



PARENT/MENTOR HOME PRACTICE GUIDE



Parent/Mentor Home Practice Guide

*A Home Practice Guide for Conducting
Supplemental In-Car Instruction*



American Driver
& Traffic Safety Education
Association

<http://adtsea.iup.edu>



FOREWORD

The purpose of this skills log is to assist parents and other mentors in conducting 50 hours of instruction. This skills log may be used by parents, mentors, or other adults who are providing this driving instruction. It is essential that the new drivers not only practice each maneuver, but also develop their visual search, perceptual, judgmental and decision making skills.

A review of crash investigations illustrates the consequences of inexperience when responding to routine traffic situations. Regardless of age, inexperience is a major factor in new driver crashes.

Our goal is to substantially reduce the chance of a new driver being involved in a crash. We believe your participation in providing at least 50 hours of directed in-vehicle instruction with the new driver will help in attaining this goal. It is essential that you provide at least 50 hours of directed practice. Mentors may be able to complete some units in one hour, but you are not finished. The next time you drive the same environment practicing the same skills, you may encounter different driving situations. This is what experience is all about. New drivers must also be challenged with as many different driving situations as possible while driving with you. Then they will be able to make the correct driving decisions when driving alone.

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Why a Parent/Mentor Involvement Program?

Over the past 50 years, we have witnessed major progress in highway safety as evidenced by a substantial reduction in the number of traffic crash fatalities. In spite of this improvement, driving a motor vehicle remains among the most hazardous tasks most people will ever perform.

Tragically, in the U.S.A., traffic crashes still cause about 5,500 deaths annually among youth 16 – 20 years of age¹. In 1997, while drivers under age 19 made up only 3.5% of all licensed drivers in the United States, they were involved in 7.1% of the crashes². Between 1975 and 1996, the death rate for all licensed drivers dropped from 15 to 12 per 100,000.

However, for 16 year-old drivers, the death rate increased from 19 per 100,000 drivers in 1975 to 35 in 1996. At the same time, the death rate for 17 to 19 year-old drivers dropped slightly going from 27 to 25 per 100,000 licensed drivers³. They accounted for nearly 16 percent of all driver and passenger deaths and 18 percent of all drivers and passengers injured. The age group with the next highest record of *at fault* crashes, 2 percent, were those 21 to 25 years of age. These findings reinforce the fact that generally it takes a new driver at least five years to develop the judgment and skills exhibited by the average driver.

Regardless of age, the first six months are especially critical driving periods for all new drivers. Due to inexperience, new drivers have proportionally higher crash and violations rates than do more experienced drivers.

Extending the practice of driving under direct supervision over a longer period of time can assist new drivers in acquiring essential driving experience. Parent/Mentor involvement through the provision of guided practice, has the potential to provide the equivalent of two to three years of experience for the new driver.

Parents’/Mentors’ appreciation of the level of risk associated with the early years of driving is important. This increased risk exists regardless of how mature and responsible parents/mentors perceive the new driver to be. To a great degree, parents, mentors, guardians or custodians [hereafter referred to as “The Supervisor”] are in a position to control the driving behavior of the new driver.

It is recommended that initial instruction be conducted in a vehicle with an automatic transmission if possible. This allows the new driver to concentrate on procedure and car control. Once this is accomplished, learning to coordinate clutch, shifting lever and accelerator action can be introduced and mastered relatively quickly.

(1) U.S. Department of Transportation, NHTSA, “Traffic Safety Facts 1996”
(2) National Safety Council, (1998) “Accident Facts, 1997 Edition”
(3) Insurance Institute for Highway Safety, “Status Report”, Vol.33, No. 6, June 6, 1998

Each lesson is designed to be one hour fifteen minutes in length. Typically, the lessons described in this manual will take more than one in-vehicle practice session if the skills and habits are to be mastered. At times, two lessons may be combined for a given practice session when a similar environment is specified for both lessons. New drivers should not begin practice driving until the course instructor recommends that they are ready. This should typically occur after the beginning driver has completed two hours of instruction in the school's car.

Each instructional session in the vehicle serves as a model and foundation for future lessons. New drivers should recognize that careful preparation, i.e. reading appropriate materials, before each practice session is expected.

Developing Awareness of Environmental Conditions

All too frequently, learning how to drive concentrates too much on procedures and laws. Instead, "The Supervisor" is encouraged to emphasize the management of visibility, time and space within the limits of available traction.

To accomplish this task, select and pre-drive routes that:

- Provide an environment appropriate to the lesson objectives.
- Acquaint "The Supervisor" with conditions that could increase the level of risk.
- Allow more time for "The Supervisor" to direct the new driver's attention to specific conditions or actions of other roadway users and appropriate adjustments to better control the situation.

General Guidelines for Conducting In-Car Practice

1. Select and pre-drive areas appropriate to the individual lesson objectives and new driver's ability.
2. At the beginning of each lesson, make sure the new driver understands the objectives of the lesson and review the last lesson.
3. Be calm and patient, but alert at all times.
4. Sit so your left hand can be placed on the steering wheel to help guide the new driver if necessary.
5. Read the traffic environment ahead, to the sides and behind while observing the new driver's behavior.
6. When giving directions, first direct where, then state the action to take [i.e. At the second intersection, turn left].
7. Give directions to turn at least one block before the turn, and always check mirrors before giving directions.
8. Avoid the use of terms with possible double meanings [i.e. Instead of "right" in response to a question, say "that's correct"].
9. Demonstrate what and how to do something to save time.
10. For each new maneuver, guide the new driver through two or three practice trials, then allow practice without specific assistance or direction.
11. If a mistake is made, repeat the maneuver while talking the new driver, step-by-step, through the process.
12. If a mistake can be allowed without undue risk, permit the new driver to learn from a mistake.
13. If a lengthy discussion or explanation is needed, move to a safe place to stop and park the vehicle.
14. Never allow a new driver to drive into a dangerous situation. Take control or give specific direction.
15. Involve the new driver in the evaluation of his/her performance. It is recommended that you use the check sheets that accompany each lesson.
16. Remember, learning demands patience, understanding and mutual respect.

Part I Developing Basic Driver Actions

Lessons 1 through 3

Lessons one through three deal with essential pre-driving checks and adjustments, basic motor skill development, and basic procedures for safe vehicle handling. Basic vehicle control and cornering skills must be learned before one can develop visual search skills, judgment, and decision making abilities. It must be emphasized that these skills tend to level off at whatever quality “The Supervisor” deems acceptable. Therefore, establishment of perfection as the goal is essential. A parking lot or roadway with no traffic can be used for this practice session.

Pre-Driving Checks and Adjustments

The purpose of the first three lessons is to develop a set of habits related to the:

- Checks to be made prior to entering the vehicle.
- Checks and adjustments to be completed prior to starting the vehicle.
- Procedures and basic skills used in starting, turning and stopping.

Begin lessons on a straight, level surface with as few physical or visual obstructions and as little traffic as possible. Portions of the lessons should be taught on lightly traveled two lane residential streets or country roads.

The lessons may progress to areas with slightly more traffic and a variety of turning situations, but major streets should be avoided until vehicle control has been established.

