

FACILITY NAME	CONTACT NAME	EMAIL

The information in this chart is used to review curriculum submissions. Comparisons will be made between the information included here and your lesson plans. The objective is to ensure that your course contains all of the required content before being approved for a pilot course.

Instructions:

- List the lesson number(s) where the topics in each section are taught. Only list lessons where there is a specific focus on that topic or learning outcome.
- If the same content is taught more than once throughout the course then describe how, when, or where it is taught. Some topics may be a combination of both.

Examples:

Learning outcomes and topics	Lesson #/Description	
1. Evaluate and develop own knowledge and ability in the driver education field.		
a. Explain the role of the driver educator.	Lesson 1, 3	
b. Maintain instructor qualifications.	Lesson 1, 3	
c. Use a variety of resources to learn and teach.	Lesson 4 Resources used throughout the course.	
d. Assess own capabilities and performance.	Lesson 1, 12 Instructor candidates self-assess after practice teaching, at midpoint and the end of the course. Peer feedback is used at various points.	
7. Explain driving regulations.		
a. Explain the meaning of all traffic control devices including signs, signals, and road markings.	Lesson 8 In-car practice teaching.	
11. Explain vehicle systems and devices related to safety.		
	Lesson 16, 21 Handout 5 Homework assignment #4	

Learning outcomes and topics	Lesson #/Description
1. Evaluate and develop own knowledge and ability in the driver education	ation field.
 a. Explain the role of the driver educator: teaching knowledge and skill developing safe driving attitudes and responsibility potential earnings and work: hours/locations of work potential earnings amount of work to expect. career options in the driver education field educational opportunities for instructors. 	
 b. Maintain instructor qualifications: instructor licensing and licence renewal requirements requalification and refresher training: school-based requirements ICBC authority to require training and examinations from time to time. 	
 c. Use a variety of resources to learn and teach: school-based resources overview of ICBC resources available and what key information is contained in each. other resources: Motor Vehicle Act Regulations, Division 27 and Division 30 Motor Vehicle Act RoadSafetyBC. 	
 d. Assess own capabilities and performance: qualities of a good instructor reflecting on teaching before, during, and after teaching use of video to self-assess feedback from peers, students, parents, ICBC student road test pass rate student and parent satisfaction. 	
2. Exhibit professional behaviour.	
 a. Identify behaviour that can be characterized as personal or sexual harassment: types of harassment effect of harassment on student self-esteem and learning legislation and school policies appropriate vs. inappropriate personal relationships with students appropriate vs. inappropriate conversations respecting student's customs and practices, appearance, and opinions identify own assumptions, beliefs, and prejudices, and determine own suitability to teach certain people or groups consequences of inappropriate personal behaviour how to avoid being a victim of personal or sexual harassment in the work place. 	

Learning outcomes and topics	Lesson #/Description
b. Identify standards of professional behaviour and attitude:	
be on time	
 dress appropriately: 	
 appropriate vs. inappropriate attire 	
- how inappropriate appearance can affect students' learning.	
 have good grooming and personal hygiene 	
 keep the vehicle clean and in good condition 	
be honest	
 provide value for money 	
 deal with complaints efficiently and effectively 	
 follow up with students after the course/road test 	
 be a positive role model in driving behaviour, personal opinions, and emotional control 	
 avoid conflicts of interest: 	
- school-based policy	
 things to consider if working for more than one school. 	
 avoid using cell phones during lessons (unless emergency): 	
 to avoid being a distraction 	
 to give student full attention. 	
 maintain good relations with ICBC: 	
- ICBC Code of Conduct	
 ICBC staff taking or observing training. 	
 adhere to advertising regulations: 	
– set out in 27.10 of Division 27	
– no use of ICBC logo.	
3. Maintain student records.	
 how good records support students' learning 	
 how good records protect the school and instructors 	
 student records requirements 	
 GLP course competency checklist 	
 GLP Declaration of Completion form 	
 protecting student's privacy: 	
 driver licence security keyword confidentiality 	
– written records security.	
4. Describe current traffic safety issues.	
a. Describe the most common crash situations:	
 sources of statistics (police reports, ICBC insurance claims, coroner, studies) 	
current statistics	
 critical crash factors for new drivers 	
– poor risk perception	
– high risk tolerance	
- level of driver skill and experience.	

