

FOR A LIFETIME OF SAFE DRIVING



DRIVING SKILLS



WORKBOOK

MAKE YOUR FIRST TEST YOUR LAST



DRIVING SKILLS WORKBOOK

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Part of:
**The Learner
Driving System**



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Overview

The Driving Skills Workbook is designed to help make the process of learning to drive as easy and efficient as possible.

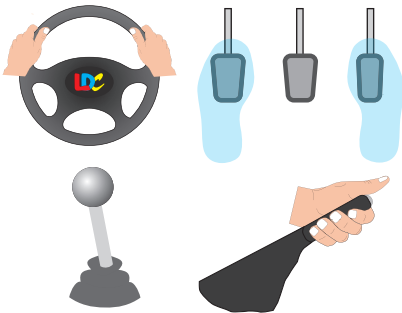
When used alongside 'The Official Highway Code' this book provides an ideal learning aid to anyone taking professional tuition, or tuition from a family member or friend. It provides a comprehensive training plan for you and your trainer to follow - The Learner Driving System of tuition. By following this system you can be assured of making rapid progress towards your goal of passing the driving test.

The LD System

The system is made up of a series of carefully planned lessons. The lessons have been organised into a logical learning order to make sure each lesson naturally builds upon the previous one and so on. Each lesson is in turn broken down into small easy steps. This will help to maximise a phenomenon known as transfer of learning resulting in faster learning and thus increased motivation. The main course programme of the Learner Driving tuition system is divided into three parts:

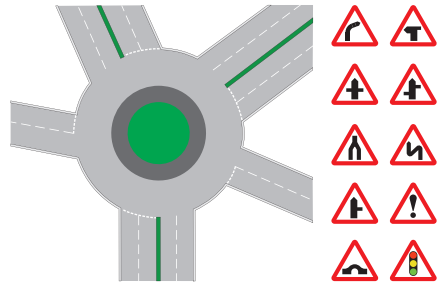
Part One - Basic control skills

This section will give you the basic control skills needed to drive safely. This is the starting point for most people and essential if you have no previous driving experience.



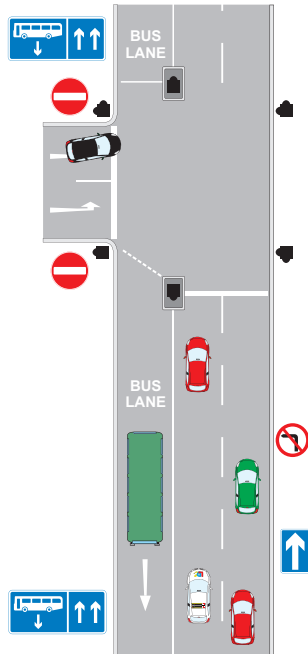
Part Two - Road skills

This part will give you the driving skills you will need to cope with modern road systems.



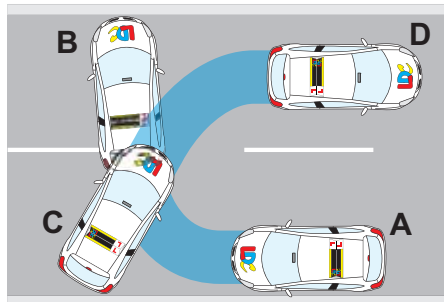
Part Three - Traffic skills

This section teaches you how to use your driving skills to deal with a wide range of traffic conditions and situations.



Manoeuvres lesson programme

We also have a separate programme of lessons for the set manoeuvres which runs parallel to the main course programme. The manoeuvre lessons can be flexibly integrated with the main programme of lessons at any point after lesson 4 (i.e. once the basic control skills are acquired to drive the car forward).



Student centred learning

People learn best when they are involved in the process and take responsibility for their own learning. Ability is not something you can absorb in a passive manner it is something you need to create in a proactive way. The LD System gives you the means to be very proactive as it shows you step by step what you need to do, how you need to do it and when it has been done. This provides you with the means to be more actively involved in deciding what your next lesson should be and what works best for you. It also enables your training to be far more interactive and engaging while enabling you to learn by yourself or with a family member or friend in between driving lessons.

Lesson content

For each lesson in the programme you will find the following workbook sections:

Introduction

At the start of each lesson you will find an introduction that states the purpose of the lesson and how it links to the previous lesson or programme as a whole.

