

Defensive Driving Course

Online

Alberta Transportation
Driver Programs & Licensing Standards
1st Floor, Twin Atria Building
4999 – 98 Avenue NW
Edmonton AB T6B 2X3

Alberta Transportation
Driver Programs & Licensing Standards
Willowglen Business Park
1st Floor, 803 Manning Road NE
Calgary AB T2E 7M8

1. Submit a letter, to an address above, indicating:
 - a. your organizations:
 - name,
 - address(es),
 - email address,
 - telephone number(s), and
 - contact person(s).
 - b. request for approval of your **Online - Defensive Driving Course (O-DDC)**, to be recognized for demerit credit. **Note:** Driver Training School licence may be required.
Note: The issuance of online course completion certificates is under review by Alberta Transportation.
 - c. Type of training aids that will be used in the presentation of the course.
NOTE: A student notebook or workbook must be provided.
 - d. The method of delivery must be via online presentation (DDC only).
 - e. Course development reference material must be used that includes:
 - Alberta's Drivers Guide to Operation, Safety and Licensing (formerly Alberta Basic Licence Driver's Handbook)
 - Today's Driving Manual textbook, and
 - Student workbook for each student.
 - f. The course must also have access to:
 - [The Traffic Safety Act](#)
 - Use of Highway and Rules of the Road [Regulation](#)
 - Operator Licensing and Vehicle Control [Regulation](#)
 - [Alberta Traffic Collision Statistics](#) (current within 3 years)
 - Approved course curriculum

Note: Provide a list of other reference material that may be used.
 - g. The minimum total hours of the course.
 - h. The titles of all video material being used, as well as the total running times.

2. Submit test papers I and II, answer keys, and reference source for all questions. Each test must consist of 40 questions or provide a bank of 80 questions, with no duplicate questions, to randomly choose 40 questions for each client.
3. Submit the course curriculum (see Curriculum Course Content).
Note: [Online Defensive Driving programs must meet or exceed established guidelines.](#)
[Please refer to Attachment A at the back of this package for additional information.](#)
4. Provide unlimited access to Alberta Transportation, Driver Programs and Licensing Standards, to participate in your complete Online Defensive Driving Course as a condition of approval, and once approval has been granted.

Minimum Course Standards

1. Minimum online instructional time of 6 hours.
2. A maximum of 1.5 hours may be used in showing videos or DVD's to illustrate course content.
3. Completion of a knowledge examination of 40 questions with a test score of at least 80% (32 correct responses out of 40).
4. There must be two knowledge examinations available with no duplicate questions on or between the exams.

The examinations must consist of:

- a. at least 30 multiple choice questions with a selection of four possible answers,
- b. 15 questions referencing information from the Alberta's Driver's Guide to Operation, Safety and Licensing (formerly Alberta's Basic Licence Driver's Handbook) , and
- c. 25 questions based on the course content.
- d. Students are allowed two attempts to successfully complete the final exam to qualify for a Government-issued Course Completion Certificate.

Agency Responsibility

1. The authorized agency presenting the Online DDC must complete a record of registration for each participant completing the course.

This record of registration must include for **each agency**:

- agency name ,
- course start and completion date(s)

The record of registration must include for **each participant**:

- name,
- operator's licence number,
- address,
- contact number,
- examination score, and
- Course Completion Certificate number.

2. Each successful participant must receive a Notice of Driver Education Course Completion Certificate.

Note: The Notice of Driver Education Course Completion Certificate (TRANS 0047) is supplied and audited by Alberta Transportation, Driver Programs and Licensing Standards. The issuance of online course completion certificates is under review by Alberta Transportation.

The Course Completion Certificate must be presented to an authorized Alberta Registries private issuing agency for demerit credit.

3. The following student records must be kept for a period of two years:
 - a. Record of course participation.
 - b. Paper copy of knowledge test(s)
 - c. Copy of knowledge test results
 - d. Course Completion Certificate (TRANS 0047)
4. It is the responsibility of the authorized agency to ensure appropriate training and competency of instructors.
5. The course should be updated as required to reflect current information.

Note: All changes must be submitted to Alberta Transportation, Driver Programs and Licensing Standards.

General

1. Online Defensive Driving Course records are subject to audits by Alberta Transportation, Driver Programs and Licensing Standards.
2. Demerit credit is subject to the following conditions:
 - a. The Course Completion Certificate 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 and 14 or less demerits on their driving record.

Curriculum Course Content

Note: This is a curriculum guide outline only and not a lesson plan.

- The curriculum must be developed into lesson plans for use by the O-DDC participant.
- The curriculum should be of sufficient detail to cover the essential content of your course.
- The curriculum must be divided into separate sections covering the specific topics outlined in 1 through 8 below.

