

**Professional Driver  
Improvement Course**

**Light Vehicles**

**Classroom**

**On-Lot**

**and**

**On-Road**

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1. The [Light Vehicle – Professional Driver Improvement Course \(LV-PDIC\)](#) application requires a letter with the following information for approval to one of the addresses above.
  - a. Organization:
    - name,
    - address,
    - telephone number, and
    - contact person.
  - b. Request for your **LV-PDIC** course to be recognized for demerit credit.
  - c. Locations for:
    - Component 1 - Classroom
    - Component 2 - On-Lot or track, and
    - Component 3 - On-Road route(s).
  - d. List of in-vehicle on-lot and on-road activities.
  - e. Type of training aids that will be used in the presentation of the classroom component, such as handouts, flip chart, videos, DVD, and whiteboard.
  - f. Method of in-vehicle on-lot and on-road instruction and presentation.  
This could include demos, visual aids, handouts, and observation.
  - g. Method of classroom presentation. This should include active class participation.
  - h. The total hours of classroom, in-vehicle on-lot, and in-vehicle on-road activities.
  - i. The titles of videos and the total running time, which must not exceed 30 minutes.

2. Reference material must include the following:

For each **client**:

- Alberta Basic Licence Driver's Handbook
- Professional Operator's Licence Information – Tractor-Trailers Buses, Large Trucks, Ambulances, and Taxis Handbook
- Course workbook based on course content (provided by the driving school)

The **instructor** must have access to:

- Traffic Safety Act and the following TSA Regulations:
  - Use of Highway and Rules of the Road Regulation
  - Driver Training and Driver Examination Regulation
  - Operator Licensing and Vehicle Control Regulation
  - Vehicle Equipment Regulation
- approved course curriculum
- Instructor course workbook

Note: Identify the name of course texts and list other reference material(s) not identified above.

Please provide the following documents:

3. Provide a copy of:

i) complete **instructor's guide**

- includes activity time allotment for classroom, on-lot, and on-road

ii) **client workbook**

- consisting of activities and exercises to review and increase understanding of course content

4. Copies of all **information handouts and fact sheets**, to supplement classroom learning, provided to clients.

5. **Examinations** (each exam must consist of 30 questions):

- two classroom knowledge exams with answer keys, and
- reference source for correct response for each question.

6. An **in-vehicle assessment form** identifying the grading method for:

- **On-lot** vehicle-handling, and
  - **On-road** vehicle-handling
- Sample grading:
- Below Average (or Unsafe)
  - Average (or Met Expectation)
  - Above Average (or Safe)

7. Course **curriculum** in interactive electronic format, such as PowerPoint.

8. Copy of two in-vehicle **on-road routes**.

9. Copy of **on-lot dimensions and layout** for all activities. This must include all runaway zones for each activity and space between nearest obstacle, such as a fence, barricade, or post, and the activity. This information must be in metric measurements.

**Minimum Course Standards**

1. Classroom instructional time must be a minimum of 3.0 hours\*\*, including the 30-question 30-minute exam  

\*\* Time required for marking and reviewing the exam, as well as breaks, are not included in the 3.00 hour classroom portion.
2. On-lot in-vehicle instructional time must be a minimum of 1.0 hours behind-the-wheel per client.
3. On-lot activities must be demonstrated, or a thorough explanation provided, by the instructor prior to behind-the-wheel training by the client.
4. On-road in-vehicle time must be according to either option A or B.  
(See last page for details)
5. Combined classroom and in-vehicle time must be a minimum of 5.0 hours.
6. There must be two knowledge examinations consisting of 30 questions each. There can not be duplicate questions on or between the exams.

Exam must be given at end of classroom session (maximum 30 minutes)

- a. All questions must be multiple choice with a selection of four possible answers
  - b. Minimum of 10 questions from the [Alberta Basic Licence Driver's Handbook](#)
  - c. Minimum of 10 questions from the [Professional Operator's Licence Information Handbook](#), and
  - d. Balance of questions based on the approved course curriculum.
  - e. Students are allowed two attempts to successfully complete the final exam to qualify for a Government-issued Course Completion Certificate.
7. Completion of a knowledge examination of 30 questions with a test score of at least 80% (minimum 24 correct responses out of 30).
  8. To be eligible to receive a Course Completion Certificate for merit credit the client must successfully complete all three components **within 60 days of commencement**.

