



Drivers World

**Visual Aid Modules
For
Approved Driving
Instructors**

Drivers World

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THE A.D.I. & TRAINEE INSTRUCTORS

VISUAL AIDS MODULES

For those who harbour ambitions of becoming an Approved Driving Instructor (A.D.I.), they will have to take and pass a series of three tests set by the Driving Standards Agency who is responsible for driving standards in the U.K. Full details of these tests and all relevant information can be found in the following link to the *Drivers World* '[The Road to Becoming an A.D.I.](#)'

One of the tests in the series is the 'Test of Instructional Ability'.

It is a one hour practical test which takes place in the car out on the open road, where the examiner plays the role of a pupil and the candidate is required to give instruction on two aspects of learning to drive. The subjects are chosen by the examiner and each lasts approximately 30 minutes. The examiner assesses you on your ability to cover all the key points of the chosen subject in a way which ensures that proper learning takes place.

The test is difficult enough if you are not used to role playing techniques, but it will be almost impossible to achieve success if you rely entirely on your memory and do not use at least some of the practical tools available to you. The examiner will expect you to use '[Visual Aids](#)' and will be even more impressed if you use them properly and to good effect.

Proper preparation and attention to detail with the use of the right visual aids will help to avoid the disappointment of failure and the loss of expensive entrance fees. A picture speaks a thousand words and on the basis that 'what you hear you will forget and what you see you will remember' you should be able to ensure that learning takes place and thereby satisfy the examiner that you are fit to be given a full A.D.I. licence.

If you want success without wasting time and repeated entrance fees you should ensure that you are properly equipped. *You can never be too well prepared.*

With this in mind *Drivers World* has prepared a series of twelve '[Visual Aids Modules](#)' complete with diagrams, '[Lesson plans](#)' and full descriptive text on all the points you will need to cover. They follow closely the twelve core lessons which the D.S.A. examiners use when selecting a subject for instruction.

They are provided for use as a teaching tool and are therefore equally useful to qualified instructors for use when teaching learners or when attending their 'Check Test'. They are also an invaluable supplement to the required reading for trainee A.D.I.s as recommended in the *Drivers World* '[BOOKSHELF](#)'

To give a flavour of what to expect *Drivers World* has provided the first module, '[THE CONTROLS](#)' completely FREE of charge. Click on the link to see just what the examiner is looking for. You will be able to see how the lesson plans are constructed and a description of all the points you should be covering. If used properly they will be a tremendous asset in achieving your goal and in the normal course of your work after you qualify.

USER GUIDE

The *Drivers World* 'Visual Aids Modules' have been prepared with great care and attention to detail to ensure that trainee and qualified instructors alike gain maximum benefit from them and that their teaching abilities are used to the best possible advantage.

Set out below you will find additional user notes and guidance which will help you further and if the information is taken on board and put into practise it will serve you well in your chosen career as a qualified A.D.I.

The guidance offered here is provided FREE and should be used as a supplement to, and be read in conjunction with, each module.

ALL USERS

The *Drivers World* visual aids modules follow closely the syllabus for A.D.I. training as set out by the Driving Standards agency and have been primarily prepared with the A.D.I. Part Three Test for trainee instructors in mind.

However, they will also be of considerable assistance to those trainee instructors who are preparing for their Part Two Test of Driving Ability.

Fully qualified instructors will find them invaluable when preparing for their Check Test and an essential aid when giving tuition to learner drivers.

Even learner drivers with a conscientious approach to learning will find them to be a very useful *extra lesson* for about the same price as they would pay for just one practical driving lesson.

KISS

The visual aids modules prepared by *Drivers World* have been set out in a general logical order with a view to taking a pupil through from novice to test standard and beyond.

However, the subject matter in each module should be adapted to meet specific pupil needs – for example, Novice, Part trained or Trained.

The instructor should avoid either over or under instruction and should use normal terminology to communicate with the pupil as appropriate.

Avoid the use of jargon and being over technical. The pupil may be too shy or embarrassed to seek clarification.

USER ADVICE

Like all subject matter of this type users should thoroughly familiarise themselves with the content in order to avoid undue delay whilst giving instruction. Only by doing so can precious instructional time be used to the full and the benefits to their pupils be maximised.

Pupils want to learn, not listen to waffle.

To help you find subjects quickly each module can be preceded by the relevant 'Lesson Plan' which you could download onto coloured paper and get laminated.

You can also download the 'Visual Aids Modules Problem Finder' and insert it at the end of your folder as an index to specific diagrams and to help illustrate various points.

LESSON PLAN FORMAT

Lessons should be generally conducted to the following format, but will need to be adapted to suit particular circumstances.

