



REQUIREMENTS FOR APPROVAL OF A
DEFENSIVE DRIVING COURSE
Online or Classroom

Defensive Driving Course

for

All Licence Classes

Online and Classroom

The information provided in this document is applicable to Online and Classroom learning.



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Introduction

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

Please note that in addition to having an approved curriculum proposal, your training organization will need to meet the licensing or certification requirements. These can be found in the *Licensed Driver Training School Policies and Procedures Manual* and the *Certified Employee Driver Training Agency Procedures Manual* available on Alberta Transportation's website at: <http://www.transportation.alberta.ca/4936.htm>. For information on licensing and certification processes and requirements, please contact a **Driver Programs Administrator**.

Contact Information:

Alberta Transportation
Driver Programs and Licensing Standards
Room 109, Twin Atria Building
4999 – 98 Avenue NW
Edmonton, Alberta T6B 2X3
Tel: 780-427-8901
Email: trans.driver.prog@gov.ab.ca

Alberta Transportation
Driver Programs and Licensing Standards
Willowglen Business Park
1st Floor, 803 Manning Road
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

Note: A Driver Training School licence will be required to provide the course to the public.



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- A Driver Training School licence will not be required to provide the approved course for demerit credit, to persons within your organization.

c. Type of course aids that will be used in the presentation of the course.

Note: A student manual must be provided or be available to download for online.

d. The titles of all video material being used, as well as the total running times.

2. Course development reference material must be used that includes:

- Alberta's Driver's Guide to Operation, Safety and Licensing,

Note: Provide a list of other reference material that may be used.

3. The course must also have access to:

- 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)
<http://www.transportation.alberta.ca/3119.htm>
- Approved course curriculum

4. Submit your DDC Instructor Guide (Classroom only).

5. Submit your DDC Student Manual.

6. Submit your course presentation in an electric format such as DVD/CD, or USB.

7. **Online** - Provide a bank of 80 questions, with no duplicate questions, to randomly choose 40 questions for each client.

Classroom - Provide two exams with 40 questions on each exam. There must no duplicate questions between the two exams.



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The exams 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. Students are allowed two attempts to successfully complete the final exam to qualify for a Notice of Driver Education Course Completion Certificate (DPLS0047). Not completing the course successfully after two attempts will result in the client repeating the entire course.

8. Submit the course curriculum (see Curriculum Course Content).

Minimum Course Standards

1. Minimum online and classroom instructional time of 6 hours.
2. **Online** - Client must not be permitted to navigate through the course without covering the information on each screen in each module.
3. Client must not be permitted to attempt the final exam until all modules are successfully completed.
4. A maximum of 1.5 hours may be used in showing videos to illustrate course content.
5. Client must successfully complete a knowledge examination of 40 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.

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

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

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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 Certificate); and
- Notice of Driver Education Course Completion Certificate (DPLS0047) number.

2. The authorized agency presenting the Defensive Driving course must complete a Student Contract 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
- Freedom of Information and Protection of Privacy statement.

Note: The issuance of online Course Completion Certificates is under review by Alberta Transportation.

3. The following student records must be kept for a period of two years:

- a. Record of course participation;
- b. Student Contract;
- c. Paper copy of knowledge test(s) (Classroom only);
- d. Knowledge test results; and
- e. Notice of Driver Education Course Completion Certificate (DPLS0047).

4. 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 for approval.



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General

1. Online and classroom 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 Notice of Driver Education Course Completion Certificate (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 and 14 or less demerits on their driving record; and
 - d. Persons with two demerit points on the operator license will receive a maximum two demerit reduction.

Curriculum Course Content Specifications

1. The content for your submission must be as follows:
 - a. Content must be **informational** in terms of what the reader needs to know;
 - b. The information as much as possible must be **factual**;
 - c. The information and facts should be supported with **statistics**; and
 - d. Sources for facts and statistics must be provided.
2. Consistent format
When using formatting to highlight or categorize information use a consistent format, such as bullets.

Writing Style

A formal style of writing is preferred for most of the content. There may be some areas where a less formal or informal style may be beneficial to the reader.

- Remember your target audience when preparing your course content

Do not include:

- Conversational style content;
- Judgmental or personal opinions;
- Jargon or slang; or
- Acronyms (unless defined).



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3. Continuity
Content should flow from one unit to the next with a building block effect.
4. Current to within three years
Statistics and facts must be from information compiled within the last three years.
5. Graphics and visual aids must be relevant to the topic.
6. Videos – 1 to 5 minutes each and relevant.
Videos should run for 1 – 5 minutes to ensure the benefits of the presentation are optimized.
7. **Online only** – Audio component
Each slide must have voiceover narration covering the content. Client must not be able to advance to the next slide until the narration is complete.

The curriculum must be developed into lesson plans for use by the Defensive Driving Course participant.

- The curriculum content must be divided into sections covering the specific topics outlined in 1 through 7 below.

Online Requirements

- Must be supported by an audio-narrative enhancement of the content.
- The curriculum must be divided into separate modules covering the specific topics outlined in 1 through 7 below.
- Each module must have a minimum of 10 multiple-choice questions where the client will choose only one correct response from four choices.
- The client must answer all responses correctly (10/10) to progress to the next module.

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.

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. The Driver

- a. 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.

Please visit Alberta Transportation's website at: transportation.alberta.ca/3119.htm 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.

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

4. 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 <http://www.transportation.alberta.ca/DistractedDriving.htm>

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

5. Visual Skills

- b. 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

c. 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

6. 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

7. Vehicle Control

Discuss skid prevention and control through:

- Acceleration
- Steering
- Braking

Discuss emergency situations such as:

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

Recommended topics to cover to expand your curriculum:

1. Fuel efficient driving
2. Green – Eco-friendly driving



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[DDC ONLINE Course Information Only](#)

(Attachment A)

Online - Defensive Driving Course (O-DDC) Requirements

(Online only) 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.

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

Disclosure Statement and Warning
(At completion of course and Prior to attempting the final examination)

WARNING to Applicant— Any false or misleading statement on this form, including concealment of any material fact, may invalidate the results of the course and examination and may be grounds for criminal prosecution.

1. I, _____, and only I, have completed this Online PDIC or DDC.
2. I, _____, am the individual that will be attempting the final exam. My operator licence number is _____.

DECLARATION—I solemnly declare that the statements made in this declaration are true. I declare that I have read and understood the **WARNING to Applicant**. I agree that I may be contacted by Alberta Transportation regarding this course and examination.

Software

- Three (3) levels of participant identification tests:
 - Agreement Statement
 - 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 (minimum of 8 characters, at least one upper case and one numeric or other allowed symbols).



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- 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 ID's 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 exiting of the training program.
- The course should be browser and OS independent (i.e., IE, Chrome, 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.
- Personal information supplied to register as a student in the Online Defensive Driving Course is collected under the authority of the *Freedom of Information and Protection of Privacy Act* of Alberta and is necessary for the operation of the Online Defensive Driving Course. This personal information will be used to identify registered students in the Online Defensive Driving Course.

Hardware

- Dedicated server located in Canada.
- 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 dependent 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 <http://www.qp.alberta.ca/> for 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