Pre-Entry Checks

1. Check around the outside of the vehicle for broken glass [windows, lights], body damage, condition of tires, fluid leaks, direction front tires are turned [which way will vehicle move when placed in gear?] or debris on the ground that could interfere with movement.
2. Check for small children or pets near the vehicle.
3. If parked on street, approach the driver’s door, key in hand, from front of car to increase awareness of oncoming traffic.
4. Unlock and enter vehicle quickly.



Getting Ready To Drive

1. Place key in ignition and lock doors.
2. Have new driver identify location and purpose of vehicle control devices, switches and gauges.
3. Adjust seat and, if so equipped, steering wheel/column, for full control of foot pedals and steering wheel. To reduce the chance of injury in a crash, with or without an air bag, the driver's body should be about 10 inches back from the steering wheel. The driver's foot should be able to pivot smoothly from accelerator to brake while the heel is kept on the floor. The top of the steering wheel should be no higher than the top of the driver's shoulders.
4. Adjust the inside mirror so that it frames the rear window.

5. Outside mirrors should be adjusted to reduce blind spots and provide maximum visibility to the rear on both sides of the vehicle. After the seat is properly adjusted and the driver is seated in an upright position, the driver should lean his/her head to the left about five inches and adjust the left mirror so that the rear fender is just visible on the right edge of the mirror about a half inch up from the bottom. To adjust the right mirror the driver should be seated in an upright position, lean his/her head to the right about five inches, and adjust the right mirror so that the rear fender is just visible on the left edge of the mirror about a half inch up from the bottom.



When seated in an upright position, the driver will not see the left and right sides of the vehicle when glancing at the outside mirrors. However, this adjustment adds 12 to 16 degrees additional viewing area to each side of the vehicle, provides greatest visibility to the rear of the vehicle, and reduces blind spots.

6. Fasten and adjust safety belts. Make sure passenger is properly belted.
7. Adjust head restraints to a level even with the back of the head.

Starting The Engine

1. Place foot on brake pedal.
2. Check selector lever for park or neutral and set parking brake.
3. Turn ignition switch to on, check dash lights and instruments. [Fuel level, ABS, Air Bags, etc.].
4. Turn ignition switch to start.
5. Turn on low beam headlights.



Moving the Vehicle

Moving Forward

1. With foot on brake, move gear selector lever to “D” [drive].
2. Check forward for safe path.
3. Check for traffic to the sides and behind.
4. Signal.
5. If safe, pivot foot to accelerator and press gently.
6. Look at least one block ahead and steer toward a reference point.

Approaching Intersections

On any street, when intending to cross or turn, driver behavior is critical at intersections. When approaching any intersection, whether uncontrolled or controlled by signs or signals, take the following safety precautions:



1. Search all corners of the intersection for traffic controls, pedestrians, etc.
2. Check following traffic [30% of all reported crashes in 1996 were rear end collisions].
3. Search for oncoming and cross traffic.
4. If intending to turn, signal three to four seconds in advance.
5. Steer into proper lane and position vehicle to turn.

Stopping

1. Check mirrors for traffic.
2. If moving to curb, check over shoulder and signal intention.
3. Release accelerator to allow vehicle to slow.
4. Pivot foot to brake pedal.
5. Press brake pedal with a steady pressure for a smooth stop.
6. If stopping at stop sign or traffic signal light, stop behind stop sign, stop bar or crosswalk as appropriate.
7. If stopping at curb, move to within 12” inches of curb.

Steering and Turning

There are two generally accepted methods of steering when moving through curves, turns, turnabouts and parking. They are hand-to-hand [not to be confused with shuffle steering] and hand-over-hand steering, either of which when performed properly can provide smooth, continuous steering control.

When using hand-to-hand steering to turn, the left hand grasps the wheel between 7 and 8 o'clock and the right hand grasps the wheel between 4 and 5 o'clock. Depending on the direction of the turn, the right or left hand pushes the wheel up and the opposite hand slides up, grasps the wheel and pulls down to continue the turn. While the pulling hand moves down, the hand that initially pushed up slides back toward its original position to make adjustments as needed. Simply reverse the hand-to-hand process to bring the vehicle onto your intended path.

With the new driver's hands positioned at 7/9 and 3/5, a more natural seated position, there tends to be less muscle stress, hence less weaving in a lane. With the arms next to the body, it is more natural to keep both hands on the wheel at all times. Since the hands and arms never cross over the steering wheel there is less chance of injury to the face induced by the hands or arms in the event of a frontal crash in a vehicle equipped with a driver side air bag.



When employing hand-over-hand steering, the left hand grasps the steering wheel between 9 and 10 o'clock and the right hand between 2 and 3 o'clock. Depending on the direction of the turn, the right or left hand grasps the wheel and pushes up, the opposite hand lets go, reaches across the other arm, grasps the wheel and pulls the wheel up, over and down as appropriate. As the wheel is being pulled up, the hand that initiated the pushing motion releases the wheel and returns to its original position. This process is repeated as necessary. Simply reverse the hand-over-hand process to bring the vehicle onto your intended path.



Prior to and while making a turn a driver should:



1. Recheck traffic in all directions. Be aware that in residential areas about 90% of drivers fail to obey stop signs.
2. Look through the turn to the farthest point possible along intended path.
3. Turn steering wheel smoothly as needed.
4. Enter and maintain proper position in nearest lane.
5. Accelerate smoothly to appropriate speed.
6. Make sure turn signal light is cancelled.
7. Check traffic to the rear.

Backing

Due to very limited visibility to the rear of most vehicles, it is very important that the driver check to make sure that there are no objects in the path of travel prior to backing. Common mistakes committed by new drivers when backing are: 1. Moving too fast; 2. Providing too much steering input; and 3. Turning the steering wheel in the wrong direction.

When backing in a straight line, it is recommended that the driver:

1. Place foot on brake and shift to reverse.
2. Grasp steering wheel at 12 o'clock with left hand.
3. Turn to the right and place right arm over the back of the seat.
4. Look through rear window.
5. Use idle speed or accelerate gently and smoothly, keeping speed slow.
6. Correct steering slightly and in the direction the rear of the vehicle should move.
7. Continue looking to the rear until coming to a complete stop.

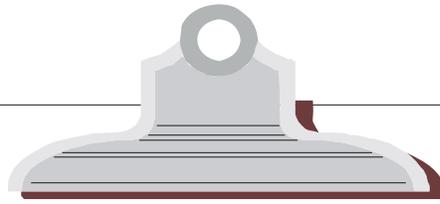
When backing and turning, it is recommended that the driver:

1. Place foot on brake and shift to reverse.
2. Grasp steering wheel with both hands as for push-pull-slide or hand-over-hand.
3. Turn body to the right or left depending on direction of the turn.
4. Search through rear side window.
5. Use idle speed or accelerate gently and smoothly, keeping speed slow.
6. Correct steering in a smooth and controlled manner in the direction the rear of the vehicle should move.
7. Make quick checks to the front and the side opposite the direction of the turn.
8. Continue looking to the side and rear until stop is completed.

Parking and Securing the Vehicle

1. Stop vehicle.
2. Set parking brake.
3. Place vehicle in park.
4. Turn off headlights.
5. Turn off engine and remove key.
6. Check traffic, exit vehicle with key in hand.
7. Lock doors.

Repeat Lessons 1 through 3 until they are performed smoothly and in the proper sequence.



Driver Performance Check List Lessons 1 – 3 Developing Basic Driver Actions

Driver:

Supervisor:

Dates:

Time: Start

End

Instructions:

Place an **S** in the space when performed correctly and in proper sequence.