Lesson aims and objectives

This summarises the main learning aims and objectives of the lesson.

Subject brief

The workbook contains all the essential information you need to develop your driving skill. This takes the form of a series of subject briefs.

By studying the subject brief beforehand you will save a lot of time in the car on pre-practice explanations. A set of video subject briefs is also available on the 'Driving Skills DVD' that complements those in this workbook.

Highway Code study

In addition to reading the appropriate lesson brief it is equally important that you read the appropriate rules and sections of the Highway Code for that lesson.

Lesson quiz

To help reinforce your knowledge and understanding of the subject prior to each driving lesson the workbook provides a series of thought provoking quizzes. Complete each lesson quiz and check your answers. Remember to bring the workbook with you so your instructor can review the questions and help you update your lesson targets. Note any questions answered incorrectly and discuss these with your instructor when you next meet.

Lesson targets

The workbook contains a set of practical targets for each lesson. These targets provide direction to the training and show you precisely what you need to do to prove you have mastered that lesson and every step within it.

Progress monitor

On page 190 you will find the main progress monitor. Use this to record your progress throughout the training programme.

Theory Test

To complement this skills training programme we also offer a workbook and a software product entitled 'The LDC Theory Test Workbook' and the 'Theory Test Complete' respectively. These will help you prepare for your theory test.

If you wish to purchase any of these additional learning aids ask your instructor or visit our website at www.learnerdriving.com.

LESSON 1 GETTING MOVING

Introduction

Before you can begin to learn to drive you must make sure you have a valid provisional driving licence and are physically fit.

The main legal requirement in respect of this is your eyesight. You must be able to read a new style car number plate at a distance of 20.5 metres – about 5 car lengths – with glasses or contact lenses, if normally worn.

Lesson aims and objectives

The main aim of the first lesson is to get you moving. To achieve this you will need to learn about the function of the controls, pre-start comfort and safety (the cockpit drill), precautions before starting the engine, moving off and stopping.

By the end of lesson 1 you should be able to:

- meet the necessary eyesight requirements.
- enter and leave the car safely.
- name, and explain the function of the main hand and foot controls.
- complete the necessary pre-driving checks.
- make the appropriate observation checks before moving off and stopping.
- move away safely under control, making proper use of the accelerator, clutch and handbrake.
- use the indicator switch and understand the basic use of direction indicators when moving.
- use the MSM routine when stopping.

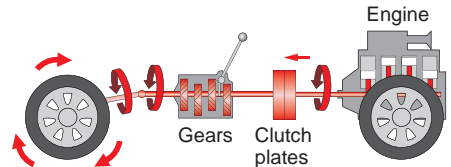
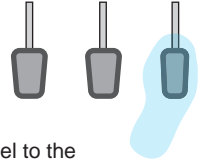
Subject brief

The Foot Controls

The first controls that you learn about are the 'main' foot and hand controls.

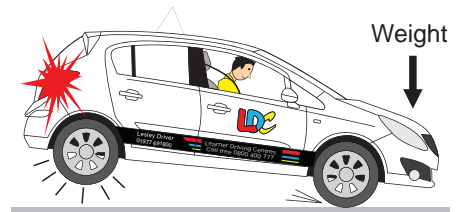
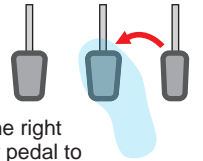
The accelerator pedal

The accelerator, or gas pedal, is used with the right foot to control the speed of the car by increasing or decreasing the flow of fuel to the engine. This occurs when the car is in gear and the clutch plates are together. The pedal requires very little pressure to operate and should be used very lightly.



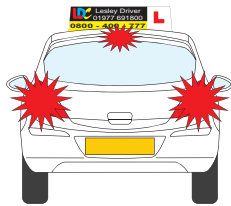
The foot brake

The foot brake operates brakes on all four wheels and is used to slow the car down. It is operated by swivelling the right foot from the accelerator pedal to the foot brake while trying to keep your heel on the floor. The pedal should be pressed progressively firmer then as you reach the required speed smoothly released (i.e. squeeze and ease).