1. *Ask for and check pupil's licence (new pupils only).*
2. *Check eyesight (new pupils only).*
3. *Recap previous lesson by means of question and answer. If it's a new pupil check existing knowledge or experience by the same means.*
4. *Give a briefing.* Tell the pupil what you are going to deal with on the current lesson.
5. *Demonstrate.* After the briefing you should physically demonstrate the information you have just passed on. Show them what is required.
6. *Performance.* Let the pupil practise the subject matter. Give praise where it is due and mark faults for correction.
7. *Correction.* Identify any faults to the pupil and give the means of rectification and the reasons why it needs doing.
8. *Repetition.* Repeat 6 and 7 until the pupil has reached a reasonable level of proficiency.
9. *Recap.* Give the pupil feedback on how the lesson has gone.
Next lesson. State the aims and objectives of the next lesson.

GIVING DIRECTIONS

When giving pupils directions whilst on the move it is very important that they are unambiguous and cannot be misinterpreted. A confused pupil is a danger to himself and other road users and it does not help in the learning process.

A popular maxim to help you remember the format happens to be very appropriate.

It is A.D.I. -- Alert - Direct - Identify.

Set out below are the most common directions you are likely to need.

Moving away from the kerb.

"Drive on when ready."

Turning left into a side road.

"Take the next road on the left."

Turning right into a side road.

"Take the next road on the right."

Turning left at a crossroads.

"Take the next road on the left."

Turning right at a crossroads.

"Take the next road on the right."

Turning left at the second side road.

"Take the second road on the left, this is the first."

Turning right at the second side road.
"Take the second road on the right, this is the first."
 Turning left at a 'T' junction.
"At the end of the road turn left."
 Turning right at a 'T' junction.
"At the end of the road turn right."
 Turning left at normal roundabouts.
"At the roundabout turn left."
 Going straight ahead at normal roundabouts.
"At the roundabout follow the road ahead."
 Turning right at normal roundabouts.
"At the roundabout turn right."
 Turning second left at a roundabout with two or more exits before '12 o'clock'.
"At the roundabout follow the road to the left and take the second exit."
 Turning third right at a roundabout with two or more exits past '12 o'clock'.
"At the roundabout follow the road to the right and take the third exit."
 Turning left and then right at staggered crossroads.
"At the end of the road turn left and then immediately right."
 Turning right and then left at staggered crossroads.
"At the end of the road turn right and then immediately left."
 Parking on the left.
"Pull over and stop on the left at a convenient place."

SIGNS OF NERVES

If learning is to take place some note should be taken of the following symptoms which may indicate the nervous disposition of pupils and some consideration should therefore be given to them during the course of a lesson.

It may be necessary to stop for a while and reassure them that you are in full control and no harm will come to them.

1. Perspiration.....Above the norm.
 2. Arms and legs.....Trembling.
 3. Face.....Red or blotchy, worried frown, wild eyes.
 4. Voice.....Too talkative, too quiet, uneasy laugh, dry cough.
 5. Hands.....Wringing, nail biting, white knuckles.
 6. General body.....Fidgety, jumpy, restless, twitchy.
 7. Anxiety.....Hyper ventilating.
- General panic.....Loosing controls, total indecision.

Drivers World sincerely hopes that these guidance notes will benefit the user and will be updating or adding to them as the need arises. So you are welcome to come back from time to time and see what's new.

Drive Safely.



The Controls

LESSON PLAN

CONTROLS

Cover all of the following points including where necessary an *Explanation*, followed by a *Demonstration*, followed by *Practise*.

Check Existing Knowledge by means of Question & Answer.

Give Briefing stating the Aims & Objectives of the lesson.

Explain the Cockpit Drill including – Doors, Seat, Mirrors, Belts, Fuel.

Identify & explain the Pedals – A.B.C. – Accelerator, Brake, Clutch.

Identify & explain the Steering System including – The Correct Hold.

Identify & explain the Indicators including – Left & Right.

Identify & explain the Gears including – Matching Speed & Palming.

Identify & explain the Handbrake including – Parked, Hill & Waiting.

Explain the Starting Procedure including – Correct Sequence of Events.

If time permits, move on to the following.

