

DRIVER TRAINING SCHOOL

STUDENT IN-CAR

INSTRUCTION RECORD (COVID-19)

Student Name

Purpose: Effective July 2, 2020, until the end of Phase Three of the easing of certain temporary restrictions due to COVID-19, or unless sooner amended, or rescinded, driver training schools **must** use this form to document the minimum periods of daily instruction and performance assessment of in-car training as established by the state-approved driver education program for Juveniles and Adults.

Important Information: During COVID-19, only one 50-minute period of driving within 24 hours. DMV does not have the authority to amend this requirement.

Important Information for Students Under Age 18: The driver training school must have documented proof of a parent or a legal guardian signed written release to offer one-on-one driver training with an instructor before beginning in-car training. This form must be signed by a parent or legal guardian and returned to the driver training school. A copy of the written release must be maintained in each student's file for auditing purposes.

Instructions: This form must be completed and signed by a DMV-licensed Instructor who provided the in-car instruction. A copy of this form must maintained in each student's file for auditing purposes.

STUDENT INFORMATION

DRIVER TRAINING SCHOOL NAME	
STUDENT NAME (print)	
STUDENT LEARNER'S PERMIT NUMBER	
STUDENT DATE OF BIRTH (mm/dd/yyyy)	ISSUE DATE (mm/dd/yyyy)

PARENTAL REVIEW (FOR STUDENTS UNDER AGE 18)

By signing, I hereby acknowledge that I have reviewed my child's in-car instruction performance record and based on this information, have confirmed that he/she has received seven 50-minute periods of in-car driving and has driven at least 50 miles.

PARENT/GUARDIAN NAME (print)	PARENT/GUARDIAN SIGNATURE	DATE (mm/dd/yyyy)
------------------------------	---------------------------	-------------------

ADULTS AGE 18 AND OLDER

By signing, I hereby acknowledge that I have reviewed my in-car instruction performance record and based on this information, I confirmed that I received seven 50-minute periods of in-car driving and drove at least 50 miles.

STUDENT NAME (print)	STUDENT SIGNATURE	DATE (mm/dd/yyyy)
----------------------	-------------------	-------------------

INSTRUCTOR CERTIFICATION STATEMENT

I certify that the student received seven 50-minute periods of in-car driving instruction and has driven at least 50 miles. I further certify and affirm that all information presented in this form is true and correct, that any documents I have presented to DMV are genuine, and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

INSTRUCTOR NAME (print)	INSTRUCTOR SIGNATURE	INSTRUCTOR LICENSE NUMBER	DATE (mm/dd/yyyy)
-------------------------	----------------------	---------------------------	-------------------

IMPORTANT

DMV is committed to promoting transportation safety through the certification of quality driver training programs. If you have comments or concerns about this course, call our toll-free number: 1-877-885-5790.

IN-CAR INSTRUCTION TOPICS and SCORING

Refer to Module 11: Sections 1-8 of the Curriculum and Administrative Guide for Driver Education in Virginia for information on each topic. Use the scale below to score each topic. (*) Denotes topics that must be evaluated and scored each period.

SCORE	RATING SCALE
3	GOOD
2	FAIR
1	NEEDS IMPROVEMENT
N/C	TOPIC NOT COVERED

STUDENT RECORD OF IN-CAR INSTRUCTION

PERIOD 1	PERIOD 2	PERIOD 3	PERIOD 4	
DATE	DATE	DATE	DATE	
START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
STUDENT PERFORMANCE SCORE				
NOTE: Failure to enter either a score or "N/C" for each topic evaluated may invalidate the student's completion of in-car instruction.				

