NAME OF COURSE: ____________________________________________________________

COURSE LENGTH: __________________________________________________________________

NAME OF COURSE PROVIDER: _____________________________________________________

ADDRESS OF COURSE PROVIDER: _________________________________________________

____________________________________________________________________________________

TELEPHONE NUMBER OF COURSE PROVIDER: ( ) ________________________________

COURSE CONTACT PERSON: _______________________________________________________ 

ADDRESS OF CONTACT PERSON: _________________________________________________

____________________________________________________________________________________

TELEPHONE NUMBER OF CONTACT PERSON: ( ) ________________________________

SUBMIT THE FOLLOWING DATA WITH THIS APPLICATION:

1. A copy of all the instructional materials, including visual aids, and videotapes used in the course. Instructional material shall meet the requirements established in Chapter 15A-8, Florida Administrative Code (F.A.C.). All materials must be submitted at time of application. The course provider is responsible to submit all materials; the course review will not take place until all materials are received.

2. A written description of the qualifications needed by course instructor-candidates and instructor-trainers.

3. A written description of the pre-service instructor development training provided for course instructor-candidates before they are certified to teach this course. At a minimum, this should include:
   
   A. Instruction on what the course is designed to help the student achieve.

   B. Instruction on course content.

   C. Instruction in the proper classroom conduct, demeanor and methods for motivating young adult learning.

   D. Supervised teaching demonstration of a course segment by instructor candidates.

   E. Purposed method of delivery for the curriculum.

4. A copy of all manuals and materials to be used by course instructors.

5. A written description of the types of in-service training to be provided to certified course instructors.

HSMV 72946 (Rev. 01/96)
6. A written description of the method(s) and instruments to be used for monitoring and evaluating certified course instructors, along with the frequency of instructor monitoring and evaluation.

7. A copy of the authorization that will be used by the course provider for the contracted driver improvement schools.

8. Where it exists, independent scientific research study documenting a significant reduction in the number of moving violations, point suspensions and traffic crashes by persons who have completed the driver improvement course, compared to a precision matched control group of persons who did not attend a driver improvement course during the period of the study.

9. Proof of copyright, ownership or written permission from the holder of the copyright that the course provider has permission to use the course in Florida.

This information should be sent to:

Department of Highway Safety and Motor Vehicles
Division of Driver Licenses
Neil Kirkman Building
2900 Apalachee Parkway
Tallahassee, Florida 32399-0570

Once the Department has received, reviewed and approved all the data stated above, the course provider will be asked to arrange a date and time, acceptable to the Department, for conducting a course demonstration, using any appropriate students the course provider selects. One or more representatives of the Department will observe the course demonstration and submit an evaluation report of the course.

After reviewing all documents, evaluation reports, recommendations, the Department will either approve or deny approval of the course for pilot testing in Florida. If approval for pilot testing is not granted, the course may not be used in the state of Florida.

If approval for pilot testing is granted, the course provider can authorize an existing driver improvement school or establish a driver improvement school to conduct this course. These drivers will become subjects of the pilot test which will be conducted using a comparison between control and treatment groups. These groups will consist of the following:

TREATMENT GROUP

1. As close to a 1,000 subjects as possible randomly selected from all basic driver improvement course students during a one year period.

2. Moving violations, point suspensions and crash data for each student for a minimum of twenty four (24) months prior to the course completion date.

HSMV 72946 (Rev. 01/96)
3. Moving violations, point suspensions and crash data for each student for a minimum of twenty four (24) months after the course completion date.

CONTROL GROUP

1. Equal in number to the treatment group, with each subject precision matched to a member of the treatment group by sex, age (plus or minus three years), five then three digit zip code, number of moving violations, point suspension and traffic crashes (plus or minus one) during the period equal to the Treatment group listed above (based on a dummy course completion date corresponding to the matched member of the treatment group) and no previous ADI attendance.

2. Moving violation, point suspensions and crash data for each student for a period of time prior to dummy attendance date equal to that of the treatment group.

3. Moving violation, point suspensions and crash data for each student for a period of time after the dummy attendance date equal to that of the treatment group.

STATISTICAL PROCEDURES

1. Analysis of variance which compares quantified measures of performance before and after intervention, for a treatment and control group. The statistical package the Department uses is the Statistical Package for Social Sciences.

2. The level of significance shall be at the .10 level or stronger.

3. To successfully pass this study, statistical significance will need to be shown on two of the three study parameters.

Once the research study is completed by the Department and the results meet the above criteria, the course may be fully approved for use in Florida as a Advanced Driver Improvement course. If the results fail to meet the above criteria, the course will be denied approval and cannot be used in Florida as a Advanced Driver Improvement course.