**Minimum Standards for LV-PDIC  
Course Instructors**

**Classroom**

The **LV-PDIC** must only be presented by an Alberta Transportation licensed instructor.

**NEW Classroom Instructors:**

- a. must hold a valid class 1, 2, 3, 4, or 5 Alberta operator's licence,  
**AND**
- b. must have received Professional Driver Improvement instructor training from an agency authorized by Alberta Transportation, Driver Programs and Licensing Standards to train for PDIC instruction,  
**AND**
- c. must **observe one** and **conduct at least two** complete classroom courses under the supervision of an experienced Defensive Driving / Professional Driver Improvement Course instructor qualified to provide classroom instruction,  
**AND**
- d. must be recommended, in writing, by the Senior Instructor to conduct LV-PDIC classroom instruction.

**Renewing Classroom Instructors:**

- a. must hold a valid Alberta instructor's licence with LV-PDIC classroom endorsement,  
**AND**
- b. must have conducted an approved driver education course during the two year period preceding the application for Light Vehicle - Professional Driver Improvement (LV-PDIC) instructor status with at least:
  - **18 hours** of LV-PDIC classroom instruction,  
**OR,**
  - **36 hours** that is a combination of LV-PDIC, DDC, or PDIC classroom,  
**AND**
- c. must complete and have approved by the Senior Instructor or School Management, the Renewal Application Only section of the **Driving Instructor Licence Application – TRANS0045** form.

**In-Vehicle – On-Lot**

The **LV-PDIC** must only be presented by an Alberta Transportation licensed instructor.

**NEW On-Lot In-Vehicle Instructors:**

- a. must hold a valid class 1, 2, or 4 Alberta operator's licence and is at least equivalent to the licence class being instructed,  
**AND**
- b. must have received Professional Driver Improvement instructor on-lot training from any agency, authorized by Alberta Transportation, Driver Programs and Licensing Standards, to train for LV-PDIC instruction,  
**AND**
- c. must have conducted at least two in-vehicle on-lot courses under the supervision of an experienced Professional Driver Improvement Course instructor,  
**AND**
- d. must be recommended, in writing, by the Senior Instructor, as qualified to provide on-lot in-vehicle training.

**OR**

- a. must hold a valid class 1, 2, or 4 Alberta operator's licence and is at least equivalent to the licence class being instructed,  
**AND**
- b. at least 3 years professional experience and training through an organization that provides employee vehicle control training specific to braking, steering, collision avoidance and backing, and the request is approved by Alberta Transportation, Driver Programs and Licensing Standards,  
**AND**
- c. is approved upon a Driver Program Administrator observing the on-lot component activities identified in the LV-PDIC submission and those activities are conducted by the applicant.

**Renewing On-Lot In-Vehicle Instructors:**

- a. must hold an Alberta instructor's licence that is:
  - i. valid and current,  
**OR**
  - ii. expired, but within the 12-month renewal period,  
**AND**
- b. during the two-year period preceding the application for renewal for Professional Driver Improvement instructor status must have provided at least **18 hours** of in-vehicle on-lot instruction in an approved driver education course.

**In-Vehicle – On-Road**

**\*\* Instructor must hold at least a valid Class 5 instructor's licence. \*\***

The **LV-PDIC** must only be presented by an Alberta Transportation licensed instructor.

**NEW On-Road In-Vehicle Instructors:**

- a. must hold a valid class 1, 2, or 4 Alberta operator's licence and is at least equivalent to the licence class being instructed,  
**AND**
- b. must have received in-vehicle on-road instructor training from an agency authorized by Alberta Transportation, Driver Programs and Licensing Standards,  
**AND**
- c. must have conducted at least two in-vehicle on-road courses under the supervision of an experienced Professional Driver Improvement Course instructor,  
**AND**
- d. must be recommended, in writing, by the Senior Instructor, as qualified to provide in-vehicle on-road training.

