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ICBC

Graduated Licensing program

Course approval guide

Graduated Licensing program

Course approval guide

application guidelines forpassenger vehicle/motorcycle driver education course approval

ICBC has prepared the *Graduated Licensing Program Course Approval Guide* to help driving schools develop driving courses that meet approval for the Graduated Licensing Program. ICBC reserves the right to accept or reject any application.

Table of contents

Introduction **1**
Purpose of document 1
The role of ICBC in regulating the driver training industry 1
Background 2
ICBC-approved driver education courses 2

Section 1: course approval process **3**
A. Curriculum standards 4
Curriculum requirements 4
Information requirements 4
B. Course delivery standards 5
General course delivery standards 5
Instructor standards 5
Classroom standards 6
Advertising standards 6
Record keeping standards 7

Section 2: course delivery rules and procedures **8**
A. Student course completion requirements 8
Competency checklist 8
Declaration of completion 8
B. Students wishing to change schools 8
C. Renewing course approval 9
D. Driver training school exemptions 9
E. Sharing instructors for approved course delivery 9

Appendix A: ICBC-approved driver education course curriculum requirements **10**
Class 7 curriculum requirements 10
Goal 1: Risk avoidance 10
Goal 2: Driver psychology 11
Goal 3: Responsibilities 11

Goal 4: Legal responsibilities . . . 11
Goal 5: Safe driving . . . 12
Goal 6: Vehicle performance . . . 12
Goal 7: Motor skills . . . 13

Class 8 curriculum requirements . . . 14
Goal 1: Risk avoidance . . . 14
Goal 2: Driver psychology . . . 15
Goal 3: Responsibilities . . . 15
Goal 4: Legal responsibilities . . . 15
Goal 5: Safe driving . . . 16
Goal 6: Vehicle performance . . . 16
Goal 7: Motor skills . . . 17

Appendix B: forms required for application . . . 18
Course outline form directions . . . 18
Learning outcome cross-reference form directions . . . 20
Approved Driver Education Course Class 7—Learning Outcome Cross Reference . . . 21
Goal 1: Risk avoidance . . . 21
Goal 2: Driver psychology . . . 23
Goal 3: Responsibilities . . . 24
Goal 4: Legal responsibilities . . . 25
Goal 5: Safe driving . . . 26
Goal 6: Vehicle performance . . . 28
Goal 7: Motor skills . . . 29

Special instructions: Class 8 learning outcome cross-reference . . . 31
Approved Driver Education Course Class 8—Learning Outcome Cross Reference . . . 32
Goal 1: Risk avoidance . . . 32
Goal 2: Driver psychology . . . 34
Goal 3: Responsibilities . . . 35
Goal 4: Legal responsibilities . . . 36
Goal 5: Safe driving . . . 37

Goal 6: Vehicle performance.. 39
Goal 7: Motor skills. 40

Appendix C: definitions 43

Appendix D: course approval checklist 45

Introduction

Purpose of document

This document has been produced to assist provincially-licensed driver training schools in applying to have their course approved by ICBC for the Graduated Licensing Program. The requirements that must be met to receive and retain approval are outlined and explained in this guide. Used in conjunction with the *Instructor Resource Kit* and *Mapping a Safe Course* (companion documents) the *Graduated Licensing Program Course Approval Guide* provides British Columbia's driver training industry with the criteria that will be used to evaluate their course approval application.

As stakeholders in road safety, it is the common goal of the driver training industry, ICBC and the B.C. government to reduce the number and severity of crashes involving new drivers. It is hoped that this document, and the associated resources available through ICBC's Graduated Licensing Program, will help to achieve this important goal.

The role of ICBC in regulating the driver training industry

In 1970, Division 27 of the *Motor Vehicle Act Regulations* was enacted. Similar to those enacted in other Canadian jurisdictions, these Regulations included a number of requirements for driver training schools, operators, instructors and vehicles doing business in British Columbia. The intent of this legislation was to ensure, on behalf of consumers, that a growing driver training industry maintained reasonable standards of instruction and sound business practices.

As the industry grew and evolved over the next two decades, it became increasingly clear that the original driver training legislation was due for review. In January 1992, a joint Industry/Government Committee to Advise on Driving Schools (CADS) was formed to make recommendations for change.

Representatives of organized segments of the industry, including the B.C. Driving School Association, were invited to sit on this committee. The driver training industry was consulted extensively at more than 20 CADS meetings, five stakeholder meetings across the province, and through various presentations at association meetings. As a result, in the spring of 1994, a number of changes to the legislation governing driver training in British Columbia were submitted to Cabinet and approved.

Until November, 1996, the Motor Vehicle Branch was responsible for administering the legislation and policies that govern the driver training industry in British Columbia. With the merger of the B.C. government Motor Vehicle Branch with the Insurance Corporation of British Columbia, this role of administrator and regulator was assumed by ICBC. These changes have helped to position both ICBC and the B.C. government to lead a major effort to improve road safety in British Columbia. Part of this effort involves continuing to work closely with the driver training industry to reduce the crash risk associated with inexperienced drivers.

Background

In general, new drivers are over-represented in crash statistics due to their inexperience. Research conducted in various jurisdictions suggests that the introduction of a graduated licensing system may help lower the risk of new drivers being involved in collisions by allowing them to gain driving experience in low-risk settings.

In June of 1997, the government of British Columbia introduced a Six-Point Plan to reduce unsafe driving practices and prevent crashes. One part of this plan is a system of graduated licensing for new, inexperienced drivers. In consultation with key stakeholders, ICBC set out to implement the government's plan by developing the Graduated Licensing Program (GLP).

ICBC-approved driver education courses

Successful applicants for a first-time driver's licence will be initially issued a Class 7 (passenger vehicle) or Class 8 (motorcycle) learner's licence and are required to remain in the learner stage for a minimum of 9 months or 12 months depending on their age before being eligible to take a road test. Class 7 or 8 learner's licence holders under age 25 who successfully complete an ICBC-approved driver education course will be eligible to receive a six-month reduction in the novice stage if the driver has remained violation and at-fault crash-free for the first 18 months of their novice stage. By establishing approved course content and delivery standards, ICBC hopes to work with B.C.'s driver training industry to increase the on-road success of new drivers.

Driver training schools within British Columbia can apply to have their course approved by ICBC. Once course requirements have been met, the school enters into an agreement with ICBC to offer students an approved GLP course.

This document is separated into two sections with supporting information included in a set of appendices.

Section 1 outlines the course approval process and provides an overview of the standards required in approved course delivery.

Section 2 identifies procedures and rules surrounding approved course delivery.

Section 1: course approval process

For a course to be approved, a school must have its curriculum approved by ICBC and enter into an agreement with ICBC which outlines course delivery standards.

There are four steps in applying for GLP driver education course approval:

1. Obtain these companion documents from ICBC:
   - *Mapping A Safe Course*
   - *Instructor Resource Kit (provided at the GLP Instructor Course)*
   - *Graduated Licensing Program Course Approval Guide*
   - *Course Approval Application Package*

These documents will provide the information you will need to apply for driver education course approval. Please ensure that your *Course Approval Application Package* contains a copy of the **Course Outline** and **Learning Outcome Cross-Reference** forms and an **Approval Agreement**. If you have not yet obtained any of these documents, please contact:

Driver Training Unit
ICBC
PO Box 3750
Victoria BC V8W 3Y5

Tel: **250-978-8370 (Victoria)**
Toll-free: **1-866-339-0363**
Fax: **250-978-8032**
Website: **dtcbc.com**

2. Design your course using *Mapping a Safe Course* and the *Instructor Resource Kit* to incorporate the required and recommended elements of the Graduated Licensing Program.
3. Summarize your course content and structure using the forms in the *Course Approval Application Package* according to the instructions provided in this guide (see sample forms in **Appendix B**).
4. Submit the signed **Approval Agreement**, completed summary forms and a set of your course lesson plans to ICBC's Driver Training Unit. Use the checklist in **Appendix D** to ensure that you have completed all the necessary steps and included the required documents with your application. Be sure to include your contact information so that you can be reached once your application for course approval has been evaluated.

