary by the Driver Education Committee. The Vice-Chairperson shall serve for 1 year and can be re-elected to position for up to three terms. The North Dakota Driver Education Management Team shall have the Driver Education Advisory Committee vote on a new Vice-Chairperson at the conclusion of the previous Vice-Chair's 1-year term. The incoming Vice-Chairperson's service shall begin at the following meeting after the first meeting of that same year.

Being elected to Vice-Chair does not imply or infer that he or she will become the next committee Chair. The Vice-Chair retains the "position" for which they were entered into the DEAC (Public, REA, Commercial, At Large).

APPENDIX 2

On-site Technical Assistance Agenda

Thursday, December 10, 2015
<p style="text-align: center;">Session 1 9:30 am – 11:00 am Agency –Highway Safety Office/Safety Division Staff Topic - Coordination Between Agencies and Parental Involvement</p> <p>Karin Mongeon –Safety Division Director Carol Thurn – Program Manager</p>
<p style="text-align: center;">Break – 15 min</p>
<p style="text-align: center;">Session 2 11:15 am - 12:15 pm Agency – Driver License Division Topic - Coordination Between Agencies, Licensing and Parental Involvement</p> <p>Glenn Jackson – Driver License Director Syndi Worrel – Driver License Chief Examiner</p>
<p style="text-align: center;">Lunch Break – 12:15 pm- 1:30 pm</p>
<p style="text-align: center;">Session 3 1:30 pm -3:30 pm Topic - Parental Involvement and Mandatory Parent Seminar</p> <p>Gene LaDoucer – AAA North Dakota and Team Lead for Strategic Highway Safety Plan (SHSP) Young Driver Priority Emphasis Area Glenn Jackson - Driver License Director Syndi Worrel – Driver License Chief Examiner Brad Webster – Minot State University Adjunct Professor, Driver Education Karin Mongeon - NDDOT Safety Division Director Carol Thurn - NDDOT Program Manager</p>
<p style="text-align: center;">Break 15 min</p>
<p style="text-align: center;">Session 4 3:30 pm – 4:00 pm Agency – Education Standards & Practice Board Topic - Coordination Between Agencies and Parental Involvement</p> <p>Dr. Janet Welk - Education Standard and Practice Board</p>
<p style="text-align: center;">Session 5 4:00 pm Team Report Preparation</p>

Friday, December 11, 2015
Session 6 9:00 am - 10:30 am Agency – Department of Public Instruction Topic - Coordination Between Agencies and Parental Involvement Gwyn Marback- DPI- Assistant Director- Teach School Effectiveness
Break 15 min
Session 7 10:45 am - 12:00 pm All Agencies Topic - Coordination Between Agencies Glenn Jackson - Driver License Director Syndi Worrel – Driver License Chief Examiner Gwyn Marback- DPI- Assistant Director- Teach School Effectiveness Karin Mongeon - NDDOT Safety Division Director Carol Thurn - NDDOT Program Manager Dr. Janet Welk - Education Standard and Practice Board
Lunch Break – 12:00
Session 8 Team Report Preparation
Session 9 3:00 pm Report Out