**Note: Instructors holding at least a Class 5 Advanced Training Certification at the inception of this course will qualify as On-Road Instructors.**

**Renewing On-Road In-Vehicle Instructors:**

- a. must hold an Alberta instructor's licence that is:
  - i. valid and current,  
**OR**
  - ii. expired, but within the 12-month renewal period,  
**AND**
- c. during the two-year period preceding the application for renewal for Professional Driver Improvement instructor status:
  - i. has provided at least **18 hours** of LV-PDIC in-vehicle on-road instruction,  
**OR**
  - ii. has provided at least **36 hours** of in-vehicle instruction in an approved driver education course.



## Agency Responsibility

### Record of Participation Form

1. The authorized agency presenting the course must complete a Record of Participation form for each **LV-PDIC** conducted.

This form must include:

- name of the agency providing the education and training,
- course date(s) for:
  - classroom,
  - in-vehicle on-lot, and
  - in-vehicle on-road
- location of:
  - classroom
  - in-vehicle on-lot, and
  - in-vehicle on-road (start and finish)
    - provide copy of route(s) to Alberta Transportation, Driver Programs & Licensing Standards
- instructor name(s):
  - classroom,
  - in-vehicle on-lot, and
  - in-vehicle on-road

The form will also include for each participant:

- name
- operator's licence number
- address
- telephone number
- classroom examination score
- in-vehicle - on-lot assessment
- in-vehicle - on-road assessment, and
- Course Completion Certificate number

### Records

2. The following records for each participant must be kept for a minimum of two years from the Course Completion Certificate issue date:
  - a) Record of course participation
  - b) Knowledge test paper(s) and results
  - c) On-lot and on-road in-vehicle grading and assessment form
  - d) Course Completion Certificate

### Client

3. Each participant [successfully completing Components 1, 2, & 3](#) must be given a Notice of Driver Education Course Completion Certificate, to be presented to an authorized Alberta Registries private issuing agency for demerit credit. This form (TRANS 0047) is supplied by Alberta Transportation, Driver Programs and Licensing Standards.
4. Each participant must hold a valid class 1, 2, 3, 4, 5, or 5-GDL operator's licence or [equivalent licence from another jurisdiction](#).

### **Course**

5. Your approved Light Vehicle – Professional Driver Improvement Course (LV-PDIC) must be updated to reflect current standards and information. The updates and changes must be submitted to Alberta Transportation, Driver Programs & Licensing Standards.
6. The approved Light Vehicle – Professional Driver Improvement Course (LV-PDIC) is subject to monitoring by Alberta Transportation, Driver Programs & Licensing Standards.
7. The approved Light Vehicle – Professional Driver Improvement Course (LV-PDIC) records are subject to audits conducted by Alberta Transportation, Driver Programs & Licensing Standards.

### **Insurance**

8. It is the responsibility of the authorized agency to ensure adequate liability insurance coverage.
9. It is the responsibility of the authorized agency to carry 6-D endorsement coverage.

### **Instructors**

10. It is the responsibility of the authorized agency to provide a list of classroom, on-lot and on-road instructors semi-annually on March 1<sup>st</sup> and September 1<sup>st</sup>.
11. It is the responsibility of the authorized agency to ensure appropriate instructor training and competency.

### Vehicles

12. It is the responsibility of the authorized agency to ensure all vehicles used for LV-PDIC are properly insured and registered.

All vehicles must pass a pre-trip inspection prior to use on-lot and on-road.

Clients using their own vehicles must complete and sign a Waiver of Responsibility.

### Course Completion Certificates

13. Issued **Course Completion Certificates** are subject to the following conditions:

- a. valid for two years from the date of issue,
- b. must be presented to an Alberta Registry in the two year period from the date of issue to receive the three demerit reduction,
- c. allows a one-time maximum three demerit reduction from the operator's driving record per client, for the two year period from the date of issue,
- d. credit will only be recognized when the individual has two or more and 14 or less demerits on their driving record,
- e. the number of demerit points on an operator's driving record can not be less than zero.
- f. a Course Completion Certificate must not be issued until all three components are successfully completed, as follows:

**Classroom** - Completion of a knowledge examination of 30 questions with a test score of at least 80% (minimum 24 correct responses out of 30).

