

## FAX COVER SHEET

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**TO** mike wright

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**COMPANY**

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**FAX NUMBER** 18014390606

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**FROM** Michael Wright

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**DATE** 2008-05-09 03:58:22 GMT

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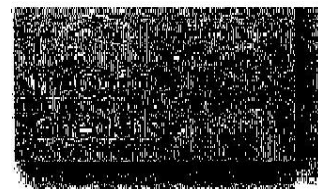
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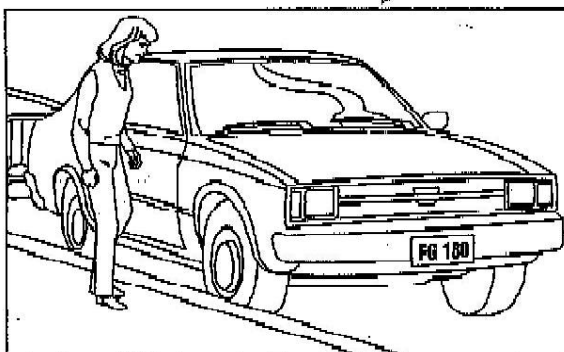
**COVER MESSAGE**

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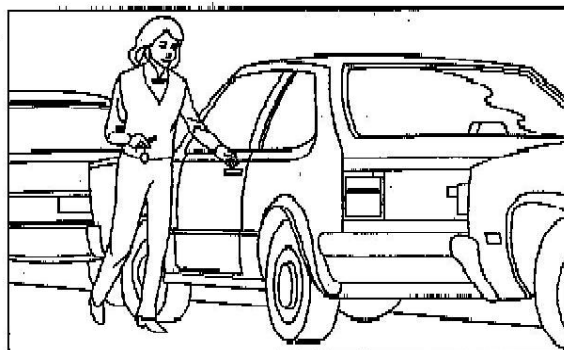


## Basic Vehicle Control



### Outside Checks

- ☐ 1. Walk around your vehicle with keys in hand and look for objects in the path you intend to take. Also look for water or oil marks under the vehicle.
- ☐ 2. Glance at the tires to see they are inflated properly.
- ☐ 3. Notice the direction the front wheels are pointed. If they are not pointed straight ahead, your vehicle will go to the left or right as soon as you begin to drive.
- ☐ 4. Make sure the windshield, windows, headlights, and taillights are clear.
- ☐ 5. Check the back window ledge for loose objects. Remove any before driving.
- ☐ 6. Look inside the vehicle to be sure you do not have unwanted passengers.



### Getting into the Vehicle

- ☐ 1. If you enter your vehicle from the street side, have your keys in hand ready to unlock the door. If you use a remote-control device, unlock the vehicle before you walk into the street.
- ☐ 2. Walk around the front of the vehicle toward the back. You then can see oncoming traffic. Do not open the door if an oncoming vehicle is near.
- ☐ 3. Get in quickly, close the door, and lock it. Put the key in the ignition.

### Instructor's Notes and Comments

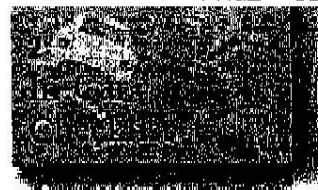
\* Pre-Drive checks

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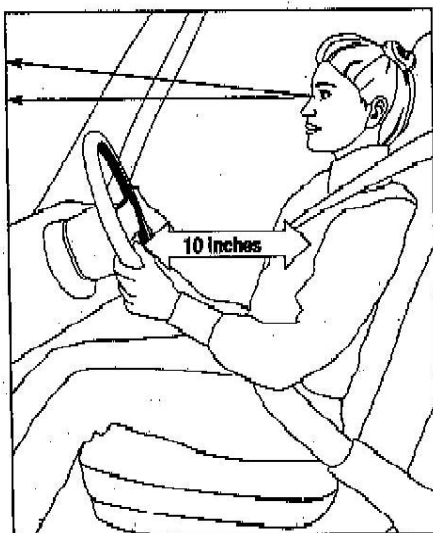
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## Basic Vehicle Control



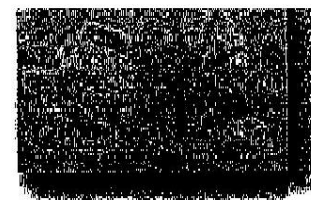
### Inside Checks

- ☐ 1. Lock all doors.
- ☐ 2. Adjust the seat so you are in a comfortable position. Sit with your back firmly against the back of the seat. Sit high enough to see over the steering wheel. Adjust the seat so you are at least 10 inches back from the hub of the wheel if there is an air bag in it. Reach for the accelerator and brake pedal with your right foot to judge a comfortable distance. Your knees should be slightly bent.
- ☐ 3. Place your hands in a balanced, comfortable position on the steering wheel with your elbows slightly bent.
- ☐ 4. Adjust the head restraint to the middle of the back of your head.
- ☐ 5. Adjust the inside rearview mirror so it shows the area behind you through the rear window.
- ☐ 6. Adjust the left and right outside rearview mirrors so they show a slight amount of the sides of the vehicle.
- ☐ 7. Fasten your safety belt and ask all passengers to fasten theirs.

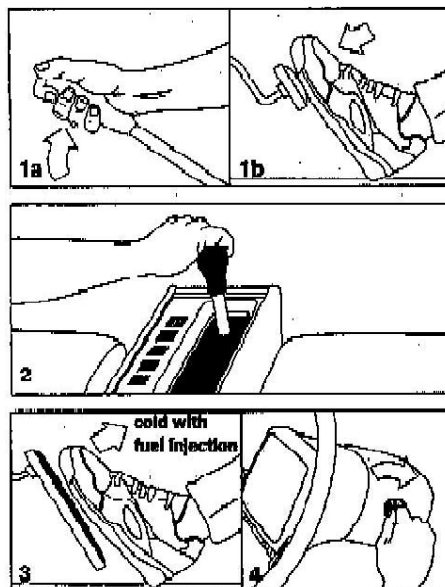
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**Instructor's Notes and Comments**

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## Basic Vehicle Control



### Starting the Engine

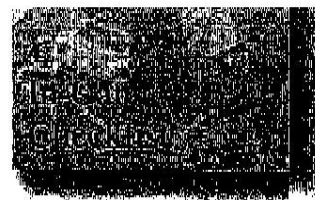
- ☐ 1. Make sure the parking brake is set. Pull up the lever for a parking brake on the console. Push down on the pedal for a foot parking brake.
  - ☐ 2. Make sure the selector lever is in PARK. If you are starting the vehicle after the engine has stalled, place the selector lever in NEUTRAL.
  - ☐ 3. If your vehicle has fuel injection and the engine is cold, keep your foot off the accelerator.
  - ☐ 4. Turn the ignition switch to "On." Continue turning the key to start the engine. Release the key as soon as the engine starts.
  - ☐ 5. Check the gauges, warning lights, and fuel supply.
- **Caution:** Never try to start the engine when it is already running. Expensive damage to the starter can result. Press lightly on the accelerator so you will know whether or not the engine is running. When in doubt, turn the key to "Off" and repeat the starting procedure.

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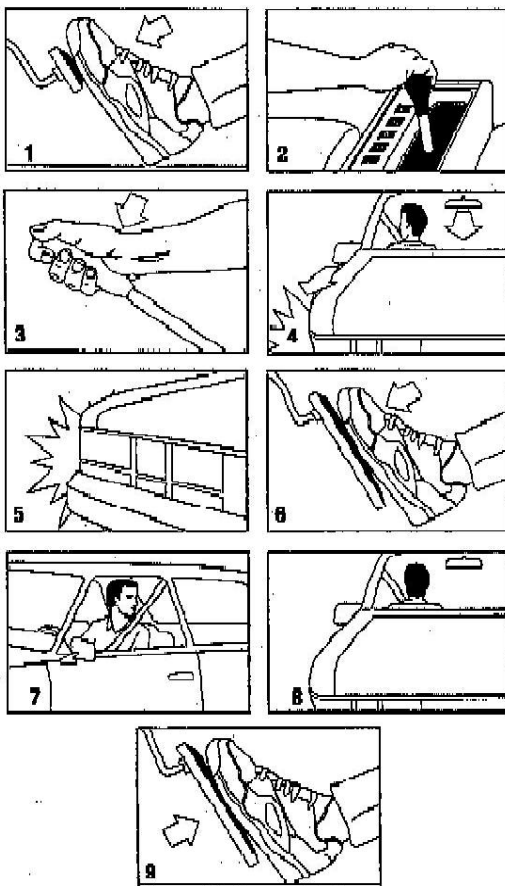
### Instructor's Notes and Comments



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## Basic Vehicle Control



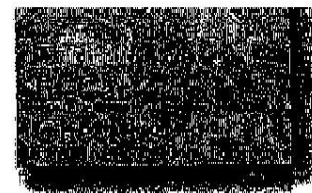
### Putting the Vehicle in Motion

- ☐ 1. Press firmly on the foot brake.
- ☐ 2. Move the selector lever to DRIVE.
- ☐ 3. Release the parking brake while still pressing the foot-brake pedal.
- ☐ 4. Check for traffic ahead and in rearview mirrors. Look over your left shoulder to see if a vehicle is approaching from the rear.
- ☐ 5. If you are going to move away from the right curb, use the left turn signal to alert other drivers. Check mirrors again.
- ☐ 6. When you know the roadway is clear, release the foot-brake pedal and press gently on the accelerator to increase speed smoothly.
- ☐ 7. Quickly check again over your left shoulder for traffic.
- ☐ 8. Cancel the signal, if necessary.
- ☐ 9. As you reach your desired speed, let up a little on the accelerator. Adjust your speed to traffic.

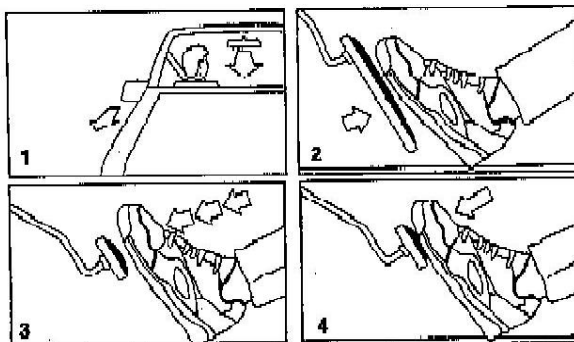
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### Instructor's Notes and Comments

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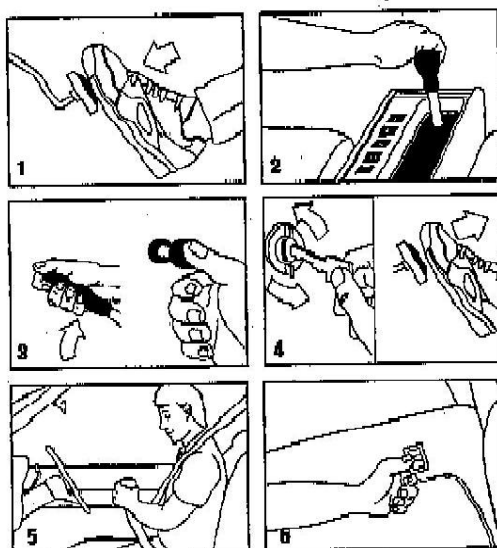


## Basic Vehicle Control



### Stopping the Vehicle

- ☐ 1. Check traffic in both mirrors before slowing down.
- ☐ 2. Let up on the accelerator.
- ☐ 3. Tap the foot brake lightly.
- ☐ 4. Gradually press down on the foot-brake pedal. Ease up on the brake just before stopping. Leave the selector lever in DRIVE if you plan to start moving again immediately. Otherwise, shift to PARK.



