STATE OF FLORIDA
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
BUREAU OF MOTORIST COMPLIANCE
APPLICATION FOR WIRELESS COMMUNICATIONS DEVICE DRIVING
SAFETY PROGRAM

SECTION I: APPLICANT INFORMATION

Name of Course: _____

Course Length: _____

Name of Program Provider _____

Address of Program Provider: _____

_____

Telephone Number of Program Provider: (   ) _____

Program Contact Person: _____

Address of Program Contact Person: _____

_____

Telephone Number of Program Contact Person: (   ) _____

SECTION II: REQUIRED MATERIALS

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 15B-16, Florida Administrative Code.

2. A copy of all manuals and materials used in program development.

3. A written description of the methods and instruments to be used for monitoring and evaluating program effectiveness.

4. A copy of the authorization that will be used by the course provider for any contracted entities using the approved curriculum.

5. A copy of the proposed completion certificate to be provided by the approved program provider upon successful completion of the program.

6. A detailed outline that provides confirmation of all required content listed within the Program Criteria Document.

SECTION III: INSTRUCTIONS

Please submit your complete application to the address below. A complete application is comprised of the information required by Sections I and II of this form. The Department will not review incomplete applications.

>   Department of Highway Safety and Motor Vehicles
>   Division of Motorist Services
>   Neil Kirkman Building
>   2900 Apalachee Parkway MS 39
>   Tallahassee, Florida 32399-0570
>   Driver-Education@flhsmv.gov

Program Criteria Document

Wireless Communications Device Driving Safety Program

Part One: The Course Process.

a. Course materials can be submitted via hard copy or electronically by Microsoft Word 2017 or later.

b. Provide a thorough description of the technology to be used to present the course.

c. Provide a description of how the course provider will validate the student registering for the course. Include on the registration form, at minimum, initial blocks in which the student signs off on the following information:

    1. That the student who registers for the course is the one who takes the course.
    2. That the student must take a test of at least 20 questions on course content and answer at least 80% of the questions correctly to receive a course completion certificate. Failure to correctly answer 80% of the test questions will result in failure of the course, and the student's course fee will not be refunded.
    3. That the student will be asked time-limited validation questions during the course. The validation questions will ask students questions about themselves (based on information provided by students at the beginning of the course) and about previously reviewed course content. Failure to answer a time-limited validation question correctly will result in failure of the course and the course fee will not be refunded.
    4. The number of times a student can attempt to answer end of course questions correctly (as determined by the program provider).
    5. The conditions resulting in course failure (as determined by the program provider and provided to the Department).

d. Provide a description of how the course provider will validate each student's participation during the course presentation.

e. Provide a word-for-word script of the course material to be presented. The course must be Florida specific and meet <u>all</u> the criteria listed in part two below. The course script must be approved by the Department <u>prior</u> to the development of the technology presentation. If you are presenting a video only course, provide the following information:

    1. All aspects of the course, not just the spoken or written words.
    2. Graphics, where the graphics will appear and their content (for example, an instructor writing on a dry erase board is not enough).
    3. A validation process.
    4. Enough detail to account for limited student interaction.
    5. At least two methods of presentation (for example, instructor, graphics, supplemental video clips, interactive quizzes or activities etc.).
    6. Must include a variety of camera angles if a live person is giving the video presentation.
    7. The location and content of any other video presentations that are part of the course (for instance, you will show the video "Seat Belts are for Dummies" at this location for this duration and the content is as follows).

f. The script must be proofread for typographical errors, grammar and clarity, and all materials must be of professional quality.

g. Based on the approved script, provide a question bank of at least 180 multiple choice questions. The questions must be true/false and multiple choice. Each multiple-choice question must have, at a minimum, three answer choices. With each question, provide the answer to the question and where in the curriculum by page the answer is located. These questions will be used as the base from which to generate random tests that the course graduates must complete prior to receiving a course completion certificate. The test must consist of at least 20 randomly chosen questions from the question bank. Provide a description of how the tests will be randomly generated, how the test will be scored, and how the feedback will be given to the student.

