PROVISO TOWNSHIP D209

DRIVER'S EDUCATION

PARENT HANDBOOK

HELPING to Teach the Next Generation

Of SAFE DRIVERS

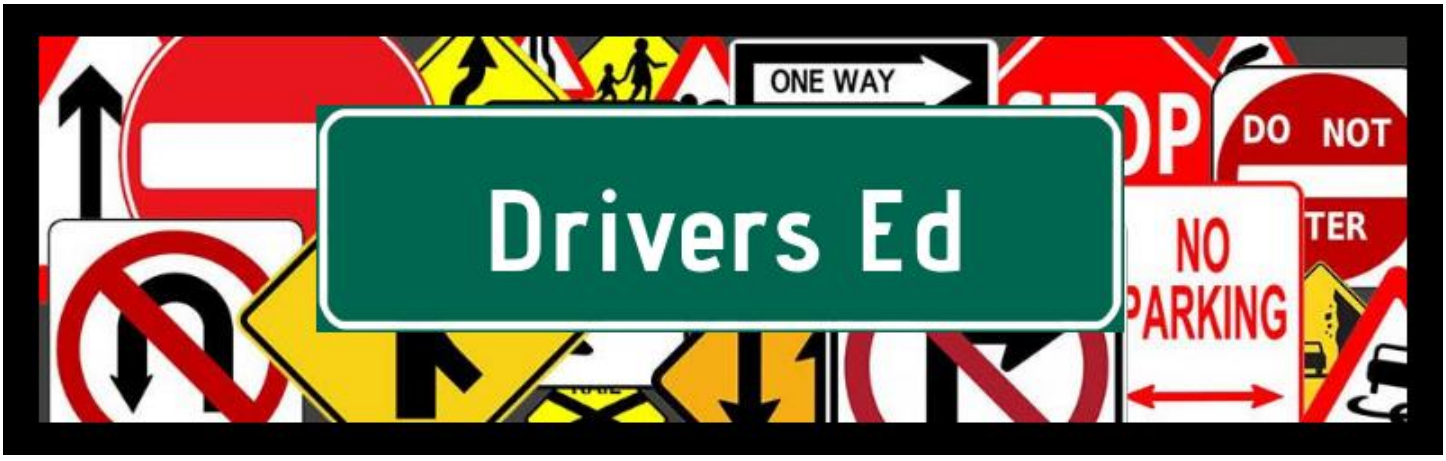


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PRACTICE DRIVING SUGGESTIONS

Illinois State law requires that students hold their learner's permit for NINE MONTHS before they are eligible to obtain a driver's license. Proviso Township High Schools have made the decision to make permit applications available to students well in advance of the semester to which your son or daughter will be taking driver's education in an effort to get that clock started quickly for your student. Enrolled students will be able to begin practice driving as soon as they receive their permit and before they receive guided instruction from the Illinois certified instructor at school. For those parents wishing to take advantage of this extended practice time we would like to emphasize the following tips:

- Begin with a comprehensive orientation to the family vehicle including the location and purpose of all gauges, levers and pedals.
- Hand position on the steering wheel should be approximately 9:00 and 3:00, as if the wheel is a clock, to ensure a stable position and maximize steering options and NO SINGLE HAND STEERING IS EVER ALLOWED WITH THEIR CERTIFIED TEACHER.
- ALL passengers in the vehicle must have a seatbelt on, per Illinois State Law. This includes front and backseat passengers.
- Always perform full complete stops at the white line and if there is no white line then make it full complete stop at the posted sign. This is state law.
- Ensure that your driver keeps their eyes moving at all times scanning ahead and exercising proper use of the side mirrors and rear view mirror.
- When backing up try to encourage your student to turn and look out the back window and not solely rely on the backup camera if your car is equipped with one.