10. Explain the Moving Off Procedure including – Sequence of Events.

11. Explain the Stopping Procedure including – Sequence of Events.

12. Explain M.S.M. – Mirror, Signal, Manoeuvre.

13. Obtain Feedback by means of Question & Answer.

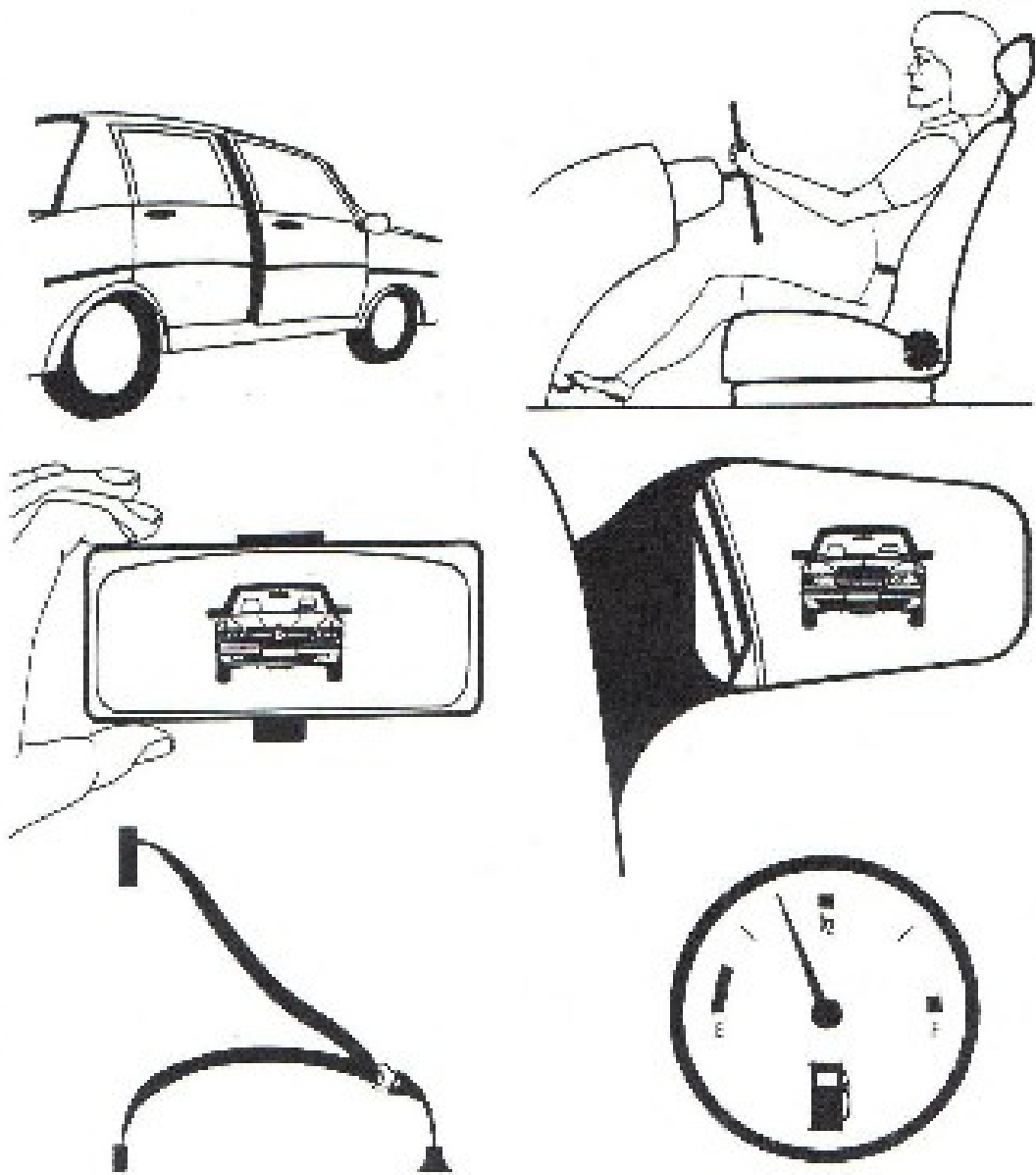


FIG 1

FIGURE 1 - COCKPIT DRILL

DOORS

The driver must ensure that all doors are properly shut and secure. Physically check them by pulling on the handle. Simply looking at them will not guarantee they are fully closed and not simply holding on the first latch position. If the latter is the case there is a real possibility the doors could swing open on a sharp bend, especially if the road surface is rough. Where children are being carried in the rear seats you should ensure that the child locks on the rear doors are engaged.

DRIVING SEAT

The drivers' seat should be positioned far enough forward to enable you to reach the foot pedals without stretching and set high enough to be able to see over the steering wheel and through the windscreen without craning your neck. Good all round vision is absolutely paramount. If possible it may be necessary to adjust the steering wheel until a comfortable driving position is achieved. The backrest should be adjusted likewise and you should avoid being either too upright or too laid back. The headrest should be adjusted as shown in the diagram to ensure the best possible protection against whiplash in the event of an accident.

MIRRORS

All mirrors should be set to achieve the best possible view to the rear without the need to move your head unduly. The interior mirror should be adjusted by holding the frame in the manner shown to avoid obscuring vision by leaving marks on the surface. Any vehicle behind you should be visible in the centre of the mirror as shown in the diagram. The door mirrors should be set in such a way as to be able to see clearly along the side of the vehicle and with a clear view to the rear. Just a little of your own vehicle should be showing in order to give relativity.