Learning outcomes and topics	Lesson #/Description
 b. Explain the role of government in traffic safety: federal: vehicle standards (Transport Canada) federal driving offences (i.e., Criminal Code of Canada). provincial: RoadSafetyBC (Superintendent of Motor Vehicles) medical and vision standards DriveAble ICBC (licensing authority, public vehicle insurance, and road safety programs) has legislative authority (i.e., Motor Vehicle Act) responsible for provincial highways. municipal: roadways/intersections/signs 	
- traffic bylaws.	
5. Explain personal and social factors that affect risk tolerance and dr	iving behaviour.
 how factors influence risk perception and decision making: how a combination of risk factors put drivers at greater risk. how to recognize risk factors in students how to help students recognize their risk factors and determine strategies to stay safe social factors (external influences) that may affect drivers: peer pressure and group norms family culture and influence of parents/spouse societal attitudes towards cars and driving influence of the media (print, online, TV, film) work related pressure. personal factors that may affect drivers: age (i.e., teens, seniors) gender physical and mental health physical ability/disability learning style personality, values and attitudes lack of vehicle experience (non-car cultures) reasons and motives for driving lifestyle choices that may affect risk. pressures from the driving environment and trip planning decisions: traffic density parking availability and location time of day, darkness weather time management alternative transportation. 	

Learning outcomes and topics	Lesson #/Description
6. Explain B.C.'s driver licensing system, rules and procedures.	
 a. Explain the Graduated Licensing Program (GLP): why B.C. has adopted GLP provision to get six months off the novice period and two high school credits. 	
 b. Describe driver licence classifications and restrictions: Class 7L, 7N, and Class 5L restrictions Class 8L, 8N, and 6L restrictions commercial licence upgrades Motor Vehicle Act, Division 30 restriction exemptions for students taking training types of driver licences: learner (paper/photo), novice, full privilege other restrictions (i.e., vision correction) enhanced driver's licence (EDL) B.C. Services card. 	
 c. Explain road test procedures and standards: school-based procedures booking road tests DEAS and WebDEAS Access to Road Test Booking Service Terms and Conditions. wait times for road test, how to watch for cancellations standby (drop-in) appointments cancellation fees test day procedures and fees overview of road test standards: global skills and sub skills observation space margins speed control communication manoeuvres. how to read the road test form how to prepare students for a road test: what to expect during the road test and what driving standard is expected by the examiner student responsibility for the drive myths about driver examiners and testing criteria (i.e., can't fail just because of parallel parking) reminders that many people don't pass first time and unexpected or challenging things could happen during the drive. 	

Lea	arning outcomes and topics	Lesson #/Description	
7.	7. Explain driving regulations.		
	 Explain the meaning of all traffic control devices including signs, signals, and road markings. 		
	b. Explain driving laws and practices:		
	• speed		
	• parking		
	• impairment		
	 safety restraints 		
	 road sharing rules: 		
	– give-way rules (right-of-way)		
	 emergency vehicles 		
	- motorcycles		
	– pedestrians		
	- cyclists		
	- construction zone rules		
	- traffic control persons.		
	transporting animals		
	abandoning a vehicle.		
	c. Explain reasons for driving laws and regulations:		
	general reasons		
	specific examples.		
	d. Explain fines and penalties concerned with driving:		
	 penalty points and fines 		
	 administrative driving prohibition 		
	vehicle impoundment.		
	e. Explain the procedures to be taken when involved in a crash or		
	when arriving at the scene of a crash:		
	legal requirements		
	 school-based procedures 		
	ICBC claims procedures.		
8.	Explain ICBC approved Class 7 course standards and requirements		
	a. Explain, in general terms, the content of the Mapping a Safe Course curriculum.		
	b. Explain the rules for offering a Class 7 approved course:		
	minimum course length		
	use of discretionary time		
	 student completion requirements 		
	 standards that apply to in-vehicle training 		
	 midpoint and final assessment requirements. 		
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Learning outcomes and topics	Lesson #/Description
9. Ensure that the driver training vehicle meets legal requirements.	
 vehicles acceptable for use during driving lessons and road tests: vehicles acceptable for road tests when a driving school vehicle must be used for lessons when a client's vehicle may be used for lessons. Insurance: legal requirement for vehicle licence and insurance consequences of not having correct insurance insurance broker advice. vehicle inspections: driver training vehicle inspection requirements municipal inspection and plate requirements, if applicable. required equipment: additional interior rear view mirror for passenger-side use passenger-side brake optional equipment: optional eye check mirror optional passenger-side steering wheel (advantages and disadvantages) signage: student driver sign use of "L" or "N" sign for road test school signage. 	
10. Explain the meaning and use of all vehicle instruments, warning lights, and controls.	
vehicle instrumentsinterior warning lightsvehicle controls.	

