

**Program for  
Class 5  
RSE In-car  
Driving  
Instructor**

# COURSE SUMMARY

**AQT<sub>r</sub>**  
L'expertise en transport

*Guide for Prospectives In-car  
Driving Instructors  
Road Safety Education Program  
2012-1*

v. 2015-12-07

## Being a In-car Driving Instructor in a Driving School

### ***What is a in-car driving instructor's job at a driving school?***

In-car driving instructor teach the 15 in-car sessions of the SAAQ Road Safety Education Program to driving school students. Each session helps students make progress towards acquiring the competencies targeted by the driving course.

All of the sessions are documented, so in-car driving instructor can follow the steps planned for each one. Teaching takes places in the vehicle with one student at a time (except for Sessions 12 and 13, which are with an observer). Sessions last 55 minutes.

### ***What is a in-car instructor's basic profile?***

Before committing to becoming a in-car driving instructor, candidates must have the following characteristics:

- Want to be a model driver in terms of knowledge, attitude and behaviour behind the wheel.
- Have good interpersonal communication skills (know how to listen and give clear explanations).
- Be interested in teaching a variety of different people how to drive.
- Have people skills and leadership.
- Know how to adapt and be a good communicator.

### ***What kind of hours does a driving school in-car driving instructor work?***

In-car Driving Instructors' schedules vary and depend largely on which school they work for. Since the majority of the clientele are young people age 16 to 19 who are still in school, in-car driving instructors often work from around 4 p.m. to late in the evening. In-car driving instructors also work on weekends because the students are often available then. Some in-car driving instructors have more than one job and are only available to the driving school on a part-time basis.

The number of hours that make up the work week may also vary depending on the number of students registered at the school.

### ***What are the pre-requisites for a driving school in-car driving instructor?***

- Be sponsored by a recognized driving school.
- Have held a valid Class 5 driver's licence for at least 2 years.
- Have a high school diploma or its equivalent.
- Not have more than 4 demerit points on their driving record in the last 2 years. Their driving record has to be submitted to the AQTr.
- Have a good driving record.

### ***What kind of training is required for driving school in-car driving instructors?***

Driving schools who sponsor candidates' training are required to enrol them in the *RSE In-car Driving Instructor Training Program*, which helps provide the skills to become a competent in-car driving instructor. Once they pass the training, candidates receive a competency card issued by the AQTr. Then driving schools can use their services as in-car driving instructor.

### ***How is the training program structured?***

The training program alternates classroom theory, and in-car practice with a in-car driving instructor-tutor (coach). This way, during the week in-car driving instructor can practise in a car what they learned in class, which makes learning easier.

The accompanying in-car driving instructor (coach) supervises the candidate during the training program and together they set up a calendar of supervision activities at the driving school so that the candidates can complete the training program.

### ***How long is the training program?***

Candidates can complete the training program within a minimum five-week period, or in a maximum of three months. Driving schools themselves will determine if candidates are ready and if they have all the required knowledge to be evaluated by the AQTr during the last step of the training program. When candidates pass the theoretical and practical evaluations, they obtain their in-car driving instructor card and can be employees and teach in-car sessions unsupervised at a recognized driving school.

***Once in-car driving instructors are certified at the driving school, what kind of career prospects do they have?***

In-car driving instructor can work in driving schools throughout the province of Quebec accredited by the AQTr. To become in-class instructor, a in-car driving instructor must have worked as a recognized in-car driving instructor for at least 11 months from the date of the final evaluation in the school in order to enrol in the RSE In-class Instructor Training Program.

An applicant who has a college diploma or higher level of education may undergo the RSE In-class Instructor Training Program by first completing in-car driving instructor training and having accumulated at least 600 work hours as a recognized in-car driving instructor.

In-class instructors teach the theory (modules) of the SAAQ driving course. A in-car driving/in-class instructor card is issued to candidates who perform both functions.