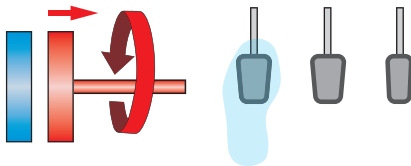
LESSON 1 GETTING MOVING

When you press this pedal the brake lights at the back of the car come on to warn other drivers that you are slowing down or stopping.

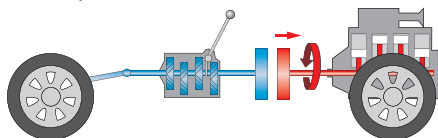


The clutch pedal

The clutch pedal is used with the left foot to break the link between the engine and the wheels by separating the clutch plates.



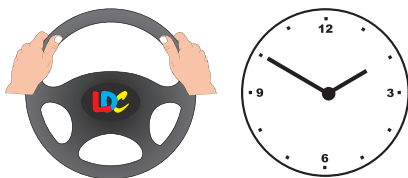
You use it when changing gear and stopping. To operate the pedal press it firmly as far as it will go and then release it slowly and smoothly.



The Hand Controls

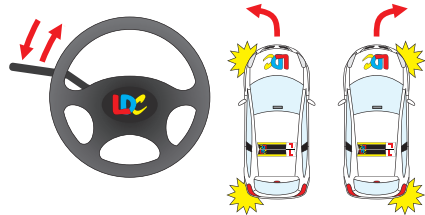
The steering wheel

The steering wheel is used to turn the front wheels when changing direction. You should normally hold the wheel with your hands in the 'ten to two position' or the 'quarter to three position'. Most control is gained when the 'pull and push' method (covered later) is used to turn the wheel.



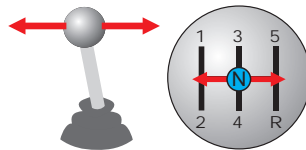
The indicators

The indicator stalk is usually located to either side of the steering wheel, it is designed for fingertip control. To signal simply move the stalk in the same direction as the steering wheel turns for the manoeuvre.



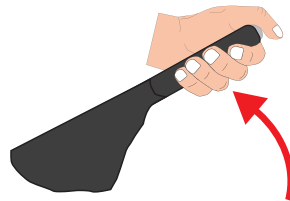
The gear lever

The gear lever is used with the clutch to select the gears. There are usually five forward gears and one reverse gear. Between the gears there is a central position called 'neutral'. When the lever is in this position, no gear is selected.



The handbrake

The handbrake is used to hold the car still after it has stopped. Because the handbrake is only connected to two wheels it should not be used when the car is moving. To apply the handbrake press the button with your thumb and pull the lever upwards as far as it will go and then release the button. To release the handbrake press the button in and push the lever down.



LESSON 1 GETTING MOVING

Entering the car safely

Before entering a car you must check that it is safe to do so. Approach the car from behind wherever possible, then look up and down the road for traffic before opening the door. As soon as you are seated check that the handbrake is applied.

Leaving the car safely

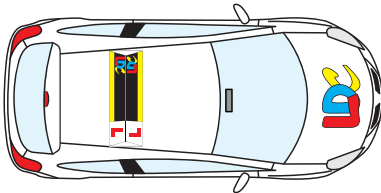
It is just as important to check for safety before you leave the car. Check the driver's door mirror and look over your right shoulder before opening the door to make sure you are not going to inconvenience anyone.

The Cockpit drill

The cockpit drill is a simple sequence of actions that must be carried out each time you sit behind the driving wheel. However, before you start this drill make sure the car is secure by checking the handbrake is on.

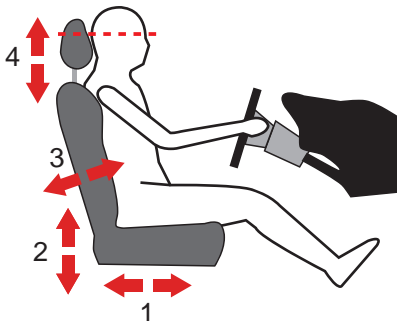
Doors

Make sure that all doors are firmly shut. Take special care if you are carrying children, use child locks if your car has them.