Student Name _____

In-Car Instruction Topic	PERIOD 1 SCORE	PERIOD 2 SCORE	PERIOD 3 SCORE	PERIOD 4 SCORE	SUBTOTAL (periods 1-4)
*1. Basic Skills					
*2. Placing and Stopping Vehicle in Motion					
*3. Starting and Securing Vehicle					
*4. Steering					
*5. Judging Vehicle Position					
*6. Searching Intending Path of Travel					
7. Speed Control					
*8. Following Time and Space					
*9. Communication and Courtesy					
10. Three Step Problem Solving					
*11. Commentary Driving					
12. Response to Emergency Situations					
13. Precision Turns/Curves/Intersections/Lane Changes					
14. Intersections					
15. Entering/Exiting the Highway					
16. Passing/Being Passed					
*17. Responding to Situations					
18. Parking					

PERIOD 1 INSTRUCTOR NAME (print)	PERIOD 1 INSTRUCTOR SIGNATURE	DATE (mm/dd/yyyy)
COMMENTS		
PERIOD 2 INSTRUCTOR NAME (print)	PERIOD 2 INSTRUCTOR SIGNATURE	DATE (mm/dd/yyyy)
COMMENTS		
PERIOD 3 INSTRUCTOR NAME (print)	PERIOD 3 INSTRUCTOR SIGNATURE	DATE (mm/dd/yyyy)
COMMENTS		
PERIOD 4 INSTRUCTOR NAME (print)	PERIOD 4 INSTRUCTOR SIGNATURE	DATE (mm/dd/yyyy)
COMMENTS		

STUDENT RECORD OF IN-CAR INSTRUCTION

IN-CAR INSTRUCTION TOPICS and SCORING

Refer to Module 11: Sections 1-8 of the Curriculum and Administrative Guide for Driver Education in Virginia for information on each topic. Use the scale below to score each topic. (*) Denotes topics that must be evaluated and scored each period.

SCORE	RATING SCALE
3	GOOD
2	FAIR
1	NEEDS IMPROVEMENT
N/C	TOPIC NOT COVERED

PERIOD 5	PERIOD 6	PERIOD 7	
DATE	DATE	DATE	
START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
STUDENT PERFORMANCE SCORE			
NOTE: Failure to enter either a score or "N/C" for each topic evaluated may invalidate the student's completion of in-car instruction.			

Student Name _____

In-Car Instruction Topic	PERIOD 5 SCORE	PERIOD 6 SCORE	PERIOD 7 SCORE	SUBTOTAL (periods 5-7)
*1. Basic Skills				
*2. Placing and Stopping Vehicle in Motion				
*3. Starting and Securing Vehicle				
*4. Steering				
*5. Judging Vehicle Position				
*6. Searching Intending Path of Travel				
7. Speed Control				
*8. Following Time and Space				
*9. Communication and Courtesy				
10. Three Step Problem Solving				
*11. Commentary Driving				
12. Response to Emergency Situations				
13. Precision Turns/Curves/Intersections/Lane Changes				
14. Intersections				
15. Entering/Exiting the Highway				
16. Passing/Being Passed				
*17. Responding to Situations				
18. Parking				

FINAL SCORE RATING	240 + Good	Subtotal (periods 5-7)
	120 - 239 Fair	Subtotal (periods 1-4)
	0 - 119 Needs improvement	Final Score (periods 1-7)

PERIOD 5 INSTRUCTOR NAME (print)	PERIOD 5 INSTRUCTOR SIGNATURE	DATE (mm/dd/yyyy)
COMMENTS		
PERIOD 6 INSTRUCTOR NAME (print)	PERIOD 6 INSTRUCTOR SIGNATURE	DATE (mm/dd/yyyy)
COMMENTS		
PERIOD 7 INSTRUCTOR NAME (print)	PERIOD 7 INSTRUCTOR SIGNATURE	DATE (mm/dd/yyyy)
COMMENTS		

GUIDELINES

PAGE 1

Instructor completes the following:

Driver Training School Name - as it appears on the DMV-issued school license.

Student Name - Student's full name (no nicknames or abbreviations). Verify the student's name by requesting to see the student's learner's permit.

Student Date of Birth - as it appears on the learner's permit

Student Learner's Permit Number - as shown on the DMV-issued document.

Issue Date - when learner's permit was issued.

Parent completes Parental Review:

At the completion of the in-car instruction, parent must review and sign the DTS-14. The Virginia Driver Education Certificate (DTC-B) will not be issued without a signed parental review.

PAGES 2 – 3 (COMPLETED BY INSTRUCTOR)

General information:

Period - a 50-minute session.

Daily length of instructions: On regular school days, instruction should not exceed a total of 2 periods of classroom or 2 periods of in-car instruction (1 period of actual driving and 1 period of observation) within any 24-hour time span.

