

Advanced Driver Course logbook



IMAGE TOO SMALL

IAM RoadSmart driving for your safety

Dear Associate,

This documentation will form the basis of your course and provide you with a description of the skills you will need to demonstrate to your examiner in order to pass your test.

However, this is not a stand-alone product, so please do not worry if some of this content appears confusing at first glance. The sessions you will undertake over the coming weeks with your group observer will reinforce and enhance your understanding of the competencies.

Your observer will bring to life the behaviours, explain some of the terminology used and may also provide you with hand-outs and knowledge checks to assist in your learning.

Thank you for choosing IAM RoadSmart for your Driver training and may I wish you good luck as you commence your journey to becoming an Advanced Driver. Best wishes.

Mark Lewis

Director of Standards

The bigger picture

Advanced drivers should be able to drive in a safe smooth and efficient manner at all times.

Through good observation, sensible anticipation and accurate planning, (OAP) combined with sound operation of their vehicle's controls, they should deliver a comfortable progressive drive for their passengers while maintaining total safety.

Modern driving aids such as satellite navigation systems, reversing cameras and auto park systems, are becoming more commonplace. Used correctly, they can complement the skills of an advanced driver and enhance the overall experience. Appropriate use of such technology should therefore be encouraged.

Combining well developed skills and understanding with developments in technology should make you into a 'thinking driver' and create a safer, more enjoyable driving experience.

Group Information

Your local IAM RoadSmart group is:

Address: _____

Your Observer is: _____

Tel: _____ Mob: _____

Group Meetings are on: _____

Chief Observer is: _____

Tel: _____ Mob: _____

Your Information

Your Name: _____

Address: _____

Your Membership No: _____

Eyesight Checked on: _____

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IPSGA

Information, Position, Speed, Gear and Acceleration – the system at the core of Skill for Life

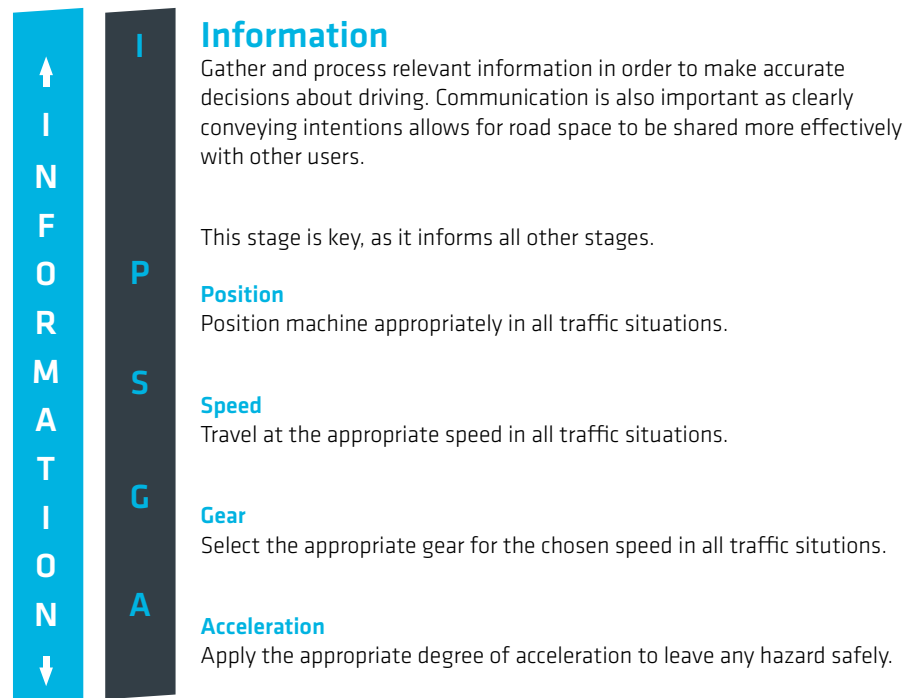
The purpose of IPSGA is to promote safety and prevent collisions by encouraging drivers to adopt a systematic approach to any hazard. In this case, a hazard is ‘anything which contains an element of actual or potential danger.’

With the exception of ‘Human Factors’, IPSGA runs like a spine through the entire Skill for Life course. It promotes careful observation, accurate anticipation and planning (OAP), good communication with other road users and the smooth application of a vehicle’s controls. A driving plan is made on a combination of what can be seen, what cannot be seen and the circumstances that can reasonably be expected to develop.

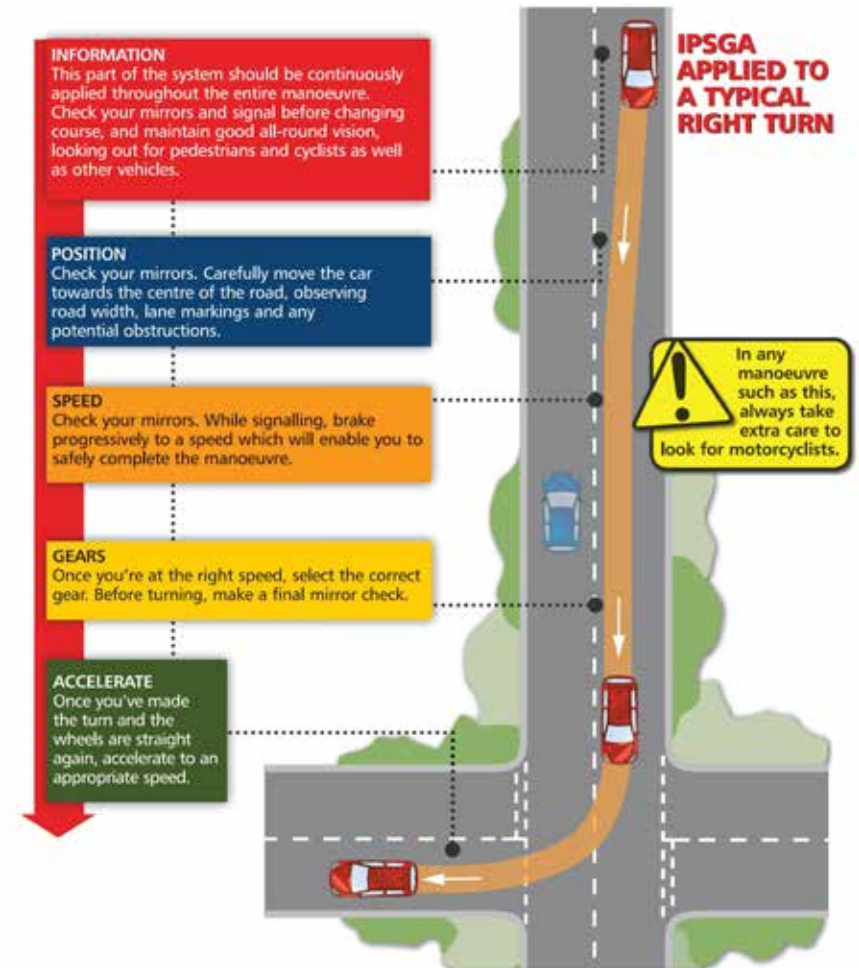
These are qualities that any advanced driver should be able to demonstrate. More detail on each stage follows.

In summary:

On approach to any hazard, each stage of IPSGA should be considered in sequence. As circumstances change and new information becomes available, the system can be revisited at the appropriate stage.



Using IPSGA on a right hand turn



Information

There are three aspects to effectively gathering information and communicating well with other road users:

- TAKE information**
- USE information**
- GIVE information**

Take information

Advanced drivers should:

- Look all around, scanning to the front and sides of their vehicle
 - The further they project their vision, the more information they will gather
- Consistently use their mirrors and check into potential blind spots
 - Mirrors should be used throughout the IPSGA stages. Checks should also be used to eliminate blind spots
- Look for information given by other road users
 - Where possible, they should look at other drivers as well as at their vehicles
- Gather visual information from a number of sources
 - For example, manure on the road may give early warning of horses in the area, and fresh mud on the road may indicate a tractor ahead
- Make good use of other senses
For example:
 - The smell of diesel may identify a slippery road surface
 - The sound of a car horn may give warning of an as yet unseen hazard just as a siren will signal the presence of an emergency vehicle

USE information

Advanced drivers should:

- Use the information gathered to plan how to deal with identified hazards
 - Prioritise hazards to stay safe
 - Make observational links to anticipate how their driving might be affected, for example:
 - 'The bins are out = I'm expecting to see the collection lorry = I am planning to deal with that'
 - 'Church steeple in view = I'm approaching a village = I should limit my speed'

GIVE information

Advanced drivers should:

- Reinforce the information given by their vehicle's position and speed with accurate signalling
 - If any other road user will benefit from a signal, it should always be given - clearly and in good time
 - While a signal alone may not convey a driver's intention, it can prove useful alongside other factors, such as a change in road position and/or speed
 - It's also important to remember that signals can be misinterpreted, for example, a flash of headlamps could be interpreted as a warning or an invitation
 - It is important to check mirrors before signalling and recognise that giving a signal does not also give the right to carry out their intended manoeuvre
 - Certain road users fall into the vulnerable category. Be particularly mindful of cyclists horse riders and pedestrians and keep them safe with timely accurate communication
- Be aware that following traffic will not always share their level of awareness
 - It may be necessary to show brake lights to other vehicles even when slowing down using acceleration sense
 - This is an excellent example of how

through observation, anticipation and communication, advanced drivers can help to keep other road users safe

- Make eye contact with other drivers to assist in communicating their intentions
 - this is also a good way to TAKE information
- Use other communication methods, such as sounding their horn or flashing their lights only when it's appropriate to let other drivers know they are there

Position

Positioning a vehicle accurately on the road reduces the risk of a collision. However, the ideal position will vary according to specific circumstances, such as road layout and traffic conditions

Advanced drivers should therefore:

- Always consider safety first
- Do not relinquish safety for any other perceived advantage
 - Position to see and be seen
- Be aware of potential hazards on both sides of their vehicle
 - To the nearside - cyclists, pedestrians, parked vehicles and their occupants are all examples of who and what might present a hazard, as are other drivers pulling out of junctions
 - To the offside - there is potential conflict with oncoming traffic
- Assess their speed when moving to the nearside or the offside
 - For example, when it isn't possible to allow a door-width of room when passing a parked car, drivers should slow down so they have time to react if a door were to open
- Be particularly aware of cyclists and



Good advanced drivers observe, anticipate and plan ahead, effectively creating a safe working space "safety bubble" around their car.

