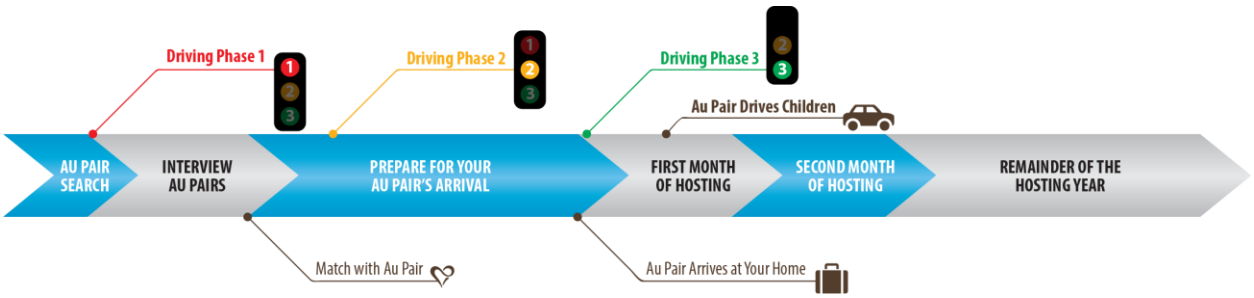
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Host Family Driving Best Practice Worksheet

Driving Timeline



Driving Phase 1: Mutual Match: Interviewing Au Pairs

Most commonly asked questions:

- ☐ What type of car do you drive/have you driven?
- ☐ How frequently do you drive?
- ☐ How long have you driven/how long have you had a driver's license?
- ☐ What conditions have you driven in (snow, rain, on highways, on local roads, at night, in heavy traffic, etc.)?
- ☐ Do you usually drive in a small town or city?
- ☐ Is your driving experience with a manual or automatic?
- ☐ What kind of training is required to get a driver's license in your country?
- ☐ Have you ever driven with children in the car, and how did their presence affect how you drove?
- ☐ Note: If you're still concerned about driving ability, call the Au Pair's references or parents to ask driving-specific questions.

Other potential questions to ask:

- ☐ Do you own a car? If not, whose car do you use, and when do you have access?
- ☐ Have you ever been in an accident? If so, what happened?
- ☐ How comfortable are you with driving?
- ☐ How many people have you had in the car while driving?
- ☐ What is the legal age to get a driver's permit in your country (and when did you get your permit)? What is the legal age to get a license (and when did you get your license)?
- ☐ What is the farthest distance you've ever driven?
- ☐ What are the usual speed limits on the roads you've driven on?
- ☐ Have you ever been on a road trip with a friend?
- ☐ What are the general safety rules for driving in your country?

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Driving Phase 2: Prep & Pre-Arrival: Checklist before Your Au Pair's Arrival

- ☐ Create a driving plan for the Au Pair (see below for sample driving plan).
- ☐ Send the Au Pair a link to the driving manual on their DMV's website and ask Au Pair to study.
- ☐ Ask your Au Pair to get an international driver's license and to practice driving.
- ☐ Make an appointment at the DMV for the Au Pair's written test.
- ☐ Tune up the family car or Au Pair car.
- ☐ Check with insurance providers to add the Au Pair and to see if they accept international driver's licenses.
- ☐ Consider driving classes if necessary.

Driving Phase 3: Arrival & Orientation: Driving Plan, Training and Practice

- ☐ Begin on-the-road training immediately.
- ☐ Take Au Pair to empty parking lot to practice basics, go over how to use the vehicle and GPS, go over the rules/driving plan.
- ☐ Practice and train for 30 minutes every day.
- ☐ Take Au Pair to a local destination and have him/her drive home.
- ☐ Take Au Pair to a farther location and have him/her drive home.
- ☐ Encourage practice in the Au Pair's free time.
- ☐ When both Host Parents feel comfortable with the Au Pair's driving ability, allow him/her to drive solo and with the children for short distances at first.

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Sample Driving Plan

Training Schedule

We will take you driving on your first or second day here. Training will be for 30 minutes each day after dinner with one of the host parents. After one week, we will assess your driving skills and see how much more training you will need. Please practice on your own as well. You will need to obtain a state driver's license within 60 days of your arrival (this includes taking and passing a written and on-the-road test). We will take you a total of three times to the DMV (allowing for one failed test, written/on-the-road). If any further re-testing is needed, you will need to take vacation time because we will need to take time off of work to take you. We will cover any fees associated with getting your state license.

Driving Schedule

- Take Child A to school every day at 8:00 am, and pick up at 2:30pm sharp.
  - Address of school: 5555 Elementary Road (Approximately 8 minutes away from the house)
  - Please be 5 minutes early or on time
- Take Child B to swimming lessons on Tuesdays and Thursdays: 9:30 am – 10:30 am.
  - Address of swim school: 1234 Diver's Way (Approximately 5 minutes away from the house)
  - Please allow enough time to change into swim gear upon arrival.

Rules for Using the Vehicle

- Please remember that use of the car for personal use is a PRIVILEGE. Lack of respect for the rules or the privilege may result in revocation of personal use.
- Please ask us to use the vehicle at least 24 hours before you want to use the car so that we can make plans as well since we only have two cars and three drivers.
- Always be on time when dropping off and picking up the children.
- There is NO smoking allowed in the vehicle by you our friends.
- Other than the Host Parents, only YOU are allowed to drive our vehicles. Our insurance will not cover anyone but us and you.
- Only one other friend is allowed in the vehicle with you to minimize distractions.
- When you drive the children, stay within 10 miles of the house.
- When you are with your friends, stay within 20 miles of the house unless otherwise pre-approved by us.
- If the weather is bad (storms or snow), consult the Host Parents about driving limitations.
- Please respect our vehicle, and treat it like you are making the payments: don't eat in the car, don't make and leave messes in the car, let the host parents know when it needs gas.
- Non work-related usage of the vehicle will incur a charge of 15 cents per mile to be paid back to the Host Family every week.
- The car should be returned home and parked in the garage per the curfew stipulations.

Safety

- Always make sure children are bucked in (car seats/seat belts), and always wear your seatbelt. Any passengers must also wear seatbelts.
- The insurance card is in the passenger side glove box.
- Always lock the doors when leaving the vehicle, and make sure not to lock the keys in the car.
- Do NOT let strangers into the vehicle.
- Do NOT, under any circumstance, **text or talk** on your cell phone while driving. If you need to make a call, pull over to a safe place. If the phone rings while you are driving, wait until you are at your destination to call that person back.
- If you are going somewhere during non-work hours and plan to drink alcohol (for driver's over 21), you may not use the car.
- Do not exceed the posted speed limits.
- If there is an accident, call the police to fill out a report and then call the host family. Call 911 if there are injuries. Do NOT converse with the other driver, except to exchange names, telephone numbers, insurance information, and car license plate information.