

The Advanced Driving Instructors Book of Lesson Plans

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Introduction:

This book has been written to fill a remarkable gap in the market place.

There are many books on learning to drive, quite a number on being and advanced driver, but no comprehensive training manual for those who wish to teach every stage of advanced driving.

The book was originally written for the triple purposes of

- creating a staff-training manual for use by UNIVERSAL DRIVER TRAINING of Camberley;
- as a general Advanced Driver Assessment & Training Manual for all first class professional Driving Coaches and Mentors; and
- as part of the course work in preparation for a Master of Arts Degree in Advanced Driver Education through The National Centre for Work Based Learning Partnerships, at Middlesex University in 1993-97.

The Book covers a whole range of driver training lessons and exercises. Instructors are advised to select appropriate training programmes from the various sections and to use them, in the classroom or in the vehicle according to the needs of their students.

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Peter Russell,
Manor Heights,
32^B Thorold Road,
Bitterne Park,
SOUTHAMPTON SO18 1JB
Tel 02380 582480 Mob 07818034536

ADVANCED, DEFENSIVE, & EFFICIENT, DRIVER TRAINING COURSES

INSTRUCTORS' NOTES

ON CORPORATE DRIVER TRAINING

Although for the purposes of selling training courses to companies, the clients will usually decide their own training package, it is essential that everything is kept as simple as possible. To this end there are three separate, but similar, practical Training Courses based on the principles of Advanced driving. These are:-

DEFENSIVE DRIVING; EXTENDED DRIVING; & ECO-EFFICIENT DRIVING.

In principle the differences between them are as follows:

DEFENSIVE DRIVER TRAINING can be considered to be the fine tuned version of Advanced driving. Clients will be taught all the advanced driving principles, in depth, with the addition of being given instruction on how to use skilled observation to keep away from other people's accidents. At the end of this course, company motorists will be able to drive much more safely than they did before. They will recognise and put into practice all the safe driving principles of the HMSO ROADCRAFT book, as amplified in the DSA's DRIVING manual. They should also be capable of passing any of the three recognised Advanced Driving Tests; IAM, RoSPA and DIAMOND.

EXTENDED DRIVER TRAINING is used to raise the basic driving skills of those full licence holders who have not had a great deal of driving experience after passing their L driving test, or who have not yet reached a standard acceptable to their employers or insurers. At the end of their training all course members should be confident to drive on all kinds of roads, and in all types of traffic conditions. They will also benefit from taking a Defensive Driver training course in the near future.

ECO EFFICIENT DRIVER TRAINING is ideal for those companies who have expressed a wish to save on their general motoring expenses, with special emphasis on fuel saving. This training can be given to drivers of any standard. At the end of this course all drivers must be able to demonstrate an ability to save at least 15% in fuel consumption by means of smoother and more economical driving practices. Further savings would also be made in other areas of safe and courteous driving.

All Defensive Driving Courses begin with a 'DRIVING ASSESSMENT'.

Although there are different points to be noted, there will be little external difference between the various initial assessments regardless of the course being offered. However the minimum acceptable standards for each course may vary to suit the course and the client. There are no pass or fail marks, of course, simply deviations from whatever standard of perfect drive has been determined. All assessments must be discussed with the driver, and where necessary a written copy provided for the company, or whoever is paying for the training and testing.

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Each driver will be tested in their own vehicle for a minimum period of about 40 minutes. In that time the Trainer will make a professional assessment of the driver's weaknesses and potential for improvement. The most obvious place to start, although this is not necessarily spelt out to the client, is the L Driving Test, but adapted to an experienced driver. In all cases the gradings given to the clients will be E.G.A.P.U. And in each case "average" will be set at no serious or dangerous errors and no more than six minor errors - or two minor errors in one box.

E = Excellent; G = Good; A = Average; P = Poor; U = Unacceptable

For DEFENSIVE DRIVER TRAINING COURSES the marking sheet is headed:

DEFENSIVE DRIVER TRAINING

Quite a lot depends on this initial assessment as the training which follows will be based on what is seen. It will probably take some time for the candidate to relax and drive naturally, and it is in the natural drive that the real driving standards will best be noted. Many clients will be ill at ease initially, and it is for this reason that Trainers are advised not to fill in too many items on the marking sheet. Similarly it should not be necessary for Trainers to spend a great deal of time on parking and Manoeuvring skills, unless these show up as a genuine weakness.

