

# **Rules for Applying the Program Outline**

**Société de l'assurance automobile du Québec**

**January 1, 2019**

## Introduction

This document proposes rules for applying the program outline, with a view to ensuring as much uniformity as possible among driving schools.

**Driving schools must follow the program outline in dispensing the program.** However, accommodations can exceptionally be made.

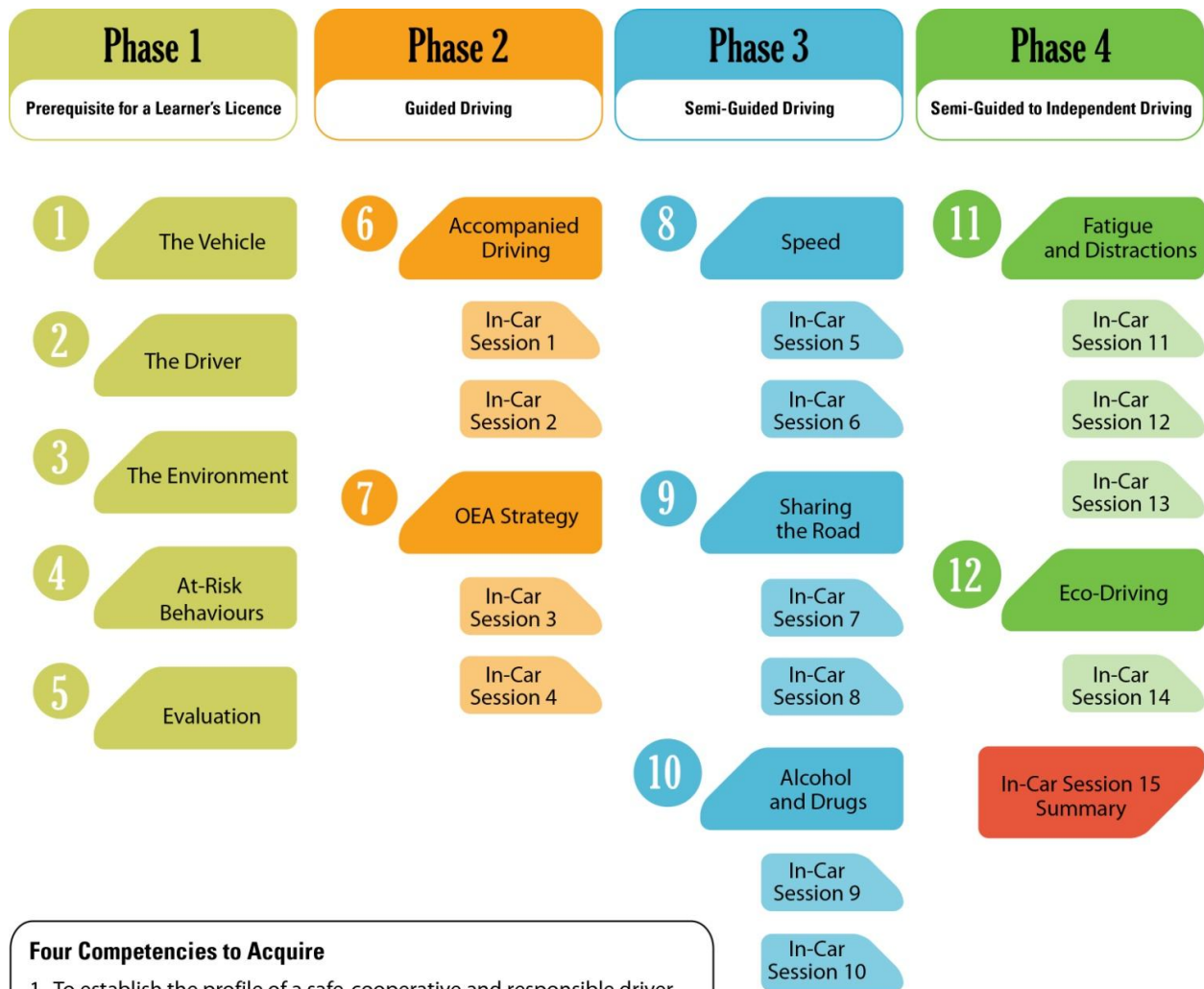
## Program Outline – General Rules

Instruction is divided into four phases, in which theory (Modules 1 to 12) and practice (In-Car Sessions 1 to 15) alternate. In all, there are 24 hours of theoretical instruction and 15 55-minute sessions of practical instruction.

Driving schools may not dispense more than one module per day to the same group of students.