### Securing the Vehicle

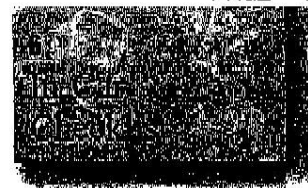
- ☐ 1. Once you have stopped, continue pressing the foot brake
- ☐ 2. Shift to PARK in an automatic or to REVERSE in a stickshift vehicle.
- ☐ 3. Set the parking brake. Turn off all accessories. Close all windows.
- ☐ 4. Turn off the ignition switch. Remove the key. Release the foot brake pedal.
- ☐ 5. Unfasten your safety belt.
- ☐ 6. Lock all doors.

### Leaving the Vehicle

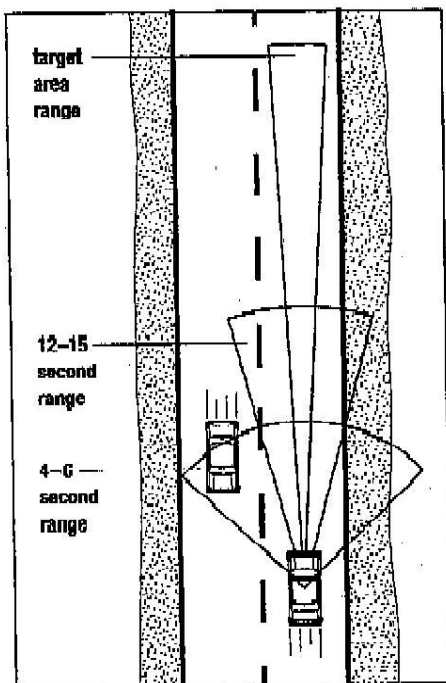
- ☐ 1. Check inside and outside mirrors.
- ☐ 2. Make sure you have your keys.
- ☐ 3. Glance over your left shoulder before opening the door.
- ☐ 4. When it is safe, open the door and get out quickly.
- ☐ 5. Make sure all doors are locked. Walk around the rear of the vehicle to reduce your risk of being hit.

### Instructor's Notes and Comments

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## Performing Basic Vehicle Maneuvers



### Orderly Visual Search Pattern

Below is an example of an orderly visual search pattern for straight-ahead driving.

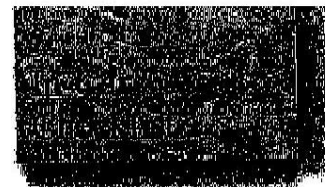
- ☐ 1. Look ahead to your target area range.
- ☐ 2. Evaluate your left-front, front, and right-front zones in the 12-15 second range. Search driveways and intersections for possible changes in your line of sight and path of travel.
- ☐ 3. Glance in rearview mirror to check your rear zones.
- ☐ 4. Evaluate your 4-6 second range before entering that space.
- ☐ 5. Look ahead again to evaluate another 12-15 second range.
- ☐ 6. Check your 4-6 second range.
- ☐ 7. Glance in rearview mirror.
- ☐ 8. Check speedometer and gauges.

Repeat this pattern or a similar pattern as you move forward.

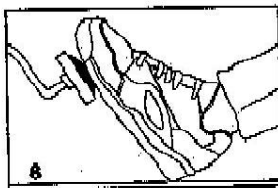
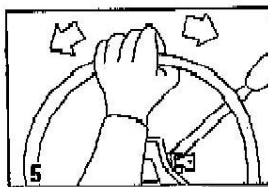
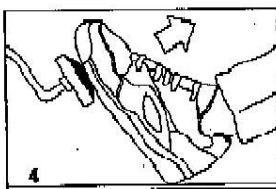
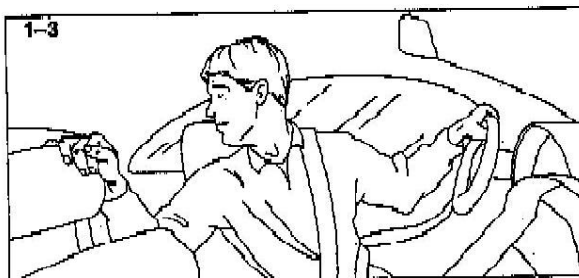
### Instructor's Notes and Comments

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## Performing Basic Vehicle Maneuvers



### Steering Straight Backward

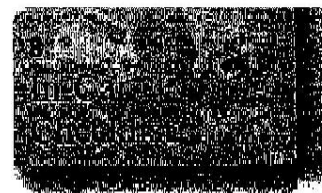
Steering when moving backward involves knowing where to look and how to control direction and speed.

- ☐ 1. Hold the brake pedal down and shift to REVERSE.
- ☐ 2. Turn your body to the right, and put your right arm over the back of the passenger seat. Look back through the rear window.
- ☐ 3. Put your left hand at the top of the steering wheel at the 12 o'clock position.
- ☐ 4. Release pressure on the brake just enough to allow the vehicle to creep backward slowly.
- ☐ 5. While looking back through the rear window, move the top of the steering wheel toward the direction you want the back of the vehicle to go.
- ☐ 6. Keep your foot over the brake pedal while your vehicle is moving backward. Glance quickly to the front and sides to check traffic. Continue to look back through the rear window as you brake to a stop.

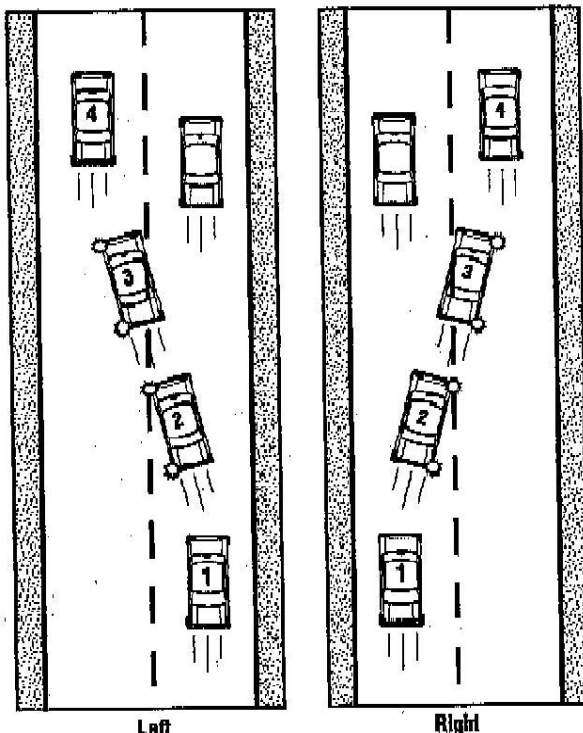
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### Instructor's Notes and Comments

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## Performing Basic Vehicle Maneuvers



### Changing Lanes

Follow these steps when making a lane change to the left:

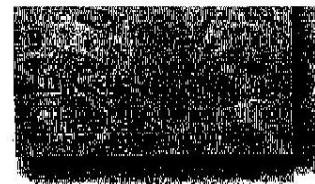
- ☐ 1. Check traffic in the front and left-front zones. Check rear zones through the rearview mirrors.
- ☐ 2. Signal and make a blind-spot check over your left shoulder to see if any vehicle is about to pass you.
- ☐ 3. Increase your speed slightly as you steer smoothly into the next lane if it is clear.
- ☐ 4. Cancel your signal and adjust your speed.

Follow the same procedure when making a lane change to the right, with one exception. After checking traffic ahead and through both mirrors, check the blind-spot area over your right shoulder. Take only a glance to make the check. Be careful not to pull the steering wheel to the right as you turn to glance over your right shoulder. Keep steering straight as you check your blind spot. If the lane is clear, complete the lane change to the right the same way you would make a lane change to the left.

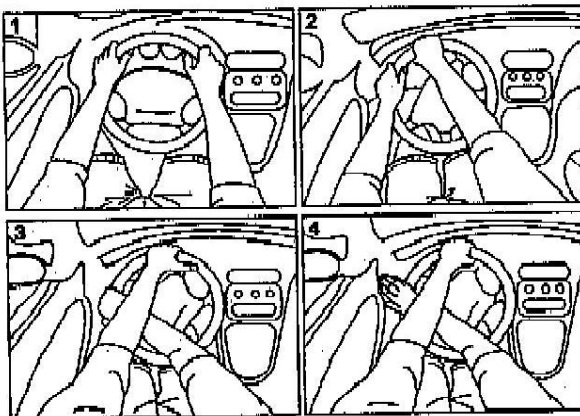
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### Instructor's Notes and Comments

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## Performing Basic Vehicle Maneuvers



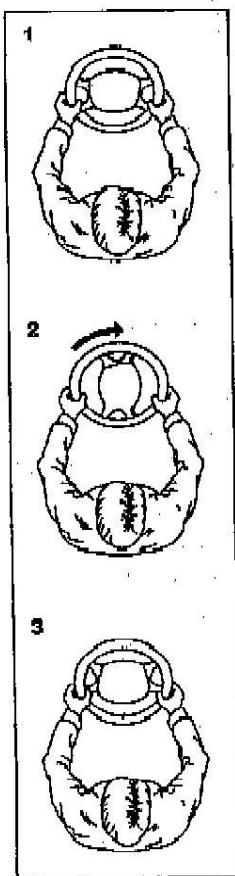
### Hand-Over-Hand Steering

- ☐ 1. Begin the turn from a balanced hand position.
  - ☐ 2. Start pulling down to the left with your left hand. Your right hand pushes the wheel toward the left about a quarter turn.
  - ☐ 3. Release your left hand from the wheel and cross it over your right hand to grasp the wheel near the top. Continue pulling down.
  - ☐ 4. You can complete the turn by continuing to pull down with the left hand as you release the right hand.
- Some steering wheels will straighten after a turn if you relax your grip. However, be ready to unwind the wheel hand-over-hand, especially at lower speeds, with front-wheel drive vehicles, and when backing.

### Push-Pull Steering

Some drivers prefer push-pull steering for some maneuvers. This method allows you to keep both hands on the wheel at all times.

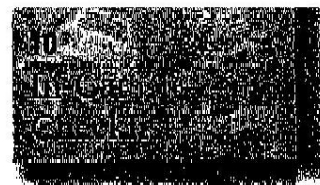
- ☐ 1. One hand grasps the steering wheel near the 4 o'clock (right hand) or 8 (left hand) o'clock position.
- ☐ 2. That hand then pushes the wheel up to near the 12 o'clock position. At the same time, the other hand slides up to the 11 or 1 o'clock position and pulls down.
- ☐ 3. As the pulling hand comes down, the pushing hand returns to the original position to continue the process. With this method, you never cross your arms while driving.