The drive starts with directions to "follow the road ahead unless traffic and road signs say differently", or you tell them to turn or pull in. You should try to avoid using obvious DSA Driving Test vocabulary, although you should also avoid any distracting and unnecessary conversation. Stay polite and friendly. Make them realise you are on their side. Sound official, but avoid being officious.

The test itself will be as standardised (certainly within any company training scheme) as possible. Clearly defined areas of testing and training must be adhered to, and a professional image presented to all clients. This includes both staff who are being tested and trained, and also those who are responsible for paying the bills. Customer satisfaction cannot be achieved at the expense of pedantic rules. On the other hand, sound basic safe driving principles are essential. The real skill of the advanced driver trainer is to be able to present a polished performance which achieves the stated aims of the course. The aim is always to make company drivers become better drivers, by wanting to become so.

The sections to be covered during a **Defensive Driving Assessments** are:

Deporment The aim is to see relaxed concentration. This means that the body looks and feels comfortable. The hands are correctly positioned on the wheel, and the elbows and knee joints are not awkwardly placed. The bottom should be pressed firmly into the seat, and all seat adjustments should appear to be suitable. Seat adjustments should never be made on the move.

Use of Controls Fluency of movement, coupled with correct sequences and procedures, are needed. Excessive acceleration or braking argue lack of planning. Late, or unnecessary, gear changes suggest a lack of vehicle understanding. Heavy footedness does not necessarily mean lack of skill; but you may need to teach the secrets of finesse at a later stage. A really skilful driver uses the minimum of effort to achieve total control of the vehicle at all times.

Approach to crossroads and junctions The whole art of safe driving is usually summed up in the way that crossroads and junctions are approached and coped with. A properly planned approach is essential -

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and should be used for every hazard, not just junctions and turnings. One of the common weaknesses of many drivers is an inability to put a safe plan of action into operation automatically and decisively.

General Observation Proper planning needs forward observation combined with intelligent interpretation of what has been seen. You will need to watch where your client's eyes are looking, and to confirm that the client takes appropriate action on what has been seen.

Making headway and Keeping to speed limits There is a fine line between driving too fast for the conditions, and too slowly. Ideally your client should not hold up other road users, especially following traffic; but should not do so at the expense of driving too fast for the conditions, or the speed limit for that particular road.

Manoeuvring skills Although it is not essential to make Manoeuvring a substantial part of the test, parking using reverse exercises can be brought into the assessment naturally. A reverse park at a suitable spot, or parking in reverse in a car parking bay will normally suffice. If your clients are obviously uncertain of their Manoeuvring skills, then it may be necessary to test these exercises specifically and to give additional training away from other traffic.

General Reactions You are looking for a good safe drive. You need something on which to build, and your overall impressions will indicate whether they are concentrating on the driving task, properly and sufficiently far ahead. They ought to be planning at least five seconds ahead at all times.

DEFENSIVE DRIVING

Instructor's Name Driver's Name.....

Company Name..... Reports to.....

Vehicles Reg No..... Date

Subject	Errors	Comments
Department at Wheel		<i>Most drivers never think about the way they are seated at the wheel. Correct angles are the clues needed. They must look and feel comfortable, and still retain full control over the vehicle at all times.</i>
Use of Controls		<i>Proper use of the steering in relation to position; and smooth use of the pedals are looked for. Gears need to be selected smoothly and precisely for the purpose needed. Clutch drag must be avoided.</i>
Approach to Crossroads, Junctions and Roundabouts		<i>A constant and safe system of approach must be used at all times. Roadcraft and Driving both provide acceptable systems. Correct positioning and full regard to other traffic when waiting or emerging are essential.</i>
General Observation		<i>A high standard of forward planning coupled to keen observation is required. The driver must never be taken by surprise by events or other road users.</i>
Making Headway & keeping to Speed limits		<i>A defensive driver never needs to exceed the speed limit, but is always able to maintain maximum headway. Safe following distances must be kept at all times, and safe suitable opportunities to overtake taken.</i>
Manoeuvring Skills		<i>All parking and slow speed manoeuvring exercises must be carried out in complete safety, with minimum fuss and effort. Care and courtesy towards all other road users is expected at all times.</i>
General Reactions		<i>Observation, coupled with quick reactions, are the real hallmarks of the skilful driver. Reactions must never be used to supplement poor observation, or weak planning skills.</i>
Overall Performance		<i>A good defensive driver is one who drives well, does not hold up other traffic, and yet is constantly on the look out for potential dangers. A defensive driver, by definition, is one who avoids other road users problems.</i>

CURING FAULTS

Once the initial assessment has been made it may be necessary to discuss the faults and weaknesses noted with the client. This has to be done in a logical, sequential, and professional, manner. Remember that all the drivers you are testing and training hold a full driving licence, and any improvement to their driving has to be based on creating the desire to do so in them. Nothing that they have done can be considered 'wrong', but that there are ways to make themselves and their vehicles less vulnerable.