There is no fee charged to a driver training school for course approval application, granting of approval or renewal of approval.

A. Curriculum standards

Curriculum requirements

The following curriculum requirements must be met in order for a course to be approved:

- minimum number of learning outcomes and their related topics
- minimum time per setting (classroom, practical)
- minimum time per learning outcome.

Information requirements

The following information must be provided in approval/renewal application materials but is not considered a curriculum requirement. Driver training schools delivering an approved course may make changes to the following information without having to submit these changes to ICBC for approval provided minimum course requirements are maintained:

- length and setting of each lesson
- instructional strategies used in each lesson
- learning outcomes and their related topics addressed in each lesson
- evaluation activities used throughout the course.

Both curriculum and information requirements must be documented in the application materials.

Examples of forms used to document this information, plus instructions on how to complete these forms, can be found in **Appendix B** (**Course Outline** and **Learning Outcome Cross-Reference** form). Lesson plans are also required in course approval applications. While there is no official form to outline how a lesson plan must be submitted, please refer to the sample lesson plan in the *Instructor Resource Kit* for a suggested format.

While curriculum information is required as part of the course approval process, schools are permitted to modify the content and delivery of the approved course to respond to learner needs, as long as minimum course requirements are maintained. Schools will be required to update their course information upon renewal of approval.

ICBC will grant course approval based on an analysis of whether a course meets both curriculum and information requirements as well as the perceived merit of the overall course. For example, course approval may be denied if a course is found to rely too heavily on a limited variety of instructional strategies (e.g., overuse of videos or lecture-based classroom lessons, etc.).

B. Course delivery standards

Besides having to meet curriculum requirements, schools will also be required to enter into an approval agreement with ICBC. This agreement outlines the delivery standards of a Class 7 or 8 approved course. The following information is provided to help schools interested in applying for course approval understand the standards involved in approved course delivery.

General course delivery standards

- A driver training school shall deliver no more than four hours of practical instruction in any one day to a student taking an approved course.
- A driver training school shall deliver no more than six hours of classroom instruction in any one day to a student taking an approved course.
- A driver training school shall deliver no more than two hours of continuous practical instruction without a minimum 15 minute break to a student taking an approved course.
- A driver training school shall deliver no more than 90 minutes of continuous classroom instruction without a minimum 10 minute break to a student taking an approved course.
- A driver training school shall deliver no more than eight hours of combined practical and classroom instruction, inclusive of breaks, in any one day to a student taking an approved course.
- Time spent on breaks or observing the practical instruction of other students shall not count toward course time requirements.
- Time spent on official ICBC road tests shall not count toward course time requirements.
- An approved driver education class shall not exceed a maximum of twenty-five students for each instructor in the classroom.
- An approved driver education class shall not exceed a maximum of 40 students.
- The minimum duration of an approved driver education course is 14 calendar days.
- The maximum duration of an approved driver education course is 365 calendar days.

Instructor standards

In order to provide an approved Class 7 driver education course, an instructor must hold both a valid British Columbia Instructor's Licence appropriate to the type of instruction being offered, and a GLP (practical) and/or GLT (theory) instructor licence designation. Please refer to the information below to determine the specific requirements for obtaining the driver training instructor licence designation that best suits the type of driver instruction you wish to offer.

- To obtain a GLP (practical) and/or GLT (theory) instructor Licence designation, a person must hold a valid British Columbia Driver Training Instructor's Licence and successfully complete a GLP Instructor Course or GLP Instructor Course Challenge Exam.

- To instruct the practical component of an approved driver education course, a driver training instructor must hold a valid British Columbia Driver Training Instructor's Licence with a practical designation and a GLP (practical) instructor licence designation.
- To instruct the classroom component of an approved driver education course, a driver training instructor must hold a valid British Columbia Driver Training Instructor's Licence with either a theory or practical designation and a GLT (theory) instructor licence designation.
- A person who holds a valid British Columbia Driver Training Instructor's Licence may challenge the GLP instructor course by completing the GLP Instructor Course Challenge Exam.
- A driver training instructor who has not attempted to complete the GLP Instructor Course may take the Challenge Exam once before having to complete the course.
- A driver training instructor who is unsuccessful in his or her first attempt to complete the GLP Instructor Course may take the Challenge Exam once before having to retake the course.
- A person who successfully completes the GLP Instructor Course Challenge Exam will be granted a GLP Instructor Licence designation.
- A person who holds a Driver Training Instructor's Licence issued outside of British Columbia must obtain a British Columbia Driver Training Instructor's Licence before being eligible to take the GLP Instructor Course or Challenge Exam.

Classroom standards

- It is the responsibility of the driver training school to ensure that adequate third party liability insurance coverage is in place.
- Driver training schools must comply with all applicable federal, provincial and municipal laws and bylaws including those related to public health, safety, lighting, ventilation and sanitation for a classroom.
- Any space used as a classroom must be used exclusively as a classroom while a driver education class is in session.
- A classroom must include a minimum of 1.5 square metres (16.15 sq. ft.) of floor space for each student and a minimum of four square metres (43.06 sq. ft.) of floor space for each instructor in the classroom.
- There must be a learning space equipped with a seat and a solid writing surface for each student in a classroom.

Advertising standards

All advertising related to the delivery of an approved driver education course will be subject to Division 27 of the *Motor Vehicle Act Regulations*.

Record keeping standards

- In addition to maintaining records as specified in Division 27 of the *Motor Vehicle Act Regulations*, driver training schools offering approved driver education courses must include the following information in their records for each student and must retain these records for a minimum of six years:
  - lesson title for each lesson or activity completed by the student and the date on which it was completed
  - time spent on each lesson or activity completed by the student and an indication of the instructional setting (on-road, classroom or both)
  - **Declaration of Completion**
  - **Competency Checklist.**
- Records retained by driver training schools for students taking, or having taken, an approved driver education course must be kept separate from all other school records.

  Driver training schools delivering an approved course must make any and/or all application materials submitted within the last six years available to a driving school inspector within 10 days of a request.
- Driver training schools delivering an approved course must make any and/or all student records compiled within the last six years available to driving school inspectors within 10 days of a request.
- Driver training schools are required to keep a record of all **Declaration of Completion** forms issued to them by ICBC for six years. The record must be kept in log format indicating when the form was received by the school, the name and driver's licence number of the student the form was issued to and the date the form was issued to that student. If a form is lost, voided or destroyed, a school must make a note to that effect and add the date.

Note: Please see Section 2 of this manual for a description of the **Declaration of Completion** and the **Competency Checklist**.

Section 2: course delivery rules and procedures

The following information is provided to help driver training schools understand the rules and procedures involved in approved course delivery.

A. Student course completion requirements

In order to successfully complete an approved driver education course and before a **Declaration of Completion** is issued, a student must:

- complete the required course hours (32 hours for passenger vehicle training, 39 hours for motorcycle training)
- satisfy the **Competency Checklist** requirements as specified in the approved course curriculum *Mapping a Safe Course*.

Competency checklist

New drivers taking an approved course are required to achieve a learning standard as defined by the **Competency Checklist**. The school must complete both a mid-term and a final assessment using the **Competency Checklist** as the evaluation tool. The mid-term evaluation should be completed approximately halfway through course delivery, providing new drivers with feedback on their progress. This evaluation may also provide guidance to co-pilots on areas for additional on-road practice with their new drivers. Evaluation and co-pilot/instructor conferences have been defined as acceptable uses of discretionary time (see definitions in **Appendix D**).

A final evaluation, using the **Competency Checklist** from the mid-point evaluation, must be completed before a new driver can be issued a **Declaration of Completion**. Evaluation standards are defined in *Mapping a Safe Course*.

Declaration of completion

A **Declaration of Completion** must be issued to new drivers who have successfully completed the course completion requirements of an approved course. New drivers will take this declaration to an ICBC point of service (driver licensing office, Service BC centre or appointed agent) to receive a six-month reduction in their 24 month novice period. A copy of all **Declaration of Completion** forms issued must be kept in individual student records. All forms issued, lost, voided or destroyed must be recorded in a **Declaration of Completion** logbook.