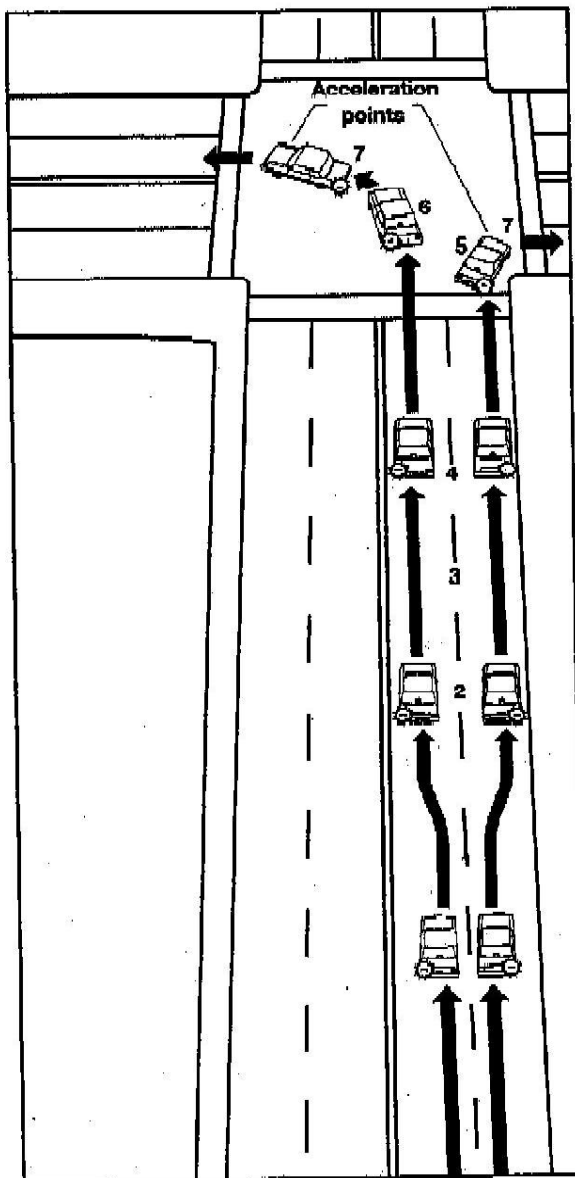
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**Instructor's Notes and Comments**

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## Performing Basic Vehicle Maneuvers



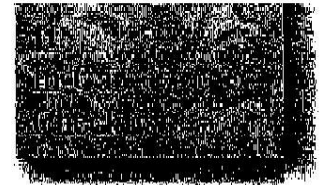
### Procedures for Turning

- ☐ 1. Position your vehicle in the correct lane for the turn. For a right turn, be in lane position 3 if there are no parked vehicles. For a left turn, be in the lane nearest the center line in lane position 2. (On a one-way street, be in the far left lane.) Signal about half a block before the turn.
- ☐ 2. Brake early to reduce speed.
- ☐ 3. Use your visual search pattern to check the front zones for vehicles, pedestrians, and bicyclists.
- ☐ 4. Slow to about 10 mph just before the crosswalk.
- ☐ 5. For a right turn, check to the left again before turning. Then look in the direction of the turn. Begin turning the wheel when your vehicle's front bumper is even with the curbline.
- ☐ 6. For a left turn, check traffic to the left, then right, then left again. Turn the steering wheel just before the front of your vehicle reaches the center of the intersection. Continue looking left into the lane you will enter.
- ☐ 7. As you begin your turn, make a quick blind-spot check through the right side window. Check front and rear zones. If the intersection is clear, turn into the nearest lane of traffic going in your direction. Accelerate about halfway through the turn as you return the wheel to the straight-ahead position.

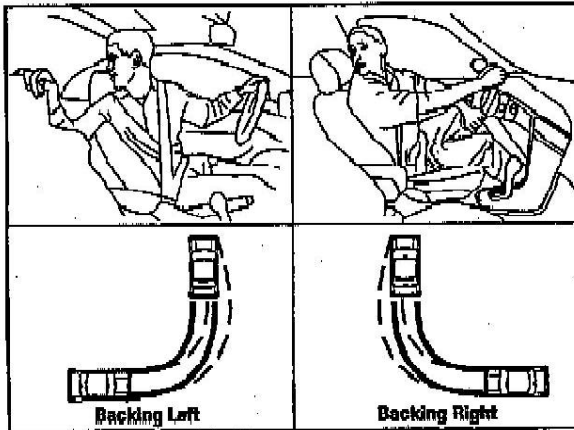
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**Instructor's Notes and Comments**

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## Performing Basic Vehicle Maneuvers



### Backing Left and Right

When backing to the left, your visual search will primarily be over your left shoulder through the left side windows. When backing right, you will look over your right shoulder and through the right side windows. Use hand-over-hand steering and follow these steps to make sharp turns when backing:

- ☐ 1. Before backing, check for traffic, pedestrians, parked vehicles, and any stationary objects in front, around, and behind you. Turn your head toward the direction you will be backing.
- ☐ 2. Keep both hands on the wheel, ready for hand-over-hand steering. Pull the wheel to the left to back left. Pull the wheel to the right to back right. The back of your vehicle will go in the direction you want the vehicle to go.
- ☐ 3. Back slowly as you enter the turn. Make quick glances to the front and sides to be sure no one is near. Begin to unwind the steering wheel to finish the turn in a straight position.

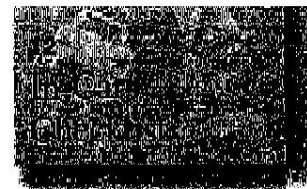
When backing left, allow a wide space on the right side. The front wheels will move far to the right of the rear wheels. The front of your vehicle will swing wide to the right. When backing right, allow a wide space on the left side.

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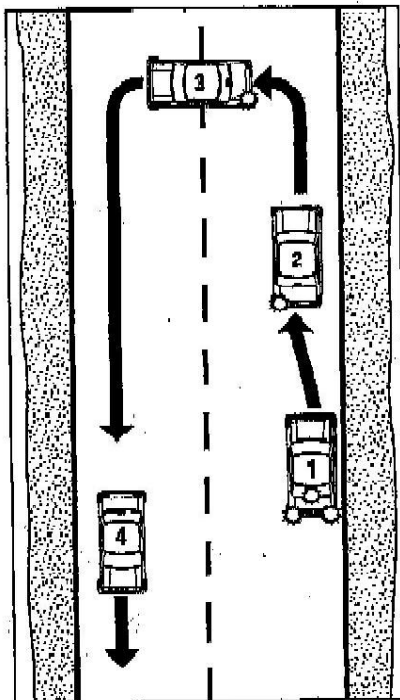
### Instructor's Notes and Comments



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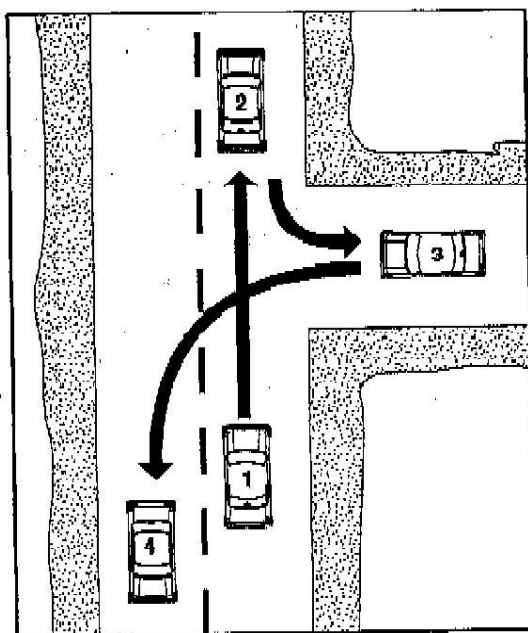
## Performing Basic Vehicle Maneuvers



### Midblock U-turn

Make sure local and state laws permit this type of turnabout. You need a wide space to make a U-turn.

- ☐ 1. Check traffic ahead and to the rear, and then signal right. Pull to the far right and stop at location 1.
- ☐ 2. Signal left and move toward location 2.
- ☐ 3. Check your front and left-rear zones. Check your left blind spot. Turn sharply left while moving slowly toward location 3. Do not stop if you have enough space to complete the turn.
- ☐ 4. Move slowly toward location 4. Check all zones. Straighten the wheels while you accelerate gently into the proper lane.



### Back Into Driveway on Right Side

Make sure local and state laws permit this type of turnabout.

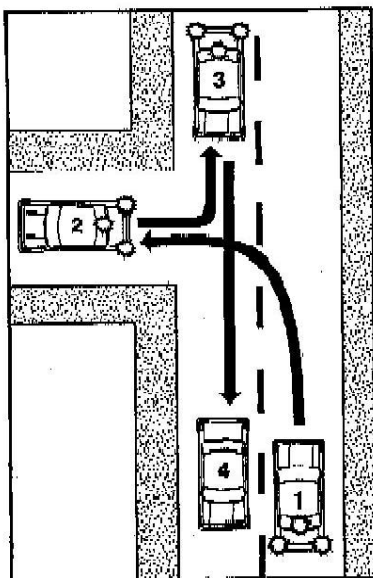
- ☐ 1. Check traffic to the rear. Begin to slow as you proceed beyond the driveway.
- ☐ 2. Stop about three feet from the curb and with your rear bumper just beyond the driveway. Check traffic, and back slowly to the right to location 3. Use hand-over-hand steering. Stop when your vehicle is completely off the street.
- ☐ 3. Signal a left turn. Check traffic.
- ☐ 4. When your path is clear, drive forward to location 4.

Instructor's Notes and Comments

Name \_\_\_\_\_ Date \_\_\_\_\_



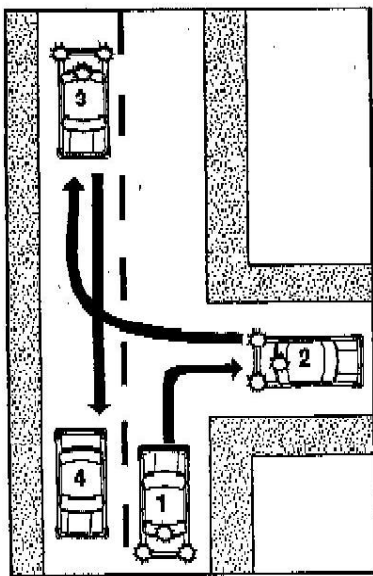
## Performing Basic Vehicle Maneuvers



### Pull into Driveway on Left Side

Make sure local and state laws permit this type of turnabout.

- ☐ 1. Check traffic in front and rear zones. Signal a left turn and use the left-turn procedure to move to location 2. Stay as close to the right side as possible. Stop with your wheels straight when your vehicle is completely off the street.
- ☐ 2. Check traffic again, especially from the right. Back slowly to the right to location 3. Look to the right rear and side while backing. Stop with the wheels straight.
- ☐ 3. Accelerate gently, scanning all zones, as you drive forward toward location 4.



### Pull into Driveway on Right Side

Make sure local and state laws permit this type of turnabout.

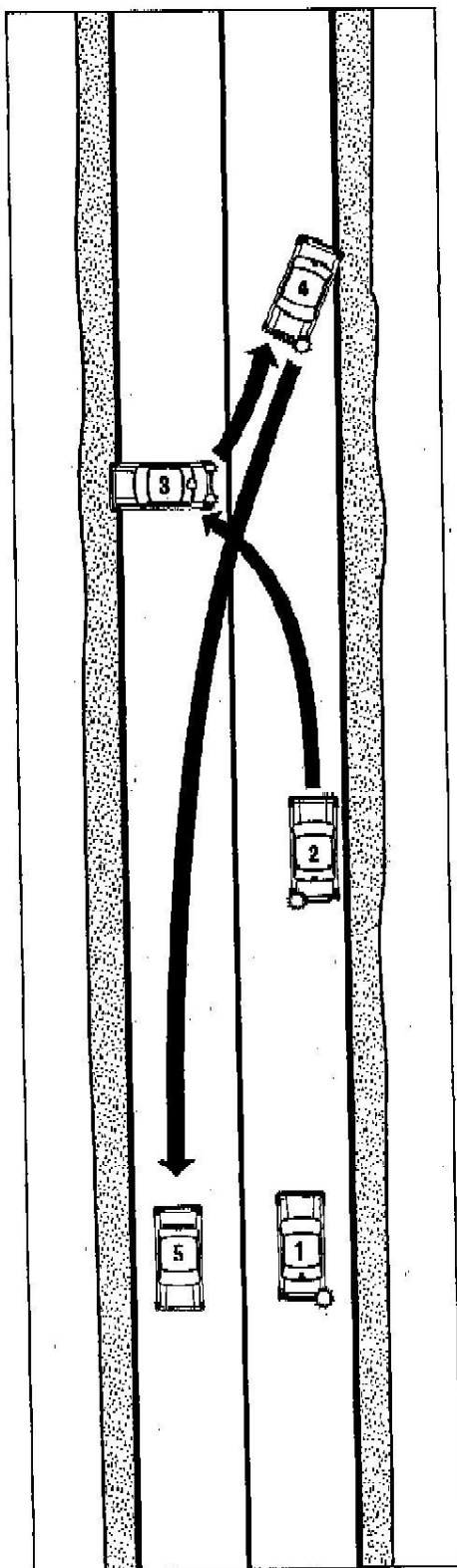
- ☐ 1. Check traffic in front and rear zones. Signal a right turn and use the right-turn procedure to move to location 2. Stop when your vehicle is off the street.
- ☐ 2. Check traffic again from both directions. Back slowly across the street, turning left toward location 3. Look to the left, rear, and side when backing. Glance to the front, then continue looking back while stopping with the wheels straight in location 3.
- ☐ 3. Accelerate gently, and drive forward to location 4.