Place an **O** in the space when a step is omitted.

Place an **X** in the space when a step is out of sequence.

Pre Entry Checks

1. _____ Checks around outside of vehicle
2. _____ Approaches driver's door, key in hand
3. _____ Unlocks door and enters car quickly

Getting Ready to Drive

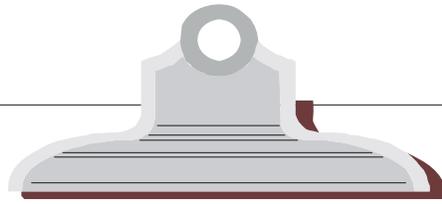
1. _____ Places key in ignition and locks doors
2. _____ Identifies location & purpose of vehicle control devices, switches and gauges
3. _____ Adjusts seat, steering wheel/column
4. _____ Adjusts inside and outside mirrors
5. _____ Fastens and adjusts safety belts
6. _____ Adjusts head restraint

Starting the Engine

1. _____ Foot on brake
2. _____ Parking brake on, selector lever to park
3. _____ Ignition switch on, checks dash
4. _____ Turns ignition switch to start
5. _____ Low beam headlights on
6. _____ Allows engine to slow idle, rechecks gauges

Moving Forward

1. _____ Foot on brake, gear selector to drive
2. _____ Releases parking brake
3. _____ Checks for safe path, identifies reference point
4. _____ Checks for traffic
5. _____ Signals
6. _____ If safe, pivots foot to accelerator, presses gently
7. _____ Steers toward reference point



Stopping

1. _____ Checks for traffic and signals
2. _____ Releases accelerator to slow
3. _____ Pivots foot to brake pedal
4. _____ Presses brake pedal firmly for smooth stop
5. _____ Stops behind stop bar, cross walk or road edge as appropriate
6. _____ Stops within 12" inches if stopping at curb

Turns

1. _____ Checks traffic in all directions
2. _____ Looks through turn to farthest point
3. _____ Turns steering wheel smoothly
4. _____ Enters nearest lane
5. _____ Accelerates smoothly to appropriate speed
6. _____ Checks traffic

Backing Straight

1. _____ Foot on brake, shifts to reverse
2. _____ Left hand grasps wheel at 12 o'clock
3. _____ Turns to right, arm over back of seat
4. _____ Searches through rear window
5. _____ Uses idle speed or accelerates smoothly, speed slow
6. _____ Minor steering corrections for proper direction
7. _____ Looks to rear until complete stop

Backing and Turning

1. _____ Foot on brake, shift to reverse
2. _____ Grasps wheel both hands
3. _____ Turns body in direction of turn
4. _____ Searches through rear side window
5. _____ Uses idle speed or accelerates keeping speed slow
6. _____ Steers smoothly in direction vehicle is to move
7. _____ Quick checks to front side opposite of turn
8. _____ Looks to side and rear until complete stop

Parking and Securing the Vehicle

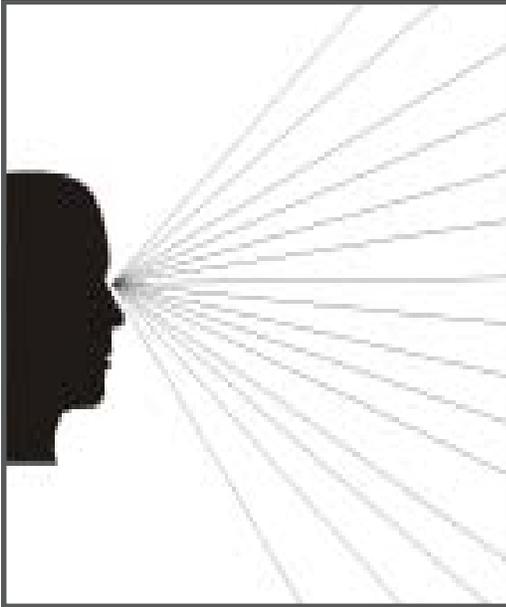
1. _____ Vehicle at complete stop
2. _____ Sets parking brake
3. _____ Selector lever in park
4. _____ Headlights off
5. _____ Turns off engine and removes key
6. _____ Checks traffic, exits vehicle

Part II Driving in Light Traffic

Lessons 4 and 5

In lessons four and five the new driver will practice entering and leaving traffic from the right side of the roadway, entering traffic at an intersection, speed adjusting, and positioning within a lane when driving 25-35 m.p.h. in light density traffic. Emphasis should be placed on introducing the mechanics of effective visual search, communicating with other highway users, and adjusting speed and position to minimize conflicts. The lesson should also include experience parking up-hill and down-hill.

New drivers have a tendency to look at the road immediately in front of the vehicle and at lane markings. In reality, proper lane position and speed selection require that drivers be aware of objects and conditions in their **visual search zone** (the area 20 to 30 seconds ahead). When traveling 25 to 30 M.P.H., 20 to 30 seconds equals about one and a half to two city blocks.



Have the new driver ride in the passenger's seat and assist in identifying points 20 to 30 seconds ahead. Next, direct the new driver to make quick glances to the left and right of this path and identify areas 12 to 15 seconds ahead, called a **visual control zone**, into which it is possible to steer if a problem situation should develop. Next, have the new driver identify stopping zones 4 to 8 seconds ahead and to check for shadows and movement around parked vehicles and shrubbery that could indicate the presence of children or animals. Finally have the new driver identify a following distance of 3 to 4 seconds, and pointing out that this following distance provides greater opportunity to observe the actions of drivers and other highway users.

After practicing these activities as a passenger, the new driver must demonstrate the same abilities as a driver. Have the driver check mirrors any time anything ahead indicates the possible need to adjust position or speed. If space is limited on both sides, direct the new driver to steer closer to the center line or objects on the left, and assist if necessary. When a driver is sitting behind the wheel, distances are easier to judge on the left side.

Entering Traffic from the Side of a Street

1. When parked on the side of the roadway, check traffic to the rear, side and front.
2. Signal intentions, identify a one-half-block gap in traffic.
3. Look as far ahead as possible along the projected path of travel.
4. Accelerate smoothly and steer into intended path of travel.
5. Cancel turn signal and search one and a half to two blocks ahead along the path of travel.
6. Accelerate to speed of traffic flow. Do not travel at speeds above, nor more than 5 M.P.H. below the posted speed limit. If the new driver feels threatened, additional time is needed in a more controlled environment.



Entering Traffic at an Intersection

1. While stopped with turn signal on, check traffic to the rear, sides and front.
2. Depending on direction of turn, identify a gap in cross traffic. In the city, 6 to 8 seconds to the left, 7 to 9 seconds to the right. [At least a half block.]
3. Look as far ahead as possible along the projected path of travel.
4. Accelerate smoothly and steer into intended path of travel.
5. Cancel turn signal and search one and a half to two blocks ahead along the path of travel.
6. Accelerate to speed of traffic flow. [Do not travel at speeds above, nor more than 5 M.P.H. below, the posted speed limit. If the new driver feels threatened, additional time is needed in a more controlled environment.]

Leaving Traffic

1. Search ahead for a safe place to park.
2. Signal intention.
3. Release accelerator and allow vehicle to slow.
4. Pivot foot to brake pedal.
5. Steer to within 12” inches of curb.
6. Stop and secure vehicle.