B. Students wishing to change schools

New drivers wishing to change schools while taking a Class 7 or 8 approved course will be allowed to transfer credit for hours completed and learning outcomes achieved to another school delivering an approved course. Upon request by a new driver, schools are required to complete a **Competency Checklist** to document these course achievements. New drivers may take this interim

Competency Checklist to another driver training school delivering an approved course and receive credit for their previous learning. The receiving school is not required to accept the student if they are not comfortable with the validity of training identified on the **Competency Checklist**. If a school accepts the student, it must maintain a copy of the new driver's transferred **Competency Checklist** in its records and begin delivery of their course providing the new driver with credit for previous hours and learning outcomes achieved.

C. Renewing course approval

The expiry date of initial course approval will coincide with the expiry date of the applying school's driver training school licence. After that time, course approval will be extended for one year intervals in parallel with school licence renewals.

At the time of approved course renewal, schools must re-submit all information required at the time of approval. ICBC will send all schools copies of required forms in advance of approval and licence expiry.

D. Driver training school exemptions

New drivers holding a Class 7 or 8 learner's licence are subject to licence conditions including the mandatory display of a new driver sign and the requirement to have a qualified supervisor and no more than one passenger while operating a motor vehicle. While undergoing driver training, these licence holders are exempt from these conditions according to the following circumstances:

- A driver holding a Class 7 learner's licence is exempt from licence restriction 42 (qualified supervisor required, one passenger only) when operating a motor vehicle under the direct supervision of a licensed driver training instructor as part of driver training conducted by a licensed driver training school.
- The words "student driver" displayed on a driver training school motor vehicle in accordance with Division 27 of the *Motor Vehicle Act Regulations* satisfy the new driver sign requirement for learner's licence holders while receiving instruction from a driver training school.

E. Sharing instructors for approved course delivery

Only schools whose Class 7 or 8 course has been approved by ICBC may accept students for the purposes of delivering an approved course. Any instructor delivering training on behalf of a driver training school must be identified as an instructor on the school's instructor list included in the approval agreement.

The school which accepts the student as a client must include the names and driver's licence numbers of all instructors used to deliver their approved course on their instructor list, post the instructor's licence in all places of business and monitor instruction to ensure course content is consistent with the school's approved course, and ensure that the approved course standards as identified in the approval agreement are maintained.

Appendix A: ICBC-approved driver education course curriculum requirements

Class 7 curriculum requirements

The following curriculum requirements must be met in order for a Class 7 (passenger vehicle) driver education course to be ICBC-approved and/or retain approval:

- Minimum time per setting (on-road or classroom)

Minimum classroom hours	Minimum practical hours	Minimum discretionary hours*	Minimum total hours
16	12	4	32

**Refer to definitions for acceptable discretionary allocation of time by instructor and/or school.*

- Minimum number of learning outcomes and the minimum time per learning outcome.

Goal 1: Risk avoidance

Learning outcomes *The new driver will…*	Minimum time (minutes)
1.1 Describe the hazards of driving.	60
1.2 Define the characteristics of risk-taking.	30
1.3 Evaluate how risk perception is affected by personal factors.	30
1.4 Explain how impairment affects risk perception and driving behaviour.	30
1.5 Evaluate the costs of taking risks while driving.	15
1.6 Assess personal risk tolerance.	30
1.7 Demonstrate realistic risk perception in driving behaviours.	30

Goal 2: Driver psychology

Learning outcomes *The new driver will…*	Minimum time (minutes)
2.1 Evaluate how positive and negative personal factors influence riding attitudes.	30
2.2 Explain how positive and negative social factors influence riding attitudes.	30
2.3 Demonstrate driving behaviours that reflect safe, healthy and courteous riding attitudes.	60

Goal 3: Responsibilities

Learning outcomes *The new driver will…*	Minimum time (minutes)
3.1 Explain the factors that make riding a lifelong learning process.	20
3.2. Demonstrate understanding of the complexity of the riding task for the new rider.	30
3.3 Explain how to share the road safely.	30
3.4 Demonstrate appropriate communication with other road-users.	30
3.5 Explain how to show leadership with family members, peers and other community members in promoting safe driving for drivers and passengers.	20
3.6 Identify environmental concerns in the use of motor vehicles.	20

Goal 4: Legal responsibilities

Learning outcomes *The new driver will…*	Minimum time (minutes)
4.1 Explain the procedures to be taken when involved in a motor vehicle crash or arriving at the scene of a crash.	15
4.2 Explain the meaning of all traffic control devices (signs, signals, markings).	30
4.3 Explain the reason for driving laws and regulations.	15
4.4 Explain rules of the road that relate to sharing the road.	15
4.5 Explain, in general terms, the legal regulations concerned with driving.	15

Goal 5: Safe driving

Learning outcomes *The new driver will...*	Minimum time (minutes)
5.1 Explain why driving to minimize risk involves the three steps of safe driving: see-think-do.	30
5.2 Demonstrate proficiency in using observation skills to minimize risk.	60
5.3 Demonstrate mental alertness to analyze driving situations.	60
5.4 Demonstrate appropriate driving actions to minimize risk.	60
5.5 Demonstrate competence in using safety devices.	25

Goal 6: Vehicle performance

Learning outcomes *The new driver will...*	Minimum time (minutes)
6.1 Explain the forces of physics as they apply to driving.	20
6.2 Describe the most common collision situations and characteristics.	20
6.3 Analyze the role of traction in driving control.	20
6.4 Explain how hazardous driving situations relate to friction conditions.	20
6.5 Demonstrate caution in driving behaviours to compensate hazardous driving conditions.	60

Goal 7: Motor skills

Learning outcomes *The new driver will…*	Minimum time (minutes)
7.1 Demonstrate competence in conducting pre-trip checks.	30
7.2 Demonstrate control, safety and responsibility in basic driving.	90
7.3 Demonstrate safe, legal and confident vehicle control while changing directions.	75
7.4 Demonstrate legal, safe and responsible execution of right-of-way manoeuvres.	60
7.5 Demonstrate competence, safety, legality and responsibility in making turns.	60
7.6 Demonstrate safe, responsible and proper parking techniques.	60
7.7 Demonstrate competence in driving safely, legally and responsibly on highways.	60
7.8 Demonstrate competence in driving safely, legally and responsibly on freeways.	60

Class 8 curriculum requirements

The following curriculum requirements must be met in order for a Class 8 (motorcycle) driver education course to be ICBC-approved and/or retain approval:

- Minimum time per setting (on-road or classroom)

Minimum classroom hours	Minimum novice level hours	Minimum final level hours*	Minimum discretionary hours*	Minimum total hours*
13	10	14	2	39

**Refer to definitions for acceptable discretionary allocation of time by instructor and/or school.*

- Minimum number of learning outcomes and the minimum time per learning outcome.

