



Take the Wheel

Instructions for Parents

STEP 1:

Submit the Parent-Taught Driver Education Affidavit

If you have not yet mailed the affidavit (**copy enclosed**) to the OK Dept. of Public Safety, **please do that now**. You will need to have this back – approved by them, before your child will be allowed to test for their permit. To apply for a learners permit your child must be at least 15½ years of age. **You will not be allowed to use a Designated Examiner for the driving test without an affidavit approval number.**

STEP 2:

PHASE 1 – 30 hours of Classroom (at-home) Instruction

You, as the parent, are the teacher. You may instruct your child on your timeline. We recommend that you 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.

Note the tests in this book are for extra practice. You do NOT submit these for grading.

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

Note this manual is what the DPS will test your student on to obtain their permit.

STEP 3:

Obtain Learner's Permit – Student must be a minimum age of 15½. If not yet received, take the student to the DPS Driver License Exam Site (Testing Center) to take the state's written exam. **This exam is separate from any of the exams you will do through AAA for Driver's Education.**

To obtain the permit, the student will need to take the following with him or her:

- ✓ Applicant must bring Primary ID. (Usually a state-certified birth certificate)
- ✓ Applicant must bring Secondary ID. (Usually a Social Security card)
- ✓ Applicant must provide Social Security Number.
- ✓ If the student is under 18 years of age, he or she must bring documentation showing they are currently enrolled in school and have passed the 8th Grade Reading Proficiency Exam. Usually referred to as the "school letter." If you cannot obtain a letter from an Oklahoma school you may go to http://www.dps.state.ok.us/dls/apply/dl_enrollment.html for a list of alternate documents.
- ✓ If the student is under the age of 18, they must have a **Parent or Legal Guardian** present.
- ✓ If the student is between the age of 15 ½ and 16, you must bring your paid AAA receipt AND your approved affidavit (mentioned in STEP 1) to show proof of enrollment in an approved parent-taught driver education course.

- ✓ Applicant must bring in any documents showing a legal name change: Such as marriage, adoption, divorce, etc. These documents should connect all of the last names from the birth certificate to the current last name.

STEP 4:

PHASE 2 – Minimum 55 Hours of Driving (Including 10 hours at night)

After you have completed Phase 1, 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.

Use the Parent/Teen handbook in conjunction with the DVD – following all instructions and completing all assignments. **The book is for your reference and will not be turned in.** Following the completion of *Teaching Your Teens to Drive*, you and your teen should discuss, complete, and sign the ‘Vehicle Use and Operation Agreement’ found at the end of the handbook. This agreement is for you and your child and does not have to be submitted.

**You must be with your student at all times in the front passenger seat of the vehicle.
Your student must have their learner’s permit AND DPS affidavit with them at all times.**

STEP 5:

Complete the ONLINE Posttest/Final Exam

Once you have completed PHASE 1 and 2, you may make arrangements to have your teen take their online posttest/final exam which can be completed on their smartphone, tablet or computer.

The final exam is 50 multiple choice questions covering material in the How to Drive student manual. Students will have one opportunity every day, within a 30-day period, to score 70% or better to pass the exam.

You may request the online test credentials by emailing DriversEd@aaacorp.com or calling 918-748-1071.

A confirmation email will include the student’s login user name and a Web link to access the exam. The exam password will be obtained directly from a AAA representative or in a separate email.

When a passing score of 70% or better is achieved, the student’s Take the Wheel program completion certificate will be emailed within 3 to 5 business days.

Please do not schedule the license exam until you receive your certificate.

If you have questions about the program visit AAA.com/TakeTheWheel for a list of FAQs or contact us at:

**Call: 918-748-1071 or
800-999-4952, ext. 4364120 or 4362722**

Email: DriversEd@aaacorp.com