SEAT BELTS

Seat belts should be pulled across the body and fastened correctly and securely into their retaining holders. You should ensure that they are not twisted and check that they operate properly by giving them a sharp tug so that the recoil mechanism is activated. The upper section should not cut across the neck and they should be neither too tight, restricting your movement, nor so loose as to be ineffective in the event of an emergency. Seat belts are there for your protection and safety.

FUEL

The fuel gauge should be checked to ensure that you have sufficient fuel for the journey you are about to undertake. Running out of fuel in the middle of traffic flows can be dangerous, not just inconvenient. You will probably need to switch on the ignition to activate the gauge.

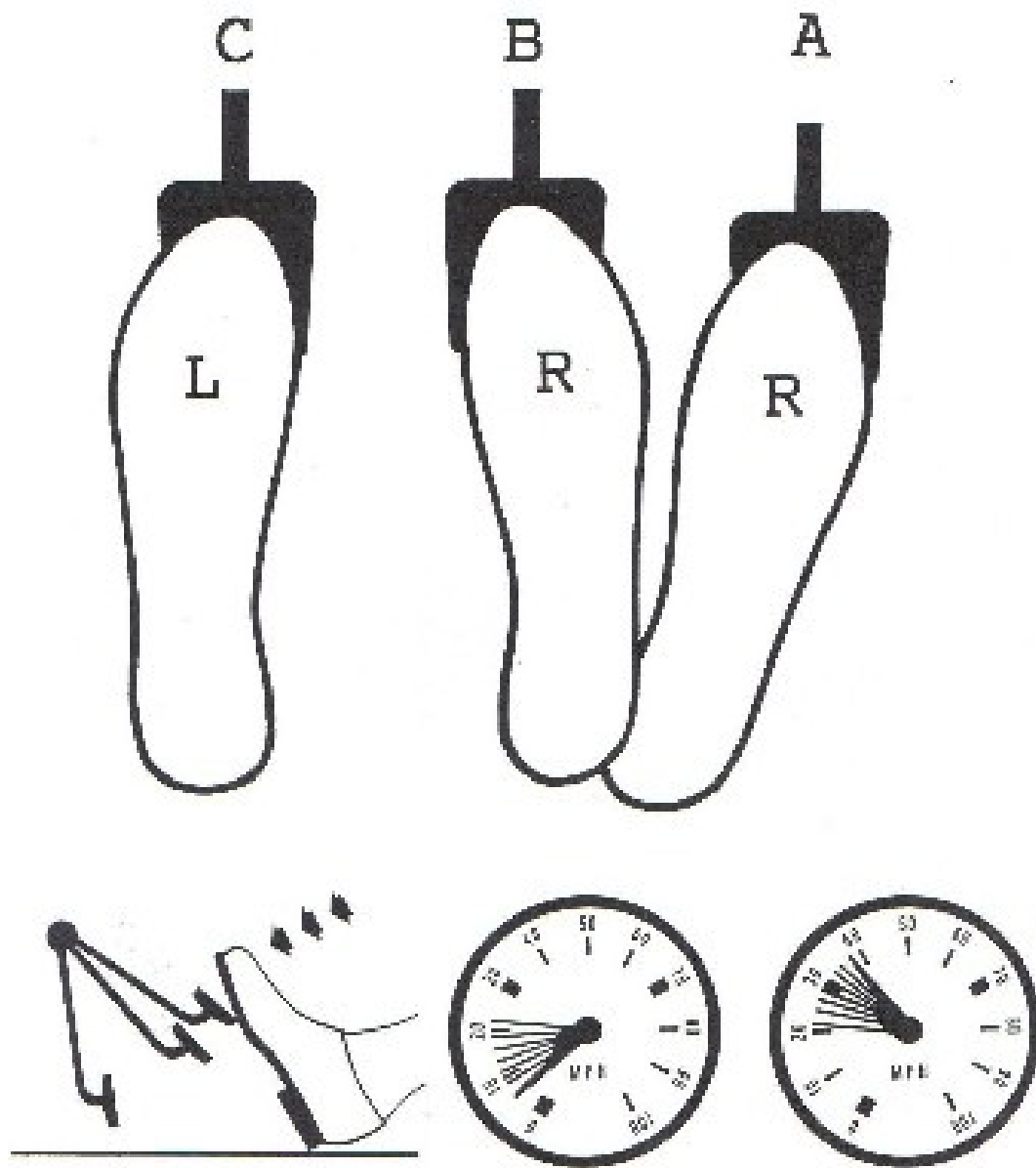


FIG 2

FIGURE 2 - THE PEDALS

The best maxim for remembering the pedals is to think of A B C.
Accelerator – Brake – Clutch.

ACCELERATOR

The accelerator is the pedal on the right and is operated with the right foot. It is commonly referred to as the 'Gas' pedal.

It is used by pressing it down to increase the flow of fuel to the engine thus increasing the speed.

It should be pressed slowly and smoothly without any harsh movements which could lead to a jerky ride and undue wear on tyres.

