

CONCLUSIONS – BEST PRACTICES IN SUBJECT MATTER CONTENT AND ORGANIZATION

Based upon the findings from this study, it was determined that certain topics can be considered best practices with regard to driver license manual subject matter content. Presented in Table 4, these topics are based upon the *AAMVA Guidelines*, review of the jurisdictional driver manuals, suggested driver education curricula, and findings from the literature review. They include the topics most widely addressed by jurisdictional manuals, driving safety issues of nationwide concern, and subjects of particular concern in Arizona.

It was also determined that a good overall organization of relevant material is demonstrated in the *Driver Education Classroom and In-Car Curriculum* developed by the Highway Safety Center at Indiana University of Pennsylvania under the direction of Dr. Allen R. Robinson, Director of the Highway Safety Center and CEO of the American Driver and Traffic Safety Education Association (ADTSEA). This suggested organization of the material strives to achieve a reader-friendly flow of information, addressing topics in a logical order and avoiding unnecessary repetition. To the extent possible, a similar organization of material is suggested for the Arizona manual. Table 4 organizes the topics in that suggested order, with potential section titles offered as well. For example, a section with a suggested title of “Before You Drive” is presented as the first section of the manual.

Because the suggested order is different from that of the current manual, the right-hand column of Table 4 contains a brief notation on the text source for each item. For items that are addressed in the current Arizona manual and/or customer service guide (January 2005 revision), the appropriate page numbers are provided. Items to be added have a notation to that effect.

The status of best practice topics presented in Table 4 is identified as follows:

- Best practice topics that are satisfactorily addressed in the current Arizona manual are listed with no additional designation.
- Best practice topics that are included in the current manual but require or may require updating, consolidating, etc. are denoted with one asterisk (*). This group also includes best practice topics that are addressed only in the *Customer Service Guide* portion of the Arizona manual and/or those that are included in both but are covered more fully in the *Guide* than in the *Driver License Manual* section.
- Best practice topics not currently addressed in the Arizona driver license manual are denoted with two asterisks (**).

- Finally, one topic in the Arizona driver manual (Vehicle Dimensions, p. 30) is identified with three asterisks (***) . It is not considered a best practice topic for jurisdictional driver manuals in general. However, the fact that it is included in the Arizona manual indicates that it is considered to be of significant importance to Arizona drivers. If that is, in fact, the case, it is suggested that the topic be moved, since its present placement indicates that it may have been inserted into available space on a pre-existing page. Assuming that the Vehicle Equipment section currently on page 31 is to remain, this would seem a logical location for the Vehicle Dimensions topic.
- The best practice topics and organization of material reflected in Table 4 form the basis of the Arizona driver license manual prototype (Appendix C). The above-described method of using one, two, or three asterisks to identify the status of topics has been retained in the prototype to facilitate cross-referencing.
- All topics denoted with one or more asterisks are discussed in the next chapter, Recommendations – Arizona Driver License Manual.

**Table 4. Best Practices in Subject Matter Content and Organization
As Reflected in Arizona Driver License Manual Prototype**

ORGANIZATION AND TOPICS	SOURCE OF TEXT
SECTION 1 – BEFORE YOU DRIVE	
Adjustments Seat position and mirrors**	To be written by ADOT
Occupant Protection	
Using seatbelts and child restraints*	Guide, pp. 20–21
No passengers, especially children, in cargo bed of pickup trucks**	To be written by ADOT (was in Oct. 2003 version; should be reinstated)
Locking doors**	To be written by ADOT
Airbags – familiarity with operation to avoid injuries: Protection of children from injury** Driver’s positioning of hands on steering wheel**	Both items to be written by ADOT
Vehicle Readiness	
Signals and lights clean and working** Windshield and windows clean, good visibility**	Both items to be written by ADOT
Required equipment*	Manual, p. 31 – In “Safety Belts,” and “Child Safety Belts,” ADOT to delete references to Guide pp. 20–21.
Vehicle dimensions***	Manual, p. 30

SECTION 2 – SAFE DRIVING PRACTICES

Defensive Driving	
Maintaining attention; avoiding distractions inside & outside vehicle	Manual, pp. 47–48 and portions of p. 50 (“Distractions” and “Cell Phone”)
Steering	Manual, p. 31
Looking ahead Looking to the sides Looking behind Mirrors – periodic scanning	Manual, pp. 47–48
Positioning Vehicle	
Cushion of space around your vehicle*	Manual, p. 49 – All references to “2 seconds” to be updated by ADOT; see also Manual, p. 34 (now in Section 5)
Avoiding blind spots	Manual, pp. 48–49
Entering and Crossing Traffic	
Signal entering, exiting, lane changes	Manual, pp. 32 and 49
Clearance ahead to cross or enter**	To be written by ADOT
Oncoming vehicles Obstructed vision** Not trusting turn signals**	Both items to be written by ADOT
Roundabouts	Manual, p. 36
Passing	
Passing on the right Passing restrictions	Manual, p. 38
Parking & Exiting Parking Spaces	
Observe restrictions Leave room ahead and behind Keep clear of traffic Always lock vehicle before leaving* Check behind vehicle before backing up Turn head to look through rear window	Manual, pp. 38–39, for all items; text on locking one’s vehicle before leaving is within “Emergency Parking” but should be included in general introductory paragraph applicable to parking anywhere
Special Tips for Freeway Driving	
Entrance ramp stop/go signals**	To be written by ADOT
Space to merge No crossing of solid lines or gores Space to pass and return	Manual, pp. 41–42