- motorcyclists when adopting their position
 - For example, they may be unseen to the nearside or filtering past on the offside
 - Position themselves at least two seconds behind any vehicle they are following
 - This allows enough time to respond if the vehicle ahead slows down, gives them better vision beyond it and enables them to develop an overtake, if appropriate
 - Take up the appropriate position for turning, depending on the size of their vehicle, the road width and layout, and other traffic
 - To turn left - advanced drivers should usually position themselves in the centre of the left hand lane on the approach to a junction
 - To turn right - advanced drivers should usually position themselves towards the centre of the road, paying particular attention to oncoming traffic. If in any doubt, they should stay away from the centre white line
 - When stopping behind other traffic - advanced drivers should use the 'tyres on tarmac' guide
- Drivers should stop far enough back that they can move around the vehicle in front without reversing. As a guide, this is a point where they can see the wheels of that vehicle meet the road (hence tyres on tarmac). This will also prove safer if they are struck from behind

- Optimum positioning for bends and corners, and when overtaking, is dependent on a number of factors. These are discussed in detail in later sections of this document

Speed

For the purpose of IPSGA, the correct speed is 'the speed required to negotiate the hazard safely'. As with all stages, this is influenced by the information gathered plus other factors such as the vehicle type and the road, weather and traffic conditions

Advanced drivers should:

- Recognise that the speed phase of IPSGA is not about making progress but adjusting to a safe entry speed for the hazard
 - Continually assess the speed requirement and adjust it accordingly
 - Adjust their speed in relation to the changing information and priorities identified

For example, a damaged road surface or mud on the road demand a slower speed for safe entry to a bend than is normally required

Similarly, if there are vulnerable road users close to a hazard, drivers may need to further reduce their speed
 - Smooth operation of the accelerator and brakes are essential qualities in an advanced rider
- The smooth and accurate progressive braking covered under core driving skills is desirable as it allows for safe speed reduction

Gear

Accurate use of the gears allows an engine to deliver the required power in all situations

Advanced drivers should:

- Develop sound knowledge of the performance of their vehicle in each gear
 - So it becomes easier to choose an appropriate gear and to know when a gear change will be needed
- Engage the correct gear for the speed they are driving now, while taking account of what may be required in the immediate future
 - i.e. to select a gear with sufficient flexibility within its range to allow for speeding up and slowing down
 - Consider other factors, such as fuel economy, vehicle sympathy (not over-revving or allowing the engine to labour) and the amount of acceleration required
- Conduct gear changes in a smooth steady manner
 - In a manual vehicle, advanced drivers should be capable of changing to their chosen gear without using an intermediate gear. This is termed block changing.
 - Operate an automatic gearbox appropriately.

Acceleration

For the purposes of IPSGA, acceleration is mainly concerned with the driver's ability to leave any hazard safely

Advanced riders should:

- Assess a number of factors when deciding on the amount of acceleration they need to apply
 - The correct degree of acceleration will allow for safe unobtrusive progress. To

achieve this, it's important to take all of the limiting factors into account, for example:

The speed limit, the condition of the road surface and weather conditions

The proximity of the next hazard; anything which presents an actual or potential danger

- Understand that advanced driving isn't about making maximum progress; it's about making the level of progress required for the particular journey safely in the given conditions

Competency sheet - IPSGA and timing of IPSGA

	Achieved
Applies IPSGA appropriately	
Times IPSGA correctly	



Human Factors

This section refers to the associate, their vehicle, their journeys and lifestyle in relation to becoming an advanced driver.

As it relates more to the person than the act of driving, it is the only component not to follow IPSCA.

Competency sheet - Human factors

This page gives an overview of the competency requirements for this section. Loose sheets have been provided, but you can photocopy this page if you need extra copies.

	Achieved
The driver	
Puts safety first in all driving judgements	
Remains calm and considerate of others at all times	
Always maintains concentration while driving	
Manages any external influences and distractions	
Changes their plans if any factor is likely to impair their performance or decision making	
Consistently evaluates their own performance, with a view to retaining and developing their skills	
Applies new found knowledge in order to improve their driving performance	
The vehicle	
Conducts pre-drive checks correctly and ensures that vehicle maintenance is up to date	
Knows the performance and features of the vehicle being driven. Can conduct a cockpit drill	
Understands the purpose of and conclusions from a moving brake test	
Recognises the issues when driving an unfamiliar vehicle	
The journey	
Understands that the purpose of their journey and time available may influence their driving - and decision-making	
Understands that route choice and planning will influence the way they drive	
The wider world	
Considers the range of influences that may impact on their driving	
Understands how attitude to risk may affect driving choices	



The Driver

- To put safety first in all driving judgements
- To remain calm and considerate of others at all times
- To always maintain concentration while driving
- To manage any external influences and distractions
- To change their plans if any factor is likely to impair their performance or decision making
- To consistently evaluate their own performance, with a view to retaining and developing their skills
- To apply newfound knowledge in order to improve their driving performance

There are a number of personal qualities or behaviours that any advanced driver must demonstrate.

- To put safety first in all driving judgements
 - No journey is so important that safety can be compromised; advanced drivers should never put themselves or others in harm's way
- To remain calm and considerate of others at all times
 - Advanced drivers are always aware that their decisions and actions may have an effect on other people
 - They recognise that the road space needs to be shared and that this is most successfully achieved when everyone communicates and co-operates
 - As well as complying with legislation and the Highway Code, they should therefore aim to set a good example to other road users
- To always maintain concentration while driving

- Concentration can be defined as: **'The full application of mind and body to a particular endeavour to the exclusion of everything not relevant to that endeavour'**
- Advanced drivers should be able to focus on their driving while disregarding any unrelated factors
- They should be able to manage driving related tasks, such as identifying road junctions
- To manage any external influences and distractions
 - Advanced drivers must remain in charge and not be negatively influenced or distracted by friends or passengers
 - Recognising these influences and distractions is the first step to successfully overcoming them.
 - As hands-free telephones have a detrimental effect on concentration, despite being legal and commonplace use should be discouraged
 - Advanced drivers should always pull over somewhere safe if they need to answer a call**
- To change their plans if any factor is likely to impair their performance or decision making
 - Advanced drivers must be aware of any physical or physiological influences that might impair their decision making and ability to drive safely
 - For example, if they start to feel tired or experience physical discomfort while driving, they should consider whether they are still able to concentrate fully**
 - Similarly, if they feel angry, frustrated, anxious or frightened, they should:
 - In the short term - find somewhere to stop safely and try to deal with those outside influences**
 - In the longer term - use the experience to develop new methods for managing the influences prior to driving**

- To consistently evaluate their own performance, with a view to retaining and developing their skills
- The IAM RoadSmart holistic approach to driver development seeks to encompass all of the components necessary to produce safe, well- rounded drivers it encourages self-reflection as a means to develop as an advanced driver
- A mistake can often be rectified with just an apologetic wave
- Advanced drivers should always assess their vehicle control and driving performance as if through the eyes of a third party, bearing in mind the purpose of their journey.
- Other factors to consider include the time of day, the route and any potential negatives, such as tiredness, stress, the effects of prescription medication and traffic conditions
- In terms of the bigger picture, advanced drivers should also have an understanding of how driving fits into their lifestyle and life goals
- To apply new-found knowledge in order to improve their driving performance
 - Advanced drivers are constantly learning and developing. They should always use

any new-found knowledge to improve their driving performance



How a driver's attitude affects their own behaviour and the attitude and behaviour of other drivers.

The vehicle

- To conduct pre-drive checks correctly and ensure that vehicle maintenance is up to date
- To know the performance and safety features of their vehicle – and have the ability to conduct a cockpit drill detailing them
- To understand the purpose of and



conclusions from a moving brake test

- To recognise the issues when driving an unfamiliar vehicle

There are certain key actions that any advanced driver must take in relation to his/her vehicle:

- To conduct pre-drive checks correctly and ensure that vehicle maintenance is up to date
 - Advanced drivers should have an ordered approach to checking their vehicle
They should undertake that check to a high standard, remembering that the primary concern is always safety.
 - Given that many modern vehicles have extended maintenance programmes, they may clock up a lot of miles/time between services. It is therefore important to adhere to their service schedules
 - Even the most sophisticated checking systems will not detect every problem so visual inspection cannot be neglected
If any doubts arise, advanced drivers should have their vehicle checked by a professional
- To know the performance and safety features of their vehicle – and have the ability to conduct a cockpit drill detailing them
 - Advanced drivers must be aware of their vehicle's capabilities in order to remain safe and legal
For example, maximum appropriate acceleration in an Aston DB9 will differ from that in a Ford Focus
 - They should be aware of the safety features and aids fitted to their vehicle, and be prepared to explain them to you, or an examiner
For example, when starting their vehicle, they should know which warning lights should come on - and when they should go off

- They should also know when to stop and investigate if a warning light comes on during a drive, i.e.:
 - If it is red - as soon as it is safe
 - If it is amber - the next time they stop
- Advanced drivers should also be able to demonstrate sound knowledge of the gearbox fitted to their vehicle
- To understand the purpose of and conclusions from a moving brake test
 - While a modern vehicle may display a warning light in the event of a brake failure, the effect of an obstruction or other outside influence won't be monitored
Advanced drivers should be able to conduct a moving brake test at a low speed in order to safely assess that the vehicle pulls up evenly on all wheels with no adverse effect on the steering
 - They should be aware if the braking system makes any untoward noises**
 - They should also know the required pressure on the pedal to slow and stop their vehicle - and be aware of the performance of their tyres in the given conditions**
- To recognise the issues when driving an unfamiliar vehicle
 - Advanced drivers should always be prepared to conduct a cockpit drill to get to grips with an unfamiliar vehicle and any features which may affect the way they drive it

The journey

- That the purpose of their journey and the time available may influence their driving - and their decision-making

