



**ACT**  
Government

# TOWARDS YOUR P'S

MARCH 2018



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# INTRODUCTION

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In this publication we have laid out in a simple easy to read form the requirements for each of the driver competencies required to be achieved in order to obtain a provisional car driver licence.

There are two methods of obtaining a provisional car driver licence in the ACT. These are having a Government test or undergoing training and continuing assessment with an ACT Accredited Driving Instructor (the 'log book' system). You may choose the system that suits you best. You may also change your mind at any time, if you wish.

This handbook has detailed information which you and anyone teaching you, or providing you with practise opportunities, will have to know and it explains what your Accredited Driving Instructor or Government Licence Examiner will be looking for in your handling and driving of a motor vehicle.

Like most other tasks, you will only get the benefit of improvement if you set aside time to practise what you have learnt. This means that you should learn a new task, then keep reviewing that task until it becomes routine. Most of the tasks in which you will need to demonstrate competence will be far more effectively learned through an

Accredited Driving Instructor. As you progress through each task, your instructor will sign off each competency until all Competencies are completed.

Mum & Dad, or whoever is teaching you to drive, can play a big part in your development as a driver. This is done through them spending time with you practising what you have learned.

Finally, don't forget that there are other aspects to your continued success as a driver. Things such as the mechanical condition of your vehicle are vitally important to your safety and that of others. Bald tyres, inoperable lights, etc will all contribute to increasing the risk of an accident. If you do decide to use the 'log book' system you can expect that your instructor may also include a component on these aspects.

## WHICH DRIVING INSTRUCTOR DO I CHOOSE?

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Choosing an Accredited Driving Instructor seems a simple enough thing to do, right? Well by taking a few simple precautions you can help ensure that the only thing you need to worry about is achieving the required standard to obtain a driver licence.

The golden rules when looking for a driver training provider are to research your driver training

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needs, find out about the services on offer and, most importantly, 'shop around'.

You should never assume that all driving schools charge the same rate. Compare prices and the level of services offered. For example, inquire about the range of vehicles the school has and choose a car that suits your requirements. It should be similar to the vehicle you are going to drive the most.

Other things to consider might include whether the driving school will pick you up from school or your place of work or at times that suit you. Some will be prepared to accommodate your needs more than others.

Inquire about the average number of lessons that may be required before you might reach the level of competence expected to obtain a licence. Remember, however, that the total number of lessons varies according to each individual's needs, so the total cost is likely to be difficult to estimate.

Ask questions such as how long the driving school has been operating, what happens if you are involved in an accident during a lesson and what, if any, insurance claims or excess am I responsible for?

Most importantly, if there is any contract involved, read it carefully. If there is anything that you don't understand, ask questions. Ask what happens if you are sick or there is an emergency that will stop you from having a lesson. Are they happy to re-schedule? Check it all out before you sign anything.

Another thing worth remembering is that if you are under 18 years, you will need the approval of a parent or guardian before signing anything.

Following these guidelines may help you avoid potentially costly and annoying disappointments with your driver education.

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# GOOD UNDERSTANDING OF THE CONTROLS, CORRECT PREPARATION TO DRIVE

## 1

### COMPETENCY

#### BASIC CONTROLS

##### Steering wheel

When travelling at low speeds, you will generally require more effort and greater steering wheel movement. Some cars are fitted with power-assisted steering, which greatly reduces the effort required by the driver. It is therefore important for you to familiarise yourself with the steering characteristics of the car at low speeds.

##### Heater/demisters /air conditioner

The heater/demisters /air conditioner are all important features of the modern car. These provide a comfortable driving climate and must also be used to clear the windows when fogged up. These controls are usually located on the dashboard and mostly consist of a fan, selector control (demist, floor level, bi-level, face, recirculate, fresh), temperature control and possibly an air conditioner.

##### Fan

This forces air to the vents and outlets within the car, that you have selected.

##### Mode control

This selects air flow to the vents or demisters in the car.

The mode functions are:

**Demist** — Air is directed to the front windscreen and some times the front side windows. This is used to *de-fog* the windscreen in wet or colder weather. It is better to use the demister with the fresh air position.

**Floor** — This directs air at foot level.

**Bi-level** — This directs air at foot and face level. It will usually direct warm air at foot level and cool air at face level.

**Face vents** — These deliver air to upper areas of the car. The vents are located on the dashboard.

**Re-circulate** — This controls where the air comes from. On “recirculate” the cabin of the car is sealed and no outside air is admitted to the interior of the car via the heating system. The air is continually re-circulated. The fan needs to be on to re-circulate the air. Note: Set the controls on “fresh” when demisting as it is more effective.

#### WHAT WE'RE LOOKING FOR

That you are thoroughly familiar with the car's controls, their location and what each of them does. It is important to know how things work before you start the engine.

#### IMPORTANT TIP

Spend as much time as you can in the type of car in which you will be doing your training or practical assessment. Become comfortable in the car and totally familiar with all of the controls.

#### IMPORTANT TIP

The air conditioner is great to de-fog the windows.

#### IMPORTANT TIP

Always check your mirrors before signalling. Always give at least three flashes of the signals before you commence any manoeuvre.

### Temperature control

This adjusts the temperature of the air coming into the cabin.

### Air conditioner

This cools the interior of the car on hot days and can also be used to improve demisting.

### Rear demister

The rear demister is operated by a switch located on the dashboard. It heats the rear window, removing any build-up of condensation.

### Headlights

This switch operates the headlights and park lights. In most cars the switch is on the dashboard or on a steering column stalk.

### Headlight dip switch (Hi-Lo Beam)

This switch is used to switch between low and high beam. It is usually located on a steering column stalk. Sometimes the stalk control can be used to flash your headlights to warn oncoming drivers of a hazard you have just passed (eg. animals on the road). This switch can be located on the floor in some older vehicles, in which case it is operated by your foot.

### Hazard light switch

You can use this switch to activate all indicators and show other road users that you are experiencing difficulties or to warn of a possible dangerous situation ahead. It can be located on either the dashboard, steering column or on the console between the front seats. It should not be operated when you are moving.

### Indicators (Signals)

All cars are fitted with signals, usually operated by a control on the steering column. It is important that you become familiar with the operation of the controls of each car you drive.

You must signal:

- for long enough to give sufficient warning to other drivers and pedestrians ( at least 30 metres) before you intend to turn or pull over;
- before any lane change, or any overtaking manoeuvre;
- for at least 5 seconds when you start from a kerb.

### Warning device (Horn)

The Horn is usually located on the steering wheel. It is used to warn drivers, cyclists or pedestrians of the presence of your car. It is not meant to be used to express your displeasure with fellow motorists or to attract the attention of friends etc.





## Choke

These days most cars have some sort of automatic choke. However, if your car has a manual choke, you should know how to use it.

Using the choke helps to start up a cold car by enriching the fuel/air mixture entering the engine. Push the knob of the choke in once the engine begins to warm up and you notice the car idling faster.



## Ignition switch and steering lock

The ignition switch is usually located on the right hand side of the steering column. On some older cars it may be found on the dashboard.

On most newer cars the switch has up to five positions:

**Lock** — In some cars the steering lock forms part of the ignition switch. The lock is used to disable the steering mechanism when the keys are removed. On no account should you turn the keys to the “off” position or remove them from the ignition switch while the car is moving, as this will lock the steering.



**Off** — This position may cause the steering to lock in position. The engine and electrical system will not operate when the switch is in this position.

**Acc** — (Accessories) This position allows for the radio and other accessories to operate. The steering wheel can be turned in this position.

**On** — This position will turn on the car’s electrical system and dashboard warning lights. The key will return to this position once the car has been started. You can stop the engine by turning the key back to Acc.

**Start** — This position will start the engine. The key should be released once the engine has started. The return spring will return the key to the On position.

## Rear view mirrors

The law requires that all cars are fitted with at least two rear view mirrors, one inside the car and one on the right hand side. Many cars also have a left hand exterior mirror. You should set all mirrors to clearly see all traffic behind you. The mirrors will NOT normally show you what is alongside the car. This is known as the “blind spot”.

### IMPORTANT TIP

Knowing exactly when to reduce the choke will come with experience — every car is different and will vary according to the temperature and how well the car is tuned.

### WARNING

**NEVER** — turn the key to the “lock” or “off” position while the car is moving, as this will result in the steering locking and severely affect power steering and power assisted brake performance.

### IMPORTANT TIP

When off the road (for example in a car park) ask your instructor to demonstrate the blind spots while you are in the car. It is important to see how easily you can be fooled.

