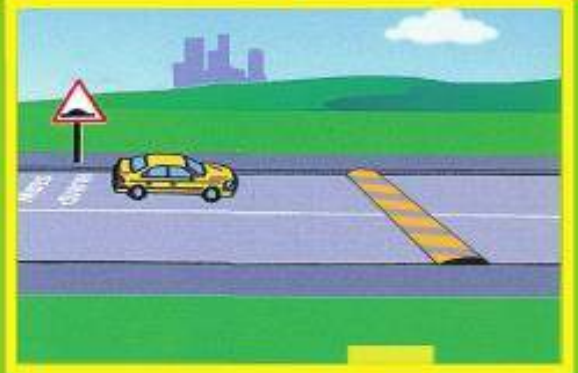
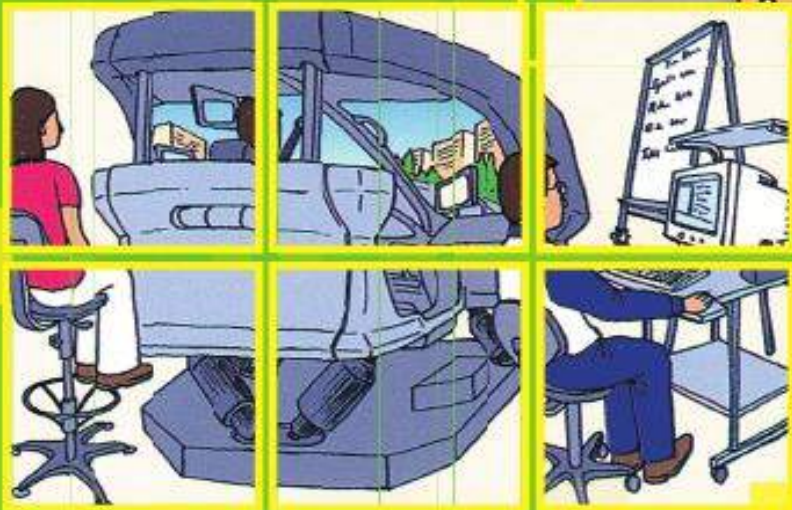




# MOTORCAR PRACTICAL TRAINING HANDBOOK

FOR BEGINNER DRIVER



## **PREFACE**

This book aims to complement the practical lessons so as to speed up the learning process. The contents in this book are structured according to the practical lessons. You should read the related subjects before attending the actual training as it contains details of the subject, practical application and its requirements. This will make instructions easily understood, leaving more time for practice. At the end of the lesson, it serves as a reference to what is being taught.

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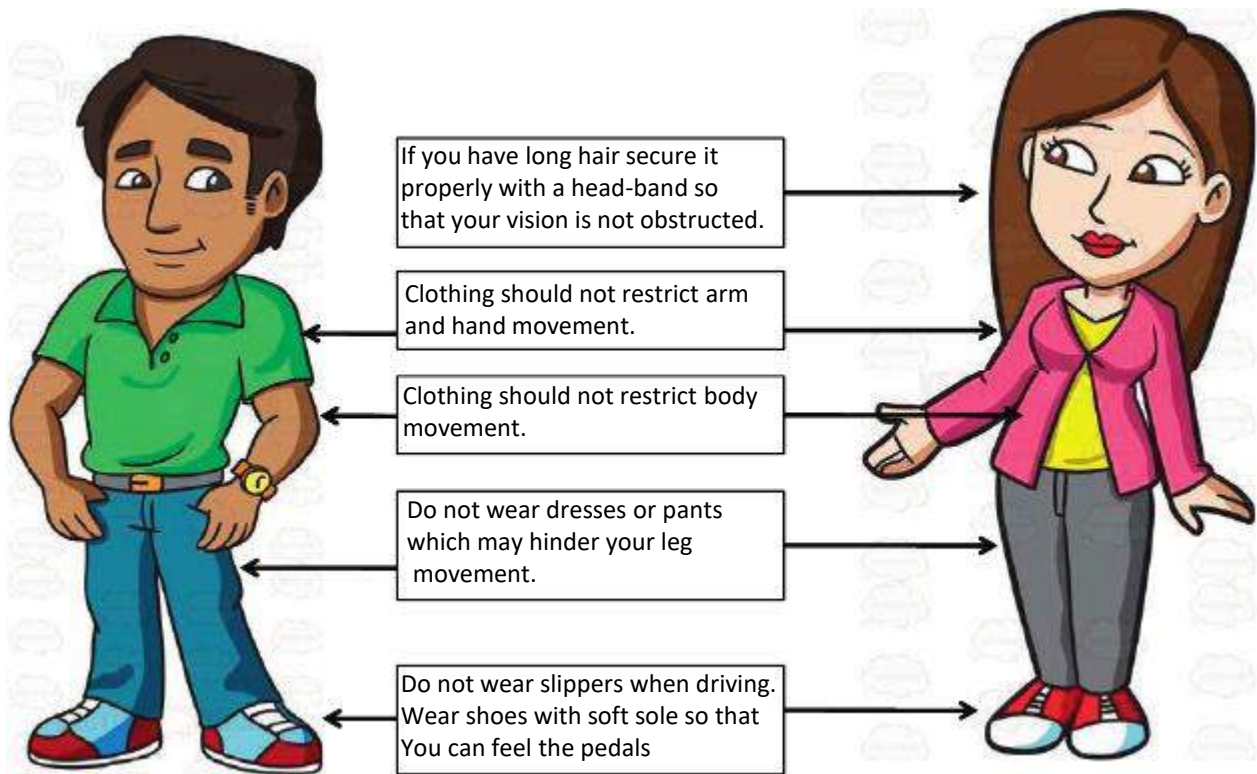
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## Proper driving attire





**SUBJECT1                    ORIENTATION OF VEHICLE****Training Objectives-Ableto:**

- Perform inspection of vehicle.
- Getting in and out of vehicle safely.
- Locate and operate controls and devices.
- Identify and know the extent of the blind areas from the driver's seat.
- Identify blindspots and check the blindspots correctly.



\* Car in yellow indicates you car

i) Pre-drive check

Aim: Perform simple checks for a trouble free journey



All drivers should regularly perform basic checks on their vehicle.

Exterior of the Car.

<p><b>Exterior Lights – Check daily.</b> Ensure all lights are working. Light covers are clean and not damaged.</p>	<p>Ensure handbrake is applied. Gear is in neutral position. Ignition key, is turned to 'ON' position.</p>				
<p>Low/high beams</p>	<p>Position Lights</p>	<p>Signal/hazard lights</p>	<p>Tail lights</p>	<p>License plate lights</p>	
<p><b>Brake lights:</b> To check: get assistance or park vehicle close to a wall and depress foot brake to turn lights 'on'.</p>			<p><b>Reverse lights:</b> Ensure engine is not running. Ignition key at 'ON' position. Select reverse gear.</p>		

Ensure windscreens and windows are clean. Wipers are in good working condition.

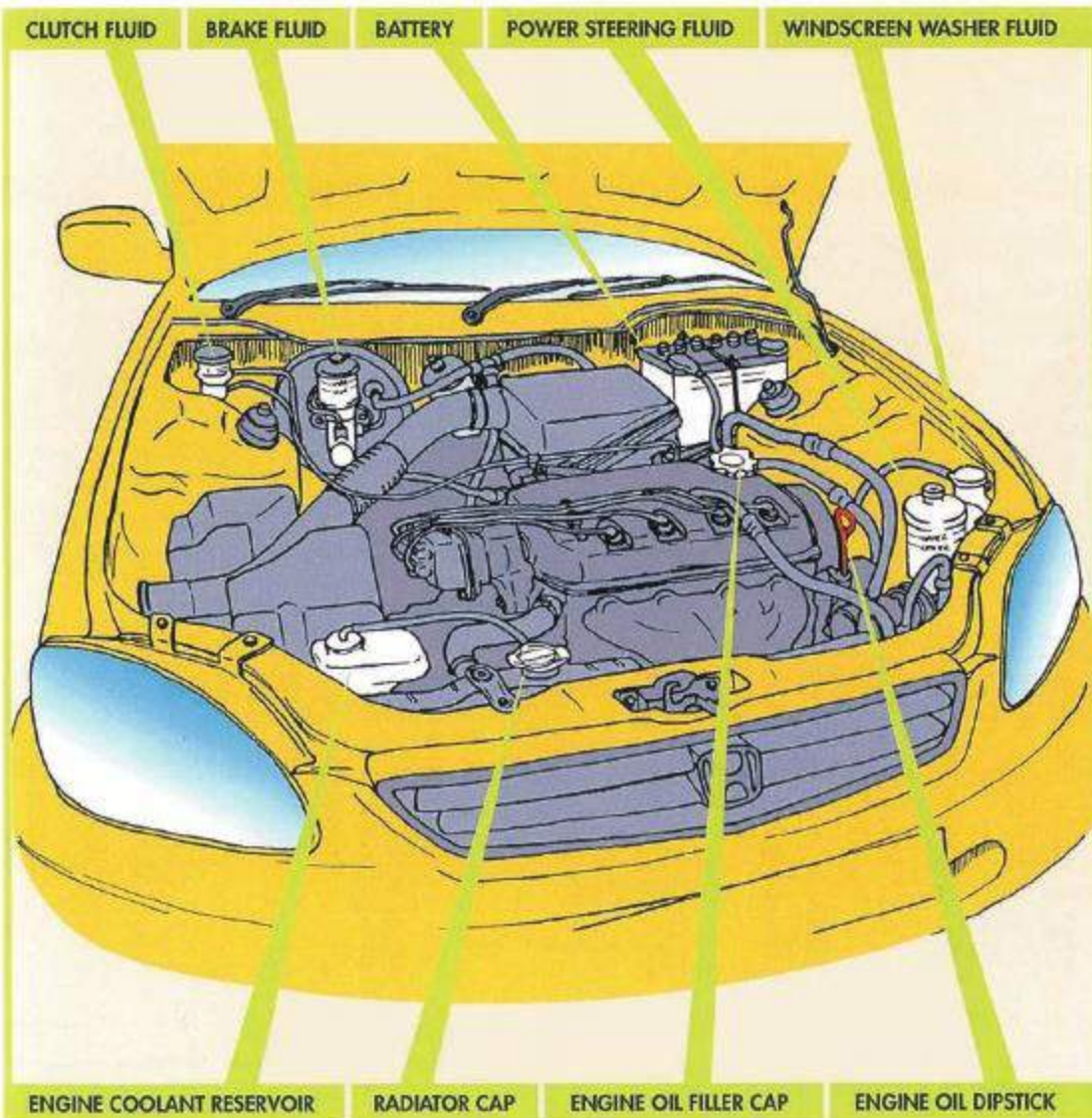
Check for punctured tyres daily. Check tyres condition weekly: uneven wear, tread depth, air pressure.

# Engine Compartment

Pull lever (under right side dashboard) to unlock bonnet. The bonnet will open slightly.

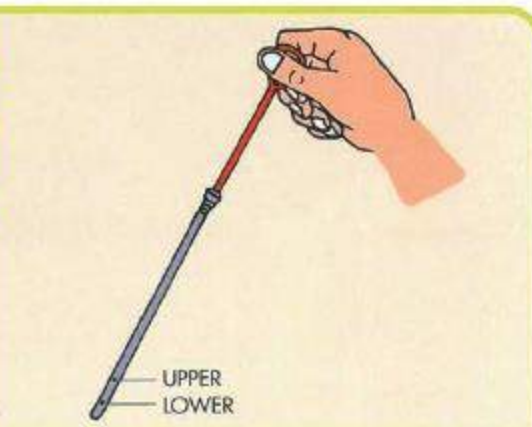
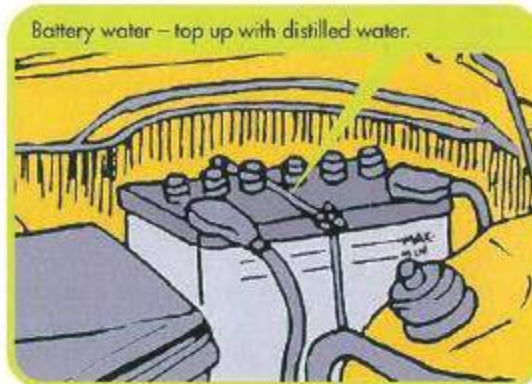
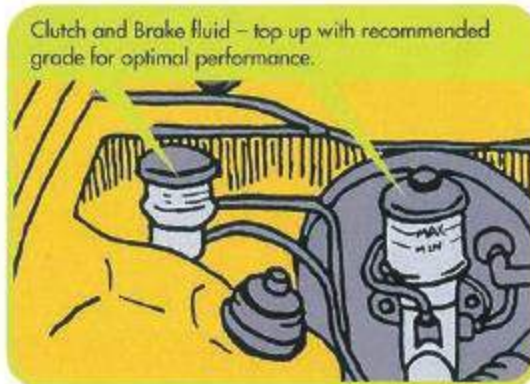


To open bonnet - push safety latch lever to the left and lift bonnet up.