During weekends and holidays, instruction should not exceed a total of 2 periods of classroom or 2 periods of in-car instruction (1 period of actual driving and 1 period of observation) or 4 periods of **classroom** instruction within a 24-hour period). The instructor enters the following information for each period of in-car instruction:

For each period (1-4 on page 2 and 5-7 on page 3), the instructor enters the following:

Date - actual date when the student received each period of instruction.

Start time - time when the period of actual driving instruction started.

In-Car Instruction Topics Score: Enter score in the appropriate box to indicate the in-car instruction topic covered for each period. Use the grading scale to select a score to enter. The student should demonstrate proficiency in the topics prior to taking the final road skills exam and receiving the Virginia Driver Education Certificate (DTS- B). For each topic, refer to pages listed in Module 11 of the Curriculum and Administrative Guide for Driver Education in Virginia to obtain specific information and instructions to ensure that students are able to demonstrate their proficiency in the topics.

End Time - time when the period of actual driving instruction ended.

Instructor(s) and Comments: At the bottom of the page for each period, enter the name of the instructor (no nicknames or abbreviations) for that period and any comments about the student driver's performance.

If the same instructor teaches all seven periods, only one signature is required in the section for Period 7. If different instructors are used, each instructor must sign for the appropriate period taught.

At the close of Period 4, the instructor enters the following:

Subtotal (period 1-4) - total of scores for each period of In-Car Instruction Topic

Grand Subtotal - total all entries in the subtotal column

At the close of Period 7, the instructor enters the following:

Subtotal (period 5-7) - total of scores for each period of In-Car Instruction Topic

Grand Subtotal (periods 5-7) - total of all entries in the subtotal column on page 3

Grand Subtotal (period 1-4) - total of all entries in the subtotal column on page 2

Final Score (periods 1-7) - total of both grand subtotal amounts.

IN-CAR INSTRUCTION TOPICS

At the beginning of each period, the instructor should make sure the student driver and observer understand the objectives of the lesson. The maneuvers should graduate from low risk, to moderate, to demanding and finally to complex traffic-situations.

- 1. Basic Skills-** Getting Ready to Drive, Starting the Vehicle, Placing Vehicle in Motion, Stopping Vehicle in Motion, Steering, and Securing the Vehicle.
- 2. Judging Vehicle Roadway Position-** Right Side of Vehicle, Left Side of Vehicle, Front of Vehicle, Rear of Vehicle, Front Turning Point of Vehicle.
- 3. Searching the Intended Path of Travel-** Target, Targeting Area, Targeting Path, Judging Space in Seconds, Identifying Open, Closed or Changing Zones/Spaces, Searching Intersections, Searching Curves and Over Hills.
- 4. Speed Control-** Adjusting for conditions, Changes in Line of Sight or Path of Travel, Selects the Appropriate Lane, Lane Position while Driving Straight Ahead and Lane Position Usage while Approaching Curves and Hill Crests.
- 5. Rear Space Searching and Control-** Inside Mirror Usage, Using Outside Mirrors, Convex Mirrors, Mirror Blind Spot Checks, and Evaluating Condition to the Rear.
- 6. Following Time and Space-** Closure Rate on Approach, Moving at Same Speed, Maintaining Four Seconds of Time, When Stopping Behind Vehicles, and Delay Start Before Moving.
- 7. Communication and Courtesy-** Technique, Timing, and Effectiveness.
- 8. Three Steps to Problem-Solving-** Identifies Changes to Line of Sight and/or Path of Travel, After Seeing a Line of Sight or Path of Travel Change, Checks for Other Spaces, Uses the Best Speed Control, Lane Position, and Communication Method for the Conditions.
- 9. Commentary Driving-** Uses Commentary Driving to Reinforce the Process into Habit.
- 10. Responses to Emergency Situations (Hopefully Simulated)-** Identifies and Responds to Vehicle Failures, Identifies and Responds to Environmental Conditions.
- 11. Driving Procedures-** Precision Turns, Approach to Intersections, Timing Arrival for Open Space, Precision Lane Change, Approach to curves, Passing/Being Passed, Getting On/Off Highways, Backing Techniques, Perpendicular Parking/Backing into a 90 Degree Space, and Responding to Emergency Situations.