Always use your mirrors and look over your shoulder briefly (head check) before making any change of direction.

## Handbrake/park brake

The handbrake is normally located between the front seats, but may be found under the dashboard or to the right of the drivers seat. Use the handbrake/park brake when you are making a prolonged stop, parking to leave the car or during a hill start. If using an automatic transmission also leave it in the 'Park' position. Your instructor will show you how to use it correctly. (Also be aware that in some cars there are foot operated parking brakes).

## Instrument panel-warning lights and gauges

The instrument panel displays information about the operation of the car. The warning lights and gauges are usually located in the instrument panel and indicate things like speed, fuel level and engine temperature. Warning lights should not be on when the engine is running, with the exception of the handbrake light if it is applied, and the rear demister warning light. See the car owner's manual for a description of warning light functions.

Gauges a driver may see in a car are:

**Speedometer** – shows your road speed in Kilometres Per Hour (Km/h). Some older cars may display road speed as Miles Per Hour (MPH).

**Fuel Gauge** – shows how much fuel is in the tank.

**Temperature Gauge** – shows the engine temperature.

Some cars may also have a:

**Tachometer** – shows engine revolutions per minute (RPM).

**Oil Pressure Gauge** – shows oil pressure.

## Windscreen wipers and washers

The wipers are used to clear the windscreen in wet weather or damp conditions.



The washers are used to spray water to assist

with cleaning of the windscreen.

The wiper switch is located on the dashboard or on a steering column stalk. Most wiper systems have multiple speeds. Some cars may also have intermittent wiper speeds.

Some cars are also equipped with a rear wiper/washer which operates in the same manner as the front wipers.

## **Accelerator/brake /clutch pedals**

A manual car has three pedals — an accelerator, a brake and a clutch. An automatic car will only have two pedals — an accelerator, and a brake.

### **Accelerator**

The accelerator pedal is the one on the right. Pushing it down will increase the engine speed and will cause the car to increase speed if a gear is engaged.

### **Brake pedal**

The brake pedal is always immediately to the left of the accelerator pedal. In a manual car it is the middle pedal.

The brake pedal operates the hydraulic braking system on all four wheels to reduce the speed of the car according to how much pressure you apply to the pedal.

### **Clutch pedal**

*(manual transmission only)*

The clutch is used to transmit or cut off power to the driving wheels. When you push the clutch in you are removing power from the driving wheels which allows the gears to be changed. When the clutch is up it will transmit power to the driving wheels if the car is in gear.

## **Gear lever**

### **Manual**

A manual gear lever can be located either on the steering column or on the floor.

The purpose of the gears is to match the speed of the engine to the road speed. The number of gears will depend on the make and model of the car.

You must put your foot on the clutch and depress it in order to change gears.

### **Automatic**

Like a manual gear lever, the automatic gear lever can be found either on the steering column or mounted on the floor.

The main difference between a manual and an automatic gearbox is that an automatic senses and makes gear changes by itself, depending on speed and load, and does not need the driver to use a clutch pedal.

The number of gears will depend on the make and model of the car.

### **WARNING**

You may use the handbrake as an emergency brake if the normal hydraulic braking system fails. However, it will not be as efficient as the footbrake. You should be careful when applying the handbrake while the car is moving, as this may result in loss of vehicle control.

## EXTRA INFORMATION

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- If you are attempting a Government practical driving assessment, you will need to use a car with the handbrake mounted on the floor between the front seats.
- Some cars are fitted with what looks like another pedal to the left of the clutch and brake position.

This is a foot bracing point. It can be used to improve your steering control. Ask your instructor to show you how.

- Also some cars are fitted with extra bright red lights at the rear. These are designed to be turned on **only** when driving in fog. They are too bright to be used in normal driving conditions
- Ask your driving instructor to explain these to you.

## HANDY HINTS

- Ensure that the car doors are closed.
- If the car is fitted with an adjustable steering column, adjust it to help with your seating position.



- Ensure that you are correctly and comfortably seated. If not, re-

adjust the seat to suit your requirements. The best way to set up your seating position is to sit in the seat and place one outstretched arm on top of the steering wheel. Adjust the seat to enable you to operate the pedals correctly and the seat back so that your wrist touches the top of the steering wheel. You can now place your hands on the steering wheel in the normal driving position. You will now have the correct angle in your elbows to allow smooth and accurate steering.

- Check that any headrests are set correctly (eg centre line of headrest at eye level).



- Check that the rear view mirrors are clean and correctly positioned.
- Check that the handbrake is applied, if not, then apply it firmly.
- Be aware of where all instruments and switches are located. If you are unsure of their location, or you are confused about a particular item, refer to the car owners manual. **This is important, particularly when driving an unfamiliar car for the first time.**



- Fasten your seat belt. If the seat belt is not the retractable type, adjust it to the correct tension (reasonably firm). Check

that all passengers have fitted and adjusted their seat belts correctly.

## COMMON FAULTS THAT SHOULD BE AVOIDED

- Assuming that everything regarding the car is O.K.
- Driving an unfamiliar car and not adjusting mirrors, seat and seat belts to suit yourself.
- Not familiarising yourself with the dashboard layout.

## WHAT WE'RE LOOKING FOR

That you can correctly:

- adjust the seat;
- check that the handbrake is applied;
- locate and identify instruments and switches; and
- if necessary adjust head-rests, mirrors and seat belts.

WHAT WE'RE  
LOOKING FOR

That you can:

- check that the handbrake is applied;
- check appropriate gear position (manual and automatic);
- demonstrate use of manual choke (if fitted);
- unlock ignition steering lock;
  - check and understand warning lights; and,
- start the car.

## HANDY HINTS

- Check that the handbrake is firmly applied. If not, then apply the handbrake firmly.

## Manual Only

Depress the clutch. This will reduce the load on the battery when you start the engine.

Check that the gear lever is in the neutral position. The lever should easily move from side to side.

## Automatic Only

Check the gear selector is in the park (P) or neutral (N) position

- If the car has a manual choke, set the choke appropriately. When doing this for the first time it may be difficult to position correctly. Don't worry as this will become second nature after a few attempts.

- Insert the key into the ignition switch. Turn the key to the on position.



Do you have enough fuel for the journey?

- Turn the key to the start position. As soon as the engine starts, release the key. You may also need to use the accelerator to help start the car.



Turn engine off immediately, check oil level.

- Check the warning lights again. The only warning lights that should be on

are the “handbrake on & choke” (if applicable) light. If any other warning lights are on, take note of what they are and turn the ignition key to the off position. If you can, check the item/s for any obvious signs of fault. If none are apparent, it is advisable that you get an expert to check the car.

- Release the clutch to minimise clutch wear.
- As the engine warms up, you can slowly reduce the amount of choke required. (manual choke)

COMMON FAULTS THAT  
SHOULD BE AVOIDED

- Not checking to see if the car is in neutral or park prior to starting.
- Not depressing the clutch prior to starting — (Manual).
- Not checking warning lights.

## IMPORTANT TIP

Sometimes the steering lock will not release. Move the steering wheel from side to side while attempting to turn the key at the same time. This should release the lock.

## MOVING OFF PROCEDURE

## HANDY HINTS

- Always check around the car before moving off, this includes mirrors and head checks.
- Signal your intentions to others.
- Make sure that the car is in the correct gear.
- When you begin to release the clutch bring it to the friction point slowly and smoothly. Don't worry if you "kangaroo hop" initially, as you **will** get better after a few attempts.
- If you get nervous — take a few deep breaths and start again.
- Always **double check** your mirrors and re-do head checks prior to moving off.
- Check that the handbrake warning light has gone off when you release the handbrake.
- When moving off, do so positively and confidently.

## COMMON FAULTS THAT SHOULD BE AVOIDED

- Releasing the clutch too quickly.
- Using excessive or insufficient revs when moving off.
- Spinning the wheels.
- Not releasing the handbrake fully.
- Not indicating appropriately.
- Not checking mirrors or blind spot.
- Letting others intimidate you into moving off when you're not ready.
- Causing other motorists to slow down or change course when you move off.

## WHAT WE'RE LOOKING FOR

That you can :

- drive into a flow of moving traffic;
- observe any hazards; and,
- avoid interference to any other road users.

WHEN IN DOUBT,  
KEEP OUT

## CORRECT AND SMOOTH OPERATION OF THE GEARS

### WHAT WE'RE LOOKING FOR

That you are:

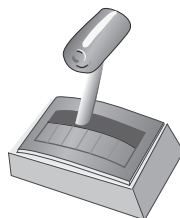
- always in the correct gear for the speed of the car and the prevailing road conditions;
- changing gears smoothly so as to reduce the potential for loss of traction.

