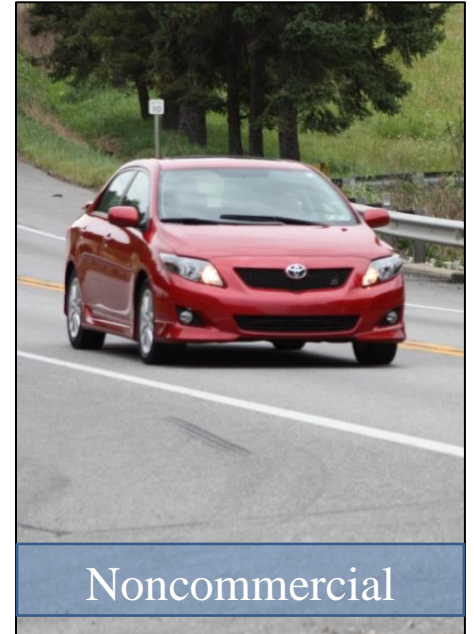




Commercial



Motorcycle



Noncommercial

# Highway Safety Services, LLC Company Profile

Providing consultation in the development and planning of programs to ensure that agencies, companies and jurisdictions implement effective highway safety countermeasures.



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Providing consultation in the development and planning of programs to ensure that agencies, companies, and jurisdictions implement effective highway safety countermeasures.

Highway Safety Services, LLC (HSS) was established in 2005 and is a leading company for consulting services in highway traffic safety and driver's license test administration. Our mission is to provide consultation in the development and planning of programs to ensure that agencies, companies and jurisdictions implement effective highway safety countermeasures in support of national highway safety initiatives. [[www.highwaysafetyservices.com](http://www.highwaysafetyservices.com)]

Our staff has extensive experience in the highway and traffic safety arena. Specialties include:

- commercial driver license driver training
- commercial driver license testing
- commercial driver license examiner training
- commercial driver license examiner trainer training
- commercial driver license auditing and covert auditing
- curriculum development
- driver education
- driver fitness
- driver improvement
- driver testing
- driver proficiency training
- driver testing for drivers with disabilities
- instructor development
- motor fleet training
- motorcycle licensing
- motorcycle rider education and training
- motorcycle safety
- motorcycle testing
- online and virtual training
- video and graphics development

Highway Safety Services, LLC provides services for program:

- assessment
- auditing
- development
- evaluation
- implementation
- management/coordination
- maintenance
- monitoring/oversight/fraud prevention
- research and analysis

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Providing consultation in the development and planning of programs to ensure that agencies, companies, and jurisdictions implement effective highway safety countermeasures.

Highway Safety Services, LLC provides technical services for:

- Graphics Development
- Video Development
- On-Line Training / Education

Our staff has extensive experience within the CDL Testing Program, CDL Examiner Training and CDL Examiner Trainer Development. Our staff has developed and conducted instructor development programs within the trucking industry, motor vehicle community, the driver education community and motorcycle rider education.

### ***Commercial Driver License (CDL) Testing***

Our President developed the American Association of Motor Vehicle Administrators (AAMVA) Certified Commercial Examiner (CCE) training curriculum and revised the AAMVA Commercial Driver License (CDL)

Train-the-Trainer curriculum in 1997 and was responsible for coordinating and conducting the AAMVA CDL Train-the-Trainer Workshops as an AAMVA staff member from 1996-2005. He continues to serve as the lead instructor for the AAMVA CDL Train-the-Trainer Workshops.

Additionally, he was responsible for the project to revise and develop the new AAMVA 2005 CDL Testing System.



Since 2005, HSS has continued to assist AAMVA with: revisions to the CCE CDL examiner training materials; maintenance of the AAMVA Train-the-Trainer materials; and maintenance of the AAMVA 2005 CDL Testing System including current revision efforts of the testing system. Additionally, HSS developed a series of examiner training videos for AAMVA and developed online training programs for CDL examiner training to be utilized by state programs.



Our staff has experience working with the AAMVA CDL Testing System; in establishing and evaluating CDL Road Test routes; and assisting states in meeting the Federal Motor Carrier Safety Administration (FMCSA) Federal Motor Carrier Safety Regulations (FMCSR) requirements for CDL testing and examiner training.

We have worked closely with the trucking industry, federal agencies and state driver license agencies on many issues relating to the training and testing of commercial motor vehicle drivers.

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### ***Motor Carrier Training***

In the past, our President has conducted driver-trainer development courses for major trucking companies. Additionally, our staff and consultants have conducted training courses for motor fleet safety supervisors and directors of safety for major trucking companies. We have assisted companies to evaluate and enhance their safety programs.

### ***Entry-Level Truck Driver Training***

Our staff has experience in establishing and managing student truck driver training programs. They have established and managed an eight-week training course for entry-level commercial vehicle drivers through the development of training materials and conducting all segments of the training program. They have assisted other entities in the establishment of their commercial driver training programs.

### ***Driver License Examiner Training***

Our staff has managed numerous projects under contract with AAMVA relating to driver licensing and commercial driver licensing. Some of these activities include, revisions to the Certified Driver Examiner (CDE) and CCE examiner training materials and training of driver and CDL examiners; maintenance of the AAMVA Train-the-Trainer materials and training of Train-the-Trainers; development of a CDL Examiner Update Course and training existing examiners on updates in CDL; maintenance of the AAMVA 2005 CDL Testing System, including the CDL driver manual, examiner manual, knowledge tests and skills tests; and development of the Noncommercial Model Driver Testing System (NMDTS), including the model noncommercial driver manual, examiner's manual, knowledge test, skills test and parent/guardian handbook.



Additionally, HSS has developed a series of examiner training videos for AAMVA and developed online training programs for CDL examiner training to be utilized by state programs. HSS has assisted the AAMVA Automated Vehicle Working Group (AVWG) in the development of *Jurisdictional Guidelines for the Safe Testing and Deployment of Highly Automated Vehicles* and is currently assisting with the second revised edition of this document. HSS assisted AAMVA's Test Maintenance Subcommittee (TMS), International Driver Examiner Certification (IDEC) Board and the AAMVA AVWG to develop the document *Testing Drivers in Vehicles with Advanced Driver Assistance Systems*.