Parking on an Upgrade with a Curb

1. Bring the vehicle to a stop parallel to and within 12 inches of the curb.
2. Move slowly forward turning the steering wheel sharply away from the curb.
3. Stop, shift to neutral, then allow the vehicle to roll slowly back until the tire touches the curb and stop.
4. Secure the vehicle. Refer to “Parking and Securing the Vehicle” in the Table of Contents.
5. Enter traffic. Refer to “Entering Traffic from the Side of a Street” in the Table of Contents.



Parking on a Level Surface or Upgrade without a Curb

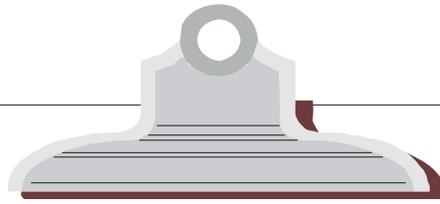
1. Bring the vehicle to a stop parallel to and within 12 inches of the edge of the road.
2. Move slowly forward turning the steering wheel sharply toward the edge of the road.
3. Stop when the tire closest to the edge of the road reaches the edge of the road.
4. Secure the vehicle. Refer to “Parking and Securing the Vehicle” in the Table of Contents.
5. Enter traffic. Refer to “Entering Traffic from the Side of a Street” in the Table of Contents.



Parking on a Downgrade with/without a Curb



1. Bring the vehicle to a stop parallel to and within 12 inches of the road edge.
2. Turn the steering wheel sharply toward the edge or curb side of the roadway while moving slowly forward.
3. Stop when the tire closest to the side of the road reaches the edge of the road or just as it touches the curb.
4. Secure the vehicle. Refer to “Parking and Securing the Vehicle” in the Table of Contents.
5. To re-enter traffic, straighten the wheels while moving slowly back.
6. Check behind to avoid striking any vehicle parked to the rear.
7. Enter traffic. Refer to “Entering Traffic from the Side of a Street” in the Table of Contents.



Driver Performance Check List Lessons 4 - 5 Driving in Light Traffic

Driver:

Supervisor:

Dates:

Time: Start

End

Instructions:

Place an **S** in the space when performed correctly and in proper sequence.

Place an **O** in the space when a step is omitted.

Place an **X** in the space when a step is out of sequence.

Entering Traffic from the Side of a Street

1. _____ Checks to rear, side and front
2. _____ Selects safe gap, signals intentions
3. _____ Looks ahead along projected path of travel
4. _____ Accelerates smoothly, steers into proper lane
5. _____ Adjusts speed and/or position to minimize conflicts
6. _____ Cancels signal, searches ahead
7. _____ Accelerates to appropriate speed

Entering Traffic at an Intersection

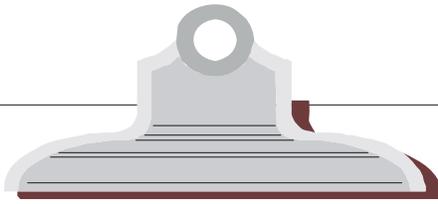
1. _____ Stops with signal on, checks all directions
2. _____ Selects gap of at least a half block
3. _____ Looks ahead along projected path of travel
4. _____ Accelerates smoothly, steers into proper lane
5. _____ Adjusts speed and/or position to minimize conflicts
6. _____ Cancels signal, searches ahead
7. _____ Accelerates to appropriate speed

Visual Search

1. _____ Searches highway 20 – 30 seconds ahead
2. _____ Identifies escape path 12 – 15 seconds ahead
3. _____ Identifies stopping zone 4 – 8 seconds ahead
4. _____ Maintains 3 – 4 second following distance
5. _____ Checks to rear prior to slowing

Leaving Traffic

1. _____ Searches ahead for safe place to park
2. _____ Checks mirrors
3. _____ Signals intention
4. _____ Releases accelerator and allows vehicle to slow
5. _____ Pivots foot to brake pedal
6. _____ Steers to within 12 inches of curb
7. _____ Stops and secures vehicle



Parking on an Upgrade with a Curb

1. _____ Stops parallel and within 12 inches of curb
2. _____ Moves forward turning wheels away from curb
3. _____ In neutral, allows vehicle to roll back until tire touches curb
4. _____ Properly secures vehicle

Parking on a level Surface or on an Upgrade without a Curb

1. _____ Stops parallel within 12 inches of road edge
2. _____ Moves ahead, turns wheels toward road edge
3. _____ Stops when tire reaches road edge
4. _____ Secures the vehicle

Exiting a Parking Space on a Level Surface or Upgrade without a Curb

1. _____ Starts engine with foot on brake, shifts to reverse
2. _____ Backs slowly and straightens wheels
3. _____ Stops, avoids striking vehicle parked to rear
4. _____ Checks to rear, side and front
5. _____ Selects safe gap, signals intentions
6. _____ Looks ahead along projected path of travel
7. _____ Accelerates smoothly, steers into proper lane
8. _____ Cancels signal, searches ahead
9. _____ Accelerates to appropriate speed

Parking on a Downgrade with/without a Curb

1. _____ Stops within 12 inches of road edge or curb
2. _____ Turns wheels toward edge of roadway
3. _____ Stops when tire reaches edge of road or curb
4. _____ Secures the vehicle

Exiting a Parking Space on a Hill with/without a Curb

1. _____ Starts engine with foot on brake, shifts to reverse
2. _____ Backs slowly and straightens wheels
3. _____ Stops, avoids striking vehicle parked to rear
4. _____ Checks to rear, side and front
5. _____ Selects safe gap, signals intentions
6. _____ Looks ahead along projected path of travel
7. _____ Accelerates smoothly, steers into proper lane
8. _____ Cancels signal, searches ahead
9. _____ Accelerates to appropriate speed

Part III Driving in Moderate Traffic

Lessons 6 and 7

Lessons six and seven address movement in moderate traffic. They should be conducted on multiple lane highways with moderate traffic traveling at speeds of 35 to 50 M.P.H.. In these lessons the new driver will practice changing lanes, assessing time/space needs and adjusting speed and direction as necessary to make left turns onto and from multiple lane streets, including the use of shared left turn lanes.

Basically, these lessons are a continuation of Driving in Light Traffic. The primary difference is that the experience will take place on highways where the speed is 35 to 50 M.P.H. rather than 25 to 35 M.P.H. This difference increases the importance of time/space gap assessment.

Changing Lanes

When practicing lane changes, it is necessary to be alert for the tendency of beginning drivers to drift in the direction of a blind spot check.



Explain that making two or more quick mirror or shoulder checks to detect presence or movement to the sides or rear is better than a long check due to the possibility of a vehicle ahead slowing suddenly. Emphasize the need to maintain a three to four second following distance and to identify a four to five second gap in traffic when preparing to change lanes. Before the new driver actually makes a lane change, practice identifying safe gaps in traffic and making checks over the right and left shoulders while maintaining a proper following distance, lane position, and appropriate speed.