### HANDY HINTS



- Become familiar with the position, pattern and movement of the gear lever whilst the car is stationary. It is dangerous to have to look at the gear lever when changing gears.

- Get a feel for which gear is right for which speed range. (This also applies to automatics where you may need to select a lower gear on a steep and winding descent or towing a heavy load).
- Where possible always try to change gear when travelling in a straight line. Your instructor will be able to demonstrate the few exceptions to this rule.
- Changing gears is preferred before or after corners, not during corners.



Automatic gear lever



5 speed gear lever



4 speed gear lever

### COMMON FAULTS THAT SHOULD BE AVOIDED

- Holding onto the gear lever for longer than necessary.
- Looking at the gear lever just before or while changing gears.
- Rushing gear changes.
- Depressing the clutch or selecting neutral while stopping

or cornering. These bad habits should be corrected as early as possible. Your instructor will show you the correct techniques.

- Lack of coordinated control of the clutch and accelerator when changing gears.



## STEERING CONTROL

## HANDY HINTS

- Find a driving position which has your arms slightly bent, but not so that you are too close to the steering wheel. The idea is to have good leverage and enough space to make large and rapid movements of the steering wheel if the situation demands it.
- Try to grip the wheel fairly lightly at the 10 to 2 or quarter to 3 position.



- Scan well ahead of the car at all times. This will help you steer a steadier course and give you more time to react to situations. You will automatically notice things of significance nearer and to the sides of the car.
- At this stage, keep your speed fairly slow. You will find it much easier to master steering techniques if you are not going too fast.

- Use pull push steering technique, ask your instructor to explain the correct procedure for using this steering method. Hand over hand steering is acceptable for slow speed manoeuvres.
- Once you are confident with steering, ask your instructor to help you maintain a straight course while steering with one hand. This is important as you will need to steer with one hand when changing gears or operating switches.

## COMMON FAULTS THAT SHOULD BE AVOIDED

- Removing one hand from the steering wheel for longer than necessary.
- Putting your hand inside the steering wheel rim.
- Using the steering wheel spokes to steer.

## WHAT WE'RE LOOKING FOR

That you are able to steer smoothly and accurately.

You use the "push pull" system.

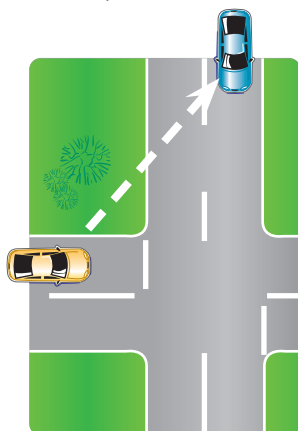
Hand over hand steering is acceptable for slow speed manoeuvres.

- Allowing the steering wheel to spin back (self centre) to the straight ahead position after turning.
- Removing both hands from the steering wheel while the car is moving.
- Resting your arm on the window sill, or holding onto the roof gutter when the car is moving.
- Adjust your speed to suit the conditions. The main point is to keep the car in the correct position. This is achieved with correct steering techniques, being in the correct gear, and travelling at a suitable speed for the corner.
- Keep your steering smooth.

## CORNERING

### Handy Hints

- When you approach a corner the first thing you should do is try to look around and through the corner to observe if there are any hazards or traffic approaching from the opposite direction.
- Look for signs that indicate the advisory speed and direction of the corner.
- Keep your eyes moving (scanning). Don't fix your eyes on a single object for longer than necessary.



## COMMON FAULTS THAT SHOULD BE AVOIDED

- Travelling too fast for the corner.
- Not keeping to the left of the road, especially if there are no road markings.
- Cornering in an incorrect gear.
- Using the steering wheel to help support your body weight.
- Jerky / harsh steering.

## LANE POSITIONING

### Handy Hints

- Where lanes are not marked and subject to road conditions, you should drive your car as near to the left hand side of the road as is practical.
- Where lanes are marked, stay inside the lane markings.
- Try to keep the steering steady. Don't allow the car to wander within the lane.

- It is mandatory to stay in the left lane unless you are overtaking another car when: the speed limit on a multi laned road is over 80 kilometres per hour; or a sign reads “KEEP LEFT UNLESS OVERTAKING”.

- If you are driving on a multi-lane road where the speed limit is 80 kilometres per hour or less it is advisable to drive in the left-hand lane if that lane is clear of parked vehicles. If there are three or more lanes it is usually better to use the lane second from the left as there is more chance of buses and cars stopping in the left lane.

*This leaves other lanes available for overtaking vehicles.*

- Stay within your lane. Don’t straddle lane markings.
- Try to maintain a speed appropriate to the conditions and speed of other vehicles, but stay within the speed limit.
- Check your rear view mirrors regularly (every 8 – 10 seconds).
- Look for and obey all road markings.

**There are exceptions however, they are:**

1. you wish to overtake a slower car which is in the same lane as you.
2. you need to change lanes in order to make a turn.

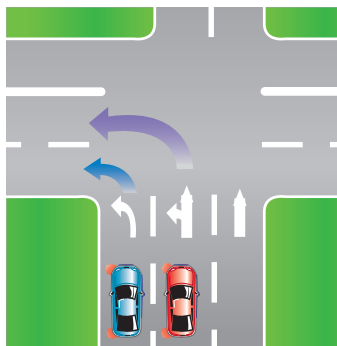
## URNS – LEFT AND RIGHT

### WHAT WE'RE LOOKING FOR

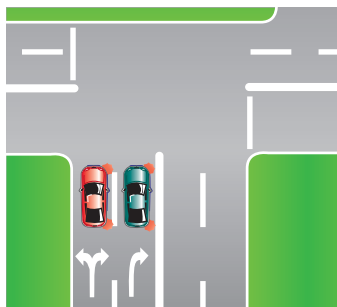
That you can  
approach and  
execute left  
and right turns  
correctly and  
safely.

#### HANDY HINTS

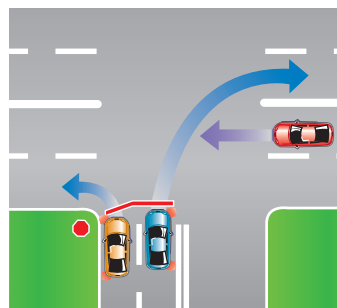
- Use only “push pull” steering when turning.
- Plan your turns well in advance.
- Check your mirrors before and after every turn.
- Signal your intentions early enough for other drivers and pedestrians to know your intentions (usually 30 metres prior to turning).
- Brake in plenty of time.
- Look around and through the corner so you know what to expect before you begin the turn.
- On multi-lane roads ensure that you turn into the corresponding lane unless road markings indicate otherwise.
- Select an appropriate speed for the turn.
- Be in the appropriate gear for the manoeuvre.
- Look for and obey all road markings.



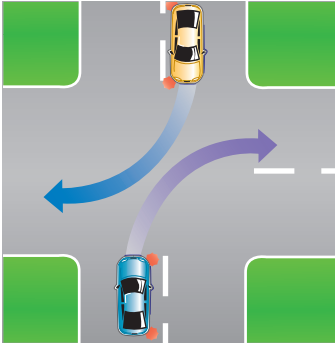
Turn from and into the appropriate lane



You need to obey mandatory road markings



Ensure that the way is clear before entering intersections.



Right turn at uncontrolled intersection

## COMMON FAULTS THAT SHOULD BE AVOIDED

- Letting the steering wheel “self centre” after turning.
  - Changing gears during a turn.
  - Failing to select the appropriate lane early enough.
  - Turning into the wrong lane.
  - Depressing the clutch or selecting neutral while cornering.
  - Travelling too fast for the turn.
  - Hitting the kerb when cornering.
  - Failing to give way to pedestrians using a traffic light controlled crossing.
- When turning left in a slip lane, remember to give way to all traffic.
  - Whether you are turning left or right, you must avoid the possibility of a collision with other traffic or any pedestrians.

**LOOK LEFT, LOOK RIGHT,  
LOOK BIKE!**

### WHAT WE'RE LOOKING FOR

That you can:

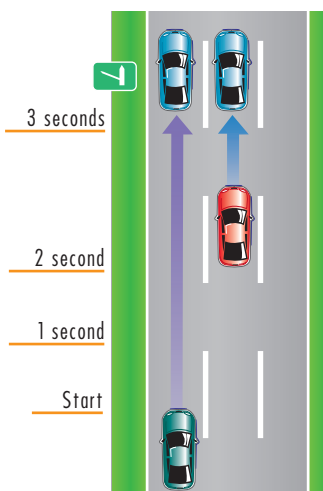
- reach appropriate speeds without obstructing traffic;
- maintain an appropriate speed and following distance for visibility and prevailing road conditions whilst driving within the posted speed limits.