Goal 1: Risk avoidance

Learning outcomes *The new driver will...*	Minimum time (minutes)
1.1 Describe the hazards of driving .	60
1.2 Define the characteristics of risk-taking.	15
1.3 Evaluate how risk perception is affected by personal factors.	15
1.4 Explain how impairment affects risk perception and driving behaviour.	15
1.5 Evaluate the costs of taking risks while driving.	15
1.6 Assess personal risk tolerance.	5 N
1.7 Demonstrate realistic risk perception in riding behaviours.	30 F

N = Novice *F = Final*

Goal 2: Driver psychology

Learning outcomes *The new driver will…*	Minimum time (minutes)
2.1 Evaluate how positive and negative personal factors influence riding attitudes.	15
2.2 Explain how positive and negative social factors influence riding attitudes.	15
2.3 Demonstrate driving behaviours that reflect safe, healthy and courteous riding attitudes.	30

Goal 3: Responsibilities

Learning outcomes *The new driver will…*	Minimum time (minutes)
3.1 Explain the factors that make riding a lifelong learning process.	15
3.2. Demonstrate understanding of the complexity of the riding task for the new rider.	60
3.3 Explain how to share the road safely.	60
3.4 Demonstrate appropriate communication with other road-users.	15 F
3.5 Explain how to show leadership with family members, peers and other community members in promoting safe riding.	15
3.6 Identify environmental concerns in the use of motorcycles.	30

Goal 4: Legal responsibilities

Learning outcomes *The new driver will…*	Minimum time (minutes)
4.1 Explain the procedures to be taken when involved in a motor vehicle crash or arriving at the scene of a crash.	15
4.2 Explain the meaning of all traffic control devices (signs, signals, markings).	30
4.3 Explain the reason for riding regulations.	15
4.4 Explain rules of the road that relate to sharing the road.	15
4.5 Explain, in general terms, the legal regulations concerned with riding.	15

N = Novice *F = Final*

Goal 5: Safe driving

Learning outcomes *The new driver will...*	Minimum time (minutes)
5.1 Explain why riding to minimize risk involves the three steps of safe riding: see-think-do.	60
5.2 Demonstrate proficiency in using observation skills to minimize risk.	120 F
5.3 Demonstrate mental alertness to analyze riding situations.	30 F
5.4 Demonstrate appropriate riding actions to minimize risk.	60 F
5.5 Demonstrate competence in using safety devices.	30 N

Goal 6: Vehicle performance

Learning outcomes *The new driver will...*	Minimum time (minutes)
6.1 Explain the forces of physics as they apply to riding.	60
6.2 Describe the most common collision situations and characteristics.	30
6.3 Analyze the role of traction in riding control.	15
6.4 Explain how hazardous riding situations relate to friction conditions.	15
6.5 Demonstrate caution in riding behaviours to compensate hazardous riding conditions.	60 F

N = Novice *F = Final*

Goal 7: Motor skills

Note: 7a–c are on a driving range; **7.1–7.8** are on a public highway

Learning outcomes *The new driver will…*		minimum time (minutes)
7a	Demonstrate proper riding techniques on a driving range.	90 N
7b	Demonstrate proper basic operation of a motorcycle on a driving range.	90 N
7c	Demonstrate proper hazard avoidance techniques on a driving range.	60 N
7.1	Demonstrate competence in consistently conducting pre-ride inspections.	30 N
7.2	Demonstrate control, safety and responsibility in basic riding.	60 N
7.3	Demonstrate safe, legal and confident vehicle control while changing directions.	120 N
7.4	Demonstrate legal, safe and responsible execution of right-of-way manoeuvres.	30 N 30 F
7.5	Demonstrate competence, safety, legality and responsibility in making turns.	30 N 30 F
7.6	Demonstrate safe, responsible and proper parking techniques.	60 F
7.7	Demonstrate competence in riding safely, legally and responsibly on highways.	180 F
7.8	Demonstrate competence in riding safely, legally and responsibly on freeways.	120 F

N = Novice *F = Final*

Appendix B: forms required for application

Course outline form directions

The **Course Outline** form is used to summarize the curriculum for both the Class 7 and Class 8 ICBC-approved driver education courses. The following information will assist you in completing this form:

Day/Lesson number — In the column labelled **Day**, enter the number 1 on the first line to indicate the day your course starts.

Under **Lesson number**, write the lessons you'll cover on each day. Use a separate line for each lesson. For example, on **Day 1**, you may have a classroom discussion numbered "Lesson 1," an on-road session numbered "Lesson 2" and a second classroom lesson numbered "Lesson 3".

Classroom time/Practical time — For each of the lesson numbers that you have listed, indicate the total time in minutes for each classroom or practical lesson in the appropriate column (either Classroom time or Practical time but not both).

Learning outcome number(s) — In this column list the numbers that correspond to the learning outcomes that are covered in each lesson. (See *Mapping A Safe Course* for a complete list of the numbered learning outcomes). You do not need to list learning outcomes where topics related to that outcome are mentioned only in passing.

Instructional strategy number(s) — In this column use the following numbers to indicate instructional strategies that are used in each lesson:

1. Discussion (large or small groups)
2. Interactive activities (e.g., role play, games, discovery learning)
3. Individual learning situations (e.g. computer simulations, individual study)
4. Lecture/Guest speaker/Video
5. Vehicle practice

For more information regarding instructional strategies, please refer to the *Instructor Resource Kit*.

Discretionary allocation of time — Enter a maximum of either four hours (Class 7) or two hours (Class 8) to reflect the allowable discretionary allocation of time as outlined in the **Curriculum Standards** section of this guide.

Mid-term assessment completed at lesson # — Indicate the lesson number where you will be using the **Competency Checklist** to record your course midpoint student assessment. (Refer to the Instructor Resource Kit for further information regarding use of the competency checklist).

Total number of hours — Indicate the total number of hours covered by your course. This number should be the sum total of Classroom time, Practical time and Discretionary allocation of time (minimum 32 hours for Class 7 or 39 hours for Class 8).

Approved Driver Education Course
Course Outline

School Name **XYZ Driving School**

Day	Lesson Number	Classroom Time (minutes)	Practical Time (minutes)	Learning Outcome Number(s)	Instructional Strategy Number(s)
1	1	120		1.2, 1.4, 1.6, 3.1	1, 2, 4
1	2		90	1.6, 3.1	5
1	3	75		1.2, 1.4, 1.5	1, 3
Sub-total hours					
Discretionary allocation of time*				* Maximum 4 hours for Class 7 * Maximum 2 hours for Class 8	
Total number of hours in course				**Mid-term assessment completed at lesson #** _____	

Name _____

Signature _____ **Date**_____ **Page**____**of**____

Learning outcome cross-reference form directions

The **Learning Outcome Cross-Reference** forms are specific to either the Class 7 or Class 8 driver education course. Each set is used to cross-reference the learning outcomes and required topics that you cover with the sessions in which they are delivered. These completed forms will be used by ICBC's Driver Training Unit to ensure that your course contains all the elements necessary to obtain approval. The following information will assist you in completing these forms:

Learning outcomes, Minimum time — The first and second columns of this form list the learning outcome reference number, a description of the learning outcome and the minimum time that must be spent instructing that particular learning outcome.

Time in minutes — In the fourth column, enter the actual number of minutes you will spend instructing that particular learning outcome. If your planned instructional time exceeds the minimum, include the additional time. Besides meeting the minimum time requirements for each learning outcome, you must ensure that the course also contains the minimum total instructional hours as outlined in the **General Curriculum Standards** section of this guide.

Required topics — The fifth column lists the topics that must be covered in an approved driver education course. Although you are encouraged to cover other topics too, you do not need to write anything in this column because it has been completed for you.

Lesson number(s) — In the sixth column, enter the lesson number(s) that address the required topics for the listed learning outcome. Only list those lessons where a topic is the focus of instruction. Do not list lessons where topics related to that outcome are mentioned only in passing.

Discretionary allocation of time — Enter a maximum of either 4 hours (Class 7) or 2 hours (Class 8) to reflect the allowable discretionary allocation of time as outlined in the **Curriculum Standards** section of this guide.

Total number of hours — Indicate the total number of hours covered by your course. This number should be the sum total of classroom time, practical time and discretionary allocation of time (minimum 32 hours for Class 7 or 39 hours for Class 8).

Approved Driver Education Course
Class 7—Learning Outcome Cross Reference

School Name _____

Goal 1: Risk avoidance — To develop knowledge, understanding and appreciation of risk avoidance as it relates to safe driving.