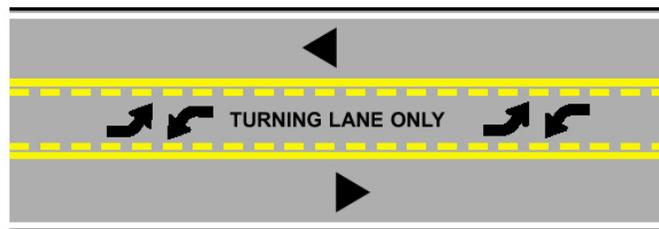
The sequence of actions when changing lanes is as follows:

1. Maintain a 3 to 4 second following distance to better ensure a clear view ahead
2. Check traffic ahead, behind, and to the sides
3. Identify a 4 to 5 second gap in traffic
4. Signal
5. Look again in direction of lane change
6. Adjust speed and steer into lane
7. Cancel turn signal

Using a Shared Left Turn Lane

On many streets where it is difficult to safely make a left turn, there is a shared left turn lane located in the middle of the roadway. The solid yellow centerline means you cannot use the center lane for passing. The broken yellow centerlines show that vehicles traveling in either direction may use the center lane only to make left turns.

When using a shared left turn lane you should not move into the lane too soon because the longer you stay in the lane, the more likely it is you will meet someone coming in the opposite direction. Watch for cars pulling out of entrances and side streets and do not use a shared left turn lane for anything but turning left.

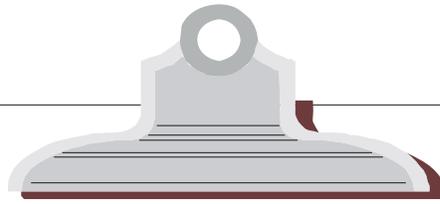


Using a Shared Left Turn Lane

1. Check Shared Left Turn lane for vehicles ahead
2. Check Mirrors [Rear and Side View]
3. Left Turn Signal
4. Check Left Blind Spot
5. Steer smoothly into Left Turn Lane
6. Choose appropriate gap in oncoming traffic and make left turn

Using Multiple Turn Lanes at an Intersection

1. At least one block before turning, identify and enter lane from which you will turn.
2. Check mirrors for following traffic and do over shoulder head check in direction of lane change.
3. Signal.
4. When safe, enter appropriate lane.
5. Check intersection for traffic control devices, oncoming and cross traffic, pedestrians, etc.
6. Check mirrors for following traffic.
7. Signal intention to turn.
8. When the green signal appears and it is safe, steer into the lane corresponding to the one from which the turn was made.
9. Be alert for pedestrians crossing the street.
10. Be alert to oncoming cars turning in the same direction.



Driver Performance Check List Lessons 6 – 7 Driving in Moderate Traffic

Driver:

Supervisor:

Dates:

Time: Start

End

Instructions:

Place an **S** in the space when performed correctly and in proper sequence.

Place an **O** in the space when a step is omitted.

Place an **X** in the space when a step is out of sequence.

Changing Lanes

1. _____ Adjusts speed and/or position to minimize conflicts
2. _____ Maintains three to four second following distance
3. _____ Checks traffic in all directions
4. _____ Identifies four to five second gap in traffic
5. _____ Signals
6. _____ Rechecks in direction of lane change
7. _____ Adjusts speed and steers smoothly into lane
8. _____ Cancels turn signal

Using a Shared Left Turn Lane

1. _____ Checks shared left turn lane for vehicles ahead
2. _____ Checks mirrors [rear and side view]
3. _____ Signals left turn
4. _____ Checks left blind spot
5. _____ Adjusts speed, moves into lane no more than 2-3 seconds in advance of turn
6. _____ Completes turn in a safe gap in oncoming traffic

Using Multiple Turn Lanes at an Intersection

1. _____ Adjusts speed and/or position to minimize conflicts
2. _____ Identifies turn lane one or two blocks in advance
3. _____ Checks following traffic and does head check in direction of lane change
4. _____ Signals
5. _____ When safe, enters appropriate lane
6. _____ Checks traffic control devices, oncoming and cross traffic
7. _____ Rechecks mirrors for following traffic
8. _____ Signals intention to turn
9. _____ When legal and safe, steers into corresponding lane
10. _____ Alert for pedestrians crossing street
11. _____ Alert to oncoming vehicles turning same direction

Lessons 8 through 10

The purpose of these lessons is to develop parking and turnabout skills. Proper positioning of a vehicle, control of speed and steering while backing and turning in a limited space are the main focus of lessons eight through ten.

Begin these lessons in a parking lot with few or no vehicles. Choose a lot that is marked for angle parking. Have the new driver practice slowly backing in a straight line several times.

Angle Parking

In a lot with parking spaces marked at different angles, have the new driver practice parking. First, park in a space where there are no vehicles on either side. Next practice entering a space with a vehicle on the right side of the space to be entered. When the new driver has demonstrated good control of speed and space, have the driver enter a parking space with vehicles parked on both sides.

Entering an Angle Parking Space

1. Identify the space in which the new driver should park.
2. Signal intentions.
3. Position vehicle as far away from the parking space as possible.
4. Move forward slowly until the vehicle reaches the middle of the parking space.
5. Move forward slowly and turn sharply left or right as appropriate.
6. Center vehicle in the parking space.
7. Move to the front of the parking space, stop, and secure vehicle.



Exiting an Angle Parking Space

1. Start the engine, place foot on brake, shift to reverse, and signal direction of turn.
2. Check for traffic in all directions.
3. Move straight back until you can see in the direction you want to turn.
4. Turn the steering wheel in the direction that the rear of vehicle should move.
5. When the car clears the parking area, stop and shift to drive.

Parallel Parking

Parallel parking requires a lot of practice. To become good at this type of parking, the new driver must practice until this procedure becomes second nature. When practicing, attempt to be in areas where parking spaces are wide. Make sure you practice parking to the left and to the right. This activity can be practiced during any lesson that has a traffic environment that includes parallel parking stalls.

Entering a Parallel Parking Space

1. Turn on the appropriate turn signal.
2. Stop parallel to the vehicle you are going to park behind with the back of the front seats in line, and two to three feet between vehicles.
3. Shift to reverse, check traffic, and look to the rear in the direction the vehicle will be moving.
4. Back slowly turning the steering wheel rapidly in the appropriate direction.
5. Continue backing until driver is in line with the rear bumper of the vehicle you are parking behind.
6. Back slowly while turning the steering wheel rapidly back to center steer. Continue backing until the corner of front bumper is in line with the rear bumper of the vehicle ahead of you.
7. Look to the rear and backing slowly, turn the steering wheel rapidly as appropriate. Stop before touching the bumper of the vehicle to the rear.
8. Shift to drive, and adjust vehicle in the parking space



Exiting a Parallel Parking Space

1. Place foot on brake, shift to reverse. Back as near as possible to the vehicle parked behind you.
2. Check for traffic.
3. Signal.
4. Shift to drive and move forward slowly, steering into traffic lane.
5. Check to make certain that the front bumper of vehicle will clear the car ahead.
6. Straighten wheels and move forward until the center door post is in line with the back bumper of the parked car.
7. When the door post of vehicle clears the rear bumper of the vehicle in front, steer into appropriate lane of traffic.

Turnabouts

The final activity in this series of lessons is backing into or exiting a driveway or alley. Backing out of a driveway or alley is most frequently used to enter a street or roadway. Entering a driveway can be done to reverse direction when it is not possible or practical to drive around a block. However, backing onto a street can be dangerous, even when exiting a driveway in a low traffic residential neighborhood.

The safest way to reverse direction when it is not practical to go around a block is to back into a driveway. This allows the driver to better see traffic when leaving the driveway.

