



**DOCUMENTATION OF  
NEW CLASS "A" INSTRUCTOR TRAINING**

|   |              |
|---|--------------|
| DRIVER TRAINING ENTERPRISE                      | ENTERPRISE # |
| NEW INSTRUCTOR NAME                             |              |
| TRAINING MANAGER CERTIFYING INSTRUCTION (PRINT) | LICENSE#     |

**Class A Instructor Training - Summary of Time Totals**

- PHASE 1    Basic Instructor Course
- PHASE 2    Part 1:    1 hour  
                 Training in classroom instructional topics prior to attending driver training class.
- Part 2:    40 hours (42 hours for Restricted Instructors)  
                 Must observe, co-instruct, and review instructional methods covering all classes in the required minimum topics, Ohio Administrative Code [O.A.C. 4501-7-28(J)], TM assesses final lesson.
- PHASE 3    Part 1:    1 hour  
                 Introductory training for the Behind the Wheel (BTW) instructional topics/methods prior to participating with BTW lessons.
- Part 2:    30 hours  
                 Must observe and co-instruct in all Ohio required **Range** topics [O.A.C. 4501-7-28(K)]
- Part 3:    12 hours  
                 Must observe and co-instruct in all Ohio required **Road** topics [O.A.C. 4501-7-28(K)]
- Part 4:    4 hours  
                 Must conduct 2 hour Road instruction with Training Manager (TM) assessment.  
                 Must conduct 2 hour Range instruction with Training Manager (TM) assessment

*More time may be conducted for candidates in order to meet minimum expectations.*

**Once the 88 hour training is complete and the instructor is licensed by the Department, the instructor will complete a 180 day probationary period as per O.A.C. 4501-7-25 (E). On the 5<sup>th</sup> month of the probationary period, the Training Manager shall submit one of the following assessments to the Department in order to show the instructor successfully completed their probationary term:**

- **Probationary Instructor Classroom Assessment**
- **Probationary Instructor Behind-the-Wheel (Road) Assessment**
- **Probationary Instructor Range Assessment**

**Ohio Administrative Code (O.A.C.) references:**

**4501-7- 25(A)** No person shall give instruction for hire in the operation of a commercial class motor vehicle unless such person is the holder of a current and valid commercial instructor's license issued by the director. Instructor candidates completing the training requirement may student teach with the training manager supervising from the back seat.

**4501-7-25(D)(6)** Evidence the applicant has completed a basic instructor course provided and approved by the department. The course shall have been completed no more than one year prior to the date the director receives the "Driver Training Instructor License Application."

**4501-7-28(K)** Behind-the-wheel instruction for class "A" commercial motor vehicle training shall be provided in a class "A" vehicle and shall total at least forty hours. No less than ten hours of behind-the-wheel instruction shall be given on off-highway ranges. No less than ten hours of behind-the-wheel instruction shall be given on streets and highways with normal traffic. Twenty hours of behind-the-wheel instruction may be used for either on-highway or off-highway training.

**NOTE:** Break times must be allowed but must not be counted toward the 86 hour training requirement.

## PHASE 1

Receive a basic instructor course overviewing online administrative course in the basics of being a licensed driving instructor in the state of Ohio. The course will include materials that can be used for instruction. The certificate of completion for the administrative course shall be included with the instructor's application.

## PHASE 2

Receive a course in the basics of classroom instruction. Reviews the O.A.C., Federal Motor Carrier Safety Regulations, CDL Handbook, Lesson Plans, texts, handouts, and other materials used for instruction. Observe and co-teach 40-hours of classroom instruction with review following each class session.

NOTE: This phase combines observation with practice in teaching and learning the philosophy, techniques, ethics, and rules of driver education in the classroom.

## PART 1

Part 1 shall be conducted by the training manager. Initial instruction in the curriculum and school policies & procedures shall be provided to trainees before entering the classroom environment. Once the trainee begins the observation/co-teaching experience in the classroom (Part 2 & 3) these topics should be reviewed at the conclusion of each class to review and affirm their use during the lesson.

**TIME = 1 HR**

*Signatures indicate confidence the instructor candidate understands the required topics*

|   |                            |      |
|---|----------------------------|------|
| SIGNATURE OF TRAINEE<br><b>X</b>          |                            | DATE |
| SIGNATURE OF TRAINING MANAGER<br><b>X</b> | TRAINING MANAGER LICENSE # | DATE |

## PART 2

Part 2 shall be conducted by the training manager or by a competent instructor under supervision of the training manager. The trainee shall observe the classroom environment, which includes students, conducted by a competent instructor for the first 20 hours. At the conclusion of each class the competent instructor shall review the use of the topics listed in Part 1 with the trainee. For the remaining 20 hours of classroom instruction the competent instructor shall work with the trainee to co-instruct each class (with students). The competent instructor should begin as the primary instructor and gradually give greater responsibility to the trainee as he/she becomes ready. The competent instructor shall always be in class with the trainee ready to step into ensure that information given students is correct and the classroom maintains a proper learning environment. **The training manager shall personally attend at least one full class which includes students, (minimum of 2 hours) co-instructed by the trainee and complete an assessment.** (Should the trainee fail to receive a satisfactory assessment the training manager shall attend additional period(s) of co-instruction until satisfied with his/her performance. The duration of any *additional* observation time shall be determined by the training manager.

