

# Guide 1: Getting Ready To Drive

## While Approaching Car

### 1. Have Keys In Hand

Have your key in your hand, with the tip of the key extending out between your index and your middle fingers. Avoid spending unnecessary time digging a key out of your pocketbook or pocket.

### 2. Look Under The Car

It is easy to see -under your car and detect a problem when you are a distance away from it.

### 3. Look At And Around The Car

Be able to see all around your car so that you know what your tires are ready to travel over. You may detect a child or some object, which you would not see from inside the car.



**Have key between your fingers and thumb ready to use alarm button.**

## Before Opening The Door

### 1. Look Inside The Car

Looking into the car before opening the door allows you to detect any problems.

### 2. Control The Door Swing

Controlling the door swing will help avoid hitting the car parked next to you.

## After Entering The Car

### 1. Lock The Doors - Key In Ignition

Locking the doors gives you security from carjackers. While you are locking the door with your left hand, put the key in the ignition with your right hand.

### 2. Head Restraint Up To Ears

The head restraint should be capable of catching your head during a rear impact.



### 3. Adjust Seat – Butt In Seating

Adjust the seat to give a slight bend in the knees and elbows. Sit as high as possible for best viewing ability.

Lean slightly forward. Get your buttock pushed all the way into the seat, then sit up straight. You will gain a firm support to relieve lower back stress.

### 4. Check and Adjust All Mirrors

The inside mirror should be adjusted in a level position to show the maximum view. The outside mirrors should show a slight amount of the side of the car.

### 5. Safety Belts On All

Before starting the car make sure you and all passengers put the safety belts on.

## Guide 2 Preparation: Orientation to Controls

### Best hand position when traveling straight

is to hold the steering wheel with two hands in a balanced position. Acceptable balanced hand positions can be, if you look at the steering wheel as the face of a clock, a 9-3 position or an 8-4 position.



### To make tight right turns use a hand-over-hand technique

Such a technique begins with both hands on the steering wheel. Making a right turn begins with the right hand at the 3 position and the left hand at the 9 position, both hands staying on the wheel until the right hand travels to the 5 position. Then the left hand continues to move the wheel until it reaches the 2 position, during which time the right hand crosses over the left hand, grips the wheel at the 12 position, and continues turning until it reaches the 5 position. The left hand moves to the 12 position and continues the turning.



### When holding the steering wheel, keep your thumbs on the outside

If the thumbs are hooked over the steering wheel they may be broken during a crash!

### Backing With A Trailer

When backing with a trailer, begin with the left hand at the bottom of the wheel, in the 6 position. Move the hand up in the direction you want the trailer to go.

### Hand-to-hand technique is another steering method.

This method can give you good steering control when entering curves. It begins with your hands in the 8-4 position. While entering a left curve or making a left turn, grip with the right hand at the 4 position and push up. The left hand slides up without gripping to the 12 position. The right hand stops pushing at the 1 position and the left hand grips at the 12 position and pulls down. Continue to push and pull as more steering is needed.

### Evasive Steering

If an evasive steering action needs to be taken, keep both hands on the steering wheel at the 9-3 position. Keeping both hands on the wheel while steering will help prevent a dangerous over-steer condition.

### When Backing Straight

Having the left hand at the 12 position allows you to turn the steering wheel from the top down in the direction you want the back of the vehicle to go. Then use the right hand to continue turning if more is needed.

## Guide 2: Starting Engine, Orientation to Controls

### Starting The Engine

#### 1. Parking Brake On

It is a good habit to put the parking brake on before the car is vacated. Therefore, it should already be on when you enter the car. Release the parking brake and reapply it a few times to become familiar with its use. Keep it on during this exercise.

#### 2. Insert Key - Foot On Brake

Learn the positions of the switch. Place your right foot on the brake pedal. Keep it there until you're ready to move the car.

#### 3. Shift Should Be In "Park"

The engine of the car will only start when the shift is in the P (park) position or in the N (neutral) position.