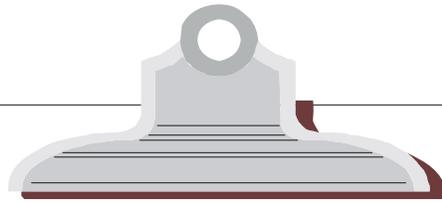
Backing into an Alley or Driveway

1. Stop and signal your intention to turn right.
2. Check traffic to the sides and rear of the vehicle. Move back until the rear bumper of the vehicle reaches the near edge of the driveway.
3. While backing slowly, steer rapidly all the way to the right.
4. As the vehicle centers in the driveway, straighten the wheels and stop.
5. Shift to drive. Check traffic in both directions and, if clear, turn left into the proper lane and accelerate as appropriate.

Heading into an Alley or Driveway on the Left

1. Select a driveway where the view will not be blocked when backing into the street.
2. Check the mirrors and signal intention to turn left.
3. Move close to the center of the road and turn into the driveway or alley as near as possible to the right side.
4. Stop as the rear of the vehicle clears the curb or edge of the driveway.
5. Check in all directions for traffic, signal a right turn and shift to reverse.
6. When path is clear, move slowly back while turning the steering wheel quickly all the way to the right.
7. As vehicle centers in nearest lane, straighten wheels, stop, shift to drive.
8. Cancel right signal and move forward.





Driver Performance Check List Lessons 8 – 10 Parking Maneuvers

Driver:

Supervisor:

Dates:

Time: Start

End

Instructions:

Place an **S** in the space when performed correctly and in proper sequence.

Place an **O** in the space when a step is omitted.

Place an **X** in the space when a step is out of sequence.

Entering an Angle Parking Space

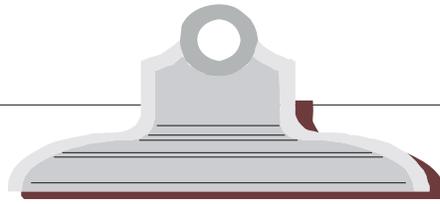
1. _____ Identifies space in which to park
2. _____ Signals intentions
3. _____ Positions vehicle as far away from parking space as possible
4. _____ Moves forward until vehicle reaches the middle of the parking space
5. _____ Moves slowly, turning sharply left or right
6. _____ Centers vehicle in the parking space
7. _____ Moves forward to front of parking space, stops, and secures vehicle

Exiting an Angle Parking Space

1. _____ Foot on brake, starts engine, shifts to reverse, signals direction of turn
2. _____ Checks for traffic in all directions
3. _____ Backs until the driver can see in direction of turn
4. _____ Turns wheel in direction of turn
5. _____ When car clears parking area, stops and shifts to drive.

Entering a Parallel Parking Space

1. _____ Signals intentions
2. _____ Positions vehicle parallel to the vehicle you are parking behind with the front seat in line and 2 to 3 feet between vehicles
3. _____ Shifts to reverse, checks traffic, looks in direction of intended move
4. _____ Backs slowly and turns wheel rapidly in appropriate direction, continues backing until driver is in line with rear bumper of vehicle you are parking behind
5. _____ Backs slowly, rapidly turns wheels straight, continues backing until corner of front bumper is in line with rear bumper of the vehicle ahead
6. _____ Looks to rear while backing slowly, turns wheel rapidly in appropriate direction, stops before touching bumper of the vehicle to the rear
7. _____ Shifts to drive, adjusts vehicle in parking space



Exiting a Parallel Parking Space

1. _____ Foot on brake, shifts to reverse, backs near vehicle behind
2. _____ Checks for traffic
3. _____ Signals
4. _____ Shifts to drive and moves forward, steers into traffic lane
5. _____ Checks front bumper for clearance of rear of vehicle parked in front
6. _____ Straightens wheels and moves forward until center door post is in line with back bumper of parked car
7. _____ Steers into traffic lane

Backing into an Alley or Driveway on the Right

1. _____ Signals intention to turn
2. _____ Stops just beyond alley or driveway
3. _____ Checks traffic to sides and rear of vehicle
4. _____ Backs until rear bumper reaches near edge of driveway
5. _____ Backs slowly, steers rapidly to the right
6. _____ Straightens wheels as vehicle centers in driveway
7. _____ Stops as vehicle clears edge of road
8. _____ Shifts to drive, checks traffic in both directions
9. _____ Enters proper lane and accelerates when clear

Heading into an Alley or Driveway on the Left

1. _____ Selects a driveway with good field of view
2. _____ Checks mirrors and signals intention to turn left
3. _____ Moves close to center line
4. _____ Checks oncoming traffic
5. _____ Enters driveway close to right side
6. _____ Stops as rear of vehicle clears curb
7. _____ Rechecks for traffic
8. _____ Signals a right turn and shifts to reverse
9. _____ Moves back slowly, quickly turns wheels all the way to the right
10. _____ Straightens wheels as vehicle centers in nearest lane
11. _____ Stops and shifts to drive
12. _____ Cancels right signal and moves forward

Background Information for in Vehicle Lessons 11 through 19

In lessons one through ten, emphasis was directed toward the development of basic vehicle control and visual search processes necessary for moving a vehicle in light to moderate traffic. The following in-vehicle lessons will allow the new driver to practice making decisions that help to reduce the level of risk when driving.

Identify What to Look For

An effective way to help a new driver gather critical driving information is to teach the driver what to look for. Drivers need to identify roadway conditions, traffic controls, and other roadway users. It is important to be aware of the types of roadways being driven on; signs, signals, and markings; other motor vehicles and pedestrians, bicyclists, and animals.

Assessing Highway Conditions Lessons 11 and 12

The purpose of lessons 11 and 12 is to allow the new driver to identify and respond to highway conditions that require a simple adjustment of speed and/or position to reduce risk. For these lessons, the pre-planned route should consist of streets and highways with light to moderate traffic, traveling 35 to 50 M.P.H., and an environment which provides frequent changes in visibility, time and space.

Areas of Limited Visibility

The speed at which a vehicle can be safely driven depends on visibility. If visibility is reduced or limited, a driver must reduce speed or change lane position to reduce risk.

Areas of Reduced Space

Areas of reduced space are conditions in which the roadway or shoulder area narrow. Any reduction in space ahead or to the sides requires a reduction in speed and/or change in position to reduce risk.

Reduced Traction

Any reduction in traction, regardless of cause, may result in loss of directional control. To minimize risk of collision, reduce speed and increase space between other vehicles and objects.

Identifying and Responding to Traffic Control Devices Lessons 13 through 15

The purpose of traffic laws and control devices is to enable one roadway user to better predict the actions of another user. For lessons 13 through 15, select streets with moderate traffic density and a large number of varied traffic control devices. Have the new driver demonstrate good lane and speed control, while identifying traffic signs, traffic signals, and roadway markings.

Traffic Signs

Traffic signs are among the most frequently used traffic control devices.

Traffic signs are identified by special shapes and colors. They include regulatory signs, warning signs, guide signs, and construction signs.

Traffic Lights

Traffic lights are designed to improve the flow of traffic. Traffic lights designate right-of-way in a variety of situations. They control traffic at intersections and control flow of traffic in various traffic lanes. Drivers, especially new drivers, should not assume that other drivers will comply with traffic signals.