## Career path

1- In-car driving instructor training	2- In-class Instructor training
<p><i>In-car driving instructors teach in-car sessions for the Road Safety Education Program to driving school students (In-Car Sessions 1 to 15)</i></p> <p><b>Pre-requisites</b></p> <ol style="list-style-type: none"> <li>(1) Be sponsored by a recognized driving school.</li> <li>(2) Have held a valid Class 5 driver's licence for at least two years.</li> <li>(3) Have a high school diploma or its equivalent.</li> <li>(4) Not have more than 4 demerit points entered on record in the last two years. Submit driving record to the Association québécoise des transports (AQTr).</li> <li>(5) Submit a good driving record.</li> </ol>	<p><i>In-class instructors teach the theoretical part of the SAAQ driving course (Modules 1 to 12)</i></p> <p><b>Pre-requisites</b></p> <ol style="list-style-type: none"> <li>(1) Have been a in-car driving instructor in a recognized driving school for at least one year or have accumulated 600 hours of teaching if the candidate has a college diploma or higher.</li> <li>(2) Be sponsored by a driving school recognized by the AQTr.</li> <li>(3) Have held a valid Class 5 driver's licence for at least two years.</li> <li>(4) Have the updated manual <i>Driving Instructor's Manual</i> (RSE 2009-3)</li> <li>(5) It is strongly recommended to have basic computer literacy, especially for PowerPoint and the Internet.</li> </ol>

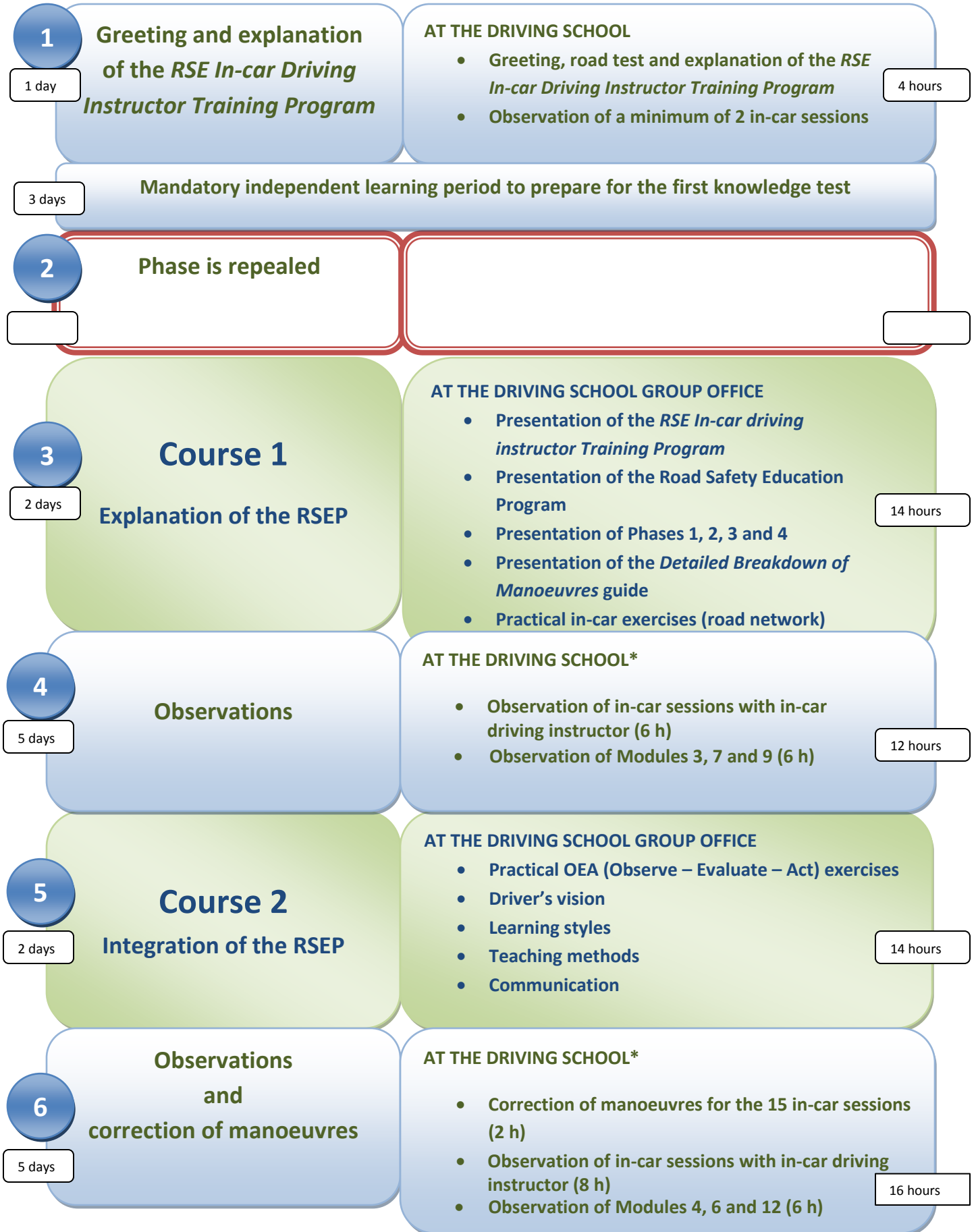
## Goals of the *RSE In-car Driving Instructor Training Program*