Begin practice driving in a safe area – EMPTY parking lots are an excellent starting point and when students are ready they can progress to residential streets and beyond. Mastering right and left hand turns under control and proper speeds are the foundation of driving. It will take many turns to acquire this skill, so… PRACTICE, PRACTICE, PRACTICE! Driving in reverse, whether backing in a straight line or out of a driveway, parking space or alleyway can be challenging to some the drivers as they easily are confused when steering and may drive too fast. Take this slowly and ONLY if you feel comfortable (we recognize that we have a brake on our side when we teach these skills, so please only do what you are comfortable with and we can handle the rest). Do not take students on the Expressway please; they do not have the knowledge base or skill set to handle these situations safely. Poor and bad habits are hard to break, so don't rush this process. We appreciate your assistance in helping get your students started off with a solid foundation of skills and will allow them to become safe drivers. DRIVE SAFELY!

GUIDELINES FOR PRACTICING BTW

There are several precautions that you can take to prevent problems during your practice lessons:

- Keep each practice lesson under 30 minutes students learn more from short frequent lessons.
- Drive under 20 mph during the initial lesson
- Sit in the middle of the front seat for easy access to controls
- do not drive after dark
- stay calm! Your anxiety will only make your student driver more nervous..
- Be patient. Your teenager is trying to do their best. Mistakes are a natural part of learning.
- Be positive with your criticism. When your teenager makes a driving error correct them in the nicest way possible; they are learning.
- Plan your program well in advance and anticipate problems before they happen.
- Avoid lessons during rush hours.
- Give directions well in advance of the situation.
- Stay focused on your students driving help them by being an extra set of eyes. We should not be on our cell phones when we are trying to help a student driver learn.
- I was sitting there thinking be willing to provide your teenager the time needed to become a safe driver with confidence this will not happen overnight.

EMERGENCY ACTIONS YOU CAN TAKE

- Take control of the steering wheel.
- Shift to neutral to cut the power to the wheels.
- Apply the brakes from your side of the car or engage the parking brake if possible.
- Remember to stay calm so that your student driver also remains calm!

COMMON STUDENT ERRORS

- Does not put RIGHT foot on the break before shifting to ”DRIVE”.
- They may try to drive with two feet! THEY ***MUST*** DRIVE only with the RIGHT FOOT.
- May pull away from the curb without checking and signaling first.
- Frequently checks the blind spot too far to the rear rather than just to the side of the car. Simply turn the head enough for the chin to touch the shoulder. A quick glance is all they need they do not need to turn around while they are driving forward!

- Oftentimes they slow down when trying to change lanes; encourage them to maintain speed.
- Lane changes too soon after passing another vehicle. They should see the front end and **both headlights of the vehicle they just passed** in their rearview mirror before returning to that lane.
- Oversteers when lane changing - practice in an empty parking lot to see how little or how much they need to turn the steering wheel to navigate their desired path. Should DRIFT into the next lane, not "turn" into it.
- Does not slow down enough or releases the brake too soon when the car in front of them is turning.
- Misjudges traffic space for pulling out into traffic.
- Oversteers on turns and/or recovers too late.
- Drifts on 2 lane roads. Remind your driver they are sitting on the left side of the car, so their body cannot be in the center of the lane. This is common for new drivers.
- Enters the turn too fast. They should be at 10 MPH or less by the time they start to turn the wheel.
- Stopping late - space cushion between their vehicle and the one in front of them should allow them to see their tires meeting the pavement. If they cannot see that, they stopped too close to the next vehicle.
- Following too closely - gently remind them to stay a minimum of three to four seconds behind the car ahead of them. Demonstrate how to count that out using a stationary sign, pole or shadow.
- When turning right on red after a stop, they often fail to check traffic from the left AND TRAFFIC from ACROSS THE INTERSECTION.
- Does not turn into the closest available lane; ticketable in Illinois.
- Drives too fast for conditions; basic speed law!
- Fails to react to information communicated from other drivers or traffic control devices (eg. driver in front of them flashes their brake lights, oncoming car flashes brights, etc).
- Does not change gears after backing! Check for them that they switched to 'DRIVE'.
- When angle parking or in tight situations, expect a beginner to hit the gas instead of the brake! Encourage them to park WITHOUT the use of the gas pedal. You will be happier and calmer which means they will do a better job.
- Has difficulty maintaining their speed steadily.
- Makes driving decisions very slowly; help them learn to think on their feet.
- May stop in the middle of a turn for no apparent reason.