- Advanced drivers must always consider the purpose of their journey – and whether it is likely to change
For example, an observed drive may, on conclusion, become a drive to visit friends or to pick-up children, so priorities may change
- Similarly, they must be aware that if time is short, that may become the focus of their concentration and affect the decision making process and their attitude towards other drivers
For example, they may become less willing to share space and more aggressive in their communication
- By recognising these changes at an early stage, an advanced driver can manage them effectively
- That route choice and planning will influence the way they drive
 - Advanced drivers should consider their knowledge of the route and the possible effects of how they choose to get there
 - For example if the bypass is closed and they have to go through the town centre unexpectedly ; how might that effect the way they approach the drive. If they are relying on sat nav and it fails can they deal with it

The wider world

- Consider the range of influences that may impact on their driving



- Understand how attitude to risk may affect driving choices

Driving doesn't happen in a vacuum; it is part of life. Advanced drivers should therefore be aware of the possible impact other lifestyle factors may have on their driving. In particular, they should:

- Consider the range of influences that may impact on their driving
 - For example, whether their peer group's view of how to behave on the road differs from that of a careful and competent driver
And if so, how peer group pressure might affect their attitudes and behaviour when driving
 - Similarly, what is their focus if they are a commercial salesperson on route to their next meeting? Or a delivery driver under pressure to complete their round
- Understand how attitude to risk may affect driving choices
 - A thrill-seeking try-anything-once approach to life can easily translate into risk-taking behaviour on the road; something which is unacceptable in an advanced driver
 - To counter this risk, advanced drivers should:
Pause to consider the negative consequences of any risk-taking behaviour
Effectively manage any behaviour that may lead to inappropriate risk taking

The six competencies built around IPSGA

This section looks in detail at what's required of an advanced driver in each of the following six areas:

- Core driving skills
- Bends and Cornering
- Roundabouts
- Overtaking
- Motorways and Dual carriageways
- Manoeuvring

Competency sheet - Core driving skills

This page gives an overview of the competency requirements for this section. Loose sheets have been provided, but you can photocopy this page if you need extra copies.

Information	Achieved
Demonstrates that they can anticipate and identify hazards early and accurately	
Checks the appropriate mirrors before altering their position or speed	
Through observation, is aware of how other road users may affect decisions	
Uses all appropriate signals to communicate with other road users	
Position	
Holds the steering wheel in a way that allows for a full and accurate range of movement	
Demonstrates a smooth steering action which allows for easy use of the other controls	
Steers the vehicle accurately to maintain a stable, safe and appropriate course with the capacity to change direction, if required	
Speed	
Demonstrates smooth acceleration, deceleration and accurate use of 'acceleration sense'	
Demonstrates smooth and accurate braking	
Holds the steering wheel with both hands during braking/accelerating	
Gear	
Demonstrates an ability to select the correct gear on every occasion	
Makes all gear-changes smoothly, matching engine revolutions where appropriate	
Positions the steering for the required course when a gear change needs to be made in a hazard	
Manual vehicles - selects the correct gear straightaway, without an intermediate gear	
Automatic vehicles - uses the vehicle's gear selector to best advantage	
Acceleration	
Accelerates smoothly when vision and speed limits permit	

Core driving skills

Core driving skills are those required to operate a vehicle's controls with a degree of finesse. For example, the ability to change gear in a smooth and timely fashion, to steer accurately and to accelerate with due consideration.

The overall impression should be of a careful and competent driver who is relaxed and in control.



Information

- Demonstrate that they can anticipate and identify hazards early and accurately
 - Check the appropriate mirrors before altering their position or speed
 - Through observation, be aware of how other road users may affect their decisions
 - Use all appropriate signals to communicate with other road users
- Advanced drivers must be able to:

- Demonstrate that they can anticipate and identify hazards early and accurately
 - Lift vision and look in all directions for early signs of potential problems
 - On identifying a hazard plan to deal with the situation
- Remember, planning for the worst scenario can help a driver to deal with it safely
- Use their mirrors to link information on the hazard to what's happening behind

TAKE information

- Check the appropriate mirrors before altering their position or speed
 - Before changing speed or position check appropriate mirrors
 - To move out, check offside mirror
 - To move in check nearside mirror
 - Use blind spot checks, whenever needed

The overall aim is to maintain a safe operating space or 'safety bubble'

TAKE information USE information

- Through observation, be aware of how other road users may affect their decisions
 - Always check both ways at junctions
 - At roundabouts be aware of danger to the right, and of other drivers entering the roundabout at speed
 - Be aware of emergency vehicles
 - Give extra space to vulnerable road users such as pedestrians, cyclists, motorcyclists and horses
- Advanced drivers should always be prepared to share or give up space for safety.

TAKE information USE information

- Use all appropriate signals to communicate with other road users
 - Be aware that vehicle position assists communication
 - Give signals in a timely fashion to communicate intentions
- Indicators, brake lights and even hand signals if required
- Look at the other drivers not just at the vehicles
 - Only use headlamps or horn to alert another road user to - never as a rebuke

GIVE information



Position

- Hold the steering wheel in a way that allows for a full and accurate range of movement
- Demonstrate a smooth steering action which allows for easy use of the other controls
- Steer the vehicle accurately to maintain a stable, safe and appropriate course with the capacity to change direction, if required

An explanation of the above points now follows. Additional points on positioning for specific hazards such as bends and roundabouts can be found in the relevant sections of this document.

In general, advanced drivers must be able to:

- Hold the steering wheel in a way that allows for a full and accurate range of movement
 - Maintain a light grip, ready to exert a tighter grip if required
 - Keep arms slightly bent to prevent accidental movement of the steering wheel
 - Demonstrate a smooth steering action which allows for easy use of the other controls
 - Use a steering method that is comfortable and allows for a full range of movement with little physical effort.
 - Pull Push steering enables safe and efficient use of other controls
 - Fixed grip steering is an option for smaller movements of the wheel as long as the arms don't cross
- Crossed arms may increase the risk of injury if an airbag deploys**
- Advanced drivers should also be aware that a comfortable seating position is important for accurate steering
 - Steer the vehicle accurately to maintain a stable, safe and appropriate course with the capacity to change direction, if required

- Advanced drivers should be aware that the type of vehicle, any power assistance and the mechanical set up may influence their steering method
- They should also recognise:
 - Minimal steering should be all that's needed to travel on a straight course**
 - Positive inputs will be required to substantially alter their position or turn their vehicle**
 - Accurate and consistent outcomes are the most important factor**



Observer Note

If the associate steers in a way that allows for smooth and accurate course selection, with the ability to operate ancillary controls accurately at all times, then it is acceptable for test. If there is a problem in any area, then the Pull Push method should be encouraged

Speed

- Demonstrate smooth acceleration, deceleration and accurate use of 'acceleration sense'
- Demonstrate smooth and accurate braking
- Hold the steering wheel with both hands during braking/accelerating

Advanced drivers must be able to:

- Demonstrate smooth deceleration and accurate use of 'acceleration sense'
 - Advanced drivers should know that:
 - A vehicle begins to slow as soon as the accelerator is released. If this is done in a controlled fashion, it will help to maintain stability**
 - In lower gears, the effect is more noticeable and regenerative braking systems in hybrid vehicles will further increase the retarding effect.**
- In addition to using acceleration sense, they should also be aware that their brake lights may be needed to communicate in certain circumstances



Acceleration sense is the ability to accurately vary the speed of a vehicle using the accelerator in response to changing road and traffic conditions. It requires active observation appropriate anticipation and

accurate planning.

- Demonstrate smooth and accurate progressive braking
 - Gentle pressure on the pedal to settle the vehicle onto its front suspension
 - Firmer braking to lose speed, as required
 - A gentle release in pressure to allow the suspension to resetttle
- Although described in three stages, care should be taken to ensure a smooth, progressive and seamless transition**
- Hold the steering wheel with both hands during braking/accelerating
 - Hold the wheel with two hands whilst accelerating or braking to retain stability
- This will help prevent accidental changes in course**
- In the later stages, at very slow speed, it is acceptable to release the wheel to engage a suitable gear, e.g. 'a rolling first gear'

Gear

- Demonstrate an ability to select the correct gear on every occasion
- Make all gear-changes smoothly, matching engine revolutions where appropriate
- Position the steering for the required course when a gear change needs to be made in a hazard
- Select the correct gear straightaway, without an intermediate gear – manual vehicles
- Uses the vehicle's gear selector to best advantage – automatic vehicles

Advanced drivers must be able to:

- Demonstrate an ability to select the correct gear on every occasion
 - Gear changes need to be smooth and accurate at all times

- Make all gear-changes smoothly, matching engine revolutions where appropriate
 - Employ a rev on the down change or sustained pressure to match engine revs to road speed, if necessary to achieve a smooth gear- change
 - Recognise when this isn't required, for example when selecting a rolling first gear or when road speed is very low
- Understand when a planned overlap is appropriate
 - At slow speeds for simple junctions it

will be safe to overlap brakes and gears. The gear change needs to be finished and the clutch engaged before steering.