HSMV 72946 (Rev. 01/96)
ADI COURSE REVIEW CHECKLIST

Course: ____________________________________________________________________

Course Provider: ____________________________________________________________________

Minimum Score on all areas = 100%

Date received: ______________  30 day response to determine if the application is complete:
________________________________________________________________________

90 day mandatory completion date _________________

1. Check the received materials for completeness in accordance with form HSMV 72946.
   ______ Copy of all instructional material.
   ______ Written description of the qualifications needed by course instructor candidates and instructor trainers.
   ______ Written description of the pre-service training.
   ______ Copy of all manuals and materials to be used by course instructors.
   ______ Written description of the in-service training.
   ______ Written description of the method(s), frequency and instruments used for monitoring and evaluating certified instructors.
   ______ Copy of the authorization that will be used by the course provider for the contracted driver improvement schools.
   ______ Research evidence of effectiveness (not mandatory). If no research is available, then the course is limited to one judicial circuit until it tests out in Florida.
   ______ Proof of copyright in accordance with 17USCS.

2. Duration: The course delivery schedule is a minimum of twelve hours devoted to course content with a maximum of ninety minutes devoted to breaks.

3. Bibliographical information:
   ______ Supplied in the correct format.
   ______ Verified as correct.
   ______ Correct annotations made of sources throughout the document.
4. Send a letter to the course provider listing all missing items from form HSMV 72946. The review process does not begin until all items listed on this form are submitted. Note: A revision, which *only* updates numbers and corrects typographical errors, is reviewed for the updates. All other submissions proceeds through the prescribed process.

The curriculum review team completes section 5 and 6. Individual work load dependent, a deadline for a review of the materials is two or three weeks. Within two weeks of all submissions from team members, set a meeting date to review the curriculum. Give each member of the team a copy of the curriculum and a course review checklist.

5. Content: Are the following required elements covered in the material?

- [ ] Identify the major problem(s) they have created for themselves as a result of their driving behavior.
- [ ] Identify the driving habits that have caused them problems.
- [ ] Written description of the pre-service training.
- [ ] Develop a desire to change those driving habits that are causing them problems.
- [ ] Learn an effective system for changing their troublesome driving habits based on an increased understanding and awareness of emotions, attitudes and personality structure and how these affect driving habits.
- [ ] Written description of the method(s), frequency and instruments used for monitoring and evaluating certified instructors.
- [ ] Application of changes in driver behavior and attitude to simulated and real driving situations.
- [ ] Make a firm commitment to continuously apply the change system moment by moment while driving.

_______ Is the information factually correct?

_______ Is the information submitted, consistent with the existing subject matter literature?

_______ Are the required topics covered?

_______ Are the required topics covered in the allotted time?

_______ Are the students encouraged to participate in the course?

7. Course Demonstration. When all items listed are at the required minimum score, arrange with the course provider a demonstration of the course.

8. At the course demonstration are the following achieved, does the presented course represent the course submitted on paper in the following areas:

<table>
<thead>
<tr>
<th>Demo</th>
<th>Next</th>
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</thead>
<tbody>
<tr>
<td>____ Identify the major problems(s) they have created for themselves as a result of their driving behavior.</td>
<td></td>
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<tr>
<td>____ Identify the driving habits that have caused them problems.</td>
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<tr>
<td>____ Develop a desire to change those driving habits that are causing them problems.</td>
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<tr>
<td>____ Learn an effective system for changing their troublesome driving habits based on an increased understanding and awareness of emotions, attitudes and personality structure and how these affect driving habits.</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>____ Are the students encouraged to participate in the course?</td>
<td></td>
</tr>
</tbody>
</table>
9. After the demonstration put the videotapes of the demonstration away for three to five days then repeat the process in section 8 to ensure nothing was missed.

10. If items are missed, supply the course provider with a detailed listing of the errors or omissions and complete the demonstration again. Complete items 8 and 9 until correct.

11. Send letter approving or denying application within 90 days of receipt of the completed application.
RATING PACKAGE FOR
ADVANCED DRIVER IMPROVEMENT
COURSE MATERIALS

a. Course materials, as submitted, will be rated for overall quality and for specific coverage of the topics listed in this package as they pertain to all. The topics listed are the minimum requirements.

b. The curriculum review committee appointed by the Director, Division of Driver Licenses, Florida Department of Highway Safety and Motor Vehicles would do course rating.

c. For each listed criterion, a grade of “Unacceptable,” “Acceptable,” or “Outstanding” will be given.

d. All course materials must achieve at least an “Acceptable” rating on each criterion for overall quality and on the content of the specific topic.

e. Raters will consider coverage of a specific topic “Unacceptable” if: the topic is not covered in the material submitted, there is any factual error contrary to safety, or the coverage is so deficient that students could not be expected to learn that topic.

f. Final course rating will represent the consensus of the individual committee members. Majority vote will resolve any differences among panelist ratings.

g. The statistics used in the presentation must be the latest available.

h. Include a plan for effective oversight of the course by those who deliver the course in the state in accordance with s. 318.1451 (2)(a), F.S.

