

Instructor's Checklist for Driving Simulator Program

Reserve program:

1. Review program and reserve date on our calendar at www.safetyvillage.org
2. Send contract, proof of insurance and tax-exempt certificate back to Sioux Empire Safety Village.
3. Decide on transportation of simulators and let us know your option.
4. Delivery and training-Arrange a drop-off time with the Safety Village. Instructors running the program need to be available for a short training. The simulators must have an instructor present at all times (review contract).
5. Provide student estimates for educational packets and incentives.

Prior to getting the simulators:

You will be receiving a Promotional Tool Kit via mail

1. Posters-2 posters will be sent to your school prior to the event. Please fill in the event information and hang them to advertise the Simulated Reality Program
2. Press Release-contact your local media telling them about the event at your school (use the sample press release). Invite parents to experience the event with their children.
3. Teacher Letter & Evaluation-Instructions/checklist for the teacher and evaluation will be sent.
4. Parent Letter & Teen/Parent Agreement-Send this letter to all the participating student's parents prior to the event to increase parental involvement or put a link to our website on your school's website or in newsletters. The letter can be in the Simulated Reality section of our website.

Driving Simulator Experience:

The most effective way to influence a student is by letting each student individually experience the simulator and then follow up with the educational material to reinforce the safety messages.

1. Participant information-students need to fill in the Participant Information sheet and this info needs to be emailed to us for our grant reporting or simply have each student complete the form at <http://goo.gl/forms/wFCv3gilJw>.
2. Survey-To achieve measureable results, please have students take the pre survey before they experience the driving simulator and the post survey when they are done. The survey can be done via paper, however results need to be sent to us via our web form. To access survey online, go to: <http://goo.gl/forms/65uZrOAOq0>.
3. Driving Experience-There are four modules on the simulators: Free Drive, Impaired Driving, Distracted Driving and Reality check. Our simulated reality program focuses on **impaired driving**. This module allows the student the most consequence scenarios. Please do this module first and if you have time, do the distracted drive.
 - a. A friend has asked for a ride home and climbs into the passenger seat of the car. He will tell the driver how to get to his house.
 - b. Once the driver crashes, gets pulled over or reaches the sobriety check point, don't let the student get up! Now...the real learning begins.
 - c. The simulator will run through possible scenarios and ask questions along the way.
4. Incentives-The students will receive ONE incentive for participating on the driving simulator.
5. Student and Teacher Guides-Educational guides for Impaired and Distracted Driving are included to extend the learning back to the classroom.
6. Evaluation-Please provide a post-evaluation on our program so we can continue to improve it.

We appreciate your involvement and thank you for helping us keep everyone safe on the road!