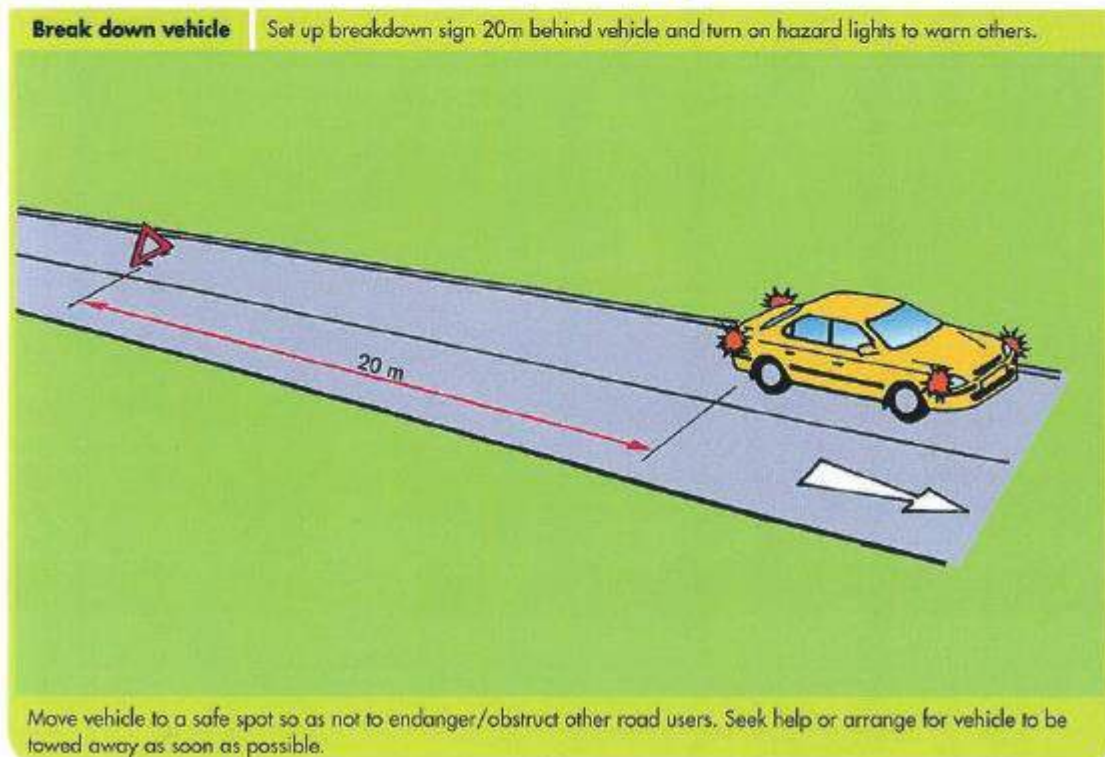
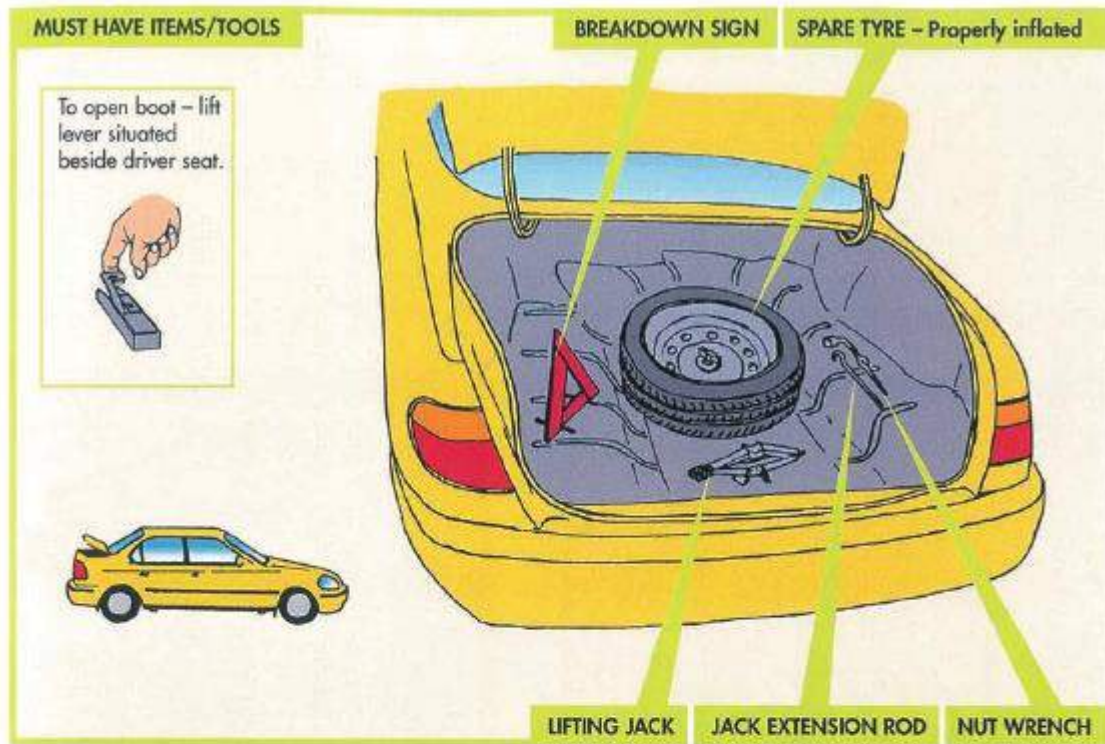
## Fluid Checks.

Always look out for fluid on the ground (leakage) under the engine compartment before driving off. Check all fluid level (when cold) weekly and ensure the level is between the UPPER/LOWER or MAX/MIN levels indicated on the outside the reservoir. Top up if the level is low. Do not top up beyond the upper /max level. Refer to owner's manual for recommended type/grade, handling precautions and fluid replacement intervals.



Use the dipstick to check engine oil level. 1) Pull out dipstick and wipe away oil film. 2) Reinsert dipstick all the way back into engine. 3) Pull out again, oil film on dipstick should be between upper and lower mark.

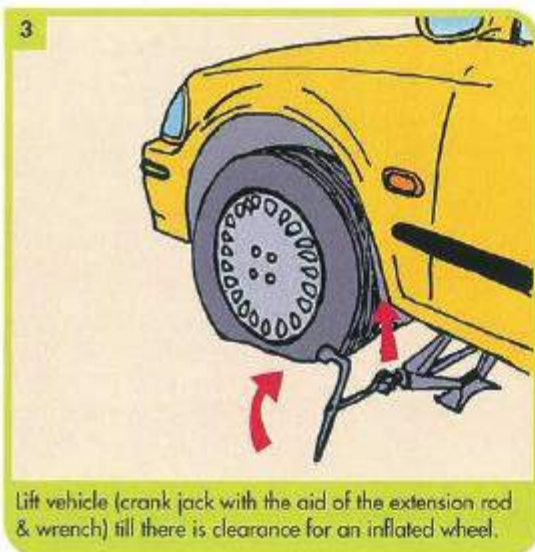
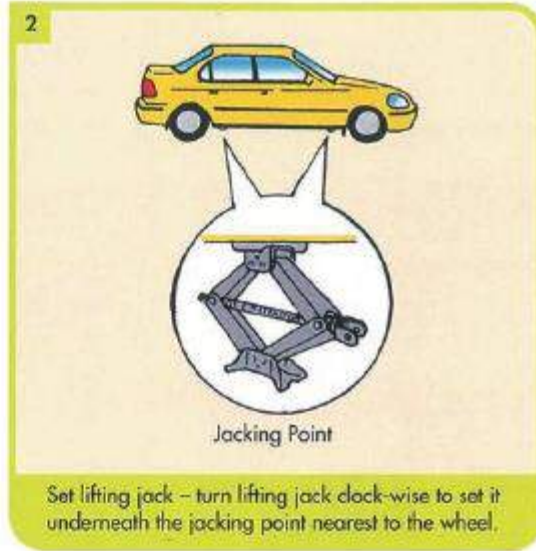
### Boot and Spare Tyre.

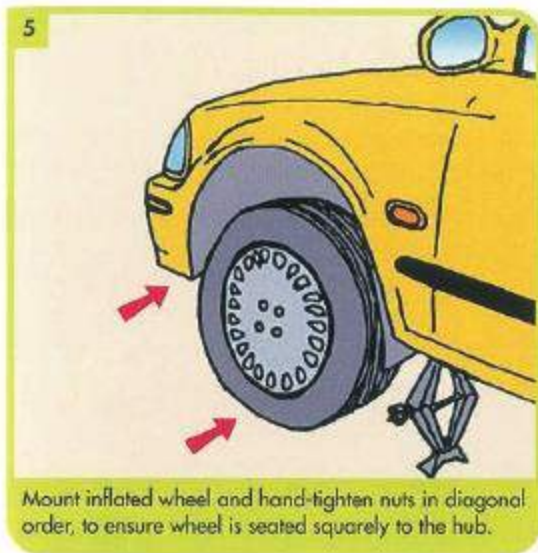


### Changing Punctured Tyre

Drive vehicle slowly to the left side of the road. Avoid areas where the view of the approaching vehicle is obstructed e.g. a bend or slope. Turn on the hazard lights and set-up the breakdown sign to warn others.

Always face on-coming traffic when working on the wheels, for safety.

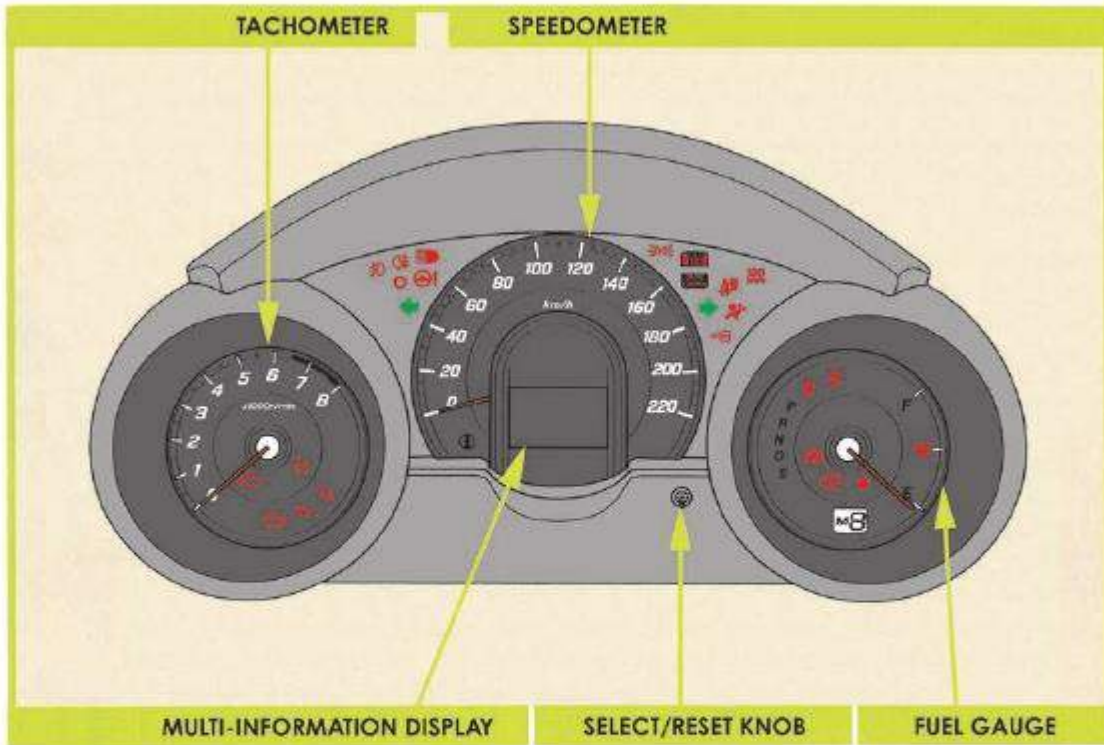




Cabin.

Warning Indicators.

Under normal circumstances all warning indicators will light up when engine is started and go 'off' after a few seconds.



While driving, if any of the warning lights comes on (except for charging system warning light):

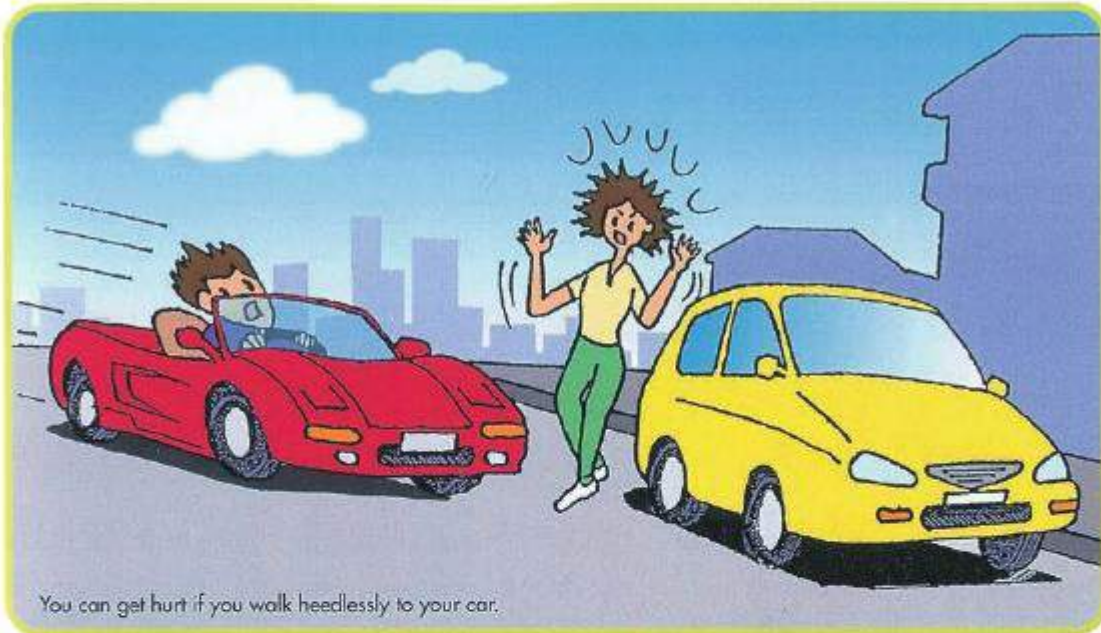
- You should stop the vehicle safely as soon as you can and turn off the engine.
- Allow the engine to cool for a few minutes (longer if engine is overheated).
- Check related fluid level – top up if low.
- Restart engine and check warning light:
  - > If warning light goes off, you may drive cautiously and get the vehicle checked as soon as possible.
  - > If warning light remains 'ON' after several seconds, turn engine off and get assistance.

For charging system warning, you should turn off all electrical accessories and continue driving to the nearest service station for assistance.

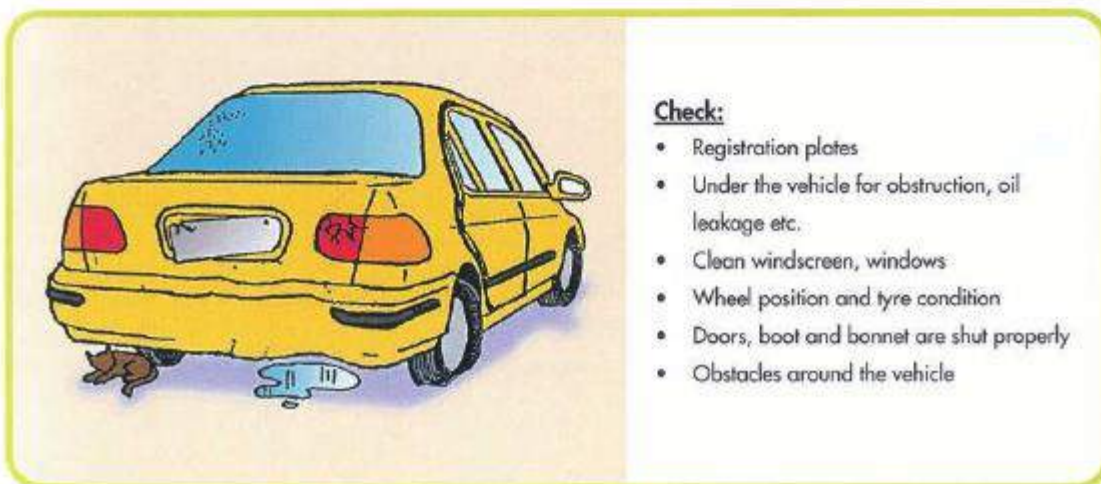


## ii) Getting in/out of vehicle.

**Aim:** To cultivate safe habits of getting into and out of a vehicle.

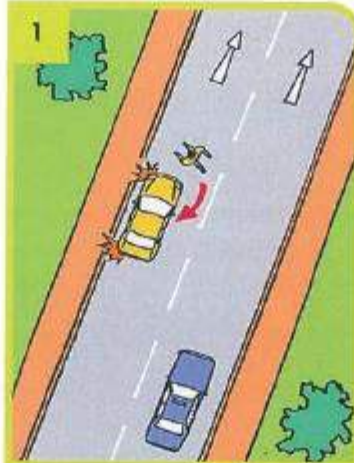
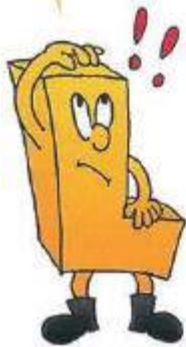
Exterior of Vehicle and Surroundings.