You must impress on them that all forms of advanced driving, are aimed at making them more efficient. Your role as their Driving Coach or Mentor is to create a climate for them to desire to be proud of their driving skills. Imagine that someone sat in on your driver training

and told you that what you are doing is wrong. The same effect would be achieved if you tell other drivers, especially those who feel they are already quite good, that what they are doing is not safe. What you need to stress is that there are better, more efficient, more relaxed, ways to achieve what they are trying to do.

One way to begin is to draw attention to the "method" which has been used since the mid-1930's. The Police driving manual Roadcraft, coupled with the HMSO Safe Driving: both offer the bases of simple easily remembered systems which can be applied to every driving situation. Just as it is important in the workplace to follow set behavioural patterns to make their businesses efficient and effective, so the same features can be applied to driving. Advanced driver training does just this. It brings to driving a guaranteed accident free principle. By following the system laid down they can guarantee a good safe drive.

It is the guarantee which appeals. Can you really guarantee that no one will ever have an accident? The answer, of course, is that if clients can also guarantee never to deviate from the planned driving system you are about to explain, you can guarantee they will never be the cause of any road traffic accident. If they can guarantee to abide by your rules of Defensive driving techniques you can guarantee that their vehicle will never be involved in other people's accidents either.

Although there are fine differences between Roadcraft and Driving, the basic principles are in both of them, This is what you are to teach. You are not likely to be teaching Police drivers, and without the support of police discipline, and the luxury of training courses lasting six weeks and more, you must be prepared to compromise on what you are teaching. This does not mean you are compromising on safety; merely reducing what has to be learned and practised into more manageable proportions.

The Stationery Office book Driving spells out the need to have a sequence of operation and reduces it to **M-S-M, P-S-L**; to which is often added: **L-A-D**. This sequence is well known to all learner drivers, and helps them to pass their basic L test. Unfortunately many drivers allow this to be forgotten in their everyday driving once they are on their own.

The Police system, previously referred to as **C-M-S-B-G-A**: Course Mirrors Signal Brake Gear and Accelerate (or A for Assess), was often offered in direct comparison with the DSA's mnemonics of **M-S-M; P-S-L**. However it is as well to remember that both systems have now been considerably tightened up. The new edition of Roadcraft now accepts that by allowing specific variations, such as in the ways of holding the wheel, and by recognising the need for occasional overlap of brakes and gears, it is possible to make the 'system' work even better.

Some police driving standards have come under close scrutiny when accidents involving members of the public, and bystanders, have occurred. Most of these are quite simply due to what is often referred to as (Red Mist) or 'pursuit driving', something that normal drivers must never do. If the system breaks down whilst drivers are involved in high-speed chases. It is not the fault of the system, but of drivers failing to apply the system intelligently. At no stage can it ever be possible to consider the capture of any lawbreaker to be more important than the death of an innocent bystander.

The 'System'

The system as advocated in the revised issue of Roadcraft, where two separate paths are followed - one for information and the other for action, is much simpler to apply and takes over from the DSA one. The **Information** stage consists of what is gained by the driver, how it is processed and filtered, and how information is given out to other road users. This is an ongoing stage, being continuously up-dated and applied. The action sequence is a

simple one too. It consists of taking up the correct **Position**, selecting the most suitable **Speed**, and choosing the correct **Gear** for that speed and the action to follow it. Only then do you decide to **Accelerate** through the manoeuvre.

INFORMATION	is received	interpreted	and given
POSITION	SPEED	GEARS	ACCELERATION
Use is made of	what is seen ahead	through the mirrors	and all around

So we have two simple sequences which complement and support each other. There is no time at which information is not being taken in. And the correct time to give out information to other road users is when it gives them the best possible knowledge of your intentions.

To avoid any confusion at all, this is the sequence which **UDT** teach. It has the merit that it re-affirms anything that has been taught to drivers for their L driver training. It also complements both the MSM PSL LAD and the CMSBGA systems adequately, and any drivers whom you teach who have taken previous training with either DSA or Police guidelines to heart will find it re-inforces what they have been taught previously.

The correct driving approach for any hazard depends upon applying this basic sequence. First of all recognise that a driving hazard is anything that is likely to cause you to change speed or direction. Any hazard can be coped with correctly by applying the correct safe **information** and **action** sequence.

