### Pre Drive Checks:

**Able to operate --**
- Indicators
- Wipers/Washers - front & back
- Headlights - Turn on
  - High/Low Beam
- Handbrake
- Demisters - Front & Back
- Horn
- Brake lights
- Hazard lights

All above must be in good working order

### Starting Up:

Check Handbrake is on
Select neutral or (P) in a auto
Foot on the brake (automatic)
Clutch in (manual)
Minimal use of starter motor
Check instruments

### Moving off:

Indicate 5 seconds
Select Gear
Mirrors
Head check
Release handbrake
Smooth clutch control
Cancel signal

### Mirrors:

**Check mirrors before**
- Indicating
- Turns
- Braking
- 15-20 seconds on a straight drive

### Signaling:

**Before turns or Merging**
- Turns - 3-5 seconds
- Leaving the kerb - 5 seconds
- Left to exit out of a roundabout
- Lane changes - 2 seconds
- Cancel signal within 5 sec
- Signal must be left on until the move is completed

### Turns/Roundabouts:

- Mirror checks
- Indicate
- Head checks
- Correct road position
- Correct speed
- Correct gear
- Smooth braking and gear change
- If needed, stop within 1 meter but NOT over the line
- Indicate left coming out of roundabouts
- Cancel indicator after the turn

### Kerbside Stop

**Position in**
- Mirrors, indicate, head check
- Stop with in 300 mm from kerb
- Indicator off

**First movement**
- Indicate, mirror, head check
- Proceed across the road, counter steer
- Handbrake on

**Second movement**
- Look left and right
- Look out rear window (left shoulder)
- Release hand brake
- Proceed backwards, counter steer
- Handbrake on

**Third movement**
- Look left and right
- Release handbrake proceed forward to correct side of the road
  - (remember, no dry steering)

### 3 Point Turn:

- Mirror checks
- Indicate, head check
- Stop within 300 mm from kerb
- Cancel signal
- Select neutral
- Hand brake on
- Switch engine off
- Select 1st gear or (P) in a auto
- Starting up sequence
- Moving off sequence

### Safety Margins:

- 3 second crash avoidance space from the car travelling in front.
- Door width away when passing stationary cars
- At least one car length back when stopping behind a car in a line of traffic.
- Head checks within 2 seconds before moving laterally.

- Stop behind, not over, painted lines
- eg. stop or give way lines
- Check intersections before coming to them, not after

### Hand Brake Starts:

- Hand brake on
- Select 1st gear
- Locate friction point on the clutch
- Increase revs
- Release hand brake
- Slowly release the clutch
- Slowly increase acceleration

### Reverse Parking:

Mirrors, indicate, head check
Stop door width along side of parked car

**Position in**
- Look in both directions
- Head check
- Look out of rear window when in reverse
  - (over left shoulder)
- Park 300mm from kerb and 1-2 meters from the car in front

**Position out**
- Moving off sequence

### Lane Changes:

Mirrors, indicate, head check
- (indicate for a minimum of 2 seconds)
- Safe gap to merge over
- Maintain progress
- Mirror check
- Indicator off

### Shutdown Procedure:

- Select neutral
- Foot on brake pedal
- Handbrake on
- Engine off
- Select 1st gear or (P) in a auto

### General:

- Both hands on top half of steering wheel
- Smooth gear, brake, acceleration control
- Applies road rules
- Courteous to other road users
- Able to read road/traffic ahead
- Observation skills
- Judgement skills