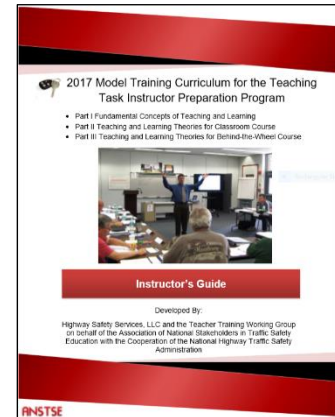




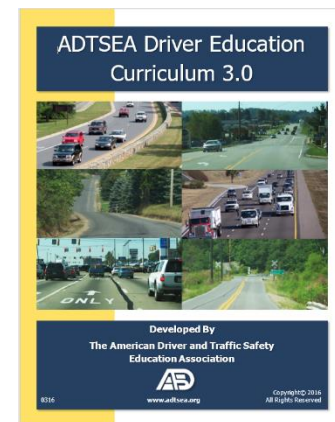
Providing consultation in the development and planning of programs to ensure that agencies, companies, and jurisdictions implement effective highway safety countermeasures.

***Driver Education and Training***

Our staff has extensive experience with the development of training materials for driver education and training. Our staff assisted the Association of National Stakeholders in Traffic Safety Education (ANSTSE), with funding from the National Highway Traffic Safety Administration (NHTSA), to develop an instructor training program and develop a system for the training of driver education teachers nationwide, including the development of model teacher training materials and recommendations for the certification of driver education teachers. Three pilot tests were conducted in North Carolina, Michigan, and Oregon to validate the curriculum and materials.



Our staff assisted in revising the American Driver and Traffic Safety Education Association (ADTSEA) 2.0 and 3.0 Curriculums for teaching teen driver education and training. The development of the ADTSEA 3.0 Curriculum consisted of developing lesson plans, Power Point slides and editing videos.



Our staff has conducted various workshops for the driver education community, including:

1. ***ADTSEA 3.0 Curriculum Workshops*** providing an overview and revisions made the curriculum, what is included and how to utilize it;
2. ***ADTSEA Content Standard Workshops*** providing an overview of the standards and how current state standards relate to the ADTSEA Content Standards;
3. ***Tire Safety Workshops*** in cooperation with Michelin Tire Company, highlights the value of the 3.0 ADTSEA Curriculum and the importance of having specific tire maintenance and safety information incorporated and provides hands-on activities including how to check tire pressure and tread depth to allow teachers to practice the tasks they are being taught;

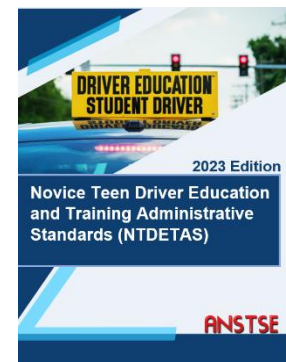


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- 4. *Behind-the-Wheel Workshops*** teaching select topics from the ANSTSE Teaching and Learning Theories for BTW Course such as: In-Vehicle Teaching Techniques, including questioning techniques and commentary teaching; Driver Evaluations, including types of evaluation, evaluating students and providing feedback; Command and Control of the Mobile Classroom including managing and taking control of the vehicle; and Coordination Between Classroom and BTW Instruction. Some workshops incorporated behind-the-wheel practice for the instructors as well; and
- 5. *Vehicle Technology Workshops*** providing information on vehicle technology and the implications for driver education and training. Additionally, HSS staff assisted ANSTSE and NHTSA to develop a series of lesson plans and supporting materials to train driver educators on Advance Driver Assistance Systems (ADAS) and the role of the driver educator.
- 6. *Virtual Conferences and Workshops*** were conducted in 2020 as a result of COVID-19 including the ADTSEA 2020 Virtual Conference lasting five days in length, and the ANSTSE Virtual Webinar Series lasting four days in length. Our staff is also assisting other state driver education associations, through our roles with ADTSEA and ANSTSE, to conduct their own virtual conferences and workshops.



Our staff has extensive experience with developing strategic plans, national standards and providing assistance to states nationwide for the implementation of standards. HSS, through a cooperative agreement with NHTSA developed a Strategic Plan for the Novice Teen Driver Education and Training Administrative Standards (NTDETAS), developed delivery standards for the delivery of driver education and training and online training and revised the NTDETAS to incorporate these delivery standards, extensively revise the instructor qualifications section and make edits to all sections.



HSS has been providing technical support to states and national organizations for the implementation of the NTDETAS, consisting of calls, web meetings and meetings with states to assist in providing recommendations to enhance their driver education and training program.

HSS staff have participated in various in-person and virtual NHTSA driver education and motorcycle safety assessments in both the administrative assistance role and as an assessor. These assessments provide States with recommendations to improve their driver education or

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motorcycle safety programs, as well as strengths and initiatives in the State in regard to driver education or motorcycle safety.

HSS staff, in our roles with HSS and ADTSEA have managed cooperative agreements with NHTSA to assist ANSTSE in the development of resources to assist the driver education community in support of the NTDETAS. Some of these accomplishments included the development of:

- Novice Teen Driver Education Data Collection Guide, 2023
- Revised NTDETAS, 2023
- NTDETAS Strategic Plan, 2023
- Motorcyclist Awareness Materials, including model driver education content, driver manual language, and fact sheets, 2022
- Driver Education State Administrator Webinars, 2021-2023
- Stopgap Measures for Driver Education During a Pandemic or an Emergency, 2020
- Videos on Virtual Training, Utilizing Multiple-Car Driving Ranges and Completing Observation Time in a Virtual Setting, 2020
- Virtual Professional Development Workshops on Classroom Teaching and Learning Theories, Cognitive Skills, Virtual Teaching Techniques, BTW Teaching and Learning Theories and an Overview of Advanced Driver Assistance Systems (ADAS) and the Role of the Driver Educator, and more, 2020-2023
- ANSTSE/NTDETAS Guidelines for the Core Elements of Driver Education Parent/Guardian Seminars, 2020
- NTDETAS Implementation Guide, 2020
- ANSTSE/NTDETAS State Fact Sheets, 2020
- ANSTSE/NTDETAS Summary of State Dialog Web Meetings, 2020
- ANSTSE Virtual Professional Development Workshops for driver education professionals, 2020-2023
- ANSTSE Teacher Training Workshop for select States, ADTSEA and DSAA representatives, 2018 and 2019
- ADTSEA/DETA/ANSTSE Symposium for State Driver Education Administrators, 2019
- ANSTSE/NTDETAS Guidelines for Establishing State Driver Education Advisory Boards, 2018
- NTDETAS Information Sharing System, 2018
- Revised NTDETAS including delivery, online and enhanced instructor qualification standards, 2017
- ANSTSE Model Driver Education Instructor Preparation Program Training Materials Developed and Distributed (outline provided in NTDETAS Attachment D) and Instructor Training System (NTDETAS Attachment C) Stages for Driver Education Instructor Preparation Program, 2017
- NTDETAS Strategic Plan, 2017

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- National Credential for Driver Education Instructors (NCDEI) Program Document, 2017
- Instructor Training Standards and Model System, 2016
- Driver Education Course Delivery Standards, 2016
- Online Driver Education and Training Delivery Standards, 2016
- Marketing Plan for the Revised NTDETAS, 2015
- Communication Plan for the Distribution of the NTDETAS, 2014
- ANSTSE Technical Assistance Provided to States (on- and off-site) for the Implementation of the NTDETAS, 2012-2023
- Special Webinars and Education Webinars, 2012-2016
- ANSTSE/NTDETAS Website ([www.anstse.info](http://www.anstse.info)), 2012
- NTDETAS Strategic Plan, 2012

### ***Driver Proficiency Training***

Our staff has experience working with agencies and companies for driver proficiency training. Attendees have included law enforcement personnel, rescue personnel, transportation drivers, motor carrier drivers and large sales fleet/public utilities personnel. These courses cover: perceptual and defensive driving practices, hazard recognition and control; decision making skills; and risk management. Courses for truck driver trainees included special circumstances and techniques for the safe operation of a commercial motor vehicle.

### ***Facilitation and Management of Associations***

Our staff has extensive experience with the facilitation of working groups and associations. Our staff has worked with AAMVA on many projects involving the Test Maintenance Subcommittee (TMS), the International Driver Examiner Certification Board (IDEC), the Automated Vehicle Working Group (AVWG) and other working groups for the development of examiner training materials, an online examiner training program, autonomous vehicles project, the CDL auditor training program and many others. We serve as the consultative liaison for the TMS.

Our staff has also worked with NHTSA involving the ANSTSE, for which Brett Robinson has served as Secretariat since 2010. ANSTSE is responsible for the development of national driver education and training standards and teacher training materials. The Association is a stakeholder group of nine (9) national member organizations, who represent their respective traffic safety groups.





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Our staff manages the American Driver and Traffic Safety Education Association (ADTSEA) and the National Association of State Motorcycle Safety Administrators (SMSA). Brett Robinson serves as the Executive Director for both ADTSEA and SMSA. Our staff works closely with both associations through their members, committees, executive committees, board members and other task groups.



Our staff consists of full and part-time consultants capable of meeting a variety of needs within the highway and traffic safety arena. To learn more about Highway Safety Services, LLC, please visit our website at [www.highwaysafetyservices.com](http://www.highwaysafetyservices.com).

### **Brett Robinson, President**

Mr. Robinson is the President for Highway Safety Services, LLC (HSS). He is responsible for all administrative functions, business development and project management/development for Highway Safety Services, LLC. He has been involved with operator testing and examiner training activities since 1996; CDL training and testing since 1992; driver training and education activities since 1986, and motorcycle education, safety and licensing since 1986.

Since 2005, Mr. Robinson has managed numerous projects for HSS including the American Association of Motor Vehicle Administrators (AAMVA) relating to driver licensing and commercial driver licensing, the National Highway Traffic Safety Administration (NHTSA) relating to traffic safety and driver education, and various state projects related to CDL train-the-trainer, examiner training, skills testing, motorcycle safety, and rider training.

Mr. Robinson serves as the Secretariat for the Association of National Stakeholders in Traffic Safety Education (ANSTSE), a stakeholder group for traffic safety where he manages the members and facilitates web meetings and meetings, as well as project development. He oversees the development of projects, including the revision of the NTDETAS, development of a driver education strategic plan, model driver education instructor training materials, guideline documents and compiling information from states on the implementation of the NTDETAS.

Mr. Robinson also serves as the Executive Director for both the American Driver and Traffic Safety Education Association (ADTSEA), the professional association which represents traffic safety educators throughout the United States and abroad and the State Motorcycle Safety Administrators (SMSA), the association which provides leadership for state administered motorcycle safety programs. In these roles he manages the Executive Committees, Board of Directors and other subcommittees and facilitates web meetings and meetings, as well as project development and conference planning.

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He assisted with the facilitation of a Driver Behavior Modification Course for repeat offenders for the Pennsylvania Department of Transportation. He conducted a teacher training course and conducted a pilot test to evaluate the training materials.

Prior to starting Highway Safety Services, LLC, Mr. Robinson was the Vice President of AAMVA's Programs Division. With AAMVA, he was responsible for program activities relating to the Commercial Driver License (CDL) Program including; driver testing, examiner training, examiner certification, curriculum development, and assistance to states on federal regulations and interpretations. He has served as the lead instructor for the AAMVA CDL Train the Trainer Workshops since 1995. Additionally, he revised the AAMVA CDL Train the Trainer Curriculum and developed the AAMVA Certified Commercial Examiner (CCE) Training Curriculum.