INFORMATION

Information is received mainly through the eyes, and in general most of your knowledge of what is happening lies ahead of you. But you cannot rely upon just looking ahead. You need to see what is happening; you need to observe what is about to happen, and you need to perceive what could possibly happen. You also need to be aware of what happening behind and around you. You need to anticipate any changes which may occur, either as a result of your actions, or the actions of other road users. Armed with this knowledge you must apply the information gained to what you are doing now, what you are planning to do, and what you may possibly have to do.

Mirrors Never even think of changing speed or direction without first checking in your mirrors (all of them) to see who could be affected by what you may do. It is not enough to look into mirrors, you must see what is behind you, and take everything you see into account. Mirrors play a vital part in the whole subject of driver observation and planning.

Signal You ought to give yourself a reason to signal, rather than do so automatically. But never omit a signal if any other road user would benefit, not only following traffic, but people all around you as well. Your signals should be given in good time, unmistakable, and easily understood, by everyone else on the road who needs to know what you are about to do. Timing - correct timing - of signals is all important. They should never be given at the same time as the mirrors are checked. But equally so, they must not be given as your begin your manoeuvre. This then emphasises the need to make proper use of your mirrors early enough to fit into the system. You need at least three or four seconds on normal roads between giving your signal and following this with any braking or similar action. You should allow even more time at higher speeds, or on motorways. Training in the cancelling of indicators, rather than relying on them automatically cancelling, is also helpful. This reinforces the need to make signalling a decision, not a habit. Remember too that although most of your signals will be deliberate actions with you arms and indicators, you will need to

rely on lights, movements, actions and positioning by other road users to gain information from them.

The Information stage continues through the action sequence too.

ACTION

Position Fifty percent of your safe driving hinges on being in the correct position. (The other 50% depends upon your speed). If you have planned your driving effectively and provided you have both of these totally under control you are completely safe. However it is essential to understand exactly what the correct position for any manoeuvre really is.

For straight forward driving or for turning left the correct position is what is best described as the SAFETY LINE. This is a position three feet (one metre) from the left hand kerb or whatever is at the edge of the road. If you are turning right you should be about 18 inches, (half a metre) from the right hand white line. Where your vehicle is in a clearly marked lane you should be positioned centrally in that lane. Perhaps one of the greatest sins in positioning is that demonstrated daily by members of the 'Middle Lane Owner Drivers Club' who are regularly seen hogging their rights on every motorway. Lanes must be used correctly. Intelligent positioning helps to demonstrate your intentions even more positively than some signals do. And of course, as a general guide if you are ever caught in the wrong lane you are normally committed to going the wrong way until you are able to re-trace your steps. If you can get back into the correct lane then it must only be because it absolutely safe and you are able to do so without affecting any other road user. Advanced drivers are never at the mercy of other road users showing generosity.

Speed Your vehicle's speed is the second vital 50% of any traffic situation. First of all your speed is governed by the over riding principle that you must always be able to stop safely in the distance you can see clear ahead of you. This is an absolute rule, and the one most often ignored. The two second rule is one that needs to be laid down and repeated whenever necessary to reinforce the training. Most accidents are speed related. If you are unable to stop in time you should have been slower - or not in that position at all.

However there are also other factors involved in the term 'speed'. First of all in any traffic situation there are two aspects of speed to be considered. There is the speed at which the traffic flow is driving. And there is the difference in speed between any two vehicles. Quite often, on open roads, this is usually at, or just over, the speed limit for that road. Provided every driver is keeping to the same speed - and their following distances are all correct there is little danger. This is not to say that breaking speed limits can be condoned. But some traffic lanes do flow faster than the limit laid down for that piece of road. However danger does arise when some vehicles are being driven at speeds faster than, or slower than, the norm.

This is where conflict can occur. Your aim should be to maintain the same speed as the traffic travelling in the same lane as yourself. The moment you become the driver who is going faster, or trying to make speedier progress, than those around you, you make yourself vulnerable. If your speed is slower than those around you, you must get back into a slower moving lane of traffic, or take additional care with those wishing to overtake you.

Speed and positioning are the most important features of your driving plan.

The secret of getting your speed correct is to plan in advance, and make sure you have selected the safest possible speed for any particular road or traffic situation **before you arrive at the hazard**. This is where speed on bends for example are so important. Too many people approach bends too fast, and then try to lose speed on the bend itself. It is

essential that you have the speed you require **before** the hazard and not wait until you are on the bend itself before you try to slow down. This latter error is the cause of so many skid related and loss of control accidents. Remember that ABS and TCS (Traction Controls Systems) are designed to complement good driving skills, not to allow bad driving to go unpunished.