**In-Vehicle On-Lot** - A minimum rating of 'Average (Met Expectation)' must be achieved.

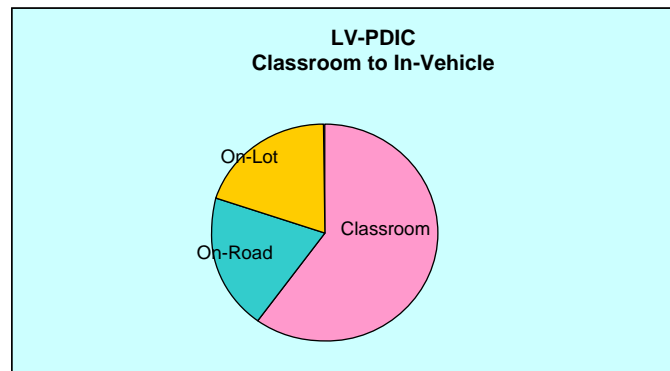
**In-Vehicle On-Road** - A minimum rating of 'Average (Met Expectation)' must be achieved.

**Course Content**

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

The curriculum must be developed into sections covering the specific topics outlined below and be of sufficient detail to identify the essential content of the course.

Information on the following topics must be covered in the **LV-PDIC** curriculum. The curriculum must be developed into lesson plans for use by the classroom, on-lot, and on-road in-vehicle course instructor(s).



In general, the curriculum must cover:

**Classroom**  
**(3.00 hours including Exam)**

1. Course Objective

- a. Define the course goals.  
To assess and develop a positive **driver attitude** that results in safe and legal **vehicle operation**, responsible driving behaviour under **all driving conditions**, as well as courtesy to all road users.
- b. The following components of safe vehicle operation must be covered.
  - the driver
  - vehicle operation and control
  - adverse driving conditions

2. Defensive and Proactive Driving

- a. Define and discuss driving that is both defensive and proactive.

Using collision statistics from [The Alberta Traffic Collision Statistics](#) discuss how defensive and proactive driving can reduce the number and types of collisions.

Note: Collision statistic information from across Canada, in addition to Alberta, would be beneficial.

This review must include:

- types of collisions,
- locations,
- time of day, and
- point of impact.

**Note:** Statistics must be current within the last three years as recorded in the Alberta Traffic Collision Statistics report.

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>

- b. Discuss briefly the issue of 'fault versus responsibility' relative to:

- the 'at fault' driver in a collision as a result of a traffic violation or driving error.
- driver responsibility in collisions where he/she is not technically or legally at fault, but the collision may have been avoided by exercising more caution and driving in a defensive (proactive) manner.
- driver responsibility in civil liability involving the last clear chance to avoid a collision regardless of right-of-way.

3. Discuss:

- a. Using the following [Traffic Safety Act \(TSA\) Regulations](#), discuss the traffic situations listed below.
- i. Use of Highway and Rules of the Road Regulation
  - ii. Operator Licensing and Vehicle Control Regulation
  - iii. Vehicle Equipment Regulation

Discuss the following traffic situations in terms of collision prevention.

- Left turns at intersections,
  - Pedestrians, other vehicles, judgment of time/space
- Changes of direction, such as lane changes
- Following too closely,
- Intersection collisions, such as:
  - Uncontrolled intersections (including T intersections)
  - Controlled intersections (stop sign violations)
  - Controlled intersections (yellow light violations)
- Crossing over the centre line
- Speed control (playgrounds, school zones, etc.)

- b. The Criminal Code of Canada as it relates to:
- Impaired driving convictions, and
  - Other traffic-related criminal offences

4. The Driver

The driver is the most important factor in safe vehicle operation. Some people blame the other driver, or the adverse weather conditions for the collision.

Discuss how the following topics relate to collisions:

- Attitudes
- Emotions
- Health
- Fatigue
- Alcohol and other drugs (impairments)

**On-Lot In-Vehicle**  
1.00 hours Behind-the-Wheel Per Client

**NOTE:** On-lot activities must be demonstrated or thorough instruction provided, by the instructor prior to behind-the-wheel training by the client.

