

August 2012

# Requirements for the Review and Update of the Novice Teen Driver Education and Training Administrative Standards and the Strategic Plan



Association of  
National  
Stakeholders in  
Traffic Safety  
Education

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## Definition of Terms

**AAA** – American Automobile Association

**AAA Foundation for Traffic Safety** – The AAA Research Organization

**ADTSEA** – American Driver and Traffic Safety Education Association

**ANSTSE** – The Association of National Stakeholders in Traffic Safety Education

The **Association** – the Association of National Stakeholders in Traffic Safety Education

**DE** – Driver Education

**DETA** – Driver Education and Training Administrators

**DL** – driver's license

**DOT** – Department of Transportation

**DSAA** – Driving School Association of the Americas

**GHSA** – Governors Highway Safety Association

**NHTSA** – National Highway Traffic Safety Administration

**NTDETAS** – Novice Teen Driver Education and Training Administrative Standards

**Technical Expertise** – specialized knowledge in the areas of driver education, driver licensing, research, human factors and/or licensing testing and evaluation

**TRB** – Transportation Research Board

## Section 1: Assumptions

### Administrative

1. The Association is the professional voluntary organization comprised of the Association of National Stakeholders in Traffic Safety Education (ANSTSE) responsible for promoting the improvement of driver education at the national level and state adoption and implementation of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS).
2. The ANSTSE is directly responsible for developing and maintaining the NTDETAS Standards and the NTDETAS Strategic Plan. In addition, the ANSTSE, through the Association's Secretariat, will distribute revised versions of the NTDETAS Standards and Strategic Plan.
3. The ANSTSE will conduct activities necessary for reviewing and updating the NTDETAS Standards and Strategic Plan.
4. The procedures the ANSTSE should follow are contained in this document titled "*Requirements for the Review and Update of the Novice Teen Driver Education and Training Administrative Standards and the Strategic Plan.*"

### Philosophical

1. The ANSTSE shall review and update the NTDETAS Standards and Strategic Plan and assist states with the adoption and implementation of the NTDETAS Standards.
2. The NTDETAS provides recommendations for the improvement of driver education at the national level.
3. States are not required, but should be encouraged to adopt and implement the NTDETAS Standards and recommendations provided in the Strategic Plan.
4. An efficient and effective NTDETAS review and update process will:
  - a. be cost effective for state agencies and private providers to implement, and
  - b. promote uniform driver education and training procedures.
5. A NTDETAS review and update process will:
  - a. ensure the Standards are current and up-to-date with the needs of driver education,

- b. ensure the Strategic Plan is current and up-to-date with the needs of driver education, and
- c. maintain a forum for collaboration between Association members.

## Section 2: Association Structure

1. Voluntary members of the ANSTSE are the:
  - a. American Automobile Association (AAA)
  - b. AAA Foundation for Traffic Safety
  - c. American Association of Motor Vehicle Administrators (AAMVA)
  - d. American Driver and Traffic Safety Education Association (ADTSEA)
  - e. Driver Education and Training Administrators (DETA)
  - f. Driving School Association of the Americas (DSAA)
  - g. Governors Highway Safety Association (GHSA)
  - h. Transportation Research Board (TRB)
  - i. Organizations may be added to the Association with approval of the membership.
2. The ANSTSE consists of:
  - a. Chairperson – voted by the Association members
  - b. Vice Chairperson – voted by the Association members
  - c. One person from each Stakeholder Organization of the Association
  - d. One representative from NHTSA
  - e. The Association Secretariat
3. All members of the ANSTSE shall have as part of their job responsibilities; driver education; driver education research; or driver licensing test development or administration activities.
4. The terms of the ANSTSE members are as follows:
  - a. Chairperson – 1 year
  - b. Vice Chairperson – 1 year
  - c. Association Representatives – As determined by the member organizations
5. ANSTSE volunteer member duties include:
  - a. attending and actively participating in all ANSTSE meetings and conference calls;
  - b. informing their membership of all ANSTSE activities;
  - c. providing recommendations that will benefit driver education at the national level; and
  - d. assisting in all ANSTSE activities as set forth in this document.

### **Section 3: Association Meetings**

1. The ANSTSE shall meet at least once per year.
2. Other conference calls and web meetings may be called by the Chairperson of the ANSTSE.
3. Dates, times and locations of all “at call” meetings will be determined by the Chairperson of the ANSTSE.