In general, the areas to address are:

1. Course Objective

- a. Define your course objectives including:
 - developing **attitudes of safe vehicle operation**,
 - **courtesy** to all road users, and
 - **responsible** driving behaviour.

The participant must be exposed to inter-related components that, if not understood or ignored, can possibly lead to a collision.

These components must include:

- the **vehicle**,
- the **driver**, and
- **driving conditions**.

2. 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 not be more than 3 years old.

Please visit the following Alberta Transportation websites to find more information about:

General Collision Statistics:	http://www.transportation.alberta.ca/3119.htm
Alberta Collisions Statistics (Annual):	http://www.transportation.alberta.ca/3121.htm
Alberta Collision Facts (Annual):	http://www.transportation.alberta.ca/3123.htm

- 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 in civil liability involving the last clear chance to avoid a collision.
- d. Discuss collision avoidance through proactive driving by:
- [Commentary Hazard Awareness and Management](#),
 - Hazard (risk) recognition, and
 - Managing the hazard (risk) to minimize or avoid the hazard (risk).
- OR**
- Identifying the potential hazard
 - Identify the action to reduce or eliminate the potential hazard, and
 - Taking action to reduce or eliminate the potential hazard.

3. Traffic Laws

- a. Review areas of concern as they relate to:
- The Criminal Code of Canada
 - 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](#),
- b. 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 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
- 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 (DRL)
 - Use of signal lights
 - Use of brake lights
 - Use of the horn

5. Driving Conditions

Discuss the variables in the following driving situations and how visibility and the ability to stop or control the vehicle are affected.

- Road conditions
- Light conditions
- Weather conditions
- Vehicle conditions

6. Vehicle Control

Discuss skid prevention and control through:

- Acceleration
- Steering
- Braking

Discuss emergency situations such as:

- Tire blow out
- A wheel drops off the road

7. Collisions

- a. Discuss the options when a collision is inevitable:
- Avoiding fixed objects
 - Proper use of restraint systems
 - Reducing or minimizing injury and damage

8. The Driver

- a. The driver is the most important factor in any discussion relating to collisions. Some people tend to blame the other driver, or the adverse weather conditions, for the “accident” (collision) in which they were involved.

Discuss the following:

- Attitudes
- Emotions
- Health
- Fatigue
- Alcohol and other drugs

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
 - Electronic devices with headphones

(Attachment A)

Online - Defensive Driving Course (O-DDC) Requirements

Online - Defensive Driving programs in addition to meeting and/or exceeding the previously outlined guidelines must contain the following elements with regards to technology.

Software

- Three (3) levels of participant identification tests:
 - Agreement Statement
 - Section Agreements
 - Randomized Questions
- Three (3) levels of interactivity integrated into the program:
 - bulletin board
 - real-time text-based chat sessions that can be upgraded to audio and video.
 - Interactive exercises and activities
- Each section has capabilities of text, audio, and visual components.
- Six-hour timed, certified and monitored programming.
- Full streaming video with review question capability and low bandwidth options available.
- Randomized section tests and a randomized 40 question final examination from a minimum of 80 questions.
- Passwords stored in the system should be
 - Encrypted
 - Strong passwords (min 6 characters, at least one upper case and one numeric or other allowed symbols).
- The course should not require files or data to be stored on the client side (person taking the course on their home computer).
- User access should be role based and privileged ids should have access to that data required to perform their job function.
- The course may use encrypted "cookies" to maintain connection. Cookies must not contain either the user id or password within the cookie. All cookies and any session information must be cleared automatically upon exit of the training program.
- The course should be browser and OS independent (i.e. IE, Firefox, Safari on Windows or Mac)
- The course must have adequate security protection to authenticate users logging onto the system.
- The course must maintain an audit log of access recording access to the system.
- Proof that the course attendee provides consent for the use of information captured for registration of the course can be used for administration purposes of the course must be captured either by a signed form or the user clicking on button and the acceptance recorded on the database.

Hardware

- Dedicated server.
- Full back-up protection.
- Protection against power outages and surges.
- Computer is in a specially designed server room with high security and protection.
- Security procedures against viruses and hackers.
- 128 or 256 bit encryption to protect the student from any malicious activities from hackers
- Network Administrators on duty 24 hours, 7 days a week.
- Server and Server room available for inspection and viewing upon request.
- Planned load dependant server acquisition plan.

It is highly recommended that the operational procedures and environment should be managed with Information Technology best practices

Driver Training School Licence

Please refer to the “Driver Training and Driver Examination Regulation” regarding licensing requirements.

For additional information please contact a Driver Programs Administrator.

Edmonton - North Region (780) 427-8901 or **Calgary** - South Region (403) 297-6679