It is your responsibility to check the exterior of the vehicle, prior to moving off, to ensure compliance with traffic rules and to minimise possible danger caused to yourself and other road users.



Getting In Safely.

Which is the safest way to get into the car?



Walk facing the flow of traffic, towards the driver's door.



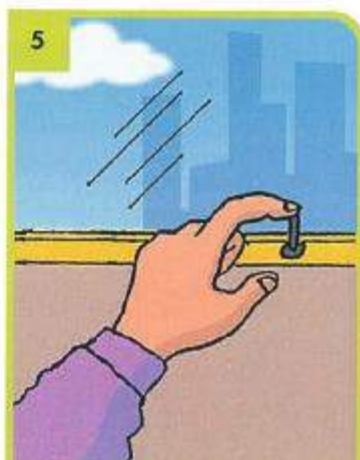
Pause in front of vehicle and look out for approaching vehicles before proceeding.



Walk close to the side of vehicle, open door just wide enough to get in.



Ensure there is nothing e.g. someone's hand, in the way of the door before closing.



Once inside, lock all doors for personal safety.

### Getting Out Carelessly



Getting out of the car carelessly causes accident.



Do not endanger other road users.

### Getting Out Safely



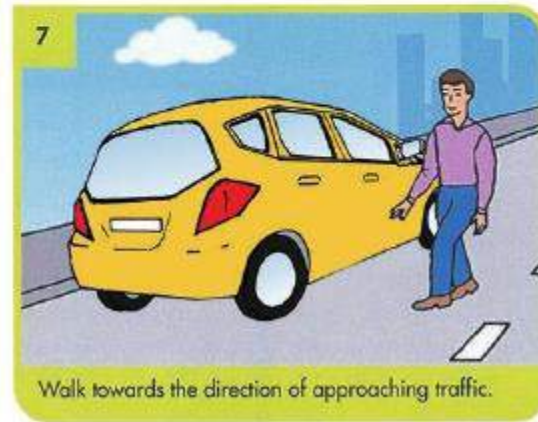
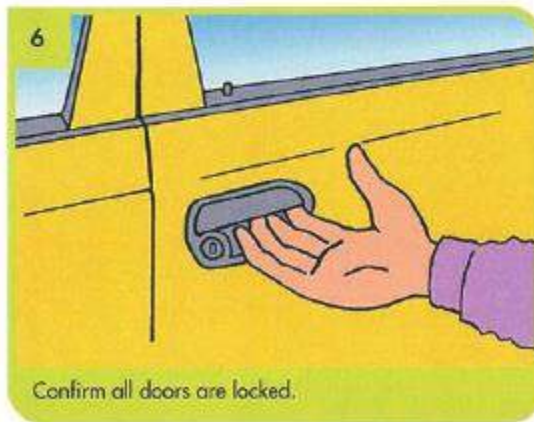
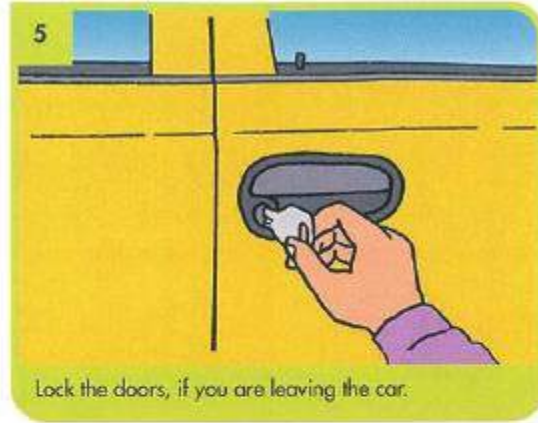
1 Check rear view mirror and look over shoulder for approaching vehicles or pedestrians.



2 Unlock. Open door slightly to indicate intention, at the same time re-confirm safety.

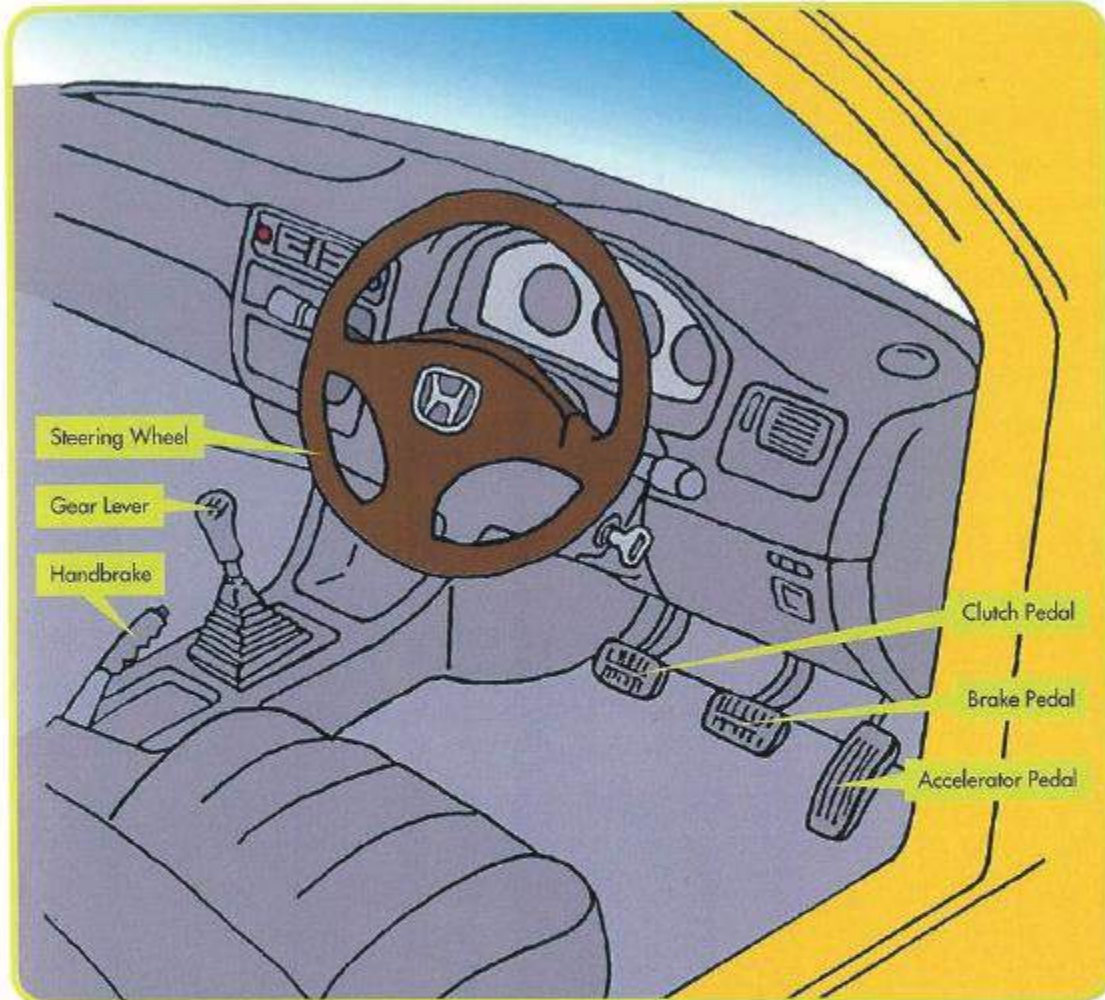


3 Open door just wide enough to get out swiftly.

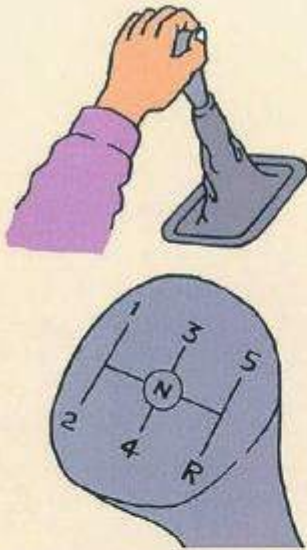


iii) Proper Usage of Controls and Devices.

Aim: Locate and operate the various control and devices.



CONTROLS	USAGE
<p><u>Steering Wheel</u></p> 	<p>Controls Direction of travel.</p> <ul style="list-style-type: none"> <li>• Hold steering wheel lightly with left hand at 9 o'clock and right hand at 3 o'clock position.</li> <li>• Apply hand-over-hand technique for a gradual to sharp turns.</li> <li>• Do not release the steering wheel and allow it spring back after you have made a turn. (Guide it back with your hands).</li> <li>• Do not move your body when turning the steering wheel.</li> </ul>

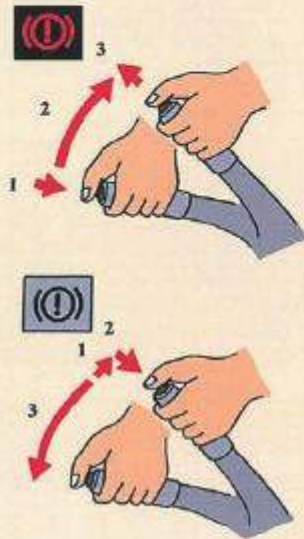
**Gearshift Lever**

For selecting gears to regulate power and speed of the vehicle.

- Cup the left palm lightly over knob when shifting gears.

There are five forward and a reverse gear:

- Lower gears are for more power to move a stationary or slow moving vehicle forward.
- Once momentum is gained, higher gears should be used according to the speed.
- Reverse gear is to move the vehicle backwards. When engaged, the reverse lights at the rear of vehicle will turn 'on' to warn road users.

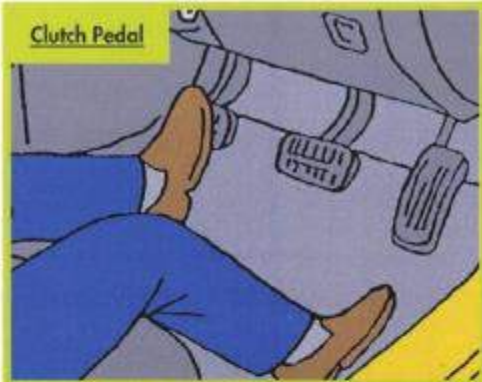

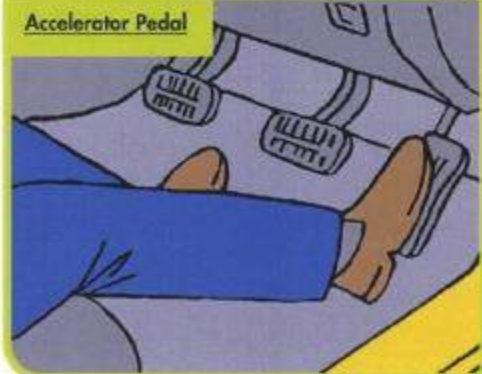
**Handbrake**

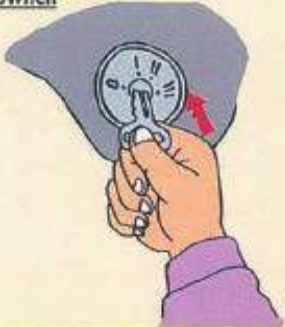
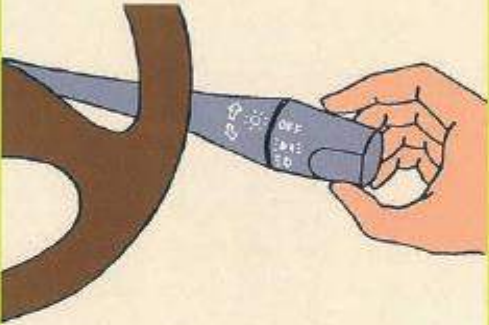
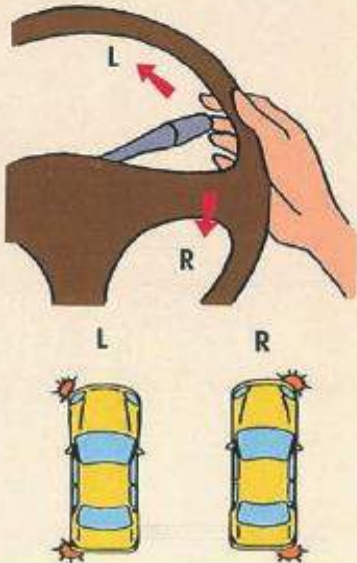
For keeping vehicle stationary.

Before applying handbrake, depress the footbrake firmly.



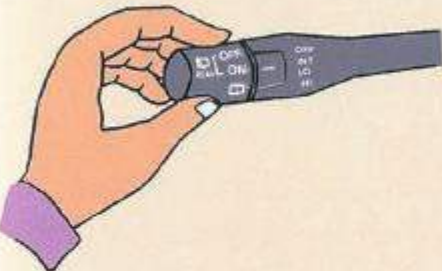
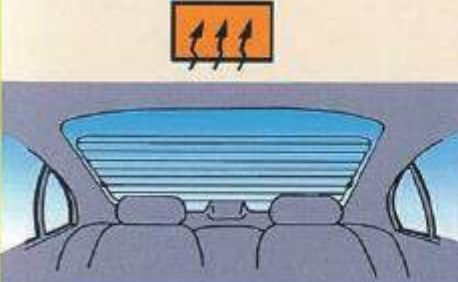
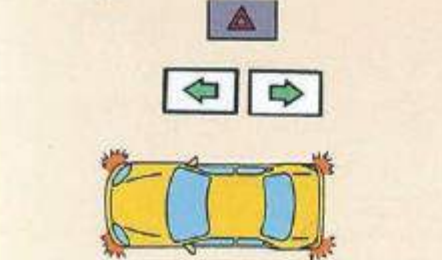

- To apply – depress button at the end of the lever, pull lever upwards firmly and release the button.
- This locks the two rear wheels. The brake warning light on the instrument panel will appear.

- To release – lift lever up slightly, depress button, push lever fully downwards and release button.
- The brake warning light should go off.