Adjustment of speed on approach should always be carried out with thought and care. You must study the road surface and weather conditions, as well as the traffic around you. Only then you can readily slow down to the speed you want, by decelerating and braking. Slowing down for a hazard must always be carried out on straight stretches of road and never on bends. Braking is done progressively, before selecting the most suitable gear to cope with the hazard which follows. Ideally a gear should be chosen which allows firm, but steady, acceleration through the bend or corner. That means you are better off with a lower gear and using modest acceleration than staying in a higher gear but decelerating. Braking on corners and bends is dangerous, and advanced drivers never need to do this.

Gear Only when you have safely chosen the speed you need to cope, should you select the gear you want. Older drivers, many of whom learned to drive on cars and trucks years ago, will want to tell you that they always change down through the gears to help slow down. Not only are they out of date, they are probably doing it wrong anyway. Choose your speed, select your gear. And block gear changing is not only needed, it is usually essential.

Advanced drivers normally only need to change gear once for any hazard.

Acceleration It is important to remember that light acceleration through a bend or corner is the safest way to cope. You must never brake or decelerate into or through bends. Again you will often hear older 'experienced' drivers say that they were taught to brake in and accelerate out of corners. Quite often this is done too late. Their braking is too late and goes right into the bend, and they start their acceleration too late as well on the apex of the curve. Braking must be completed - and the correct gear selected - in order for acceleration to commence through the hazard.

THE APPLICATION OF THE SYSTEM

Remember that the information stage continues throughout the action stage. If necessary each hazard is broken down into a series of smaller ones. When turning at a junction, it may be necessary to look, signal, slow down, select a lower gear, then look and signal again if need be, before accelerating away.

Needless to say, looking means more than just pointing your head to the right, left and right again before emerging into a new road. Looking ahead is a crucial part of planning. Looking before you emerge is essential to safety, and this consists of three stages. Looking to the right - or where the main source of danger lies - then to the left, or to the secondary area of danger, and finally, to the right again. These first two stages of this observation gives you the chance to see all around you in order to make an complete assessment of what dangers exist. Only when you have made totally sure that it is safe do you make the decision to act.

Looking all the time is the only way you can be sure to see what is happening around and ahead of you. Observation is the art of looking made professional. Full observation, at all times, is the clue to all forms of advanced, defensive and safe driving skills. Perception is the skill of observation tuned to its most proficient level. The correct interpretation of what is perceived, and the classification as to its certainty, likelihood, or possibility, is what defensive driving is all about. Teaching others to perceive is a question of attitude rather than skill. You need to get your experienced drivers to start to look, to see, observe, and above

all, to perceive, as if it were a completely new subject to them. This is where your powers of persuasion are really needed.

Approaching - and emerging

When approaching crossroads and junctions this whole sequence of hazard procedure must be completed by the time you have arrived at the give way line. For any hazard there is always a point of no return. At a junction this position is often shown by the white lines at the intersection of the two roads. The point of no return is where your normal braking abilities enable you to stop safely before reaching or crossing that line. Your hazard procedure must have been applied and completed before you reach this point. This makes the whole process of safe, defensive driving totally dependent upon the correct timing on approach. Teaching clients how to do this requires considerable skill and tact. This is the skill that most professional driving instructors possess, but not all of them are able and willing to teach it to those who hold full driving licences. There is an obvious difference in the way it is taught. But timing on approach is the skill which advanced drivers need to learn. The only difference between them and learner drivers is that they can apply the skill much more precisely, and usually at higher speeds.

This system can, and must, then be applied for any form of driver training - from novice to those driving high performance vehicles. One factor is often overlooked by many who regard their own driving as amongst the most skilful in the land - this is that all driving, regardless of the power of the vehicle, or the abilities of the driver - must fit into the pattern created and dominated by all the other traffic in the area.

Advanced driving is like rowing a large boat, it is not the potential of the individual that matters, but their ability to fit into the safe driving system with everyone else.

EXTENDED DRIVER TRAINING - also used in Pass Plus training

Not all drivers will be ready to be given a driving course - especially a short one - of defensive driving. Novice drivers will often be in need of a training course which extends their knowledge and experience to cover a variety of predictable road and traffic conditions. For EXTENDED DRIVER TRAINING COURSES therefore the marking sheet to be used, both for testing and for training, will be the one headed:

EXTENDED DRIVING

The sequence of the items on this sheet have been taken directly from the DSA's own recommended Pass Plus programme for new drivers. They need not be taught or tested in the sequence shown; but each of the headings must be covered, if only in theory where practical training is not possible. During assessments the following points need to be noted. Any training given must cover them all in detail.

