



American Association of
Motor Vehicle Administrators

Rules *Licensing*
of the Road
MODEL
Renewal
TESTING
Requirements



AAMVA Model Mentor Guide

*A Skills Log for Providing In-Car
Supplemental Instruction*



December 2016

[insert state seal]

Intended for customization; sample only

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Foreword

This Model Mentor Guide was developed by the American Association of Motor Vehicle Administrators (AAMVA) for use by jurisdictional driver license administrations to support supervised practice driving for new drivers. The guide has been developed to support the AAMVA Noncommercial Model Driver Testing System (NMDTS).

AAMVA will continue to update the model to reflect current trends and practices for providing supervised driving experiences for new drivers.

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AAMVA would like to extend appreciation to the following individuals for their contributions to this model:

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James Barwick, South Carolina
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Bob Redmond, FMCSA
James Wright, NHTSA
Kevin Lewis, AAMVA
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Christie Falgione, Highway Safety Services, LLC
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Special thanks to the Technical Advisory Panel for their contributions.

Introduction

Inexperience is a major factor in new driver crashes. New drivers lack experience, judgment, knowledge and skills to be a safe, responsible driver. New drivers have proportionally higher crash and violation rates than do drivers that are more experienced. They lack experience in perceptual awareness and the ability to make quick decisions.

This guide was designed to assist parents and other individuals to provide important behind the wheel driving experiences. These experiences will prepare new drivers for situations they will face when they start driving on their own.

Driving is a complex task that must be practiced. The first six months of practice and driving experience is critical in the development of the new driver's knowledge, skills and attitude. Parents/Mentors not only provide the new driver opportunities to practice, but also are the model for their driving.

There is evidence that the more driving experiences a new driver completes prior to obtaining a full license the better they are prepared to drive on their own and to make decisions that may prevent a crash.

Parents and driving mentors should not take these driving experiences lightly. The experience they provide prepares the new driver to drive on their own and to become a responsible, safe driver.

Information on Driving

The best source for information on driving laws, rules of the road and the driving task is your state's Driver's Manual *[Insert the name of the jurisdictions manual and how to obtain a copy]*. Additional information is also available on the following web pages:

NHTSA – www.nhtsa.gov

AAA Foundation for Traffic Safety – www.aaafoundation.org

ADTSEA – www.adtsea.org

General Guidelines for Conducting Behind the Wheel Driving Experiences with New Drivers

1. Select and pre-drive areas appropriate to the individual driver's ability.
2. At the beginning make sure the driver understands what you will be doing.
3. Be calm and patient, but alert at all times.
4. Always wear safety belts. This helps develop a habit to wear safety belts anytime they are driving.
5. Sit so your left hand can be placed on the steering wheel to help guide the driver if necessary.
6. Read the traffic environment ahead, to the sides and behind while observing the driver's behavior.
7. When giving directions to the driver, first state where the action will take place and then state the action to be completed (at the next intersection, turn left).
8. Give directions in plenty of time for the driver to understand them and prepare to complete the action.
9. Avoid the use of terms with possible double meanings [i.e. instead of "right" in response to a question, say "that's correct."]
10. Demonstrate what and how to do something to save time.
11. For each new maneuver, guide the driver through two or three practice trials, then allow practice without specific assistance or direction.
12. Do not expect the new driver to drive the way you do. You have years of experience and you have developed behaviors and patterns that the driver will need to learn.



13. You may want to start in an empty parking lot to practice acceleration, stopping and moving the vehicle forward and backward. Start with the simple and move to more complex driving experiences. Congested, urban traffic or limited access highways are not the best starting points.
14. Avoid having the driver drive long distances. A one hour driving experience can be exhausting to a new driver. It may be better to initially start with short driving experiences and build to long driving periods.
15. Try to evaluate and summarize each driving experience. Ask the driver how they did. This could help identify concerns and things that should be practiced.
16. Avoid all distractions in the vehicle. The radio, CD player and other electronic devices should be turned off. This includes both the driver's and your cell phones.
17. Initially, avoid having passengers in the vehicle. As the driver gains experience passengers may be in the vehicle, but cannot interfere with the practice driving experience.

Graduated Driver Licensing Requirements

[Insert State/Provincial/Territory GDL laws, regulations, policy, procedures, and requirements. This section should educate “The Supervisor” on all requirements for GDL and help parents/guardians to monitor their teens driving privileges.]

Starting the Engine

The driver should review the vehicle's owner's manual for engine starting procedures. Prior to starting the engine, have the driver:

- Make sure the vehicle is in Park.
- Place the right foot on the brake pedal.
- Start the engine.