- Position the steering for the required course when a gear change needs to be made in a hazard
 - For example, select a gear with the steering set for the required course on a roundabout

The steering position should be held constant while gear is selected



Manual Vehicles

- Select the correct gear straightaway, without an intermediate gear
 - Advanced drivers should know the approximate performance of their vehicle in each gear
 - They should be able to select any gear without engaging an intermediate gear (block changing)

This is an option, rather than an ongoing requirement

Acceleration

- Accelerate smoothly when vision and speed limits permit
- Advanced drivers must be able to:**
- Accelerate smoothly when vision and limits permit
 - Apply the correct degree of acceleration to leave the hazard safely

Acceleration should be brisk and business- like, with due regard to speed limits, weather and traffic conditions
 - Allow sufficient time to gather information for the next hazard requiring IPSCA application

Automatic Vehicles

- Know how to use automatic gearbox
 - Be able to correctly select gears using either paddles or gear selector
 - Be aware of additional functions & modes



Competency sheet - Bends and cornering

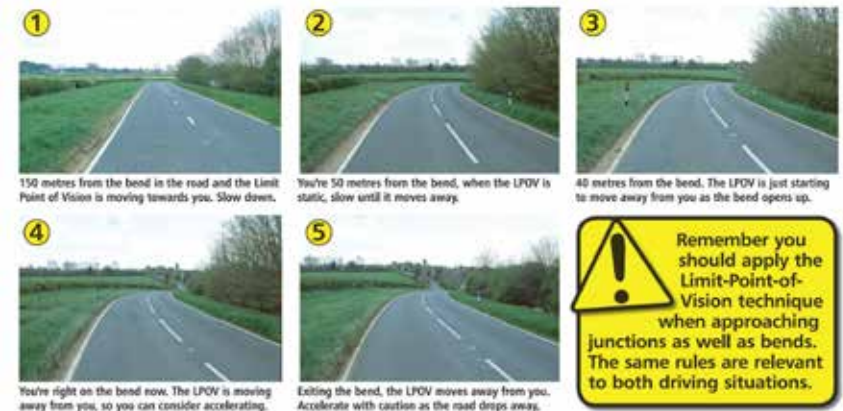
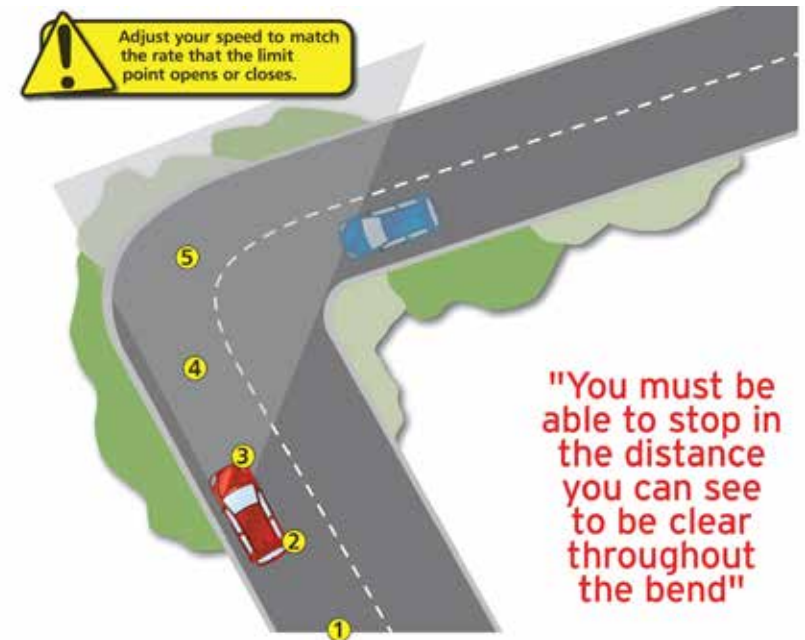
This page gives an overview of the competency requirements for this section. Loose sheets have been provided, but you can photocopy this page if you need extra copies.

Information	Achieved
Actively scans the road to the limit point in the distance and back	
Builds awareness of other road users' position and activity	
Position	
Positions correctly on the approach to a corner: In a right hand bend - towards the nearside In a left hand bend - towards the offside	
Positions correctly throughout the bend without compromising safety	
Speed	
Uses the limit point correctly and is able to stop within the distance seen to be clear on their own side of the road	
Uses appropriate speed to negotiate the bend safely	
Gear	
Selects and engages the appropriate gear for the speed and circumstances	
Engages gear before steering in a manual vehicle	
Acceleration	
Maintains appropriate accelerator application to retain stability	
Accelerates to an appropriate speed in relation to hazards	

Bends and cornering

Safely negotiating bends and corners requires an awareness of the road ahead, for example, to ensure there is sufficient space to stop within the distance that is seen to be clear.

By using limit points and looking across the bend for hazards, advanced drivers can enhance their vision. And while this crucial, it must be balanced with other factors such as an awareness of the physical limits of grip when turning.



Information

- Actively scan the road to the limit point in the distance and back

- Build awareness of other road users' position and activity

Advanced drivers must be able to:

- Actively scan the road to the limit point in the distance and back

- By looking ahead and scanning back, advanced drivers give themselves more time to respond to the situation ahead

This scanning or visual sweeping should be a continuous process

- By looking across a bend, advanced drivers can better plan how to deal with it. For example:

They may see other vehicles and/or further hazards

Similarly, hedge or tree lines and lamp posts, etc. may give an indication of the severity of the bend

- Build awareness of other road users' position and activity

- Be aware of certain signs and signals, for example:

The more side profile they see of other road users appearing or disappearing through a bend, the sharper it is

The speed of other road users may also indicate the severity of a bend

If the vehicle in front is showing its brake lights, this may indicate a problem through the bend

They may need to change position or speed, or indicate to traffic behind that there may be a problem

The position of approaching road users may also indicate that a change of speed or position is required

Position

Whether in a left hand bend or right hand bend, advanced drivers must be able to:

- Position correctly on the approach to a corner

- Position correctly throughout the bend without compromising safety.

Position correctly on the approach to a corner

- Safety must not be compromised when positioning for a corner

- Advanced drivers must be able to achieve the correct position smoothly, without destabilising the vehicle, generally:

In a right hand bend – a position towards the nearside will afford a better view

Be particularly aware of hazards from the nearside

In a left hand bend - a position towards the offside of your lane will usually afford a better view

Be particularly aware of hazards from the offside and on-coming traffic

The position of other road users may affect position, either on the approach or through the bend

Physical features such as junctions, or changes to road surface may also require a change of position

In areas with lower speed limits, a more central position within the approach lane may be preferable as extreme positioning may cause confusion to other drivers.

- Position correctly throughout the bend without compromising safety

- In normal circumstances maintain a position of safety which gives best view. Where view permits, it may be safe to take a straighter line through a bend

- It may be possible to do this within the confines of one lane with no effect on

other road users

It is worth noting that an associate will not fail the advanced driving test for not adopting a straight line

Advanced drivers must not cross or straddle solid double white lines, or a double line system where the solid line is on their side (except as allowed in the Highway Code)

- They must have an unhindered view of the road surface and both kerbs, to be certain there are no unseen hazards

- Mirrors and blind spot checks must be utilised before straightening a bend

If in doubt, do not straighten

Speed

- Use limit point correctly and be able to stop within the distance seen to be clear on their own side of the road
- Use appropriate speed to negotiate the bend safely

Advanced drivers must be able to:

- Use limit point correctly and be able to stop within the distance seen to be clear on their own side of the road
- Utilising IPSCGA correctly and matching the limit point on approach will indicate a safe speed at which to negotiate a bend
- Adjusting speed in good time allows for the appropriate gear to be selected
- Speed should be matched to the rate at which the limit point opens or closes, i.e. on approach to a bend:

If the limit point is approaching - slow down

If the limit point is static – slow down until it starts to move away

If the limit point is moving away – this indicates the bend is opening up, so consider accelerating, taking into account any other hazards, changing conditions, the speed limit and so on

- On a left hand bend, the limit point is on the far side of the road and the stopping distance needs to be adjusted for this.

- Use appropriate speed to negotiate the bend safely

- It is important to maintain vehicle stability and to be aware of any hazards when negotiating bends

- It is necessary to continually reassess the limit point by scanning ahead, back and across the bend and to adjust speed as necessary

The limit point is the furthest away point of the road surface in your range of view; in the case of bends, the point where the road surface 'disappears' around the corner



Gear

- Select and engage the appropriate gear for the speed and circumstances
- Engage gear before steering in a manual vehicle

Advanced drivers must be able to:

- Select and engage the appropriate gear for the speed and circumstances
 - Advanced drivers must consider which gear will be both flexible and responsive, without causing the engine to labour or over rev
- Engage gear before steering in a manual vehicle (an automatic will self-select)
 - Selecting the appropriate gear before steering helps to balance the vehicle through a bend
 - By looking ahead and planning, advanced drivers will be able to maintain the appropriate gear for future hazards
 - In an automatic the timing needs to be the same to allow the vehicle to engage the correct gear



Acceleration

- Maintain appropriate accelerator application to retain stability
- Accelerate to an appropriate speed in relation to hazards

- Maintain appropriate accelerator application to retain stability

Constant gentle accelerator application allows a vehicle to maintain speed and stability through the corner

This may need to be varied, depending the severity of the corner and in light of changing circumstances

- Accelerate to an appropriate speed in relation to hazards

Accelerate when improving vision and prevailing speed limits allow, taking into account any future hazards

For example, it may be possible to apply more acceleration and move towards the speed limit as the road straightens up

All acceleration needs to be made smoothly, without coarse adjustments

Competency sheet - Junctions and Roundabouts

This page gives an overview of the competency requirements for this section. Loose sheets have been provided, but you can photocopy this page if you need extra copies.