### HANDY HINTS

- Allow at least a three second gap (in dry weather) between your car and the car in front.

### How:

Look at the car in front of you and look for an object that the car will pass by in the next few seconds. As the car passes that object, start counting,

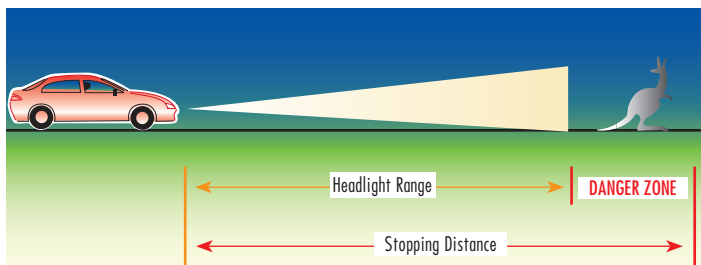


*“One thousand and one,  
one thousand and two, one  
thousand and three”*

(this should take approximately  
three (3) seconds to say)

When you have said one thousand and three, your car should pass the same object. This is called the three second gap. The good thing about this hint is that it works at all speeds regardless of the speed at which you are travelling. **When it is wet double the count to six seconds.**

- Take into account traffic and weather conditions and adjust your speed accordingly. This also applies when travelling in built up areas such as city streets where pedestrian travel is heavy at times.
- A speed limit might be set at say 60 kph. This is the maximum allowable speed. However, this does not necessarily mean that it is always safe to travel at that speed in that area.
- Try to drive with the general flow of traffic, but remember to stay within the posted speed limit.
- Try to keep your speed steady.
- When merging select the appropriate gap and adjust your speed, either up or down, without causing interference to other road users.



Stopping distance should be within headlight range

- Do not break the speed limit when overtaking.
- When the road is in poor condition or wet — **SLOW DOWN.**
- Look for and take note of advisory speed signs.
- At night, drive at a speed that allows you to stop within the distance lit by your headlights.

**SPEED KILLS**

### COMMON FAULTS THAT SHOULD BE AVOIDED

- Ignoring advisory and mandatory speed signs.
- Driving too fast for the conditions.
- Not keeping at a steady speed.
- Not using the three second gap (ie. travelling too close to the car in front).
- Travelling too slowly, this can be just as dangerous as travelling too fast.

## SLOWING PROCEDURES

WHAT WE'RE  
LOOKING FOR

That you can  
demonstrate:

- correct use of mirrors;
- smooth use of footbrake;
- the ability to reduce speed progressively; and,
- vary braking effort according to the road surface and conditions.

## HANDY HINTS

- Scan your surroundings regularly, as this will make you far more aware of what's around you when you need to slow down.
- Use your mirrors regularly, and **always** look in the mirrors prior to applying the brake.
- Signal left if you intend pulling over to the side of the road.
- Don't slow down at the last moment and risk not leaving enough room.
- Brake early and gently.
- Always use smooth braking.
- Always allow for the correct following distance, as this should give you enough room in which to stop.
- When applying the brake, initially brake lightly then increase the braking effort as you slow. This is called "**progressive braking**".
- Never brake hard unless there is a real emergency.
- Where possible brake in a straight line.
- When descending a winding hill, brake firmly on the straight and lightly on the bends. To assist in braking downhill, select a lower gear prior to the descent. This will help prevent the cars speed from building up and the brakes overheating. This also applies in an automatic.

- Allow for extra room to slow down in when the road is wet or in a poor condition.
- Beware when braking in shadowy areas on the road after a frosty night, as there may sometimes be ice on the road (Black Ice).
- Be extremely careful if there is ice or snow on the road. Use a lower gear and if brakes are required use them cautiously.
- If the wheels "lock up" because of heavy braking, immediately reduce the brake pressure to a level that allows maximum speed reduction without wheel lock up\*.

COMMON FAULTS THAT SHOULD  
BE AVOIDED

- Not concentrating.
- Not looking far enough ahead and missing information in front of you.
- Not using the appropriate following distance.
- Not checking your mirrors prior to applying the brake.
- Braking too hard and causing the wheels to lock up.

## IMPORTANT NOTE\*

If the vehicle you are driving is fitted with ABS (Anti-lock Braking System), during an emergency stop the brake pedal may feel abnormal. Do not panic. Keep applying maximum pressure as long as necessary.

Read all the applicable information supplied by the manufacturer of the vehicle.



## STOPPING PROCEDURES

10

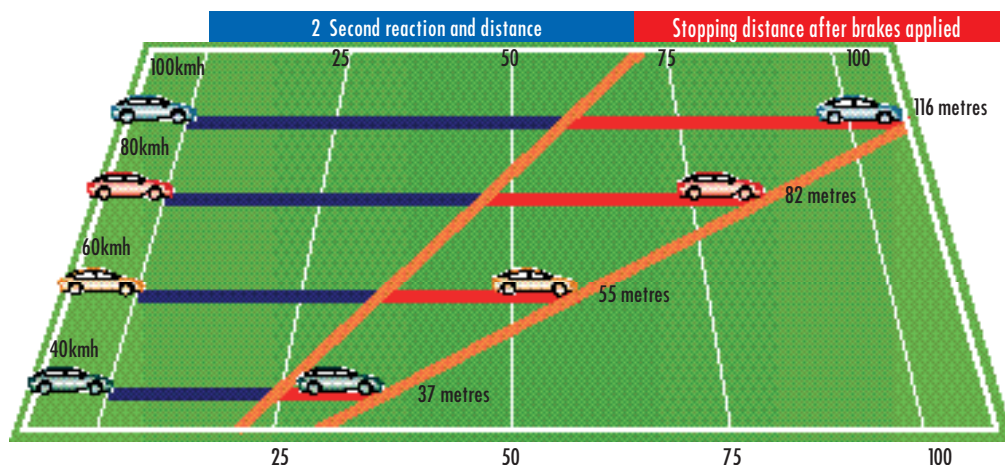
## HANDY HINTS

- **Always** look in your mirrors prior to stopping.
- Always allow for the correct following distance (3 second gap), this should give you enough room in which to stop.
- Never brake hard unless there is an emergency.
- When slowing, apply the brake lightly then increase the braking effort as you slow. Remember to always use “**progressive braking**”.
- Try where possible to brake in a straight line.
- At night, travel at speeds that allow you to stop within the distance that is illuminated by your headlights.
- Allow for extra room in which to stop when the road is wet or in poor condition (double the three second rule).
- Keep both hands on the steering wheel.
- Depress the clutch just before you reach stall speed.
- Reduce the brake pressure in the last 2 metres to prevent a jerk as you stop.

## WHAT WE'RE LOOKING FOR

That you can demonstrate:

- the ability to reduce speed progressively;
- depress the clutch at the correct time; and,
- remain in gear until stopped.



### IMPORTANT TIP

Remember — if the wheels lock under heavy braking you will no longer be able to steer the car. If you do brake too hard and lock the wheels, ease off the brake immediately maintaining enough pressure to stop without locking the wheels (see note about ABS braking — page 18).

- If it is going to be a long stop, apply the handbrake, change the gear to neutral and release the clutch.
- Use only your right foot to brake.
- Remember, the faster you go, the longer it takes to stop.

### COMMON FAULTS THAT SHOULD BE AVOIDED

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- Not leaving enough gap between you and the car in front.
- Selecting neutral prior to stopping.
- Using your left foot to brake.
- Pushing the brake too hard, causing lockup.
- Not using progressive braking.
- Depressing the clutch too early when stopping.

Moving off on a hill or incline requires the same skills that you learnt in Task 4. The only difference is that there is now a hill or incline involved. You will need to complete this task with the vehicle under control, without rolling backwards or stalling. If learning in an automatic vehicle you will still be required to do a hill start.

### HANDY HINTS

- You will need more engine revs/power than when moving off on level ground.
- Look in your mirrors, indicate, and then do a head check before moving off. Remember when you move off, your car will be slower than when moving off on level ground.
- If you become nervous, take a few breaths and start again.
- Use the accelerator to obtain the correct engine speed, bring the clutch to friction point, release the handbrake (be sure warning light goes out). If the car begins to roll backwards apply the brakes and then re-apply the handbrake. Start again.
- Signal to the right if starting from the side of the road.
- As the car begins to move, continue to ease the clutch out

progressively, gently increasing the revs/power.