### Instructor's Notes and Comments

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Date \_\_\_\_\_

## Performing Basic Vehicle Maneuvers



### Three-Point Turnabout

Make sure local and state laws permit this type of turnabout. This turnabout is hazardous to perform. Executing this maneuver may put you in a high-risk situation.

- ☐ 1. From location 1 check front and rear zones. Signal right and stop close to the curb as shown in location 2. Check traffic ahead, to the rear, and over your left shoulder. Signal a left turn.
- ☐ 2. Search front and rear zones as you turn sharply left. Move to location 3 with wheels straight. Stop before hitting the curb.
- ☐ 3. Check all traffic again. Turn the wheels sharply right while backing slowly to location 4. Back only as far as necessary to complete the maneuver and before hitting the curb. Stop with wheels straight.
- ☐ 4. Check traffic again and signal left. Move slowly forward while steering left toward location 5.

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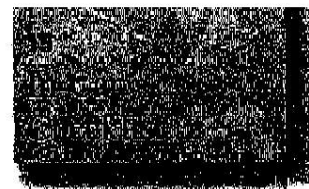
**Instructor's Notes and Comments**

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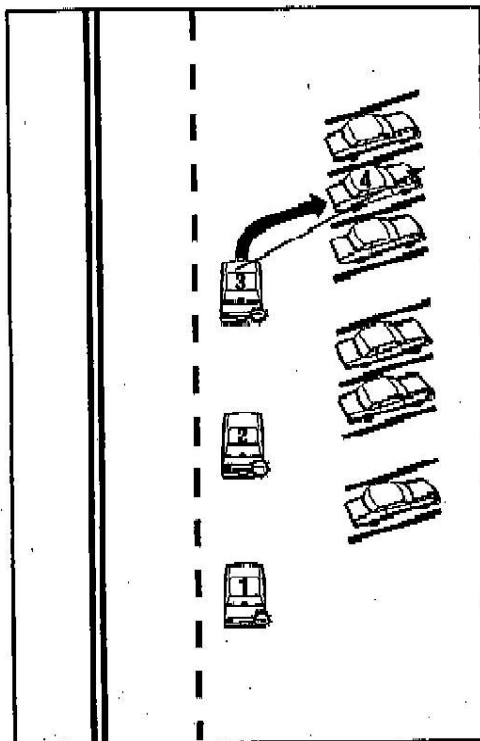
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## Performing Basic Vehicle Maneuvers



### Angle Parking

- ☐ 1. Check for traffic and pedestrians. Position your vehicle at least six feet from the row of parked vehicles. Signal a right turn, check traffic to the rear, and begin braking.
- ☐ 2. Flash your brake lights to warn drivers behind. Check your right blind spot and continue braking.
- ☐ 3. Creep forward until you can see the center of the space without your line of sight cutting across the parking line. This is your reference point to begin turning. Turn the wheels sharply to the right. Slowly enter the stall.
- ☐ 4. Straighten the wheels when you are centered in the space. Determine your forward reference point to place the front of the bumper even with the curb or parking line.

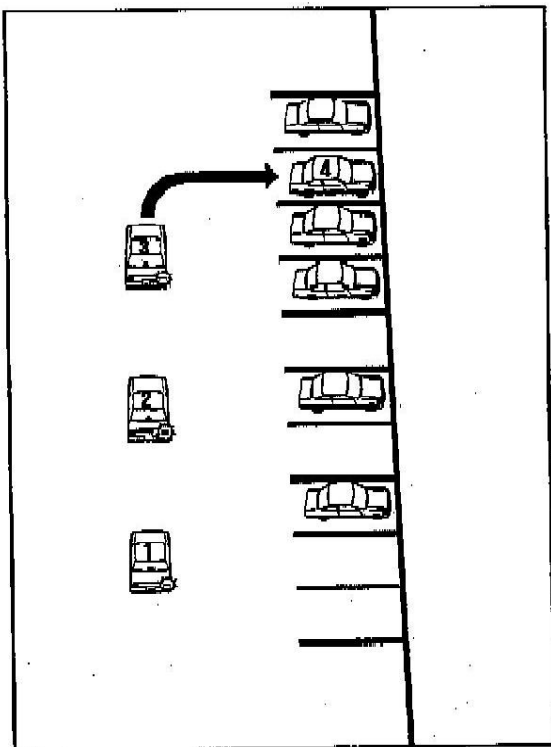
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### Instructor's Notes and Comments

Name \_\_\_\_\_ Date \_\_\_\_\_



## Performing Basic Vehicle Maneuvers



### Perpendicular Parking

- ☐ 1. Position your vehicle at least eight feet from the row of parked vehicles, or as far to the left of the lane as possible. Flash your brake lights and signal a right turn. Check your right blind spot, and begin to brake.
- ☐ 2. Check traffic to the rear, and continue braking.
- ☐ 3. Determine your personal reference point to know when the front bumper of your vehicle passes the left rear taillight of the vehicle to the right of the empty parking space. Turn the wheel sharply right. Slowly enter the stall. Check your right-rear fender for clearance.
- ☐ 4. Straighten the wheels when you are centered in the space. Use a forward reference point, like the driver's side-view mirror, to stop before the wheels strike the curb.

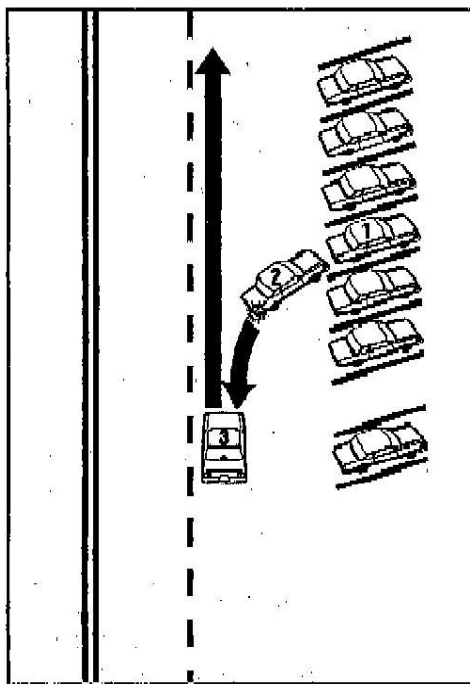
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**Instructor's Notes and Comments**

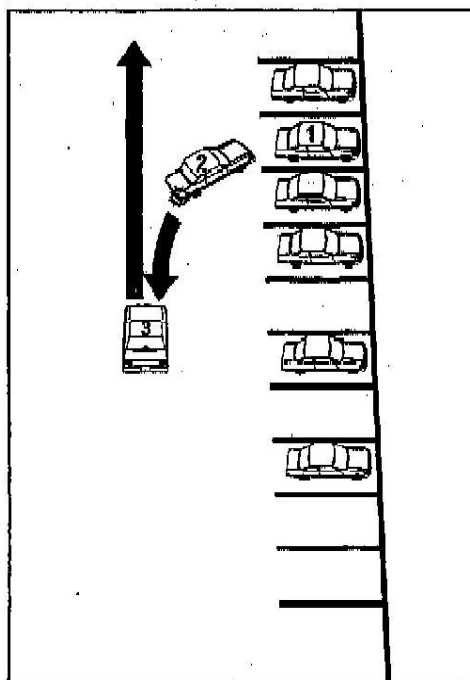
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## Performing Basic Vehicle Maneuvers



Angle



Perpendicular

### Leaving an Angle or Perpendicular Space

Your view often will be blocked as you begin to back into moving traffic. Back slowly. Look to the rear and to the sides as you search for other roadway users and pedestrians.

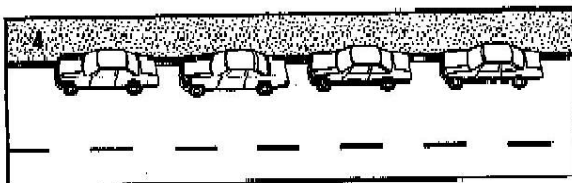
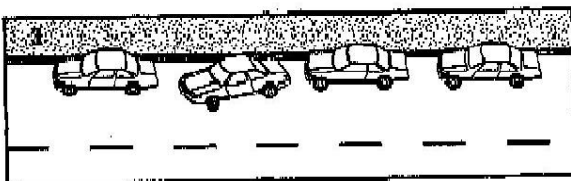
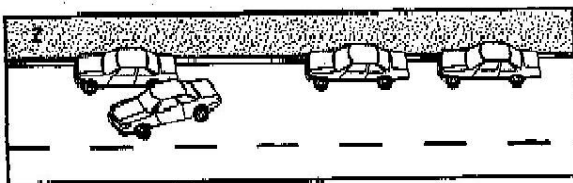
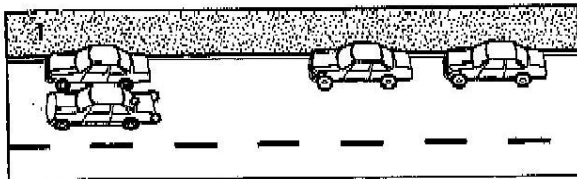
- ☐ 1. Creep straight back while you control speed with your foot brake. (Hold the clutch at the friction point in a stickshift vehicle.)
- ☐ 2. When your front bumper is even with the rear bumper of the vehicle on your left, begin to turn right.
- ☐ 3. Back into the nearest lane and stop with the wheels straight. Shift to a forward gear and proceed as you scan your front and rear zones.

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## Performing Basic Vehicle Maneuvers



### Parallel Parking

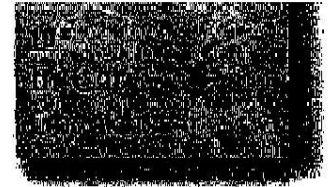
Select a space that is five to six feet longer than your vehicle. During the maneuver, the front of your vehicle will swing far to the left. Check over your left shoulder to be sure this needed space is clear.

- ☐ 1. Flash brake lights, and signal a right turn. Stop two to three feet away from the front vehicle with the two rear bumpers even. Shift to REVERSE. Check traffic. Look back over your right shoulder. Back slowly as you turn right. Aim toward the right-rear corner of the space. Control speed with your foot brake (clutch at friction point in a stickshift vehicle).
- ☐ 2. When the back of your seat is even with the rear bumper of the front vehicle, straighten the wheels. Determine your personal reference point for this position. Slowly back straight. Look over your shoulder, through the rear window.
- ☐ 3. When your front bumper is even with the front vehicle's back bumper, turn your wheels sharply left. Back slowly. Look out the rear window.
- ☐ 4. When your vehicle is parallel to the curb, straighten wheels and stop before you touch the vehicle behind. Develop reference points to know your distance from the curb and from the vehicle behind you. Slowly pull forward to center your vehicle in the space.