Motorways The correct approach to them, the proper use of slip roads and adjustment of speed on entry to fit in with the flow of traffic. The use of correct lane discipline in their hazard procedure, the proper use of mirrors and signals, especially when used effectively in good time. Making normal progress whilst still maintaining safe separation distances. Correct overtaking procedures, with especial care when passing or being passed by large or high sided vehicles. Extra care must be taken when using cuttings in high winds, especially when entering and leaving them.

When leaving motorways ensure they make correct use of slip roads, and make proper adjustment of their vehicle speed to suit the new road and traffic conditions. Notice needs to be taken on the effect and perception of speed when returning to A or B classified roads after long spells at high speed on motorways. The use of motorway service areas, entering and leaving them safely. Also awareness of the effects of tiredness, boredom and long periods of steady driving on drivers.

Dual Carriageways Although these are similar in many ways to motorways they also possess additional risks not found on motorways. There are minor roads turning off them or crossing them; there are also right turns, roundabouts, and lay bys. Assessments need to be given to their awareness of speed restrictions where conditions or road signs indicate.

Rural Driving Assessments need to be made of how drivers cope with the situations found when driving on country roads, taking into account road surfaces, dealing with dead ground, opening and closing bends, blind bends, double white line systems, and lack of pavements for pedestrians. They need to be able to make adequate progress and able to take advantage of suitable safe opportunities to overtake. They also need to show proper regard for horses, farmyard animals and vehicles (and any debris they leave behind).

Town Driving Account needs to be taken of the variations of simple and busy road and traffic conditions, including complex roundabout and gyratory system, multi-laned roads, and bus lanes. Care must be shown for cyclists and for other road users most at risk, and the value of eye contact with all other users. Proper observation must be shown of all road and direction signs, including the ability to understand, recognise and cope with their implications safely.

Adverse Weather Drivers must be able to cope with the effect that all kinds of adverse weather have on road and traffic conditions. These include snow, ice, fog, sleet, heavy rain, and light showers after long hot spells. Drivers must be observed on their willingness to reduce speed as necessary, and to ensure that they are aware of the effects of restricted visibility by themselves, and of their own additional vulnerability from

others. Care should be taken in the proper preparation for journeys in adverse weather conditions.

Night Driving Whilst it is anticipated that extended driving tests will not be conducted at night, there may be occasions when training may be given, and validated, to new or inexperienced drivers. Training needs to be validated on the reasons why accident potential is proportionally higher after dark. Especial care is needed in the confirmation that vehicle lighting is used effectively.

Defensive Driving In the training and testing of new drivers, defensive skills are only touched upon. Basic principles which need to be trained and tested include the need for using a safe system of vehicle and situation control. The need to be able to adjust to changes in road, traffic and weather conditions; they need to be assessed how they avoid driving in a way that attracts attention or showing retaliation; and how they avoid putting their vehicle, or any other road user, into a potential danger situation.

Attitude Attitude training is mostly carried out effectively by example and precept. However testing is much simpler and proper attitudes show themselves in the way that drivers cope with all other road and traffic conditions. This is shown especially in the way they pay attention and look out for the older, or the very young. They also need to be aware of the effects that poor health, drugs, alcohol, weak eyesight, or poor reactions, can have on driving skills.

Hazard Perception Drivers must be able to recognise and take early actions in response to developing situations. They must have a recognisable and workable hazard avoidance procedure. They can plan ahead and react correctly before hazards get out of control. It can be noted in the way that drivers can see and react properly to potential hazards ahead.

EXTENDED DRIVING

Instructor's Name Driver's Name.....

Company Name..... Reports to.....