11. Explain vehicle systems and devices related to safety.	
 need to keep up with changes in vehicle technology 	
 legislation concerning vehicle safety (i.e., daytime running lights) 	
 seatbelts, airbags, seat adjustment and head restraints. 	
 mirror adjustment and use 	
 brakes (ABS/non-ABS), parking/emergency brake 	
cruise control	
 resources on: 	
 traction control systems and stability control 	
 proximity warning devices, rear-view cameras 	
– global positioning systems (GPS)	
 – safety alert systems (i.e., OnStar) 	
 night vision systems 	
– heads-up display (HUD).	
 tires and suspension: 	
– types of tires	
– tire pressure:	
 where to find correct pressure 	
 how to use a tire gauge. 	
- resources on:	
 tire sizing and speed ratings 	
 tire wear: tread depth, rotation 	
 how to change a tire 	
 tire pressure sensors 	
 wheel alignment and suspension. 	
drive train:	
- front-wheel, rear-wheel, 4-wheel, all-wheel.	
 fuel systems/power supply: 	
 diesel, gas, hybrid, electric 	
 fuel efficient driving 	
 resources on how engines work (basic information in laypersons terms). 	
12. Demonstrate a complete passenger vehicle pre-trip inspection.	
importance of pre-trip checks.	
daily vs. periodic checks.	
owner's manual information.	
 pre-trip tasks: 	
- around/under the vehicle	
- on the outside of the vehicle	
– under the hood	

- inside the passenger compartment
- vehicle specific items
- school specific items.
- basic maintenance particularly in relation to safety and the environment.
- what to teach students vs. what an instructor needs to know/do
- what to do if vehicle doesn't pass pre-trip.

Learning outcomes and topics	Lesson #/Description
13. Create an environment that promotes learning.	
 a. Explain the principles of effective driver education: learner-centred instruction outcomes-based/competency-based curriculum integration of attitude, knowledge, and skill integration of learning in-class, in-vehicle, and outside of course time focus on attitude and responsibility. 	
 b. Understand how people learn: factors that inhibit learning factors that enhance learning teenage brain – developmental differences between teens and adults learning styles importance of motivation on learning: internal motivation external motivation. ways to motivate students the importance of empathy value of empathy in supporting and encouraging learning how to show empathy. 	
 c. Describe student characteristics and challenges and determine ways to adapt teaching: new drivers experienced drivers drivers who present special challenges ways to adapt teaching and learning. 	
 d. Use effective communication skills: effective and appropriate tone and level of voice clear terminology appropriate eye contact and body language hand gestures and other nonverbal and verbal cues listening to understand. 	

Learning outcomes and topics	Lesson #/Description
e. Work with parents/supervisors to support students' learning:	
benefits of parent/supervisor involvement	
 parent/supervisor challenges: 	
 – lack of parental involvement (unable or unwilling) 	
 parents providing information or demonstrating driving that is contrary to best practices 	
 parents not being open and honest about learning challenges faced by their teen. 	
 family/friends not understanding learning challenges for new drivers (i.e., expecting more of them than they're capable of) 	
 students driving vehicles that are not appropriate for their experience/ability. 	
 ways to involve parents/supervisors: 	
- copilot session	
– agreeing on roles and responsibilities	
– driver experience log	
 assigning what to practice with the student 	
 student progress reports (phone, email, meetings, report cards) 	
– use of Tuning Up and Learn to Drive Smart manuals.	
14. Use a variety of teaching methods to address different needs and le	earning styles.
a. Ask good questions:	
 types of questions 	
 finding out what the student already knows, and what they think 	
 how to use coaching questions: 	
 benefits of coaching rather than just correcting 	
 coaching questions to ask 	
 ways of handling questions asked by students. 	
b. Use visual aids:	
electronic media	
• diagrams	
manuals, handouts, props.	
c. Demonstrate and explain:	
 types of demonstrations (moving and stationary) 	
how to demonstrate so students learn.	
d. Provide direct instruction:	
 explaining theory and facts 	
giving instructions for detailed tasks.	
e. Use commentary driving:	
 purpose and types of commentary driving (simple to complex) 	
when and how to use	
 instructor demonstration of commentary driving 	
 student commentary driving. 	