Learning outcomes *The new driver will ...*	**Minimum time**	**Time in minutes**	**Required topics** *The course will cover ...*	**Lesson number(s)**
1.1 Describe the hazards of driving.	60 minutes	**60**	1.1.1 weather/environmental conditions 1.1.2 road conditions 1.1.3 driver attitudes 1.1.4 vehicle conditions 1.1.5 animals 1.1.6 other road-users 1.1.7 unpredictable driving behaviours 1.1.8 sources of driving error	**2, 4, 7**
1.2 Define the characteristics of risk-taking	30 minutes	**60**	1.2.1 factors that affect driver risk perception: - driver age - driver experience - driving environment 1.2.2 caution versus risk 1.2.3 judging risk in various situations 1.2.4 role of overconfidence and underconfidence in inaccurate risk perception	**1, 12**
1.3 Evaluate how risk perception is affected by personal factors.	30 minutes	**30**	1.3.1 mental factors: - self-esteem - aggression - frustration - impatience - feelings of power - overconfidence - awareness of consequences 1.3.2 physical factors 1.3.3 role of self-control 1.3.4 need for peer approval 1.3.5 perception of other drivers 1.3.6 driver experience	**3**
1.4 Explain how impairment affects risk perception and driving behaviour.	30 minutes	**30**	1.4.1 effects of drug and alcohol impairment 1.4.2 effects of fatigue, illness and mental stress 1.4.3 consequences of impaired driving 1.4.4 ways to avoid driving while impaired	**1, 3, 7**

Goal 1: Risk avoidance — To develop knowledge, understanding and appreciation of risk avoidance as it relates to safe driving.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
1.5 Evaluate the costs of taking risks while driving.	15 minutes	**30**	1.5.1 personal costs 1.5.2 social costs 1.5.3 financial costs 1.5.4 health costs	**5**
1.6 Assess personal risk tolerance.	30 minutes	**30**	1.6.1 thinking for oneself 1.6.2 role of self-control 1.6.3 role of overconfidence/underconfidence 1.6.4 identifying personal limits and abilities	**1, 9**
1.7 Demonstrate realistic risk perception in driving behaviours.	30 minutes	**90**	1.7.1 accurate risk perception 1.7.2 quick and effective reaction times 1.7.3 proactive versus reactive driving action 1.7.4 expectations of other road-users 1.7.5 consequences of not doing what other road-users expect 1.7.6 safe time margins to complete driving manoeuvres	**13, 14**

Approved Driver Education Course
Class 7—Learning Outcome Cross Reference

School Name _____

Goal 2: Driver psychology — To develop knowledge, understanding and appreciation of safe and responsible driving attitudes.

Learning outcomes *The new driver will ...*	**Minimum time**	**Time in minutes**	**Required topics** *The course will cover ...*	**Lesson number(s)**
2.1 Evaluate how positive and negative personal factors influence driving attitudes.	30 minutes		2.1.1 personal driving values and beliefs 2.1.2 motives that influence driving 2.1.3 driving as thrill-seeking 2.1.4 how motives change under different circumstances 2.1.5 how values, beliefs and motives influence attitudes toward driving	
2.2 Explain how positive and negative social factors influence driving attitudes.	30 minutes		2.2.1 influence of advertising 2.2.2 societal attitudes toward cars and driving 2.2.3 influence of other people's driving habits 2.2.4 peer pressure and driving	
2.3 Demonstrate driving behaviours that reflect safe, healthy and courteous driving attitudes.	60 minutes		2.3.1 overcoming negative motives 2.3.2 driving courteously 2.3.3 resisting negative influences	

Approved Driver Education Course
Class 7—Learning Outcome Cross Reference

School Name _____

Goal 3: Responsibilities — To develop knowledge, understanding and appreciation of safe driving responsibilities from the perspectives of the individual, other road-users and the community.

Learning outcomes *The new driver will ...*	**Minimum time**	**Time in minutes**	**Required topics** *The course will cover ...*	**Lesson number(s)**
3.1 Explain the factors that make driving a lifelong learning process.	20 minutes		3.1.1 the driver as a lifelong learner 3.1.2 factors that contribute to changes in driving skill 3.1.3 changing motor vehicle technology 3.1.4 changing driving standards and laws	
3.2 Demonstrate understanding of the complexity of the driving task for the new driver.	30 minutes		3.2.1 ongoing assessment of personal driving skills 3.2.2 use of running commentary 3.2.3 how feedback can help drivers improve their skills	
3.3 Explain how to share the road safely.	30 minutes		3.3.1 cyclists 3.3.2 pedestrians 3.3.3 large and slow-moving vehicles 3.3.4 animals 3.3.5 emergency vehicles	
3.4 Demonstrate appropriate communication with other road-users.	30 minutes		3.4.1 vehicle signals 3.4.2 hand signals 3.4.3 horn 3.4.4 hazard lights 3.4.5 eye-to-eye contact 3.4.6 non-verbal communication	
3.5 Explain how to show leadership with family members, peers and other community members in promoting safe driving for drivers and passengers.	20 minutes		3.5.1 individual leadership skills 3.5.2 community and school road/driver safety programs	
3.6 Identify environmental concerns in the use of motor vehicles.	20 minutes		3.6.1 efficient driving behaviours 3.6.2 disposal of car fluids and parts 3.6.3 role of vehicle maintenance	

Approved Driver Education Course
Class 7—Learning Outcome Cross Reference

School Name _____

Goal 4: Legal responsibilities — To understand and comply with the rules of the road.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
4.1 Explain the procedures to set when involved in a motor vehicle crash or when arriving at the scene of a crash.	15 minutes		4.1.1 minor crashes 4.1.2 major crashes	
4.2 Explain the meaning of all traffic control devices (signs, signals, markings).	60 minutes		4.2.1 signs 4.2.2 signals 4.2.3 markings	
4.3 Explain the reasons for driving laws and regulations.	15 minutes		4.3.1 speed 4.3.2 parking 4.3.3 impairment 4.3.4 safety restraints 4.3.5 licensing requirements 4.3.6 vehicle insurance 4.3.7 emergency vehicles	
4.4 Explain rules of the road that relate to sharing the road.	30 minutes		4.4.1 traffic control persons 4.4.2 cyclists and pedestrians 4.4.3 emergency vehicles 4.4.4 motorcycles	
4.5 Explain, in general terms, the legal regulations concerned with driving.			4.5.1 B.C. licence classes and restrictions 4.5.2 Graduated Licensing Program 4.5.3 point system/fines 4.5.4 Administrative Driving Prohibition and Vehicle Impoundment 4.5.5 licence suspensions 4.5.6 registered owner restrictions and responsibilities 4.5.7 seatbelt use 4.5.8 regulations in other jurisdictions	

Approved Driver Education Course
Class 7—Learning Outcome Cross Reference

School Name _____

Goal 5: Safe driving — To develop knowledge, skills and appreciation of driving safely.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
5.1 Explain why driving to minimize risk involves the three steps of safe driving: see-think-do.	30 minutes		5.1.1 defensive driving 5.1.2 collision avoidance	
5.2 Demonstrate proficiency in using observation skills to minimize risk.	60 minutes		5.2.1 knowing *where* to observe: - 360° vision - distance scanning - blind spots - visual obstructions - limits of observation 5.2.2 knowing *how* to observe: - shoulder checks - peripheral vision - mirrors	
5.3 Demonstrate mental alertness to analyze driving situations.	60 minutes		5.3.1 maintaining attention/alertness 5.3.2 recognizing potential hazards accurately 5.3.3 using decision-making skills to drive safely: - anticipating what might happen - predicting possible solutions - prioritizing situations and solutions - making appropriate choices under pressure - identifying consequences 5.3.4 effects of impairment on decision-making skills 5.3.5 role of personal motives on decision-making skills	

Goal 5: Safe driving — To develop knowledge, skills and appreciation of driving safely.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
5.4 Demonstrate appropriate driving actions to minimize risk.	60 minutes		5.4.1 choosing safe margins (front, rear, side) 5.4.2 choosing safe driving speeds 5.4.3 braking and stopping safely 5.4.4 emergency braking control (ABS and conventional characteristics) 5.4.5 accelerating safely 5.4.6 covering the brake and horn 5.4.7 yielding if uncertain 5.4.8 point of no return	
5.5 Demonstrate competence in using safety devices.	25 minutes		5.5.1 restraint systems: - seatbelts - head restraints - infant/child restraint systems 5.5.2 airbags and restrictions 5.5.3 sun visors	

