

## **DRIVER EDUCATION PROGRAM ASSESSMENT - STATE CHECKLIST- TOOL BOX IV-A NHTSA Information for State**

- Select date and location in conjunction with NHTSA
- Select hotel/meeting facility (**handout - support requirements**)
- Schedule presenters
  - Letter to presenters outlining procedures (include instructions regarding purpose, length, content of presentation & need for written materials).
- Develop schedule/agenda
  - Initial team briefing- scheduled Sunday early evening (allows travel time)
  - Formal presentations, arranged by standards area
    - Schedule runs from Monday through Wednesday early afternoon
    - Thursday reserved for team meetings/ consensus and report writing
    - Report Out - Friday (time set with state)
  - Briefing package developed and sent to each team member and NHTSA
    - Site, logistics and travel information
    - Agenda and schedule of presenters
    - Current planning document (replacement HSP)
    - Geographic/Demographic information and statistics (**handout - Frequently Requested Data Elements**)
    - Information arranged by Five (5) review areas: 1) Management, Leadership, and Administration, 2) Education/Training, 3) Instructor Qualifications, 4) Parent Involvement and 5) Coordination with Driver Licensing
- Equipment and materials (**handout - Support Requirements**)
- Arrangements for refreshments for team during presentations and deliberations
- On-site payment for team.
- Staff on-site during presentations and available at other times
- Work out presentation facilitation - discuss lead, introductions, time keeping, etc.
- Provide logistical and administrative support