- Move off promptly, without obstructing other road users.
- Don't rush this exercise, as you will risk stalling the car or "kangarooing" possibly into a dangerous situation. You will also increase the possibility of becoming more uptight and flustered. Keep practising the hill start until it becomes a routine task.

### COMMON FAULTS THAT SHOULD BE AVOIDED

- Not indicating correctly.
- Pulling out without looking.
- Not checking the blind spot.
- Causing other road users to slow down or take evasive action.
- Using too many revs.
- Selecting the wrong gear.
- Repeated stalling.
- Not releasing the handbrake fully (check handbrake warning light).
- Moving off too slowly.
- Letting the car roll back.

### WHAT WE'RE LOOKING FOR

That you can stop safely at the side of the road on a hill or incline;

- safely move off into the flow of traffic without rolling back;
- observe any hazards; and,
- avoid any inconvenience to other road users.

WHAT WE'RE  
LOOKING FOR

That you can  
display a sound  
working knowledge  
of the ACT road rules  
as well as  
good anticipation  
and observation  
techniques.

The Australian Road Rules became ACT law as part of the Road Transport (Safety and Traffic Management) Regulations, 2000. All road users must follow these rules when driving on ACT roads. These rules are consistent with those of other States and Territories of Australia.

A key component of learning to drive is knowing when to give way to other traffic. There is a give way rule governing every type of situation, junction and intersection. They are all based on common sense, and **you must know them**. You have already displayed your knowledge of these rules when you obtained your Learner Driver Licence. You can revise these rules by studying the *Road Ready* ACT Road Rules Handbook.

When you drive on the road, it is your responsibility to apply these road rules so that you do not:

- cause inconvenience to other road users;
- unlawfully impede;
- obstruct; fail to give way, or
- fail to obey any mandatory signal, sign or road marking.

## HANDY HINTS

- Remember that your main responsibility is to avoid any accident. If another car appears

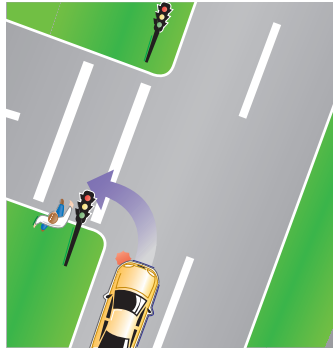
to be heading into a section of road that the rules say is yours — **EASE UP !** Accidents hurt regardless of who is in the wrong.

- ensure that any signalling vehicle is committed to their direction before you proceed to enter an intersection.
- In most cases signs will inform you as to who should give way. Sometimes however, there will be no signs, signals or road markings. In these cases proceed with caution and remember the golden rule

GIVE WAY TO  
THE RIGHT

- If traffic lights are 'flashing' orange or not working **give way to the right** and proceed with caution. If police etc are present you must obey any instructions.
- Look for road markings if no signs are visible.
- Understand what road markings mean.
- At roundabouts give way to cars already **IN** the roundabout.
- When reversing, you must give way to other cars and pedestrians.

- Give way to livestock (cows, horses etc) on the roads. Signs will sometimes be placed on the road warning you of their presence.
- Give way to any animals on the road unless your actions would cause **IMMEDIATE** danger to other motorists or pedestrians.
- When turning, give way to any pedestrians with whom you are likely to collide.
- Give way to any pedestrian using a Pedestrian Crossing, a School Crossing, or walking in a slip lane.
- Never assume that someone will give way to you, always be prepared to take evasive action to avoid a dangerous situation occurring.
- Do not hesitate if you have right of way and it is safe to proceed. However, do not under any circumstances force your right of way.



Look for pedestrians at traffic lights

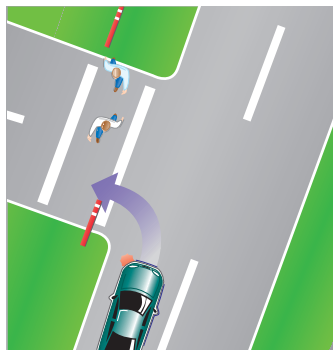


Look for pedestrians on or near pedestrian crossings

It is not the intention of this publication to explain all the road rules in operation in the ACT. For an in depth understanding of ACT road rules, it is recommended that you read the Road Ready — ACT Road Rules.

## OBSERVATION

Have you ever seen a driver staring rigidly ahead and not noticing anything else around? This is called tunnel vision. As part of this task you will be expected to demonstrate a constant awareness of what is happening all around your car.



Allow pedestrians to cross with the walk signal before turning

### IMPORTANT TIP

Remember,  
when in doubt –  
keep out.

## HANDY HINTS

- Look well ahead. When entering corners, look as far ahead and around the corner as visibility allows.
- Keep your eyes moving. Keep scanning around.
- Get the big picture. Be aware of everything of significance in the far, middle and near distance, in front as well as behind you. Check your mirrors regularly (every 8 – 10 seconds). If an emergency suddenly occurs, you will be more likely to take instant and correct evasive action.
- Be seen by other drivers. You can learn a lot by noting if other drivers have seen you. Try to make eye contact. This is a very important means of communication with other drivers.
- When you see something that you are unsure about — slow down and be prepared to stop.
- Be aware of blind spots. Blind spots are created by the pillars in your car, your passengers, stationary objects and other cars. In particular, there is likely to be a major blind spot on either side of your car between the area covered by your interior and exterior mirrors. The rule with blind spots is simple — don't go until you can see.



Keep head checks brief

- Don't have items hanging from your rear view mirror, these are distracting and also create blind spots.

## ANTICIPATION/JUDGEMENT

Anticipation/judgement is best described as predicting an outcome by looking ahead, analysing what you see and acting on that information.

In order to anticipate, you will need to concentrate on what is going on around you. If you are tired, upset or unwell the chances are that you're not concentrating as well as you could. This will have a flow on effect to the extent that your ability to anticipate will suffer as a result. Observation, experience and the ability to anticipate will enable you to prevent possible danger from becoming an actual danger.

Reversing can be a nerve racking experience to those who are learning to drive. Everything appears to work in the opposite way to that when going forward. Reversing is not hard so long as you follow the basics.

### HANDY HINTS

- Always scan to the rear when reversing. It may be more comfortable if you turn slightly in your seat. You may find it helpful to position your right hand at the top and your left hand on the bottom of the steering wheel. If this creates a problem to you because of your size or build etc, it is acceptable to place your left hand on your lap or left knee or on the back of the passengers seat.
- When reversing, be especially aware of pedestrians and/or children who could be at the sides or rear of the car.
- You may remove your seat belt when reversing, but remember to re-fasten it if you intend to move forward again.
- When reversing you are required to give way to all other traffic and/or pedestrians.
- Try to keep the steering wheel as straight as possible. Any movements with the steering wheel should be as small as possible.
- Take your time. Don't attempt to reverse too quickly.
- If you find that the car is well off course, stop, drive forward and straighten the car, then resume reversing.
- If you are unsure about what is behind the car before you reverse, get out and look around.

### COMMON FAULTS THAT SHOULD BE AVOIDED

- Striking or mounting the kerb (this may also damage your car's wheels or tyres).
- Not looking behind you.
- Reversing for longer than necessary.
- Reversing too fast.
- Relying on your mirrors to show you what is happening behind or at the side of the car. Remember you should be scanning to the rear.

### WHAT WE'RE LOOKING FOR

That you can reverse in a straight line, and scan to the rear whilst reversing.

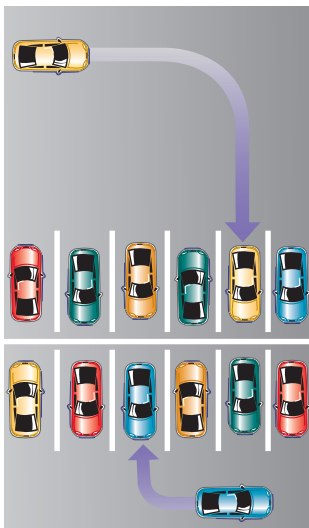
## RIGHT ANGLE PARKING (FRONT IN)

WHAT WE'RE  
LOOKING FOR

That you can safely  
and efficiently  
enter and leave a  
parking bay.

Front-in parking is a common form of parking that is generally required in most Canberra car parks. It can be a difficult exercise, but if approached in the correct manner it will become second nature.

Try to practise angle parking in a quiet car park, preferably on a weekend when there is little or no other traffic in the area. This will allow you the time to accomplish the exercise with little or no interruptions.