Seat

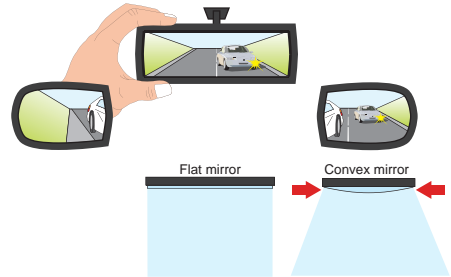
Adjust the base of your seat so that you can operate the foot pedals easily. Firstly, ensure that you can depress the clutch pedal fully while not over stretching your left leg. Secondly, if the base of the seat can be raised up and down adjust it until you can get a good view of the road ahead.



Thirdly, adjust the backrest of your seat so that you can reach all of the steering wheel with your arms slightly bent. In some cars the steering wheel can be adjusted up, down, in or out. Use this adjustment in combination with the back rest. Fourthly, make sure that the head restraint is adjusted correctly to protect your neck and spine.

Mirrors

Adjust all of your mirrors so that you can obtain a clear view of the road behind and to each side of your vehicle. Use your left hand to adjust the interior mirror to frame the back window and be careful not to touch the surface of the mirrors with your fingers. If the vehicle is new to you check which mirrors are convex i.e. curved to give a wider field of vision. A convex mirror will make the image in the mirror **appear smaller** than it actually is and therefore further away.



Seatbelts

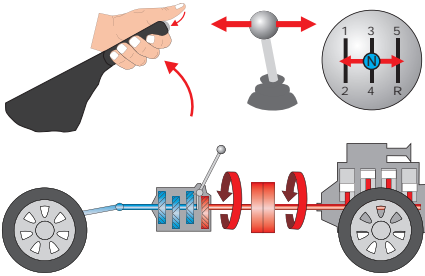
Fasten your seatbelt being careful not to twist the straps and make sure that your passengers fasten theirs too. The driver is responsible for ensuring that all children under the age of 14 wear seat belts or use an approved child restraint. Full details about seatbelt laws can be found in the Highway Code.

Fuel

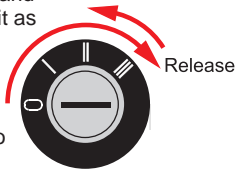
Before setting off check that you have sufficient fuel for your journey. Some fuel gauges register when the ignition is switched off. Others however, will only register when the ignition is switched on, in which case the fuel check becomes part of the procedure to switch the engine on. Always check the handbrake is on and neutral is selected before turning the ignition key.

Switching the engine on and off

Before starting the engine you should check that the handbrake is on and that the gear lever is in neutral.



Turn the ignition key and immediately release it as the engine starts (to avoid damaging the starter motor). Return the key back to the zero position to switch the engine off.



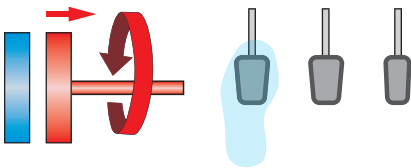
Moving off

Moving off is easy so long as you follow the **POM** (Prepare, Observe, Move) routine. Once you have started the engine and prepared the car to move use the **MSM** (Mirrors, Signal, Manoeuvre) routine as you start to move.

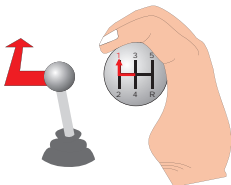
Prepare

Make sure the car is ready to move

1. Press the clutch down as far as it will go.



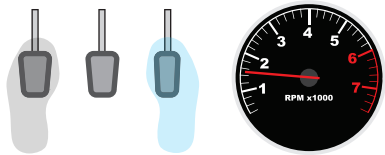
2. Select first gear.



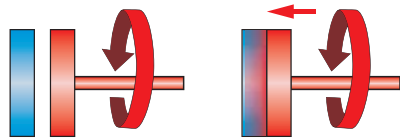
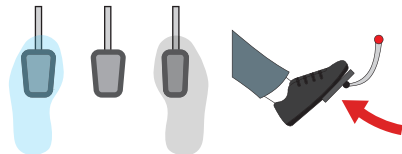
3. Rest your left hand on the handbrake.



4. 'Set the gas'. Press the accelerator pedal slightly until the engine makes a lively humming sound and then hold it still. You are trying to generate sufficient power to move the car once the handbrake is released and the clutch pedal comes up.



5. Slowly bring the clutch up until the sound of the engine drops slightly and then keep both feet still, this is called the 'biting point'.