Harsh acceleration will also lead to high fuel consumption.

Taking your foot off the accelerator will reduce the flow of fuel to the engine and cause the vehicle to slow down.

The heel of your foot should be positioned between the accelerator and brake pedals enabling you to operate them both in a pivotal movement.

You will have more control if you keep the heel of your foot on the floor with the ball of your foot on the pedal.

FOOTBRAKE

The footbrake is the pedal in the middle and is operated with the right foot.

It is the primary means of reducing speed by pressing it down and bringing the vehicle to a stop.

It should be pressed down smoothly and gradually to avoid harsh braking and undue wear on tyres.

Just before the vehicle comes to a standstill you should ease off the footbrake a little which will aid a smooth stop without jerkiness.

Harsh braking will also lead to high fuel consumption.

The heel of your foot should be positioned between the brake and accelerator pedals enabling you to operate them both in a pivotal movement.

You will have more control if you keep the heel of your foot on the floor with the ball of your foot on the pedal.

CLUTCH

The clutch pedal is the one on the left and is operated with the left foot.

It is used for disengaging the engine from the transmission by pressing it down thus enabling you to change gear.

It can be pressed down as quickly as you like, but must always be let up slowly and smoothly to avoid a jerky ride or a possible engine stall.

When a gear has been selected let the clutch pedal up slowly to what is called the 'Biting Point'. This is when the two clutch plates begin to come together and turn the transmission by biting together.

Presuming the engine is running this is actually what makes the vehicle 'Go'.

Good co-ordination between the clutch and accelerator pedals is essential for smooth acceleration. This can be achieved by gradually increasing the flow of fuel whilst at the same time gradually releasing the clutch pedal to bite harder and harder.

More control can be achieved in this case by taking your heel off the floor with the ball of your foot on the pedal.

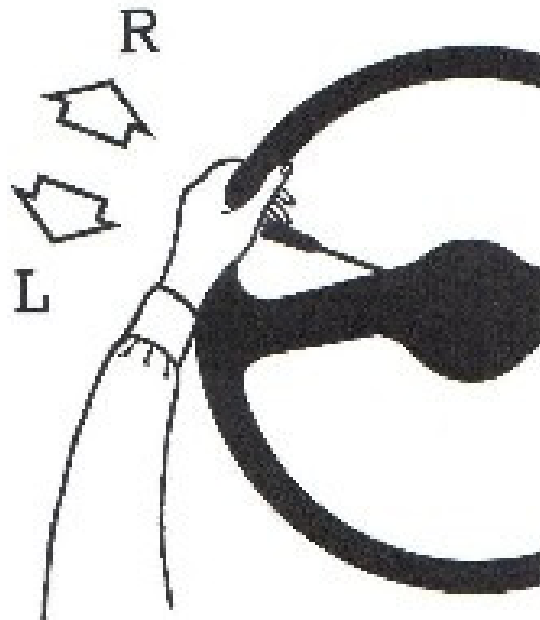


FIG 3

FIGURE 3 - STEERING

HOLDING POSITION

The accepted correct holding position is to grip the wheel with your hands located at around ten to twelve or quarter to three in relation to a conventional clock face, with thumbs aligned along the inside of the wheel as shown in the diagram. To have proper control a firm grip should be applied, but not so tight as to show white knuckles. Too light a grip could cause loss of control as the steering has a tendency to straighten itself up after a corner has been turned.

TURNING TECHNIQUE

The most important requirement when steering is that you should have full control of the vehicle at all times.

It is necessary therefore to avoid the possibility of getting your hands tangled and for this reason crossing of hands is not recommended.

Better control can be achieved by using what is known as the 'Pull – Push' method which requires feeding of the wheel through the hands without the need to cross the wrists. With practise this method eventually becomes second nature.

INDICATORS

WHEN REQUIRED

Indicators should be used to warn and advise other road users of your intentions. If required they should be applied whenever you are turning, changing direction, slowing down or stopping.

It is not necessary to use them for every single manoeuvre. If there is no-one there to receive the signal, then what is the point?

However, failing to use them when they are necessary can be dangerous as other road users may be surprised by your unexpected manoeuvre and need to take urgent evasive action.

OPERATION

It is important that you retain proper control of the steering as you signal. Therefore, you should continue to hold the wheel and use your fingertips to operate the indicator switch.

TIMING

The timing of any signal is important. Signalling too early or too late could result in other road users being confused by your intentions and responding inappropriately.

CANCELLING

On completion of any manoeuvre you should ensure that any signal you have made is cancelled. If it is not, other road users may be confused as to your next intention and again may act inappropriately.

The signal mechanism on all modern vehicles is self cancelling as you straighten up after a corner has been turned.

However, this may not function if the change of direction is only minor and you will need to remember to cancel them manually.

