



INSTRUCTIONS TO PARENTS

Please see our website: www.aaatakethewheel.com for answers to popular questions and additional resources related to the course.

Please Note: This course is certified by the Oklahoma Dept. of Public Safety (DPS) and will qualify your teenager for the standard Driver's Ed. auto insurance discount offered by most insurance companies.

☛ **Before beginning the behind-the-wheel phase of this program** (Phase II, see 2nd page), the student must be at least 15 ½ years of age and have a valid Oklahoma driver's instruction (learner's) permit, **and have mailed in and passed the at-home exam in phase I.** In addition, the parent must submit an affidavit (back page) to DPS and have it accepted. The affidavit has to be received back from the DPS to go get the permit at your local Department of Motor Vehicle (Drivers License Testing Center). **Questions about the affidavit should be directed to DPS at (405) 425-2020 or via email at parent@dps.state.ok.us.**

Check Your Kit and make sure it contains: mirror; AAA's *How to Drive* textbook, test booklet and answer sheet; AAA's *Teaching Your Teens to Drive* box containing a DVD and the parent/teen handbook; 4 AAA brochures.

PHASE I. Begin with *How to Drive* textbook.

Complete two or three lessons per week, going over each page of material and the tests found within the text at the end of each chapter. Discuss each test question with your student and decide together what the best answers are, using the text as your reference. The tests in this book are for extra practice. You do NOT submit these tests for grading.

Read and discuss the *Oklahoma Driver's Manual* thoroughly, and review the additional material in the 4 AAA brochures. If you do not have an Oklahoma Drivers manual contact a local tag office to pick one up for a small fee or download it from DPS's website.

Administer **all** chapter tests from the separate *How to Drive* test booklet; **student should mark answers on answer sheet, not in the test booklet.**

NOTE: You must spend a minimum of 30 hours teaching your student this "classroom" textbook material.

After all tests are completed, mail the answer sheet (**not the test booklet**) to: **Take the Wheel, AAA Oklahoma, 2121 E. 15th Street, Tulsa, OK 74104. Make sure student's name and complete address are on the form.**

AAA will score the answer sheet and notify you by mail of the results. A score of at least 70 percent correct is required to qualify for the Post Test, which is taken after the behind-the-wheel phase. Post Test instructions will be provided when the answer sheet is returned to you.

PHASE II. After you have received a 70% or higher on the at-home exam, you may begin instruction of the behind-the-wheel *Teaching Your Teens to Drive* phase of the AAA Take the Wheel curriculum using the enclosed DVD and the parent/teen handbook. Install mirror in your vehicle if you choose to use it. Mirror is only so that parents can see out the back windshield what their teen is seeing.

IMPORTANT: You must be with your student at all times, sitting in the front passenger seat of the vehicle. Your student must have his/her instruction permit and DPS affidavit with him/her at all times.

To obtain the permit (at 15 ½) if not yet received, take the student to the Department of Motor Vehicles (Drivers License Testing Center) along with the affidavit received back from the DPS, the receipt of your purchase for this program, 2 forms of identification for them (birth certificate and social security card), and the 8th grade reading proficiency test (from your local high school or education service center) where they will complete the Department of Motor Vehicles written test.

Fill out each checklist at the end of each lesson. Use the Parent/Teen handbook in conjunction with the DVD, following all instructions and completing all assignments.

Following your completion of *Teaching Your Teens to Drive*, you and your teen should both discuss, fill-out, and sign the Vehicle Use and Operation Agreement found at the end of the handbook.

NOTE: You must spend a minimum of 55 hours in the vehicle, teaching your student this behind-the-wheel material. Ten (10) hours must be at night.

Once you have completed the *Teaching Your Teens to Drive* phase of the program, you may make arrangements to have your teen take the Post Test at a AAA Oklahoma office or a public library, following the instructions which will be mailed to you.

If a passing grade of 70 percent correct or better is attained on the Post Test, congratulations! A certificate showing you have completed this AAA course will be mailed to you.

Please do NOT schedule your child's driving exam for their driver's license until after you have received the certificate in the mail.

If at any time you have a question about this program, please contact the "Take the Wheel" coordinator, **Sheryl Williams**

Tele.: 800-222-2582 (Toll-Free)
(In Tulsa, call 748-1071)
Fax: 918-748-1111
Mail: Take the Wheel
AAA Oklahoma
2121 E. 15th Street
Tulsa, OK 74104-4693
Email: driversed@aaaok.org