Approved Driver Education Course
Class 7—Learning Outcome Cross Reference

School Name _____

Goal 6: Vehicle performance — To develop knowledge and understanding of vehicle performance and how this contributes to safe driving.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
6.1 Explain the forces of physics as they apply to driving.	20 minutes		6.1.1 vehicle traction 6.1.2 vehicle weight shift/transfer 6.1.3 vehicle balance 6.1.4 speed versus time and stopping distances 6.1.5 crash severity versus speed 6.1.6 vulnerability of the human body to injury	
6.2 Describe the most common collision situations and characteristics.	20 minutes		6.2.1 common crash situations for new drivers 6.2.2 critical crash factors for new drivers: - high risk-tolerance - faulty risk perception - level of driver skills	
6.3 Analyze the role of traction in driving control.	20 minutes		6.3.1 space management (front, rear, side) 6.3.2 stopping distances 6.3.3 braking distances 6.3.4 following too closely 6.3.5 point of no return 6.3.6 skid patterns of front, rear and four-wheel drive vehicles	
6.4 Explain how hazardous driving situations relate to friction conditions.	20 minutes		6.4.1 how road surfaces affect stopping 6.4.2 seasonal changes on road surfaces 6.4.3 tire types and conditions 6.4.4 tire inflation 6.4.5 speed for conditions	
6.5 Demonstrate caution in driving behaviours to compensate for hazardous driving conditions.	60 minutes		6.5.1 speed control 6.5.2 steering control 6.5.3 speed versus stopping distances 6.5.4 risk perception versus accurate knowledge of vehicle performance	

Approved Driver Education Course
Class 7—Learning Outcome Cross Reference

School Name _____

Goal 7: Motor skills — To develop competence in integrating the attitudes, skills and knowledge of safety and driving responsibilities into the correct execution of motor skills in traffic.

Learning outcomes *The new driver will ...*	**Minimum time**	**Time in minutes**	**Required topics** *The course will cover ...*	**Lesson number(s)**
7.1 Demonstrate competence in conducting pre-trip checks.	30 minutes		7.1.1 exterior pre-checks 7.1.2 interior pre-checks	
7.2 Demonstrate control, safety and responsibility in basic driving.	90 minutes		7.2.1 starting 7.2.2 smooth acceleration 7.2.3 smooth deceleration 7.2.4 correct braking techniques 7.2.5 smooth steering control 7.2.6 steady speed control 7.2.7 maintaining correct lane position	
7.3 Demonstrate safe, legal and confident vehicle control while changing directions.	75 minutes		7.3.1 yielding 7.3.2 crossing intersections 7.3.3 merging 7.3.4 changing lanes and passing 7.3.5 maintaining correct lane tracking 7.3.6 backing up	
7.4 Demonstrate legal, safe and responsible execution of right-of-way manoeuvres.	60 minutes		7.4.1 stop signs 7.4.2 two- and four-way stops 7.4.3 traffic circles 7.4.4 yield signs 7.4.5 controlled and uncontrolled intersections 7.4.6 T–intersections 7.4.7 malfunctioning traffic control devices 7.4.8 emergency vehicles	
7.5 Demonstrate competence, safety, legality and responsibility in making turns.	60 minutes		7.5.1 left turns 7.5.2 right turns 7.5.3 reverse/three-point turns 7.5.4 maintaining correct lane tracking	

Goal 7: Motor skills — To develop competence in integrating the attitudes, skills and knowledge of safety and driving responsibilities into the correct execution of motor skills in traffic.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
7.6 Demonstrate safe, responsible and proper parking techniques.	60 minutes		7.6.1 stall parking (forward and reverse) 7.6.2 hill parking (up and down) 7.6.3 angle parking 7.6.4 parallel parking 7.6.5 shoulder parking	
7.7 Demonstrate competence in driving safely, legally and responsibly on highways.	60 minutes		7.7.1 entering and exiting 7.7.2 curves 7.7.3 shoulders 7.7.4 grade of road 7.7.5 passing 7.7.6 changing lanes 7.7.7 night-time driving	
7.8 Demonstrate competence in driving safely, legally and responsibly on freeways.	60 minutes		7.8.1 entering and exiting 7.8.2 curves 7.8.3 grade of road 7.8.4 passing 7.8.5 changing lanes 7.8.6 night-time driving 7.8.7 parking on shoulders 7.8.8 emergency conditions	

	Hours
Number of instructional hours for all learning outcomes. (Your time allocations must total at least 28 hours.)	
Discretionary allocation of time (including assessment and conferring and review) for a maximum of four hours out of 32 hours.	
Total number of hours for a minimum of 32 hours.	

Name _____ **Name** _____

Signature _____

Special instructions: Class 8 learning outcome cross-reference

The Class 8 practical instruction is marked as either Novice minutes or Final minutes. Class 8 learners must complete their Novice minutes on a driving range (an enclosed practice area with restricted access) and their Final minutes outside the driving range (on road).

Approved Driver Education Course
Class 8 — Learning Outcome Cross Reference

School Name _____

Goal 1: Risk avoidance — To develop knowledge, understanding and appreciation of risk avoidance as it relates to safe riding.

Learning outcomes *The new driver will ...*	**Minimum time**	**Time in minutes**	**Required topics** *The course will cover ...*	**Lesson number(s)**
1.1 Describe the hazards of riding.	60 minutes		1.1.1 weather/environmental conditions 1.1.2 road conditions 1.1.3 driver and rider attitudes 1.1.4 vehicle conditions 1.1.5 animals 1.1.6 other road-users 1.1.7 unpredictable driving and riding behaviours 1.1.8 sources of riding error 1.1.9 rider vulnerability	
1.2 Define the characteristics of risk-taking.	15 minutes		1.2.1 factors that affect rider risk perception: - rider age - rider experience - riding environment 1.2.2 caution versus risk 1.2.3 judging risk in various situations 1.2.4 role of overconfidence and underconfidence in inaccurate risk perception 1.2.5 motorcyclists as risk-takers	
1.3 Evaluate how risk perception is affected by personal factors.	15 minutes		1.3.1 mental factors: - self-esteem - aggression - frustration - impatience - feelings of power - overconfidence - awareness of consequences 1.3.2 physical factors 1.3.3 role of self-control 1.3.4 need for peer approval 1.3.5 perception of other drivers and riders 1.3.6 rider experience	

Goal 1: Risk avoidance — To develop knowledge, understanding and appreciation of risk avoidance as it relates to safe riding.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
1.4 Explain how impairment affects risk perception and riding behaviour.	15 minutes		1.4.1 effects of drug and alcohol on perception 1.4.2 effects of fatigue, illness and mental stress 1.4.3 consequences of impaired riding 1.4.4 ways to avoid riding while impaired	
1.5 Evaluate the costs of taking risks while riding.	15 minutes		1.5.1 personal costs 1.5.2 social costs 1.5.3 financial costs 1.5.4 health costs	
1.6 Assess personal risk tolerance.	15 minutes		1.6.1 thinking for oneself 1.6.2 role of self-control 1.6.3 role of overconfidence/underconfidence 1.6.4 identifying personal limits and abilities	
1.7 Demonstrate realistic risk perception in riding behaviours.	30 minutes		1.7.1 accurate risk perception 1.7.2 quick and effective reaction times 1.7.3 proactive versus reactive riding action 1.7.4 expectations of other road-users 1.7.5 consequences of not doing what other road-users expect 1.7.6 safe time margins to complete riding manoeuvres	

Approved Driver Education Course
Class 8 — Learning Outcome Cross Reference

School Name _____

Goal 2: Driver psychology — To develop knowledge, understanding and appreciation of risk avoidance as it relates to safe riding.