In this role, Mr. Robinson has worked closely with state and federal liaisons including CDL Test Experts, CDL Coordinators and Driver License Administrators on all aspects of the CDL Program including testing, training, and monitoring / oversight of CDL examiners. He served as the staff liaison to the AAMVA Test Maintenance Subcommittee (TMS) and the AAMVA International Driver Examiner Certification (IDEC) Executive Board, as well as other numerous committees, boards and working groups. The TMS is the subcommittee of states responsible for the maintenance of the CDL testing system and the IDEC Executive Board is the board of states responsible for the training and certification of state driver license examiners. Among these responsibilities, he was responsible for assembling, planning, coordinating and conducting numerous focus group and stakeholder meetings.

Mr. Robinson planned, implemented and conducted CDL Train-the-Trainer programs and revisions to the CDL Testing System while with AAMVA. He has assisted state DMVs with the implementation and improvement of the CDL testing program. He has assisted State DMVs with implementation of revisions to the CDL testing program. He has also been a third-party CDL examiner in the Commonwealth of Pennsylvania.

Since 2005, Mr. Robinson has managed numerous projects for HSS under contract with AAMVA relating to driver licensing and commercial driver licensing. Some of these activities include, revisions to the CCE CDL examiner training materials and training of CDL examiners; maintenance of the AAMVA Train-the-Trainer materials and training of Train-the-Trainers; development of a CDL Examiner Update Course and training existing examiners on updates in CDL as well as maintenance of the AAMVA 2005 CDL Testing System.

Prior to joining AAMVA, Mr. Robinson worked for Indiana University of Pennsylvania Highway Safety Center where he was involved with training and curriculum development within driver education, driver training, motorcycle safety and truck driver training. He has experience

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with assisting trucking companies in setting up truck driver training schools and training instructors.

Mr. Robinson holds a Class A CDL License with P, T and N endorsements.

### **Leslie Robinson, Co-founder and Office Manager**

Ms. Robinson is the Office Manager for Highway Safety Services, LLC (HSS). She is responsible for all office management activities, human resources, accounting, payroll, meeting planning and conference planning. She is responsible for filing all HSS payroll taxes. She assists with day-to-day activities for ADTSEA and SMSA including memberships, billing, monthly e-newsletters, and other electronic communications. She plans two (2) annual conferences with 200-300 attendees for ADTSEA and SMSA. She has extensive experience in travel and meeting planning. She coordinates and maintains the communication efforts within ADTSEA and SMSA.

Prior to joining HSS, she was an office manager in an optometric office responsible for employee scheduling, general office management, patient medical history and work up, patient product education, and insurance and patient billing.

She was a student worker at the Highway Safety Center at IUP. Within the Highway Safety Center, she assisted with the daily activities of the main office of the Pennsylvania Motorcycle Safety Program.

### **Christie Falgione, Senior Director**

Mrs. Falgione is the Senior Director for Highway Safety Services, LLC (HSS). She is responsible for overseeing and assisting with the development and coordination of projects, including developing training materials, guideline documents, national standards, conducting and inputting research, developing presentations, planning meetings and web meetings, and assisting in the management of associations. She provides quality assurance and ensures projects are on track and there are no problems or delays encountered.

She assists Mr. Robinson with the facilitation of the ANSTSE stakeholder group. She is responsible for assisting with planning meetings and web meetings with ANSTSE, State driver education administrators, working groups, organizations and state and national agencies. She assists with the development of projects, including the revision of the NTDETAS, development of a driver education strategic plan, model driver education instructor training materials, guideline documents and compiling information from states on the implementation of the NTDETAS. She also assisted in the development of the ADTSEA 3.0 Curriculum including lesson plans, PowerPoint slides and videos.

Providing consultation in the development and planning of programs to ensure that agencies, companies, and jurisdictions implement effective highway safety countermeasures.

She assisted with the development of a Driver Behavior Modification Course for repeat offenders for the Pennsylvania Department of Transportation, including developing lesson plans, visual slides and a knowledge test. She also assisted Mr. Robinson with planning the teacher training workshop and pilot tests.

Mrs. Falgione has worked with the AAMVA International Driver Examiner Certification (IDEC) Executive Board on revising and improving the Certified Driver Examiner (CDE) and Certified Commercial Examiner (CCE) Training Curriculums, which includes; lesson plans, PowerPoint presentations and exams for the training of jurisdictional driver license examiners. She assisted with the development of the CCE Online Training Program. She has also assisted with the development and revision of CDL Train the Trainer materials which consist of lesson plans, PowerPoint presentations and exams. She also plans and prepares materials for CCE and Train the Trainer courses. She assisted AAMVA in the development of the NMDTS, including a noncommercial driver manual, examiner's manual, knowledge test, skills test and parent/guardian guide. She assisted in conducting and compiling information for piloting the noncommercial skills tests. She has assisted the AAMVA Autonomous Vehicles Working Group (AVWG) in the development of guidelines for jurisdictions on automated vehicles and with the development of guidelines for testing drivers with advanced driver assistance systems.

Prior to joining HSS she was a student worker at the Highway Safety Center at Indiana University of Pennsylvania. Within the Highway Safety Center, she assisted with the development of the American Driver and Traffic Safety Education (ADTSEA) Driver Education and In-Car Curriculum and the ADTSEA Parent Guide. She also assisted in researching national traffic safety issues and with the development of a national guide for driver licensing. Among these responsibilities she was responsible for preparing the driving range and classroom materials for driver education courses and maintaining ADTSEA's, the National Student Safety Program's (NSSP) and the Pennsylvania Association for Safety Education's (PASE) membership databases.

### **Tracy Lee, Project Manager**

Mrs. Lee is a Project Manager for Highway Safety Services, LLC (HSS). She is responsible for assisting with the development and coordination of projects, including developing training materials, guideline documents, national standards, conducting and inputting research, developing presentations, planning meetings and web meetings, and assisting in the management of associations.

