

Behind-the-wheel General Guidelines:

- The behind-the-wheel (BTW) log must be kept in the vehicle during all training sessions.
- The log should be updated immediately after each training session.
- Students must complete 7 hours of behind-the-wheel instruction.
- The BTW final score does not affect a student's eligibility receive a Certificate of Completion.

Page 1 Instructions:

1. **Before Starting the First BTW Session:**
 - Complete the top section of Page 1.
2. **During and After Each BTW Session:**
 - Before each session verify if student has their driver's permit before commencing.
 - Fill out the session table for each hour of BTW training.
 - *Driving Focus Area/Skills Taught*, should state what skills were worked on from page 2 (skill number is acceptable).

Page 2 Instructions:

1. **Throughout the Seven BTW Hours:**
 - Record scores for each skill during training.
 - Each skill should be scored on a scale of 0–4.
 - Skill scores can be changed as the student progresses, this helps the students develop and hone the skills over time.
 - The Rubric provides the student with clear guidelines about what is expected during their behind-the-wheel training.
 - The rubric breaks down the skills into specific components, allowing the instructor to provide more focused and constructive feedback on strengths and areas for improvement.
2. **At the End of the 7th Hour:**
 - Add up all the points earned across all sessions.
 - The maximum possible score is 100 points.
 - Enter the final score in the designated area at the top of Page 1.

CR-Classroom Final

COC- Certificate of Completion

Driving Route: Description of route taken (Ex: Residential, Westgate Neighborhood)

Behind-The-Wheel Log

Student Name: _____ Permit #: _____ CR final: _____ BTW score: _____

Student phone #: _____ COC#: _____ COC issue date: _____

Emergency contact info: _____ Phone #: _____ CR end date: _____

Session 1	Date	Driving Route:	Start Time	End Time	Total Hrs	Weather Conditions	Ins. Initials	Stud. Initials
Permit Verified? (Circle) Y / N								
	Driving Focus Area/ Skills taught:					Comments / Remarks:		

Session 2	Date	Driving Route:	Start Time	End Time	Total Hrs	Weather Conditions	Ins. Initials	Stud. Initials
Permit Verified? (Circle) Y / N								
	Driving Focus Area/ Skills taught:					Comments / Remarks:		

Session 3	Date	Driving Route:	Start Time	End Time	Total Hrs	Weather Conditions	Ins. Initials	Stud. Initials
Permit Verified? (Circle) Y / N								
	Driving Focus Area/ Skills taught:					Comments / Remarks:		

Session 4	Date	Driving Route:	Start Time	End Time	Total Hrs	Weather Conditions	Ins. Initials	Stud. Initials
Permit Verified? (Circle) Y / N								
	Driving Focus Area/ Skills taught:					Comments / Remarks:		

Session 5	Date	Driving Route:	Start Time	End Time	Total Hrs	Weather Conditions	Ins. Initials	Stud. Initials
Permit Verified? (Circle) Y / N								
	Driving Focus Area/ Skills taught:					Comments / Remarks:		

Session 6	Date	Driving Route:	Start Time	End Time	Total Hrs	Weather Conditions	Ins. Initials	Stud. Initials
Permit Verified? (Circle) Y / N								
	Driving Focus Area/ Skills taught:					Comments / Remarks:		

Session 7	Date	Driving Route:	Start Time	End Time	Total Hrs	Weather Conditions	Ins. Initials	Stud. Initials
Permit Verified? (Circle) Y / N								
	Driving Focus Area/ Skills taught:					Comments / Remarks:		

NMAC 18.20.3.13 E.2: A private driver education school shall maintain a driving log for each student. The driving log shall be maintained in the vehicle during the training and shall be completed at the end of each training.

Student Driver Skills Rubric

Scores: 0 = Unsatisfactory, 1 = Beginner, 2 = Basic, 3 = Intermediate, 4 = Proficient *Maximum score - 100*

Skills Assessed = ✓	Skills	Score
1	Auto Check– Familiarize with: Brake, Hand Position, Gears, Gauges, Dash (lights), Hazard Lights, Signals, Climate Control	
2	Starting – Doors Locked, Seat Belt, Mirrors, Key, Seat Adjustment, Steering Wheel Height	
3	Exiting parking lot: , Release E-Brake, Shifts to Drive, Brakes Smoothly, Checks Mirrors, Accelerates Properly	
4	Stopping – Brakes Smoothly, Following Distance, Before Intersection	
5	Road – Observes Signs, Lights, Indicators, Construction Signs	
6	Reverse – Mirrors, Blind Spot, Traffic, Safety, Eye Movement	
7	Right Turns – Signal, Speed Control, Hand Usage, Maintain Lane	
8	Left Turns – Signal, Speed Control, Hand Usage, Maintain Lane	
9	U-Turns - Signal, Speed Control. Hand Usage, Maintain Lane	
10	3-point turns – Signal, Observation & Awareness, Hand Usage, Braking & Speed Control	
11	Double Turn – Inside Lane, Outside Lane, Maintain Lane, Speed, Hand Usage	
12	Parking – Perpendicular, Angled, Parallel, Hill	
13	Yield – Signs, Lights, Indicators, Oncoming Traffic, Merge, Pedestrians	
14	Lane Changes – Mirrors, Signal, Blind Spots, Following Distance	
15	Residential – Speed, Signs, Lights, Indicators, Pedestrians	
16	City - Speed, Signs, Lights, Indicators, Pedestrians, Passing	
17	Highway/Interstate – On-ramp, Signal, Yield/Merge/Change Lane, Speed, Observes Signs	
18	Tailgating – Aware of Drivers, How to Deal w/ Them	
19	Weather Conditions – Adjust Speed, High/Low Beam, Traffic, Dealing w/ Low Visibility	
20	Following Distance – Maintain Flow of Traffic, Manage Vision & Perception	
21	Intersections - Yield, Stop, Go	
22	Parking Lots – Caution, Yield, Stop, Pedestrians, Vehicles/Bicyclist	
23	Maintains: Caution, Safety, Alertness, Awareness While Driving (Checks traffic)	
24	Share the road – Pedestrians, Bicyclist, Motorist, Animals, Emergency Vehicles	
25	Obeys – Traffic Laws: Speed Limit, Signs, Lights, Indicators, School Zones	
Comments:		Total Score:

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