h. Provide a description of how student questions about the course material will be addressed. What are the qualifications of the Florida-specific instructors who will answer these questions? What type of pre-service training will they attend? What type of in-service training will they attend?

i. Provide a description of the safeguards to be employed to prevent students from "cheating" during the course.

j. Once the course script is approved, provide a demonstration of the developed technology presentation with the approved script and test questions. The curriculum review committee will complete the course process as a student would. A committee member at random will purposefully fail the test to see that the listed safeguards are in place and work.

k. 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.

l. Ensure the course reading level is the 6th grade reading level. The course must be 90 minutes in length with a maximum of one 10-minute break at the mid-point of the class. The final exam is allotted a minimum of 5 minutes at the end of the course. If the course is 90 minutes with no breaks, then there is 85 minutes of content and a minimum of 5 minutes for the final exam.

m. Include a table of contents that lists all sections of the course, the content to be covered and the timings for each section and the location of the mid-course break.

Part Two: Rating Process.

a. The Driver Education Process Improvement and Accountability (DEPIA) Unit of the Florida Department of Highway Safety and Motor Vehicles shall rate course material for overall quality and for specific coverage of the topics listed in this document. The topics listed are the minimum course requirements. Material included in the course that is not listed in the minimum requirements will not count towards minimum course timeframe requirements.

b. For each listed criterion, a grade of "Unacceptable," "Acceptable with Change," or "Acceptable" will be given.

c. All course materials must achieve an "Acceptable" rating for each criterion for overall quality and on the content of the specific topic.

d. Raters will consider coverage of a specific topic "Acceptable with Change" if the topic needs to be expanded on or if only partial information is covered in the material submitted.

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

1. **QUALITY OF COURSE MATERIALS.**

The Department shall rate the quality of course materials based on:

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

b. Organization into appropriate instructional units, including a table of contents with subject timings.

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

d. Production quality (i.e., graphics, methods of presentation, varying camera angles, overall professionalism).

2. **Course Content Requirements**

    a. **Definition of distracted driving, including the types of distractions and how they take away from concentrating on the driving task.**

Definition: Distracted driving is any non-driving activity that draws your attention away from the driving task.
- Talking or texting on a wireless device
- Eating or drinking
- Talking or interacting with passengers
- Looking at roadside advertisements
- Adjusting in-vehicle devices (air conditioning, heating, stereo, navigation system, entertainment systems)
- Dealing with strong emotions
- Smoking or vaping
- Retrieving objects from floor or seat
- Looking at a map, directions or other reading material
- Applying makeup and similar tasks

    b. **Impact of distracted driving in the United States and Florida**

        Statistics for United States and Florida on distracted driving and how they relate to the overall crash problem in the United States and in Florida. Why is that important?

    c. **Countermeasures to reduce or avoid distracted driving**

For each of the distractions listed above, what countermeasures can drivers use to reduce or avoid having their attention drawn away from the driving task by that distraction?

d. Driver responsibility concepts

For each of the distractions listed above, what driver responsibility concepts can drivers use to reduce or avoid having their attention drawn away from the driving task by that distraction?

e. Defensive Driving Concepts

For each of the distractions listed above, what defensive driving concepts can drivers use to reduce or avoid having their attention drawn away from the driving task by that distraction?

f. Rules of the road that relate to driving correctly and distraction-free driving

For each of the distractions listed above, what rules of the road can drivers use to reduce or avoid having their attention drawn away from the driving task by that distraction?

g. Impact of physics and natural laws on driving, including perception and reaction times

- Kinetic Energy
- Laws of Motion
- Perception Times
- Reaction Times
- How are these processes related to and impacted by distracted driving?

h. Psychological Factors: (these factors are discussed from the point of view on how these factors can lead to a crash and how effectively dealing with these issues can prevent a crash)

- Fatigue
- Stress
- Emotions
- The appropriate attitude to adopt when driving