She assists Mr. Robinson with the facilitation of the SMSA membership, executive committee and other SMSA committees. She is responsible for assisting with planning meetings and web meetings for SMSA membership and committees. Through the SMSA committees, Mrs. Lee is assisting with the development of *Entry-Level Motorcycle Administrative Standards*, motorcycle



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safety position papers, an association electronic newsletter, the *Spotlight*, and working to improve communication and improvement of the SMSA.

She assists Mr. Robinson and Mrs. Falgione with the development of projects, including the revision of the NTDETAS, development of a driver education strategic plan, model driver education instructor training materials, and guideline documents.

She has worked with the AAMVA International Driver Examiner Certification (IDEC) Executive Board on revising and improving the Certified Driver Examiner (CDE) and Certified Commercial Examiner (CCE) Training Curriculums, which includes; lesson plans, PowerPoint presentations and exams for the training of jurisdictional driver license examiners. She assisted with the development of the CCE Online Training Program. She has assisted the AAMVA AVWG in the development of guidelines for jurisdictions on automated vehicles and with the development of guidelines for testing drivers with advanced driver assistance systems.

Prior to joining HSS she was a student worker at the Highway Safety Center at Indiana University of Pennsylvania. Within the Highway Safety Center, she assisted with the development of the American Driver and Traffic Safety Education Association (ADTSEA) Driver Education and In-Car Curriculum. She also assisted in researching national traffic safety issues and with the development of a national guide for driver licensing. Among these responsibilities she was responsible for assisting with maintaining ADTSEA's, the National Student Safety Program's (NSSP) and the Pennsylvania Association for Safety Education's (PASE) membership databases and planning for the conferences.

### **Tim Beckham, Project Manager**

Mr. Beckham is a Project Manager for Highway Safety Services, LLC (HSS). He is responsible for assisting with the development and coordination of projects, including developing training materials, guideline documents, national standards, conducting and inputting research, developing presentations, planning conferences, meetings and web meetings, and assisting in the management of associations.

He assists Mr. Robinson with the facilitation of the ADTSEA membership, executive committee and other ADTSEA committees. He is responsible for assisting with planning conferences, meetings and web meetings for ADTSEA membership and committees. Through the ADTSEA committees, Mr. Beckham has assisted with the modernization of the ADTSEA Constitution and Bylaws, update of the ADTSEA Strategic Plan and update of the ADTSEA Content Standards.

He assists Mr. Robinson and Mrs. Falgione with the development of projects, including the revision of the NTDETAS, development of a driver education strategic plan, model driver education instructor training materials, and guideline documents.

Providing consultation in the development and planning of programs to ensure that agencies, companies, and jurisdictions implement effective highway safety countermeasures.

He assisted with the development of a Driver Behavior Modification Course for repeat offenders for the Pennsylvania Department of Transportation, including developing lesson plans, visual slides and a knowledge test. He also assisted Mr. Robinson with conducting a teacher training workshop and conducted a virtual pilot test.

Mr. Beckham has worked in the field of driver education for nine and a half years. He started as a driver education instructor and worked his way up to be the Vice President of Oregon Driver Education Center. He held this position for seven and a half years. He has been a Trainer of Trainer at Western Oregon University for six years and has been a Master Trainer for four years. He is the President of the board of a non-profit driver education school called Columbia River Driver Education. He has presented at various conferences throughout the nation and received the Teacher of Excellence Award from ADTSEA in 2020.

### **Mark Ray, Information Technology Manager**

Mr. Ray serves as the Information Technology Manager for Highway Safety Services, LLC (HSS). He is responsible for web development and maintenance, database, network and systems administration, video development and visual curriculum development. He is an Adobe Production Premiere CS5 Specialist. He maintains the HSS, ADTSEA, SMSA and ANSTSE websites. He assisted with the development and maintenance of the ADTSEA 3.0 Curriculum and development of CDL examiner training videos for AAMVA. He assists with converting webinar recordings for posting to the ANSTSE and ADTSEA websites related to driver education. He has experience assisting with communication efforts within ADTSEA and SMSA.

Prior to joining HSS he served as president of Indiana Connect, Inc., an internet provider and website management company.

### **Other Consultants**

Other support staff / consultants are available depending on project needs. See Appendix A.

### **Past Clients and Projects:**

- American Association of Motor Vehicle Administrators (AAMVA)
  - Development of the AAMVA Noncommercial Model Driver Testing System, which includes a Model Driver's Manual, Examiner's Manual, GDL Parent Guide and Knowledge Test Item Pool, 2008.
  - Development of the Guidelines for Motorcycle Operator Licensing, 2008.
  - Development of the Model Problem Driver Intervention and Education Program, 2009.
  - Development of the Foreign Reciprocity Resource Guide, 2009.

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- Assisted with the development of the Driver Fitness Medical Guidelines Resource Document, 2009.
- Assisted with the development of the Judicial Use and Interpretation of and Training Related to Driver History Records, 2011.
- Development of the CDL Training and Development Project: Train the Trainer Materials Revision, CCE Revisions, Examiner training videos: Overview of CDL Testing, Vehicle Inspection Test and Basic Control Skills Test, 2011.
- Development of the Motorcycle Operator Manual and Three-Wheel Supplement, 2012.
- Assisted with the development of Alternative Solutions for Suspension of Driver Licenses for Non-Highway Safety Offenses Report, 2012.
- Developed CDL Examiner Road Test Training Videos, 2014.
- Developed Certified Commercial Examiner Online Training Course, 2015.
- Developed Motor Carrier Working Group Report Identifying Gaps in Motor Carrier Support, 2016.
- Revisions to the Certified Commercial Examiner training materials, 2017.
- Assisted with the development of Jurisdictional Guidelines for the Safe Testing and Deployment of Highly Automated Vehicles, 2018.
- Testing Drivers in Vehicles with Advanced Driver Assistance Systems, 2019.
- Current projects include revisions to the CDL testing system, noncommercial testing and examiner training support, commercial testing and examiner training support, revision of commercial examiner online training program, revision of examiner training videos, feasibility study for AAMVA learning management system for commercial examiner training, and conduct examiner and train-the-trainer courses.
- American Driver and Traffic Safety Education Association (ADTSEA)
  - Management Contract
  - Development of the ADTSEA 3.0 Driver Education Curriculum, 2012.
  - Development of the ADTSEA 3.0 Online Driver Education Program, 2012.
  - Development of the ADTSEA Parent/Guardian Teen Learning-to-Drive Risk-Management Online Seminar, 2017.
  - Revisions to the ADTSEA Driver Education Curriculum Standards, 2017.
  - Conducted behind-the-wheel workshops related to the ANSTSE model training materials.
  - Grant from Michelin North America
    - Developed Tire Safety training materials to incorporate in the ADTSEA 3.0 Curriculum, 2015
    - Conducted workshops to driving instructors on tire safety, 2015-2017.
  - Assisted ADTSEA to support a cooperative agreement with NHTSA in support of the NTDETAS, 2015-2021.

