

**Kentucky Office of Highway Safety
Distracted Driving Simulator Educational Program
Corporate Requested Events
Requirements and Guidelines Policy**

Thank you for your interest in the Distracted Driving Simulator Educational Program. Below you will find the requirements and guidelines for requesting and setting up this program for an event. If you are able to meet all requirements and guidelines listed below, please submit a confirmation to our office via email or by phone that you have read and agree to **ALL** requirements and guidelines.

*** Please note that when sending in a request to schedule our Distracted Driving Simulator Educational Program, counties within the statewide Top 40 ranking for Overall Highway Safety Concerns will be given priority when reviewing request for the Distracted Driving Simulator Educational Program.**

Click the following link to see which counties are in the statewide Top 40 ranking:

https://transportation.ky.gov/HighwaySafety/Documents/14-16-top_40Map.pdf

Below are the general requirements, corporate requirements, day of event requirements and weather conditions policy for the Distracted Driving Simulator Educational Program:

Amount of participants in trailer and time allowed per each session:

- The number of participants that will be allowed in the trailer during each session, **shall be no more than 14 people at a time.**
- The time allowed for each participant will be **no more than 5 minutes in length.**
- Each session will be from **45 minutes to 60 minutes in length** based upon the number of people in the trailer at one time. By extending the timeframe for each session, it will allow those participating more time on the simulator and thus allowing each participant more of an educational experience.
- No participant will be allowed **more than one turn** on the simulator.
- If participants have already taken their turn on the simulator, those participants **should not be** in the trailer for another session. This will allow the participants that have not been on the simulator to experience it.

Requirements for Corporate events:

- The corporate contact will need to use and fill out the Kentucky Distracted Driving Simulator Educational Program Participant Signup Sheet(s) for those wanting to participate in the program. If it is not possible to have participants' signup for the program due to employee time constraints or employee schedules then we will work with the contact to come up with a solution. We use the Kentucky Distracted Driving Simulator Educational

Program Participant Signup Sheet(s) to help determine the schedule for each session on the day of the event.

- Once the Program Participant Signup Sheet(s) are completed the corporate contact will need to forward a copy to our office to confirm the date and number of participants. If the Program Participant Signup Sheet(s) are used they will need to be turned into our office no later than 4 weeks prior to the confirmed date of the event.
- KOHS will have a copy of the Kentucky Distracted Driving Simulator Educational Program Participant Signup Sheet(s) on the day of the event for those participating in the Distracted Driving Simulator Educational Program event and each participant will have to sign by their name on the Kentucky Distracted Driving Simulator Educational Program Participant Signup Sheet(s) on the day of the event.
- Once the Program Participant Signup Sheet(s) and requested date of event have been selected, KOHS staff will review travel route and facility layout to ensure safe travel and appropriate dimension area that are required for equipment setup, before confirming the program with the corporate contact.

Kentucky Office of Highway Safety employee requirements for the Distracted Driving Simulator Educational Program:

***Please keep in mind the following items when setting up the session schedule for the Distracted Driving Simulator Educational Program event. Both items will affect the session schedule for simulator use and also the start time of the event.**

- KOHS is located in Frankfort, KY- Eastern Standard Time (EST). KOHS staff **CANNOT** depart from Frankfort, KY before **6:00 am EST**.
- Upon arrival, KOHS staff must have at least **30 mins** before the first class scheduled time to set up the simulator.
- KOHS staff must have **30 mins** after last class to shut down simulator AND leave campus **BEFORE** afternoon bus arrivals.
- KOHS staff must have a **30 min** lunch scheduled into the event day schedule.

Dimension requirements, equipment requirements and weather conditions policy for the Distracted Driving Simulator Educational Program Truck and Trailer unit:

- The truck and trailer combination unit is **60' L x 10' W**. *(Keep in mind there will be a turning radius required for such dimensions in order to enter and exit the event location)*
- Parking of the truck and trailer **requires a level paved surface**. The truck and trailer **will not be able to be parked on any grass, dirt, or gravel surface areas**, in order for the trailer and simulator to be as stable as possible for proper operation during the event.
- The simulator trailer **will not require any external power source** from the event location due to the unit being self-sufficient with onboard power. An external power source **will only be required** if the location event is to be indoors. If the location event is to be indoors

then an electrical power source would be required that consist of a **120 volt, 30 amp electrical outlet**.

Weather conditions on day of event:

On day of the scheduled event, if there is a 30% or greater chance of severe or winter weather (this includes heavy rain, lightning, snow, ice or high wind conditions), KOHS staff will make contact to cancel the event and set up a rescheduled date for the event. This is in accordance to the KOHS Interoffice Policy and Procedures on Weather Conditions for all KOHS Educational Program events.

KOHS Educational Program Request Form

Once our office has received a formal response to the requirements and guidelines policy, the following steps will take place

1. A formal request must be sent via email or phone call to KOHS indicating you are able to meet the requirements and guidelines policy for scheduling a KOHS D2 Simulator Educational Program.
2. KOHS staff will contact you via a phone call in order to complete the KOHS Educational Request Form.
3. KOHS staff will then temporarily place a hold on the requested date of the event, on the KOHS Highway Safety Events calendar and will also attach the KOHS Educational Programs Request Form to the description. The requested date will be held until the request has either been Approved or Denied by KOHS staff.

KOHS Educational Program Request Approval Process:

1. Once the KOHS Educational Program Request Form has been completed by our office and has been checked to insure all information is correct. The review process for the request will proceed and all information provided to our office for the requested event will be reviewed and a determination will be made to either Approve or Deny the request.
2. When a decision has been reached on the request, a notification will be sent via email to the event contact, letting them know if the request has either been Approved or Denied.
3. If the request has been approved, our office will send via email the KOHS Distracted Driving Simulator Educational Program Participant Signup Sheet attached to the notification email, along with the confirmed date for the event.

***Note: The KOHS Distracted Driving Simulator Educational Program Participant Signup Sheet(s) must be sent to our office no later than 4 weeks prior to the confirmed event date.**