**On-Lot Objectives**

The objective of the on-lot component of the LV-PDIC is to provide the clients hands-on experience in a motor vehicle with a trained driving instructor in the passenger seat, in a safe and controlled environment.

The client will learn to manoeuvre a motor vehicle through backing, steering, braking and collision avoidance exercises to learn the most effective ways to control the vehicle.

The client will be able to demonstrate and improve their vehicle-handling ability and knowledge through controlled exercises and apply information learned in the classroom.

1. Adverse Driving Conditions

Discuss adverse conditions, and remedies or possible solutions. In addition, the following conditions relative to visibility and vehicle control must be covered.

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

2. Vehicle control through proper:

- Visual skills
  1. Avoid fixed objects
  2. Scanning front, sides, and rear
  3. Provide focal points

Discuss emergency situations such as:

- Tire blow out (Handout / Fact Sheet is acceptable)

The in-vehicle activities:

- are intended to develop client vehicle-handling, knowledge, and awareness.
- must be performed in a controlled environment that promotes safety.
- vehicle must receive a thorough pre-trip inspection to ensure vehicle safety
- must be performed according to the rules of the road.
- must be performed at a reasonable speed as determined by the instructor
- must NOT be performed when road or weather conditions are unsafe.

## **On-Lot In-Vehicle Activities**

### **Prerequisites**

**Note:** The following On-lot activities must be demonstrated or thorough instruction provided, by the instructor prior to behind-the-wheel training by the client.

#### **A. Steering**

There are no prerequisites to the steering activity.

#### **B. Braking**

There are no pre-requisites to the braking activity.

#### **C. Collision Avoidance**

This activity must not be performed until the client has achieved at least an 'average' or 'met expectations' rating for the Steering Activity and the Braking Activity.

#### **D. Backing**

There are no pre-requisites to the backing activity.



**Steering**

**Objective:** Client must display the ability to control the vehicle through proper hand position and steering method that minimizes or avoids potential hazards that are a result of improper steering control and method.

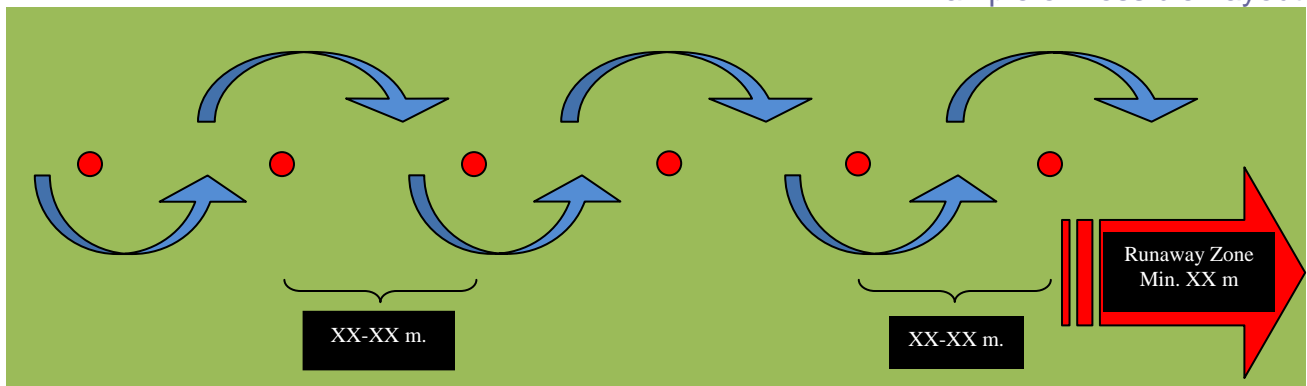
- **Driving:** (process of operating vehicle) the act or process of operating a motor vehicle, especially with regard to the skill level of the operator.
- **Steering:** To guide the direction of movement of a motor vehicle using a device (steering wheel).