Allow ample room to turn when parking

## HANDY HINTS

- As with reversing, it will be easier if you take it slowly.
- Decide where you are going to park.
- Check your mirrors.
- Check for other cars that may be reversing out of nearby bays.
- Signal your intention.
- Always keep an eye out for pedestrians.
- Be alert to the fact that there could be a shopping trolley or motorbike in the marked bay.
- Apply the brakes to slow to a suitable speed.
- Select an appropriate gear (manual).
- Start to turn the steering wheel — you should attempt the turn from a wide position (see diagram).
- If you don't think you will make it, stop, check to the rear again, select reverse gear, move back out and attempt the manoeuvre again from a slightly different angle.
- Park in the middle of the bay as this will allow you and other drivers enough room to open the car doors.



- Straighten the wheels before you stop the car.
- Try not to hit the kerb when coming to a stop (this can result in damage to either the tyres, wheels or undercarriage of the car).
- Once you have successfully parked the car apply the handbrake firmly.
- When reversing out, scan to the rear and give way to all other traffic and pedestrians.
- Across any thoroughfare, entrance driveway or foot crossing.
- On a traffic island or on the median strip or plantation (lawns or grass) in a divided carriageway.
- Upon any plantation areas or similar land adjacent to roadways unless a sign says that these areas are reserved for parking.

#### IMPORTANT TIP

Remember, if you park illegally, a parking infringement notice may be issued.

## ILLEGAL PARKING

### Some examples of illegal parking are:

- Parking so that any part of the car overhangs any line marking in a parking space or bay.
- Anywhere other than in a marked bay (in a car park marked into bays).
- Alongside any kerb painted red.
- Parking contrary to a “No Parking” sign.
- Parking contrary to a “No Stopping” sign.
- On a nature strip.
- In such a position as to obscure a traffic sign or be likely to cause danger, obstruction, or unreasonable inconvenience to others.

## COMMON FAULTS THAT SHOULD BE AVOIDED

- Parking your car so that it is over to one side of the bay or not parallel to the marked lines.
- Turning the wheel too early when reversing, and risk hitting a car on either side of you.
- Not straightening the wheels as you complete the manoeuvre.
- Rushing the manoeuvre.
- Hitting or mounting the kerb.
- Attempting to turn the steering wheel while the car is stationary.

SHARE THE ROAD

### WHAT WE'RE LOOKING FOR

That you can safely and efficiently enter and leave a car parking bay. You will be required to park your car neatly between two cars and no more than 30 cm from the kerb. You will also be expected to put into effect all the steps involved in starting and stopping — Tasks 4 and 10.

Reverse parking! This is regarded as one of the most daunting tasks of driving. If approached in the correct manner, and with plenty of practise reverse parking is not as hard as it appears.

### HANDY HINTS

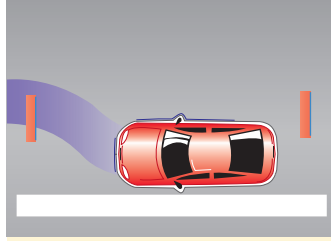
- When you first start to reverse park, practise using only one other vehicle. As you improve you can try parking between two cars.
- You may remove your seat belt when reversing. Remember to re-fasten it before you move off again.
- Practise reverse parking either on a very quiet street, or in a car park on the weekend when there is no traffic around to disturb or intimidate you.
- Always check your mirrors prior to slowing down or stopping.
- Signal prior to stopping to do a reverse park and when leaving the parking space.
- Don't begin this manoeuvre if there is any danger to any other road users.
- Take it slowly.
- Be aware that the front of your car will swing out into the traffic lane during this manoeuvre.
- Keep a sharp eye out for other cars and pedestrian traffic during the manoeuvre.
- When reversing turn your body so that you can look over your left shoulder.  
Do not rely on rear view mirrors for this exercise. You should also regularly look to the front of the car.

### COMMON FAULTS THAT SHOULD BE AVOIDED

- Not adequately indicating your intention to stop.
- Not looking where you are going.
- Parking illegally.
- Starting the manoeuvre too close to another parked car. About half a metre is right.
- Hitting or mounting the kerb.
- Inconveniencing other road users.
- Attempting the manoeuvre too fast.

- Relying on mirrors only.
- Turning the steering wheel while the car is stationary or hard against the kerb.
- Not re-fastening your seat belt prior to moving off.
- Hitting another car.
- Parking too far away from the kerb. 30 cm is the preferred distance.
- Not parking within the marked bay.

**DRINK DRIVE,  
YOU'RE A BLOODY IDIOT**



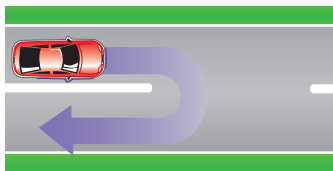
### IMPORTANT TIP

If there are no cars to practise between, consider using two pieces of dowelling about 1.5 metres high, insert these into two empty milk containers or something similar. Place these on the ground approximately 2 metres from the kerb and about 7 metres apart, now you can use these to simulate the ends of two parked cars.

### WHAT WE'RE LOOKING FOR

That you can:

- select the area to do the U-Turn;
- ensure that the location is legal; and,
- that the prevailing traffic conditions are safe.



Allow ample room when making your turn

U-turns are made when you need to turn around in order to travel in the opposite direction. Safety is a priority during this exercise and you will need to consider traffic approaching from all directions. In the ACT drivers can do a U-turn. However they must ensure the location is legal.

### HANDY HINTS

- Ensure that there is enough room to perform the U-Turn.
- Ensure that there are no signs indicating that it is illegal to do a U-Turn.
- Always check your mirrors and do head checks.
- Ensure that you have a clear view in each direction.
- Ensure that it is safe to start and complete the U-Turn.
- Only undertake a U-Turn at a signalised intersection where a sign permits you to do so.

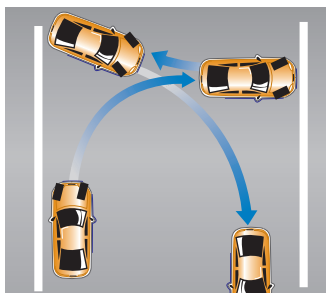
- Indicate your intentions to other motorists.
- When straightening up re-check your mirrors for approaching or overtaking traffic.
- Be aware that other road users might not be expecting you to perform a U-Turn.

### COMMON FAULTS THAT SHOULD BE AVOIDED

- Turning when not permitted by law.
- Hitting or mounting the kerb.
- Commencing a U-Turn on a road that is too narrow.
- Releasing the steering wheel (self centring) when straightening up from the turn.
- Turning too fast.
- Turning in front of oncoming traffic.
- Doing a U-Turn at an intersection as this may confuse other drivers.
- Turning steering wheel when vehicle is not in motion.

## TURNING AROUND ON THE ROAD – (3 POINT TURN)

There will be times when you will need to turn around on a narrow section of road. While the manoeuvre is sometimes called a “three point turn”, it does not necessarily mean that the exercise has to be carried out in three movements. You should however, aim for the smallest number of movements to clear the area as quickly and as safely as you can.



Note the position of the front wheels

### HANDY HINTS

- Be aware of your surroundings and continually scan the area.
- At the end of each movement you may need to apply the handbrake to stop the car from rolling into the kerb.
- Ensure that you select the correct gear for each movement.
- Try not to obstruct traffic.
- Don't rush the manoeuvre, but be aware that you may be holding up traffic.
- Towards the end of each movement turn the steering wheel the other way (counter steering), this will position your wheels for the next movement. Your instructor will explain this in more detail.

### COMMON FAULTS THAT SHOULD BE AVOIDED

- Turning when not permitted by law.
- Hitting or mounting the kerb.
- Letting go of the steering wheel when straightening up.
- Attempting the manoeuvre too fast.
- Not being aware of traffic approaching from either side.
- Turning steering wheel when vehicle is not in motion.

**DON'T DRINK  
AND DRIVE**

### WHAT WE'RE LOOKING FOR

You should use this manoeuvre when the road is narrower than the turning circle of your car and when a U-Turn cannot be performed. You will need to practise the skills in tasks 4 and 10 to assist with this manoeuvre.

This is the first of two checks of your progress to date. It's now time to demonstrate tasks 1 to 17.

The tasks have taught you some of the manoeuvres and skills that you will require as a driver. You might have noticed that in some of these manoeuvres, such as a three point turn, it is recommended that you use counter-steering or straightening of the steering wheel before stopping. This may also work in other manoeuvres. Don't forget to ask your instructor, mum and dad or whoever is teaching you, for a demonstration of this tip.