1. Quality of course materials.

a. Technical quality, including legibility, freedom from excessive typographical or grammatical errors and clear wording.

   This material is covered on page ___ paragraph ___ of the curriculum.
   Reference Material: ____________________________.
   Florida Statutes: ______________________________.

b. Organization into appropriate instructional units (including course topic and subject timings and organization of the course into a logical presentation of the course).

   This material is covered on page ___ paragraph ___ of the curriculum.
   Reference Material: ____________________________.
   Florida Statutes: ______________________________.

c. Clarity of presentation (including an outline of the presentation of the course topics and the subjects within the topics. The outline integrates all course material, with videotapes, visual aids and if appropriate, student workbook into the flow of the course. Defines what specific information students will receive and how it will be conveyed).

   This material is covered on page ___ paragraph ___ of the curriculum.
   Reference Material: ____________________________.
   Florida Statutes: ______________________________.
2. **Course Content**

a. Identify the major problem(s) they have created for themselves as a result of their driving behavior.
   This material is covered on page ____ paragraph ____ of the curriculum.
   Reference Material: ________________________________.
   Florida Statutes: ________________________________.

b. Identify the driving habits that have caused them problem(s).
   This material is covered on page ____ paragraph ____ of the curriculum.
   Reference Material: ________________________________.
   Florida Statutes: ________________________________.

c. Develop the desire to change those driving habits that have caused them problems.
   This material is covered on page ____ paragraph ____ of the curriculum.
   Reference Material: ________________________________.
   Florida Statutes: ________________________________.

d. Learn an effective system for changing their troublesome driving habits based on an increased understanding and awareness of emotions, attitudes and personality structure and how these affect driving habits.
   This material is covered on page ____ paragraph ____ of the curriculum.
   Reference Material: ________________________________.
   Florida Statutes: ________________________________.

e. Application of changes in driver behavior and attitude to simulated and real driving situations.
   This material is covered on page ____ paragraph ____ of the curriculum.
   Reference Material: ________________________________.
   Florida Statutes: ________________________________.

f. Make a firm commitment to continuously apply the change system moment by moment while driving.
   This material is covered on page ____ paragraph ____ of the curriculum.
   Reference Material: ________________________________.
   Florida Statutes: ________________________________.

3. **Vulnerable Road Users**

a. Define the term “vulnerable road user” (list all the various types of VRU)
   This material is covered on page ____ paragraph ____ of the curriculum.
   Reference Material: ________________________________.
   Florida Statutes: ________________________________.

b. What are the characteristics and environment s of each category of vulnerable road users?
   (i.e. pedestrian, cyclists and especially vulnerable groups (Children, Elderly People, and the Disabled)
   This material is covered on page ____ paragraph ____ of the curriculum.
   Reference Material: ________________________________.
   Florida Statutes: ________________________________.
c. Which laws are implemented for the safety of vulnerable road users?
(What are the provisions for each group? pedestrians, cyclists, etc)
This material is covered on page ___ paragraph ___ of the curriculum.
Reference Material: ________________________________.
Florida Statutes: ________________________________.

d. Physical environment of VRU and how it relates to safety
This material is covered on page ___ paragraph ___ of the curriculum.
Reference Material: ________________________________.
Florida Statutes: ________________________________.

e. Include quantitative and qualitative statistics for the US and FL for the following:
(Fatal crashes by road user type, fatality rates by age group, & fatalities by user type and age group)
This material is covered on page ___ paragraph ___ of the curriculum.
Reference Material: ________________________________.
Florida Statutes: ________________________________.

f. Driver’s responsibility of protecting VRU’s and safe driving techniques as they relate to VRU’s
This material is covered on page ___ paragraph ___ of the curriculum.
Reference Material: ________________________________.
Florida Statutes: ________________________________.

g. Current trends and infrastructural devices used for safety of VRU’s
(Speed Reducing Measure, bike lanes, “bike box”, letting cyclist merge before a junction, and advanced stop lines for bicycles)
This material is covered on page ___ paragraph ___ of the curriculum.
Reference Material: ________________________________.
Florida Statutes: ________________________________. 