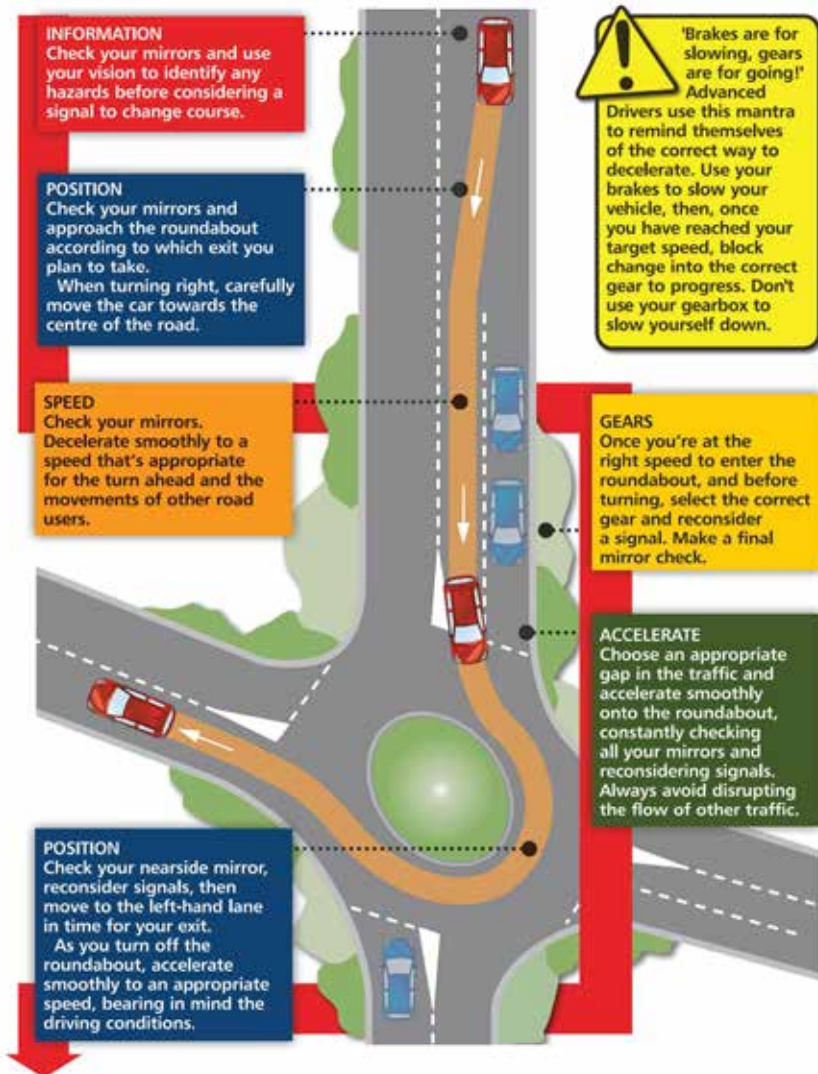
Information	Achieved
Identifies the type of Junction system they are approaching	
Monitors their speed and distance on approach	
Assesses the speed and position of other road users	
Identifies hazards and prepares for situations that may arise	
Identifies the best position to enter, negotiate and leave the junction	
Checks mirrors and blind spots before deciding on their actions	
Considers their signals prior to changing position	
Accurately identifies the first entry gap that it is safe to use	
Identifies the correct exit and looks for an early view into the exit road	
Position	
Adopts the appropriate position without causing others to alter course or speed	
Speed	
Accurately adjusts speed in relation to the physical features of the junction and traffic flow	
Gear	
Selects and engages the appropriate gear for the speed and circumstances	
Acceleration	
Maintains correct acceleration application on entering, negotiating and leaving the junction	

Roundabouts

Roundabouts are generally a complicated form of a junction. The principles for dealing with both are generally the same. Early vision and accurate information is what allows you make your plan to stop or proceed with safety.

When approaching a roundabout, the general recommendation is to stop and give way to other traffic already on the roundabout.

For advanced drivers however, the aim is to keep the car moving as long as it is safe to do so; an aim summed up in the phrase 'planning to stop but looking for information to go'.



Information

- Identify the type of roundabout system they are approaching
 - Monitor their speed and distance on approach
 - Assess the speed and position of other road users
 - Identify hazards and prepare for situations that may arise
 - Identify the best position to enter, negotiate and leave the roundabout
 - Check mirrors and blind spots before deciding on their actions
 - Consider their signals prior to changing position
 - Accurately identify the first entry gap that it is safe to use
 - Identify the correct exit and look for an early view into the exit road
- Information is crucial to safely negotiating a roundabout. There are therefore a number of skills and behaviours that advanced drivers should demonstrate.

In summary, they must be able to:

- Identify the type of roundabout system they are approaching
- Signs on approach to a roundabout detail its size, and the location and often the angle of the exits

On a larger roundabout - traffic has priority when already on the roundabout

On a mini roundabout - drivers

- should give way from the right, also giving priority to traffic approaching the roundabout
- A series of mini roundabouts should be assessed individually

- Monitor their speed and distance on approach
- Advanced drivers must monitor their speed on approach to a roundabout, especially if it is located at the end of a motorway or dual carriageway slip road, or on a road where the national speed limit applies
- Allow time to gather the relevant information and make a suitable plan on approach
- Make appropriate decisions about whether to give way or take precedence. And if in doubt, stop

Planning to stop sometimes allows sufficient time for an advanced driver to gather information and proceed safely without stopping

- Take care to signal correctly so as not to mislead other road users

Remain vigilant, never assuming that other road users' signals are accurate

- Assess the speed and position of other road users
- Scan all road user movement to anticipate intentions and make appropriate decisions on whether to give way or take precedence
- Having entered the roundabout, remain aware of traffic joining from other entry points
- If a roundabout has approaches with limited vision in any direction, be prepared to slow down or stop in order gain information before entering the roundabout





- Identify hazards and prepare for situations that may arise
- Use visual clues to predict possible hazards and prepare for situations that may arise
- Prioritise response to any hazard in a safe, controlled manner
- Identify the best position to enter, negotiate and leave the roundabout
- Use the information gathered to make the right plan to deal with entry to the roundabout route around it and exit
- Check mirrors and blind spots before deciding on other actions
- Make effective use of mirrors and check blind spots before taking actions, such as:

Changing speed, lane or direction

Choosing whether or not to use signals

- Consider their signals prior to changing position
- Apply signals in good time, taking care not to mislead or confuse other road users
- Accurately identify the first entry gap that it is safe to use
- By timing arrival correctly, it may be possible for advanced drivers to keep moving onto the roundabout
- If it is necessary to rush into a gap, waiting may have been a better option
- Identify the correct exit and look for an early view into the exit road
- Look to exit by counting other exits or

by following Satnav instructions - and position correctly

- Look for an early view into the exit route to allow time to put a plan in place to deal with any potential hazard

Position

- Adopt the appropriate position without causing others to alter course or speed
- Adopt the appropriate position without causing others to alter course or speed
- On identifying the type of roundabout, advanced drivers must decide what position to take for chosen route

The earlier the position is adopted the more beneficial it will be

- A straight line may be taken through the roundabout if it is safe and no other road users are present

Check mirrors and blind spots prior to taking such a line

If there is any doubt as to whether safety will be compromised or confusion caused stay in lane

- If traffic is queuing on entry to a roundabout consider using the lane of least resistance, be aware any prohibiting road markings and don't cause confusion to other road users

Speed

- Accurately adjust speed in relation to the physical features of the roundabout and traffic flow

Advanced drivers must be able to:

- Accurately adjust speed in relation to the physical features of the roundabout and traffic flow
- Understand how the tightness of a turn,

any positive or negative camber, and the physical size and offset of a roundabout will influence speed

- Speed will also be influenced by other road users on or likely to join the roundabout

Rushing into a gap but then having to slow down may cause problems for other road users

Gear

- Select and engage the appropriate gear for the speed and circumstances

Advanced drivers must be able to:

- Select and engage the appropriate gear for the speed and circumstances
- Consider which gear will be both flexible and responsive, without causing the engine to labour or over rev

- Try to engage a gear suitable for the whole roundabout

If a gear change is needed it should be done whilst the vehicle direction is fixed

Acceleration

- Maintain correct acceleration application on entering, negotiating and leaving the roundabout

Advanced drivers must be able to:

- Maintain correct acceleration application on entering, negotiating and leaving the roundabout
- Once the correct entry speed for the roundabout is achieved look to maintain the same speed, if possible
- If conditions allow, increase speed and accelerate away from the roundabout

It's a jungle out there!

Each time you take to the streets in your car, you're facing a whole host of potential dangers. Check out this picture. It highlights the sort of risks you could face in your everyday driving.

Driver Type	Percentage	Behavior
Distracted parent	11%	Blindring text
	27%	Winging text
	3%	Late for school
	7%	Strap in kidseat
10%	Exhausted	
The Fiddler	20%	Sliding seat belt on the floor
	34%	On the phone
	2%	Pushing with Sat Nav
	19%	Changing CD
11%	Checking mirrors out of pocket (on back seat)	
16%	Adjusting radio/tuner	
The Unfit Driver	26%	Poor weight
	17%	Key belt loose
	9%	The mirror
	36%	Handing
12%	Shower or medication	
The New Driver	6%	First time steering wheel
	46%	Never been in the multi-lane
	33%	What does that sign mean?
	22%	Motorway?
1%	Sheep sign	
Unlicensed Driver	14%	No driver training
	7%	No license
	34%	No insurance
	3%	No car registration
10%	Nocturnal	
The Pressured Sales Rep	4%	Late for an appointment
	11%	Don't stop when sign
	6%	Bad day
	12%	On the phone
6%	Reckless	
30%	Pushing about tomorrow's presentation	

OTHER HAZARDS

- diesel spillage
- car with broken brake lights
- car with poor brakes/tires
- poor road surface
- worn road markings
- low loading weight
- hidden sign posts

These are just a few of the hazards you'll discover on Britain's roads. The DM's got you! It's challenges prepare you to deal with all of them.

Competency sheet - Overtaking

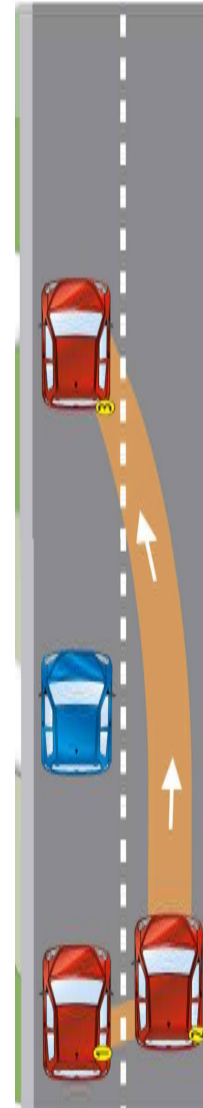
This page gives an overview of the competency requirements for this section. Loose sheets have been provided, but you can photocopy this page if you need extra copies.

Information	Achieved
Identifies a safe imminent opportunity to overtake	
Identifies a safe return gap	
Accurately judges the difference between their own speed and that of the vehicle[s] they plan to overtake	
Position	
Adopts the overtaking position - Stage 1	
Moves out towards the offside - Stage 2A	
Allows a safe gap between vehicles - Stage 2B	
Moves into the chosen return gap - Stage 3	
Speed	
Controls speed to safely complete the overtake	
Adjusts speed to safely return to the nearside of the road	
Gear	
Selects and engages the correct gear for their chosen speed and the prevailing circumstances	
Acceleration	
Applies the correct acceleration to complete the overtake	

Overtaking

At times, even a perfectly executed overtake within the speed limit can be seen as 'dangerous' by another party. In fact, overtaking is the area where drivers are most likely to come into conflict with another road user; either the driver of the vehicle being overtaken or the driver of another vehicle that becomes involved in the manoeuvre.

