

Driver's Manual Course Curriculum

Driver training courses offered for the purpose of conducting classroom instruction for adults age 19 and over only who fail the knowledge test three times as defined by Virginia Code § 46.2-325 (B), shall be based on the *Virginia Driver's Manual*. The driver training school shall develop and submit to DMV for approval the following:

Curriculum Requirements

- Driver Training Curriculum Vendor Application (DTS 32)
- Signed Vendor Agreement
- A CD containing the following information:
 - A description of the course curriculum
 - A table of contents or index indicating where all required components specified are located
 - Course Material
 - Include quizzes and answer guides
 - Instructor Train-the-Trainer Course
 - Certificate of Completions

Instructor Train-the-Trainer Course

The Curriculum Vendor must provide a certificate of completion as evidence that a DMV-licensed instructor has successfully completed a train-the-trainer course on the Driver Manual Course curriculum. The course shall be no less than 8 hours in length.

The Certificate of Completion shall be created by vendor and issued to instructors who successfully complete the Train-the-Trainer course to include the following information:

- Name of curriculum vendor
- Instructor's name and address
- DMV-issued driver training instructor license number
- DMV-issued driver training school license number
- Statement "DMV approved course"
- Statement that instructor completed an eight-hour training course
- Signature line for Instructor
- Signature line for the Instructor Trainer

Course Materials

The course materials must be free of racial, ethnic and gender stereotypes, and must clearly define the purpose, goals, and objectives of the program. The purpose should be concisely stated with specific components.

DMV may request copies of the curriculum, including training materials, at any time. Once a curriculum is approved, subsequent changes to that curriculum must be submitted to DMV for approval.

Classroom Instruction Content Requirements

The classroom instruction shall include contents on the following based on the *Virginia Driver's Manual*:

- Signals, Signs and Pavement Markings
- Safe Driving
- Seat Belts, Airbags, and Child Safety Seats
- Penalties
- License Types
- Other Important Information (included in the Virginia Driver's Manual)

Hours of Instruction

Course shall be no less than 8 hours in length. Meals and other breaks do not count as part of the eight-hour requirement.