The new attestation of successful completion of the driving course is designed to ensure that every student does each of the theory and practice modules in the driving course.

### Teaching Aid – Road Safety Education Program



#### Four Competencies to Acquire

1. To establish the profile of a safe, cooperative and responsible driver
2. To handle a passenger vehicle
3. To share the road
4. To use the road network independently and responsibly

## Classroom Modules

- Each module is **two hours** long, including the time taken at the start of the course to welcome the students, as well as the break and course wrap-up.
- Typically, theory modules are structured as follows:
  1. An activity led by the instructor/monitor, calling on given competencies under the program. The activity takes place in groups of three, so that discussion and interaction between peers will stimulate reflection and awareness.
  2. The presentation of road-safety content related to the theme of the module.
  3. If there is time, a short presentation of video clips to prepare the students for the in-car session that follows the theory module (Phases 2, 3 and 4).
  4. A reminder of the work to be done at home, the review exercises on the Web, etc.

The manual for instructor/monitors contains all the material they need to teach the course content in each of the modules.

Driving schools can adapt the material over time, or add elements they feel are relevant.

## In-Car Sessions

- Each in-car session is **55 minutes** long, including the **briefing** and **debriefing** by the instructor at the beginning and end of the lesson.

The manual for instructors, particularly the *Manoeuvres and Behaviours* document, contains all the material they need for each in-car session.

Groups of driving schools or driving schools will need to develop a checklist on which instructors can note their observations. They can also adapt the material over time or add elements they feel are relevant.

## Phase 1 - Prerequisite for a Learner's Licence

This phase includes:

- ✓ The presentation of the course, in which the training program, the program outline, the learning material and the Web site, among other things, are explained to the students.
- ✓ Four theory modules on the following subjects: the vehicle, the driver, the environment and at-risk behaviours.
- ✓ One 2-hour module that is a brief review of the material and learning concepts of the four previous modules and an exam on the theory component (by means of a test, available on the SAAQ Web site).
- ✓ Homework, using the learning guides and the Web site for the new driving course.

### Phase 1

#### Prerequisite for a Learner's Licence

1

The Vehicle

2

The Driver

3

The Environment

4

At-Risk  
Behaviours

5

Evaluation

#### Duration

- 10 hours** in class (five 2-hour modules).
- Phase 1 must be spread over **at least 28 days** (e.g. one course a week) so that the concepts seen in class and at home can be assimilated.
- A student who, for one reason or another, takes less time to get through Modules 1 to 4 should not be permitted to do the exam in Module 5 until **28 days** have elapsed since his or her first class.

#### Presentation of the Course

The presentation of the course must be given at one of the following times:

- When the student registers at the driving school
- At the start of Module 1, The Vehicle
- At another time, determined by the school, before the start of Phase 1.

#### Modules 1 to 4

- It is recommended to follow the sequence established in the program outline.

#### Module 6

Module 6 may be offered before Module 5 is evaluated. In that case, inviting and involving accompanying riders in Module 6 is strongly recommended. If there are no accompanying riders present, the students are taught the course as usual.

#### Module 5

- Review the learning concepts.
- Have the students, each one of them, take the theoretical exam individually. Driving schools must use the latest version of the exam questionnaire provided by the SAAQ, according to the established terms and formalities.
- At the end of the exam, go over the questions and answers with the students.
- Scores should be given afterwards.

#### Attestation of successful completion of Phase 1

Students must meet the following requirements to obtain their attestation of successful completion of Phase 1:

- Have attended the classroom sessions for Modules 1 to 4.
- Have passed the theoretical exam in Module 5. *If there are students who fail the test, the school must allow them enough time to review the concepts seen, redo the online exercises or redo one or more modules.*

Phase 1 must be completed before beginning Phase 2.

## Phase 2 - Guided Driving

This phase includes:

- √ Two theory modules on the following subjects: accompanied driving and the OEA driving strategy.
- √ Four in-car sessions geared to introducing students to the road network.
- √ Homework, using the learning guides and the Web site for the new driving course.

### Phase 2

#### Guided Driving

6

#### Accompanied Driving

In-Car Session 1

In-Car Session 2

7

#### OEA Strategy

In-Car Session 3

In-Car Session 4

#### Duration

- 4 hours in class (two 2-hour modules) + 4 in-car sessions (four 55-minute in-car sessions).
- Phase 2 must be spread over **at least 28 days**.

#### Module 6

- Accompanying riders are invited to take part in Module 6, Accompanied Driving. If there are no accompanying riders present, the students are taught the course as usual.
- It is preferable for in-car sessions with an accompanying rider to start in Phase 3, so that instructors have time to teach the basics of driving.