Advanced drivers must therefore be keenly aware of their actions - and how others perceive them.



Information

- Ask yourself whether any overtake you are about to attempt is really necessary and worthwhile. What's the point in exposing yourself to unnecessary danger to jump one or two places in a queue of traffic? Identify a safe imminent opportunity to overtake

- Identify a safe return gap

- Accurately judge the difference between their own speed and that of the vehicle[s] they plan to overtake

Advanced drivers must be able to:

- Identify a safe imminent opportunity to overtake

- When preparing to overtake, advanced drivers should look as far down the road as possible to check for potential dangers either side:

Read and respond to road signs and markings

Check hedges for any breaks in shadows that might signify an entrance

Be aware that any buildings will have entrances, and clear them as safe

Keep gathering information to decide if there is enough space to make the overtake safely

And if in any doubt delay the overtake, hold back and re-assess

Once an opportunity is identified, use mirrors to link the developing potential of the overtake to the information behind and to the sides prior to committing

Advanced drivers must always be prepared to cancel the manoeuvre if circumstances change for the worse

- Identify a safe return gap

- During a multi-vehicle overtake, an advanced driver must decide how many vehicles to overtake before committing

- Identify a safe 'return gap' that will not affect other traffic

Bearing in mind that if the gap is likely to close, the overtake is not realistic

- Be aware of any negative affect they may have on other vehicles

- Accurately judge the difference between their own speed and that of the vehicle[s] they plan to overtake

- Accurately assess speed and position in relation to the speed and position of the vehicle[s] to be overtaken and the distance to the next hazard

- Achieving a sufficient speed difference to overtake safely in the space available within the speed limit, must be realistic

Never plan to exceed the speed limit, so if the other vehicle is travelling at close to the limit, recognise that overtaking may not be safe

Position

- Stage 1 – Adopt the overtaking position

- Stage 2 – Move out towards the offside; Allow a safe gap between vehicles

- Stage 3 – Move into the chosen return gap

Advanced drivers must be able to see through a three-stage process with regard to positioning:

Stage 1

- Adopt the overtaking position

- Advanced drivers should already be positioned in a safe following position in line with Highway Code advice

- When safe and appropriate, they should move into an 'overtaking' position, no closer than one second behind the car to be overtaken

They must be prepared to drop back if the circumstances change. Remaining

in the overtaking position can cause the driver ahead to be distracted and to focus on their mirrors rather than the road ahead

Stage 2

- Move out towards the offside

- When it is safe, advanced drivers should move out towards the offside, keeping vehicle stable and matching speed with that of the vehicle to be overtaken

- If a headlamp flash is required to tell the other driver 'I am here', it should be done from this position

- They should continually update information and be prepared to abort if circumstances change as safety is paramount

- From this position make the overtake when safe.

- Allow a safe gap between vehicles

- Advanced drivers must allow a safe gap between their own vehicle and the vehicle they are going to pass

If the road is too narrow for this, they should consider the likely reaction before starting the manoeuvre

If in any doubt, they should hold back and reassess

Be particularly aware of vulnerable road users

This safe gap also applies to parked vehicles

Stage 3

- Move into chosen the return gap

- Advanced drivers must be able to move into the chosen return gap without causing other road users to alter course or speed

- Complete the return to the nearside of the road in a controlled fashion

And avoid cutting in too close to the vehicle passed

- If there are other vehicles in view, albeit some distance off, they should try and display the side of their vehicle to show they are returning to their own side of the road

Speed

- Control speed to safely complete the overtake

- Adjust speed to safely return to the nearside of the road

Advanced drivers must be able to:

- Control speed to safely complete the overtake

- Maintain speed with the vehicle being overtaken until ready to commence the overtake

- Adjust speed so that the overtake can be completed in the available clear road space, within the posted speed limit

- Advanced drivers do not plan to exceed the speed limit, so if the other vehicle is traveling at close to this speed, overtaking may not be legal

- Adjust speed to safely return to the nearside of the road

- Adjust speed so as not to inconvenience other road users when returning to the nearside of the road

Gear

- Select and engage the correct gear for their chosen speed and the prevailing circumstances

Advanced drivers must be able to:

- Select and engage the correct gear for their chosen speed and the prevailing circumstances
 - Consider which gear will be both flexible and responsive, without causing the engine to labour or over rev
 - Try to engage a gear that is suitable for the whole overtake

If a gear change is required plan to avoid making it whilst alongside the vehicle being overtaken



Acceleration

- Apply the correct acceleration to complete the overtake
- Apply the correct acceleration to complete the overtake
 - Acceleration should be smooth and progressive throughout the overtake and return to the nearside of the road

Advanced drivers should make a considered effort to complete the manoeuvre within the shortest possible time, but within the speed limit

Competency sheet - Motorways and Dual Carriageways

This page gives an overview of the competency requirements for this section. Loose sheets have been provided, but you can photocopy this page if you need extra copies.

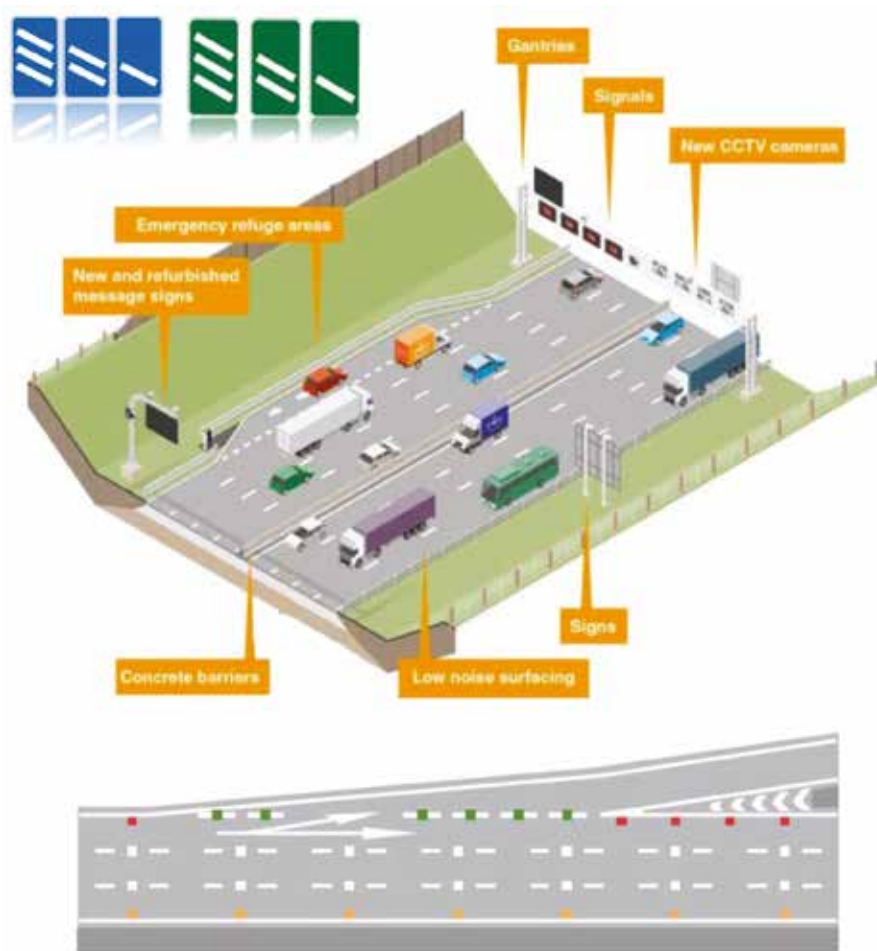
Information	Achieved
Identifies and uses signs in planning their driving	
Gathers information on traffic flow when entering a new road	
Conducts appropriate mirror and blind spot checks	
Communicates effectively with other road users	
Anticipates the movements of other road users	
Gathers appropriate exit information	
Position	
Adopts an appropriate entry position	
Uses the nearside lane whenever possible	
Adopts an appropriate following position	
Plans an appropriate overtaking position	
Positions to maintain a safe space and gain the best view	
Positions safely when exiting	
Exits to the appropriate lane of the slip road	
Speed	
Accurately adjusts speed to match the identified entry gap	
Balances progress with restraint	
Exits at the appropriate speed	
Stop appropriately in an emergency	
Gear	
Selects the correct gear for the chosen speed in the given circumstances	
Acceleration	
Applies appropriate acceleration	

Motorways and Dual Carriageways

Despite faster driving speeds, motorways are statistically the safest roads we travel on.

Dual Carriageways however, have the potential to be less safe, as they have the same speed limits as motorways without the same regulations. For example, cyclists, learners, pedestrians and other vulnerable road users – even horses – can all use dual carriageways. This, combined with less user-friendly entry and exit points increases the potential for an accident or near miss.

It is vital for advanced drivers to recognise the differences between motorways and dual carriageways and to have a finely tuned awareness of the likely hazards – and how quickly they can develop.