<p><b>Clutch Pedal</b></p> 	<p>For transmitting or disconnecting engine power – for moving off, changing gears, low speed control and to prevent stalling the engines when stopping.</p> <p>Use knee movement, with the ball of left foot.</p> <ul style="list-style-type: none"><li>• Depress - quickly and fully.</li><li>• Release - gradually.</li></ul>
<p><b>Brake Pedal</b></p> 	<p>For reducing speed or to stop vehicle.</p> <p>Depress/release pedal gradually using knee movement; with ball of right foot.</p>
<p><b>Accelerator Pedal</b></p> 	<p>For regulating speed.</p> <p>Depress/release pedal gradually, with heel resting on floorboard using ankle movement.</p>

DEVICES	USAGE
<p><b>Ignition Switch</b></p> 	<p>Use to turn on electric current supply, start and stop the engine.</p> <p><b>LOCK/OFF (0)</b> Insert or remove the key at this position. Turn the key while moving the steering wheel to left or right to unlock the steering wheel.</p> <p><b>ACCESORY (I)</b> Electric current is supplied to audio system and other accessories.</p> <p><b>ON (II)</b> Electric current supplied to ignition system.</p> <p><b>START (III)</b> To start the engine. Once the engine started, release the key immediately and it will remain at on position</p>
<p><b>External Lights Switch</b></p> 	<p>Frontal lights i.e. the low and high beams are used, not only to illuminate the foreground when driving at night, but to make you more visible to other road users.</p> <p><b>Off position</b> – To turn off the head and tail lights.</p> <p><b>Position/parking lights</b> – Low intensity illumination, used when stationary.</p> <p><b>Low beam</b> – Used while driving at night in built-up areas or in reduced daylight conditions.</p> <p><b>High beam</b> – Used where visibility is poor as it illuminates over a longer range.</p>
<p><b>Direction Indicator Switch</b></p> 	<p>Turn on direction indicators, to signal your intention to other road users.</p> <p>When operated, orange indicator lights, situated at each end of front and rear of vehicle, will flash on and off, informing other road users the direction in which you wish to proceed.</p> <ul style="list-style-type: none"> <li>• Before turning left, shift indicator lever upward.</li> <li>• Before moving off or turning right, shift indicator lever downward.</li> </ul>



DEVICES	USAGE
<p><b>Horn</b></p> 	<p>It is used to warn other road users of any impending danger.</p> <p>Apply courtesy when using the horn.</p> <ul style="list-style-type: none"> <li>• Tap on the  to sound the horn.</li> </ul> <p>Do not sound the horn continuously, it will irritate or make the road user very nervous and confused.</p>
<p><b>Windscreen Wiper and Washer Switch</b></p> 	<p>To operate windscreen wipers and washer jets.</p> <p>Turn switch forward to operate wipers.</p> <p><b>INT</b> Intermittent speed</p> <ul style="list-style-type: none"> <li>- Low speed</li> <li>= High speed</li> </ul> <p>Pull lever back to operate washer jets.</p>
<p><b>Demister Switch</b></p> 	<p>Activate to clear mist on rear windscreen.</p> <ul style="list-style-type: none"> <li>• Heat is generated through conductors on the rear windscreen to clear mist.</li> </ul>
<p><b>Hazard Light</b></p> 	<p>Activate to warn other road users of hazard.</p> <ul style="list-style-type: none"> <li>• Depress  to activate hazard light.</li> <li>• All direction indicator lights will flash at the same time.</li> </ul>

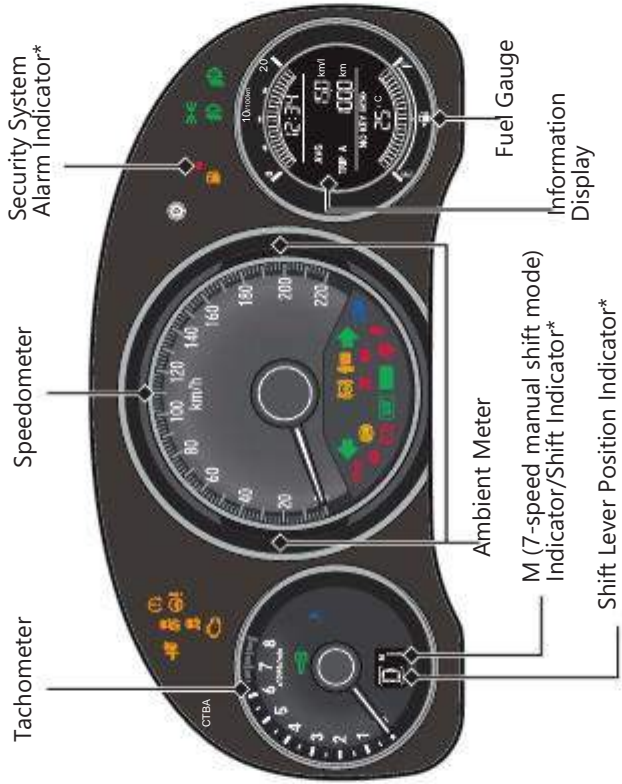
# Instrument Panel

## Gauges /Information Display /System Indicators

Quick Reference Guide

### System Indicators

	Malfunction Indicator Lamp
	Low Oil Pressure Indicator
	Charging System Indicator
	Vehicle Stability Assist (VSA) System Indicator
	VSA OFF Indicator
	Immobilizer System Indicator
	Keyless Access System Indicator*
	Starter System Indicator*
	Rotate Wheel Indicator*
	Electric Power Steering (EPS) System Indicator
	High Temperature Indicator (Red)
	Low Temperature Indicator (Blue)



### System Indicators

	Turn Signal and Hazard Warning Indicators
	Anti-lock Brake System (ABS) Indicator
	Parking Brake and Brake System Indicator (Red)
	Brake System Indicator (Amber)
	Door and Tailgate Open Indicator
	Low Fuel Indicator
	Seat Belt Reminder Indicator
	Supplemental Restraint System Indicator
	CRUISE MAIN Indicator
	CRUISE CONTROL Indicator
	Shift to Park Indicator*
	City-Brake Active System Indicator*

### Lights Indicators

	Lights On Indicator
	Light Control Indicator*
	High Beam Indicator
	Fog Light Indicator*

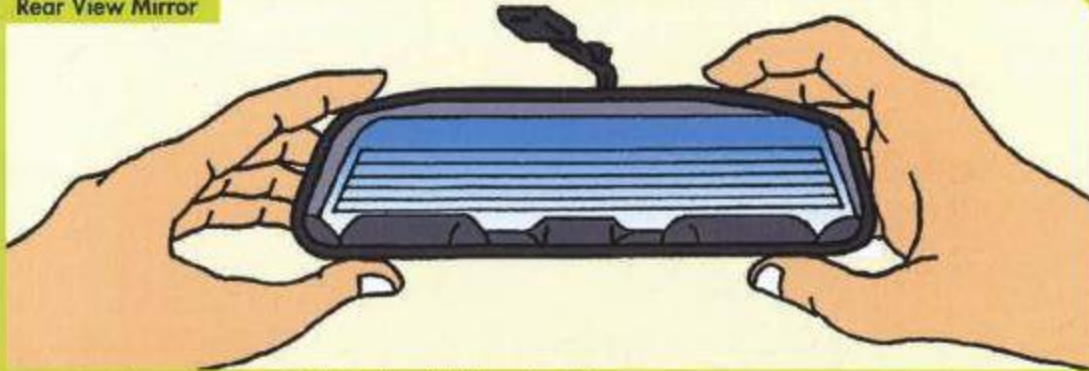
#### iv) Adjustment and Use of Mirrors.

**Aim:** Adjust mirrors correctly and understand their usage and limitations.

Mirrors are used to check traffic condition behind your vehicle. You should check the mirrors before moving off, slowing down/stopping, turning and moving towards the left or right. When Cruising check every 5-10 seconds.

Adjust the mirrors when you are properly seated with seat belt fastened.

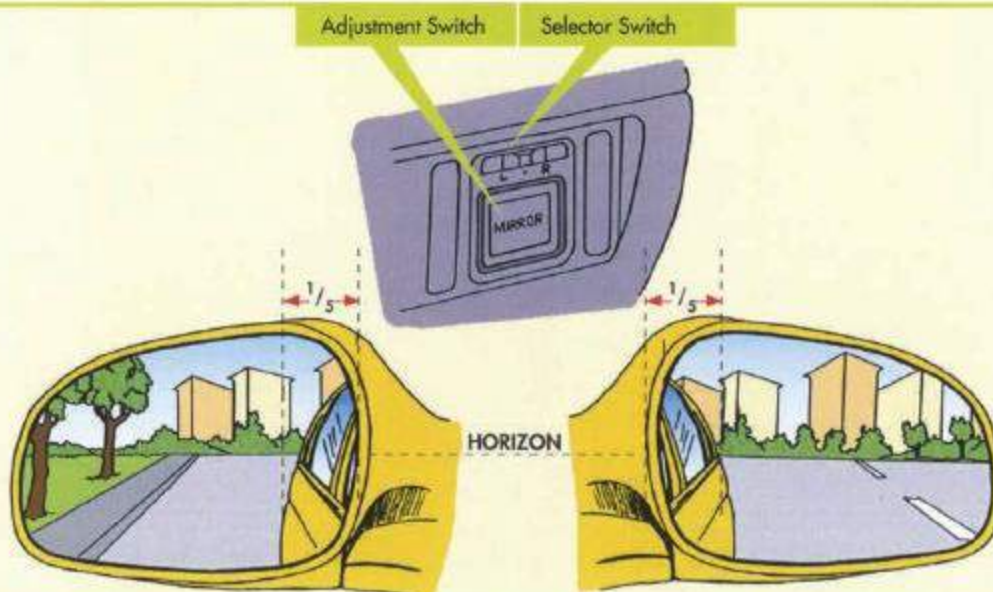
##### Rear View Mirror



Maintain driving posture, use both hands to hold the edge of the rear view mirror. Adjust mirror till a maximum view is obtained through the rear windscreen.

##### Side Mirrors

The side mirror should be adjusted to reflect the horizon along the centerline of the mirror with one fifth showing the side of the car body.



Switch selector to **L** to adjust left side mirror, or **R** to adjust right side mirror.

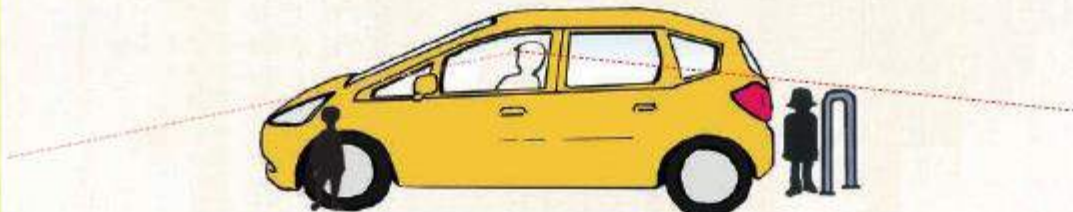
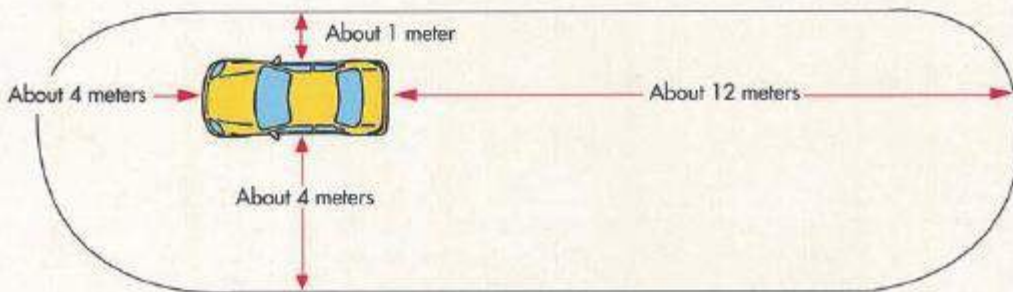
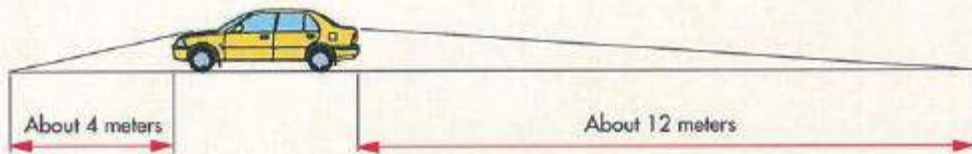
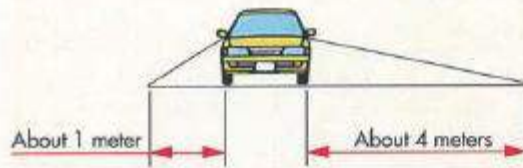
Press adjustment switch (four-way control) to adjust tilt and angle of mirror.

v) **Blind Areas and Blind Spots.**

**Aim:** To identify blind areas and blind spots surrounding the vehicle and the dangers they may present.

When on the driver's seat, your view of the exterior surrounding the vehicle is limited through the glass panels. Those areas surrounding the vehicle, which you cannot see is known as the blind areas.

**BLIND AREAS OF THE VEHICLE**

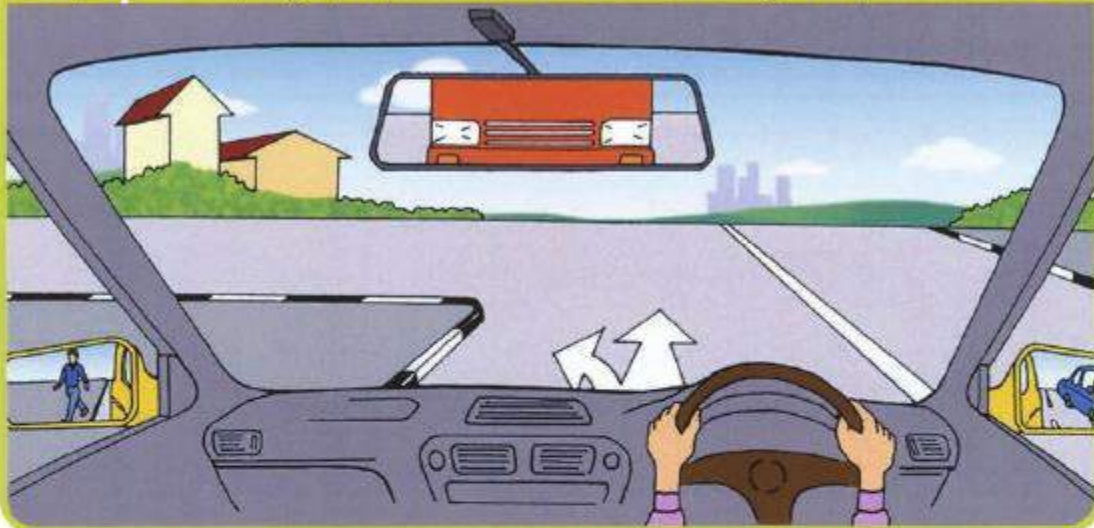


Beware of children or obstacles within the blind areas around the car.

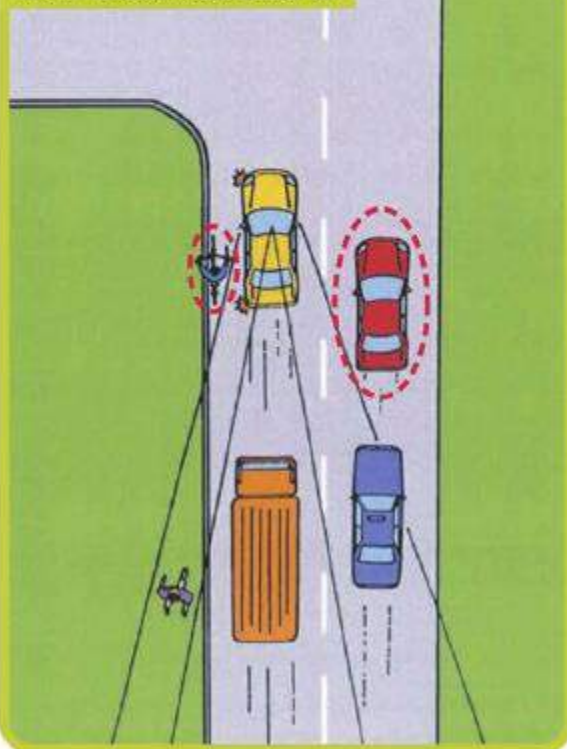
### Blind Spot.