Vehicles Reg No..... Date

Subject	Errors	Comments
Motorways		<i>Drivers need to be tested on their approach, use of slip roads, adjustment of speed, use of lanes, MSM procedures, proper separation distances and safe overtaking. Route following and Leaving correctly.</i>
Dual Carriageways		<i>In addition to the above dealing with crossroads, turnings, roundabouts, right turns into and out from, traffic lights and controllers, awareness and observation of speed limits.</i>
Rural Driving		<i>Dealing with blind bends, dead ground, making suitable progress, overtaking safely and when suitable; dealing with pedestrians, horses and other animals, farmyard traffic and assorted detritus on the road surface.</i>
Town Driving		<i>Dealing safely with complex road and traffic situations in built up and residential areas. Use of multi-laned roads, satellite roundabouts, underpasses, bus lanes, and the need to take full account of all other road users.</i>
Adverse Weather		<i>Able to deal with all types of bad weather driving conditions, including snow, ice, fog, sleet, heavy rain, light showers on greasy roads, and wet leaves. The need for optimum vehicle lighting in poor visibility.</i>
Night Driving		<i>Safe driving under all conditions, especially dawn or dusk as well as in darkness and varying powers of street lighting. Proper use of lighting to see and be seen.</i>
Defensive Driving		<i>Able to drive using basic principles of defensive driving, using a system of car control that guarantees not being involved in other road users incidents. Avoiding any form of competitive driving.</i>
Attitudes		<i>Able to demonstrate the correct driving and behavioural attitudes towards others, especially older, infirm and younger road users. Aware of the dangers of ill health, drugs, alcohol, and failing eyesight.</i>
Hazard Perception		<i>Demonstrate early recognition and reaction to developing situations. Planning ahead and dealing with a constant changing traffic pattern. Ability to read traffic and road warnings, and tell tale warnings of potential change.</i>

Where EFFICIENT DRIVER TRAINING COURSES are on offer, the marking sheet used is headed:

EFFICIENT MOTORING

The single most important aim in this course is the need to reduce fuel consumption by 15% (that is one gallon in every six). Although most driver training courses are intended to encourage clients to drive perfectly and reduce costs by avoiding accidents, this course can be proved to work (or not) by simple measurement of fuel consumption. This makes it even more essential that drivers are aware of the need to carry on using the course training methods whenever they are driving.

Training - and testing - begin even before they get into their motor vehicles.

Entry Precautions and Safe Moving Off Tyre conditions and pressures, steering tracking, correct fuel used, and vehicle condition generally all need to be checked frequently. It is necessary to know how to enter a vehicle safely, get seated comfortably, and carry out all safety checks before moving off and joining the traffic flow. Although there are a number of proven sequences for moving off, any SAFE and consistent entry and moving off sequence is acceptable. Only if the driver shows no safe pattern at all, or there is obvious lack of thought, should faults be highlighted and cured.

Economic and Smooth use of Vehicle Controls Emphasis needs to be laid in the need for smooth and economic use of all the controls. This especially applies to the combination of the accelerator with the clutch; and the use of gears in relation to gaining speed; and the use of brakes in relation to losing speed. Excessive acceleration followed by braking is a waste, and usually indicates an obvious lack of planning. Misuse of the gears shows up as high revving on the engine, or poor pulling power under stress. Making too fast progress, with lots of overtaking and jockeying for position are all signs of poor planning. The aim should be to achieve the target speed, smoothly, and easily, holding that speed for as long as possible. Breaking speed limits, or holding on to low gears for lengthy periods should also be avoided.

Forward Planning, Observation, and Timing The driver should be encouraged to give a running commentary, if this is at all possible. Not all drivers are capable of, or willing to try, this of course. But it is a marvellous way to concentrate the attention on the task in hand. If they cannot do it, it is necessary to observe how well their planning shows itself as part of their observation and timing. Poor planning results in hurried and ever changing driving plans. Weak observation relies on good reactions; and bad timing means a jerky and inefficient drive.

Hazard Perception, Adjustment of Speed and Position Although individual drivers may already have their own versions of a safe driving sequence, the only really acceptable ones are those that use Mirrors, Signal and then Manoeuvre, as their base. Any deviation from mirrors before signals, and signal before action, must be wrong. It is essential to ensure that proper use of mirrors actually involves the use of all mirrors, and that correct action is taken on what is seen. Too many drivers ignore their near side door mirrors.

Adjustments to speed and position can only be carried out safely if due consideration is given to all other traffic and road users.

Use of Mirrors and Courtesy and Consideration to others The proper use of mirrors involves using them as part of a complete safety sequence, and taking correct action on what is seen in all mirrors. It is worth noting that use of mirrors also

covers the fact that some areas are 'blind spots' and the head and eyes need to be turned physically to take these areas into account. Mirrors need to be used continually, so that no other road user from behind ever takes a driver by surprise. Similarly they should never be overtaken unknowingly.

Parking and Reverse Skills Safe and efficient use of the vehicle controls are looked for in all parking and manoeuvring exercises. In addition to this, drivers need to choose the places where they manoeuvre and park with care. They need to look all round whilst manoeuvring, and allow extra care and consideration for the elderly and young. The maximum safe position should always be selected for parking and leaving the vehicle. Those who rely only on mirrors when reversing need to be told of the dangers.