You have also covered the importance of doing mirror and head checks before moving forward. This tip will help you in most situations that you are likely to encounter.

For tasks 18–23 more emphasis will be placed on you as the driver.

Don't forget to continue practising the previous 17 tasks.

## LANE CHANGING, MERGING AND ENTERING FREEWAYS

You should apply the following action plan when changing lanes, merging or entering a freeway. If applied correctly the task will be a lot easier and safer. The action plan should be applied by taking these steps in order:

- 1 Decide on your course (where am I going?)
- 2 Check your mirrors
- 3 Indicate
- 4 Check your blind spot (a brief head check)
- 5 Adjust your speed accordingly whilst checking your mirrors and blind spot again
- 6 When safe, change lanes or merge smoothly without swerving
- 7 Cancel your indicator
- 8 Check your mirrors again

You should use this action plan every time you change lanes, merge or enter freeways.

## HANDY HINTS

- Signal well in advance before changing lanes, merging or entering a freeway — at least four flashes of the indicator.
- Before you make any lane change, merge or enter a freeway — check your blind spot (headcheck).
- If you are in a lane marked with a directional arrow — you **MUST** proceed in the direction indicated by the arrow.
- If you need to change lanes to make a turn at an intersection, do it well in advance. You don't want to rush a lane change.
- When turning from a multi-lane road, you should finish up in the corresponding lane unless road markings indicate otherwise.
- When lane changing, merging or entering a freeway, try to match your speed to that of the traffic in the lane into which you are entering.
- Try to stay in the left lane. If the need to change lanes arises because of slower traffic, return to the left lane when possible.

## WHAT WE'RE LOOKING FOR

That you can:

- change lanes correctly;
- merge into traffic; and,
- enter freeways safely using the vehicle control system.

- Keep lane changes to a minimum.
- Prior to changing lanes, merging or entering a freeway, check your mirrors for approaching and/or overtaking traffic.
- Once these tasks have been accomplished cancel the indicator and check your mirrors again.
- Changing lanes in front of other traffic that is travelling faster than you, causing them to take evasive action for example (brake, change lanes or sound horn).
- Not checking blind spots and not using mirrors enough.
- Multiple head checks.
- Not cancelling indicator.

### COMMON FAULTS THAT SHOULD BE AVOIDED

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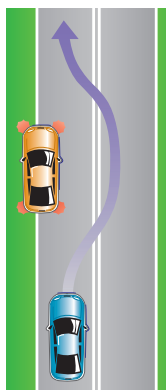
- Not following the action plan.
- Not signalling or signalling too late.
- Incorrect positioning before, during or after a turn.
- Leaving lane changes too late for your turn.
- Intimidating other drivers by indicating and waiting for them to slow down and let you in.
- Doing a head check for too long, and drifting into another lane or close to a kerb.
- Changing lanes while passing through an intersection.
- Slowing down unnecessarily to change lanes.

**STOP, REVIVE, SURVIVE**



## HANDY HINTS

- Only overtake where there is good visibility.
- If visibility is poor or obstructed — be extremely cautious.
- Look ahead for parked cars or slower cars, make a plan of action.
- Only overtake a car on the left hand side if that car is turning to the right and there is ample room.
- Look for oncoming traffic. Try to judge their approaching speed. This is especially important in the first few years of driving.



• If you are overtaking a parked car or obstruction that is on your side of the road on a narrow road and where there is oncoming traffic — **let the oncoming traffic pass before overtaking.**

- Always check your mirrors, signal and your blind spot before overtaking, as someone may be overtaking you.
- When overtaking a parked car, allow room for opening doors

and passengers getting out of the car.

- After overtaking, check your mirrors, signal then blind spot before steering back to your original position.
- Move as far and safely to the left as you can when you are being overtaken.

## COMMON FAULTS THAT SHOULD BE AVOIDED

- Not cancelling indicators after your overtaking manoeuvre is completed.
- Moving to the right while you are being overtaken.
- Increasing your speed while being overtaken.
- Cutting back in front of the overtaken car.
- Not leaving enough room for others to overtake.
- Overtaking on the crest of a hill.
- Crossing an unbroken white line.
- Overtaking while approaching a pedestrian or school crossing.
- Overtaking while passing through an intersection.
- Exceeding the speed limit whilst overtaking.

## WHAT WE'RE LOOKING FOR

That you can demonstrate the correct procedure and positioning for overtaking and correctly judge the gap required to overtake safely.

## IMPORTANT TIP

You will on occasions find situations where a car is parked or has broken down in your lane and there are unbroken white lines. It will be necessary for you to overtake but you should do so with caution and only after carefully observing that there is no oncoming traffic.

WHAT WE'RE  
LOOKING FOR

That you can gather all the necessary information from the road environment and react accordingly. This includes information from your mirrors.

Through observation and the correct use of mirrors you will be in a position to anticipate your surroundings and any potential hazards. Anticipation means, in a motoring sense, making early use of the available information. In anticipation lies the answer to most of the questions a driver should be always asking themselves, "What am I likely to find?" "What are they going to do?" "Should I speed up or slow down"? As a motorist you should pick out, from the traffic and environment, information that will or might affect your own actions. You should also give clear signals and make it easier for other drivers to anticipate your actions.

## HANDY HINTS

- Look around when you are driving. This includes to the sides, the rear and the front (this is called scanning and should be performed constantly), you will be far more likely to be in a position to do something appropriate if trouble occurs.
- Look for road signs and road markings, these give you an indication of what is ahead and what will be required of you.
- Ensure that all rear view mirrors are clean and set correctly.
- Don't just rely on your mirrors. Do a head check every time you merge or make a lane change.
- Don't place all your faith in mirrors. Remember that sometimes images will be closer or further away than the mirrors indicate.
- When you are driving look in your mirrors every 8 – 10 seconds.
- Always check your mirrors before slowing, stopping or accelerating.
- Make sure that all windows are clean.
- Look well ahead. Plan your next move.
- Look around and through corners before you turn. This will give you an idea of what to expect.
- If you are required to wear glasses or contact lenses for driving, make sure that you wear them.
- Use your headlights when visibility is poor, including just before sundown. This will help other drivers to see you.

- Look around for the unusual. If you see something unusual, ask yourself why is this happening? Look around for further clues, or an escape route if necessary.
- Never assume that things will go according to plan. Look around and make sure.
- Expect the unexpected.
- Look at other drivers to see if they realise that you are there. (Make eye contact).
- Remember the golden rule “**when in doubt, keep out**”.

#### COMMON FAULTS THAT SHOULD BE AVOIDED

- Assuming that nothing is there because you can't see anything at the time.
- Driving with fogged up or dirty windows.

- Driving with incorrectly adjusted mirrors.
- Staring rigidly ahead (tunnel vision).
- Looking for too long in any one direction.
- Taking your eyes off the road to look at shops, friends etc.
- Driving when tired.
- Driving after drinking alcohol.
- Driving after using drugs, either legal or illegal. Make sure you are especially aware of any effects that prescription drugs could have on your driving — this will be indicated on the packaging.

**REMEMBER — PREVENTION IS BETTER THAN CURE.**

#### IMPORTANT TIP

The ability to avoid an incident by using good **observation** and **anticipation** is the best asset any road user has. Avoiding the incident in the first place and not having to perform an evasive manoeuvre to avoid the incident, is true defensive driving.

WHAT WE'RE  
LOOKING FOR

That you can use  
the "System of  
vehicle control"  
while driving.

At this point, you have made a start on the basics of making a car start and stop. You will now need to master the skill of interfacing with other road users. You will need to be competent and comfortable in dealing with such things as traffic lights, intersections, lane changing and other road users.

To do this effectively, you will need to learn a systematic method of approaching all traffic situations. Study and memorise the following diagram. It will serve you now and forever, for every kind of hazard regardless of where you are driving. It is the safest and most efficient way to drive a motor car.

The following system is used when approaching any hazard.

## WHAT IS A HAZARD?

A **hazard** is any situation which may require you to alter the normal straight ahead direction, or speed of the car. A **hazard** may be any physical feature, such as an intersection, roundabout system, bend or a hill crest or any potentially dangerous traffic situation developing ahead.

The system of vehicle control requires that you approach any hazard and consider each feature of the system in sequence. The

features are shown in the correct order and require the driver to consider the current road conditions and the correct use of vehicle controls to ensure the safe passage of your car through the hazard.

## COURSE

Observe the hazard and select the correct course.