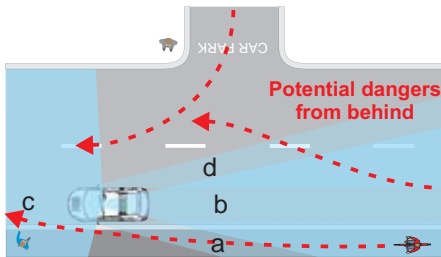


LESSON 1 GETTING MOVING

Observe (Mirrors and Signal)

Make sure it is safe to move

1. Take observations all around your vehicle and check your mirrors in the following sequence:
 - a) Left (nearside) mirror
 - b) Interior mirror
 - c) Look ahead
 - d) Right (offside) mirror

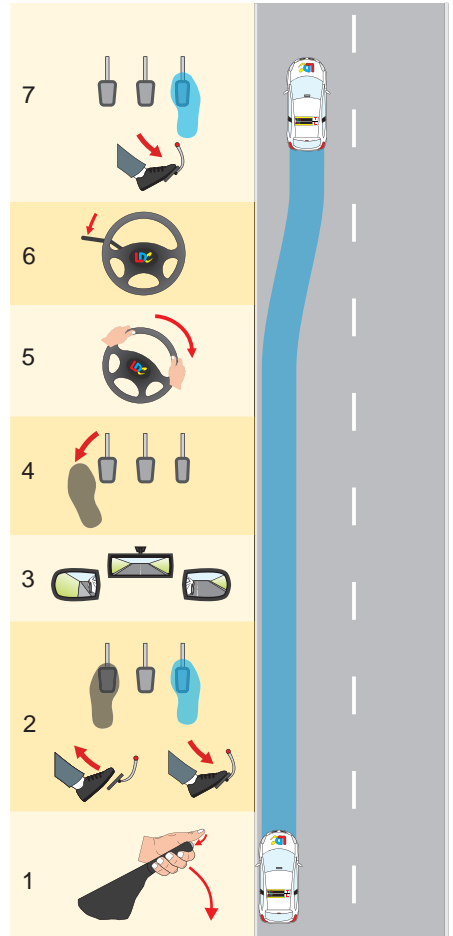


2. Is it safe to proceed? Look over your right shoulder to check your right blind-spot. You are looking for potential dangers from other road users.
3. Signal, if anyone will benefit and return your hand to the handbrake.

Move (Manoeuvre)

Move the car forward into the correct driving position

1. When you are sure it is safe to move, release the handbrake.
2. Bring the clutch up smoothly all the way as you gently press the accelerator to move the car forward.
3. As the car starts to move check your interior mirror and right door mirror.
4. Move your left foot away from the clutch pedal and rest it on the floor.
5. Steer to your normal driving position, about a metre from the kerb.
6. Cancel your signal, if you applied one.
7. Press the gas pedal to pick up speed and look well ahead.

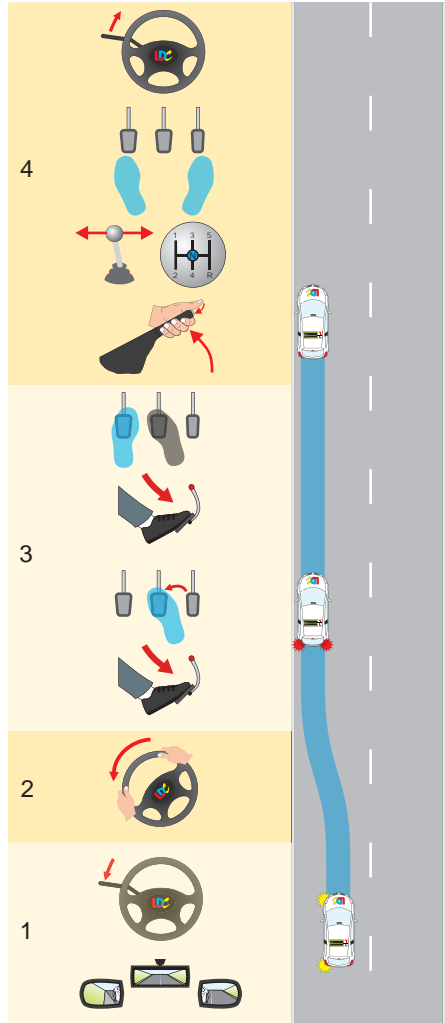


Stopping

1. Apply the **Mirrors, Signal, Manoeuvre** routine for stopping. Check your interior mirror and left door mirror to ensure it is safe, signal if it will benefit anyone.
2. Steer closer and parallel to the kerb.
3. Press the brake pedal progressively firmer and just before the car stops begin to ease off and depress the clutch pedal fully.
4. Finally, make the car safe:
 - Apply the handbrake.
 - Select neutral.
 - Remove your feet from the pedals.
 - Cancel your signal if you applied one.