BEHIND THE WHEEL DRIVING PORTFOLIO

All students will create and have access to a digital (or paper) portfolio that gives both the student and their parent/guardian access to the following:

1. Current driving evaluations and assessments
2. Time behind the wheel in the lab portion of the class
3. Reflections from both the driver and their peer observers as well as the teacher.
4. Areas of concern as well as current and future focal points for practice at home

This information will be created and saved on the students school issued handbook and should be reviewed after each lesson with their parent/guardian.

COOPERATIVE DRIVER TESTING PROGRAM (CDTP) INFORMATION

In order to receive a waiver from any further tests at the DMV students must:

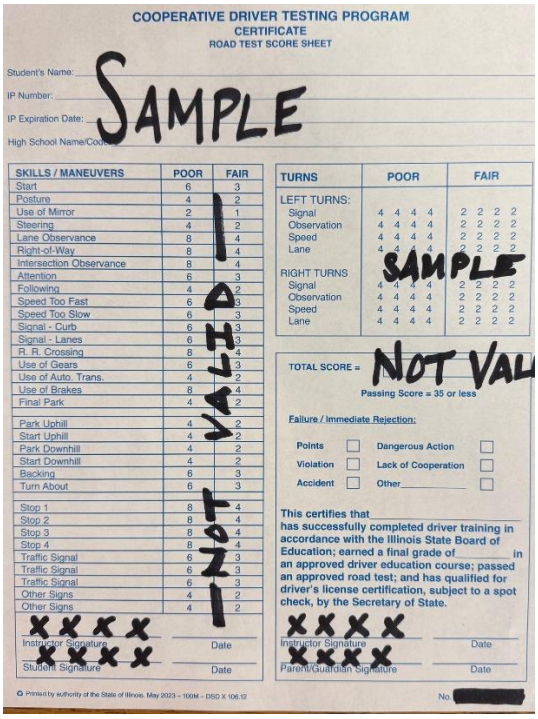
1. Receive an A or B semester grade in the classroom **and** in BTW.
2. Pass the road test administered by the certified teacher.
3. Receive a CDTP certificate score sheet signed by the driver education instructor which will also be signed by the student and the parent/guardian (SEE SAMPLE BELOW)

There there's approximately a 90% chance that students will not be required to take a driver services field facility administered road test to obtain their license. However there remains a 10% chance of the students from the CDTP participating schools that have met items 1- 3 above and will still be required to pass a field test at the DMV. This is an audit based upon date of birth and is completely randomized on any given day at the Secretary of State's office. Therefore, when you take your student to the DMV for their license, please arrive in a car that is comfortable for your student to drive so that IF they are audited and have to perform a road test, they are comfortable doing so.

Please keep in mind that these certificates must be presented to the Secretary of State facility and that the student must have a vehicle at their disposal in case they are required to take a road test **proof of insurance for that vehicle must also be presented**. **Make sure that all lights and signals are in working order as the vehicle will be checked before the test will be given**.

SKILLS TESTED ON ROAD TEST FOR CDTP/SOS LICENSING

- Uncontrolled intersections
- controlled intersections
- 3 point turns
- hill parking
- backing in a straight line
- backing around a corner
- complete stops at proper locations
- visual skills
- giving and taking the right of way
- residential intersection relationships
- demonstrating an understanding of signs, signals and roadway markings
- moving to and from curbs – signaling, blind spot check, use of mirrors



COOPERATIVE DRIVER TESTING PROGRAM
CERTIFICATE
ROAD TEST SCORE SHEET

Student's Name: SAMPLE
IP Number:
IP Expiration Date:
High School Name/Code:

SKILLS / MANEUVERS	POOR	FAIR
Start	6	3
Posture	4	2
Use of Mirror	2	1
Steering	4	2
Lane Observance	8	4
Right-of-Way	8	4
Intersection Observance	8	4
Attention	6	3
Following	4	2
Speed Too Fast	6	3
Speed Too Slow	6	3
Signal - Curb	6	3
Signal - Lanes	6	3
R. R. Crossing	8	4
Use of Gears	6	3
Use of Auto. Trans.	4	2
Use of Brakes	8	4
Final Park	4	2
Park Uphill	4	2
Start Uphill	4	2
Park Downhill	4	2
Start Downhill	4	2
Backing	6	3
Turn About	6	3
Stop 1	8	4
Stop 2	8	4
Stop 3	8	4
Stop 4	8	4
Traffic Signal	6	3
Traffic Signal	6	3
Traffic Signal	6	3
Other Signs	4	2
Other Signs	4	2