Learning outcomes *The new driver will ...*	**Minimum time**	**Time in minutes**	**Required topics** *The course will cover ...*	**Lesson number(s)**
2.1 Evaluate how positive and negative personal factors influence riding attitudes.	15 minutes		2.1.1 personal riding values and beliefs 2.1.2 motives that influence riding 2.1.3 riding as thrill-seeking 2.1.4 how motives change under different circumstances 2.1.5 how values, beliefs and motives influence attitudes toward riding	
2.2 Explain how positive and negative social factors influence riding attitudes.	15 minutes		2.2.1 influence of advertising 2.2.2 societal attitudes toward cars and driving; motorcycles and riding 2.2.3 influence of other people's driving and riding habits 2.2.4 peer pressure and riding	
2.3 Demonstrate riding behaviours that reflect safe, healthy and courteous riding attitudes.	30 F minutes		2.3.1 overcoming negative motives 2.3.2 riding courteously 2.3.3 resisting negative influences	

N = Novice *F = Final*

Approved Driver Education Course
Class 8 — Learning Outcome Cross Reference

School Name _____

Goal 3: Responsibilities — To develop knowledge, understanding and appreciation of safe riding responsibilities from the perspectives of the individual, other road-users and the community.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
3.1 Explain the factors that make riding a lifelong learning process.	15 minutes		3.1.1 the rider as a lifelong learner 3.1.2 factors that contribute to changes in riding skill 3.1.3 changing motorcycle technology 3.1.4 changing riding standards and laws	
3.2 Demonstrate understanding of the complexity of the riding task for the new rider.	60 minutes		3.2.1 ongoing assessment of personal riding skills 3.2.2 how feedback can help drivers improve their skills	
3.3 Explain how to share the road safely.	60 minutes		3.3.1 cyclists 3.3.2 pedestrians 3.3.3 large and slow-moving vehicles 3.3.4 animals 3.3.5 emergency vehicles 3.3.6 passenger vehicles	
3.4 Demonstrate appropriate communication with other road-users.	15 F minutes		3.4.1 vehicle signals 3.4.2 hand signals 3.4.3 horn 3.4.4 eye-to-eye contact 3.4.5 non-verbal communication	
3.5 Explain how to show leadership with family members, peers and other community members in promoting safe riding.	15 minutes		3.5.1 individual leadership skills 3.5.2 community and school rider safety programs	
3.6 Identify environmental concerns in the use of motorcycles.	30 minutes		3.6.1 efficient riding behaviours 3.6.2 disposal of vehicle fluids and parts 3.6.3 role of motorcycle maintenance	

N = Novice *F = Final*

Approved Driver Education Course
Class 8 — Learning Outcome Cross Reference

School Name _____

Goal 4: Legal responsibilities — To develop understand and comply with the rules of the road.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
4.1 Explain the procedures to set when involved in a crash or when arriving at the scene of a crash.	15 minutes		4.1.1 minor crashes 4.1.2 major crashes	
4.2 Explain the meaning of all traffic control devices (signs, signals, markings).	30 minutes		4.2.1 signs 4.2.2 signals 4.2.3 markings	
4.3 Explain the reasons for riding regulations.	15 minutes		4.3.1 speed 4.3.2 parking 4.3.3 impairment 4.3.4 licensing requirements 4.3.5 vehicle insurance 4.3.6 emergency vehicles 4.3.7 helmets	
4.4 Explain rules of the road that relate to sharing the road.	15 minutes		4.4.1 traffic control persons 4.4.2 cyclists and pedestrians 4.4.3 emergency vehicles 4.4.4 motorcycles	
4.5 Explain, in general terms, the legal regulations concerned with riding.	15 minutes		4.5.1 B.C. licence classes and restrictions 4.5.2 Graduated Licensing Program 4.5.3 point system/fines 4.5.4 Administrative Driving Prohibition and Vehicle Impoundment 4.5.5 licence suspensions 4.5.6 registered owner restrictions and responsibilities 4.5.7 helmets 4.5.8 regulations in other jurisdictions	

Approved Driver Education Course
Class 8 — Learning Outcome Cross Reference

School Name _____

Goal 5: Safe driving — To develop knowledge, skills and appreciation of riding safely.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
5.1 Explain why riding to minimize risk involves the three steps of safe riding: see-think-do.	60 minutes		5.1.1 defensive riding 5.1.2 collision avoidance	
5.2 Demonstrate proficiency in using observation skills to minimize risk.	120 F minutes		5.2.1 knowing where to observe: - 360° vision - distance scanning - blind spots - visual obstructions - limits of observation 5.2.2 knowing *how* to observe: - shoulder checks - peripheral vision - mirrors	
5.3 Demonstrate mental alertness to analyze riding situations.	30 F minutes		5.3.1 maintaining attention/alertness 5.3.2 recognizing potential hazards accurately 5.3.3 using decision-making skills to ride safely: - anticipating what might happen - predicting possible solutions - prioritizing situations and solutions - making appropriate choices under pressure - identifying consequences 5.3.4 effects of impairment on decision-making skills 5.3.5 role of personal motives on decision-making skills	

N = Novice *F = Final*

Goal 5: Safe driving — To develop knowledge, skills and appreciation of riding safely.

Learning outcomes *The new driver will ...*	minimum time	time in minutes	Required topics *The course will cover ...*	lesson number(s)
5.4 Demonstrate appropriate riding actions to minimize risk.	60 F minutes		5.4.1 choosing safe margins (front, rear, side) 5.4.2 choosing safe riding speeds 5.4.3 braking and stopping safely 5.4.4 accelerating safely 5.4.5 covering the brake and horn 5.4.6 yielding if uncertain 5.4.7 point of no return	
5.5 Demonstrate competence in using safety devices.	30 N minutes		5.5.1 helmets, eye protection and clothing	

N = Novice *F = Final*

Approved Driver Education Course
Class 8 — Learning Outcome Cross Reference

School Name _____

Goal 6: Vehicle performance — To develop knowledge and understanding of vehicle performance and how this contributes to safe riding.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
6.1 Explain the forces of physics as they apply to riding.	60 minutes		6.1.1 vehicle traction 6.1.2 vehicle weight shift/transfer 6.1.3 vehicle balance 6.1.4 speed versus time and stopping distances 6.1.5 crash severity versus speed 6.1.6 vulnerability of the human body to injury 6.1.7 gear (transmission) selection	
6.2 Describe the most common collision situations and characteristics.	30 minutes		6.2.1 common crash situations for new riders 6.2.2 critical crash factors for new riders: - high risk-tolerance - faulty risk perception - level of driver skills 6.2.3 Hurt Report 6.2.4 crash statistics	
6.3 Analyze the role of traction in riding control.	15 minutes		6.3.1 space management (front, rear, side) 6.3.2 stopping distances 6.3.3 braking distances 6.3.4 following too closely 6.3.5 point of no return 6.3.6 lane position	
6.4 Explain how hazardous riding situations relate to friction conditions.	15 minutes		6.4.1 how road surfaces affect stopping 6.4.2 seasonal changes on road surfaces 6.4.3 tire types and conditions 6.4.4 tire inflation 6.4.5 speed for conditions 6.4.6 bicycle steering and gyroscopic steering	
6.5 Demonstrate caution in riding behaviours to compensate for hazardous riding conditions.	60 F minutes		6.5.1 speed control 6.5.2 steering control 6.5.3 speed versus stopping distances 6.5.4 risk perception versus accurate knowledge	

N = Novice *F = Final*

Approved Driver Education Course
Class 8 — Learning Outcome Cross Reference

School Name _____

Goal 7: Motor skills — To develop competence in integrating the attitudes, skills and knowledge of safety and riding responsibilities into the correct execution of motor skills in traffic.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
7.a Demonstrate proper riding techniques on a driving range.	90 N minutes		7.a.1 starting 7.a.2 accelerating 7.a.3 decelerating 7.a.4 braking 7.a.5 steering 7.a.6 lane tracking 7.a.7 maintaining a consistent track 7.a.8 gear (transmission) selection 7.a.9 bicycle steering and gyroscopic steering	
7.b Demonstrate proper basic operation of a motorcycle on a driving range.	90 N minutes		7.b.1 balance and braking 7.b.2 move off and stop 7.b.3 straight line riding 7.b.4 slow speed manoeuvres 7.b.5 gear change 7.b.6 shoulder checks 7.b.7 hand and electric signals 7.b.8 basic traffic signs and lines 7.b.9 road position 7.b.10 higher speed operation (including cornering, changing lanes, accelerating and braking)	
7.c Demonstrate proper hazard avoidance techniques on a driving range.	60 N minutes		7.c.1 steering 7.c.2 accelerating 7.c.3 braking 7.c.4 decision-making	

Goal 7: Motor skills — To develop competence in integrating the attitudes, skills and knowledge of safety and riding responsibilities into the correct execution of motor skills in traffic.