There are two areas to your left and right which the mirrors do not cover, they are known as your blind spots. See diagram below – cyclist on the left and saloon car on the right.

**Blind Spot** Mirrors capturing only the pedestrian, truck, and taxi behind. Missing out the cyclist and saloon car.

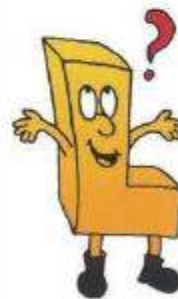


**Actual Traffic Condition Behind You**



To check blind spot - turn head to look over shoulder without turning body.

When should I check?



- Before turning.
- Before changing lanes.
- Before moving towards the left or right.

SUBJECT2 PRE-DRIVE PROCEDURES

Training Objectives-Able to:

- Adopt the correct driving posture.
- Put on the seat belt correctly.
- Operate the pedals properly.

i) Driving posture and seat adjustment.

Poor driving posture reduces driver's ability to assume full control of the vehicle, and may lead to driver fatigue and cause accidents.



Seat Adjustment

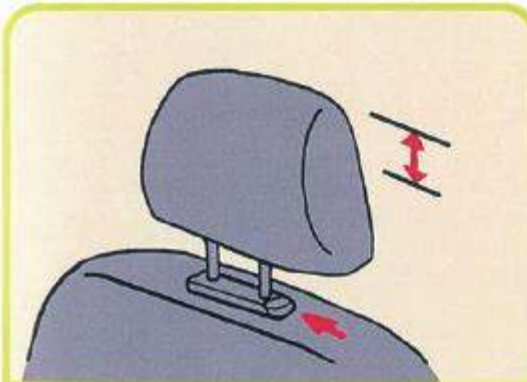


**Backrest**

Left hand holding steering wheel, lift adjustment lever on the right side of the seat with right hand. Lean seat forward or backward using body.



Leaning against backrest, arms should be slightly bent when holding steering wheel.

**Headrest**

Head restraint is to minimize neck injury during an accident. Lift to raise restraint. Depress lock at the base and push restraint down to lower.



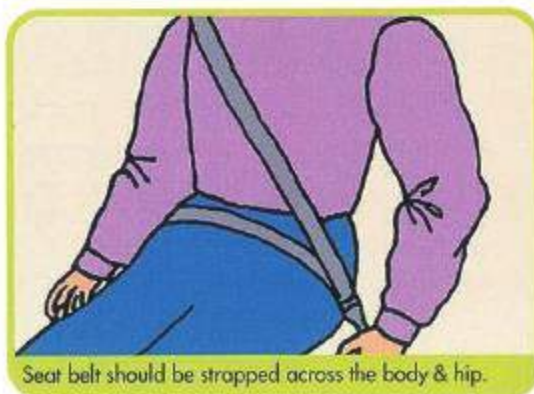
The middle of the head restraint should form a straight line with your ear and eye. (Do not lean on head restraint when driving)

ii) **Seat Belt.**

**Aim:** Belting up correctly when driving.




The seat belt is to prevent driver/passengers from being thrown forward in an accident, minimizing head and chest injuries. It is an offence to drive without belting up – including passengers.

- Fasten the seat belt only after you have adjusted the seat and are in the correct driving posture.
- To fasten the seat belt, pull latch plate gently from the retractor and insert into the buckle.





## iii) Dry run on pedals

<p><u>Clutch Pedal</u></p> 	<p>For transmitting or disconnecting engine power – use when moving off, changing gears and stopping.</p> <p>Use knee movement, with the ball of the left foot to depress or release pedal.</p> <ul style="list-style-type: none"> <li>• When depressed (engine power is disconnected), Depress the pedal quickly and fully.</li> <li>• When released (engine power is transmitted), Release clutch pedal to the point when the car starts to move (biting point) and hold momentarily, then release it slowly and completely. When not using the pedal, rest foot on floorboard.</li> </ul>
<p><u>Brake Pedal</u></p> 	<p>For reducing speed or to stop the vehicle.</p> <p>Depress/release pedal – use knee movement; with the ball of the right foot.</p> <p>Depress pedal gradually to reduce speed.</p> <p>Release pedal gradually when desired speed is attained.</p> <ul style="list-style-type: none"> <li>• When brakes are applied, the brake lights at the rear of the vehicle will turn on, warning vehicles following behind.</li> </ul>
<p><u>Accelerator Pedal</u></p> 	<p>For regulating speed of vehicle.</p> <p>Depress/release pedal, with heel resting on floorboard using ankle movement.</p> <ul style="list-style-type: none"> <li>• Depress pedal to accelerate.</li> <li>• Release pedal to decelerate.</li> </ul> <p>The pedal is very sensitive. Therefore light and progressive pressure is necessary for smooth control of vehicle.</p>

## SUBJECT 3 MOVING OFF AND STOPPING

## Training Objectives-Able to:

- Start the engine and release the ignition key immediately when the engine has started.
- Switch off the engine properly.
- Identify the 'biting point' move and stop the vehicle without stalling the engine repeatedly.

## i) Starting and Stopping the Engine

**Aim:** Start and stop the engine with safety procedures.

Starting the Engine and Safety Procedures

**Step 1:**  
Depress foot brake.



**Step 2:**  
Ensure handbrake is applied.



**Step 3:**  
Depress clutch pedal fully.



**Step 4:**  
Ensure gearshift lever is at neutral position.



**Step 5:**  
Depress accelerator pedal slightly.



**Step 6:**  
Turn key in clockwise direction to the 'START' position. Hold key for 1-2 seconds till engine is fired.



**Step 7:**  
Release key once engine is started. It will spring back to the 'ON' position of ignition switch.

### Stopping the Engine and Safety Procedures



**Step 1:**  
Depress clutch.



**Step 2:**  
Depress foot brake.



**Step 3:**  
Apply handbrake.



**Step 4:**  
Return gearshift lever to neutral position.



**Step 5:**  
Turn ignition key in anti-clockwise direction to the 'ACC' position.



**Step 6:**  
Push key inwards & turn ignition key anti-clockwise to the 'OFF' position to remove key.

Note: If leaving vehicle unattended, engage 1<sup>st</sup> gear (Reverse gear should be selected if vehicle is on an downhill slope).

### ii) Co-ordination of Accelerator Pedal and Clutch Pedal (Biting Point)

Aim: Move off smoothly without stalling the engine.

Proper co-ordination of the accelerator and clutch pedal is crucial in moving off the vehicle smoothly.

#### Accelerator



To have sufficient power to move a stationary vehicle smoothly:

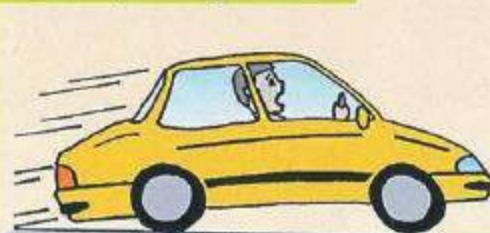
Depress accelerator slightly to about 1500 - 2000rpm.  
(Listen to the engine humming steadily).

#### Engine knocks, vibrates or stalls

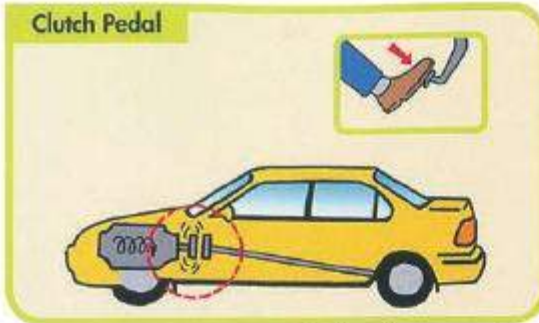


Insufficient acceleration and/or clutch pedal released suddenly beyond biting point.

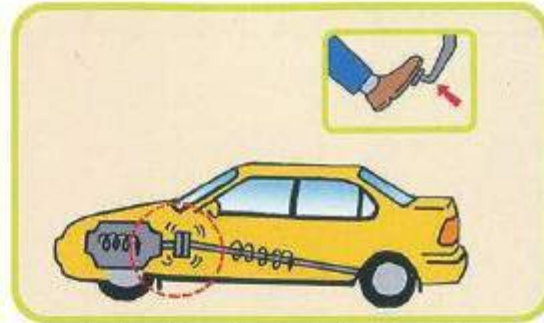
#### Vehicle hops or surges forward



Excessive acceleration and/or the clutch pedal released suddenly.

**Clutch Pedal**

When clutch pedal is depressed, clutch is disconnected and engine power is not transmitted to the wheels.



When clutch pedal is released, clutch is connected and engine power is transmitted to the wheels.

**Clutch Pedal Operation.****Depressing clutch pedal.**

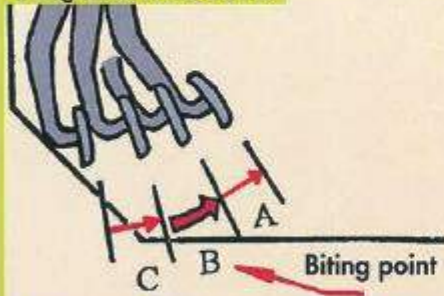
Depress pedal in one motion quickly and fully.  
(This will not cause the engine to vibrate or knock).

**Releasing clutch pedal.**

Release pedal in two stages.

- Release pedal swiftly to biting point and hold momentarily.
- Release the rest gradually.

To smoothly transfer engine power to wheels, it is necessary to hold the clutch pedal at biting point momentarily when releasing the pedal.

**Biting Point of the Clutch**

A – Free play, clutch is fully connected.

B – Biting point (half clutch).

C – Before biting point, clutch is not connected.

**Engine revolution drops, engine sounds softer**

When the clutch pedal is released to biting point, there will be a slight drop in engine revolution.




The vehicle starts to creep forward.

To move off smoothly, accelerate further to increase engine revolution.

**Procedures for Moving Off.**

	<p><b>Step 1:</b> Depress clutch pedal fully and hold.</p>		<p><b>Step 2:</b> Select 1<sup>st</sup> gear.</p>
	<p><b>Step 3:</b> Depress accelerator pedal slightly and hold. (1500 –2000 rpm)</p>		<p><b>Step 4:</b> Release clutch pedal to biting point.</p>
	<p><b>Step 5:</b> Release hand brake fully.</p>		<p><b>Step 6:</b> Depress accelerator further.</p>
	<p><b>Step 7:</b> Hold clutch at biting point for 2-3 seconds or until car is moving smoothly. Gradually releasing the pedal fully.</p>		

**Stopping the Vehicle.**

<p><b>Vehicle Jerks</b></p>  <p>Excessive pressure applied to brake pedal.</p>	<p><b>Stopping procedures</b></p>  <p><b>Step 1:</b> Determine stopping point early.</p>		
	<p><b>Step 2:</b> Release accelerator pedal.</p>		<p><b>Step 3:</b> Depress brake pedal to reduce speed.</p>
	<p><b>Step 4:</b> Depress clutch pedal fully once vehicle is slow enough to stop easily or before engine starts to knock.</p>		<p><b>Step 5:</b> Adjust brake pressure to stop vehicle smoothly.</p>

## SUBJECT 4 STEERING TECHNIQUE

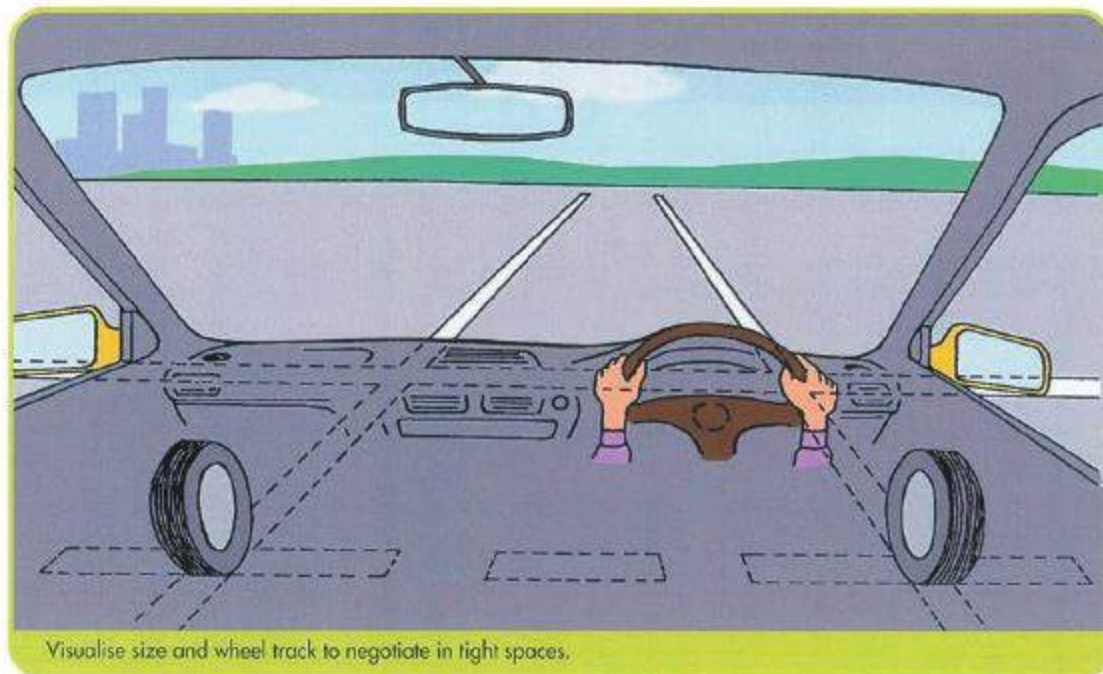
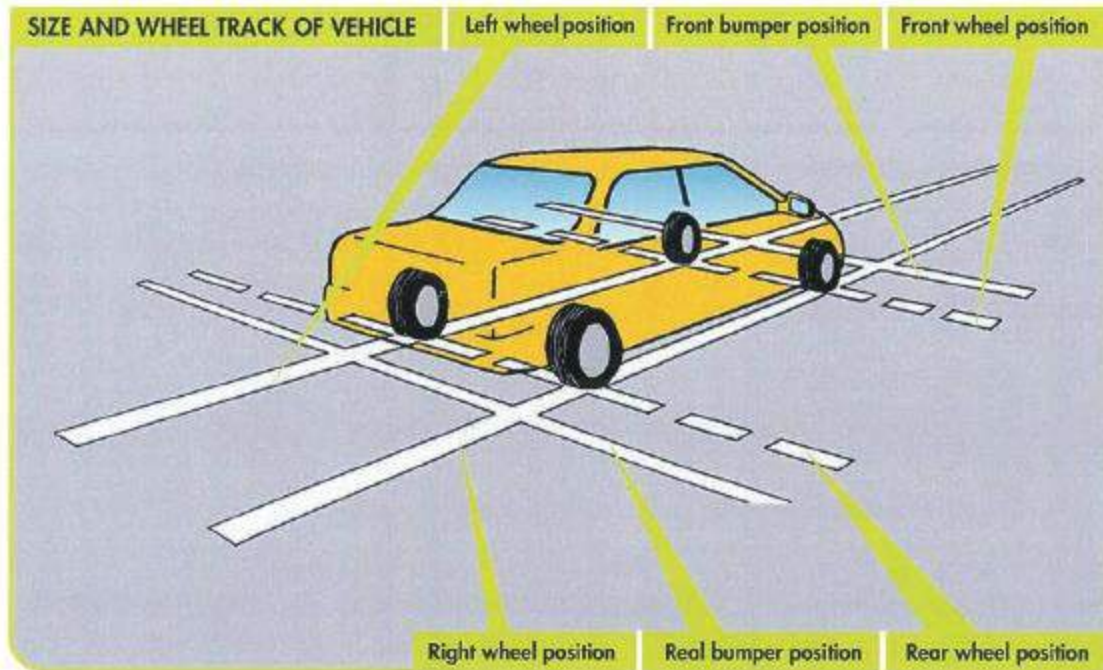
## Training Objectives-Able to:

- Steer the vehicle without zig-zagging with in the lane on a straight road and gradual turns.