This activity should cover the following:

- Proper visual skills
- Forward and reverse
- Steering and braking
- Hand position regarding air bags
- Fatigue
- Pros and cons of (Handout / Fact Sheet is acceptable):
  - Hand-over-hand
  - Hand-to-hand (modified)
  - 10 and 2, 9 and 3, 8 and 4
  - Shuffle steering (push-pull)

Slalom – (XX – XX metres) apart

Example of Possible Layout



**Braking**

**Objective:** To develop client vehicle-handling, knowledge, and awareness skills while performing safe and controlled braking under all road and weather conditions. This also involves enhancing the client's decision-making ability regarding stopping, and steering while threshold braking.

Total stopping time and distance involves three factors:

1. **Perception** time and distance
2. **Reaction** time and distance, and
3. **Braking** time and distance.

At 50 kph, under ideal conditions, stopping requires approximately:

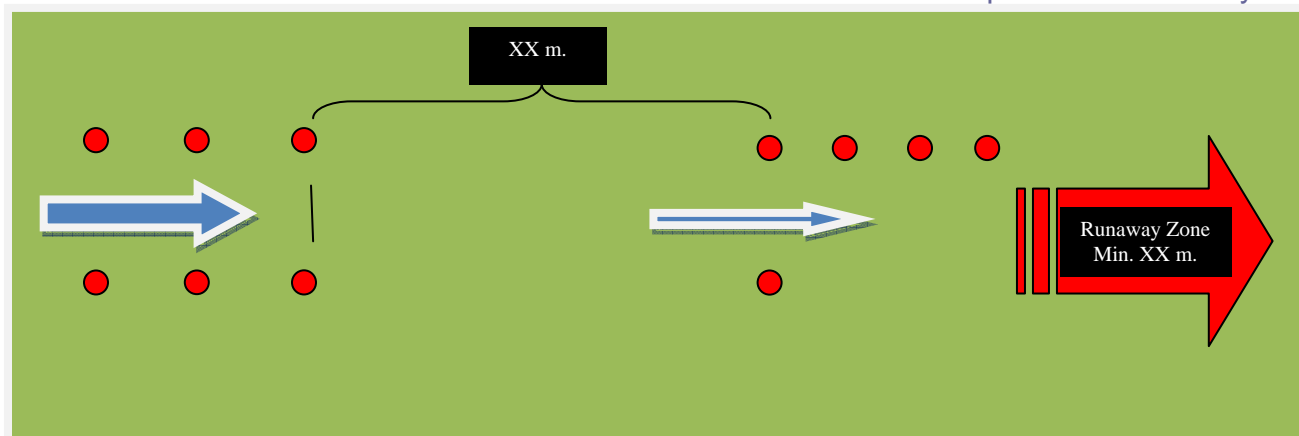
Perception	10 metres
Reaction	10 metres
Braking	<u>17 metres</u>
Total	<b>37 metres</b>

This activity should cover the following:

- proper visual skills
- threshold braking
  - steering while threshold braking
- anti-lock braking (ABS)

From start point – XX metres to braking point  
Cones \_\_\_\_\_ metres apart – at least 4 cones