#### 4. Twist Key and Release

A common error a novice driver is likely to make is that of holding the key in the engaged position after the engine has started, resulting in a grinding of the starter. To avoid this, listen for the engine sounds and immediately release your grip on the key.

#### 5. Turn Headlights On

Get in the habit of driving during the day with your headlights on to help other drivers see your car.

#### 6. Parking Lights On and Off

Know how the parking lights are to be turned on. The parking lights should never be used when the car is in motion.

#### 7. Headlights Low/High Beam

Turn the high beam and low beam off and on to identify where the control is located and how to use it correctly.

#### 8. Adjust Sun Visor

Move the visor for front and side shading of the sun. **Make certain that the edge of the visor is not directed towards the driver's head.** This could cause injuries during a crash. Always adjust the visor pointing away from the driver.



#### 9. Blow The Horn

Locate and use the horn. Two quick taps of the horn sounds friendlier and is more effective than a long sustained blast.

#### 10. Use Of Gas Pedal

With the shift in park, be able to press the gas pedal with gradual amounts of pressure to develop a smooth acceleration movement when the car is put into motion.

#### 11. Use Of Brake Pedal

Have heel of foot on floor with ball of foot contacting the brake pedal.

#### 12. Use Of Shift - Open Palm Method

Be able to shift from "D" to "N" without looking at the shift indicator. Learn the Open Palm method. For automatic shifters on the steering column, place the palm of the hand, without closing it, on top of the shift knob. Push with a downward pressure on the knob and move it away from the driver's body.

### Orientation To Controls

#### 1. Place Hands On Wheel

Place your hands in a balanced 9-3 position. It is important to have a balanced hand position in the event that an evasive action is needed.

#### 2. Use Directional Signal

With your fingers extended, keep your palm in contact with the wheel.

#### 3. Wipers On and Off

Locate and operate the wipers and the windshield washing controls.

#### 4. Turn Hazards Lights On / Off

Locate and operate the hazard warning lights.

#### 5. Adjust Climate Control

Turn on the defroster, heater, air conditioner, adjust the fan setting from low to high, and change temperature settings. Set the controls for a comfortable temperature.

## Guide 3 Preparation: Moving and Stopping Smoothly



### Brake...Brake...Brake

One of the first skills that a driver needs to acquire is proper use of the brake. We want to focus very clearly upon good behavioral patterns that can be practiced precisely into risk-prevention habits.

#### 1. Using Brakes

Use the right foot on the brake. Keep the ball of the foot on the brake pedal and the heel of the foot on the floorboard. **Keep your left foot firmly planted on the left side of the floorboard to keep your body balanced during a braking application. Some vehicles have a designated location for placing the left foot, referred to as a "dead pedal".** Apply the brake as early as possible. It is always better to apply the brake too early than too late. As you step on the brake pedal and apply pressure, the vehicle's speed is decreasing and the front of the vehicle is pulled in a downward pitch by the braking force.

#### 2. Making Smooth Stops

A smooth braking action requires a gradual release of braking pressure before the vehicle comes to a complete stop. When the vehicle comes to a complete rest, the downward pitch of the front bounces up to its normal, non-braking position, giving a jerky sensation to occupants. To get a smooth braking result, try curling your toes back to release some of the braking pressure so that the vehicle will be level at the moment of total stop.

#### 3. Smooth Braking Habits

A smooth braking action should be the goal of any driver. In addition to giving comfort to passengers, a smooth style of braking can give the driver a highly refined feedback system for determining when a reduction in space management occurs. If routine braking consistently results in jerky braking actions, the driver becomes accustomed to that type of feeling. It feels normal. Then, when a surprise traffic situation requires the driver to make a harsh, unplanned, jerky braking response, it doesn't seem extraordinary, so there is no feedback to the driver that something went wrong with the space management!

