

**North Carolina**

**SAFE DRIVING PROGRAM**

**AGREEMENT AND GUIDELINES**

**(revised February 2021)**

1. **Purpose**

To present the Safe Driving Program (SDP) of the Safety and Health Council of North Carolina (SHCNC) consistently throughout North Carolina. The goal of the Program is to save lives, prevent injuries, and reduce motor vehicle crashes by improving driver behavior through traffic safety education.

1. **Program Background**

The Safe Driving Program began in Mecklenburg County on July 1, 1989. The Safety and Health Council of North Carolina, a 501(c)(3) non-profit association and State Chapter of the National Safety Council (NSC), initiated the Program as a cooperative traffic safety effort with the district attorney’s office, court system and law enforcement agencies. At the discretion of the district attorney, drivers charged with traffic infractions ~~h~~ earn reductions on their offenses by completing four hours of classroom driver training. Since the program’s early days, we have added training to meet the special needs of inexperienced drivers as well as behavior modification classes for chronic offenders. From 1989 through 2020, ***1,322,900*** drivers completed the Safe Driving Program for traffic offenses in North Carolina through the SHCNC and accredited North Carolina community colleges.

1. **Defensive Driving Course Requirements**

The Safe Driving Program uses the curriculum developed by the National Safety Council known as the “Defensive Driving Courses (DDC)”. The National Safety Council launched the first DDC in 1964 and has since taught more than 75 million drivers in the United States, Canada, and abroad. The Safe Driving Program courses in North Carolina are:

* 4-Hour Defensive Driving Course (NSC DDC-4)
* 4-Hour Alive at 25 (NSC DDC-Alive at 25)
* 8-Hour Defensive Driving Course (NSC DDC 10th edition)
* 8-Hour Attitudinal Dynamics of Driving (NSC DDC-ADD)
* 12-Hour Chronic Offender (NSC DDC-CO)

In order to provide the Safe Driving Program conveniently to the general public throughout North Carolina, SHCNC contracts with North Carolina community colleges as Defensive Driving Course Public Sub-Agencies. Participating community colleges provide the courses to meet the needs of the general public within their geographical areas as assigned by the NC Department of Community Colleges. Community colleges are considered Public Sub-Agencies for the delivery of the National Safety Council Defensive Driving Courses and agree to the terms specified on the NSC Public Sub-Agency form. As of February 2021, the Safe Driving Programs are offered by 41 (of 58) community colleges, in 80 of 100 counties of North Carolina, and in partnership with 30 NC Prosecutorial Districts.

STANDARDIZATION – DDC courses are widely applicable to a wide range of student abilities. No other courses are as universally used and recognized by the courts as the NSC Defensive Driving Courses. Every student must receive the Course Guide at the beginning of class that they then keep for later reference. Every course requires student participation, uses a variety of audio/visual aids, and provides security controlled Certificates of Completion at course conclusion.

Defensive Driving Courses are strictly governed through the NSC’s Manual of Rules and Procedures. This Manual establishes the relationship between the NSC and its training agencies as they pertain to the Defensive Driving Courses. DDC courses used in the Safe Driving Program have standardized curriculum, meaning they are taught in the same way at both SHCNC Charlotte and Raleigh offices as well as every accredited community college. Because these courses are consistent in their presentation, a driver may complete class at the training agency located nearest to them.

INSTRUCTOR DEVELOPMENT – Strict criteria are used to train the best-qualified instructors. Completion of an Instructor Development Course by the Safety and Health Council of North Carolina and/or the NSC eLearning Instructor Course are required before the instructor credential is awarded. Minimum teaching standards must be met annually to maintain certification. Only certified instructors in possession of current credentials are allowed to teach the Programs. Instructors must teach a minimum of two DDC courses per year in order to maintain certification.