Information

On dual carriageways, traffic has the potential to leave or join from either side at side junctions

- Identify and use signs in planning their driving
- Gather information on traffic flow when entering a new road
- Conduct appropriate mirror and blind spot checks
- Communicate effectively with other road users n Anticipate the movements of other road users n Gather appropriate exit information

Advanced drivers must be able to:

- Identify and use signs in planning their driving
 - By extending and widening their vision, advanced drivers will be able to obtain early information from signs to assist in their decision making
 - They must be able to identify whether they are entering a motorway or a dual carriageway

Motorways have blue-backed signs - they have additional regulations which prohibit a number of vulnerable road users

Direction signs prior to a motorway also show motorway information in blue boxes

Direction signs on motorways give additional information, e.g. an unusual feature such as a sharp bend on an exit slip road

SMART motorways also have overhead gantries to convey information or warnings of problems ahead, e.g. lane closures or a variable speed limit

Dual carriageways have green-backed signs - unless signed to the contrary, a dual carriageway can be used by all road users

- Gather information on traffic flow when entering a new road
 - On approach to a motorway, it is sometimes possible to see the carriageway above or below and to gather information in relation to traffic flow

If traffic is at a standstill, advanced drivers must try to identify the problem early enough to choose an alternative route

- While in the slip road, they should try to obtain an early view of traffic and carry out blind spot checks - especially for motorcycles which can easily be lost in a mirror

- They should also assess the speed of approaching vehicles and identify entry gap early

- Conduct appropriate mirror and blind spot checks

- Check mirrors before changing speed or position on a motorway or a dual carriageway and make appropriate checks to cover the blind spot area

When changing lanes, good mirror use will help to accurately assess the speed of approaching traffic

It is essential to link what is in the mirror to the hazards developing ahead in order remain safe

- Be aware that high-speed traffic approaching from the rear is relevant to decision-making – even when still a long way behind

It's important to look far enough behind in the mirror to see it

- Communicate effectively with other road users
 - Advanced drivers should be aware that the vehicle position they adopt may begin

to communicate intentions to other road users

Well-timed signals will help to reinforce this

- They should promote safe sharing of the road space by identifying a potential problem early and actively communicating with other road users

For example, early brake lights can alert a following driver to a problem ahead

- Anticipate the movements of other road users
 - Traffic joining the main carriageway from a slip road may be travelling at a slower speed, so advanced drivers should be prepared to change lanes and allow others to join moving into their path.
 - Whenever possible, they should avoid being immediately beside joining traffic and identify junctions early to assist in planning for this

This helps avoid the risk of being in the blind spot or being caught out by late lane changes

- On a dual carriageway, traffic joining may be slow to accelerate
- Similarly, traffic leaving a dual carriageway may have to slow considerably or early, causing passing traffic to displace into offside lanes

Early anticipation of where and when this is likely to happen helps to avoid heavy braking

- In addition, large Lorries can only travel at 56mph and coaches at 62mph. Any smaller vehicles behind them may be travelling more quickly, so advanced drivers should anticipate them pulling out into their path - and plan for this

Early anticipation of where and when this is likely to happen will avoid possible conflict

- Gather appropriate exit information
- Motorways typically have a signing

system giving early warning of junctions

- Dual carriageways tend to offer more limited information.

If countdown markers are present, they will not necessarily be 100 yards apart but equidistant from each other

Exits may be very sharp or from the offside lane

- The size and shape of a junction will influence the speed of exit

For example, it may be necessary to slow and display brake lights earlier if exiting a dual carriageway to a sharp exit

- Having an early view helps with planning a route through other traffic

Position

- Adopt an appropriate entry position
- Use the nearside lane whenever possible
- Adopt an appropriate following position
- Plan an appropriate overtaking position
- Position to maintain a safe space and gain the best view
- Position safely when exiting
- Exit to the appropriate lane of the slip road
 - Advanced drivers must be able to:
- Adopt an appropriate entry position
 - Make safe use of the entry slip road to build up speed and position alongside a gap
 - Avoid being alongside any vehicle when they get to the main carriageway in order to maintain their 'safety bubble'
- Use the nearside lane whenever possible

- Monitor the position and speed of other road users in order to enter the nearside lane as soon as practicable

This is the lane all drivers should be traveling in, unless overtaking slower-moving vehicles

Advanced drivers should maintain their overtaking lane until a sensible gap appears and not move into the nearside lane if they would have to move straight back out again

- Monitor mirrors to avoid holding up any emergency vehicles or fast moving traffic that may wish to pass
- Staying out and attempting to enforce the speed limit is likely to provoke an adverse reaction from other road users**

• Adopt an appropriate following position

- Advanced drivers should maintain their 'safety bubble' and the safety of other road users with a following gap of at least two seconds

This allows time to respond to changing information and to plan safe progress

- They should be prepared to adjust this gap to avoid being alongside other traffic for a prolonged period
- They should be prepared to increase this gap if safety demands it

For example, stopping distances are longer in wet weather, and significantly longer in snow and ice

- It may be advisable to extend the following distance in heavy traffic, to allow other vehicles to move in and out of the space in front

This can avoid the need for constant braking

• Plan an appropriate overtaking position

- Avoid being alongside the vehicle being overtaken for any longer than necessary
- Move to a nearside lane as soon as it is safe and overtaking is complete

- In general avoid being three abreast ie alongside another vehicle which is itself overtaking as any displacement may have an impact

For example, if a lorry is overtaking another lorry, it is wise to hold back until a safe gap is available

• Position to maintain a safe space and gain the best view

- Always position with enough space around to remain safe - and to be seen

For example, far enough behind an HGV to see its mirrors, or the HGV driver will not see you following

- Adjust position to see beyond other traffic as this will help with planning

For example, increasing their following gap will allow an advanced driver to see beyond a group of large vehicles approaching a junction

- Position safely when exiting
- Achieve a safe exit gap in the appropriate lane in good time - to avoid affecting other road users
- Exit to the appropriate lane of the slip road
- Enter the slip road in the appropriate lane for the continuing journey
- Ensure that any signals they give are updated as necessary



Speed

- Accurately adjust speed to match the identified entry gap
- Balance progress with restraint
- Exit at the appropriate speed
- Stop appropriately in an emergency

Advanced drivers must be able to:

- Accurately adjust speed to match the identified entry gap
 - This should be achieved using acceleration sense

- Balance progress with restraint
 - Advanced drivers should be aware that traffic, road-surface and speed limits will all affect ability to make progress – and be prepared to alter speed to maintain a safe following distance

They will be able to do this by looking beyond the vehicle they are following and adjusting their speed using acceleration sense instead of braking



They should also recognise when it is necessary to show brake lights to warn following traffic

- They must also be aware of how weather conditions can affect their own and other vehicles

For example, wind may affect high-sided vehicles and motorcycles causing them to change lanes unexpectedly

It is therefore unwise to move into or out of the space beside a large vehicle in high winds

Spray, especially from large vehicles, can make it difficult to see or be seen when making an overtake

Bright sunshine can also have a negative effect on vision, in which case it is important to slow down

- Exit at the appropriate speed
 - Accurately adjust speed to match the identified exit gap, ideally using acceleration sense
 - Try to avoid entering their chosen gap and braking, as this may cause following traffic to brake in response
 - An automatic vehicle may slow down less quickly when the accelerator is released. Plan for this
 - Allow time to adjust to the slower speed required at the end of the exit slip or to join any queue
 - Be aware that on a dual carriageway, it may be necessary to start slowing early to achieve the desired speed reduction and to display brake lights to warn following drivers if the exit is sharp
- Stop appropriately in an emergency
 - If stopping in an emergency, advanced drivers should try to enter the hard shoulder before braking, so as to slow down with less risk to following traffic
 - When re-joining the main carriageway, they should build up speed on the hard

shoulder to match the traffic in the nearside lane

- They should also be able to identify when an apparent hard shoulder is actually a live lane, e.g. on SMART motorways or in roadworks

Gear

- Select the correct gear for the chosen speed in the given circumstances

Advanced drivers must be able to:

- Select the correct gear for the chosen speed in the given circumstances

Advanced drivers should aim to have enough flexibility to deal with the circumstances without constantly having to change gear

Understand that in many vehicles there may be more than one gear which is appropriate for a given situation

Consider higher gears for eco driving as long as they provide adequate power

Acceleration

- Apply appropriate acceleration
- Apply appropriate acceleration
 - Display acceleration sense to achieve speed and lane changes wherever possible, and accelerate smoothly when circumstances allow a higher speed
- Cruise Control
 - If using cruise control be able to cancel it without affecting other road users

Competency sheet - Manoeuvring

This page gives an overview of the competency requirements for this section. Loose sheets have been provided, but you can photocopy this page if you need extra copies.

Information	Achieved
Makes the correct decision on which manoeuvre to perform	
Makes the best use of available space	
Carries out correct observations	
Responds appropriately to changing information	
Uses available in-car technology to good effect	
Position	
Adopts the correct starting position for a manoeuvre	
Maintains a safe position during a manoeuvre	
Considers the safety of their finishing position	
Speed	
Maintains correct speed for a manoeuvre	
Gear	
Moves smoothly between forward and reverse gears	
Acceleration	
Applies correct acceleration to complete a manoeuvre	

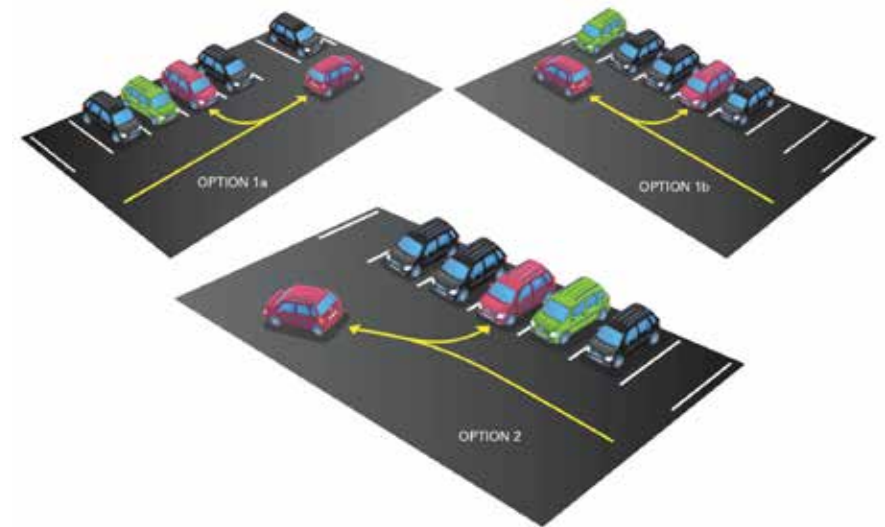


Manoeuvring

It is expected that an advanced driver will be able to control their vehicle with a degree of finesse in all circumstances.

Novice drivers are expected to be able to turn their car around safely, using forward and reverse gears and to perform parking manoeuvres to the side of the road as well as in car parks.

It therefore stands to reason that advanced drivers must be able to demonstrate their confidence and proficiency in all of these areas.



