

In order to avoid any delays in approving your course, the following is required:

1. Submit a letter indicating:
 - a. The name of your organization, address, telephone number, and contact person.
 - b. Request for approval of your Defensive Driving or Professional Driver Improvement Course, which will be recognized for demerit credit.
 - c. Location of the classroom facility where the course will be conducted.
 - d. Type of training aids that will be used in the presentation of the course. These might include video, film, overhead projector, flip chart, and whiteboard. A student notebook or workbook must be provided.
 - e. The method of classroom presentation. This should be a lecture form supported by active class participation, question and answer sessions, and work groups for case studies.
 - f. Reference material must be used. This must include *Basic Alberta Licence Driver's Handbook and Supplement to the Basic Licence Driver's Handbook – Tractor-Trailers, Buses, Large Trucks, Ambulances and Taxis* (PDIC curriculum) for each student. The instructor must have access to the: *Traffic Safety Act, Use of Highway and Rules of the Road Regulation, Operator Licensing and Vehicle Control Regulation*, approved course curriculum, and course textbook. Identify the name of the course text to be used. List any other reference material, which you might use.
 - g. The total hours of the course.
 - h. The titles of any videos or film to be used, and the total running time.
2. Submit test papers I and II, answer keys, and reference source for all questions. Each test must consist of 40 questions.
3. Submit the course curriculum (see attached).

Forward the above to:

Alberta Transportation OR
Driver Programs and Licensing Standards
Room 109, Twin Atria Building
4999 – 98 Avenue NW
Edmonton AB T6B 2X3

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

Minimum Course Standards

1. Minimum classroom instructional time of 6 hours, of which not less than 4.5 hours shall be in a form which allows student participation and discussion.
2. A maximum of 1.5 hours may be used in showing videos or films, which illustrate course content.
3. Completion of a knowledge examination of 40 questions with a test score of not less than 80%.
4. There must be two knowledge examinations available, each test consisting of different questions of which:
 - a. At least 30 questions are multiple choice with a selection of four possible answers;
 - b. 15 questions are based on information found in the Alberta Basic Driver's Handbook; and
 - c. 25 questions, which are based on other course, content.
4. Time allocated for the knowledge test, and any break period, is not included within the minimum 6 hour instructional time.

Minimum Standards for Course Instructors

The defensive driving or professional driver improvement course shall only be presented by an instructor authorized to do so and who:

1. Holds a valid Alberta operator's licence other than a Class 6 or 7; AND
 - a. Has received Defensive Driving / Professional Driver Improvement instructor training from any agency authorized by Alberta Transportation, Driver Programs and Licensing Standards , to conduct such training; OR
2. Holds a valid Alberta driver instructor's licence; AND
 - a. Has at least 1,000 hours of in-vehicle driver instruction or 100 hours of classroom instruction in an approved driver education course during the two year period preceding the commencement of Defensive Driving Course / Professional Driver Improvement instruction; AND
 - b. Is recommended by the Senior Instructor and has conducted at least two full courses under the supervision of an experienced Defensive Driving / Professional Driver Improvement Course Instructor.

Responsibility

1. The authorized agency presenting the course must complete a record of participation for each course that is conducted. This form must include the name of the agency, date, location, and name of the instructor. The form will also include the name, operator's licence number, address, telephone number, examination score and certificate number for each participant.
2. Each participant must be given a Notice of Driver Education Course Completion Certificate, which may be presented to any authorized Alberta Registries private issuing agency for demerit credit. This form (TRANS 0047) is supplied by Alberta Transportation, Driver Programs and Licensing Standards.
3. The following records must be kept for a period of two years:
 - a. Record of course participation;
 - b. Knowledge test paper(s)
 - c. Course completion certificate
4. It is the responsibility of the authorized agency to ensure appropriate training and competency of instructors.
5. The course should be updated periodically. Any changes must be submitted to Alberta Transportation, Driver Programs and Licensing Standards.

General

1. Defensive Driving and Professional Driver Improvement Courses and course records are subject to audits conducted by Alberta Transportation, Driver Programs and Licensing Standards.
2. Demerit credit is subject to the following conditions:
 - a. The 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 between two and 14 demerits on their driving record.

Course Content

The following topics must be covered in the curriculum that is being submitted. **This is a curriculum guide outline only** and not a lesson plan. The curriculum must be developed into lesson plans for use by the course instructor.

Your curriculum should be broken into separate sections covering a specific topic. The outline should be of sufficient detail to understand the essential content of your course. In general, the issues to address are:

1. Course Objective

- a. Define your course objectives such as developing attitudes of safe vehicle operation, courtesy and responsibility. The participant must be exposed to interrelated components, which, if not understood or ignored, can possibly lead to a collision. These components will include the vehicle, the driver, and driving conditions.

2. Defensive Driving

- a. Define what defensive driving is and discuss the extent of the problem by use of:
 - Collision statistics, including types of collisions
- b. Discuss the issue of fault versus responsibility
 - The #1 driver in a collision is at fault by way of a traffic violation or driving error.
 - The #2 driver in a collision is not technically at fault, but the collision may have been avoided by exercising more caution and driving in a defensive manner.
 - There is a responsibility in civil liability involving the last clear chance to avoid a collision.
- c. Discuss collision avoidance through proactive driving by:
 - Knowing the hazard;
 - Understanding the defence; and
 - Acting in time.

3. Traffic Laws

- a. Briefly review areas of concern in the *Traffic Safety Act, Use of Highway and Rules of the Road Regulation, Operator Licensing and Vehicle Control Regulation* and *The Criminal Code of Canada*.
- b. Discuss some typical traffic violations that lead to collisions, and the role of the #1 driver and #2 driver in the incident. These might include:
 - Left turns across the path of approaching vehicles;
 - Unsafe changes of direction;
 - Following too close;
 - Intersection collisions such as:
 - Uncontrolled intersections (including T intersections)
 - Controlled intersections (stop sign violations)
 - Controlled intersections (yellow light violations)
 - Crossing over the centre line.

4. Vision Habits

- a. Discuss proper vision habits and the lack of attention or concentration that lead to potentially hazardous situations. This should include such things as:
 - Visual lead time
 - Use of mirrors – traffic to the rear
 - Blind spots – driving in, passing or being passed
 - Following distances
 - Conflicts at intersections
 - Hazards that parked vehicles pose
 - Pedestrians
- b. Not only is it important for you to see, it is equally important that you be seen. This can be accomplished by:
 - Establishing eye contact
 - Proper use of headlights
 - Proper use of signal lights
 - Brake lights
 - Proper use of the horn

5. Driving Conditions

- a. Discuss the variables in any driving situation and how they affect visibility and the ability to stop or control the vehicle.
- Road conditions
 - Light conditions
 - Weather conditions
 - Vehicle conditions

6. Vehicle Control

- a. Discuss prevention and control of skids through appropriate:
- Acceleration
 - Steering
 - Braking
- b. 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:
- Avoid fixed objects
 - Proper use of restraint systems

8. The Driver

- a. The driver is the most important factor in any discussion relating to collisions. Most people tend to blame the other driver, or the adverse weather conditions, for the “accident” in which they were involved. Discuss the following:
- Attitudes, emotions, health, fatigue
 - Alcohol and other drugs