To assist with this there is an audible bleep and visible reminder in the form of a flashing light on the dashboard.

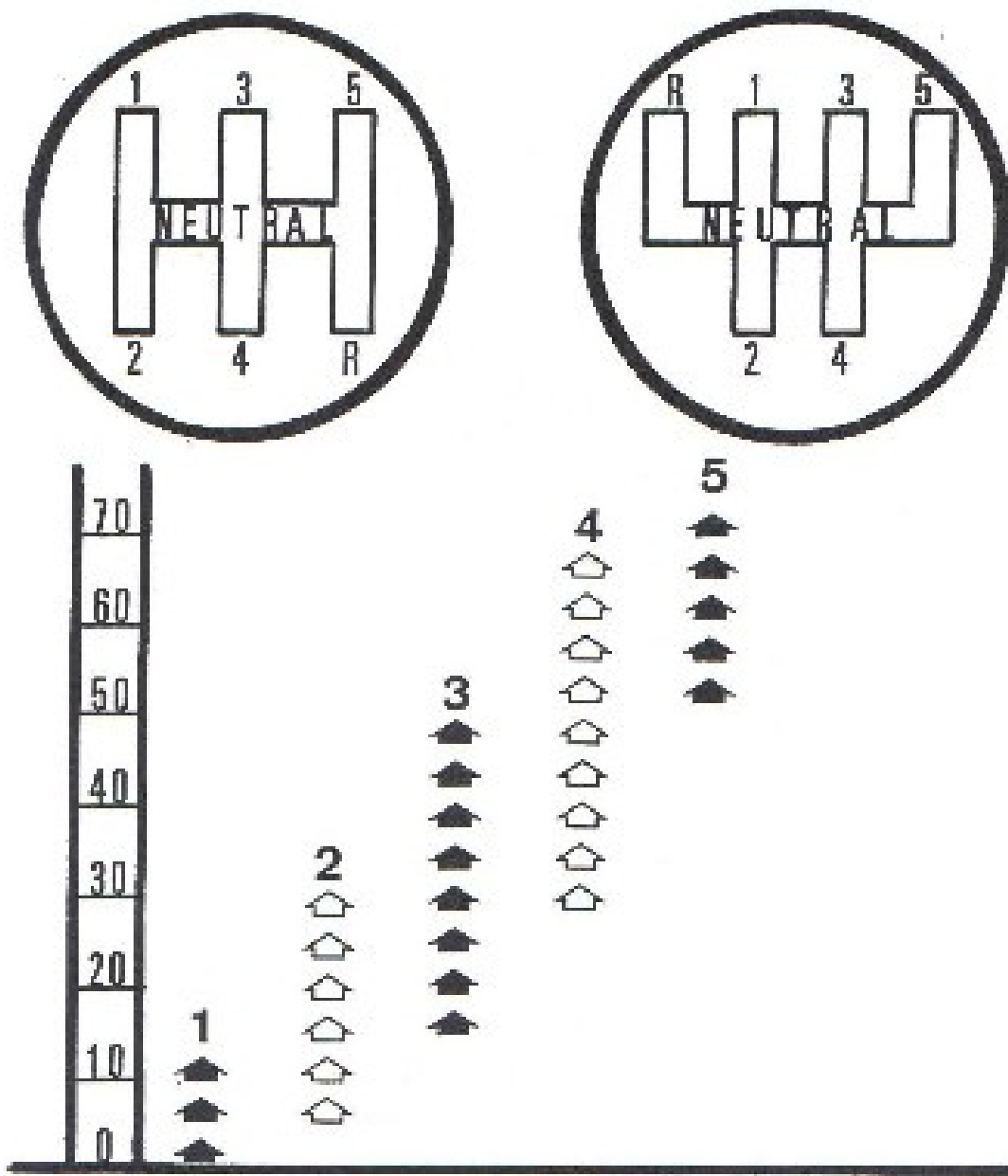


FIG 4

FIGURE 4 - THE GEARS

MOST SUITABLE

You should select the gear which is most suitable for the speed the vehicle is travelling at and the load on the engine.

Too low a gear at too high a speed will cause the engine to race with the probability that it will overheat. It could also result in poor fuel economy with unnecessary wear and tear on the engine.

Too high a gear at too low a speed will cause the engine to labour with the probability that it will stall and can also result in poor acceleration.

MOVING OFF

In normal circumstances you would select first gear for moving off, but if the vehicle is facing down hill it may be acceptable to use second gear without any undue problems.

Depending on the vehicle you should generally work your way up through the gears one at a time as you accelerate to match the various speeds as shown in the diagram.

SLOWING DOWN

If you are slowing down when in the higher gears it is normal practise to work your way down through the gears one by one in the reverse order. Again you should match the gear to the speeds as shown in the diagram.

The correct timing of the gear change can assist in the slowing down of the vehicle by using the braking effect of the engine.