Learning outcomes and topics	Lesson #/Description
f. Transfer responsibility to the learner:	
 explaining to student when and how responsibility will be transferred 	
 allowing student to make driving decisions 	
 trial and error — allowing mistakes and discussing: 	
– mistakes to allow	
– mistakes not to allow.	
 allowing student to decide what and where to practice 	
 using controlled distractions: 	
 student readiness to handle distractions 	
 types of "acceptable" distractions (i.e., listening to or adjusting the radio) 	
 how to carry on a conversation while student is driving. 	
 assigning homework/home practice. 	
g. Use learning games, scenarios and stories:	
 learning games and scenarios 	
 value of sharing stories 	
 experiences to share/not to share. 	
h. Use group activities (optional):	
 on-road lesson with more than one student 	
 closed-circuit group training 	
 group pre-trip lesson. 	
15. Use a variety of effective assessment and feedback techniques.	
a. Demonstrate assessment methods:pre-assessment of student knowledge and ability	
 on-going assessment to track progress 	
 student commentary driving 	
checking for understanding	
teach-back	
 observation of student's driving and demeanour – detecting errors or confusion 	
 conducting mock road tests 	
recording assessment results:	
– note taking	
- checklists and forms.	
b. Use feedback techniques:	
positive reinforcement:	
 value of specific, honest praise 	
 how to use praise (i.e., "that was a good left turn", "nice smooth stop"). 	
 student self-feedback — how to guide feedback with coaching questions 	
cautioning	
direct critiquing	
 immediate correction/intervention 	

Learning outcomes and topics	Lesson #/Description
 c. Use formal assessment: mid-point assessment and discussion of progress final assessment how to explain assessment standards to students: competency checklist school-based standards. student course evaluation. 	
 d. Develop student self-assessment skills. How to help learners to: assess their own knowledge and skill identify their risk tolerance and what factors are influencing them determine their own strategies to overcome learning obstacles determine their own strategies to stay safe take responsibility for their driving behaviour reflect on their learning experience, and deal with test failure. 	
16. Plan and deliver learning activities.	
 a. Conduct a student learning needs assessment: overall goals and reasons for taking lessons (i.e., increase career options, get over fear, help transport family) amount of driving experience ability to practice in between lessons time frame available for learning driving assessment for students with experience when to transfer a student to another instructor (i.e., unable to meet needs) determining best learning options (i.e., one-on-one, pairs learning, single lessons, packages, full course, different course). 	
 b. Develop lesson plans: the importance of lesson planning written plans vs. planning "on the fly" lesson planning steps. 	

Learning outcomes and topics	Lesson #/Description
c. Deliver well-structured and logically sequenced driving lessons:	
 main parts of a lesson (beginning, middle, end, assessment) 	
steps to delivering a lesson	
 importance of a good beginning and ending 	
 how to do an effective introduction 	
 review previous learning: 	
 purpose of reviews 	
- what to review:	
 previous lesson 	
home practice	
 other independent learning. 	
- ways to review:	
 ask questions 	
 student demonstration of previous learning 	
 discuss home practice and assignments. 	
– ways to summarize:	
 student summary (i.e., ask student "what were the key things you learned/liked today?") 	
 instructor summary — link learning to home practice and future lesson 	
 how much repetitive practice is appropriate 	
17. Maintain a safe learning and working environment	
a. Assess student's physical and emotional fitness to drive:	
 signs of impairment by alcohol, drugs, or fatigue 	
 signs of physical or psychological conditions that make students unfit to be trained. 	
 what to do if you believe a student: – is temporarily unfit 	
- has a permanent condition that they have not revealed.	
 explain to students how responsibility will be shared for their 	
safety, your safety, the safety of other road users.	
b. Use appropriate routes, situations, and roadside stops for the needs and ability of the student and to avoid conflict with property owners:	
 levels of traffic and road complexity 	
 light, medium, heavy traffic 	
 simple to complex roadways. 	
 how to choose training areas: 	
 know your training areas 	
 use student's local knowledge 	
 – consider time of day and likely volume of traffic 	
 – check construction, traffic, road and weather conditions 	
 assess student ability and comfort level for conditions. 	
how to avoid conflicts:	
- avoid private property (i.e., townhouse complexes)	
 avoid practicing in ICBC licensing office parking lots 	
 determine which parking lots are ok to practice in and use different locations for parking practice in neighbourhoods 	
 minimize or avoid use of ICBC road test routes for practice. 	