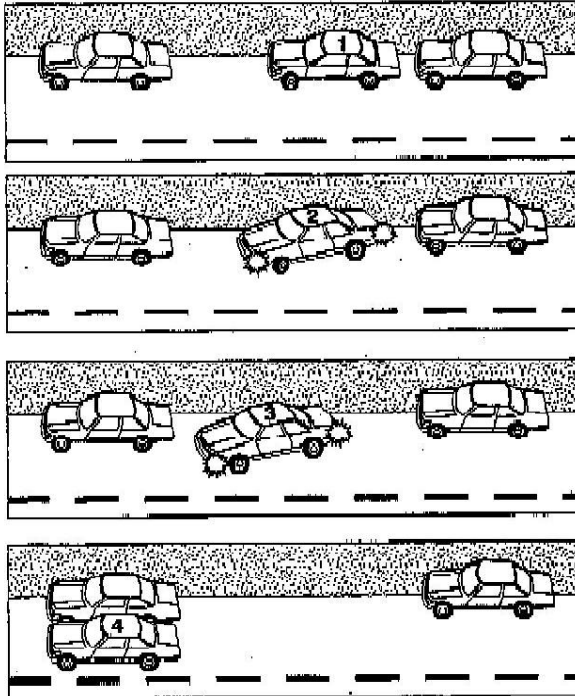
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**Instructor's Notes and Comments**

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## Performing Basic Vehicle Maneuvers



### Leaving a Parallel Parking Space

You are responsible for avoiding a collision when leaving a parallel parking space. Yield to all traffic.

- ☐ 1. Back straight slowly until your rear bumper almost touches the vehicle behind.
- ☐ 2. Signal a left turn. Turn wheels sharply left. Check your left blind spot. Move forward slowly.
- ☐ 3. Check the right-front corner of your vehicle for clearance.
- ☐ 4. Turn your wheels slowly to the right when you are halfway out of the parking space. Scan front zones and accelerate gently as you center your vehicle in the traffic lane.

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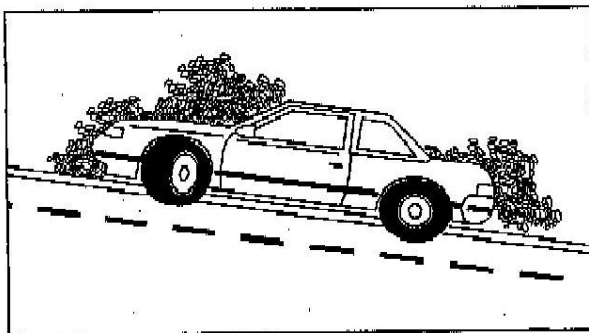
### Instructor's Notes and Comments



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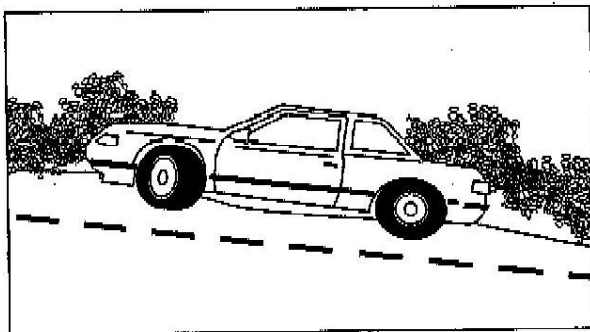


## Performing Basic Vehicle Maneuvers



### Uphill Parking with a Curb

- ☐ 1. Using personal reference points, position your vehicle close to the curb. Just before stopping, turn the steering wheel sharply left.
- ☐ 2. Shift to NEUTRAL. Let the vehicle creep back slowly until the back of the right-front tire gently touches the curb.
- ☐ 3. Shift to PARK (FIRST in a stickshift), and set the parking brake.
- ☐ 4. When leaving the parking space, signal, check traffic, and accelerate gently into the lane of traffic.

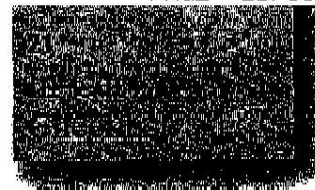


### Uphill Parking with No Curb

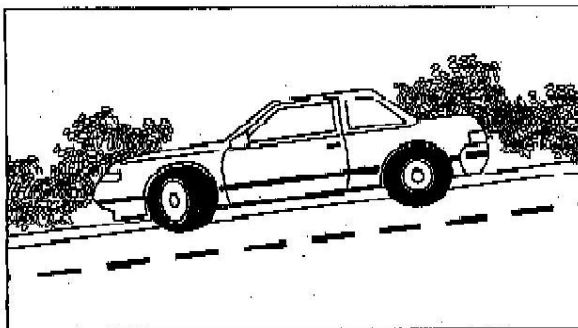
- ☐ 1. Pull as far off the roadway as possible. Just before you stop, turn the steering wheel sharply right.
- ☐ 2. Shift to PARK (FIRST in a stickshift), and set the parking brake.
- ☐ 3. When leaving the parking space, let the vehicle creep backward while straightening the wheels. Signal and check traffic. Shift to DRIVE (FIRST in a stickshift), and accelerate gently into traffic.

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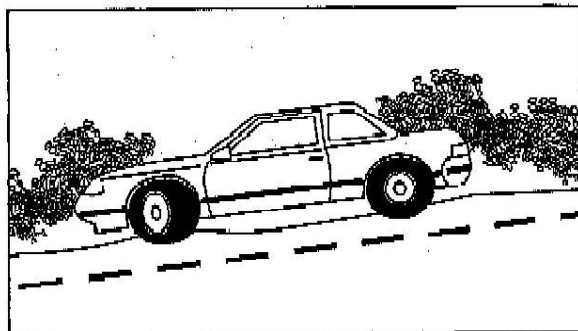


## Performing Basic Vehicle Maneuvers



### Downhill Parking with a Curb

- ☐ 1. Position your vehicle close to the curb and stop.
- ☐ 2. Let the vehicle creep forward slowly while turning the steering wheel sharply right. Let the right-front tire rest gently against the curb.
- ☐ 3. Shift to PARK (REVERSE in a stickshift), and set the parking brake.
- ☐ 4. When leaving the parking space, check traffic and back a short distance while straightening the wheels. Signal and check traffic again. Shift to DRIVE (FIRST in a stickshift), and accelerate into traffic.

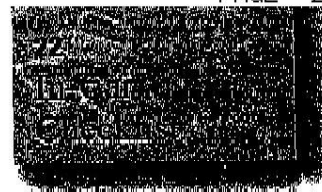


### Downhill Parking with No Curb

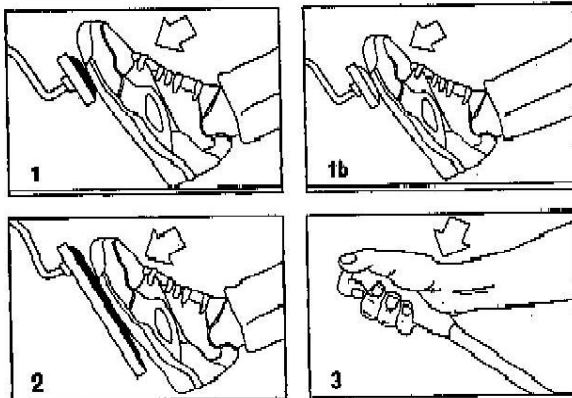
- ☐ 1. Follow the same procedure as downhill parking with a curb. Turn wheels sharply right as you creep as near to the shoulder as possible.
- ☐ 2. Shift to PARK (REVERSE in a stickshift), and set the parking brake.
- ☐ 3. When leaving the parking space, use the same procedures as downhill parking with a curb.

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## Performing Basic Vehicle Maneuvers



### Starting on a Hill (Using Automatic Transmission)

One method for starting on a hill without rolling back involves using the parking brake.

- ☐ 1. While holding the foot brake down, set the parking brake firmly.
- ☐ 2. Move your foot to the accelerator, and accelerate until you feel the engine start to pull.
- ☐ 3. Release the parking brake as you continue to accelerate.

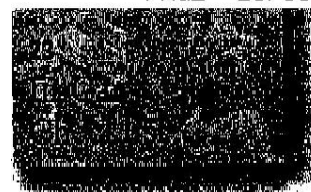
A second method for starting on a hill involves using only the foot brake:

- ☐ 1. Hold the foot brake down with your *left* foot.
- ☐ 2. While still holding the foot brake with your *left* foot, accelerate gradually until the engine starts to pull.
- ☐ 3. Release the foot brake gently as you increase acceleration to move forward.

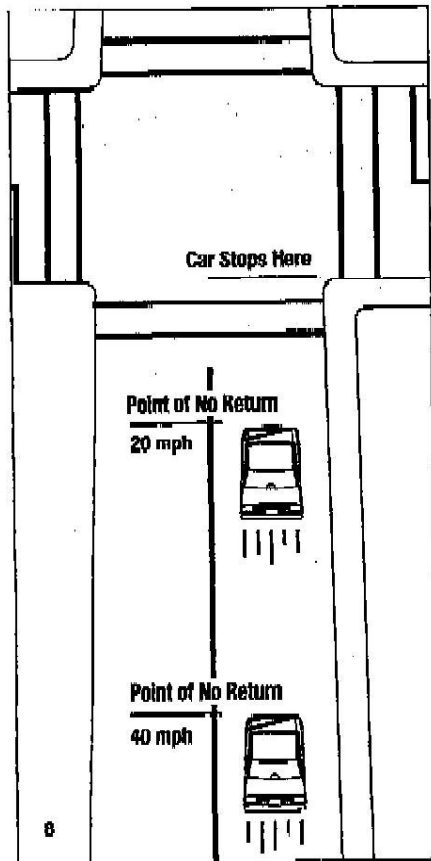
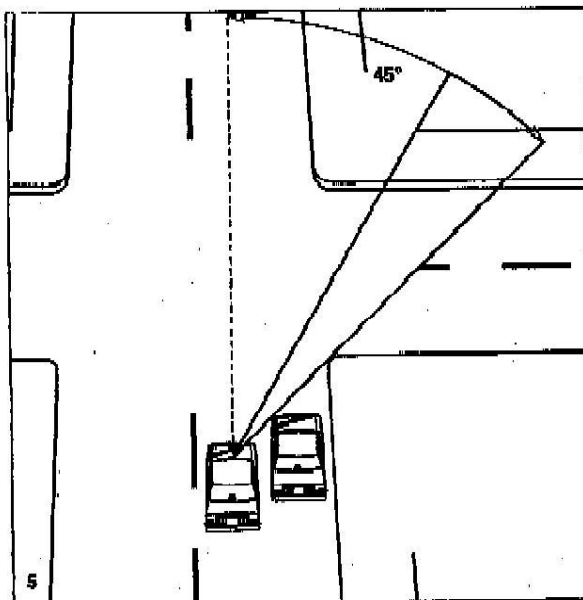
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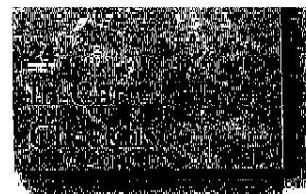
## Performing Basic Vehicle Maneuvers