Highway Code Study

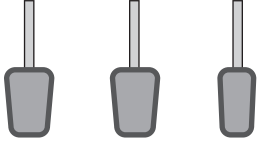
Rules: 92, 97, 99 - 104, 117, 159 - 161 and 243.



LESSON 1 GETTING MOVING

Lesson Quiz

- 1) On the diagram below please name the pedals and indicate which are operated by the right foot and which are operated by the left foot.



Foot (L/R)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name (A/B/C)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A = Accelerator
B = Brake
C = Clutch

- 2) The accelerator pedal: *(Tick as appropriate)*

Is a "go faster" pedal. True False

Should be depressed very slowly and smoothly. True False

Controls the rate of fuel fed to the engine and therefore the revolutions of the engine. True False

Can cause the car to speed up or slow down when a gear is engaged and the clutch plates are together. True False

- 3) Mark two crosses on the steering wheel to show the position of your hands when driving forwards.



- 4) The indicator stalk is on the left-hand side of this steering wheel. Indicate whether you move the stalk up or down to signal to the left. *(Tick as appropriate)*

Up
Down



- 5) The footbrake: *(Tick as appropriate)*

Should be pressed progressively firmer. True False

Operates the brakes on all four wheels. True False

Operates the red lights at the back of the car. True False

- 6) The clutch pedal: *(Tick as appropriate)*

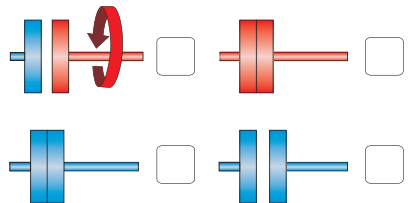
Should be pressed firmly to the floor before engaging a gear. True False

Should be released very quickly. True False

Should be released smoothly and carefully. True False

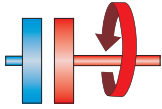
- 7) Link the clutch plate diagram with the appropriate circumstance. Please match the letter denoting the circumstance, to the appropriate diagram.

- A. Engine on, clutch pedal up.
- B. Engine off, clutch pedal up.
- C. Engine on, clutch pedal down.
- D. Engine off, clutch pedal down.



LESSON 1 GETTING MOVING

8) When the gear lever is in neutral and your foot is not on the clutch pedal, the clutch plates are apart.



True False

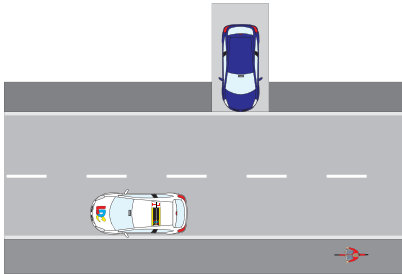
9) The cockpit drill is the safety drill that you must carry out:

Every time you sit behind the wheel of a car.

Only after someone else has been driving the car.

Occasionally.

10) Using two different coloured pens/pencils draw or shade the area behind and to the sides of the vehicle below to show the areas you can see in your mirrors and where the blindspot area would be.

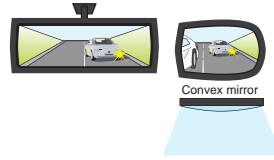


11) Which hand should you normally use to adjust the interior mirror?



Left hand
Right hand

12) Often door mirrors are convex rather than flat, which gives a wider field of vision but makes objects seem:



Smaller and therefore further away.

Larger and therefore closer.

13) Which of the statements below are true and which are false?
(Tick as appropriate)

True False

When fitted, seatbelts must be worn by all passengers in motor cars.

Seatbelts do not need to be worn by adult passengers travelling in the rear seats.

The driver is legally responsible for children under the age of 14 wearing their seatbelts.

Seatbelts reduce the risk of serious injury in an accident.

14) It is important to release the ignition key as soon as you hear the engine start. This is because:



The starter motor might get damaged.

You will use too much fuel.

