

THE DRIVING COACH GUIDE

Who can work as a driving instructor coach?

Coach instructors are carefully recruited by driving schools and are responsible for overseeing the training of prospective driving school instructors. A coach must have a minimum of one year experience working as an accredited instructor.

Scope of the role:

- To promote the adoption of behaviours conducive to responsible, cooperative and safe driving to prospective instructors;
- To enable prospective instructors to gain the skills to deliver the full road driving program to learners, in accordance to the Road Safety Education Program and implementing the concepts taught in the RSE Instructor Training Program;
- To familiarize aspiring instructors with their future roles and with the teaching techniques, methodology and pedagogical tools developed in the RSE Instructor Training Program;
- To equip prospective instructors with tools to enable them to adapt teaching methods according to the needs and requirements of learners;
- To encourage the professional development of instructors and the acquisition of the in-depth expertise necessary to deliver the road safety education program.

Course Summary

The *Course Summary* is available on the AQTr website: www.aqtr.com. The coach must provide the *Course Summary* to all applicants to the RSE Instructor Training Program who intend to become a passenger vehicle (Class 5) instructor. The summary includes the following documents:

- Role description - Driving School Instructor;
- Career prospects;
- Aim of the RSE Instructor Training Program;
- Requirements for success;
- Summary table;
- Preparatory Guide to the evaluation of theoretical knowledge;
- Lesson observation sheet;
- Maneuver and behaviour assessment sheet.

Suggested exercise when interviewing applicants

Ask the applicant to describe a task or a responsibility he had in a previous role. He should be able to develop on a familiar topic. Ask him to describe a task step by step, as if you were to perform it afterwards. Give him a few minutes to prepare. Provide him with pen and paper.

Through this exercise, you will be able to observe how he structures his explanations. You will be able to evaluate how he expresses himself. Do not hesitate to ask questions or to say that you have not fully understood what he was trying to explain. Invite him to communicate the information in different ways. You will then be able to assess his ability to use several teaching techniques.

Summary Table - Stage 1

- Presentation of the RSE Instructor Training Program – Passenger Vehicle (Class 5) with the help of the Summary Table;
- Assess the road driving test with the document *Maneuvers and Behaviours Evaluation* (automatic or manual transmissions);
- Schedule the observation of the two on-the-road lessons with two coaches at different time (day-night).
- Ensure that the trainee instructor has access to all the manuals to allow for independent learning and coursework.
 - *Road Access Binder*;
 - *Driving a Passenger Vehicule*;
 - *The Driver's Handbook*;
 - *The Accompanying Rider's Guide – Passenger Vehicle*;
 - *the Driving Instructor's Manual – knowledge update – Passenger Vehicle (Class 5)*.
- Forward the completed application to the AQTr (see the document *Eligibility Requirements for Training*).
- Register the trainee instructor with a group or association of your choice.

Summary Table – Stage 4

- Familiarize yourself with the *RSE Prospective Instructor Guide 2012-1*;
- Assess the trainee instructor's knowledge acquired during theoretical training (stage 3)
- Refer to the course plan – *RSE Instructor Training Program* (available in the *RSE Prospective Instructor Guide 2012-1*);

- Schedule the observation sessions¹;
- Monitor the exercise folder (activity log and coursework)
- Remind the trainee of the rules of conduct to follow when observing lessons² (in-class modules and on-the-road lessons);
- Make yourself available to answer any questions.

Summary Table – Stage 6

- Assess the trainee instructor's knowledge acquired during theoretical training (stage 5)
- Follow up on the stage 1 road driving test. Refer to the document *Maneuver and Behaviour Evaluation*, and proceed to correct the maneuvers executed by the trainee;
- Refer to the course plan – *RSE Instructor Training Program*;
- Schedule the observation sessions¹;
- Monitor the exercise folder (activity log and coursework);
- Remind the trainee of the rules of conduct to follow when observing lessons³ (in-class modules and on-the-road lessons);
- Make yourself available to answer any questions.

Summary Table – Stage 9

- Assist the trainee and take part to the on-the-right control exercises with the driving school;
- The AQTr will issue a card allowing the trainee to teach learners under the supervision of an accredited instructor once the theory examinations have been passed. The card will be

¹ It is required to observe the modules referred in stages 4 and 6 in the classroom. If the modules are not taken at these stages, the trainee instructor will have to take them later, during practical training. Meanwhile, he will have to familiarize himself with the content of the modules of *Driving Instructor's Manual – knowledge update – Passenger Vehicle (Class 5)*.

² Rules of conduct to follow when observing on-the-road lessons. The trainee instructor must:

- Introduce himself to the learner and explain that he is taking instructor training;
- Ask the learner for his permission (and respect the learner's decision);
- Sit behind the learner (making sure not to obstruct his vision);
- Never intervene in any manner whatsoever;
- Keep quiet. Refrain from asking questions to the coach or make any comment until the lesson is over;
- Lead by example: switch off his cell phone;
- Should the learner addresses the trainee instructor, the trainee must refer the learner to the driving instructor.

³ Courtesy rules during module observation. The future Instructor must:

- Sit at the back of the classroom and observe the interaction between student drivers and the Instructor;
- Remain silent and keep all questions and comments for the Instructor until the theoretical module has been completed;
- Set an example: turn off your cell phone;
- If the student consults the future Instructor, it should be redirected to the Instructor.

sent to the driving school; please hand this card to the trainee as he must carry it with him during supervised training. Should the trainee fail any examination(s), he must re-sit the failed examination(s) in order to pursue his training;

- Request to see the document *My Lesson Plan* that the trainee would have prepared for teaching the supervised lessons;
- Schedule learning time so that the trainee alternates teaching on-the-road lessons (supervised teaching) with observing lessons;
- If necessary, refer to the *Evaluation Checklist for Prospective Class 5 Monitors* (included in the toolbox, *RSE Prospective Instructor Guide*) to carry the supervision of on-the-road lessons;
- Monitor the exercise folder (activity log and coursework);

You can complete the evaluation form once the trainee has completed at least fifty hours of supervised teaching (as required at stage 9); has completed his exercise folder; and is ready for the on-the-road teaching evaluation. Forward your evaluation demand to the AQTr, including the exercise folder in the application.

If necessary, the coach can refer to the *Expert Trainer* who delivers the theoretical elements of the training (stage 3, 5 and 7).

To obtain the regular card to teach the practical lessons of the RSE Program to learners without supervision, the trainee must pass the theory examinations as well as his teaching evaluation.