The goals of this training program take into account the orientations of the *Road Safety Education Program*, the aim of which is to encourage learner drivers to exercise safe, cooperative and responsible behaviour.

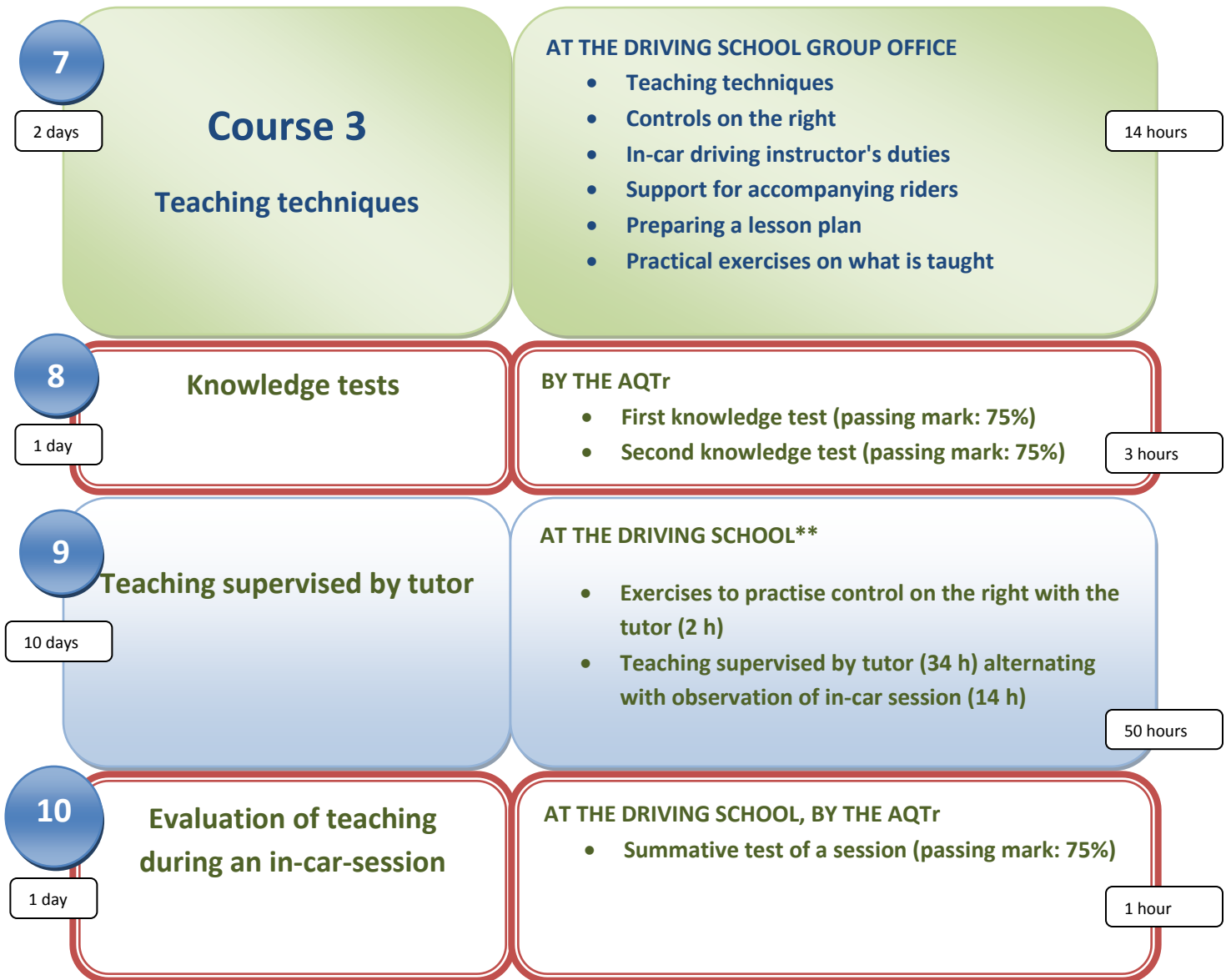
- Encourage prospective in-car driving instructor to adopt the profile of a safe, cooperative and responsible driver.
- Ensure that prospective in-car driving instructors have the skills to teach learners all of the in-car sessions in the *Road Safety Education Program* and the ideas set out in the *RSE In-car Driving Instructor Training Program*.
- Initiate prospective in-car driving instructors into the trade and all of the techniques, teaching methods and pedagogical tools in the *RSE In-car Driving Instructor Training Program*.
- Equip prospective in-car driving instructors so that they can adapt their teaching to learners' characteristics and needs.
- Encourage prospective in-car driving instructors' progress and increased understanding of the knowledge necessary to teaching the *Road Safety Education Program*.