Learning outcomes *The new driver will ...*	minimum time	time in minutes	Required topics *The course will cover ...*	lesson number(s)
7.1 Demonstrate competence in consistently conducting pre-ride inspections.	30 N minutes		7.1.1 pre-ride inspections	
7.2 Demonstrate control, safety and responsibility in basic riding.	60 N minutes		7.2.1 starting 7.2.2 acceleration 7.2.3 deceleration 7.2.4 braking 7.2.5 steering 7.2.6 lane tracking 7.2.7 maintaining a consistent track 7.2.8 gear (transmission) selection 7.2.9 bicycle steering and gyroscopic steering	
7.3 Demonstrate safe, legal and confident vehicle control while changing directions.	120 N minutes		7.3.1 yielding 7.3.2 crossing intersections 7.3.3 merging 7.3.4 changing lanes and passing 7.3.5 maintaining correct lane tracking	
7.4 Demonstrate legal, safe and responsible execution of right-of-way manoeuvres.	30 N minutes 30 F minutes		7.4.1 stop signs 7.4.2 two- and four-way stops 7.4.3 traffic circles 7.4.4 yield signs 7.4.5 controlled and uncontrolled intersections 7.4.6 T–intersections 7.4.7 malfunctioning traffic control devices 7.4.8 emergency vehicles	
7.5 Demonstrate competence, safety, legality and responsibility in making turns.	30 N minutes 30 F minutes		7.5.1 left turns 7.5.2 right turns 7.5.3 maintaining correct lane tracking 7.5.4 U-turns	

Goal 7: Motor skills — To develop competence in integrating the attitudes, skills and knowledge of safety and riding responsibilities into the correct execution of motor skills in traffic.

Learning outcomes *The new driver will ...*	Minimum time	Time in minutes	Required topics *The course will cover ...*	Lesson number(s)
7.6 Demonstrate safe, responsible and proper parking techniques.	60 F minutes		7.6.1 stall parking (forward and reverse) 7.6.2 hill parking (up and down) 7.6.3 angle parking 7.6.4 parallel parking 7.6.5 shoulder parking	
7.7 Demonstrate competence in riding safely, legally and responsibly on highways.	180 F minutes		7.7.1 entering and exiting 7.7.2 curves 7.7.3 shoulders 7.7.4 grade of road 7.7.5 passing 7.7.6 changing lanes 7.7.7 night-time driving 7.7.8 emergency conditions	
7.8 Demonstrate competence in riding safely, legally and responsibly on freeways.	120 F minutes		7.8.1 entering and exiting 7.8.2 curves 7.8.3 grade of road 7.8.4 passing 7.8.5 changing lanes 7.8.6 night-time driving 7.8.7 parking on shoulders 7.8.8 emergency conditions	

	hours
Number of instructional hours for all learning outcomes. (Your time allocations must total at least 37 hours.)	
Discretionary allocation of time (including assessment and conferring and review) for a maximum of two hours out of 39 hours.	
Total number of hours for a minimum of 39 hours.	

Name _____ **Name** _____

Signature _____

Appendix C: definitions

Approval Agreement — An agreement between ICBC and a licensed driver training school stating the school's requirement to comply with the approved course standards and ICBC's commitment to provide Class 7 students successfully completing an approved course and who remain violation and at-fault crash-free for the first 18 months of their novice stage with a six-month reduction in the Graduated Licensing Program novice stage.

Competency Checklist — An ICBC form used by driver training schools to evaluate and document a student's progress in an approved Class 7 or 8 driver education course.

Course requirements — The standards required in order for a driver education course to be ICBC-approved.

Declaration of Completion — An ICBC form issued by a driver training school to a driver upon successful completion of a Class 7 or 8 approved driver education course.

Discretionary allocation of time — A designated number of hours of instructional time to be used as the instructor and/or school determine are necessary to meet the specific learning needs of a student. Acceptable uses of this time are conferring with co-pilots and parents regarding student practice, conducting student evaluations and providing additional classroom or practical instruction related to competencies in which students are weak.

Driver Experience Log — An ICBC form used by new drivers to record the time spent acquiring driving experience with a qualified supervisor.

Driving Range — An enclosed practice area with restricted access required for novice level motorcycle practical training.

Driving School Inspector — An individual authorized to inspect licensed driver training schools, instructors and the delivery of an approved course to ensure compliance with legislative and policy requirements.

Final level — The period of time in an approved course when a Class 8 (motorcycle) learner completes practical training on a public highway.

ICBC-approved (GLP) driver education course — A driver education course for passenger vehicles or motorcycles approved by ICBC. A new driver under age 25 (for Class 7 only) who successfully completes an approved course and who remains violation and at-fault crash-free for the first 18 months of their novice stage, will have the minimum 24 month novice stage reduced by six months.

GLP Instructor Course — The training requirement for an instructor to obtain a GLP (practical) and/or GLT (theory) instructor licence designation.

GLP Instructor Course Challenge Exam — An assessment of instructional skills and a Class 7 or 8 approved course curriculum knowledge. Instructors who successfully complete the Challenge Exam will be considered to have completed the GLP Instructor Course requirement.

GLP instructor licence designation — A designation on a driver instructor licence that permits an instructor to teach the practical portion of an approved Class 7 or 8 driver education course. An instructor's existing non-GLP instructor licence designation(s) determine which approved course components he/she may instruct.

GLT instructor licence designation — A designation on a driver instructor licence that permits an instructor to teach the theory portion of an approved Class 7 or 8 driver education course. An instructor's existing non-GLP instructor licence designation(s) determine which approved course components he/she may instruct.

Instructor resource Kit — A manual which describes how to build and deliver a driver education course that meets ICBC approval standards and follows sound educational practices. The kit is a companion to *Mapping a Safe Course*, the GLP curriculum document.

Instructional strategies — Information required in application materials that identify the activities, materials and resources used in each lesson of an approved course.

Learning outcomes — The curriculum content required in order for a driver education course to be approved by ICBC.

Lesson — A discreet instructional time period delivered in either a classroom or practical (on-road) setting. (e.g., 90 minutes of classroom instruction followed by 60 minutes of practical instruction in a car is considered as two separate lessons).

Mapping A Safe Course — The Graduated Licensing Program curriculum model for developing an approved driver education course in British Columbia. *Mapping A Safe Course* and the *Instructor Resource Kit* are resources for members of the driver training industry.

Motorcycle Skills Test — A test of a motorcyclist's ability to operate a motorcycle during slow-speed manoeuvres (previously referred to as the Handling Characteristics Test).

Novice level — The period of time in an approved course when a Class 8 (motorcycle) learner completes practical training on a driving range.

Topic — Specific subject matter of a learning outcome.

Appendix D: course approval checklist

GLP driver education course approval requirements	Yes	No
Does your course address all of the learning outcomes and required topics outlined in Mapping a Safe Course?		
Does your course meet the minimum time requirements for classroom, practical and total hours?		
Does your course meet the scheduling standards for maximum number of continuous hours, maximum instructional hours per day and minimum/maximum course duration?		
Does your classroom meet the standards as identified in this guide?		
Have you completed the Course Outline form?		
Have you completed the Learning Outcome Cross-Reference form?		
Have you signed the Approval Agreement provided by ICBC?		
Have you included a copy of your driver education course lesson plans?		
Do the driving instructors at your school hold an appropriate Instructor Licence designation? (See page 7 for more information.)		

If you have answered "yes" to all of these course approval requirements, you should be ready to send the signed **Approval Agreement** along with the copy of your lesson plans, and completed **Course Outline** and **Learning Outcome Cross-Reference** forms to ICBC's Driver Training Unit. Once your course documents have been evaluated, you will be notified whether approval has been granted or denied.