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- BMT Designers and Planners, Inc.
  - Naval contract for improving motorcycle rider training.
- District of Columbia Department of Motor Vehicles
  - Noncommercial Examiner Training.
- California Department of Motor Vehicles
  - CDL Examination Update Course
- Iowa Department of Transportation
  - Assess CDL Skills Testing sites and provide recommendations for meeting the AAMVA 2005 CDL Testing System Basic Control Skills exercise dimensions.
- Maryland Motor Vehicle Administration
  - CDL Modernization Test - Instructor Update Course
- National Association of State Motorcycle Safety Administrators (SMSA)
  - Management Contract
  - Development of Motorcycle Entry-Level Administrative and Content Standards.
  - Development of the Motorcycle Safety Program State Self-Assessment Tool.
  - Development of the Guidelines for Establishing State Motorcycle Safety Coalitions.
  - Development of Motorcycle Safety Related Data: A Guideline Document for States to Collect Motorcycle Safety Data.
- National Highway Traffic Safety Administration (NHTSA) and the Association of National Stakeholders in Traffic Safety Education (ANSTSE)
  - NHTSA Cooperative Agreement - Developing Best Practices and Training for Novice Driver Education, 2023-2026
  - NHTSA Contract - Driver Education and Training Technical Assistance to States, 2020-2023.
    - Update the 2017 NTDETAS - finalize September 2022
    - Update the 2017 NTDETAS Strategic Plan - finalize September 2023
    - Provide technical assistance to States for the implementation of the NTDETAS - finalize September 2023
    - Identify emerging issues in driver education - finalize September 2023
    - Support the implementation of NHTSA's Uniform Guidelines for State Highway Safety Programs, Guideline No.4 for Driver Education through the continued development and implementation of the NTDETAS - finalize September 2023
    - Develop guidelines and other resources to assist the driver education community to implement and meet the NTDETAS - finalize September 2023



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- Manage, update, and maintain communications tools and networks that support driver education efforts - finalize September 2023
- Develop and implement professional teaching standards for NTDETAS, allowing States to monitor and promote the driver education profession - finalize September 2022
- Develop guidelines for data collection and analysis to assist States in the collection of data to enhance their teen driver education and traffic safety programs - finalize September 2023
- Stopgap Measures for Driver Education During a Pandemic or an Emergency, 2020
- ANSTSE/NTDETAS Guidelines for the Core Elements of Driver Education Parent/Guardian Seminars, 2020
- NTDETAS Implementation Guide, 2020
- ANSTSE/NTDETAS State Fact Sheets, 2020
- Development of Guidelines for Establishing State Driver Education Interagency Working Groups and Advisory Boards, 2018.
- Revision of the Novice Teen Driver Education and Training Administrative Standards (NTDETAS), including online driver education standards, delivery standards and enhancements, 2017.
- Development of a Model Training Curriculum and System for Training Driver Education Instructors, 2017.
- Development of the NTDETAS Strategic Plan, 2012 and revised in 2017.
- Development of the Requirements for the Update and Revisions of the NTDETAS Strategic Plan and NTDETAS Standards Document, 2012 and revised in 2017.
- Technical Support to States on the implementation of the NTDETAS, 2012 to present.
- Ohio Department of Public Safety
  - Motorcycle Examiner Training
- Pennsylvania Department of Transportation
  - Conducted four CDL Train the Trainer Workshops.
  - Developed Driver Behavior Modification Course.
- Pike Electric Company / Stay Safe Solutions, LLC
  - Partnership to conduct CDL Train the Trainer Workshops. Exploring other opportunities for partnerships in CDL driver training.
- Rahall Appalachian Transportation Institute
  - Evaluated and provided recommendations for the development of the eCDL Tablet Testing System.
- Serco DES Inc.
  - Assisted in preparing accreditation package for AAMVA CDE accreditation.

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- Solutions Thru Software
  - Evaluated and provided recommendations for the development of the Road Scholar Tablet Testing System.
- South Carolina Department of Motor Vehicles
  - Developed motorcycle operator manual and knowledge test item pool.
  - Conducted Motorcycle Examiner Train the Trainer Workshops.
- Tennessee Department of Safety and Homeland Security
  - Conducted CCE/CDL Examiner Training Workshop.
  - Conducted CCE/CDL Train the Trainer Workshop.
  - Conducted CDE Virtual Train the Trainer Workshop.
- Texas Department of Public Safety
  - Conducted two CDL Train the Trainer Workshops.
- Toxcel
  - Sub-contractor on updating National Motorcycle Safety Resources, including Model National Standards For Entry-Level Motorcycle Rider Education and Training, Model National Administrative Standards for State Motorcycle Rider Education and Training Programs, and National Agenda for Motorcycle Safety
- Universal Well Services, Inc.
  - Conducted Commercial Vehicle Trainer Workshop.
- University of North Carolina, Highway Safety Research Center
  - Assisted UNC/HSRC with training of motorcycle examiners from the state of California in support of the Motorcycle Safety Foundation's (MSF's) Discovery Project.
- United States Air Force
  - Conducted four CCE/CDL Examiner Training Workshops training 125 Airmen to administer the CDL Skills Tests.
- Washington Department of Licensing
  - Developed recommendation for a mandatory state commercial vehicle training requirement.
  - Conducted Teacher Development Workshop.
  - Conducted CDL Train the Trainer Workshop.
- Windwalker Corporation
  - Development of Approaches to the Assessment of Initial Entry Motorcycle Training — Expert Panel.
  - Development of Model National Standards for Entry-Level Rider Training.
  - Model National Administrative Standards for Motorcycle Rider Training Programs.