VALID NOT

Instructor Signature XXXX Date
Student Signature XXXX Date

TURNS	POOR	FAIR
LEFT TURNS:		
Signal	4 4 4 4	2 2 2 2
Observation	4 4 4 4	2 2 2 2
Speed	4 4 4 4	2 2 2 2
Lane	4 4 4 4	2 2 2 2
RIGHT TURNS	SAMPLE	
Signal	4 4 4 4	2 2 2 2
Observation	4 4 4 4	2 2 2 2
Speed	4 4 4 4	2 2 2 2
Lane	4 4 4 4	2 2 2 2

TOTAL SCORE = NOT VAL
Passing Score = 35 or less

Failure / Immediate Rejection:

Points ☐ Dangerous Action ☐
Violation ☐ Lack of Cooperation ☐
Accident ☐ Other_____ ☐

This certifies that_____ has successfully completed driver training in accordance with the Illinois State Board of Education; earned a final grade of_____ in an approved driver education course; passed an approved road test; and has qualified for driver's license certification, subject to a spot check, by the Secretary of State.

Instructor Signature XXXX Date
Parent/Guardian Signature XXXX Date

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No. [redacted]

BTW BEHIND THE WHEEL

STUDENT DRIVER EDUCATION

PROVISO TOWNSHIP DRIVERS EDUCATION EXPECTATIONS



Expectations for all students in the drivers education program are non-negotiable. The objective is not only to teach your students how to be safe and responsible drivers, but also to respect the responsibility that is associated with driving a vehicle on public roadways. Therefore their behavior and conduct in the classroom, during BTW lessons and their commitment to their academic performance in their other courses must all remain on point.

A. STATE REQUIREMENTS
    a. 30 classroom hours of attendance minimum
    b. SIX (6) hours of BTW attendance and participation & 6 hours of OBSERVATION
    c. 15 years old on or before day one that classroom commences
    d. hold a valid permit for a minimum of nine(9) months plus one day
    e. complete 50 hours of in car practice at home with a licensed driver aged 21+
B. ABSENCES and CONDUCT IN BEHIND THE WHEEL LESSONS
    a. students will be allowed one absence that must be made-up
    b. students will be dropped from BTW and their name added to the bottom of the wait list if they have a second absence from BTW. No exceptions!
        i. Absences of any kind for BTW are unexcused, including but not limited to, illness, sports and activities, lack of transportation to and from your lesson, doctor's appointments, etc.
        ii. Not wearing the proper shoes (closed toe shoes, no crocks or flip-flops) will result in an absence.
        iii. NO CELL PHONES OR HEADPHONES ALLOWED DURING BTW – this includes the backseat observation time. Your student will be required to put their cell phone in the trunk of the car for the duration of their lesson. NO EXCEPTIONS.

BTW BEHIND THE WHEEL

STUDENT DRIVER EDUCATION

C. CLASSROOM EXPECATIONS
   a. Students will be expected to complete classroom assignments, chapter readings, chapter questions, news accident articles, group projects and computer assignments on time.
   b. Students are responsible for securing missed classroom assignments immediately after returning to school from an excused absence. 10 absence maximum (11+ will result in the student FAILING THE COURSE – SEAT HOURS ARE CALCULATED PER STATE LAW).
   c. 3 TARDIES TO CLASS WILL EQUAL ONE ABSENCE (Seat time is imperative and will not be negotiated, so please arrive to your classes on time and be sure your student is to school on time for first period).
   d. Assignments not turned in will result in loss of points for the assignment that *could lead to failure of the course*. Failing the course results in being disqualified for a driver's license without retaking the class or reaching the age of 18 whichever happens first.

