

ODOT- Transportation Safety Office Final Drive (FD) Assessment Approval INSTRUCTIONS

How to prepare your final drive assessment for approval

The final drive assessment must be approved by ODOT prior to implementation. ODOT carefully reviews to assure the route covers all required maneuvers.

A final assessment submission must include both of these forms:

1. **FINAL Drive Assessment Form** and
2. **FINAL Drive Worksheet Form**

FINAL Drive Assessment Form

ODOT-DMV-TSO Driver Education Program	SAMPLE DRIVING SCHOOL – SOMEWHERE Final Assessment	Total Pts. = 148
Student Name: _____	Date: _____	Evaluator: _____
Student Signature: _____	Total Deductions: _____	Score: _____
	Pass <input type="checkbox"/> Fail <input type="checkbox"/>	GIF Code _____

<p>*While in NAPA lot</p> <p>Driver Vehicle Readiness</p> <p><input type="checkbox"/> Rear in seat</p> <p><input type="checkbox"/> Adjust mirrors, head restraint</p> <p><input type="checkbox"/> Windows up, doors locked</p> <p><input type="checkbox"/> Belts on</p> <p><input type="checkbox"/> Headlights on</p> <p>At the east drive, turn left on Pacific –</p>	<p><input type="checkbox"/> Turn head then turn wheel</p> <p><input type="checkbox"/> Trail brake/maintain speed to TP</p> <p>At Laurel St., turn right</p> <p>At 3rd Street, turn right – Stopped</p> <p><input type="checkbox"/> Signal 5 sec. ahead 45° search LFR</p> <p><input type="checkbox"/> Side position 3 feet away</p> <p><input type="checkbox"/> Forward position @ pedestrian zone</p> <p><input type="checkbox"/> Verbalize front limit RP</p>	<p>Across from Wilson River Loop, turn left (into left turn bay)</p> <p><input type="checkbox"/> FIND open/closed/unstable zones</p> <p><input type="checkbox"/> Signal left, moves to LP2</p> <p><input type="checkbox"/> Makes final blind spot check</p> <p><input type="checkbox"/> 45° or 90° search LFR</p> <p><input type="checkbox"/> Enter new lane in LP3</p> <p>At the next drive turn right into FMeyer lot</p>
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Use the **FINAL Drive Assessment Form** as your template. Plan your route and add scoring to each maneuver by referring to the **Menu of Scoring Boxes**.

ODOT must be able to follow your route by what's written, so if a street name changes along the way be sure to note that on the route.

You may include non-scored maneuvers on the final route, identified "NS".

Some driving errors result in immediate failure. We call them GIF* (Grounds for Immediate Failure). For students who fail due to a GIF, record the appropriate GIF code at the top of the assessment. The student may retest at a later time per your program policy. GIFs are found at the bottom of the **FINAL Drive Assessment Form**.

For ease of use, try to keep the assessment to one page.

FINAL Drive Worksheet Form

Each final route must include a certain type and number of maneuvers. Required maneuvers are listed on the **FINAL Drive Worksheet Form**.

For each of the required maneuvers listed in the left column (Maneuver), you must reference the location of the maneuver as it appears on your route. Example: for the maneuver “Turn Left (1)” you might write “Knox @ Main Ave” to reference the location on your route, as shown here:

**Must include this form with new or revised “FD Assessment”
Final Drive Worksheet - Final Drive Required Maneuvers**

PROVIDER NAME HERE

Provider Name

Route ID: NAME YOUR ROUTE (Ex: Cleveland High School) <small>(Location, etc.)</small>	<input type="checkbox"/> In Process	<input type="checkbox"/> Final	Approval Date:
Date Submitted:			

One worksheet must be submitted for each FINAL route.
Shaded areas are for DMV-TSO use only.

Maneuver	Reference <small>(Where to find maneuver on your route)</small>	Acceptable = <input type="checkbox"/> <small>(If no <input type="checkbox"/> then =>)</small>	Comments <small>(TSO Use Only)</small>
Turn – Left (1)	Knox @ Main Ave		
Turn – Left (2)			

The order of the maneuvers listed on the FD Worksheet have no bearing on where they appear on your **FINAL Drive Assessment**. For example, your three left and three right turns DON’T have to appear consecutively. The turns may be scattered throughout your route.

If you name a specific maneuver in the Reference column, the Maneuver you list must be a scored item (with scoring boxes) on the route. You cannot select a maneuver identified “NS” as one of the required maneuvers you’ve identified.

Submission

1. When you are satisfied with your work on the **FINAL Drive Assessment Form** and the **FINAL Drive Worksheet Form**, submit both to ODOTDEMail@odot.oregon.gov for review. You must have ODOT approval before using the route.
2. Submissions must be editable. Pdfs or photos won’t be accepted.
3. ODOT may add comments to either your **FINAL Drive Assessment** or **FINAL Drive Worksheet** submissions. In response, make your revisions (or respond to questions) on those same marked-up documents. Once you have completed your edits, save your changes on the marked-up versions and send the documents back to us for review and approval.

If you later add another final assessment, replace an assessment or if you make a change to an existing final assessment, you must re-submit a new **FINAL Drive Assessment Form** and **FINAL Drive Worksheet**

Form. There is an exception for minor route changes due to “brief” construction detours, etc. If the change lasts longer than a month, you need to notify this office and receive instructions on what to do next.

Confirmation of Approval

You will receive a Statement of Compliance for each final drive route that is approved. We need to be confident that only the routes that are submitted and approved are being used at school locations. By signing the document you are providing ODOT that assurance.

Stuck?

Help is available. Request a mentor from Western Oregon University to help build your final route and to prepare the paperwork. Contact: Trafficsafety@wou.edu or 503.838.9237. ODOT TSO is also available for help. You can reach us at ODOTDEMail@odot.oregon.gov