### A Panic Stop Should Never Be Needed, But!

With reduced-risk driving habits, surprise situations are minimized. But, if you get behind the eight ball and must take a critical braking action, the brakes are applied as hard as possible without causing the wheels to lock up. This is referred to as threshold braking. A constant "squeezing" action on the brake pedal should be used. **Do not pump the brakes.** If your vehicle is equipped with ABS (antilock braking system) your wheels will be prevented from locking up by the ABS sensors. When you don't have an ABS equipped vehicle, you have to be your own computer. You can apply the brakes hard, and then as soon as you feel or hear the wheels sliding, slightly release pressure.

## Guide 3: Moving and Stopping Smoothly

### Placing The Car In Motion

#### 1. Right Foot On Brake

It is a better habit to use the right foot on the brake than the left foot because it will work for both automatic and standard shift vehicles. It will help to prevent the error of applying both the brake and accelerator when confronted with an emergency situation. Have the ball of the foot on the brake pedal, and heel of the foot on the floorboard.

#### 2. Shift To Drive

Shift to drive by using the open palm method. In order to shift from "P" to "D" the palm of the hand should face up and the motion is to pull the shift downward towards the body.

#### 3. Release Parking Brake

Have foot on brake before releasing the parking brake. Locate the parking brake release lever without looking at it.

#### 4. Check Your Driving Path

Before taking your foot off the brake, check the path of travel you want the car to occupy.

### Inching The Car Exercise

The purpose of this inching exercise is to develop the ability to control the movement of the car inch by inch. Such skills are needed when moving the vehicle in close quarters, such as parking in a tight space.

#### 1. Keep Foot On Brake

For most occasions when inching takes place the speed of the car is controlled by use of the brake pedal. The foot will need to stay on the brake pedal.

#### 2. Release Partial Brake

The idle speed of the car will allow adequate movement on a level surface with a partial release of the brake.

#### 3. Move Inch-by-Inch

It takes considerable control of the brake pedal to make the car move one inch at a time.

#### 4. Keep Smooth Movement

The objective is to keep the car moving, inch-by-inch, without varying the speed even when the gradation of the parking lot changes.

### Acceleration Control

#### 1. Idle Speed Movement

When ready to move, take your foot off the brake and allow the car to move by its idle speed before pressing the accelerator pedal.

#### 2. Press Gas Smoothly

Allow the idle speed to begin the movement of the car to give a smooth movement when acceleration takes place.

#### 3. Keep Steady Speed

Be able to demonstrate the ability to keep a steady speed within 3 mph. And, when asked, be able to increase speed to a specific limit.

#### 4. Increase Speed Smoothly

Be able to increase speed in a smooth manner when asked to do so.

#### 5. Decelerate Gradually

Practice releasing partial pressure from the accelerator.

### Braking Control

#### 1. Feel Braking Point

The braking point is where the braking action is felt upon the vehicle.

#### 2. Constant Pressure

Use a constant "squeezing" pressure on the brake pedal without causing wheel lock-up.

#### 3. Normal Smooth Stop

To make a "smooth" stop, release some braking pressure 1-2 seconds before the car stops.

#### 4. Hard Smooth Stop

For hard stops, apply maximum braking pressure, without locking the wheels, at the start of braking, and hold.

#### 5. ABS Braking

For hard ABS braking, stomp and hold the pedal fully down without fear of wheel lock-up. When the ABS system activates you may feel a pulsating movement of the brake pedal — which is normal. Do not release your foot pressure.