Vehicle Security Parking safely also includes making the vehicle absolutely safe when leaving it. Doors and windows should all be secure, and all equipment safely stored out of sight. Where alarms are fitted they should be set and operated whenever and wherever the vehicle is left. A safe pattern of leaving must always be followed. However it is equally important to avoid using identical routes, leaving vehicles in the same place for similar periods of time. Variations in route, parking, and other procedures, can help avoid risk from theft or damage.

EFFICIENT DRIVING

Driving Assessor's Name Driver's Name.....

Company Name..... Reports to.....

Vehicles Reg No..... Date

Subject	Errors	Comments
Entry Precautions and Safe Moving off		<i>Any SAFE form of entry and moving off sequence is acceptable. Only if the driver shows no safe pattern at all, or lacks thought, should a specific entry and starting procedure system be outlined as a requirement.</i>
Economic and Smooth use of Controls		<i>Economic use applies especially to the accelerator in relation to the brake, and the gears in relation to the speed of the vehicle. Drivers should avoid jerkiness of the controls or lack of smoothness in the transmission chain.</i>
Forward Planning, Observation and Timing		<i>A running commentary is the ideal way to confirm a driver's forward planning. However they should not be penalised for being unable to give one. Proper use of mirrors and signals will confirm a planned approach.</i>
Hazard Perception, adjustment of Speed, and Position		<i>Drivers should be watched to see their reactions to hazards . They must apply a proper MSM PSL routine. Harsh braking, or continuing to accelerate into a problem ahead, are clear indications of lack of hazard perception.</i>
Use of Mirrors and Courtesy and Consideration to Others		<i>Proper use of mirrors is more important than just looking into them as a matter of routine. They should be used well before signalling, braking or changing speed - every time, followed by signals helpful to others..</i>
Parking and Reversing Skills		<i>Decisions with regard to proper choice of safe parking and manoeuvring areas are looked for, coupled with an ability to control the speed of the vehicle; quick and accurate steering, and full and proper observation at all times.</i>
Vehicle Security		<i>A safe pattern of vehicle security is looked for. Proper checks must be made before entering and leaving a vehicle, with emphasis on doors locked, alarms set, and parking places selected with care.</i>
Overall Performance		<i>The aim of any Efficient Driving course is to save at least 15% of fuel used. This can readily be achieved by a thinking and caring driver. Haste, heavy footedness and late reactions will all increase fuel consumption.</i>

PRACTICAL TESTING OF DRIVERS IN CLIENT'S OWN VEHICLES.

Driving Assessments and training practices will consist of three stages

The initial drive is carried out as a silent assessment. The DSA's normal system of marking is used, and repeated minors are highlighted for later discussion and improvement. Serious or dangerous errors are noted and will obviously be pointed out immediately. Only if these are repeated and the driver is regarded as dangerous would the assessment be abandoned or training started early.

The second stage is to carry out remedial training for the client. Particular emphasis needs to be placed on those repeated errors noted in the initial assessment. The timing allowed for this training period would be agreed with the client beforehand. Normally the minimum time needed for a proper assessment and suitable training to be carried out is half a day. Where there may be two clients at a time in a car, the minimum optimum time is a whole day. It is never considered economically worth while teaching more than two drivers in a car at a time.

The third stage is a final assessment carried out and marked by the instructor. It is a silent assessment, and in many ways is more critical than the original one. During this last assessment note would be made of any risk or danger potential displayed by the driver. These would be recorded on the marking sheet, but the comments would be amplified in the remarks column. Every effort must be made to ensure that the trainer is able to produce a positive report. This does not mean that errors and risks should not be noted, but that the comments made to the client explain how the risks can be reduced or removed. In other words the form is not presented as a failure sheet, but as a guide to actions which need to be taken if improvements to safety and efficient driving are to be made.

Full reports of assessments made, and remedial training given, will always be forwarded to the client. The drivers concerned will only be given brief details necessary to ensure they know their faults and how to cure them. Considerable care, courtesy and consideration is needed to avoid embarrassing clients' drivers who are being assessed and trained.

Although Advance Driver Trainers will use the DSA's standard marking system for their assessments at all levels, these are not always readily understood by most clients. (These are often Fleet Managers, or Personnel Officers). Therefore considerable practice is needed in translating driving performance into a readable form. All full reports for companies would be completed - after the training and assessments have been completed - using the E.G.A.P.U. marking with the addition of any helpful comments.