

IN-VEHICLE TRAINING

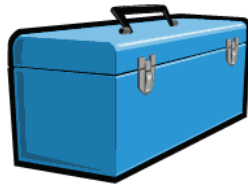
This is the most important aspect of driver training. It allows the trainer to identify the strengths and any weakness in a person's driving skills. It provides the opportunity to correct weak points so that the driver can be as proficient as possible.

1) Selecting the Vehicle to be Utilized for Training

- a. Choose a company or organization vehicle of the type that the driver might likely drive. If there are multiple drivers participating, a sedan, mini-van, SUV, etc., will likely need to be used.
- b. The vehicle should be properly maintained with all service intervals up to date.
- c. An inspection of the vehicle by the driver before the in-vehicle training is recommended. Deficiencies identified must be noted and corrected.
- d. A Sample Vehicle Inspection Checklist is attached. (Appendix: A)

2) The Route/Driving Course

- a. A pre-selected route should be used.
- b. The route should be approximately 15-20 miles long and take 30-45 minutes to complete.
- c. The Course should include the following driving situations:
 - i. City driving:
 1. 2-4+ lane streets
 2. One-way streets
 3. Intersections controlled by traffic lights, stop signs, yield signs
 4. Left and right turns from all permissible lanes
 5. Left and right turns into one-way and two-way streets
 6. Blind intersections
 7. Main & side streets
 - ii. Rural driving:
 1. Intersections
 2. Curves and intersections with limited visibility
 3. Bridges, hills, dips and humps
 4. Railroad crossings
 - iii. Interstate driving
 1. Lane changing and merges
 2. On and off ramps
- d. If the in-vehicle training is to include the driver using an established sales, or delivery route, the route should be modified to include all of the above conditions for the purpose of the evaluation.



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3) Preparing the Driver

- a. Put the driver at ease.
- b. Advise the driver that this is an evaluation to help improve their driving, not a test.
- c. Make certain they understand the purpose and steps involved in the in-vehicle training.
- d. Let them get familiar with the vehicle. Make certain they are familiar with all operating controls, safety features, etc. **SEATBELT USE IS MANDATORY FOR ALL PASSENGERS!**
- e. Advise drivers that they should drive as they normally do, but incorporating any new techniques and information they learned in the classroom training.
- f. A written evaluation can be used to help the trainer evaluate the driver as well as provide a future reference of the in-vehicle training.
 - i. A sample evaluation format is attached. (Appendix: B)

4) Conducting the In-Vehicle Training Exercise

- a. Put the driver at ease.
- b. Give them time to get familiar with the vehicle and evaluation procedure. Advise them in advance of each change in the route. Do it item by item, not all at once.
- c. Comments or critiques should be positive. Rather than telling them what they did wrong, ask them what they should have done or could have done better.
- d. Make certain the driver understands the space cushion rule by asking them what the distance is between vehicles ahead and fixed objects and how they determined the distance.
- e. Make certain the driver is observing road signs, especially speed limit road or hazard condition signs.
- f. Make positive comments when the driver exhibits good driving habits.
- g. Critique the poor driving habits of other drivers. There will be plenty of examples. Ask the driver to explain what correct driving procedure should be used.

5) Wrap-up

- a. Summarize the in-vehicle driving exercise with the driver.
- b. Highlight good habits observed.
- c. Discuss driving procedures that need improvement. Make certain the driver understands the appropriate corrective measures.
- d. Provide any handouts as a future reference for the drivers.