



PROBATIONARY INSTRUCTOR BEHIND-THE-WHEEL (ROAD) ASSESSMENT

THIS ASSESSMENT SHALL ENCOMPASS ONE FULL SESSION AND BE AT LEAST 2 HOURS OF INSTRUCTING A STUDENT

The behind-the-wheel (road) assessment process will consist of a **2-hour** assessment that is performed by the Training Manager/Coordinator. The behind-the-wheel assessment will be evaluated in ten different areas, and scoring will be assigned in each area. The highest possible score will be a 50, and the total score will determine the area of distinction (Proficient, Developing, or Ineffective). Proficient and Developing rankings will be considered passing scores. The assessment must be turned into the Driver Training Program Office in order for the instructor to be passed from probation.

Class D Instructor

Abbreviated Adult Instructor

CDL Instructor

AREAS	1 INEFFECTIVE	2	3 DEVELOPING	4	5 PROFICIENT	SCORE
#1 Checked student's permit and summarized how this lesson relates to previous lesson	Instructor does not check the student's permit before each behind-the-wheel lesson. Instructor does not briefly review the previous lesson and relate it to the current lesson.	<i>Approaching Developing</i>	Instructor checks the student's permit and reviews the current lesson, but may need to work on relating the current lesson to the previous lesson.	<i>Approaching Proficiency</i>	Instructor checks the student's permit before each drive. Instructor explains to the student how the current lesson relates to the previous lesson.	
COMMENTS						
#2 Clearly states lesson objectives	The instructor does not state the purpose of the lesson.	<i>Approaching Developing</i>	The instructor communicates instructions to the student, but may not clearly state the purpose of the lesson.	<i>Approaching Proficiency</i>	The instructor clearly communicates the lesson objectives to the student.	
COMMENTS						
#3 Instructions to student are clear and concise	Instructions to the student are unclear, incoherent, or inaccurate.	<i>Approaching Developing</i>	Explanations are accurate and generally clear, but some language may lead to confusion or limited discussion.	<i>Approaching Proficiency</i>	Instructions are accurate and clear. Student is able to understand instructions given by the instructor.	
COMMENTS						

AREAS	1 INEFFECTIVE	2	3 DEVELOPING	4	5 PROFICIENT	SCORE
#4 Identifies student errors & coaches the student to improve their skills	Instructor does not appropriately identify student errors. Feedback is not given to the student to improve their skills.	<i>Approaching Developing</i>	Student errors are identified, but feedback may still be needed in order for the student to improve their skills.	<i>Approaching Proficiency</i>	Instructor appropriately responds to student errors and gives feedback and directions to the student in order to improve their skills.	
COMMENTS						
#5 Provides feedback to students at the end of lesson	Instructor does not end the lesson by giving feedback to the student.	<i>Approaching Developing</i>	Instructor lets the student know what he/she did right/wrong, but does needs to elaborate more on ways to improve.	<i>Approaching Proficiency</i>	Instructor provides constructive feedback to the student at the end of the lesson.	
COMMENTS						
#6 Exercises relate to real world skills for driving	Exercises that the student performs do not pertain to real life driving scenarios.	<i>Approaching Developing</i>	Exercises relate to driving, but may not always pertain to real world skills for driving.	<i>Approaching Proficiency</i>	Exercises relate to real world skills for driving.	
COMMENTS						
#7 Exhibits a professional appearance and demeanor	Instructor does not have a professional appearance. The instructor's demeanor is negative. Identification badge was not worn and a copy of the instructor license was not available.	<i>Approaching Developing</i>	Instructor shows a professional demeanor, but my need to improve their professional appearance, or vice versa. Identification badge was worn in a conspicuous place but a copy of the instructor license was not available while instructing in the car.	<i>Approaching Proficiency</i>	Instructor fully exhibits a professional appearance. Their demeanor is professional and positive. Identification badge was worn in a conspicuous place and a copy of the instructor license was available.	
COMMENTS						

AREAS	1 INEFFECTIVE	2	3 DEVELOPING	4	5 PROFICIENT	SCORE
#8 Time Management	Instructor does not use their time wisely during the behind-the-wheel lessons. They are not able to cover the content in the lesson.	<i>Approaching Developing</i>	Instructor is able to cover the content in the allotted time, but they still need to work on timing to make sure the lesson isn't rushed.	<i>Approaching Proficiency</i>	Instructor uses their time efficiently based on the student's needs while covering the content of the lesson.	
COMMENTS						
#9 Completes the performance sheet and has the student sign as required	The instructor does not complete the Student Behind-the-Wheel Training Report or have the student sign/initial.	<i>Approaching Developing</i>	The instructor fills out the Student Behind-the-Wheel Training Report, but does not make the student sign/initial until after the last lesson.	<i>Approaching Proficiency</i>	The instructor completes the Student Behind-the-Wheel Training Report during each drive and has the student sign/initial after each lesson.	
COMMENTS						
#10 Communicates well with the student about progress	Instructor does not communicate with student or parent (if applicable) about student's progress.	<i>Approaching Developing</i>	Instructor communicates with the student or parent (if applicable) but may not relate the progress of the student.	<i>Approaching Proficiency</i>	Instructor thoroughly communicates the student's progress with the student and parent (if applicable).	
COMMENTS						

SCORING AREAS

POINTS

1. Checked permit & relate lessons	
2. Lesson objectives	
3. Clear & concise instructions	
4. Identify errors & coach	
5. Feedback at the end of lesson	
6. Exercises relate to driving	
7. Professional appearance & demeanor	
8. Time management	
9. Performance sheet	
10. Communicate progress	
TOTAL	

0-17 TOTAL POINTS = INEFFECTIVE

18-34 TOTAL POINTS = DEVELOPING

35-50 TOTAL POINTS = PROFICIENT

DATE	START TIME	END TIME	BREAK TIMES	ENTERPRISE
STATE MANDATED LESSON TOPIC(S)				
TRAINING MANAGER / ADULT COORDINATOR (PRINT NAME)		LICENSE #	TRAINING MANAGER / ADULT COORDINATOR SIGNATURE	
			X	
TRAINING MANAGER / ADULT COORDINATOR COMMENTS				

INSTRUCTOR: My signature below acknowledges that I have reviewed this assessment with my Training Manager / Adult Coordinator.

NEW INSTRUCTOR COMMENTS			
INSTRUCTOR (PRINT NAME)	INSTRUCTOR LICENSE #	INSTRUCTOR SIGNATURE	DATE
		X	