BLOCK CHANGING

When slowing down it is not *always* necessary to change down through the gears one at a time.

For example – If you slow down quickly from 60mph to 20mph it is perfectly acceptable to change from either fifth or fourth gear directly to second. Missing out the gears in-between is actually good driving practise and saves wear and tear on the brakes, engine and gear-box.

CHANGING TECHNIQUE

If you hold the gear lever too tightly you will be unable to 'feel' what is happening and will find it difficult to select the gear you need via the 'gates' in the selector.

There should be no need to fight the gear lever to find the gear you want. It should not be necessary to force it.

The best and most efficient technique is to use the palm of your hand to gently push the lever in the direction you want and through the required gate. This is known as 'Palming'.

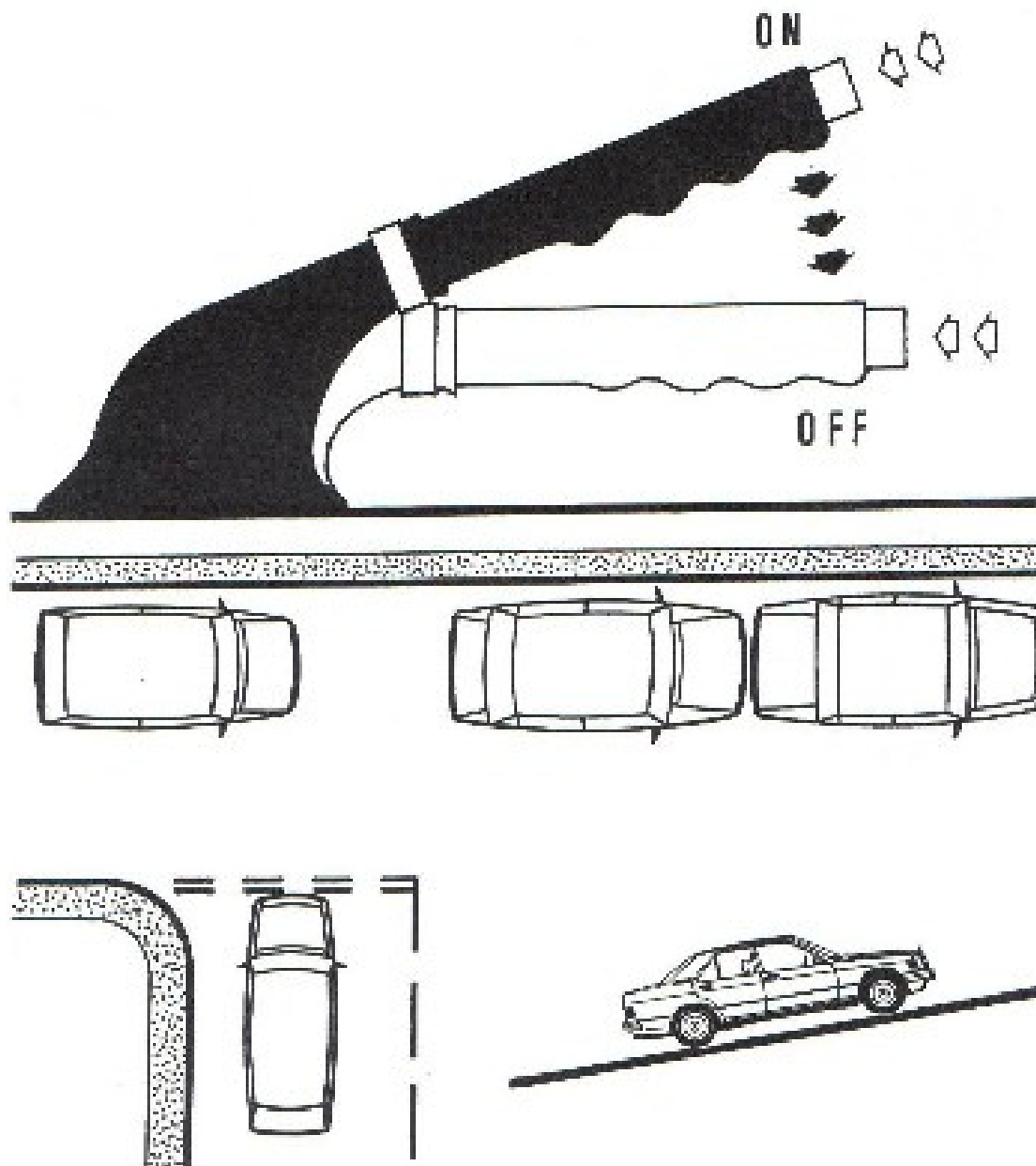


FIG 5

FIGURE 5 - THE HANDBRAKE

OPERATION

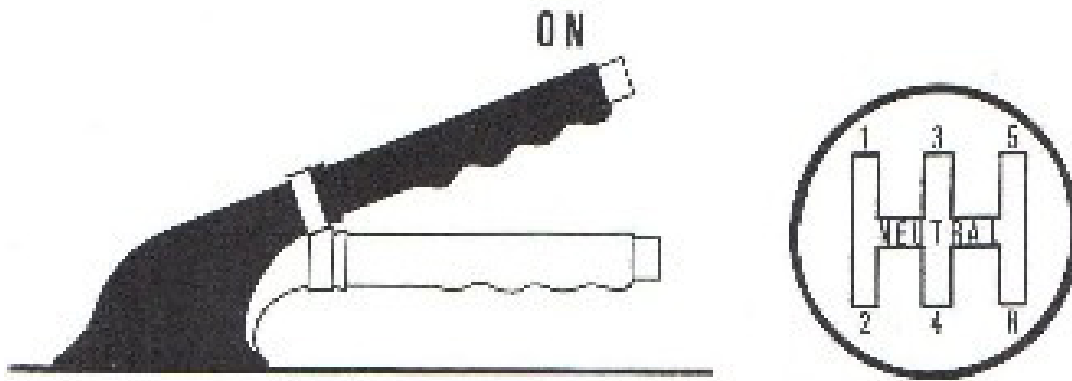
The handbrake is in the 'On' position when it is up and in the 'Off' position when it is down. It generally operates on the rear wheels only. To release the brake you need to lift it slightly to take the pressure off the safety ratchet, then press the release button and lower the lever gently while still holding the button. To apply the brake you should press the button and lift the lever to the required position, releasing the button whilst still holding the lever up so that the safety ratchet is engaged.

THE RATCHET

The ratchet is a safety mechanism which stops the handbrake being released accidentally. The button should always be used to avoid unnecessary wear and tear on the teeth of the ratchet which could result in failure of the handbrake to hold the vehicle on a hill.

USAGE

The handbrake should be used whenever the vehicle is left parked. Even on a slight slope the weight of the vehicle could cause it to roll, creating problems for other road users. It should particularly be used whenever the vehicle is left parked on a hill otherwise it will certainly roll causing even more serious problems for other road users. It should be used whenever you are stopped and kept waiting for any length of time, for example at traffic lights, or a busy junction. It is good practise to make the vehicle safe whilst you wait in case you inadvertently release the footbrake whilst in gear causing it to lurch forward. It should be used when you are about to make a hill start after being obliged to stop facing uphill in traffic. It will enable you to avoid rollback.