Example of Possible Layout



**Collision Avoidance**

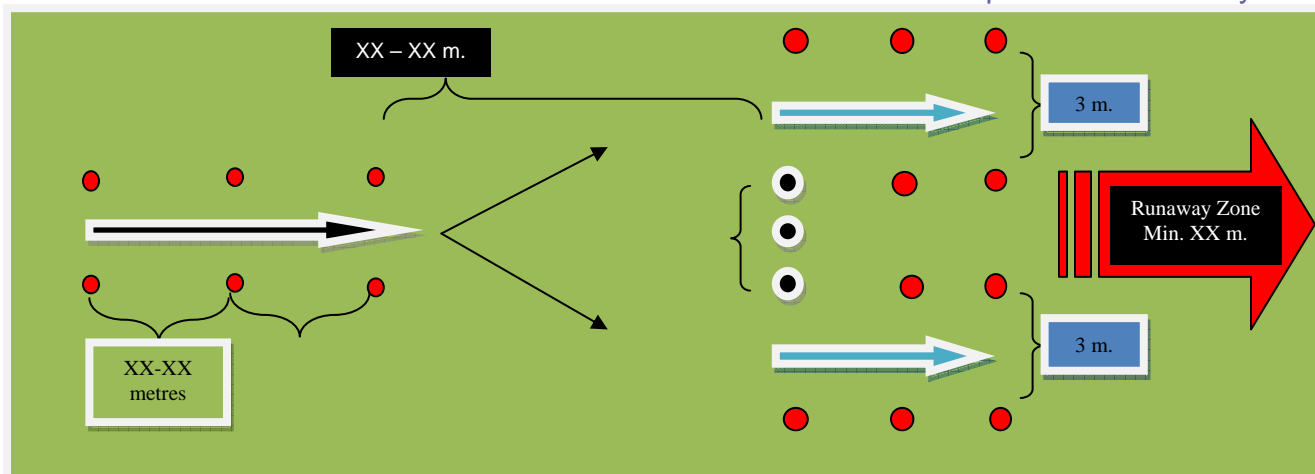
**Objective:** To develop client vehicle-handling, knowledge, and awareness skills while performing safe and controlled steering and braking. This also involves enhancing the client's decision-making ability regarding stopping, and steering while threshold braking, to avoid or minimize the chance of being in a collision.

This activity should cover the following:

- proper visual skills
- proper steering method / techniques
- proper braking method / techniques
- proper hand positioning on the steering wheel
- steering while braking concerns

Approach – XX – XX metres apart (3 sets)  
Last Cones and first barrier – XX – XX metres

Example of Possible Layout



**Backing**

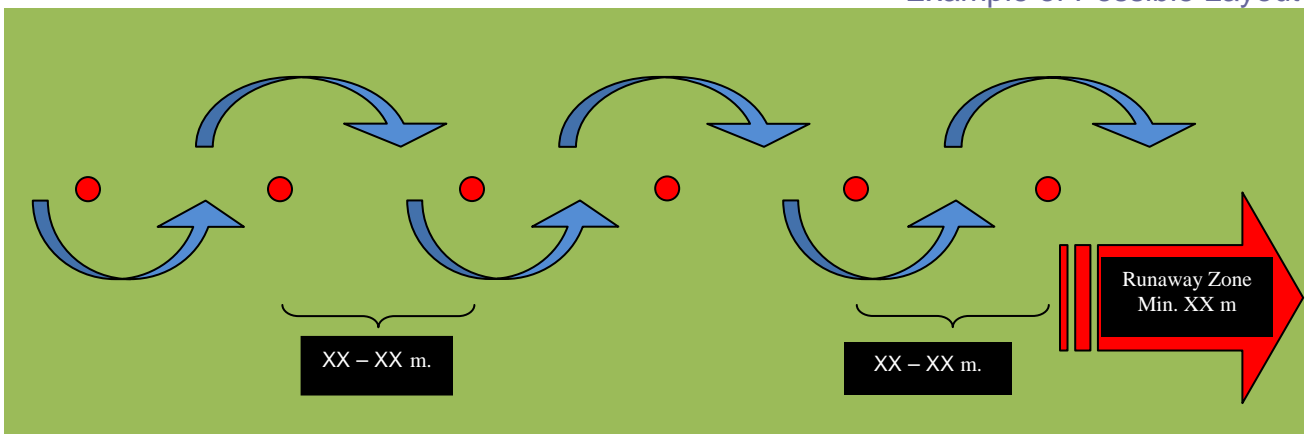
**Objective:** To develop client vehicle-handling, knowledge, and awareness skills while moving the vehicle in reverse.

This activity should cover the following:

- proper scanning (360 degrees) prior to moving the vehicle
- proper visual skills during the backing manoeuvre
- proper positioning of the hands on the steering wheel while backing
- proper positioning of the body during the backing exercises
- proper positioning of the right foot for use of the brake and accelerator
- a safe speed of travel during the backing exercise
- proper steering to cause the vehicle to travel left or right while backing

Slalom – Cones XX - XX metres apart

Example of Possible Layout



**3. Collisions**

Discuss the options to minimize injury and damage when a collision is inevitable:

- Proper use of restraint systems
  - Seat belts
  - Airbags

Discuss collision avoidance through proactive driving by:

- Hazard or risk recognition
- Managing the hazard (risk) to minimize or avoid the hazard.