Moving Forward

Have the driver:

- Check for traffic on both sides and the rear of the vehicle.
- Check the path in front of the vehicle.
- Place the transmission in Drive.
- Check traffic again to make sure it is safe to move.
- Move the right foot from the brake pedal to the accelerator.
- Press the accelerator gently and move the car forward.



Stopping the Vehicle

Have the driver:

- Check traffic (front, sides and rear).
- Remove the foot from the accelerator and place it on the brake pedal.
- Press the brake pedal with steady firm pressure until the vehicle comes to a full stop and do not release or reduce pressure on the brake pedal.



During the first few practice sessions, practice moving the vehicle forward and stopping. The driver should be able to smoothly start and stop the vehicle. As experience is gained, have the driver begin practicing stopping the vehicle quickly.

Driving in Reverse

Have the driver:

- Check traffic around the vehicle and especially to the rear. Check the mirrors and look out the back window by turning slightly to the right and looking out the rear window.
- Keep the right foot on the brake pedal.
- Shift the transmission to reverse.
- Place the left hand on the top of the steering wheel (12 o'clock)
- Check traffic.
- Allow the vehicle to move at idle speed or if needed apply gentle pressure to the accelerator.
- Make gentle steering corrections to keep the vehicle moving in a straight line.
- Stop the vehicle.



While practicing driving in reverse, have the driver practice moving the steering wheel slightly to the right and then the left. Have the driver describe how the vehicle reacts.

After practicing straight line reverse driving, have the driver practice turning right and left while driving backwards. Tell the driver to cover the brake pedal, drive slowly and to check how the front of the vehicle is moving.

Commentary Driving and Constructive Criticism

When driving, have the driver describe everything they are looking for and doing (for e.g. identifying hazards and describing how to minimize risks) to reinforce the learning process. This procedure is referred to as commentary driving.

Provide constructive criticism when a mistake is made. Constructive means in a positive manner explaining **HOW** to do it better the next time.

Provide positive reinforcement. When the driver performs well, let them know. Continually provide encouragement and let the driver know if they are doing well. Remember, learning demands patience, understanding and mutual respect.

If a mistake is made, repeat the maneuver while taking the driver, step-by-step, through the process. If a lengthy discussion or explanation is needed, move to a safe place to stop and park the vehicle.



Driving on the Road

The driver must experience and practice driving on public roads. Remember, to start with low volume, lower speed and limited congestion roadways. As the driver gains experience, more complex driving situations need to be included and practiced.

When driving on public roads, the driver must demonstrate:



- Staying in the appropriate and correct driving lane.
 - The driver should be looking down the road a minimum of 30 seconds. This gives them time to plan for traffic conditions.
 - Leave enough space on the left so on-coming traffic may safely pass
 - Leave enough space on the right to avoid hitting parked cars, bicyclists, slower moving vehicles and pedestrians.
- Checking traffic in front, on the sides and in the rear.
- Identifying, reading and obey traffic signs, signals and markings
- Keeping a minimum of 4 seconds following distance from the vehicle in front.
- Adjusting speed to traffic conditions and driving maneuvers (approaching intersections, turning, curves, etc.)
- Adjusting speed and lane position to move through intersections.
- Communicating with other drivers through turn signals and lane position when turning, changing lanes and merging into traffic.
- Obeying all traffic laws, yielding right of way rules, regulatory signs, traffic control devices and law enforcement signals.
- Being courteous to other drivers, pedestrians, bicyclists and slower moving vehicles.

Driving a Vehicle in Moderate to Heavy Traffic Conditions

The driver must demonstrate:

- Scanning the road and traffic conditions.
- Checking for traffic in front, on the sides and rear of the vehicle.
- Adjusting speed by generally slowing down, in preparation for stopping or turning.
- Communicating with other drivers, especially those behind the vehicle.
- Selecting the appropriate lane or lane position to drive through, stop or turn at the intersection.
- Reading and obeying signs, signals and roadway markings.
- When stopping, stop the vehicle in the appropriate location.
- Checking traffic by checking left, right and left again and moving only when it is safe to do so.
- When moving through or turning, follow the yielding right of way rules and stay in the appropriate lane during and after the turn.
- Entering the roadway smoothly without interfering with other traffic.



Merging into Traffic on a Limited Access Roadway

The driver must demonstrate:

- Scanning the road and traffic conditions.
- Checking for traffic in front, on the sides and rear of the vehicle.
- Communicating with other drivers.
- Reading and obeying signs, signals and roadway markings.
- Following the yielding right of way rules.
- Identifying a safe gap in the traffic to merge into.
- Adjusting speed to move into the gap.
- Checking traffic (mirrors, and head check) to ensure it is safe to merge into traffic.
- Being prepared to adjust speed or stop if the merge cannot be completed safely.
- Merging smoothly into the gap without interfering with other traffic.