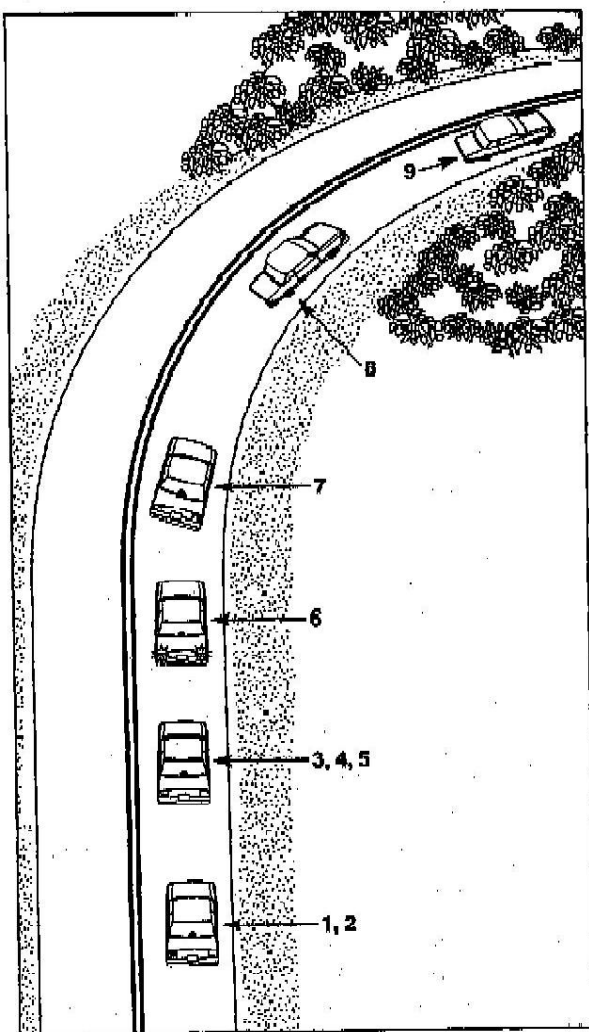
## Searching an Intersection

- ☐ 1. Locate the intersection in order to identify a safe path of travel.
- ☐ 2. Determine if you have an open zone for your intended path of travel into and through the intersection. Search the left-front, front, and right-front zones.
- ☐ 3. Look for line-of-sight restrictions that will prevent you from seeing if your intended path of travel will be safe. Search for changes in the zones.
- ☐ 4. When you are within 4 to 6 seconds of the intersection, widen your searching pattern to include more information from the right and left of your path of travel. If your front zone is clear, keep moving. If not, prepare to stop or change your path of travel.
- ☐ 5. When you identify a line-of-sight restriction, perform a search of that area. Turn your head 45 degrees to the right or left to see beyond the line-of-sight restriction. Briefly pause at each zone to detect objects in that location.
- ☐ 6. Continue ahead if the traffic light is green, or if the intersection has no signals or signs, and the front, right-front, and left-front zones are open.
- ☐ 7. If your path of travel is clear, continue searching the left-front, front, and right-front zones for a path of travel change or line-of-sight restriction.
- ☐ 8. Once you have passed the point-of-no-return (the point beyond which you can no longer stop safely without entering the intersection), continue through the intersection.

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## Driving in Rural Areas



### Approaching a Curve

When you approach a curve, follow these steps:

- ☐ 1. See the curve in your target area.
- ☐ 2. Check your rear zone.
- ☐ 3. Check your left-front zone for oncoming traffic.
- ☐ 4. Check your right-front zone to determine if it is open or closed to your line of sight and path of travel.
- ☐ 5. Stay in lane position 1.
- ☐ 6. If the curve is sharp, lightly apply your brakes before you turn the steering wheel.
- ☐ 7. As you get closer to the curve, look in the direction the road curves. See if your path of travel is going to be open.
- ☐ 8. Once you are beyond the midpoint of the curve, begin to accelerate gently if conditions permit.
- ☐ 9. Evaluate your new target area and search for zone changes.

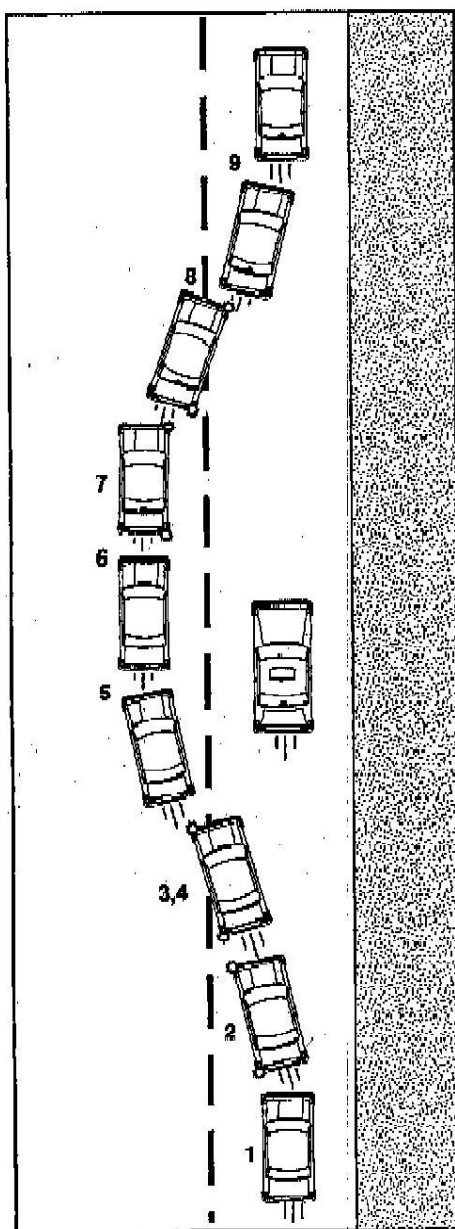
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## Driving in Rural Areas



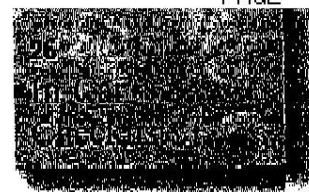
### Executing a Pass on Two-Lane Roads

- ☐ 1. Get in your ready position by keeping at least 3 seconds of following distance.
- ☐ 2. When it is safe to pass, signal for a left-lane change and glance over your left shoulder to check your blindspot.
- ☐ 3. Change lanes smoothly.
- ☐ 4. Accelerate at least 10 mph faster than the vehicle you are passing. *All passing should be done within the speed limit.*
- ☐ 5. Make your final evaluations. If you notice a problem that is within 20–30 seconds ahead, you can still change your mind—provided you have not gone beyond the vehicle you are trying to pass. If it is clear, continue to accelerate to the proper speed.
- ☐ 6. Maintain your speed. Remain in the left lane until you can see two headlights of the vehicle you are passing in your inside rearview mirror.
- ☐ 7. Signal for a right-lane change.
- ☐ 8. Return smoothly to the right lane. Do not slow down.
- ☐ 9. Cancel the signal. Adjust your speed and vehicle's lane position.

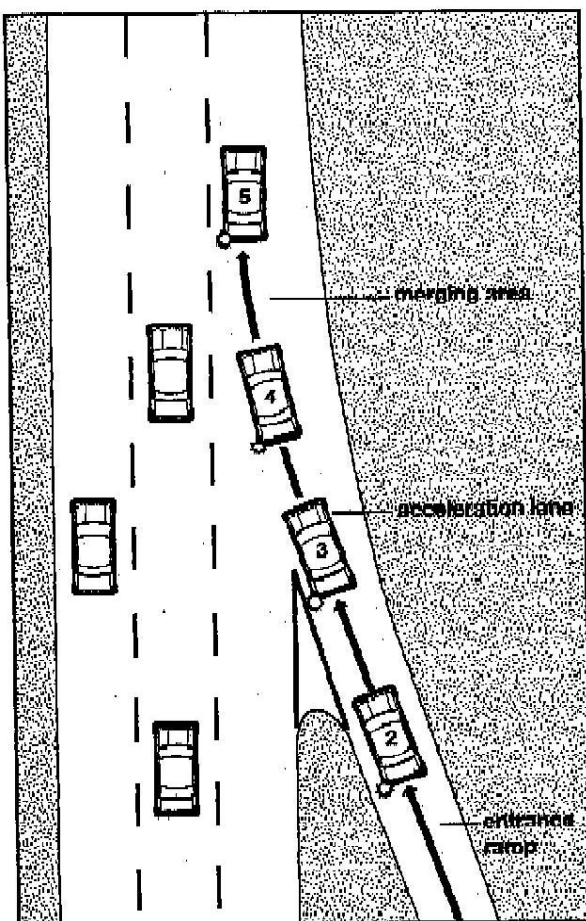
If you are passing a large truck, you will need more time and space. It is a good idea to make sure that you have at least 30 seconds of clear space when passing a large truck.

### Instructor's Notes and Comments

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## Driving on Expressways



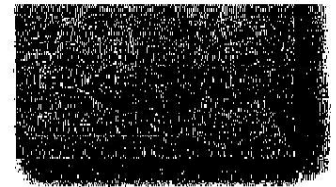
### Steps for Entering

- ☐ 1. Make sure the entrance is the one you want. Look for a red and white WRONG WAY or DO NOT ENTER sign.
- ☐ 2. Once on the entrance ramp, check your front and rear zones. Signal and take quick glances through your left outside rearview mirror and over your left shoulder to find a gap in traffic where you can safely merge. Look for an entrance ramp signal light and be prepared to stop if it is red.
- ☐ 3. Once you are in the acceleration lane, gradually increase your speed. Continue to quickly glance over your left shoulder and through your outside rearview mirror. Decide when it is a safe time and place to merge into the gap in traffic.
- ☐ 4. Before entering the merging area, decide which vehicle to follow in the flow of the expressway traffic. As you enter the merging area, adjust your speed to match the traffic flow. Position your vehicle at a safe interval behind the vehicle you plan to follow. Merge smoothly.
- ☐ 5. Once on the expressway, cancel your signal and maintain the speed of traffic. Keep a space cushion around your vehicle.

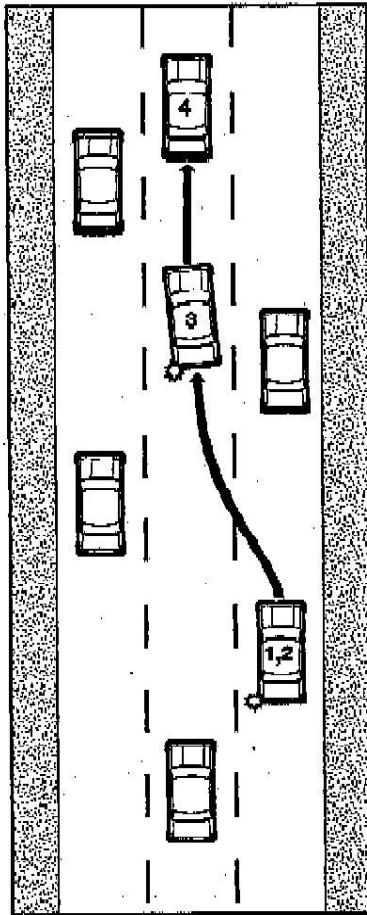
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## Driving on Expressways



### Lane Changing

Avoid changing lanes too often. Unnecessary weaving from one lane to another can lead to a collision.

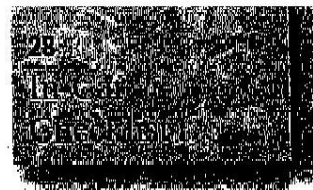
- ☐ 1. Change lanes one lane at a time. Signal every lane change, whether or not other vehicles are present.
- ☐ 2. Check traffic in both rear view mirrors. Check the blind-spot area in the direction you want to move.
- ☐ 3. If your path is clear, accelerate gently and move to the next lane.
- ☐ 4. Cancel your signal after you have changed lanes.