### **In-Vehicle On-Road**

**Note:** On-road in-vehicle time must be according to either option A or B.  
(See page 23 for details)

The in-vehicle on-road activities:

- are intended to develop client vehicle-handling, knowledge, and awareness skills.
- must be performed in a controlled environment that promotes safety and adheres to the rules of the road.
- must be performed according to the rules of the road.
- must NOT be performed when road or weather conditions are unsafe.

Discuss the following **traffic situations** in terms of collision prevention, using the [Traffic Safety Act \(TSA\) Regulations](#) listed below.

- Left turns at intersections,
  - Pedestrians, other vehicles, judgment of time/space
- Changes of direction, such as lane changes
- Following too closely,
- Intersection collisions, such as:
  - Uncontrolled intersections (including T intersections)
  - Controlled intersections (stop sign violations)
  - Controlled intersections (yellow light violations)
- Crossing over the centre line
- Speed control (playgrounds, school zones, etc.)

#### [Traffic Safety Act \(TSA\) Regulations](#)

1. Use of Highway and Rules of the Road Regulation
2. Regulation Operator Licensing and Vehicle Control Regulation
3. Vehicle Equipment Regulation

- a. Discuss driver distractions and habits that may lead to potentially hazardous situations.

**Visual Skills**

Discuss and perform corrective measures to avoid or minimize hazards.

This must include:

- Visual lead time
- Use of mirrors – rear, front, and sides (360°)
- Blind zones or areas – driving in, passing or being passed
- Following distances (space cushion)
- Conflicts at intersections (eye contact)
- Hazards created by parked vehicles
- Pedestrians – children, teens, adults, elderly

This should also include where possible:

- Rural driving
- Railroad crossings
- Emergency vehicles

**Pre-Trip Habits**

Inspections

- Exterior - Vehicle walk-around
- Interior – Basic habits

- b. Discuss and perform **clear communication and messaging** with road users (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

- c. Discuss and perform:

**Risk** (def'n.) – to expose to hazard or danger; possibility of loss or injury

- [Commentary Hazard Awareness and Management](#)
- Hazard (**Risk**) recognition; and
- Managing the hazard (**Risk**) to minimize or avoid the hazard (**Risk**)

OPTIONS - A and B

**Option A - With Demonstration Time**

1. Provides demonstration of required standard for clients
2. Demonstration allows the various learners an opportunity to learn because visual, auditory, and hands-on are all demonstrated.
3. Clients with language or comprehension concerns will benefit from this approach.

This option allows for reduced in-vehicle time for the 1-on-2 and 1-on-3 instructor-to-student ratios, because the demonstration time can be performed for all students in the vehicle at the same time. This allows more effective time management for situations with 1-on-2 and 1-on-3.

<b>A.</b>	<b>Time Behind the Wheel</b>	<b>Instructor Demonstration Time</b>	<b>Total Hours with Demonstration</b>
<b>Clients</b>			
1	(1 x .75) 0.75	0.25	1.00
2	(2 x .75) 1.50	0.25	1.75
3	(3 x .75) 2.25	0.25	2.50

- each client receives 1-hour (behind-the-wheel and observation)
- clients observe simultaneously a 15-minute demonstration drive, by the instructor, while the instructor performs hazard awareness and management commentary driving
- followed by 0.75 hours behind-the-wheel by the client

**Option B - Without Demonstration Time**

Removing the demonstration time increases the total on-road time by 0.25 hours per client when the in-vehicle session has two or more clients.

<b>B.</b>	<b>Time Behind the Wheel</b>	<b>Demonstration Time</b>	<b>Total Hours without Demonstration</b>	<b>Total Hours with Demonstration</b>
<b>Clients</b>				
1	1.00	.00	1.00	1.00
2	2.00	.00	2.00	1.75
3	3.00	.00	3.00	2.50

- each client receives 1-hour behind-the-wheel
- all training is behind-the-wheel, with no demonstration time.