**TIME = 40HRS**

- The instructor candidate must sign the class roster during each class attended.
- The training manager shall sign the class roster for the class(es) he/she attends.
- A maximum of four instructor candidates may observe one class.
- A maximum of two instructor candidates may co-instruct one class.
- Multiple trainees may observe a class conducted by a licensed instructor.

*Signature of Training Manager indicates the instructor candidate has received a satisfactory assessment survey score.*

|   |  |      |
|---|--|------|
| SIGNATURE OF TRAINING MANAGER<br><b>X</b>   |  | DATE |
| <input type="checkbox"/> <b>Completed class rosters are attached showing attendance for all 40 hours of classroom instruction.</b>  |  |      |
| <input type="checkbox"/> <b>Lesson plan for date of assessment</b>  |  |      |
| <input type="checkbox"/> <b>Classroom Assessment</b>  |  |      |
| <b>*Note: If the candidate will only be a classroom-restricted instructor (class "D" driver license), all but Phase 3 of this training shall be completed. This restricted instructor shall complete an additional two hours of co-instruction of a classroom. Rosters shall be submitted to provide proof.</b> |  |      |

**NOTE:** Break times must be allowed but must not be counted toward the 86 hour training requirement.

**PHASE 3**

Receive a class in the basics of BTW instruction. Receive hands-on practice of all aspects of the BTW (range and road) and school training practices. Observe, co-instruct, and instruct 42-hours of student Road and Range training with review following each session.

NOTE: This phase combines classroom and practical training to prepare the instructor candidate to provide BTW training that is safe and that builds upon prior learning to enhance student retention.

**PART 1**

Part 1 shall be completed by the training manager. Initial instruction in the topics listed below (at minimum) shall be provided to trainees prior to their participation with BTW instruction. A training vehicle should be utilized for appropriate topics (blind spots, exercising vehicle control, etc.)

**TIME = 1 HR**

- |  |  |
|--|--|
| <input type="checkbox"/> Proper hand position for student            | <input type="checkbox"/> Proper maneuvering techniques               |
| <input type="checkbox"/> Contents of BTW curriculum                  | <input type="checkbox"/> Exercising emergency vehicle control        |
| <input type="checkbox"/> Communication techniques for range training | <input type="checkbox"/> Right side driving                          |
| <input type="checkbox"/> Interrelating BTW & classroom training      | <input type="checkbox"/> Proper turning technique for student safety |
| <input type="checkbox"/> Administrative functions                    | <input type="checkbox"/> Running Commentary                          |
| <input type="checkbox"/> Proper mirror adjustment/blind spots        | <input type="checkbox"/> Visual scanning & cueing training           |
| <input type="checkbox"/> Checking temporary permits                  | <input type="checkbox"/> Higher risk activities/locations            |
| <input type="checkbox"/> Pre-trip inspection procedures              |  |

*Signatures indicate confidence the instructor candidate understands the required topics.*

|                               |                            |      |
|-------------------------------|----------------------------|------|
| SIGNATURE OF TRAINEE          |                            | DATE |
| <b>X</b>                      |                            |      |
| SIGNATURE OF TRAINING MANAGER | TRAINING MANAGER LICENSE # | DATE |
| <b>X</b>                      |                            |      |

**PART 2**

Part 2 shall be conducted by the training manager or by a competent instructor under supervision of the training manager. The next 30-hours of training shall cover all **range** lesson topics from the Ohio requirements set forth in O.A.C. 4501-7-28(K) using any combination of the following:\*

- Trainee driving and trainer teaching
- Trainer driving and trainee teaching
- Student driving, trainer teaching, and trainee observing from the back seat
- Trainee co-instructing with trainer

The topics listed in PART 1 as well as other pertinent topics shall be reviewed at the conclusion of each lesson.