Learning outcomes and topics	Lesson #/Description
c. Give clear route directions:	
 timing and order of directions (alert, where, what) 	
 amount of information to provide. 	
d. Maintain awareness of the driving and teaching environment:	
 awareness of hazardous teaching situations: 	
 taking gaps in traffic: left turns, crossing busy roads, merging 	
 parking and tight manoeuvres 	
 areas with limited visibility 	
 when pace/speed of traffic is over the limit. 	
 awareness of the vehicle including: 	
- what gear the vehicle is in	
- steering wheel position	
 directional movement during manoeuvres, and 	
– roll back on a hill.	
awareness of driving environment:	
 multi-tasking and handling distractions while teaching attained as the student 	
 staying several steps ahead of the student — scanning and assessing the driving environment while observing the learner 	
and teaching	
 setting up scenarios in advance and prepare the student for upcoming hazards or challenges 	
 using passenger side mirror, rear view mirror, and eye-check mirror (if used) 	
- monitoring feedback from the driving environment:	
 lack of patience from other road users (i.e., honking horns, tailgaters and aggravated drivers) 	
 cues from pedestrians or bicyclists. 	
 personal challenges for instructors: 	
– work/life balance	
 scheduling lessons 	
 dealing with stress and emotional issues 	
– physical challenges	
 nutrition, working when sick or over-tired. 	
e. Intervene appropriately to maintain safety:	
 importance of telling students when/how you may intervene 	
when to intervene:	
 student doesn't appear to be aware of the hazard 	
 student is unable to respond safely to the hazard. 	
when not to intervene:	
 allowing errors when safe. 	
 how to intervene safely while the student is driving: 	
- consistent verbal commands	
 hand gestures to direct students 	
- taking physical control: steering wheel, brake, accelerator	
 effect of intervention on other road users 	
- choosing which to use.	
 how to debrief an intervention — asking/explaining why you took control. 	

Learning outcomes and topics	Lesson #/Description
 f. Manage the risk of violence in the learning environment. sources of violence: road rage by other road users angry or violent residents of neighborhoods used for practicing angry or violent students. in-vehicle security guidelines: lock doors be aware of areas to avoid carry a cell phone school-based policies. 	
 g. Handle emergencies: critical incidents and emergencies: crash/near miss deliberate risky student behaviour student unfit to continue instructor unfit to continue road rage by others. procedures for handling emergencies: obligation/right to interrupt or stop the lesson remaining calm and professional when and how to contact help (emergency services, school office, taxi) recording details of specific incidence (for training purposes and to protect instructor/school). 	
18. Explain how the physics of driving affects vehicle control.	
 effect of gravity when driving on hills how vehicle centre of gravity affects weight-shift and control managing vehicle weight-shift for control and passenger comfort poor traction surfaces: snow/ice sand/gravel hydroplaning. how loss of traction affects vehicle direction (inertia) oversteer/understeer skids how speed and traction affects braking distance how speed affects the force of impact in a crash importance of seat belts in vehicle control and injury reduction importance of securing loose objects driving characteristics of different sizes and types of vehicles (i.e., pick-up vs. sports car). 	

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19. Demonstrate and explain all driving tasks safely, legally and smoothly in a variety of traffic and roadway conditions.	
 student level vs. instructor level of driving ability 	
environmental driving habits	
 cooperation and communication with others 	
 hazard perception and risk management 	
 steps of safe driving: (i.e., see-think-do, or driving system of your choice): 	
 using observation skills to minimize risk 	
 analyzing driving situations 	
 defensive driving actions and habits that minimize risk. 	
• the importance of practice and experience in creating automatic control skills and a driving routine in traffic.	
pre-drive checks	
 start up and shut down procedures 	
entering traffic	
parking and backing:	
– pull-overs	
 reverse parallel right (and left, if available) 	
– angle forward (and reverse, if available)	
- stall forward and reverse	
– straight-line backing.	
turning:	
 – left and right turns – low, medium, and heavy traffic 	
- two and three-point turns	
- U-turns and cul-de-sacs	
- traffic circles/roundabouts.	
 Iane changes and passing: 	
- left and right, multilane changes	
passing, using on-coming lane (if available).yielding and merging	
freeway driving railway crossings	
railway crossings	
HOV use (if available).	
 collision avoidance manoeuvres: 	
 gravel shoulder recovery (if available) 	
 straight-line emergency stop: 	
 using threshold braking 	
 using anti-lock braking systems (ABS) (if available) 	
 brake and steer with ABS (if available) 	
 engine stall with neutral restart 	
 stopping with emergency/parking brake 	
 controlling the vehicle from the front right passenger seat, using the principle steering wheel. 	

Learning outcomes and topics	Lesson #/Description
 traffic and roadway conditions: residential roads hills and curves rural roads downtown city driving one-way and two-way roads alleyway parking lots freeway night-time driving (seasonal) 	
 poor weather (if available) loose surfaces (if available). 	