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## **Appendix A: Other Consultants**

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### **Andrew Krajewski, Consultant – Project Specialist and Trainer**

Mr. Krajewski is a Project Specialist for Highway Safety Services, LLC (HSS) and the National Association of State Motorcycle Safety Administrators (SMSA). Mr. Krajewski is responsible for the development and completion of assigned projects that support and promote the mission and objectives of HSS and the SMSA.

Prior to joining HSS, Mr. Krajewski was employed by the Maryland Motor Vehicle Administration (MVA) serving as the Director of Driver Safety, Director of Driver Programs, Division Manager of Driver Licensing and Motorcycle Safety Program Coordinator. In these positions he was responsible for advising the Administrator, Chief Deputy Administrator and Deputy Administrator for Driver and Vehicle Policy and Programs on strategies to improve driver safety on Maryland roadways. He also oversaw the operations of four major MVA Divisions associated with driver licensing, sanctioning and rehabilitation.

Prior to joining the MVA, Mr. Krajewski worked for the Motorcycle Safety Foundation (MSF) as an Education Manager and Regional Director where he was involved in developing curricula, implementing state rider education programs, training instructors and promoting responsible motorcycle operation.

Mr. Krajewski was also a Transportation Field Supervisor II for the Montgomery County Public Schools, a Safety Education Instructor for the University of Maryland, Health Education Department and a Department Chairperson at the Bradford Area High School.

Mr. Krajewski continues to be an assessor and module leader for National Highway Traffic Safety Administration (NHTSA) Traffic Records Assessments, an assessor for State Technical Motorcycle Safety Assessments, an instructor for the Traffic Safety Institute and a motorcycle safety consultant for the University of Southern Florida.

He is a past Chairperson of the SMSA Executive Committee and the American Association of Motor Vehicle Administrators (AAMVA) Test Maintenance Subcommittee (TMS). He has served on Expert Working Groups for the development of the Model National Standards for Entry Level Rider Training, Model Administrative Standards for Rider Training, Guidelines for Motorcycle Licensing, revision of the Motorcycle Operators Manual and Observable Behaviors for Trained and Untrained Motorcycle Riders.



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### **Ms. Carol Hardin, Consultant – Educational Consultant and Trainer**

Carol Hardin is an independent, educational consultant and often works with driver and traffic safety education curriculum, projects, and teacher training throughout the United States.

Prior to her independent consulting services, Ms. Hardin’s career spanned 35 years with the Fairfax County (VA) Public Schools (FCPS). She worked as a teacher, department chair, and school-based administrator as well as a central office coordinator for the Standards of Learning and Remediation Programs and for the International Baccalaureate Middle Years Program. She also served as the curriculum supervisor and program coordinator for the classroom and behind-the-wheel driver and traffic safety education programs for FCPS.

Ms. Hardin has served as President of the American Driver and Traffic Safety Education Association (ADTSEA), the Southeast Region of the American Driver and Traffic Safety Education Association, (SERA ADTSEA) and the Virginia Association for Driver Education and Traffic Safety (VADETS) as well as the Board of Directors for these same organizations. She has been recognized by her colleagues for her contributions and work in driver education and traffic safety receiving the Richard Kaywood Award, the Bishop-Seals Award and the Tom Love Award.

In her role as an independent, educational consultant she is responsible for the development and/or implementation of current instructional materials and methods for these presentations. In addition, she has worked with federal, state and local traffic safety offices to support the development of programs for teen drivers and currently works collaboratively with the ADTSEA as a national expert in the field of traffic safety.

Her travels about the U.S. provide teachers with information and activities related to instruction and what’s new in traffic safety. These programs include but are not limited to instruction and information for: 1) hands-on ideas that provide learners in the classroom with a frame of reference for in-car skills, 2) teaching and learning styles in driver education, and 3) theory to learning to reality in driver education as well as 4) Behind the Wheel Teaching and Learning Theories Training. Ms. Hardin has presented in Hawaii. Some of those programs include the hands-on activities called “What’s in Your Trunk?” as well as Distracted Driving.

Ms. Hardin has worked with the U.S. Department of Health and Human Services, the National Highway Traffic Safety Administration (NHTSA), and Michelin North America as well as the Virginia Department of Education and numerous other state departments of education and driver education associations as a consultant, committee chair and member, curriculum writer, and program developer. She designed two programs for Drive Smart Virginia to support driver education and traffic safety: Distracted Driving and Sharing the Road with the Big Rigs. These programs were incorporated into the Virginia Department of Education Driver and Traffic Safety

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Curriculum. She recently redesigned the required parent presentation for the Virginia online driver education program. Ms. Hardin worked collaboratively with Michelin North America to successfully implement the ADTSEA–Michelin Tire Safety Program throughout the United States including Hawaii.

### **Ms. Jo Ellen Suter, Consultant – Driver and Traffic Safety Educational Consultant and Trainer**

Ms. Suter is an educational consultant working with driver and traffic safety education curriculum, projects and teacher training. She has served as President of the Southeast Region of the American Driver and Traffic Safety Education Association, (SERA ADTSEA) and the Virginia Association for Driver Education and Traffic Safety (VADETS) as well as the Board of Directors for ADTSEA, SERA ADTSEA, and VADETS. She has been recognized by her colleagues for her contributions and work in driver education and traffic safety receiving the Bishop-Seals Award and the Tom Love Award.