At the end of the training program, prospective in-car driving instructors should have mastered the knowledge necessary to teach learner drivers all of the in-car sessions in the *Road Safety Education Program*. They will also be able to guide learners towards enough independence so that they can safely, cooperatively and responsibly drive a passenger vehicle on the road network.

# RSE IN-CAR DRIVING INSTRUCTOR TRAINING PROGRAM OUTLINE



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\*Interchanging the order of the observations of theoretical modules is allowed.

\*\*The order of in-car sessions for supervised teaching can be interchanged. Supervised teaching requires a minimum of 50 hours, including at least one session for each in-car session (1 to 15). The other sessions can be adapted to the candidate's needs.

*These independent learning periods are required between each step.*

- **TOTAL NUMBER OF HOURS: 128**  
(Minimum 5 weeks)



## To Pass the Program

To obtain a driving in-car driving instructor card, and thus be accredited to teach all of the in-car sessions to learner drivers without supervision, you need a passing mark of at least 75% on each of the following tests:

- First knowledge test
- Second knowledge test
- Summative road test given by the AQTr

### Independent learning period – first knowledge test

This period of independent learning is to review general knowledge of driving a passenger vehicle. The 90-minute test has multiple-choice and short-answer questions. It deals with some sections of the *Road Access Binder* as well as the guides entitled *Driving a Passenger Vehicle* and *Driver's Handbook*. The test also covers all of *Accompanying Rider's Guide*. To find out which sections to study in these guides, refer to *Guide to Preparing for the First Knowledge Test*.