## MIRRORS/SIGNALS

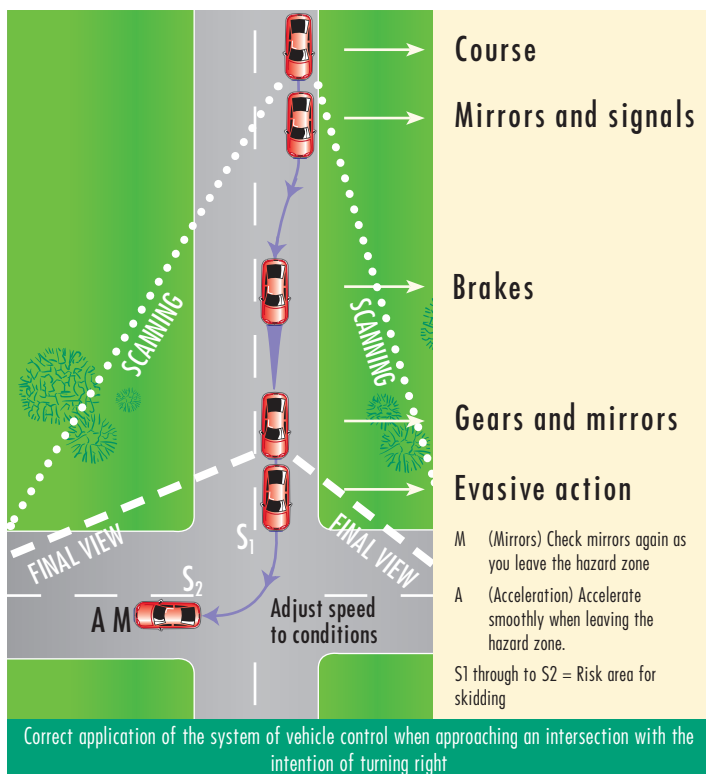
Look in mirrors and give appropriate signals to inform traffic in front and behind you of your intention to turn or stop

## BRAKES

Brake to the appropriate speed to negotiate the hazard. (Gears should not be used at this stage to slow the vehicle).

## GEARS/MIRRORS

Select the appropriate gear to clear the hazard without a further gearchange\* (eg: You might go from 4th to 2nd for this right hand turn if the hazard is clear or 4th to 1st if you need to stop). Check mirrors again before entering the hazard zone.



#### IMPORTANT TIP

As you move out of the hazard, check your mirrors again to ensure that you are moving off adequately and not obstructing any one else behind.

### EVASIVE ACTION

Be prepared to avoid any potentially dangerous situation that may have developed (eg: Give way to vehicle which has right of way).

M (Mirrors) Check mirrors again as you leave the hazard zone.

A (Acceleration) Accelerate smoothly when leaving the hazard zone.

S1 through to S2 = Risk area for skidding.

\*Gears: Applicable to manual vehicles only

### COMMON APPLICATIONS OF THE SYSTEM OF VEHICLE CONTROL

- Left and right turns
- Driving straight ahead through an intersection
- Bends in the road
- Roundabouts
- Overtaking, lane changing and merging
- Approaching intersections, pedestrian and school crossings
- Approaching, rail and tram tracks
- Parked cars on narrow streets

**CLICK, CLACK,  
FRONT AND BACK**

### WHAT WE'RE LOOKING FOR

You will be required to recognise and demonstrate an ability to communicate, anticipate, observe, recognise and respond safely to vulnerable road users – cyclists, pedestrians and motorcyclists. You will also drive responsibly and recognise the potential harm that can be caused to a vulnerable road user who has less crash protection than an occupant of a motor vehicle.

### SOME SITUATIONS WHERE YOU WILL ENCOUNTER A VULNERABLE ROAD USER

- In residential areas, particularly around schools, sporting fields, aged-care facilities and shopping precincts.
- In town centres and key commuter routes where you can expect to see many cyclists riding to work and school.
- In slow or stationary traffic, you should anticipate motorcyclists lane filtering through traffic.

### INATTENTIONAL BLINDNESS

Inattentional blindness is a psychological phenomenon which has a significant impact on vulnerable road users. Inattentional blindness can result in road collisions which are referred to as “looked-but-failed-to-see” collisions in which a driver fails to see another road user that is clearly in view.

Inattentional blindness is an event where the person doesn't see new and unexpected things that appear within their visual field. What this means for road safety is that many drivers are only registering other cars, and not pedestrians, cyclists and motorcyclists.

### SCANNING AND HEAD CHECKS

Scanning is a continuous observation to the front and regular observation to the sides and rear of the vehicle by scanning of short, middle and long distances and undertaking mirror checks every 8 to 10 seconds.

In the image below, the shaded areas are called “blind spots” because you cannot see vehicles travelling there without looking over your shoulder. Do head checks to cover your blind spots on all lane changes, when diverging left or right, and when moving off from the kerb.



## HANDY HINTS

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### Watch for pedestrians:

- Near shopping centres and other busy places, where there is a greater chance of people crossing the road.
- Near schools, particularly when children are arriving or leaving.
- Whenever you see children walking or playing.
- Where there are parked cars or stopped buses.
- When approaching school zones, aged care facilities and bus stops.
- Near pedestrian crossings.

### Motorcyclists

- Stay back and allow a 4 second gap in between your vehicles - rear ending a motorcycle is much more dangerous than a vehicle.
- When making left and right turns, look for traffic and look again for motorcycles

### Pedal cyclists

- Be prepared to slow down in order to pass cyclists safely.
- Provide at least 1 metre when overtaking cyclists at 60km/h or below and 1.5 metres at 60km/h or above.
- Check your rear vision mirror and look over your shoulder for cyclists and other motor vehicles before opening the vehicle door.
- Watch for cyclists when you are exiting and entering a driveway.

- Bicycle lanes are reserved for the use of bicycle riders only, if a cyclist is on a bicycle lane motorists must give way.
- When negotiating intersections at the same time as cyclists - slow down and allow cyclists to negotiate intersections in safety.
- Look for cyclists' hand signals so you are aware of their intentions.
- Watch out for children on bicycles because they are not always aware of the road rules and their riding is sometimes erratic.
- Driving at night - look for reflectors on bicycle wheels or pedals, not just headlights or tail-lights.

## COMMON FAULTS THAT SHOULD BE AVOIDED

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- Not giving way to cyclists travelling within green lanes.
- Being unaware who has right of way.
- Not allowing the minimum overtaking distance when passing cyclists.
- Tailgating and not checking for motorcyclists that may be lane filtering.
- Not giving way to pedestrians in shared zones.

At this point you will be asked to demonstrate all the skills you have learnt during your lessons.

These previous 22 tasks have taught you the basics of preparing yourself to drive, beginning the driving task and more complex tasks like anticipation, judgment, and the system of vehicle control. These are not easy to learn. It is going to take years of experience to make them second nature.

Don't be afraid to ask questions about these points as they will form the basis of your driving for many years to come.

What you need to do is practise as much as you can until you can perform these tasks without any outside assistance. Once you can do this, you will be able to consider yourself ready for this final revision point lesson in the Competency Based Training and Assessment Scheme.



## DRIVING ON BUSY AND UNFAMILIAR ROADS

There will be occasions when you will be required to drive in traffic that is busier than you are used to, or other times where you will be on unfamiliar roads. The previous tasks should have taught you the skills that are required to cope in these demanding situations.

### HANDY HINTS

- Take your time.
- Don't rush your decisions.
- Plan ahead.
- Know where you are going and how to get there. If you are unsure, check the map before you head off.
- Try driving on gravel roads.
- If you can get experience in bad weather it will help.
- Use the system of vehicle control.
- Always check your mirrors prior to stopping or slowing.
- Remember to use head checks before lane changing, merging or entering/exiting multi-lane highways/freeways.
- Continually scan your surroundings.
- Be tolerant of other's mistakes.
- Allow at least 3 seconds distance from the car in front of you. (Remember one thousand and one, one thousand and two).

### COMMON FAULTS THAT SHOULD BE AVOIDED

- Letting others make decisions for you (other motorists forcing you to do something you wouldn't normally do).
- Making hasty decisions.
- Not preparing yourself correctly for the journey.
- Driving when tired.
- Drinking alcohol or using drugs before or while driving.
- Not sharing the road with others.
- Forcing your "right of way".

### WHAT WE'RE LOOKING FOR

That you can demonstrate previously learnt skills on busy and unfamiliar roads

and apply:

- observation;
- judgement;
- anticipation;
- decision making; and

correct use of the system of vehicle control.

## NOTES

NOTES

## NOTES