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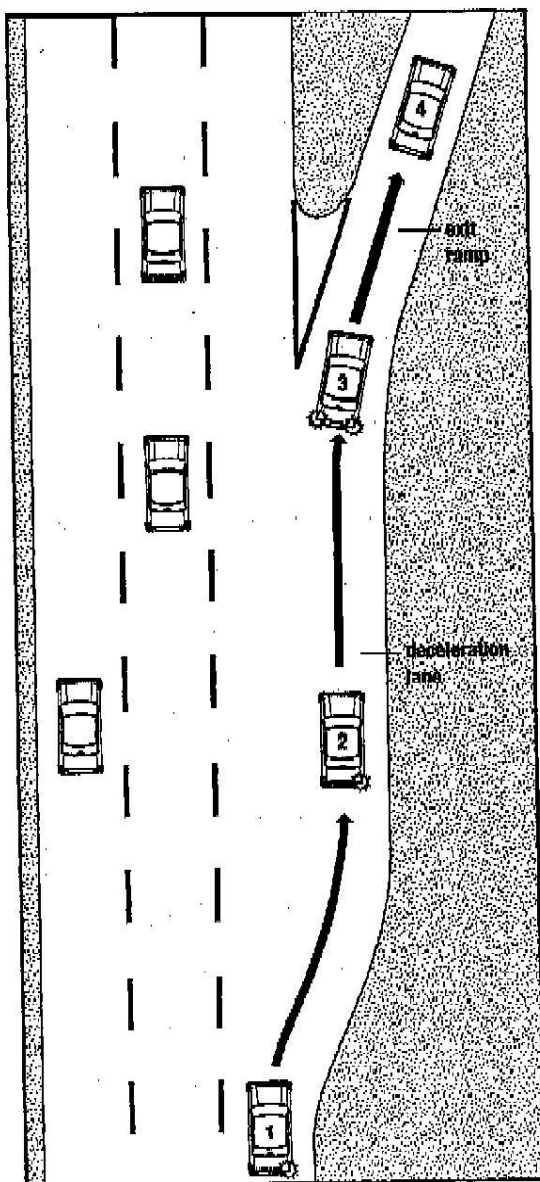
### Instructor's Notes and Comments



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## Driving on Expressways



### Steps for Exiting

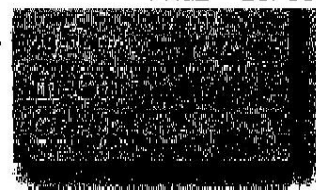
- ☐ 1. At least one-half mile before the exit, check front and rear zones for traffic. Signal and move into lane position 3 in the lane that leads into the deceleration lane. Change only one lane at a time. Avoid last-second decisions and sudden moves. Do not reduce your speed until you are in the deceleration lane.
- ☐ 2. Move into the deceleration lane. Cancel your signal.
- ☐ 3. Flash your brake lights to warn drivers behind that you are slowing. Check your rear zones so you will know the speed of following traffic. Slow gradually and keep a safe space cushion ahead and behind you.
- ☐ 4. Identify the exit-ramp speed sign. Check your own speed, and adjust to the posted speed limit. Predict a STOP or YIELD sign at the end of the exit ramp.

Be alert when entering traffic on a local highway or street after leaving the expressway. Expect two-way traffic, pedestrians, intersections, and the need for lower speeds. Check your speedometer frequently and be alert for the typical hazards of two-way streets and roads.

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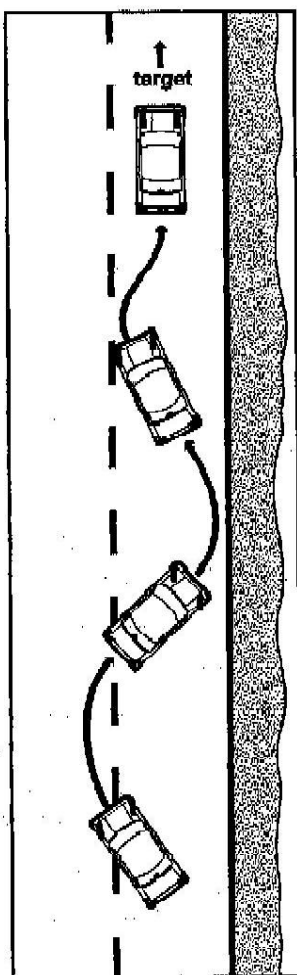
**Instructor's Notes and Comments**

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## Driving in Adverse Conditions

Practice in an empty parking lot, or have the student explain the correct procedure.



### Rear-Wheel Skid

If you are steering straight and your vehicle starts to move off target to the left or right, you probably are just starting a rear-wheel skid. This skid can be caused by using too much power or braking on slick surfaces. The instant this skid starts, take these actions:

- ☐ 1. Release your accelerator or brake. Shift to NEUTRAL, or depress your clutch pedal in a stickshift vehicle.
- ☐ 2. Steer quickly and precisely in the direction your vehicle needs to go. On a straight road, steer for your target and intended path of travel. Be careful not to overcorrect for the skid by steering too much.
- ☐ 3. The rearend of your vehicle probably will continue to slide a little from side to side, or fishtail, after you have corrected the initial skid. Steer and countersteer in the direction your vehicle needs to go. As your speed drops, your control will increase.

This illustration shows how you can provide precise, smooth, continuous steering actions to correct a fishtail skid sequence.

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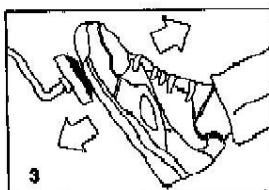
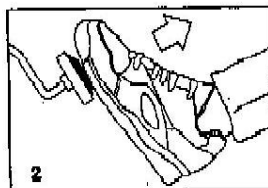
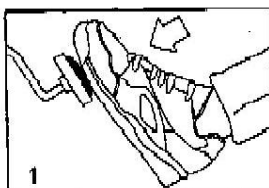
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## Driving in Adverse Conditions

Practice in an empty parking lot, or have the student explain the correct procedure.



### Controlled Braking

For a vehicle without an antilock braking system (ABS), use controlled braking to reduce your speed as quickly as possible while maintaining steering control of your vehicle. Controlled braking is a technique of applying your brakes to slow or stop quickly without locking your wheels.

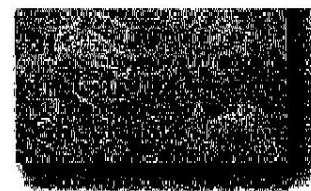
- ☐ 1. With the heel of your foot on the floor, let the ball of your foot press your brake pedal. You must press hard enough to slow your vehicle rapidly without locking your wheels.
- ☐ 2. If your wheels lock and your vehicle skids, ease up on your brake pedal just enough to let your wheels start rolling.
- ☐ 3. Keep using this squeeze-relax a little-squeeze process until you stop.

An ABS-equipped vehicle uses a computer to prevent its wheels from locking—even in an emergency stop. If your vehicle has an ABS, just press the brake pedal as hard as you can in an emergency. You may feel little pulses through the brake pedal or hear the ABS at work. Don't let up on the brake pedal; maintain firm pressure until you stop. Also remember, ABS vehicles will allow you to steer and brake at the same time. *They will not enable you to stop in a shorter distance.*

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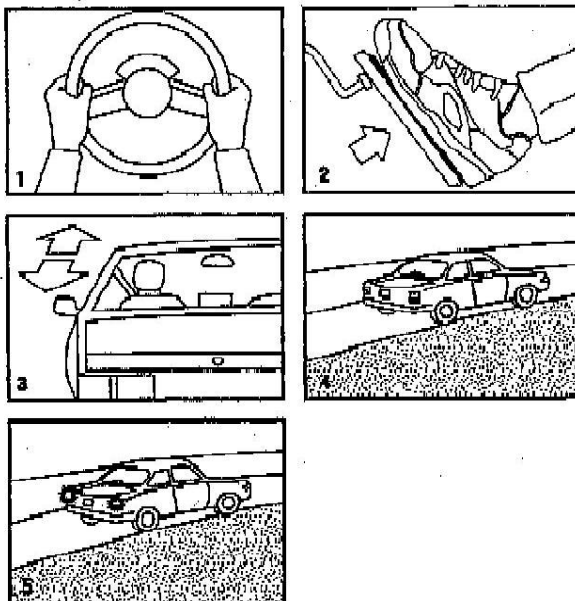
**Instructor's Notes and Comments**

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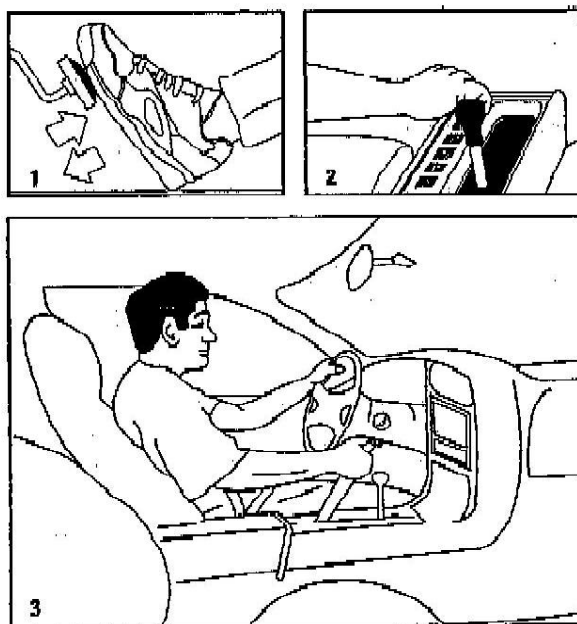
## Handling Emergencies

Have the student explain the correct procedures for these emergency situations.



### Blowout

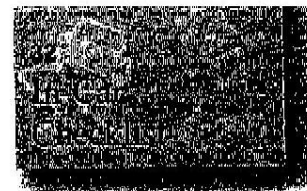
- ☐ 1. Grip the steering wheel firmly.
- ☐ 2. Ease up on the accelerator to slow the car. Do not brake. Braking can cause the vehicle to swerve. Let the car slow gradually.
- ☐ 3. Check the traffic situation as you gain control of the vehicle.
- ☐ 4. Drive off the roadway slowly, braking gently.
- ☐ 5. Turn on hazard flashers. Drive slowly to stop location.



### Total Brake Failure

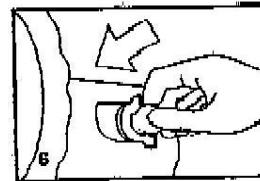
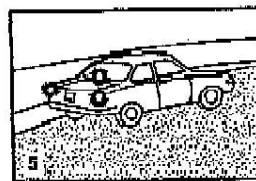
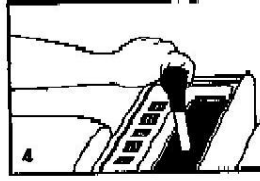
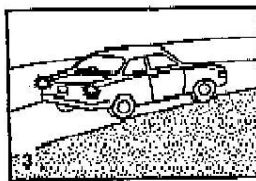
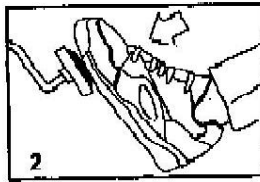
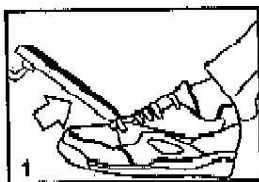
- ☐ 1. Pump the brake pedal. Pumping might temporarily restore enough brake-fluid pressure to slow or stop your vehicle. You will know after three or four pumps if your brakes are going to hold.
- ☐ 2. Downshift to a lower gear. This uses the braking power of the engine to slow.
- ☐ 3. Pull and hold the parking-brake release lever out or hold the parking-brake button at "Off." Apply the parking brake. You can quickly release the parking brake for a moment if the vehicle begins to skid.
- ☐ 4. Search for an open zone. You can still steer. As a last resort, rub the wheels against a curb to reduce speed. If a collision is unavoidable, steer for a sideswipe rather than colliding head-on into something solid.