#### Module 7

- It is recommended to follow the sequence established in the program outline.

#### In-Car Sessions 1 to 4

- **Sessions 1 to 4 must last 55 minutes each.**
- **Sessions 1 and 2 cannot be combined; however, Sessions 3 and 4 may be combined.**

#### Modules and In-Car Sessions

- **Alternating** between in-car sessions and classroom modules is preferable.

Phase 2 must be completed before beginning Phase 3.

## Phase 3 - Semi-Guided Driving

This phase includes:

- √ Three theory modules on the following subjects: speed, sharing the road, and alcohol and drugs.
- √ Six in-car sessions to teach the students about the road network.
- √ Homework, using the learning guides and the Web site for the new driving course.

### Phase 3

#### Semi-Guided Driving

8

#### Speed

In-Car  
Session 5

In-Car  
Session 6

9

#### Sharing the Road

In-Car  
Session 7

In-Car  
Session 8

10

#### Alcohol and Drugs

In-Car  
Session 9

In-Car  
Session 10

#### Duration

- ❑ 6 hours in class (three 2-hour modules) + 6 in-car sessions (six 55-minute in-car sessions).
- ❑ Phase 3 must be spread over **at least 56 days**.

#### Modules 8 to 10

- ❑ It is recommended to follow the sequence established in the program outline.

#### In-Car Sessions 5 to 10

- ❑ **Two formative practical evaluations** during In-Car Sessions 5 and 10.
- ❑ The in-car sessions can be interchanged following authorization, except sessions 5 and 10 which are formative evaluations. However, it is **preferable to follow the sequence established**.
- ❑ During In-Car Sessions 5 and 10, monitors must carry out a formative evaluation of the learner's driving. The results of these evaluations must be entered in the self-evaluation checklist and kept in the student's record.
- ❑ It is also possible to combine three in-car sessions into three 55-minute sessions over the course of the same day, after obtaining the authorization of the AQTr.

#### Modules and In-Car Sessions

- ❑ It is preferable to begin Phase 3 with Module 8.
- ❑ **Alternating** between in-car sessions and modules is preferable
- ❑ Module 10 should preferably be given only after the first four in-car sessions in Phase 3.

#### Accompanied Driving

- ❑ **Start of the accompanied-driving period.**
- ❑ Giving the students a few weeks of free time between Phases 3 and 4 is recommended so that they can practise driving with their accompanying riders.

Phase 3 must be completed before beginning Phase 4.

## Phase 4 - Semi-Guided to Independent Driving

This phase includes:

- √ Two theory modules on the following subjects: fatigue and distractions, and eco-driving.
- √ Five in-car sessions aimed at perfecting what has been learned about the road network, including a summary of instruction prior to the road test.
- √ Homework, using the learning guides and the Web site for the new driving course.

### Phase 4

#### Semi-Guided to Independent Driving

11

#### Fatigue and Distractions

In-Car Session 11

In-Car Session 12

In-Car Session 13

12

#### Eco-Driving

In-Car Session 14

In-Car Session 15  
Summary

#### Duration

- 4 hours in class (two 2-hour modules) + 5 in-car sessions (five 55-minute in-car sessions).
- This phase should be spread over **at least 56 days** to facilitate learning with an accompanying rider.
- Once students have had their learner's licence for 10 months, which will likely be the case at some time during Phase 4, they can take the SAAQ knowledge test. It is therefore preferable that the students have completed all of the theory modules, even if they have not finished their practical training.

#### Modules 11 and 12

- It is recommended to follow the sequence established in the program outline. It is preferable to begin Phase 4 with Module 11.

#### In-Car Sessions 11 to 14

- **In-Car Sessions 11 to 14** can be combined into one session of two 55-minute periods in order to cover more distance and expose the learner to a greater variety of driving situations. However, keep in mind that in-Car Session 13 is an observation session.
- **In-Car Sessions 12 and 13** must be combined into one session of two 55-minute periods with two learners in the vehicle. Each learner is in turn the observer and the driver. In-Car Sessions 11 and 13 may be combined if there is a problem with Session 12, for example, if one of the learners is absent.
- Module 12, Eco-Driving, should therefore be done after In-Car Session 13.

#### In-Car Session 15

- Summary session prior to the road test.
- **In-Car Session 15** may under no circumstances be combined with an observation session.

#### Modules and In-Car Sessions

- **Alternating** between in-car sessions and modules is preferable.