Pavement Markings

Pavement markings are also designed to improve the flow of traffic. These usually include lines, letters, and symbols painted on the roadway surface. In general, broken lines may be crossed when safe to do so and solid lines prohibit crossing. Examples of these pavement markings may be found in the State's Driver's Handbook.

Searching for Clues to Other Road Users

Lessons 16 through 19

After learning to drive a car and to begin interacting with other drivers, the new driver must now learn how to anticipate what other drivers are going to do. This unit deals with the judgments new drivers must make concerning the responses of other drivers, pedestrians, bicyclists, and animals and when faced with areas of reduced visibility, time and/or space or conditions of reduced traction.

What is the driver doing? Where is the driver's attention directed? Many drivers frequently fail to identify high risk situations and, as a result, take no action to avoid a crash. To protect themselves, drivers must learn to identify possible conflicts well in advance and take action to compensate for errors of other roadway users.

To help guide their search, drivers must ask themselves four key questions. What object or condition might cause an increase in the level of risk? Where is the problem located -- ahead, behind, to the side[s]? What is it doing -- is it stationary or moving? What errors might other drivers commit when responding to the situation?

The practice driving routes selected for this series of lessons should consist of a combination of residential, city, and rural highways that are familiar to the driver. If possible, traffic volume should be somewhat greater than before. Try to incorporate areas where driver errors are more likely to occur. Again, commentary driving is an effective method for evaluating the new driver's ability to identify possible points of conflict and how to reduce the level of risk.

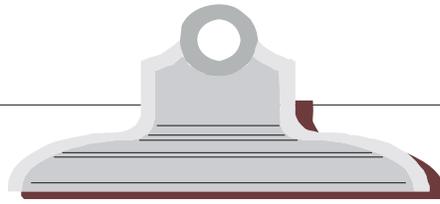
To accomplish good driving behavior, all drivers need practice. The more driving that takes place under supervised conditions, the better the driver will become. Many of the clues that tell us conflict is developing are learned through experience. To help new drivers gain this experience, they need a lot of driving practice. Therefore, lessons 16 through 19 may require more than four hours of practice time.

Other Roadway Users

The following clues identify potential conflicts in the driving environment. As you encounter these clues, make sure the new driver understands the importance of each clue.

Other Vehicles

Some obvious clues to look for are large vehicles (they move slowly and take a lot of space to turn); delivery vehicles (they make frequent stops and accelerate quickly to the next delivery); car conditions such as a hot rod or a car in need of repair both have potential problems.



Drivers

Drivers also give clues to potential problems. An aggressive driver demonstrates impatience and anger and is discourteous. Many drivers are not paying attention to their driving. They may be talking on a cell phone, reading, adjusting the radio, or talking to others in their car.

All of these clues indicate that you must be ready to respond quickly, because the other driver won't even recognize the dangerous situation and will make no attempt to avoid a collision.

Pedestrians, Bicyclists, and Animals

Pedestrians, bicyclists, and animals are so unpredictable that all drivers must take special care when interacting with them on the highways. New drivers must look for these other users of the roadway and be prepared to adjust their speed or lane position to avoid conflict.

Driver Performance Check List Lessons 11 – 19 V DEVELOPING EFFECTIVE VISUAL SEARCH SKILLS

Driver:

Supervisor:

Dates:

Time: Start

End

Instructions:

Place an **S** in the space when performed correctly and in proper sequence.

Place an **O** in the space when a step is omitted.

Place an **X** in the space when a step is out of sequence.

Assessing Highway Conditions (Lessons 11 and 12)

New driver identifies and responds appropriately to:

1. _____ Limited visibility
2. _____ Reduced space
3. _____ Reduced traction

Identifying and Responding to Traffic Control Devices (Lessons 13-15)

New driver identifies and responds appropriately to:

1. _____ Traffic signs
2. _____ Traffic lights
3. _____ Pavement markings

Searching for Clues to Other Road Users (Lessons 16-19)

New driver identifies and responds appropriately to:

1. _____ Large vehicles
2. _____ Delivery vehicles
3. _____ Other car conditions
4. _____ Actions of other drivers
5. _____ Pedestrian actions
6. _____ Bicyclist actions
7. _____ Actions of animals

Part VI Driving in Different Environments

Lessons 20 through 25

Now that basic control skills have been learned and visual search and decision making have been practiced, it is now time to apply these physical and mental skills in a variety of driving environments. In your practice driving activities, the driver needs to concentrate on intersections, highway driving, and use of freeways.

Intersections

Intersections are of particular concern because most car collisions occur at these locations. One and two way roads with left and right turn lanes with stop signs and signal lights will be good practice areas.

Highways

When driving on highways, drivers have an increased risk due to the number of vehicles in front as well as to the sides and rear. Therefore, drivers must guard against head on collisions and also manage space around the vehicle to the sides and rear. Two lane country roads with hills, curves, bridges, and moderate to heavy traffic will be good practice areas.

Freeways

Driving on freeways is very similar to the other types of multiple lane highways. However, new drivers must learn how to enter, drive at higher speeds, and exit the freeway safely.

In each of these driving environments, the new driver will gain experience in gap selection, timing of movements, speed adjustments, and changes in direction. Timing, like positioning, is an effective way to reduce the chance of conflicts by creating space between the vehicle and potential hazards.

Driver Performance Check List Lessons 20 – 25 VI Driving in Different Environments

Driver:

Supervisor:

Dates:

Time: Start

End

Instructions:

Place an **S** in the space when performed correctly and in proper sequence.

Place an **O** in the space when a step is omitted.

Place an **X** in the space when a step is out of sequence.

Intersection Driving

- | | |
|----------|-------------------------------------|
| 1. _____ | Conducts visual search |
| 2. _____ | Selects best path of travel |
| 3. _____ | Selects safe gap in traffic |
| 4. _____ | Maintains adequate space margin |
| 5. _____ | Adjusts speed as necessary |
| 6. _____ | Maintains proper following distance |

Highway Driving

- | | |
|----------|---|
| 1. _____ | Conducts visual search |
| 2. _____ | Identifies vehicles to front, side and rear |
| 3. _____ | Adjusts speed as necessary |
| 5. _____ | Maintains space around vehicle |

Freeway Driving

- | | |
|----------|-------------------------------------|
| 1. _____ | Properly enters freeway |
| 2. _____ | Drives at appropriate speed |
| 3. _____ | Changes lanes as necessary |
| 4. _____ | Properly exits freeway |
| 5. _____ | Adjusts speed after leaving freeway |

Part VII Passing on Two Lane Highways and Adverse Conditions

Lessons 26 through 40

This lesson will focus on the steps required when passing other vehicles on two lane highways and driving in adverse conditions. For lessons 26 through 40, select several straight, level stretches, about one mile in length, of unobstructed highway. Include four lane, divided or undivided highways, as well as lightly traveled two lane rural highways. While it is always recommended that headlights are on when driving, it is imperative for this lesson. The first part of this lesson can be planned. Driving in adverse conditions will be practiced as the adverse conditions present themselves.

Initial practice should take place on four lane highways. Have the new driver follow 2 seconds behind a car in the right lane. Make sure the lead vehicle is not slowing for some object on or near the road, or about to make a right turn. Be alert for traffic entering the highway from intersections or driveways. Complete the passing maneuver as though you were on a two lane road. Make sure the driver can complete the pass before any oncoming cars approach on the opposite side of the four lane roadway.