## i) Visualise position and Track of the Wheels.

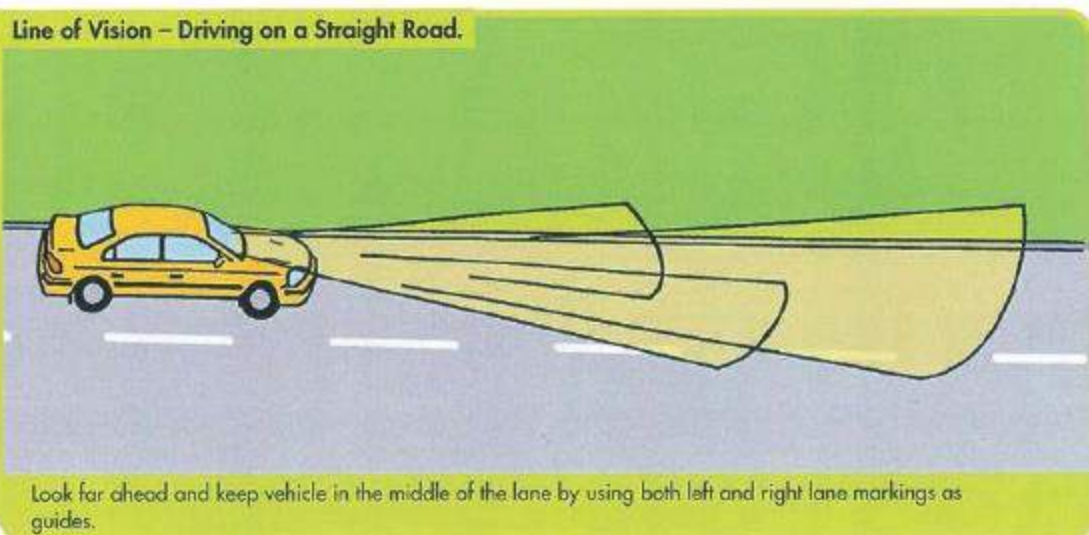
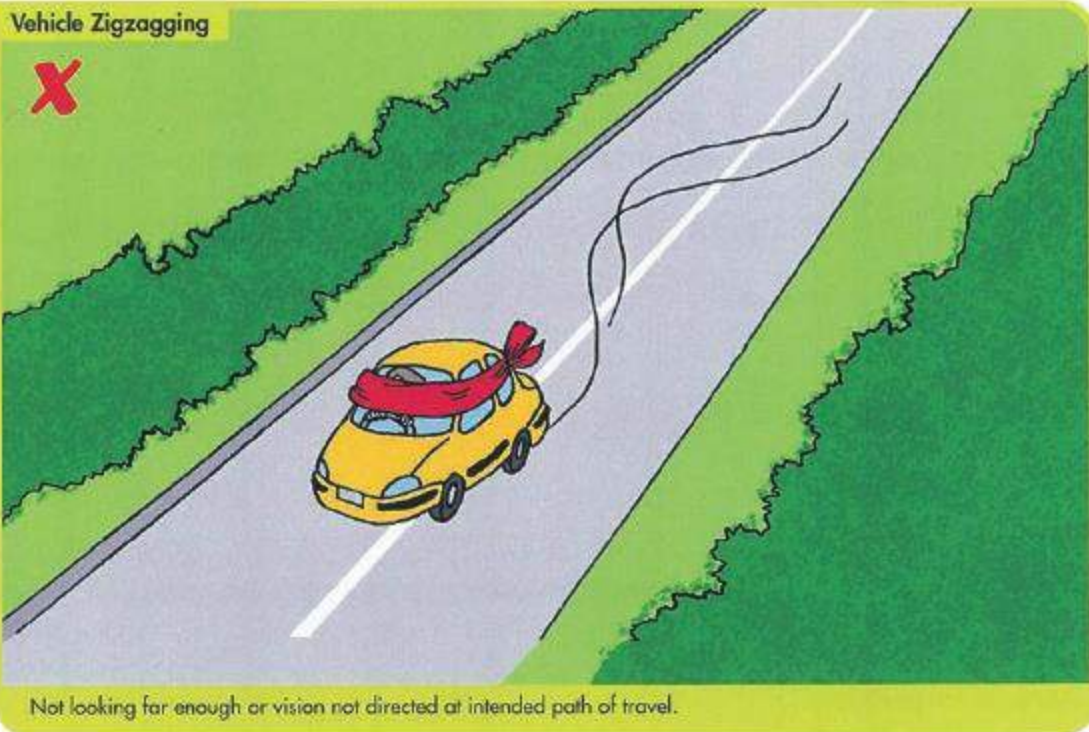
**Aim:** Determine size of vehicle, position and track of the wheels.

Able to visualise the position and track of the wheels to maintain the vehicle in the correct path and position.



- ii) Steering Technique on Straight Road and Gradual Turns.
- iii) Line of Vision.

**Aim:** Adopt correct steering technique and line of vision to maintain vehicle on a straight course and gradual bend without zigzagging.



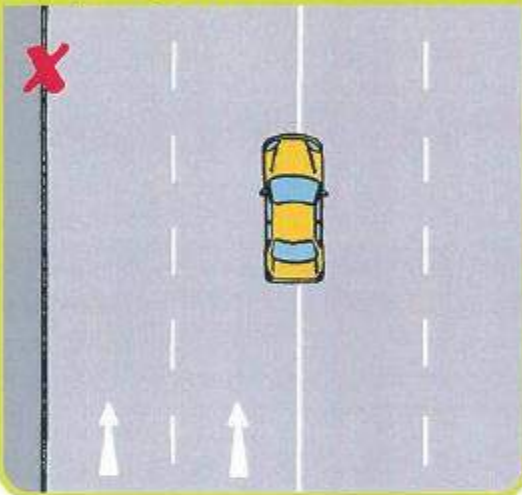
- Looking down at the end of the bonnet makes you sway from side to side.

**Driver's view of Vehicle Position on a Straight Road.**

**Vehicle travelling out of lane to the right.**



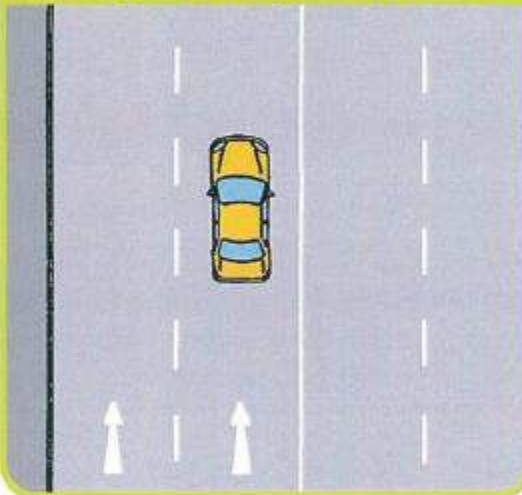
Vehicle appears in the middle of the lane but is actually running over the continuous white line.



**Vehicle travelling in the center of the lane.**

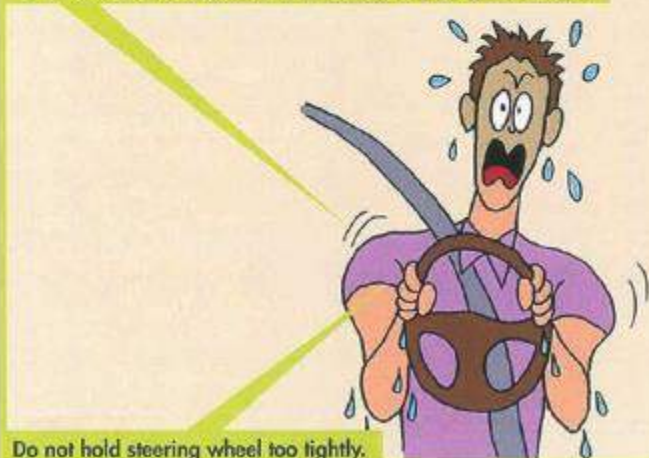


Vehicle appears running over the left lane due to the driver being seated on the right side of the vehicle.



**Steering Wheel Control**

**Do not turn steering wheel with shoulder or body movement.**



Do not hold steering wheel too tightly.

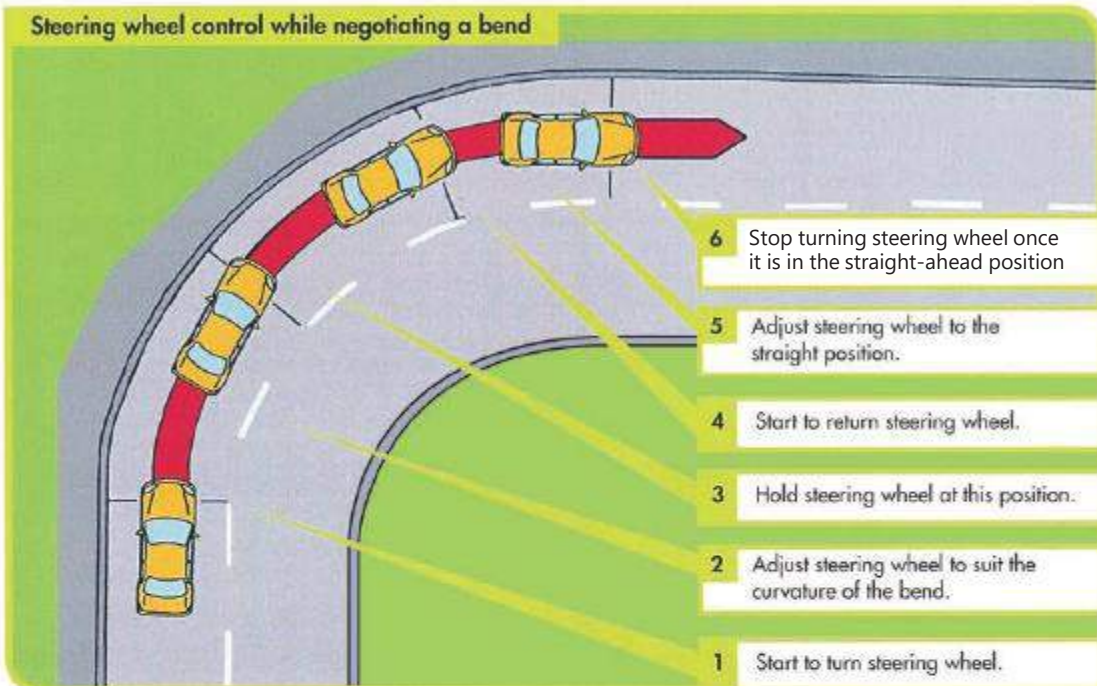
**Correct Technique.**

Keep both hands on the steering wheel. Position them at either 10 and 2 o'clock or 9 and 3 o'clock whichever is more comfortable. A light and relax grip (hold outer ring of steering wheel) is sufficient to maintain the vehicle in a straight course. Any deviation will require only slight adjustment of the steering.