SECTION 3 – RULES OF THE ROAD

Right-of-Way Laws	
Yielding right-of-way (meaning)	Manual, p. 35
Intersections – safety issues	Manual, p. 35
Pedestrians	Manual, p. 37
Other vehicles	Manual, p. 37
Red light running*	Manual, p. 54
Emergency vehicles School buses	Manual, p. 37 and last paragraph on p. 34 for both items
Speed Limits	
Compliance with limits	Manual, p. 37
Regulating speed, monitoring speedometer**	To be written by ADOT
Special speed limit areas** Construction zones School zones Other (elder care facilities, etc., if applicable)	To be written by ADOT
Traffic Controls	
Signal lights	Manual, p. 25
Traffic signs Shape and meaning Stop, yield, do not enter, no turns, warning (including lane drops/merge**) School crossing sign; school zone with 24/7 speed limits** Railroad warning, railroad crossing signs/lights	Manual, pp. 26–29, for all items, plus additional sources noted below “Graphic for lane drops” sign to be added by ADOT Graphic for “school zone” sign to be added by ADOT
Roadway construction signs and devices Traffic control signs/devices (cones, etc.) Human controls – flaggers Double fines for violation No passing sign	Manual, pp. 26–29, for all items
Pavement Markings & Use of Lanes	
Crosswalk**	Graphic to be added by ADOT
Basic lane use – meaning of lines	Manual, p. 30 and “One-Way Streets” from p. 39
Lane drops, merges**	Graphic to be added by ADOT
Reversible lanes*	Manual, p. 40
Reserved lanes HOV on freeway Bicycle lane on city streets)**	Manual, p. 41, for text on HOV lanes; confirm that violation fine is still \$350. Bike lane text to be written by ADOT
Passing permitted/not permitted	Manual, p. 30

Turns	
Turn control signs/lights Turn lanes	Manual, pp. 32–33
Two-way left-turn lanes*	Manual, p. 40
Examples of turns Positioning & signaling for turn Canceling signal	Manual, pp. 32–33
Legal and illegal U-turns**	To be written by ADOT
SECTION 4 – SHARING THE ROAD WITH OTHER VEHICLES	
Bicycles	Manual, p. 39 – Note that section contains numerous typographical errors, including use of the singular “bicyclist” where the plural is required.
Motorcycles	Manual, pp. 40–41
Trucks	Manual, pp. 42–43
Slow-Moving Vehicles	Manual, p. 42
SECTION 5 – ACTIVELY AVOIDING ACCIDENTS	
Anticipating Slowing/Stopping Roadway construction Heavy pedestrian traffic – shopping areas, events Wildlife	Manual, p. 34, and “Driving the Open Road” from p. 42
Adjusting Speed	
Adjusting to traffic Adjusting to roadway Adjusting to Arizona’s unique weather conditions Adjusting to visibility	Manual, p. 37, and pp. 45–47, from “Weather Conditions,” through “Snow and Ice”
Headlight Use Night driving Use of high beams Dimming for vehicles Low beams for fog and rain*	Manual, p. 43, and repeat first two sentences from “Fog, p. 47”
Use of Alcohol and Other Drugs Recommendation on limiting (eliminating) driving vs. limiting consumption* Avoiding mixing Alternatives to driving	Manual, pp. 50–51, and “It’s Tough to be Young” from Guide, p. 21
Emotional Fitness Road rage and aggressive driving	Manual, p. 54
Physical Fitness Treatment for illness/disability Trip planning to prevent fatigue	Manual, p. 50, and “Travel Information Service” from p. 45

SECTION 6 – HANDLING EMERGENCIES

Vehicle Failures Tires Headlights Sticking accelerator Brakes	Manual, pp. 43–44, for all items
Avoiding Collisions	Manual, p. 44, and “Compromise” from p. 49
Skid recovery*	Manual, p. 43
Quick stop	Manual, p. 44
Quick turns/ Escape paths	Manual, p. 44
Defensive driving	Manual, p. 44
Stopping on Freeway Park well off the road on shoulder Emergency flashers Signals (reflectors, flares)	Manual, p. 42 for all items
Accident Procedures Scene control First aid Summoning help	Manual, p. 45, and “Failure to Stop at Accident,” from pp. 54–55
Recommended equipment	Manual, p. 45

TEST REVIEW QUESTIONS