### Second knowledge test

This theoretical test is used to check your knowledge and comprehension of all the content in the *RSE In-car Driving Instructor Training Program*. The 90-minute test has multiple-choice and short-answer questions. To prepare properly, read all of the content for Courses 1, 2 and 3 of the *RSE In-car Driving Instructor Training Program* as well as *Detailed Breakdown of Manoeuvres*.

### Summative road test given by the AQTr

This practical evaluation is used to check if you have acquired enough skills to teach all of the in-car sessions in the *Road Safety Education Program* without supervision.

It is a road test. A representative of the driving school, seated in the back, will evaluate your work as a in-car driving instructor with a learner driver. The representative from the AQTr or a driving school employee cannot play the role of learner driver because they want to evaluate your skills in a real-life situation.

This 60-minute evaluation will assess how you teach an in-car session and will be followed by a 15-minute debriefing by the counsellor evaluator from the AQTr.

## Guide to Preparing for the Knowledge Tests

At the end of the training session, you have to pass two knowledge tests.

To properly prepare for the test, read the *Road Access Binder*, *Driving a Passenger Vehicle*, *Driver's Handbook* and *Accompanying Rider's Guide*. In particular, you need to learn traffic rules, signs and signals, as well as the various characteristics of other road users and how to act appropriately around them. The table below lists the sections to study in each of the guides.

Learning Guides	Sections to Study
<i>Road Access Binder</i>	<ul style="list-style-type: none"><li>• Introduction (pp. 7 to 15)</li><li>• Module 7 (pp. 102 to 106)</li><li>• Module 9 (pp. 134 and 139 to 152)</li></ul>
<i>Driving a Passenger Vehicle</i>	<ul style="list-style-type: none"><li>• Chapter 1: Getting Ready to Drive</li><li>• Chapter 2: Basic Learning</li><li>• Chapter 3: Controlling the Vehicle</li><li>• Chapter 4: Sharing the Road</li></ul>
<i>Driver's Handbook</i>	<ul style="list-style-type: none"><li>• Chapter 3: Road Signs and Traffic Signals</li><li>• Chapter 4: Traffic Rules</li></ul>
<i>Accompanying Rider's Guide</i>	<ul style="list-style-type: none"><li>• Entire guide</li></ul>

To prepare yourself for the first examination, you can test your knowledge online on the website of the Société de l'assurance automobile du Québec at [www.saaq.gouv.qc.ca](http://www.saaq.gouv.qc.ca), under the heading "Driver's Licence – Check your Knowledge Online."

To prepare yourself for the second examination, you must have completed the RSE Instructor Training Programme. All the information you need is available in the *RSE Prospective Instructor Guide 2012-1*:

Units to study	
Lesson 1 Explanation of the RSEP	<ul style="list-style-type: none"> <li>• PowerPoint presentation of the RSEP (pp. 2-18)</li> <li>• Rules for Applying the Course Structure</li> </ul>
Lesson 2 Integrating the RSEP	<ul style="list-style-type: none"> <li>• The OEA Driving Strategy and the Types of Vision document – the full lesson (fact sheets and PowerPoint presentation)</li> <li>• Generation C – PowerPoint presentation</li> <li>• Learning Styles – PowerPoint presentation</li> <li>• <i>Checklist for Sharing the Road with Other Users</i> – the full document</li> <li>• Teaching Methods – fact sheet, pp. 3-11</li> <li>• Communication – PowerPoint presentation</li> </ul>
Lesson 3 Teaching Techniques	<ul style="list-style-type: none"> <li>• Teaching Techniques – the full document</li> <li>• <i>Accompanying Rider's Guide</i>, pp. 24-28</li> </ul>
Toolkit	<ul style="list-style-type: none"> <li>• <i>Detailed Breakdown of Manoeuvres</i> – the full document</li> <li>• Teaching tools</li> <li>• <i>Manoeuvres and Behaviours</i> – the full guide</li> </ul>

# Observation of Two In-Car Sessions at the Driving School (2 hours)

## Observation Sheet

***Objective: Evaluate your interest in becoming a in-car driving instructor by observing two in-car sessions taught by different in-car driving instructors at the driving school (duration: 2 hours).***

***Instructions:***

- A) If possible, plan outings at different stages in the training program with two in-car driving instructors. Choose a day session and an evening session with different weather conditions in order to better understand what a in-car driving instructor's work involves.
- B) Complete the attached observation sheet for each outing. The observation sheet will be used during your first course.
- C) After each session observed, have the in-car driving instructor sign the *Activity Log Book* to certify that the observation took place.