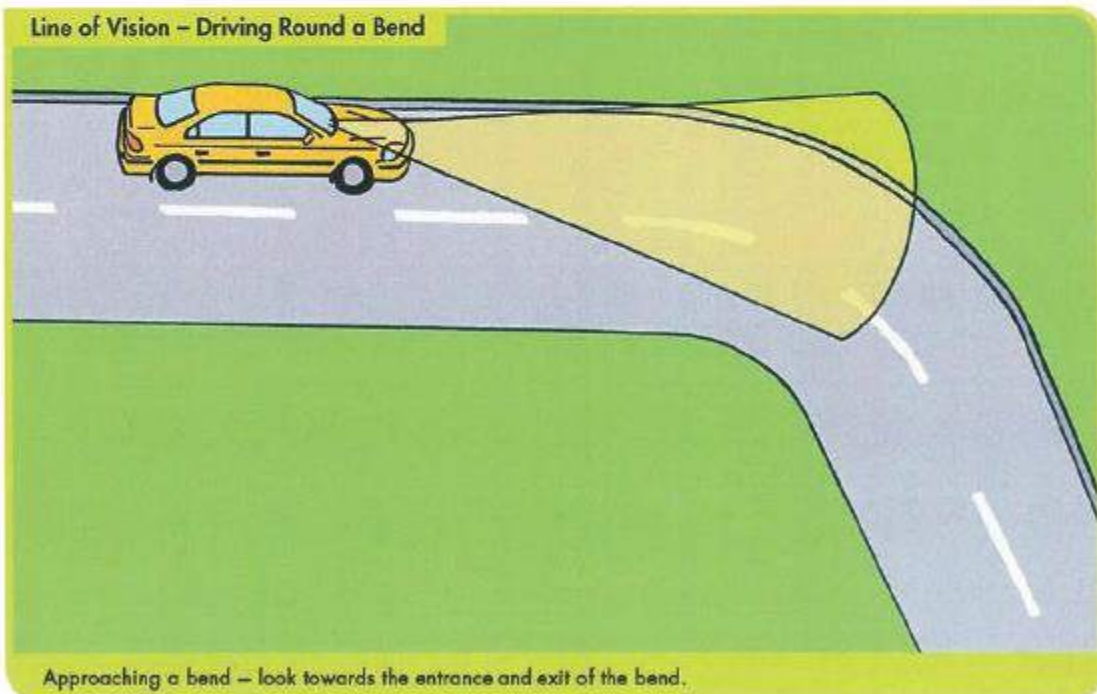


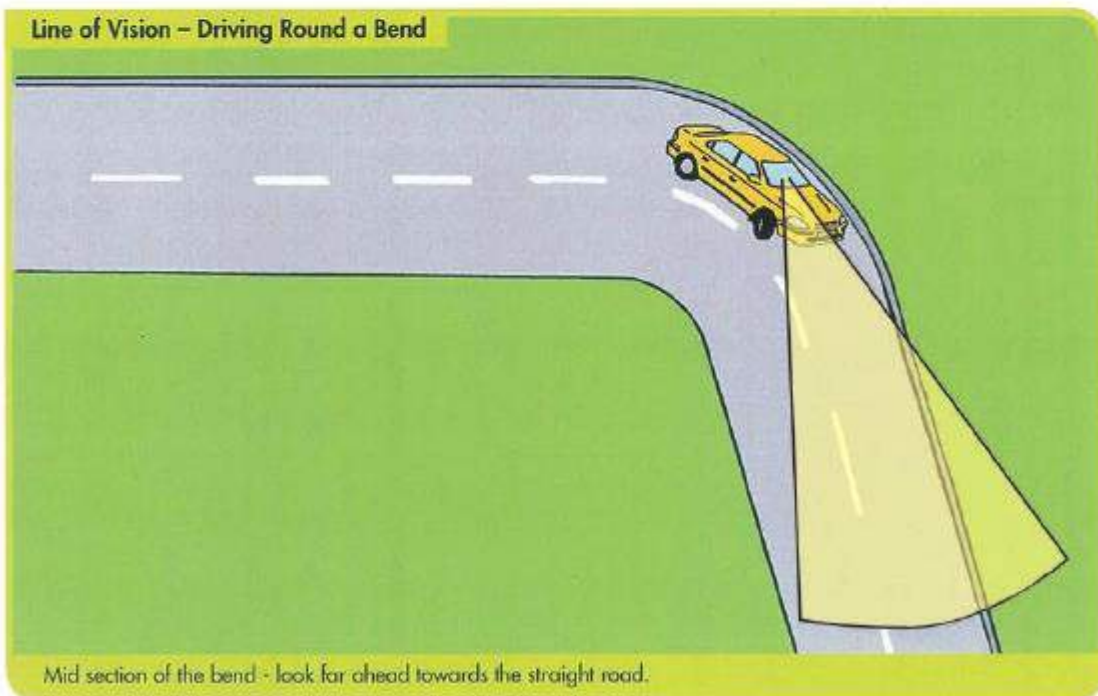
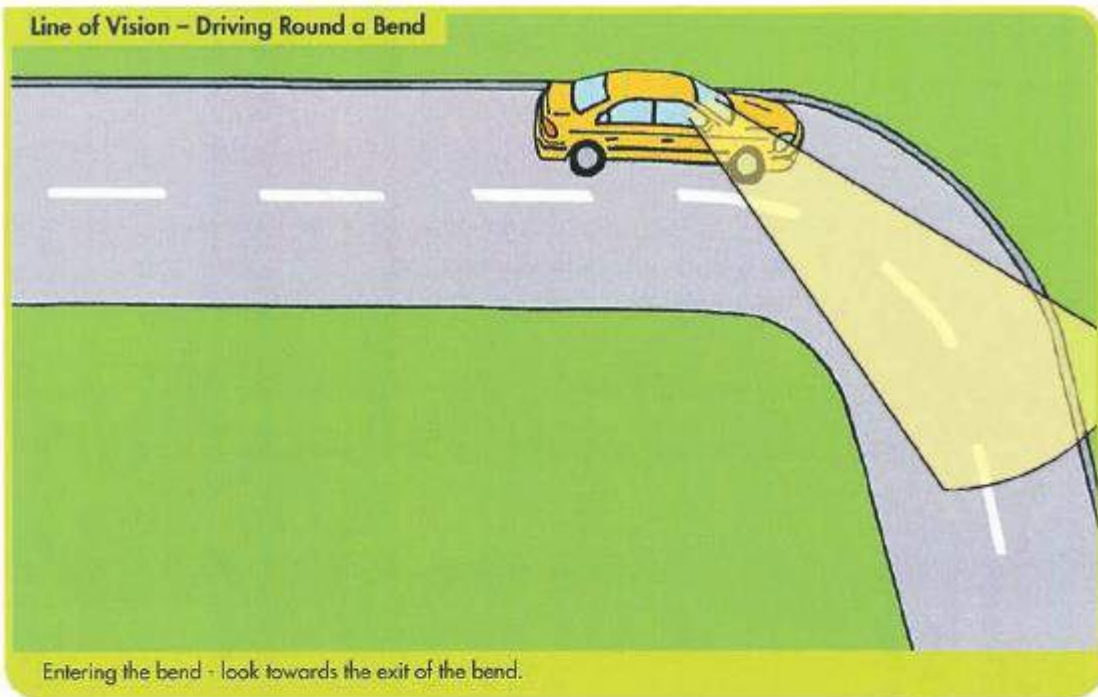
## Driving Round a Bend

### Steering wheel control while negotiating a bend



### Line of Vision – Driving Round a Bend

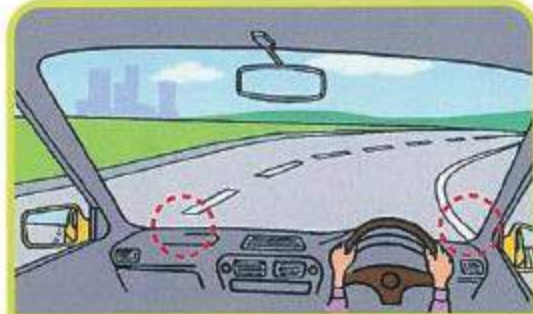
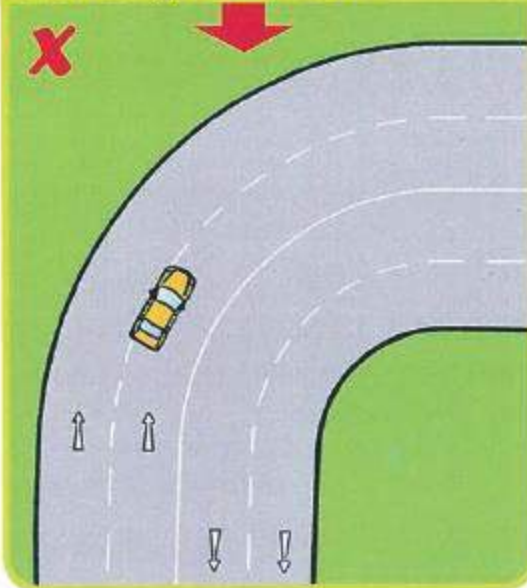




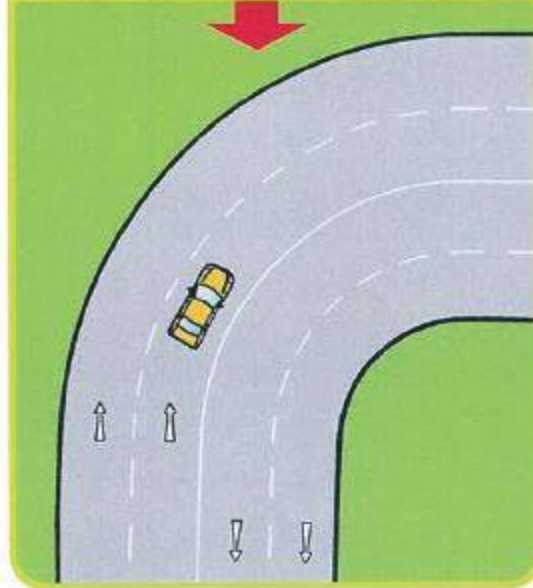
**Driver's View of Vehicle Position – Round a Bend.**



Vehicle travelling out of lane to the left.



Vehicle travelling in the middle of the lane.



• Maintaining this position whenever possible.

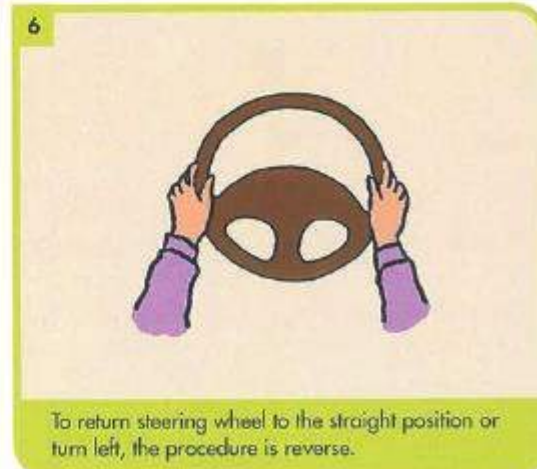
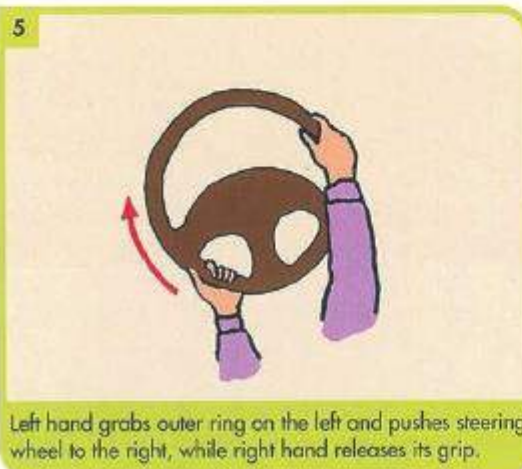
**Steering Technique for Gradual to Sharp Turns**



Do Not Hold the Inner Ring of Steering Wheel.



Hand Over Hand Steering Technique

**Hand Over Hand Steering Technique – When Turning Right**

- How much to turn and where to hold the steering wheel when hand crosses over depends on how much steering input is required.

## SUBJECT5 GEAR SHIFTING

Training Objectives-Able to:

- Shift up to 3<sup>rd</sup> gear without crashing gear, jerking, stalling and zig-zagging the vehicle.
- Change gear when the appropriate speed is attained

- i) Gear Shifting – 1<sup>st</sup> to 3<sup>rd</sup> gear.
- ii) Smooth Acceleration.
- iii) Clutch Engagement Point.

**Aim:** Shift up to 3<sup>rd</sup> gear smoothly while maintaining steady control of the vehicle.

### Common Mistakes when Shifting Gears



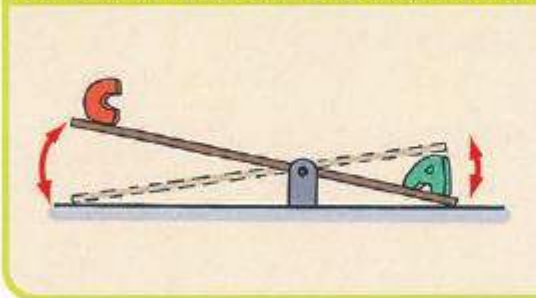
- Clutch pedal not depressed/fully depressed.
- Accelerator pedal not released.
- Poor co-ordination of clutch and accelerator pedals.
- Shifting forcefully.

### Losing Control of Vehicle when Shifting Gears



- Looking at gearshift lever/controls.
- Shifting gears with tense grip/shoulder movement.
- Gripping steering wheel tightly.

### Co-ordination of the Clutch and Accelerator Pedals for Smooth Acceleration



To shift gears and accelerate smoothly, good coordination of the clutch and accelerator pedals is required. The clutch and accelerator pedals should move in the opposite directions at the same time.

- Before engaging a gear – release the accelerator pedal and depress the clutch pedal simultaneously.
- After engaging a gear – depress accelerator pedal and release the clutch pedal simultaneously.



When shifting gears

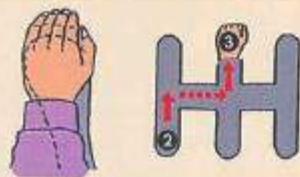
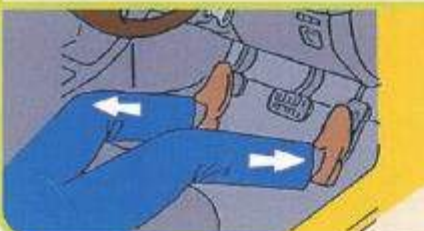
- i) Apply light grip over gearshift lever knob.
- ii) Look where you intend to go (Line of Vision – Pg 31). **Do not look** at the gearshift lever.
- iii) Light grip on steering wheel to maintain steady course.

**Shifting Up from 1<sup>st</sup> to 2<sup>nd</sup> Gear**

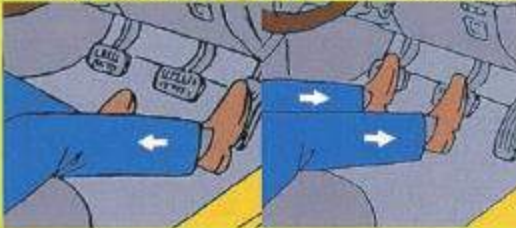
When vehicle is moving smoothly at about 15 km/h.

**Step 1:**Gradually release accelerator pedal and **simultaneously** depress clutch pedal quickly.**Step 2:**Turn palm to face left, apply pressure on the lever towards the left, pull lever downwards by-passing neutral. **Do not allow gearshift lever to spring home to neutral.****Step 3:****Immediately** release clutch pedal to biting point and **simultaneously** depress accelerator pedal with progressive pressure.**Shifting Up from 2<sup>nd</sup> to 3<sup>rd</sup> Gear**

When the vehicle speed is about 30 km/h.

**Step 1:**Gradually release accelerator pedal and **simultaneously** depress clutch pedal quickly.**Step 2:**Palm cup over gearshift lever knob, **gently** push lever forward to neutral – **allow lever to spring home to neutral position** then push lever forward into 3<sup>rd</sup> gear.**Step 3:****Immediately** release clutch pedal to biting point and **simultaneously** depress accelerator pedal with progressive pressure.

### Shifting Down from 3<sup>rd</sup> to 2<sup>nd</sup> Gear To travel at lower speed e.g. approaching hazards:



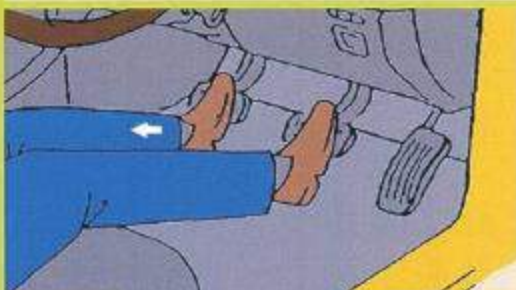
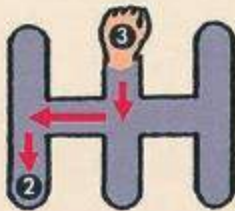
#### Step 1:

With accelerator pedal released, depress brake pedal (brake pressure depends on speed of vehicle) and quickly depress clutch pedal.



#### Step 2:

- Palm cup over gearshift lever knob; **gently** pull lever downwards to neutral,
- Turn palm facing left and guide lever towards the left end of the H-gate and
- Pull lever downwards into 2<sup>nd</sup> gear.