Before conducting the passing exercise on a two lane roadway, “The Supervisor” should review rules regarding speed, gap assessment, following distances, and passing procedures. Both “The Supervisor” and driver of the vehicle should be alert for the tendency of new drivers to focus attention on the car being passed and to start steering back to the right lane too soon.

Passing Another Vehicle

1. Check for oncoming vehicles, vehicles or other highway users about to enter the roadway from driveways, the road shoulder or at intersections, or vehicles slowing in the path ahead.
2. Check mirrors and over the shoulder for following or passing vehicles.
3. Signal intentions when safe to initiate pass.
4. Initiate pass at least two seconds behind vehicle to be passed.
5. Steer smoothly into passing lane.
6. Maintain or adjust speed as necessary.
7. Search highway ahead and check mirrors.
8. Do not allow vehicle to drift toward vehicle being passed.
9. Continue pass until complete front of passed vehicle is visible in rear view mirror.
10. Signal intention to return to lane.
11. Steer smoothly into lane, maintain or adjust speed as appropriate.

Being Passed

1. **Keep Right:** Once aware that a vehicle wants to pass, move to the right side of the lane.
2. **Maintain Speed:** Maintain a constant speed. Most state laws indicate that the driver must either maintain a constant speed or, if appropriate, slow to let the driver complete the pass safely.

Adverse Weather Conditions

Night driving and driving in the rain, snow, and ice are critical driving tasks for new drivers. In such situations there is reduced visibility as well as reduced traction. Most drivers over drive their headlights and cannot safely stop in the distance they can see.

Because of their inexperience, new drivers have a high probability of a traffic collision. It is essential they practice driving in these environments. They must develop increased skills in limited vision driving and making gradual changes in speed and direction when confronted with reduced traction.

Night Driving

Night driving creates a different set of problems for new drivers. Risks increase due to visibility problems, which make it difficult to clearly see the path of travel and determine the actions of other drivers.

New drivers, and especially those under the age of 25, have a high probability of crashes during hours of darkness. This is another example of inexperience playing a significant role in new driver crashes. Normal training programs do not provide car practice in night driving conditions. It is essential that mentors provide as much practice as possible during hours of darkness.

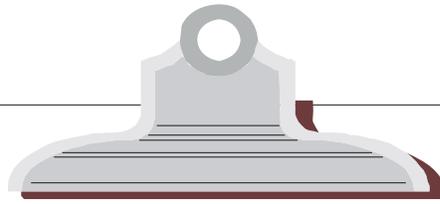
Parents/mentors need to caution the new driver of risks associated with night driving. Identify areas where visibility is limited and show the driver how to adjust to this problem. Glare from oncoming vehicles and moving from light to dark roadways when driving will force the driver to make eye adjustments. Be prepared to help the driver make adjustments in driving.

To compensate for visibility problems, have the driver increase following distance and, if possible, increase space around the car. Continue to adjust speed based on the conditions experienced. Use headlights properly to see what is in the path of travel.

Adverse Driving Conditions

This type of driving will be difficult to schedule, but is an important part of gaining experience for new drivers. Driving in snow and ice is a concern for all drivers. As a result, they either choose not to drive or they are very careful when driving. However, these same drivers frequently do not take the same precautions when driving in fog or rain.

As in night driving, the new driver needs to increase following distances, adjust speed as traffic increases, and be alert for changing conditions. When it is necessary to change the speed or direction of the vehicle, these changes must be gradual.



Driver Performance Check List Lessons 26 – 27 VI PASSING ON TWO LANE HIGHWAYS

Driver:

Supervisor:

Dates:

Time: Start

End

Instructions:

Place an **S** in the space when performed correctly and in proper sequence.

Place an **O** in the space when a step is omitted.

Place an **X** in the space when a step is out of sequence.

Passing Another Vehicle

- | | |
|-----------|--|
| 1. _____ | Checks for oncoming vehicles or other highway users about to enter roadway |
| 2. _____ | Checks mirrors and over the shoulder |
| 3. _____ | Signals intentions when safe to initiate pass |
| 4. _____ | Initiates pass at least two seconds behind vehicle |
| 5. _____ | Steers smoothly into passing lane |
| 6. _____ | Maintains or adjusts speed as necessary |
| 7. _____ | Searches highway ahead, checks mirrors |
| 8. _____ | Does not allow vehicle to drift toward vehicle being passed |
| 9. _____ | Continues pass until complete front of passed vehicle is visible in rear view mirror |
| 10. _____ | Signals intention to return to lane |
| 11. _____ | Steers smoothly into lane, maintains or adjusts speed as appropriate |

Being Passed

- | | |
|----------|---|
| 1. _____ | Keeps to right side of lane |
| 2. _____ | Maintains speed or slows as appropriate |

Night Driving

- | | |
|----------|---|
| 1. _____ | Increases following distance |
| 2. _____ | Adjusts speed as conditions change |
| 3. _____ | Properly uses low beam/high beam lights |
| 4. _____ | Adjusts rear view mirror to stop glare |

Driving in rain/snow/ice

- | | |
|----------|---|
| 1. _____ | Increases following distance |
| 2. _____ | Adjusts speed as conditions change |
| 3. _____ | Properly uses low beam/high beam lights |
| 4. _____ | Applies accelerator and brakes smoothly and gradually |
| 5. _____ | Steering input is gradual not abrupt |

Appendix 1

Name of new driver _____ Permit

Reference _____ In Car Guide for lesson details.

Lessons 1 through 3 Developing Basic Driver Actions

Date	Lesson #	Start Time	End Time	Type of Traffic	Weather Conditions	Driver's Initials	Mentor's Initials	Comments
	1							
	2							
	3							

Lessons 4 and 5, Driving in Light Traffic

Date	Lesson #	Start Time	End Time	Type of Traffic	Weather Conditions	Driver's Initials	Mentor's Initials	Comments
	4							
	5							

Lessons 6 and 7, Driving in Moderate Traffic

Date	Lesson #	Start Time	End Time	Type of Traffic	Weather Conditions	Driver's Initials	Mentor's Initials	Comments
	6							
	7							

Lessons 8 through 10 , Parking Maneuvers

Date	Lesson #	Start Time	End Time	Type of Traffic	Weather Conditions	Driver's Initials	Mentor's Initials	Comments
	8							
	9							
	10							

Lessons 11 through 19, Developing Effective Visual Search Skills

Date	Lesson #	Start Time	End Time	Type of Traffic	Weather Conditions	Driver's Initials	Mentor's Initials	Comments
	11							
	12							
	13							
	14							
	15							
	16							
	17							
	18							
	19							

Lessons 20 through 25, Driving in Different Environments

Date	Lesson #	Start Time	End Time	Type of Traffic	Weather Conditions	Driver's Initials	Adults Initials	Comments
	20							
	21							
	22							
	23							
	24							
	25							

Lessons 26 through 40, Passing on Two Lane Highways

Date	Lesson #	Start Time	End Time	Type of Traffic	Weather Conditions	Driver's Initials	Adults Initials	Comments
	26							
	27							

Adverse Conditions

	28							
	29							
	30							

Driving at Night

	31							
	32							
	33							
	34							
	35							
	36							
	37							
	38							
	39							
	40							