Date of observation	Name of the in-car driving instructor that taught the session	Duration of the observation	Did you learn something during this session?
In-car session no. ____ Date: ____/____/____ (year/month/day)	_____	____ minutes	<input type="checkbox"/> Yes, a lot. <input type="checkbox"/> Yes, some. <input type="checkbox"/> No, not very much.
1. What qualities did the in-car driving instructor show during the session? <input type="checkbox"/> Listening skills <input type="checkbox"/> Good communication <input type="checkbox"/> Patience and calm <input type="checkbox"/> Skillful interventions <input type="checkbox"/> Easy adaptation to the student's learning rhythm and level of understanding <input type="checkbox"/> Professionalism <input type="checkbox"/> Respect <input type="checkbox"/> Positive attitude		2. Do you think that you have many of these qualities? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which ones? _____ _____ _____ 3. Did you like the working climate in the vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Following this observation, do you better understand the demands of the in-car driving instructor's work? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not? _____		5. Following these observations, do you want to take training to become a in-car driving instructor? <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not? _____	

Date of observation	Name of the in-car driving instructor that taught the session	Duration of the observation	Did you learn something during this session?
In-car session no. ____ Date: ____/____/____ (year/month/day)	_____	____ minutes	<input type="checkbox"/> Yes, a lot. <input type="checkbox"/> Yes, some. <input type="checkbox"/> No, not very much.
<p>1. What qualities did the in-car driving instructor show during the session?</p> <input type="checkbox"/> Listening skills <input type="checkbox"/> Good communication <input type="checkbox"/> Patience and calm <input type="checkbox"/> Skillful interventions <input type="checkbox"/> Easy adaptation to the student's learning rhythm and level of understanding <input type="checkbox"/> Professionalism <input type="checkbox"/> Respect <input type="checkbox"/> Positive attitude		<p>2. Do you think that you have many of these qualities?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If so, which ones? _____ _____ _____	
<p>4. Following this observation, do you better understand the demands of the in-car driving instructor's work?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not? _____		<p>5. Following these observations, do you want to take training to become a in-car driving instructor?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No If not, why not? _____	

## Evaluation Sheet

### *Evaluation of Prospective In-car Driving Instructors' Manoeuvres and Behaviours*

**Instructions:**

- A) The tutor is required to do part of the evaluation on independent driving, that is, the prospective in-car driving instructor must get to a given location with a minimum of information.
- B) The goal of the evaluation is to determine prospective in-car driving instructors' strengths and what they need to work on so that they can continue practising driving on their own time.
- C) Complete the attached observation sheet after each evaluation. This evaluation form will be used in *Step 6: Correction of manoeuvres* at the driving school.

EVALUATION	Date of evaluation  ____/____/____ (year/month/day)	Name of tutor	Evaluation <input type="checkbox"/> Pass (exemplary driving) <input type="checkbox"/> Partial pass (some corrections to make) <input type="checkbox"/> Fail (prospective In-car driving instructor needs a _____-hour training course)
	Evaluator's comments		