If practice space is available, these manoeuvres can be set up using cones or barriers. If as is more likely, they are to be practiced in a 'live' environment, you should try to replicate real-world situations, while remaining flexible.

Information

- Make the correct decision on which manoeuvre to perform
- Make the best use of available space
- Carry out correct observations
- Respond appropriately to changing information
- Use available in-car technology to good effect

Advanced drivers must be able to:

- Make the correct decision on which manoeuvre to perform
 - In real life driving situations, drivers may have a number of options available to them when deciding how to turn their vehicle around or park it safely
 - An advanced driver should choose the most appropriate option for the given circumstances
 - They must show confidence and proficiency when turning their car around and performing parking manoeuvres
- Make the best use of available space
 - The most suitable manoeuvre will usually be dependent on the space available, for example:
 - A junction or driveway might be utilised to perform a turn in a narrow street
 - A turn in a slightly wider road might be a U-turn
 - If access to the boot is required, reversing into a parking bay might be not appropriate
- Ensure the gap is large enough to move into.
- Carry out correct observations
 - An advanced driver must conduct all-round checks before carrying out a

manoeuvre

- These observations must be timely
- They must also prioritise the area of potential danger
- Safety is paramount when driving and effective observation is essential.
- Respond appropriately to changing information
 - Observation is only the start of planning
 - If a danger is identified, advanced drivers must ensure their response is correct and proportionate
 - If there are any doubts about safety, they should usually stop
 - Advanced drivers must also be aware of how others might be affected by their actions. For example, timely completion of the manoeuvre may be the safest action
- Use available in-car technology to good effect
 - In car technology is becoming commonplace. It is there to aid the driver and should be embraced, for example:
 - Reversing cameras and sensors – help in assessing but are not a substitute for sound observation
 - Auto park systems – help with parking but aren't always suitable; advanced drivers should be able to park both with and without them
 - If in doubt, advanced drivers should confirm information before moving

Position

- Adopt the correct starting position for a manoeuvre
- Maintain a safe position during a manoeuvre



- Consider the safety of their finishing position

Advanced drivers must be able to:

- Adopt the correct starting position for a manoeuvre
 - The correct starting position makes any manoeuvre easier to conduct
 - For a turn in the road, it helps to have a tight nearside position
 - For a parallel park, it helps to maintain the correct distance away from the another parked vehicle

When conducting a parallel park with an associate, start with a gap that is easily achievable and then refine it until the gap is approximately 1½ times the length of the car. Don't try to go much smaller as in the real world, we wouldn't park in such a space. Also, while we rarely parallel park on the offside when practising, we do park when it is the only space available. Advanced drivers should therefore show that they are able to do this.

- Maintain a safe position during a manoeuvre

- To ensure safety is retained while conducting the manoeuvre, advanced drivers should be mindful of their mirrors
- For example, they should check whether other vehicles have got tow hitches or other protrusions, look for trees or lamp posts, and check the position of the kerb
- Consider the safety of their finishing position
 - When parking and leaving a vehicle, advanced drivers should consider whether it is likely to cause inconvenience
 - And whether it is likely to be safe from damage

Speed

- Maintain correct speed for a manoeuvre

Advanced drivers must be able to:

- Maintain correct speed for a manoeuvre
 - With safety the primary concern, manoeuvres will generally be carried out slowly
 - 'As slow as possible but as quickly as necessary' is a good guide
- Slow enough to ensure accurate information assessment Quick enough to cause minimal inconvenience**
- Advanced drivers should control the speed of the vehicle by balancing the clutch pedal

Gear

- Move smoothly between forward and reverse gears

Advanced drivers must be able to:

- Move smoothly between forward and reverse gears
 - When manoeuvring, advanced drivers should stop the car before changing from forward to reverse gear or vice versa
 - They must be prepared to use the clutch to smooth out changes (it may not get fully released)

Acceleration

- Apply correct acceleration to complete a manoeuvre

Advanced drivers must be able to:

- Apply correct acceleration to complete a manoeuvre
 - Accurate pedal balance assists in completing manoeuvres safely
 - Advanced drivers must recognise when the manoeuvre requires more power and apply the accelerator appropriately

Some additional pointers:

- When it comes to turning a vehicle around, competence in all areas is preferable to excellence in one
- When parking, associates are not required to park their vehicles in ever-smaller gaps - or to keep their vehicle moving at all times
- Such requirements can contradict our overall aim of remaining safe and controlled at all times
- While a bay park is easy to achieve (as the size of the bay will already be set), it is worth remembering that it is more difficult to park between lines than between cars
- Stay safe, make it enjoyable and be prepared to get out of the car to make assessments. Remember, this is your opportunity to help drivers solve problems they may have carried from their novice days and that can be really rewarding.



Spoken Thoughts

Spoken thoughts, the practice of describing aloud everything you see, think and do while driving, is a great way for associates to hone their advanced driving technique. It not only highlights just how many thought processes a vigilant driver goes through on a drive, but can also bring focus to specific issues. For example, an associate who tends to rush gear changes might include 'changing first to second, slowly and smoothly' to encourage that action and a driver who is heavy footed when releasing the brake pedal might say 'gentle to firm brakes and then back to gentle' in an attempt to gain some third stage braking.

Please note, on a busy road or in a built up area, associates may initially find there is so much going on that they can't describe it all quickly enough and so become tongue-tied. You should therefore encourage them to practice speaking and driving when they are on their own, with no one to laugh at or criticise the jumble of words that may spill out.

You should also let them know that at first, the speaking whilst driving may cause them to slow down or in extreme cases, to speed up and that they should prepare to make any necessary adjustments to maintain safety.

Spoken Thoughts is a useful tool to assist in hazard prioritisation and planning assessment. If you ask the associate to explain their thoughts in relation to approaching problems it will develop into an overview of their driving plan.

Increased focus through regular practice

In all circumstances, associates must remember that safety is their number one priority. For example, if they are coming out of a bend, having correctly assessed the limit point on approach to the bend, and they see a tractor emerging, it is less important to vocalise 'there is a tractor moving slowly out of the farm entrance blocking my path, so rear view mirror check, then gentle to firm brakes to avoid it' than it is to actually stop -

Once comfortable with speaking whilst driving, associates will find their delivery becomes more ordered. So in the same scenario, they may say 'mirror and brakes for the tractor, keeping brake lights on for the safety of following traffic.'

Prioritise to stay safe in all circumstances

Dividing the speech into a small number of categories also helps associates to focus, for example

- Areas that we must include
 - anything affecting or likely to affect safety
 - A hazard is anything that contains an element of actual or potential danger. These should always be mentioned, so associates can plan their response
- Areas we should include - road description, pedestrian activity and the like
- Areas we would like to include - observation links such as bins out for the collection lorry, a church steeple indicating a possible change in speed limit and so on

Priority matters, for while it is excellent to say 'entering a built-up area expecting to see an increase in vehicular and pedestrian activity; I will mention junctions and driveways should they affect my drive', it is completely undermined if the associate fails to mention the school crossing patrol person stepping out

into the road as they start their speech. Be prepared to interrupt for safety.

Tips to improve talking whilst driving

Associates should:

- Talk back towards the car from their furthest point of vision, but remember to regularly lift their vision to continually prioritise the hazards, especially in towns which are 'hazard rich'
- Remember that in national speed limit areas, that while hazards are fewer, they can arise quickly, due to the speed of travel

- Be prepared to interrupt their flow and prioritise IPSCGA to keep the car safe

Hallmarks of good practice

- The driver should be informing the passenger (real or imagined) what allows them to drive this car, along this piece of road, in this position, at this speed

Additionally, a very good driver will include information about how they are going to achieve this. And a great driver will tie all the information together and sound seamless with good intonation, reflecting the circumstances of the drive

Run Sheets built around IPSCGA



Car run sheet - Competencies covered

This run sheet will assist in the development of the associate On the reverse side is an area to record further information.

In the Run Column mark a '1' for Commended '2' for Satisfactory or a '3' for requires further Development.

	Associates name	Run no.	Observer comments
Preparation	Pre Drive Checks		
	Fitness to drive/Eyesight check		
	Cockpit Drill		
	Rolling brake test		
	Knowledge- IPSGA		
Information	Observation - scanning		
	Use of mirrors and rear obs		
	Take, Use, Give (TUG)		
	Road signs and markings		
	Anticipation		
Position	Hazard management		
	Bends		
	Junctions		
	Roundabouts		
	Overtaking		
	Hazard prioritisation		
Speed	Valuable road users		
	Speed limits		
	Acceleration sense		
	Limit point		
Gears	Braking technique		
	Clutch and changing gear		
	Choice of gear		
	Timing of changes		

Acceleration	Smoothness		
	Anticipation and planning		
	Hazard awareness		
Other skills	Progress and restraint		
	Steering		
	Slow manoeuvring		
	Knowledge H/code and HTBABR		
	Courtesy to other road users		
	Vehicle sympathy		
	Commentary		

Car run sheet - Observer notes

Date	Weather conditions	Observer name
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Observer comments

Development plan

Documents declaration

How to use this form

This form replaces physical checks of your driving licence, MOT and insurance documentation and should be signed and handed in prior to your drive or ride with IAM RoadSmart.

If you do NOT hold all of the required valid documentation listed then you should not sign the form and will not be able to drive or ride with IAM RoadSmart.

If you have any questions then please speak to your local IAM RoadSmart group or call Customer Care on 0300 303 1134.

Name _____

Membership number _____

Date _____

IAM RoadSmart documents declaration

I confirm that I am the holder of a valid current driving licence and that I have appropriate insurance for any vehicles used for IAM RoadSmart courses, either personally or via my employer, and that those vehicles, if appropriate, have valid MOT and tax. I also confirm that these will be in place throughout the duration of my IAM RoadSmart course.

I confirm that I am fit to drive or ride and not under the influence of any drug (including prescribed medication that may adversely affect my fitness to drive/ride). I will wear corrective eyewear while driving or riding if my eyesight requires it.

I am aware that I am responsible for all driving or riding decisions and I will make my Observer/ Examiner or Trainer aware if I become distracted. I agree that any advice/direction given will require my diligence to be applied safely. If I have any doubt I will ask for clarification before following the advice/direction.

Signature _____

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