MOVING OFF
SEQUENCE OF ACTIONS

STOPPING ON THE LEFT
SEQUENCE OF ACTIONS

FIG 6

FIGURE 6 - STARTING PROCEDURE

SAFETY

Before starting an engine you should ensure that the handbrake is on and that the gear is in neutral. If you start an engine whilst the gear is engaged the vehicle will lurch forward and stall, possibly causing problems for other road users. If you start the engine whilst the handbrake is off as well the problem will be even worse.

IGNITION SWITCH

Ignition switches vary from one vehicle to another, but generally they will all fit into the following categories.

The 'Off' position neutralises most of the electrical functions and allows the ignition key to be removed.

The 'Auxiliary' position enables certain non essential electrical functions such as the use of the radio.

The 'Ignition' position will enable all electrical functions such as lights, wipers, washers, windows etc.

The 'On' position will enable you to fire up the engine. When you do so in a modern vehicle it should not be necessary to 'Pump' the accelerator. Very gentle pressure should be sufficient and will be more economical on fuel consumption.

MOVING OFF

To ensure this manoeuvre is carried out safely there is a sequence of actions which need to be followed and controls which need to be used in the correct order.

These are as follows –

- Clutch – Down.
- Gear – First.
- Gas – Set.
- Bite – Clutch Up.
- Mirror – Interior.
- Mirror – Offside.
- Shoulder – Blind Spot.
- Signal – If Necessary.
- Handbrake – Release – *If Safe*.
- Steer – Gradual – Right or Left.
- Clutch – Hold Still.
- Co- ordinate – Increase Gas & Clutch Up.

More comprehensive details can be found in the 'MOVING OFF & STOPPING' module.

STOPPING ON THE LEFT

To ensure this manoeuvre is carried out safely there is a sequence of actions which need to be followed and controls which need to be used in the correct order.

These are as follows –

- Position – Locate a Safe, Suitable & Legal Place.
- Mirror – Interior.
- Mirror – Near Side.
- Signal – If Necessary.
- Slow Down – Gas Off, Footbrake On.
- Steer – Gradual Left, Line Up Kerb.
- Clutch – Before Stopping.
- Handbrake – On.
- Gear – Neutral.
- Signal – Cancel If Used.
- Pedals – Relax Off.

More comprehensive details can be found in the 'MOVING OFF & STOPPING' module.