## Evaluation of Manoeuvres - Correction Sheet

<b>EVALUATION</b>	<p>Has the prospective in-car driving instructor <b>mastered</b> the manoeuvres and behaviours from In-Car Session 15? Check the ones that have been mastered, and circle the ones that need work.</p>	
	<p><b>Getting ready</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Preparing the vehicle</li> <li><input type="checkbox"/> Adopting a safe driving position</li> </ul> <p><b>Controlling the vehicle</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Controlling steering, stopping and speed of the vehicle</li> </ul> <p><b>Independent manoeuvres</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Driving in a straight line</li> <li><input type="checkbox"/> Stopping and turning at intersections</li> <li><input type="checkbox"/> Curves</li> <li><input type="checkbox"/> Backing up</li> <li><input type="checkbox"/> Various parking manoeuvres</li> <li><input type="checkbox"/> Lane changes in various driving situations</li> <li><input type="checkbox"/> Passing in various driving situations</li> </ul> <p><b>Independent driving actions</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Using signal lights</li> <li><input type="checkbox"/> Using the brake light</li> <li><input type="checkbox"/> Using the horn and headlights</li> <li><input type="checkbox"/> Maintaining safety margins around the vehicle (in front, behind, on sides).</li> </ul>	<p><b>Observe</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Scanning the road environment, by visual scanning, checking rearview mirrors and doing shoulder checks (blind spots)</li> <li><input type="checkbox"/> Detecting potential and real risks             <ul style="list-style-type: none"> <li><input type="checkbox"/> Places where there are likely to be road users</li> <li><input type="checkbox"/> Presence of other users (particularly vulnerable users)</li> </ul> </li> <li><input type="checkbox"/> Stops</li> <li><input type="checkbox"/> Etc.</li> </ul> <p><b>Evaluate</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluating the possibilities</li> <li><input type="checkbox"/> Evaluating the level of risk</li> <li><input type="checkbox"/> Searching for solutions to avoid or reduce risks</li> </ul> <p><b>Act</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adapting driving to the situations encountered (e.g. traffic, other users present, weather and road conditions)             <ul style="list-style-type: none"> <li><input type="checkbox"/> Adapting driving speed</li> <li><input type="checkbox"/> Increasing safety margins around the vehicle (in front, behind, on sides)</li> <li><input type="checkbox"/> Changing lanes</li> </ul> </li> </ul>

## Evaluation of Manoeuvres - Correction Sheet (cont'd)

Has the prospective in-car driving instructor **mastered** the manoeuvres and behaviours from In-Car Session 15? Check the ones that have been mastered, and circle the ones that need work.

EVALUATION

<p><b>Independent driving actions</b> (cont'd)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Anticipating driving situations             <ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluating rights of way</li> <li><input type="checkbox"/> Anticipating traffic lights changes</li> <li><input type="checkbox"/> Anticipating stops and slowing of traffic and stops related to certain vehicles</li> </ul> </li> <li><input type="checkbox"/> Driving actions             <ul style="list-style-type: none"> <li><input type="checkbox"/> Positioning the vehicle (turning, appropriate lane, driving within the lane)</li> <li><input type="checkbox"/> Yielding the right of way to vulnerable users</li> <li><input type="checkbox"/> Respecting rights of way</li> <li><input type="checkbox"/> Etc.</li> </ul> </li> </ul>	<p><b>Act</b> (cont'd)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Making multiple decisions quickly</li> <li><input type="checkbox"/> Adopting safe, cooperative and responsible behaviour behind the wheel</li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Complying with the <i>Highway Safety Code</i> and the <i>Criminal Code</i></li> <li><input type="checkbox"/> Obeying road signs and traffic signals</li> <li><input type="checkbox"/> Applying the rules of courtesy</li> <li><input type="checkbox"/> Cooperating with road users, particularly vulnerable users (sharing the road)</li> <li><input type="checkbox"/> Adopting safe, cooperative and responsible behaviour behind the wheel</li> <li><input type="checkbox"/> Making decisions in keeping with road safety</li> </ul>	

**Evaluation of Manoeuvres - Correction Sheet (cont'd)**

**OBSERVATIONS** (Manoeuvres to correct)

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- *Keep this evaluation, to use during Step 6 of your training.*