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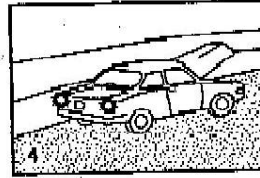
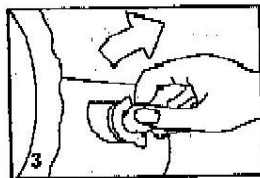
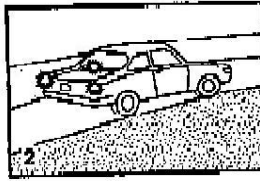
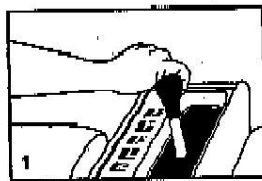
## Handling Emergencies

Have the student explain the correct procedures for these emergency situations.



### Stuck Accelerator

- ☐ 1. Kick the side of the accelerator once to try to jar it free.
- ☐ 2. Apply the brakes.
- ☐ 3. Choose an escape path that leads to an open zone off the roadway. Continue braking.
- ☐ 4. If you are steering into a sharp curve or turn, shift to NEUTRAL. Depress the clutch in a stickshift vehicle. The engine will race, but power is removed from the wheels. You might damage the engine or transmission in an automatic transmission, but you might also avoid a collision.
- ☐ 5. Follow your escape path off the roadway.
- ☐ 6. Turn off the ignition once you are off the roadway.



### Engine Failure

- ☐ 1. Shift to NEUTRAL when the engine first sputters or stops.
- ☐ 2. Begin moving out of traffic to the nearest shoulder. Turn on the hazard flashers. Do not brake.
- ☐ 3. Try to restart the engine while you are moving. If the engine starts, shift to a forward gear and proceed. If it does not start, move onto the shoulder or to the curb, if possible. Steering will be harder when power is lost by engine failure. Try again to start the engine.
- ☐ 4. If the engine still fails to start, raise the hood and leave the hazard flashers on. Go for help. If you have a cellular phone, use it to secure assistance.

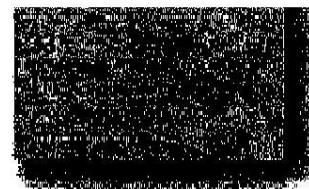
**Instructor's Notes and Comments**

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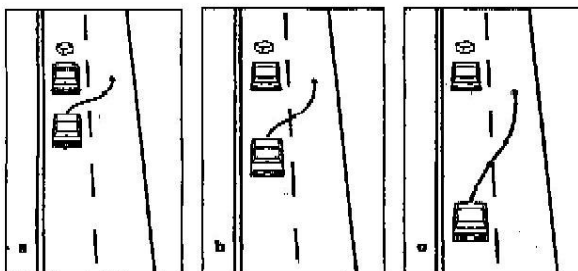
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## Handling Emergencies

Practice on a lightly traveled 2-lane road or in a vacant parking lot.



### Executing an Emergency Swerve

Follow these steps if you decide to swerve:

- ☐ 1. Identify the escape path.
- ☐ 2. Grip the steering wheel firmly and turn the wheel sharply in the direction of the swerve.
- ☐ 3. In the same rhythmic motion, countersteer to stabilize your vehicle. Straighten the wheel, and continue to steer in your path.

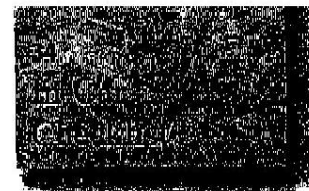
The amount of time available to swerve determines how sharply you must swerve. Consider two factors—distance and speed—when determining how much time is available.

- a. When the stopped car or object is closer, you must swerve sharply.
- b. When the stopped car is farther away, the swerve will be less severe.
- c. The swerve is less sharp at a greater distance.

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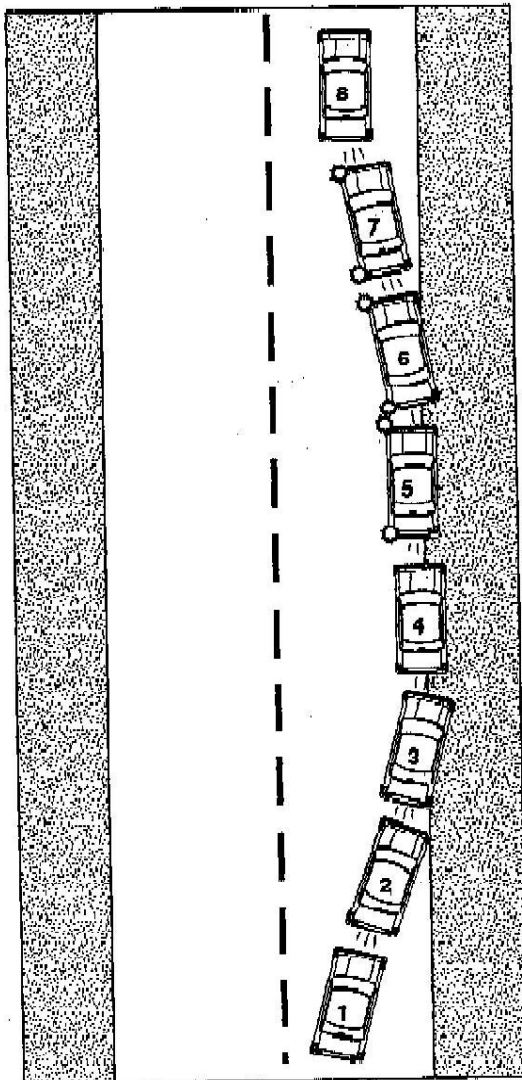
### Instructor's Notes and Comments

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## Handling Emergencies

Practice on a lightly traveled two-lane road with a shoulder in good condition.



### Off-Road Recovery

- ☐ 1. Hold the steering wheel firmly on the top half with both hands. The greater the drop-off between roadway and shoulder, the greater amount of steering control you need. Keep your vehicle heading straight toward your target.
- ☐ 2. Let up on the accelerator and brake gently to 5 or 10 mph. Avoid hard braking.
- ☐ 3. Position your vehicle so it straddles the roadway edge.
- ☐ 4. Select a place to return to the roadway where the shoulder is nearest the level of the roadway.
- ☐ 5. Check for traffic. Signal, check your blind spot, and return to the roadway.
- ☐ 6. Steer sharply toward the roadway to return. If the drop-off is severe, you might need to slow more and turn very sharply to get back onto the pavement.
- ☐ 7. Countersteer sharply the instant the front tire touches the roadway. You countersteer when you steer in the opposite direction.
- ☐ 8. Center the vehicle in lane position 1 and reestablish your target. Cancel your signal. Accelerate to match the flow of traffic.

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**Instructor's Notes and Comments**

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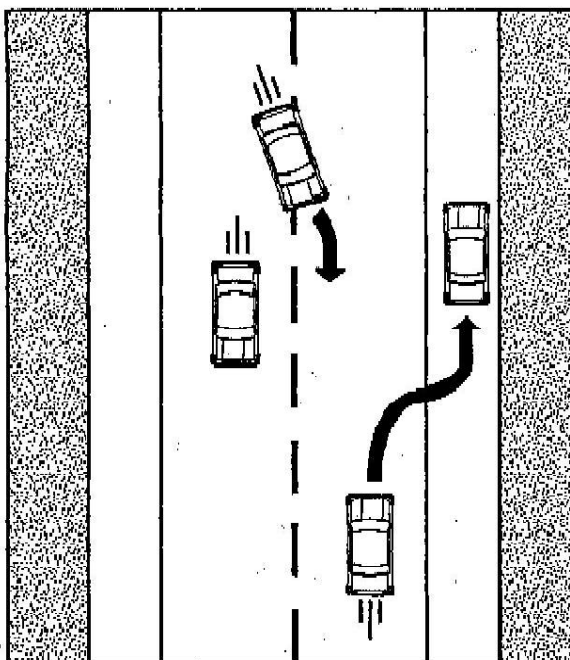
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## Handling Emergencies

Have the student explain the correct procedure for various situations to avoid a collision.



### Threat of a Head-on Collision

- ☐ 1. Maintain vehicle control. Brake hard, but do not lock the wheels. Slowing lessens the force of impact and gives the other driver space and time to recover control.
- ☐ 2. Blow the horn and flash the headlights. These actions might alert an impaired driver. Continue braking and move to the right if the driver does not heed your warning.
- ☐ 3. Steer right toward the shoulder. *Do not steer left.* The other driver likely will try to steer back into the proper lane. Prepare to drive entirely off the roadway to the right, if necessary.

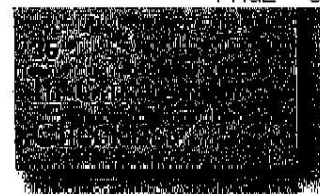
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### Instructor's Notes and Comments



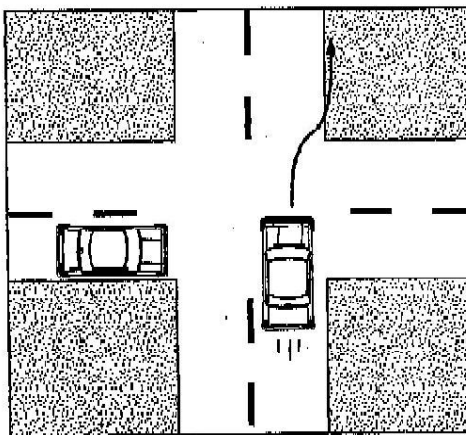
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## Handling Emergencies

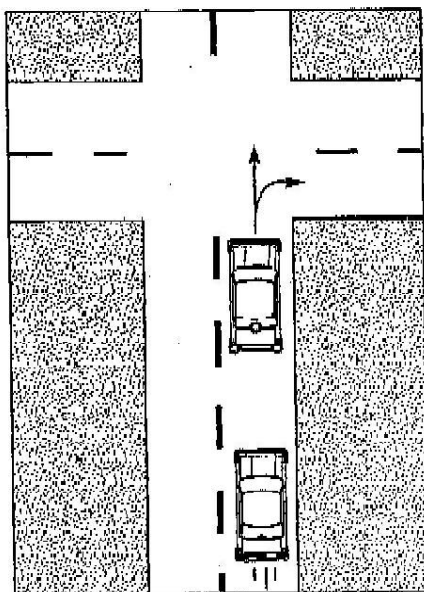
Practice on a lightly traveled two-lane road with a shoulder in good condition.



### Threat of a Side-Impact Collision

Take these actions if you are threatened with a side-impact collision:

- ☐ 1. Brake or accelerate quickly. Do whichever seems more likely to lessen the collision impact.
- ☐ 2. Blow the horn to alert the other driver.
- ☐ 3. Change lanes or swerve away from the impact. Be aware of the constantly changing traffic situation around you.



### Threat of a Rear-End Collision

Take these actions if you are threatened with a rear-end collision:

- ☐ 1. Flash your brake lights early to alert the driver behind you.
- ☐ 2. As the vehicle nears, check your front zones for open space and move forward, if possible. This precaution gives the driver approaching from the rear more time and space to stop safely.
- ☐ 3. If the intersection is clear, accelerate to give the other driver more space to stop. If your path is not clear, turn right.
- ☐ 4. If a collision is unavoidable, release your brakes just before the collision occurs. This helps soften the impact. Brake immediately after the collision to avoid sliding into another traffic lane.

**Instructor's Notes and Comments**