



# WISCONSIN ADMINISTRATIVE CODE CHAPTER TRANS 106 IMPLEMENTATION GUIDANCE FOR WISCONSIN TECHNICAL COLLEGE SYSTEM TRAFFIC SAFETY PROGRAMS

## PURPOSE

This document outlines the current interpretation and implementation guidance set forth by the Wisconsin Department of Transportation (WisDOT) regarding [Wisconsin Administrative Code - Chapter Transportation 106](#) – Certification of Traffic Safety Programs and Instructors (Trans 106) and describes the administration and delivery of Wisconsin traffic safety programs by WisDOT and the Wisconsin Technical College System (WTCS).

## WISCONSIN TRAFFIC SAFETY PROGRAM ADMINISTRATION

### Governance

WisDOT is the authority for Wisconsin traffic safety programs, including:

- Interpretation and policy guidance regarding Trans 106.
- Approval of traffic safety programs.
- Setting curriculum, course and/or instructional materials requirements for traffic safety programs and courses.
- Certification of traffic safety instructors to teach traffic safety education courses.
- Administration of the Wisconsin Traffic Safety School Advisory Council (TSSAC).

### Traffic Safety Education Administration

WisDOT and WTCS administer traffic safety education courses that enable drivers to reduce demerit points assessed against their driving privilege. These courses serve members of the general public who already have a driver's license, have received a traffic violation such as operating while intoxicated (OWI), failure-to-yield, etc., and may have been ordered to attend such a course by an approved\* assessment facility as part of a driver safety plan post-assessment.

*\*Further information is located on the Wisconsin Department of Health Services (DHS) website for the state's [Intoxicated Driver Program](#), which assesses and treats people who have been convicted of operating a motor vehicle while under the influence of drugs, including alcohol, cannabis, methamphetamines, opioids, and prescription medications.*

**WTCS is the only named provider of traffic safety education courses in the state of Wisconsin per Trans 106. Each WTCS district may have one traffic safety program.**

### Traffic Safety Education Course Offering and Approval

In offering traffic safety education courses, WTCS colleges are expected to comply with WisDOT traffic safety education policy guidance and implementation recommendations, including the use of specific curricula and/or course materials if and as required by WisDOT.

WTCS reviews and approves the college submission of WTCS traffic safety *courses* to the WTCS Course and Curriculum Portal database. Such submissions are reviewed for compliance with WTCS business rules surrounding course construction.



## **TRAFFIC SAFETY EDUCATION ADVISORY FUNCTIONS**

The Wisconsin Traffic Safety School Advisory Council (TSSAC) is advisory to WisDOT and is comprised of representatives from WisDOT, WTCS, WTCS college traffic safety coordinators and administrators, the Wisconsin departments of Public Instruction (DPI) and Health Services (DHS), and the American Automobile Association (AAA). TSSAC makes recommendations regarding uniform standards and guidelines for initiating and maintaining statewide traffic safety school programs and promotes interagency relations concerning the education and rehabilitation of persons who have driven while intoxicated or have demonstrated other unsafe driving practices (see [Trans 106.12 Advisory Council](#)).

### **Council Leadership**

TSSAC reports to WisDOT and is led and supported by a Council Chair and Vice Chair elected from its member pool of WTCS traffic safety coordinators.

### **Convenings**

TSSAC Meetings: TSSAC must convene at least once annually (face-to-face, hybrid and/or virtual format), with meeting minutes recorded and any formal recommendations indicated in a vote of Council members. Minutes and vote results must be emailed to WisDOT as soon as practicable and within 45 days after the meeting occurs.

Note: TSSAC may choose to host on the same day *dual meetings* of 1) TSSAC members conducting official business AND 2) WTCS Traffic Safety Coordinators Group members discussing college-specific topics. Meetings must be clearly delineated and TSSAC business formalized via the aforementioned methods.

WTCS Traffic Safety Coordinators (TSC) Group: A collaborative group of peers comprised of WTCS faculty, staff and administrators who oversee traffic safety programs and courses at their respective colleges. The TSC group is supported as needed by the TSSAC Chair and the WTCS Director of Transportation. The group may convene at will and as needed, independently of or in collaboration with the WTCS Director. No formal meeting minutes are required for TSC group convenings.



## TRANS 106 INTERPRETATION AND GUIDANCE

Effective January 1, 2025, WisDOT has determined:

- Trans 106 *does not specify* course modality regarding face-to-face, hybrid and/or virtual delivery methods;
- All traffic safety education courses must be delivered synchronously;
- WTCS colleges may **locally choose** to deliver traffic safety courses in face-to-face, hybrid and/or virtual course modalities.

This change will not impact traffic safety education course capacities (max number of students), nor the course hours requirements named in Trans 106.

**Synchronous course delivery** occurs on specific dates and at specified locations (physical and/or virtual) and times, with instructors teaching course content and students engaging with and/or learning such content together in real time, regardless of modality (face-to-face, hybrid and/or virtual) as defined in this document.

**Course modality** indicates the method in which a course is delivered or conducted and determines how students engage with content, interact with instructors and participate in the learning experience. Per its Trans 106 interpretation, WisDOT defines course modality as encompassing the following synchronous delivery formats: face-to-face (“in person”), virtual (“online”) and hybrid (combination of face-to-face and virtual).

**Local choice** refers to the college (district) decision to offer synchronous traffic safety education courses in face-to-face, virtual and/or hybrid modalities. Decision-making authority shall reside with each college-designated Traffic Safety Coordinator. Chosen modalities must be documented by each college by submitting an updated list of delivery methods via email to WisDOT, the WTCS Director of Traffic Safety and the TSSAC Council Chair on or by August 1 of each academic year.

### Change Rationale

Historically, traffic safety education courses were required to be delivered in a synchronous, face-to-face modality per WisDOT interpretation of Trans 106. WisDOT has changed this interpretation to encompass broader course modalities per the following:

- 1) **Administrative Code Specificity:** While Trans 106 uses the term “classroom” in describing course delivery, it does not explicitly define nor require a specific format regarding face-to-face, virtual or hybrid. Trans 106 does imply synchronous delivery.

WisDOT therefore interprets Trans 106 as allowing for flexible course modality while maintaining synchronous-only delivery. Furthermore, WisDOT defines the term “classroom” to mean a learning environment, physical or virtual, that may include lectures, presentations, discussions, activities, other teaching methods, etc.



- 2) **Demonstrated Effectiveness in All Course Modalities:** With the onset of the Covid 19 pandemic in 2020, WisDOT allowed for virtual course access as an exception to face-to-face course delivery with the issuance of two emergency policies (2020 and 2021), the products of the collaboration of WisDOT, WTCS and TSSAC. WTCS colleges effectively implemented these policies, successfully delivering traffic safety courses in face-to-face, virtual and hybrid formats per the requirements set forth in the emergency policies. This demonstrated effectiveness provided the basis for considering the changes listed above and will remain crucial to its continued allowability and success.
- 3) **Instructional Delivery Modernization:** Current methods of delivering any type of educational instruction include face-to-face, virtual and hybrid formats. Allowing flexibility in synchronous course modality for traffic safety education courses ensures relevance and student access while maximizing college offerings and service to Wisconsin communities.
- 4) **Ensuring Access and Student Success:** Ensuring student access to traffic safety education courses while maintaining educational integrity remains a priority of WisDOT and WTCS. Providing all students with varied opportunities to attend traffic safety education courses in a way that best suits their needs will:
  - Increase course attendance and completion.
  - Allow for expanded course access to all, including those in rural, urban, underserved and/or disadvantaged communities.
  - Increase flexibility for colleges, instructors and students as needs change.