COURSE UPDATING – The Defensive Driving Courses are updated and revised periodically to keep the curriculum accurate and relevant. All agencies must use the most current Instructor Resource Kit and training materials. Instructors are kept up to date on legislation, traffic laws, teaching techniques, and other important information through NSC newsletters, publications, and our online password-protected web portal. Instructors are required to attend a rollout training session - offered regionally throughout North Carolina - when a course they are certified in is revised.

1. **Administration and Course Delivery**

Community Colleges choose between one of two options for course delivery in their service areas. As our courses are self-support programs, colleges choose the option that generates the most students and revenue and best fits the individual colleges’ program goals. Both options include students registering and paying the college directly for the class they attend. Instructors are compensated by the college. Both options include statewide referral and marketing of your college’s course offerings in your local community. Many students will complete DDC training at your college for traffic citations received in other counties and other states. SHCNC is pleased to provide complimentary breakfast or lunch programs to promote DDC as a community resource available at the community college.

OPTION 1/***COMMUNITY COLLEGE***:

* Maintains Council membership ($425 per year)
* Gets new instructors certified through an Instructor Development process consisting of up to 12 hours of e-Learning training, purchase of the Instructor Resource Kit, and attendance in the Defensive Driving Course they are becoming certified to teach.
  + Current pricing:
    - $1,598-DDC 10th edition (4/6/8 hours)
    - $1,598-DDC Alive at 25
    - $1,494 DDC-Attitudinal Dynamics of Driving
    - $1,494- DDC Chronic Offender
* Provides each student with Course Materials and Completion Certificate (catalog pricing, approximately $6 - $7 each)
* Renews instructor credentials annually ($75 per instructor)
* Pays $2.00 to exchange voided Certificates of Completion
* CC remits $6 administrative fee per student completing a 4-Hour class to SHCNC for program support
* CC remits $12 administrative fee per student completing an 8-Hour class to SHCNC for program support
* CC remits $20 administrative fee per student completing the 12-hour class to SHCNC for program support

OPTION 2/***SHCNC***:

* Provides Student Course Materials and Completion Certificates
* Pays instructor certification costs
* Renews instructor credentials annually (instructors must teach a minimum of 2 classes per year)
* Replaces voided Certificates of Completion at no charge to CC
* CC remits $15 for each student completing a 4-hour class to SHCNC for program support
* CC remits $25 for each student completing an 8-hour class to SHCNC for program support
* CC remits $35 for each student completing the 12-hour class to SHCNC for program support
* With this option there are no startup costs to expand course offerings

1. **Recordkeeping**

SHCNC maintains a web-based, proprietary DDC Course Management System to print class rosters, print student completion certificates and electronically document student history. Our system provides immediate confirmation of class registration via text messaging. Community college staff are provided unlimited password protected access to this computer database to input class and student information. The Course Management System is also the source for news and other updates affecting DDC in North Carolina. Class completion rosters are filed electronically and are required within 10 days of month’s end. SHCNC holds an annual 2-day Training Conference for college staff to stay up-to-date with programs, policies, database upgrades, etc. pertaining to the Safe Driving Program. A modest registration fee will include two night’s hotel, materials, two lunches, one dinner, and refreshments. At least one representative from every Public Training Agency is expected to attend.

1. **Auditing**

All Members signatory to this agreement agree to a periodic audit of activities and classes related to the conduct of the Safe Driving Programs. The purpose of the audit is to evaluate program effectiveness, operational procedures, security measures, and methods of instruction. The member agrees to make any corrective action if deemed necessary.

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Signature – CC Representative Signature - SHCNC

Print Name/Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Charles F. McDonald, Jr.,

President

Safety and Health Council of North Carolina

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Community College

**PLEASE INDICATE DESIRED OPTION WITH YOUR INITIALS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_OPTION 1 \_\_\_\_\_\_\_\_\_\_\_ OPTION 2

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Return to:

Charles F. McDonald, Jr., CAE

President

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The Safety and Health Council of North Carolina is a 501(c)(3) tax exempt, not for profit association.

We are the State Chapter of the National Safety Council.

Our Federal IRS identification number is 56-0728677.