D. PRACTICE EXPECTATIONS
   a. Practice driving at home for a minimum of 30 minutes per week.
   b. Maintaining a proper and safe attitude about driving is expected at all times.
   c. All students must hold their permit for nine months prior to attempting to get their license (state law).
   d. Make sure to always carry your permit with you when driving (photos of your permit will not be accepted by law enforcement).

These guidelines have been written to inform you of the expectations for the driver education program here at provides a Township please sign so that we may assure that you and your student are aware of the rules and regulations.

_____ _____

PARENT/GUARDIAN SIGNATURE DATE

_____ _____

STUDENT SIGNATURE DATE

LOCAL DMV LOCATIONS

MELROSE PARK
1903 Mannheim Road,
Melrose Park, IL 60160

LOMBARD
837 S Westmore-Meyers Rd.
Lombard, IL 60148

CHICAGO WEST ILLINOIS
5301 W. Lexington Street
Chicago, IL 60644

You now must create an appointment before you head to the DMV (Secretary of State). Select “Schedule a DMV Appointment” and follow the prompts to “Change Instruction Permit (Teen) to a DL” to secure a spot. Scan the QR code with your phone to create an appointment or go to www.ilsos.gov.

Once eligible and ready to go and get your license, you will need to bring the following to the DMV:

1. Permit
2. Birth Certificate
3. Social Security number (card)
4. Proof of Residency
5. 50-hour log sheet
6. A vehicle in good working condition
7. Proof of insurance for the vehicle

Illinois LAWS to be aware of

1. Permit:

• Must have permit on student while driving at ALL times.

• Must drive with an awake and alert adult (21 years old or older) who has a valid driver's license for at least 1 year.

• May have as many passengers as are seatbelts, however person sitting next to student driver must be 21+ years old with valid license.

2. Cell Phone usage:

NO HANDHELD DEVICES for all ages (as of 1/1/14).

NO CELL PHONE use at ALL (including hands free) in construction and school zones FOR ANY DRIVER – UNDER AGE 19 NO CELL PHONES (including hands free) while driving. PERIOD.

This includes the Driver Ed car! NO CELL PHONES! Cell phone use in Driver Ed car = NO ROAD TEST!

3. ONCE 16 YEARS OLD AND HAVE IL DRIVER'S LICENSE, if 2 moving violations (tickets) are issued within a 12 month period, this will result in a 3 month suspension of your license.

4. DRIVING (with license) Curfew:

Weekdays (Sun-Thurs): 6am-10pm

Weekends (Fri–Sat): 6am- 11pm

5. First year of licensing, driver can have only 1 nonrelated (friends, cousins, etc.) person in the car.

PLEASE enforce these laws at home to ensure safe, non-distracted driving!!! Be a good role model.



OFFICE OF THE SECRETARY OF STATE

ALEXI GIANNOULIAS • Secretary of State

Dear Parent/Guardian:

As Secretary of State, I want to take every reasonable step possible to make our roads safer and save more lives. Unfortunately, too many young, novice drivers are killed or injured in motor vehicle crashes. Such crashes are the leading cause of death for people ages 15-20. State law requiring 50 hours of practice driving, 10 of which must be done at night, will help give young people more experience behind the wheel in various situations, allowing them to become better drivers.

Please note that the 50 hours are in addition to any time spent behind-the-wheel with a driving instructor. All 50 hours must be spent with someone age 21 or older who has been licensed for a minimum of one year.

The following chart may be used to record the 50 hours of behind-the-wheel practice time, including 10 hours of nighttime driving, that your teenager must complete before obtaining a driver's license. This chart is designed solely for your convenience to ensure your teen has completed the required 50 hours of practice driving.

Alexi Giannoulias
Secretary of State

Date	Location of Practice (e.g., highway, residential area)	Weather Conditions	Daytime	Daytime Total	Nighttime	Nighttime Total	Grand Total	Initials

* Total time spent practicing must equal a **MINIMUM OF 50 HOURS.**

Springfield, Illinois 62756

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BTW BEHIND THE WHEEL

STUDENT DRIVER EDUCATION

Date	Location of Practice (e.g., highway, residential area)	Weather Conditions	Daytime	Daytime Total	Nighttime	Nighttime Total	Grand Total	Initials