The engine will stall if you do not release the key.

LESSON 1 GETTING MOVING

15) What advice does 'The Highway Code' give about signal use?

Give signals every time you change position.

Signals must only be given by using the indicators.

Signals warn and inform other road users of your intended actions.

16) According to The Highway Code when should you consult your mirrors? (*Tick as appropriate*)

Frequently to see what is behind.

Before changing direction or position.

Before signalling.

Before changing speed.

Before doing anything.

Before opening the car doors.

17) The Highway Code states that you should: (*Tick as appropriate*)

Normally drive just left of the centre line.

Normally keep to the left.

Normally keep close to the side of the road.

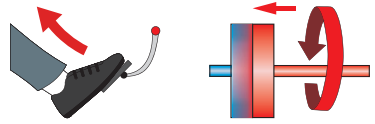
18) 'Setting the gas' requires you to: (*Tick two items.*)

Press the accelerator pedal fully down.

Press the accelerator to generate sufficient engine power to move the car forward.

Press the accelerator until you can hear a lively humming sound.

19) The clutch 'biting point' is fully achieved when: (*Tick two items.*)

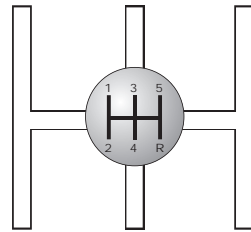


The clutch pedal is fully up.

The clutch plates begin to bite and transfer power to the wheels.

The engine tone dips.

20) Draw a line to represent the path you would move the gear lever in order to select first gear, assuming it is currently in neutral.



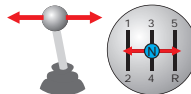
To ensure that the engine does not stall you first need to fully depress the pedal.

21) Please number the steps for starting the engine.

Turn ignition key.



Gear in neutral.



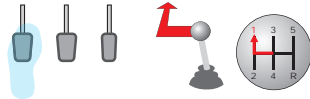
Handbrake on.



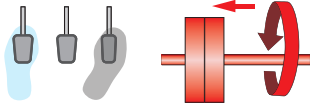
LESSON 1 GETTING MOVING

22) Please number the four steps for preparing the car to move.

Select first gear.



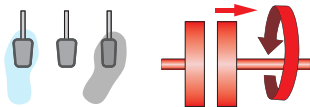
Bring clutch to biting point.



Set the gas.



Fully depress the clutch pedal.



23) Number the steps for observational checks before moving off.

Left door mirror.



Look ahead.



Right door mirror.



Interior mirror.



Right blindspot check.



24) Please number the final steps for moving off (if safe to do so).

Handbrake off.

Signal if necessary.

Slowly release the clutch fully and apply a bit more gas.

More gas to pick up speed.

Steer to normal driving position.

Signal off, if applied.

Additional mirror checks.

25) Please number the steps for stopping, after just moving away.

Steer towards and parallel to the kerb.

Brake progressively.

Mirrors: interior and left.

Signal off, if applied.

Signal, if necessary.

Clutch down.

Make the car safe. (*Handbrake, neutral and feet away from the pedals*)

LESSON 1 GETTING MOVING

Lesson targets

At the end of the lesson tick those targets below that have been achieved. If any of the targets are ticked with instructor help, review them again after your next lesson.

Getting ready to drive	Full	Prompt	None
1) I can read a number plate from the minimum required distance (20.5 metres, about 5 car lengths).			<input type="checkbox"/>
2) I can enter and leave the car safely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3) When completing the Cockpit Drill I can:			
a) close the driver's door and check all the other doors are closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) adjust my seat as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) adjust the steering wheel column as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) adjust all the mirrors correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) put on my seatbelt correctly and explain the laws related to seat belts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4) I can locate, and explain the use of the main hand and foot controls.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moving off and stopping			
5) When preparing to move off from the side of the road I can select 1st gear and find the biting point.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6) When moving away from the side of the road I:			
a) check all the mirrors effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) check the relevant blind spots effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) signal if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) release the handbrake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) co-ordinate the clutch and gas pedals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) take up a normal driving position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LESSON 1 GETTING MOVING

	Full	Prompt	None
7) When pulling in on the left-hand side of the road I:			
a) check all the mirrors effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) signal if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) use the footbrake and clutch correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) secure the car after I have stopped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>