



KOHS Distracted Driving Educational Simulator Program School Event Step-by-Step Request Process

Step #1 Please review the following guidelines **BEFORE** proceeding to take into consideration going forward in the scheduling process:

- 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 at least 30 mins after last class to shut down simulator **AND** leave campus **BEFORE** afternoon bus arrivals.
- KOHS staff must have at least a 30 min lunch scheduled into the event day schedule.
- All completed Signup Sheets **MUST** be submitted at least **4 weeks** in advance of event date.
- The simulator requires a 10'x60' parking space. Must factor in turning radius while entering/exiting campus as well.
- Simulator is for **VALID PERMIT/LICENSED DRIVERS ONLY (16 yrs. & older)**.
- **1 class = 1 Signup Sheet of 14 participants for 1 hr timeframe.**
- **5 classes = 5 Signup Sheets of 70 total participants for 5 hr timeframe.**
- **6 classes of 84 total participants = Max number of participants in one day.**

Step#2 Please read the KOHS D2 EDU SIM School Event Requirements and Guidelines Policy, **IN ITS ENTIRETY** and factor in the guidelines above before contacting KOHS office.

Step #3 (IF) your school is able to meet **ALL** requirements, call KOHS office at **502-564-1438** to complete the KOHS Educational Programs Request Form with a KOHS staff member.

Step #4 KOHS staff will evaluate the date(s) of request, start/end times of the classes, time and distance of travel to event, number of participants for compliancy before proceeding, and available space for simulator.

****Time & distance of travel in regard to number of participants will be heavily considered before proceeding.***

Step #5 KOHS staff will **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 requested date. The **requested date** will be held until the request has either been Approved or Denied by KOHS staff.

Step #6 (IF) Event Form received coincides with the KOHS D2 EDU SIM School Event Requirements and Guidelines Policy, a KOHS staff member will email a copy of the KOHS D2 Simulator Educational Program Participant Signup Sheet to the event contact.

Step#7 Print **multiple copies** of the Event Signup sheet and fill each out in completion to allow **Valid Permit/Licensed Drivers Only** to sign up for a class at a designated time. Each participant must bring his/her permit or license on day of event to verify and sign in.

Step #8 Scan the completed **Event Signup Sheets** and email them to a KOHS staff member at least **4 weeks** prior to the **requested event date**.

Step #9 KOHS staff will review KOHS D2 Simulator Educational Program Participant Signup Sheets for compliancy.
****This step does not ensure confirmation of event.***

Step #10 (IF) KOHS D2 Simulator Educational Program Participant Signup Sheets are returned within required timeframe and complies with KOHS Policies, a KOHS staff member will do the following;

- Confirm the event on the KOHS Highway Safety Events Calendar
- Attach completed KOHS Educational Programs Event Request Form & completed KOHS D2 Simulator Educational Program Participant Signup sheets to Event Description on the KOHS Highway Safety Events Calendar
- Assign additional KOHS staff members to assist with program event
- **Send program request confirmation to the Event Contact that the event has been scheduled.**

**** If the D2 Simulator event request is denied, you will receive notification via email from a KOHS staff member.***