Parking

Angle Parking

■ When entering an angle parking space:

- Identify the parking space.
- Signal intentions.
- Move forward slowly until the vehicle reaches the middle of the parking space.
- Move forward slowly and turn sharply left or right as appropriate.
- Center vehicle in the parking space
- Move to the front of the parking space, stop, and secure vehicle.



■ When exiting an angle parking space:

- Start the engine, place foot on brake, place left hand on the steering wheel at 12 o'clock, shift to reverse, and signal direction of turn.
- Check for traffic in all directions.
- Move straight back until you can see in the direction you want to turn.
- Turn the steering wheel in the direction that the rear of vehicle should move.
- When the car clears the parking area, stop and shift to drive.

Parallel Parking on the Right

■ When entering a parallel parking space:

- Turn on the appropriate turn signal.
- Stop parallel to the vehicle you are going to park behind with the back of the front seats in line, and two to three feet between vehicles.
- Shift to reverse, check traffic, and look to the rear in the direction the vehicle will be moving.
- Back slowly turning the steering wheel rapidly to the right.
- Continue backing until driver is in line with the rear bumper of the vehicle you are parking behind.
- Back slowly while turning the steering wheel rapidly back to the left. Continue backing until the corner of front bumper is in line with the rear bumper of the vehicle ahead of you.
- Look to the rear and backing slowly, turn the steering wheel rapidly left. Stop before touching the bumper of the vehicle to the rear.
- Shift to drive, and adjust vehicle in the parking space.



■ When exiting a parallel parking space:

- Place foot on brake, shift to reverse. Back as near as possible to the vehicle parked behind you.
- Check for traffic.
- Signal.
- Shift to drive and move forward slowly, steering into traffic lane.
- Check to make certain that the front bumper of vehicle will clear the car ahead.
- Straighten wheels and move forward until the center door post is in line with the back bumper of the parked car.
- When the door post of vehicle clears the rear bumper of the vehicle in front, steer into your lane of traffic.

Planning Supervised Driving Experience

The following is a sample guide for planning approximately 60 hours of supervised driving experience. You need to plan your driving sessions so your new driver gains experience in a variety of driving situations. Providing nighttime driving experience is very important. Be sure to also include adverse weather driving experiences. Use the driving log on the next few pages to track the driver’s hours of practice.

Experience	Number of Sessions	Length of Sessions	Total Hours
Basic Driving Actions	3	One hour	3
Driving in Light Traffic - Daylight	5	One hour	5
Driving in Moderate Traffic - Daylight	6	One hour	6
Expressway or Limited Access Driving - Daylight	2	One and half hours	3
Driving in Light Traffic - nighttime	5	One hour	5
Driving in Moderate Traffic - nighttime	5	One hour	5
Expressway or Limited Access Driving - nighttime	3	One hour	3
Driving in complex environment	4	One hour	4
Driving in adverse conditions - daylight	3	One hour	3
Driving in adverse conditions - nighttime	3	One hour	3
Driving in complex environment - nighttime	4	One hour	4
Typical driving situations first few months of unaccompanied driving	8	One hour	8
Summation and evaluation – mixture of driving situations	4	Two hours	8

[Jurisdictions insert required certification for completing practice driving]

Driving Log

Use this driving log to track the driver's hours of practice.

Basic Driving Actions (3 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	1				
	2				
	3				
Driving in Light Traffic – Daylight (5 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	4				
	5				
	6				
	7				
	8				
Driving in Moderate Traffic – Daylight (6 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	9				
	10				
	11				
	12				
	13				
	14				
Expressway or Limited Access Driving – Daylight (2 – 1 ½ hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	15				
	16				

Driving in Light Traffic – Nighttime (5 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	17				
	18				
	19				
	20				
	21				
Driving in Moderate Traffic – Nighttime (5 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	22				
	23				
	24				
	25				
	26				
Expressway or Limited Access Driving – Nighttime (3 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	27				
	28				
	29				
Driving in Complex Environment (4 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	30				
	31				
	32				
	33				

Driving in Adverse Conditions – Daylight (3 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	34				
	35				
	36				
Driving in Adverse Conditions – Nighttime (3 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	37				
	38				
	39				
Driving in Complex Environment – Nighttime (4 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	40				
	41				
	42				
	43				
Typical Driving Situations First Few Months of Unaccompanied Driving (8 – 1 hour sessions)					
Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	44				
	45				
	46				
	47				
	48				
	49				
	50				
	51				

Summation and Evaluation – Mixture of Driving Situations (4 – 2 hour sessions)

Date	Session #	Total Time	Learner's Initials	Mentor's Initials	Comments
	52				
	53				
	54				
	55				

Total number of hours: _____

Learner's Signature _____

Mentor's Signature _____

**safe drivers
safe vehicles
secure identities
saving lives!**



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