

SERVICES

DRIVER'S EDUCATION COURSE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 18 SVS/SVYR (Jonathan Boyd)

Certified by: 18 SVS/SVY (Ms. Jaime M. Shachter)

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**SCOPE:** The purpose of this Operating Instruction (OI) is to outline detailed procedures for the operation of the Driver's Education Course and Supplement Driving Instructional programs offered through the Schilling Community Center.

**1. GENERAL:**

1.1. The Schilling Community Center Director (SCCD) is directly responsible for the overall operation of this program. The class coordinator is delegated to ensure the program is run by dependable, knowledgeable instructors

1.2. The provisions of this OI pertain to the class coordinator, instructors, and students enrolled in the driver's education course.

1.3. The assistant director or on-duty manager will assume responsibility of this OI during the absence of the director.

1.4. Registration for Driver's Education will be accepted 3 months in advance on a first come, first serve basis. If a slot is not available customers will be put on a waiting list. Customers are required to render payment in full to be placed on the waiting list. This amount is fully refundable up until one week prior to the first day of class. At the beginning of each month patrons from the waiting list will be automatically placed into the next available class. As a spot becomes available customers will be contacted if they meet the age requirement for that particular opening. Then they will be contacted to pick up a final confirmation document and the class schedule from the Front Desk.

1.5. Priority registration will be given to active duty personnel where a license is deemed mission essential. A letter from a supervisor, First Sergeant, or command will be required as supporting documentation. All others desiring the class will be on a space available, first come first serve basis.

1.6. Refunds will be issued to patrons who have cancelled their registration one week prior to the beginning of class. Refunds will be granted on case-by-case basis for emergency leave or PCS situations upon the receipt of travel orders or other appropriate documentation.

**2. DRIVER'S EDUCATION COURSE INFORMATION:**

2.1. This 45-hour course includes 33 hours of classroom instruction, 12 hours on the road instruction with 8 hours of that time behind the wheel, 4 hours of escort time in the vehicle, a final written exam, and on road driving test. The charge for this course is \$175 per student.

2.1.1. The purpose of this course is to provide the student knowledge to become a courteous and cooperative driver, understand existing laws that apply to drivers and their vehicles, to learn driving skills, and accept the responsibilities of driving.

2.1.2. The course is designed to enable the student to identify, locate, and understand the functions, and utilization of the vehicle's mechanical system. The course also instructs pre-driving checks and procedures, and includes useful information about purchasing a vehicle and buying insurance.

2.1.3. This course enables the students to learn the rules of the road in both Japan and the United States to include basic speed laws, right-of-way rules, warnings, traffic signals, traffic signs, and markings.

2.1.4. Instruction is provided on how to start the vehicle, execute safe driving procedures, and driving with a manual transmission. Included is how to select a safe position in traffic, time-space gaps necessary for passing, making turns, and braking to stop.

2.1.5. Students learn how natural laws such as kinetic energy, gravity, inertia, and centrifugal force influence their driving ability. They learn to react to emergency situations, such as bicycles, mopeds, motorcycles, trucks, pedestrians, etc.

2.1.6. Students are provided information on how to take evasive action in order to avoid a collision, how to return to the road from the shoulder, control skids, brake, steering or engine failure, hood fly-up, fire, flat tire, dead batteries, wet engines, etc.

2.1.7. The last 5 hours of class is reserved for education on alcohol, and other drugs to include physical and mental impairments, effects of alcohol/drugs on body and mind, results of drinking and driving, being involved in an accident, etc.

2.2 A learners' permit is required before any individual can operate a vehicle. Students must attend a minimum of 8 of 11 classes and must have attended both Drug and Alcohol related sessions. Exceptions to this rule are sickness or emergency, which may require a letter from the sponsor or their supervisor. Chapter tests will be given daily and averaged into the final grade. A student must score a 90 percent on the final exam. The combined average of the chapter tests and final exam must be 80 percent or higher for the individual to pass the course. If a student does not pass the final exam, they will be required to attend a mandatory 2-hour classroom instruction, during which time they will be given the opportunity to take the final exam again. An additional fee of \$25 will be charged and must be paid prior to the mandatory 2-hour classroom instruction.

### 3. COURSE OUTLINE:

#### 3.1. Class One:

Chapters 1 and 2: Managing Risk When Driving and Getting Acquainted with the Vehicle You will be Driving

#### 3.2. Class Two:

Chapters 3 and 4: Understanding Vehicle Space Needs, Control and Balance and Starting, Moving, and Stopping the Vehicle

#### 3.3. Class Three:

Chapters 5 and 6: Traffic Laws and Traffic Control Devices

#### 3.4. Class Four:

Chapters 7 and 8: Basic Maneuvers in a Low-Risk Environment and Manual Shift Vehicles

#### 3.5. Class Five:

Chapters 9 and 10: Vision and Perception and Managing Time and Space

#### 3.6. Class Six:

Chapters 11 and 12: Interfacing with Other Users and Adverse Driving Conditions and Emergencies

#### 3.7. Class Seven:

Chapters 13, 15 and 16: Consumer's Guide to Trouble-Free and Economical Driving - Loading, Towing, and Driving Special Vehicles and Collisions and Insurance

3.8. Class Eight:  
Chapter 14: Keeping Fit to Drive (5 hour class)

3.9. Class Nine: (Final Class):  
Written Test – 100 questions (passing = 90 or above) (one point is deducted for each incorrect response)

3.10. Road Instruction and Road Test

**4. AUDIO-VISUAL AIDS USED IN COURSE:**

4.1. Videos (AAA): (1 of 2): Managing Visibility, Time and Space, (2 of 2): Managing Visibility, Time and Space, Loading, Towing and Driving Special Vehicles, Keeping Fit to Drive (alcohol/drugs), Drivers View of Motorcycles, Taking Care of It, Parallel Parking

4.2. Video (Australian): Who's to Blame, Blame The Car, The Car Behind, The Head-On Collision, The Cross Roads Crash, Overtaking and Being Overtaken, The Mystery Single Car Crash, Sharing the Road Safely, and Freeway Driving

4.3. Other Materials: 18 WGP-1274, Professional Drivers Handbook and JAF Form, International Road Signs

4.4. Other Instructors: 18 Security Forces personnel and Base Alcohol/Drug Abuse Control personnel

**5. ROAD EVALUATION TEST:**

5.1 A road evaluation is designed to provide road tests only. Individuals taking this test must have a valid learners permit, USFJ Form 4. A \$25.00 fee will be charged for each test administered.

  
JAIME M. SHACHTER, YC-02  
Chief, Family Member Programs Flight