Ms. Suter develops and implements instructional materials and methods for presentations to both instructors and students of Driver’s Education. In addition, she works as a Curriculum Certification Trainer for In-car and Classroom Driver Education for the Virginia Department of Education and with the American Driver and Traffic Safety Education Association (ADTSEA) as a national expert in the field of traffic safety. Her travels provide teachers around the country with information and activities correlated with instruction and what’s new in traffic safety. These programs include but are not limited to instruction and information for hands-on ideas that provide learners in the driver education classroom with a frame of reference for in-car skills as well as Behind the Wheel Teaching and Learning Theories Training which provides for the development of a strong knowledge and practice base for driver education in-car instructors. Ms. Suter has worked collaboratively with Michelin North America to successfully implement the ADTSEA–Michelin Tire Safety Program throughout the United States including in Hawaii.

Prior to her independent consulting services, Ms. Suter’s career spanned 35 years with the Prince William County (VA) Public Schools as a health and physical education teacher and as a classroom and in-car teacher for driver education. During her tenure with the Prince William County Public Schools she was recognized as the Outstanding Educator of the Year at Osbourn Park High School in Manassas, Virginia, and as a recipient of the World-Class Honors in Education for exemplary achievement. Ms. Suter was named Driver Education Teacher of the Year by the Virginia Association for Driver Education and Traffic Safety (VADETS). In addition, Ms. Suter was acknowledged in the Who’s Who Among America’s Teachers for multiple years during her career.

Ms. Suter has demonstrated visual and hands-on teaching tools she developed to communicate important driver's education concepts in the classroom. She found that this benefits students with

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diverse learning styles and abilities. Tools included models, art, and other objects used for teaching about reference points, signs, roadway markings, etc.

Ms. Suter also led a Michelin sponsored workshops on tire safety. As an instructor, she used tire weights, valve stems, air gauges, and tread wear gauges to teach about tire construction, safety, wear, and maintenance. Ms. Suter found innovative ways to demonstrate the impact of road conditions on tire performance, illustrating how rear end collisions occur more frequently with water and ice. Using ‘baked’ rubber bands, she showed the manner in which tires fail with age and wear.

### **Mr. Richard Hanson, Consultant – Subject Matter Expert and Driver Education Teacher Training Instructor for Western Oregon University**

Rich Hanson is a consultant in traffic safety and has provided teacher training and professional teacher development in 20 different states. He was part of the Teacher Training Work Group created by the Association of National Stakeholders in Traffic Safety Education (ANSTSE) which developed the national teacher training standards and the teacher training model curriculum. He has piloted the model curriculum in North Carolina and in Oregon. He has also presented portions of the Behind the Wheel portion of the curriculum in Illinois, Minnesota, Massachusetts, North Carolina, Vermont and Oregon.

Mr. Hanson is an adjunct faculty at Western Oregon University. His role with Western Oregon University is as a Trainer of Trainer. He has conducted many different training classes throughout the entire state of Oregon. Not only has he conducted teacher training, he has been a part of the curriculum writing team that produced the Oregon Driver Education Playbook and the teacher training curriculum (Game Plan) used to train future teachers in Oregon. Mr. Hanson is also an adjunct faculty at Chemeketa Community College. He has developed online teacher professional development classes for the college.

Mr. Hanson has been the lead instructor and adjunct faculty at Castleton University and conducted teacher preparation classes in Vermont from 2010 to 2018. He developed the online portion of the teacher prep courses and conducted online training for 8 years. And finally, Mr. Hanson has been an adjunct faculty at Keene State College where he developed online professional development classes in Zone Control for New Hampshire teachers.

Mr. Hanson is an award-winning teacher who was recognized as the driver education teacher of the year for Oregon in 2005, the American Driver Traffic Safety Education Association teacher of the year in 2006, and the Richard Kaywood Award for contribution to traffic safety education in 2019.

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Rich's passion is to see quality traffic safety education nationwide and he has dedicated his life to ensure that teachers are trained to the highest level so they can prepare our young people for a life of safe driving.

Rich has worked with the Hawaii Department of Education and Department of Transportation in the past. He has presented twice at the ADTSEA National Conferences in Hawaii, conducted two workshops for Department of Education on topics such as Best Practices for Behind-the-Wheel, has evaluated several of their teachers in Behind-the-Wheel to determine if they were candidates for teacher training and has presented to Department of Transportation and Department of Education teachers about evaluation and record keeping for behind-the-wheel sessions.

### **Ms. Robin Bordner, Consultant – Owner and Driver Education Teacher Training Instructor of Michigan Traffic Safety**

Robin is considered a subject matter expert in the field of Driver Education and Traffic Safety. She has worked for over 38 years with teens, adults, and peers in the development, update and revision of Driver Education materials. She has served as a consultant to several nationally recognized agencies and associations to continue to improve Driver Education and Traffic Safety in both the teen and instructor sectors nationwide. She is very knowledgeable in the area of Driver Education Instructor Training and Novice Driver Education Curriculum.

Robin Bordner is the owner of Michigan Traffic Safety who provides teacher training courses and continuing education classes for Driver Education teachers in Michigan. They also provide programs for driver education, road testing, driver improvement and motorcycle safety. She has over 30 years' experience in traffic safety education. Ms. Bordner has conducted professional development workshops and the AAA driver improvement program since 2008 and has conducted the instructor training program since 2010.

Robin was the Michigan Department of Education Motorcycle Safety Program Administrator from 2000 – 2011 and conducted Basic Rider Courses. From 1997 – 2006 Robin was the Co-Chairperson for the St. Joseph County Traffic Safety Commission.

Robin was part of the Teacher Training Work Group created by the Association of National Stakeholders in Traffic Safety Education (ANSTSE) which developed the national teacher training standards and the teacher training model curriculum. She piloted the model curriculum in North Carolina and in Michigan. She has also presented portions of the Behind the Wheel portion of the curriculum in Illinois, Minnesota and Vermont.

### **Other Subject Matter Experts**

HSS has an extensive pool of subject matter experts to assist in a variety of support activities.