### **Section 4: Identification Process for Modifications and Revisions to the NTDETAS Standards and Strategic Plan**

1. The Association’s Secretariat will be the focal point for reporting NTDETAS Standards and Strategic Plan problems, concerns, suggested changes, etc., on an on-going basis. The Secretariat’s name, address, telephone, fax number and email address is:

Brett Robinson  
Association Secretariat  
Highway Safety Services, LLC  
1434 Trim Tree Road  
Indiana, PA 15701  
Phone: (724) 349-7233  
Fax: (724) 349-5042  
Email: brobinson@highwaysafetyservices.com

2. Any concern, problem, or suggested changes received, that meets the requirements under Section 9, must be forwarded to the ANSTSE Chairperson as soon as practical.
3. Any concern, problem, or suggested changes brought to the attention of any ANSTSE member, that meets the requirements under Section 9, shall be forwarded to the Secretariat contact as soon as practical.
4. The ANSTSE may solicit the driver education community on an as needed basis for recommendation on the NTDETAS Standards and Strategic Plan.

## **Section 5: Resolution Process for Modifications and Revisions to the NTDETAS Standards and Strategic Plan**

1. All suggested changes, problems, concerns, etc. identified by the Association Secretariat and the Association Chairperson of a routine nature will be discussed at regularly scheduled ANSTSE meetings.
2. Any suggested changes, problems, concerns, etc. identified by Association Secretariat and the Association Chairperson of an immediate nature will be discussed at special ANSTSE meetings (e.g., conference calls).
3. Any suggested changes, problems, concerns, etc. identified by Association Secretariat and the Association Chairperson of an emergency nature will be discussed during a special conference call of the Association.
4. The ANSTSE will make recommendations on how the NTDETAS Standards and Strategic Plan should be modified or revised via a vote of consensus of the Association members.
5. The ANSTSE shall submit proposed revisions of the NTDETAS Standards and/or Strategic Plan to the driver education community stakeholders for review and comment. The ANSTSE shall take into consideration any suggestions or comments submitted.
6. The ANSTSE will conduct a vote of consensus of the Association members for final approval of any proposed modifications or revisions.

## **Section 6: Distribution of Modifications and Revisions to the NTDETAS Standards and Strategic Plan**

1. Modifications and revisions of a routine nature will be distributed bi-annually to:
  - a. the Association's representative organizations,
  - b. the U.S. Department of Transportation, and
  - c. other individuals / organizations as determined by the ANSTSE Chairperson.
2. Modifications and revisions of an immediate nature will be distributed as soon as possible after resolution to the same list as identified in number 1 above.

3. Modifications and revisions of an emergency nature will be distributed through the Association's website and electronic communication delivery system.
4. All modifications and revisions shall be posted to the Association's website and notification provided by an electronic communication delivery system.
5. All ANSTSE member organizations should also post changes on their websites.

## **Section 7: Use of the Driver Education and Traffic Safety Community**

1. Selected members of the driver education and traffic safety communities may be contacted periodically for the purpose of soliciting NTDETAS Standards and/or Strategic Plan problems, concerns, suggested changes, etc.
2. The driver education and traffic safety communities are encouraged to report problems, concerns, suggested changes, etc., to the Association's Secretariat on a continuing basis.
3. The ANSTSE may solicit the driver education and traffic safety communities' expertise on an "as needed" basis.

## **Section 8: Use of Technical Expertise**

1. The ANSTSE may solicit technical expertise on an "as needed" basis.
2. Areas of technical expertise shall include, but not be limited to:
  - a. practices that may affect the NTDETAS,
  - b. automation of driver education practices,
  - c. studies needed to improve driver education, and
  - d. management of an effective Information Sharing System.



## Section 9: Requirements for Submitting Recommendations

1. Recommendations, suggestions, comments or concerns relating to the NTDETAS Standards and/or Strategic Plan must be submitted to the Association's Secretariat and forwarded to the Chairperson of the ANSTSE. All submissions must include:
  - a. Name of person submitting recommendations, suggestions, comments or concerns.
  - b. Name of state, agency, organization, or school.
  - c. Contact information.
  - d. Background of the problem or concern.
  - e. Identify if recommendation, suggestion, comment or concern impacts the NTDETAS Standards, the NTDETAS Strategic Plan or BOTH.
  - f. Identification of the recommendation, suggestion, comment or concern relating to the NTDETAS Standards and/or Strategic Plan.
  - g. If possible, how the recommendation, suggestion, comment or concern effects or influences the NTDETAS Standards and/or Strategic Plan and driver education.
  - h. Recommendations for the suggestion, comment or concern for the ANSTSE to consider.
  - i. If possible, the benefits and impacts of the recommendation(s) provided.
2. Recommendations, suggestions, comments or concerns submitted that do not meet the requirements as described in number 1 above shall not be considered by the ANSTSE and the person or organization submitting the recommendations, suggestions, comments or concerns shall be notified by the Association's Secretariat.
3. A formal response shall be forwarded to the person or organization submitting the recommendation, suggestion, comment or concern following the next scheduled meeting of the ANSTSE by the Association's Secretariat.