**\*Note: Restricted instructors shall only observe this portion of the training.**

**TIME = 30 HRS**

| Ohio Skills Covered – RANGE<br><small>(Note Observing, Driving, Co-Instructing or Teaching for Range Instruction)</small>  | DATE(S) ON TOPIC<br><small>(MM/DD/YY)</small> | TIME ON TOPIC<br><small>HR:MIN</small> | TRAINEE  |  |  | TRAINER  |        |
|--|---|--|----------|--|--|----------|--------|
|  |   |  | INITIALS |  |  | INITIALS | LIC. # |
| <b>Lesson 1:</b> Basic control procedures<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct                           |   |  |          |  |  |          |        |
| <b>Lesson 2:</b> Docking<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct  |   |  |          |  |  |          |        |
| <b>Lesson 3:</b> Coupling and uncoupling trailers and semi-trailers<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct |   |  |          |  |  |          |        |
| <b>Lesson 4:</b> Straight Line Backing<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct                              |   |  |          |  |  |          |        |

**NOTE:** Break times must be allowed but must not be counted toward the 86 hour training requirement.

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| <b>Lesson 5:</b> Pre-trip & post-trip inspections<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct |  |  |  |  |  |
| <b>Lesson 6:</b> Parallel Parking – Sight Side<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct    |  |  |  |  |  |
| <b>Lesson 7:</b> Parallel Parking – Driver’s Side<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct |  |  |  |  |  |
| <b>Lesson 8:</b> Lane Change – Blind Side<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct         |  |  |  |  |  |
| <b>Lesson 9:</b> Lane Change – Driver’s Side<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct      |  |  |  |  |  |

**PART 3**

Part 3 shall be conducted by the training manager or by a competent instructor under supervision of the training manager. The next 12-hours of training shall cover all **road** lesson topics from the Ohio requirements set forth in O.A.C. 4501-7-28(K) using any combination of the following:\*

- Trainee driving and trainer teaching
- Trainer driving and trainee teaching
- Student driving, trainer teaching, and trainee observing from the back seat.
- Trainee co-instructing with trainer

The topics listed in PART 1 as well as other pertinent topics shall be reviewed at the conclusion of each lesson.

**\*Note: Restricted instructors shall only observe this portion of the training.**

**TIME = 12 HRS**

| Ohio Skills Covered – ROAD<br>(Note Observing, Driving, Co-Instructing or Teaching for Road Instruction)   | DATE(S) ON TOPIC<br>(MM/DD/YY) | TIME ON TOPIC<br>HR:MIN | TRAINEE<br>INITIALS | TRAINER  |        |
|--|--------------------------------|-------------------------|---------------------|----------|--------|
|  |                                |                         |                     | INITIALS | LIC. # |
| <b>Lesson 1:</b> Basic control procedures<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct                                     |                                |                         |                     |          |        |
| <b>Lesson 2:</b> Display of emergency equipment<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct                               |                                |                         |                     |          |        |
| <b>Lesson 3:</b> Proper public thoroughfare railroad grade crossing procedure<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct |                                |                         |                     |          |        |
| <b>Lesson 4:</b> Use of hazard lighting systems<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct                               |                                |                         |                     |          |        |
| <b>Lesson 5:</b> Sharing the road<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct   |                                |                         |                     |          |        |
| <b>Lesson 6:</b> Safe and defensive driving practices<br><input type="checkbox"/> Observe <input type="checkbox"/> Teach <input type="checkbox"/> Drive <input type="checkbox"/> Co-Instruct                         |                                |                         |                     |          |        |

**NOTE:** Break times must be allowed but must not be counted toward the 86 hour training requirement.

**PART 4**

Part 4 Hands-on phase where the trainee actually teaches a 2-hour block of range instruction and a 2-hour block of road instruction to a student driver under the direct supervision of the Training Manager. This will only be conducted when Training Manager and trainer(s) agree that the trainee is competent to safely complete this part. During this part the Training Manager must remain with the trainee in the vehicle so that he/she may intercede should a problem arise. The Training Manager must complete a range assessment and road assessment of the trainee's performance so that improvements can be suggested and problems documented. The trainee must perform with an acceptable assessment score to complete training.

**\*Note: Restricted instructors shall not complete this portion of the training.**

**TIME = 4 HRS**

*Signatures indicate confidence the instructor candidate has received a satisfactory assessment score.*

|                               |                            |      |
|-------------------------------|----------------------------|------|
| SIGNATURE OF TRAINEE          |                            | DATE |
| <b>X</b>                      |                            |      |
| SIGNATURE OF TRAINING MANAGER | TRAINING MANAGER LICENSE # | DATE |
| <b>X</b>                      |                            |      |

- Copy of Lesson plan for date of assessment.
- Copy of the ROAD assessment.
- Copy of the RANGE assessment.

**TRAINING NOTES**

NOTES FROM TRAINING TEAM REGARDING CANDIDATE'S PERFORMANCE AND LEARNING / IMPROVEMENT PLANS

**NOTE:** Break times must be allowed but must not be counted toward the 86 hour training requirement.