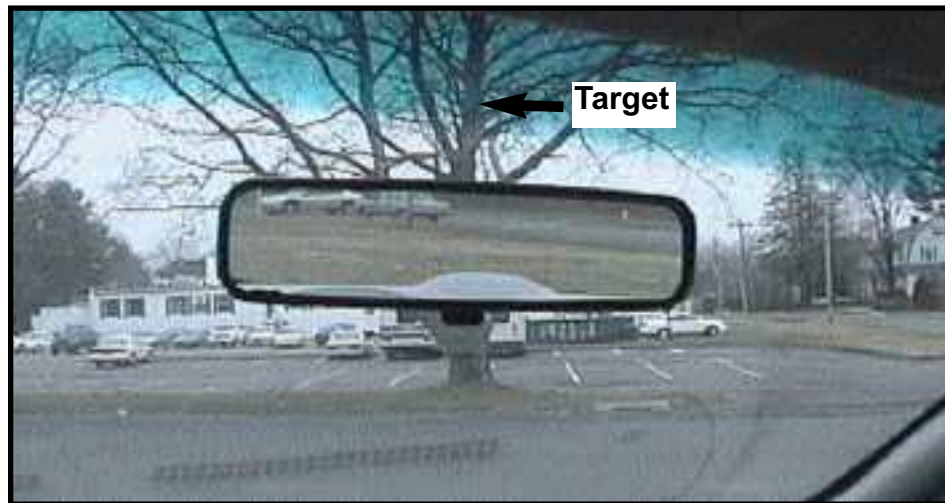
## Guide 4 Preparation: On-Target, Off-Target

**What Is A Target?** A target is a fixed object that appears in the center of the path you intend to drive. To select a target, first decide where you want the vehicle to travel, then aim for an object in the center of that path. The photos below illustrate practicing the use of targets in a parking lot.



**The vehicle is on target.** The target appears in the center of the steering wheel. We see the target to the roadway with our central vision. We see the target to the steering

wheel with the lower part of our fringe vision. When the tree we are using for our target remains in the center of our steering wheel, the car will track perfectly straight towards the tree.



### Transition Peg for Making a Right Turn

The photo above shows the center of the inside rearview mirror aligned with the target. For making a right turn, this is the moment to begin the recovery of the steering wheel to the straight position. Frequent use of the targeting behavior can result in a habit of having an awareness and sensitivity that will allow early detection of a skid situation.

**Targets Help Skid Recovery** Knowing which way to point the front of the car during a skid will help develop an eye-hand coordination for a spontaneous and correct steering response.

## Guide 4: On-Target, Off-Target

### 1. Selection of Target

The target should be a stationary object in the center of your intended driving path.

### 2. Use of Central Vision

Central vision is a narrow 3-5 degree cone of clear visibility which allows us to make identifications. See the target to the environment with your central vision.

### 3. Use of Fringe Vision

Fringe vision surrounds the central vision. While looking straight ahead we are able to see with our upper, lower and side fringe vision. However, we cannot make identifications of details with the fringe vision. What we can do is keep track of an object with our fringe vision, after we identify it with the central vision. See the target to the steering wheel with your fringe vision.

### 4. Aiming for Targets

Aiming for targets will help keep the car straight in its travel path, will help to make accurate turns, and will help to get the eyes ahead of the vehicle. The use of targets is an important skill necessary to avoid and recover from a skid situation.

### 5. Looking Into Turns

Develop the habit of turning your head in the direction of intended movement before turning the steering wheel.

### 6. Use of Steering Wheel

Use the steering technique that was discussed and practiced during your classroom session.

### 7. Recovery Of Steering Wheel

Use a transition peg for recovery of the steering wheel. While making a right turn, begin straightening the tires when the rearview mirror appears aligned with the target. When making a left turn, begin recovery as the driver's side windshield post becomes aligned with the target. See the mirror and the windshield post with fringe vision while looking at the target with central vision.

### 8. Gas and Brake Pedals

Apply varying amounts of pressure on the gas and brake pedals for smooth application. Be able to demonstrate how to smoothly put the car in motion and how to stop it without a rocking, pitching movement.

### 9. Centers Steering Wheel in Travel Lane

The first use of a reference to tell where the car is positioned in the travel lane is to see the steering centered in the lane. If the steering wheel appears, by using fringe vision, to be centered in the lane the car will be within a few inches of being centered. (Read page 16 *Monster book*)

Target  
A

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This driver is on target.



This driver is off target.

Target  
B