

BEHIND THE WHEEL RECORDKEEPING FORM		Revision 01/04/2022
Student Name:	Address:	Parent Phone #:

Date	Start Time	End Time	Hour		Provider Name:							
			BTW	Range								
					Program #:							
Drive 1	Developing Basic Driver Actions				Please Mark one of the boxes below:							
					S = Satisfactory at this time				S	N I	U	X
					NI = Need to Improve							
					U = Unsatisfactory							
					X = Did not perform skill during the drive							
Skills for Residential Driving												
a	Pre-entry & safety checks											
b	Pre-drive and start procedures											
c	Establish front bumper reference point											
d	Moving the vehicle forward											
e	Operation of steering wheel: push pull & hand over hand											
f	Operation of vehicle controls: gear shift, accelerator, brake, steering wheel, parking brake											
g	Vehicle familiarization – identify communication, comfort, safety, convenient, and control devices											
h	Approach intersections											
i	Establish rear bumper reference point											
j	Starting the engine											
k	Moving the vehicle backward											
l	Securing vehicle procedures											

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Drive 2	Light Traffic Maneuvers				Please Mark one of the boxes below:			
	Skills for Rural Driving				S = Satisfactory at this time			
					NI = Need to Improve			
					U = Unsatisfactory			
					X = Did not perform skill during the drive			
					S	N I	U	X
a	Establish reference points for lane positions 1 (center), 2 (left), 3 (right)							
b	Concentrate on path of travel on straight, curving, & hilly rural roads							
c	Enter a roadway from the curb or side of the road.							
d	Establish reference points for turning, moving forward, and to the right and left side of the vehicle.							
e	Complete left & right turns at intersections							
f	Apply proper stop position in residential and rural area intersections.							
g	Complete left and right lane changes – light traffic							
h	Determine minimum time & space gaps for maneuvers on two-lane and four-lane roads at speeds up to 45 mph – light traffic.							
i	Demonstrate how to enter, exit, & cross traffic at controlled and uncontrolled intersections							
j	Park at a curb and park on a grade (uphill and downhill)							
k	Backing in a straight line							

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Drive 3	Dense Traffic Maneuvers				Please Mark one of the boxes below:							
					S = Satisfactory at this time				S	N I	U	X
					NI = Need to Improve							
					U = Unsatisfactory							
					X = Did not perform skill during the drive							
Skills for Suburban Driving												
a	Approach and turn at multiple lane intersections											
b	Determine minimum time and space gaps for maneuvers on two-lane and four-lane roads at speeds up to 45 mph – dense traffic											
c	Concentrate on path of travel on straight, curving, and hilly suburban/urban streets											
d	Complete left and right lane changes – dense traffic											
e	Demonstrate how to enter, exit, and cross traffic at complex, controlled intersections											
f	Establish reference points for turning while moving backward											
g	Use space management principles PDA – Perceive, Decide, Act to reduce conflicts in moderate to dense traffic											
h	Perpendicular parking – left and right, enter going forward and enter backing in, exit going forward and exit backing out											
i	Backing to the left and right											
j	Use a shared left turn lane to enter a driveway/street/parking lot											
k	Complete U-turn											
l	Off-Road Recovery											
m	Approach and cross railroad crossings											

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Drive 4	Complex Traffic Maneuvers				Please Mark one of the boxes below:					
	Skills for Special Maneuvers				S = Satisfactory at this time		S	N I	U	X
					NI = Need to Improve					
					U = Unsatisfactory					
					X = Did not perform skill during the drive					
a	Approach and maneuver through roundabouts									
b	Approach and maneuver through a Michigan Left									
c	Complete 3-Point turnabout on the street with a curb									
d	Complete driveway turnabouts: left driving in and right backing in									
e	Angle parking- left and right (establish front corner reference point)									
f	Passing, lane position, following, and being followed on a two-lane road									
g	Apply correct path of travel and right of way adjustments when interacting with a bike lane									
h	Turning onto and from a one-way street - left and right									
i	Respond to traffic control devices									
j	Approaching and crossing rail grade crossings, RRX									
k	Respond to motorized and non-roadway users									
l	Assess and respond to visual, potential, and definite hazards									
m	Managing distractions inside and outside the vehicle									

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Drive 5	Moderate/Heavy Traffic Maneuvers				Please Mark one of the boxes below:				
Skills for Freeway/Expressway Driving					S = Satisfactory at this time	S	N I	U	X
					NI = Need to Improve				
					U = Unsatisfactory				
					X = Did not perform skill during the drive				
a	Assessing freeway/expressway conditions								
b	Complete lane changes at high speeds								
c	Passing on a two-lane road – assessing time and gap needs								
d	Being passed on a two-lane road								
e	Passing on the right when legal								
f	Being passed on the right (when turning left)								
g	Turning onto and from a multi-lane divided highway - use median crossover								
h	Merging onto, driving on, and exiting from a freeway/expressway								
i	Identify and use freeway/expressway signage (route markers and mile markers)								
j	Parallel parking								

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