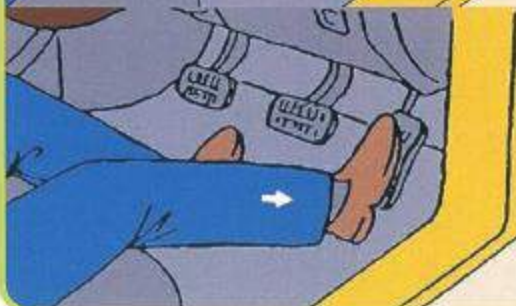


#### Step 3:

Release clutch pedal to biting point, (you can feel the engine slowing the car down), and hold momentarily before releasing pedal fully. *Releasing pedal suddenly beyond biting point will cause vehicle to jerk and engine to rev loudly.*

Releasing the brake pedal – **before, at the same time or after** the clutch pedal is released, depends on the speed of the vehicle.

Depress accelerator pedal gently to maintain desired speed.



**Hand and Feet Position After Shifting Gears**

After changing gear, hold steering wheel with both hands.

After releasing clutch pedal, rest foot on the floorboard.



When the wrong gear is selected, you can feel these symptoms. Correction-clutch in quickly and shift to the correct gear.

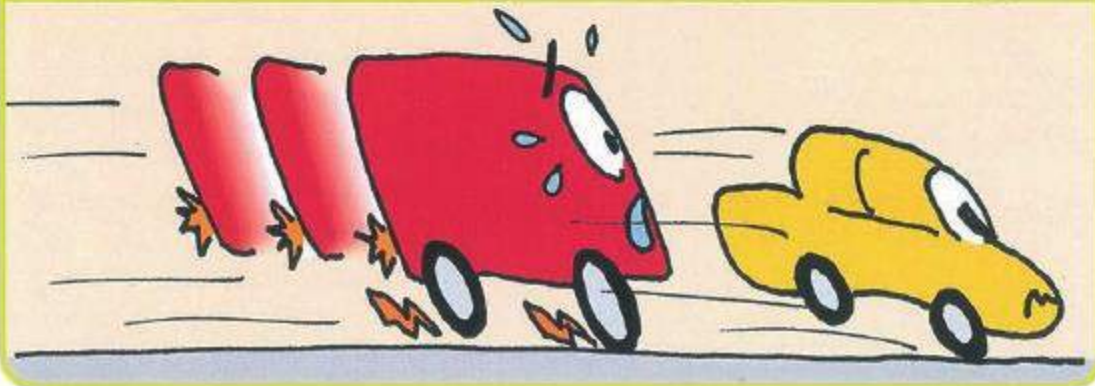
**Shifting wrongly to 4<sup>th</sup> gear instead of 2<sup>nd</sup> gear**



Engine loses power and knocks.

**Shifting wrongly to 1<sup>st</sup> gear instead of 3<sup>rd</sup> gear**

Engine revs loudly, vehicle jerks and slow down abruptly.





## SUBJECT 6 SLOWING DOWN AND STOPPING

## Training Objectives - Able to:

- Slow down to a stop at a target area by using engine brake and foot brake without vehicle jerking.

**Late Braking** Applying the brakes late or suddenly can cause accidents.



Others may not be able to react quickly    Too little time for vehicle following behind to stop safely.

- Always reduce speed in advance and brake gradually to stop.

## i) Reducing Speed and Engine Braking.

Engine brake ???

Reducing speed of the vehicle is achieved by resisting the rotation of the wheels. This is done by either applying engine brake or foot brake.

However, stopping the vehicle will require the use of foot brake.

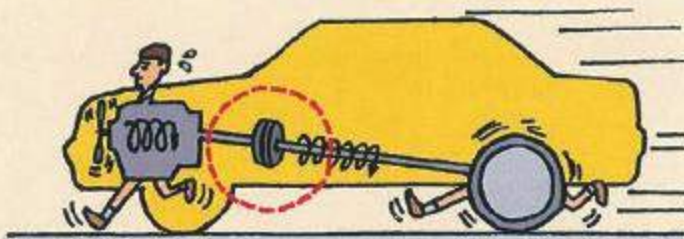
Combining the use of both engine brake and foot brake will reduce the speed of the vehicle most effectively.



**Engine Brake**

Engine brake, as the term suggest – uses the engine to reduce the speed of the vehicle. It is most effective in low gear and less effective in higher gears.

**How It Works**



Gear Engaged



Clutch Pedal Released



(Clutch Connected)

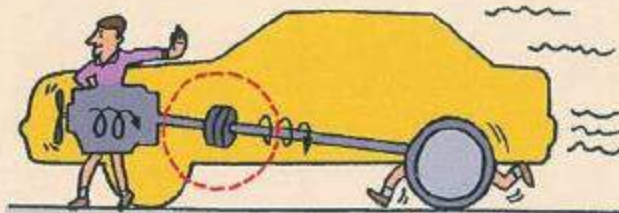
Accelerator Pedal Depressed



(Engine Speed Increases)

Depressing the accelerator pedal increases the engine speed – forcing the wheels to rotate faster.

**How It Works**



Lower Gear Engaged



Clutch Pedal Released



(Clutch Connected)

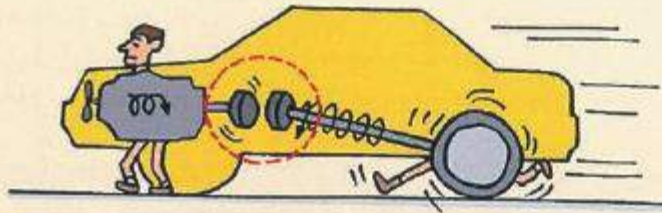
Accelerator Pedal Released



(Engine Speed Decreases)

Slower engine forces the wheels to rotate slower – reducing speed of vehicle.

**Free Wheeling** No engine brake.



Gear Engaged



Clutch Pedal Depressed



(Clutch Disconnected)

Accelerator Pedal Released



(Engine Speed Decreases)

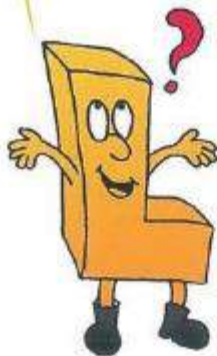
Slower engine has no effect on the rotating wheels – vehicle speed maintains or increases depending on the momentum gained.

Why must I make use of engine brake?

Prolong usage of the footbrake or hard braking causes brakes to over heat making them ineffective, especially when going down long slopes.

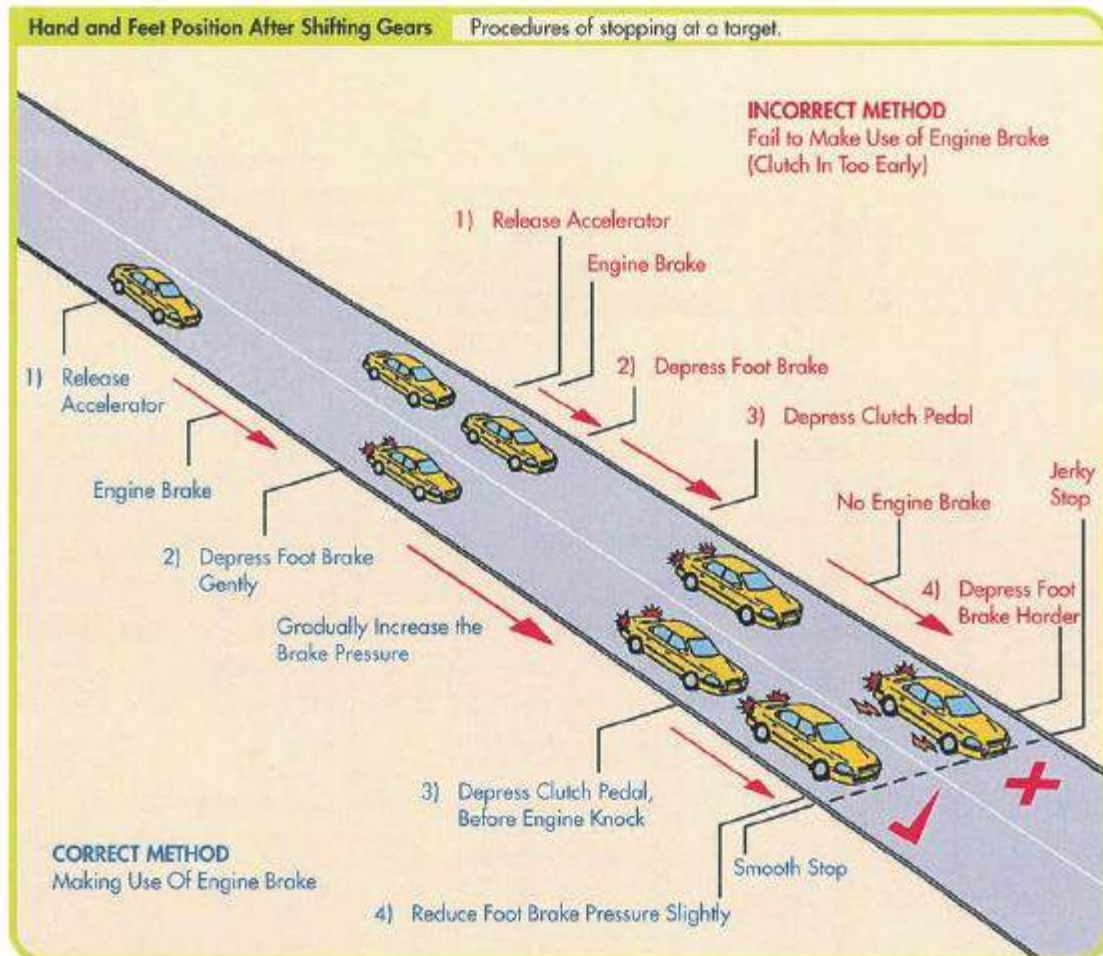
Hard braking also causes wheels to lock and vehicle to skid.

When making turns or driving down slopes, you need to keep the vehicle's speed under control, engine brake will slow down the vehicle safely.



**ii) Stopping at Targeted Point.**

Always identify targeted stopping point early to determine stopping distance, apply more pressure on the footbrake initially and reduce the pressure as the vehicle slows down.



**Stopping Smoothly Without Vehicle Dipping Forward**



Depress brake pedal sufficiently to reduce speed of vehicle. Depress clutch pedal when the vehicle is almost stopping.



Gradually reduce pressure (slightly) on the brake pedal to prevent a jerky stop.

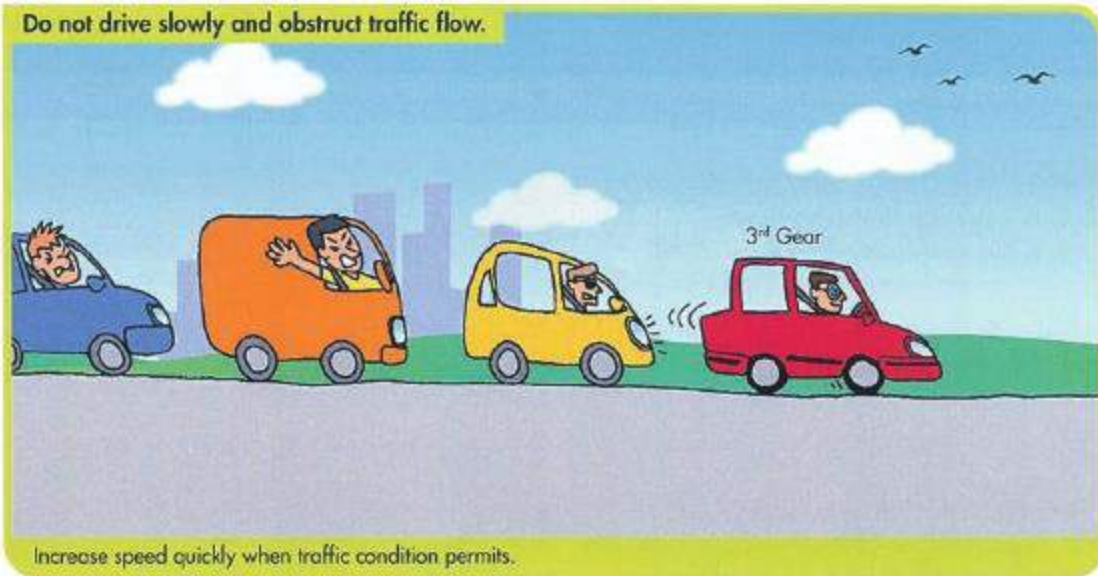
**SUBJECT7 SPEED REGULATION**

**Training Objectives-Able to:**

- Use the correct gears to reach 50km/h within 15 seconds on a 50km/h road when the traffic condition permits.
- Regulate speed according to traffic and road conditions.

Speed regulation is the process of adjusting travelling speed to suit changing traffic/road conditions with regards to safety and smooth flow of traffic.

**i) Regulating Speed up to 50 km/h. Using 1<sup>st</sup> to 4<sup>th</sup> Gear.**



**Changing Gears.**



**Speed range of different gears under normal gradual acceleration.**

Gear	Speed Range (Approximate)
1 <sup>st</sup>	0-20 km/h
2 <sup>nd</sup>	15-35 km/h
3 <sup>rd</sup>	30-45 km/h
4 <sup>th</sup>	40 km/h onwards.
5 <sup>th</sup>	70 km/h onwards.

### Select Gears According To The Speed Of Vehicle.



From stationary  
to brisk walking.

To jogging.

To running.

Sprinting

To running.

To jogging.

To walking.

1<sup>st</sup> Gear. → 2<sup>nd</sup> Gear. → 3<sup>rd</sup> Gear. → 4<sup>th</sup> Gear. → 3<sup>rd</sup> Gear. → 2<sup>nd</sup> Gear. → 1<sup>st</sup> Gear.

Increase speed quickly when traffic condition permits.

### Changing Up.

**Engine Sounds Harsh/Loud.** Engine Revolution is fast and lower gears unable to increase the vehicle speed.



- Change up to higher gear when speed of vehicle increases to the upper speed range of the gear you are in.

### Changing Down.

**Vehicle knocks, Vibrates or Loses Power.** Speed too slow for higher gears to drive vehicle.



- When speed of vehicle is reduced (below that of speed range of the gear you are in), it is necessary to change down to a lower gear in order to move on smoothly.
- At times changing down two gears (skip gear) may be required, if speed is drastically reduced e.g. from 4<sup>th</sup> to 2<sup>nd</sup> bypassing 3<sup>rd</sup> gear.

ii) Gradual and Rapid Acceleration.

**Rapid Acceleration** Depress accelerator harder to increase speed of vehicle in a shorter distance.

Time & Distance

15-20 km/h change 2<sup>nd</sup> gear    30-35 km/h change 3<sup>rd</sup> gear    40-45 km/h change 4<sup>th</sup> gear

**Gradual Acceleration** Depress accelerator progressively to increase speed of vehicle gradually over a longer distance.

Time & Distance

15-20 km/h change 2<sup>nd</sup> gear    30-35 km/h change 3<sup>rd</sup> gear    40-45 km/h change 4<sup>th</sup> gear

**Rapid Acceleration**

Applies when traffic is light and fast flowing without apparent hazards ahead.

**Gradual Acceleration**

Applies when traffic is moderate to heavy.

## SUBJECT8 BRAKING

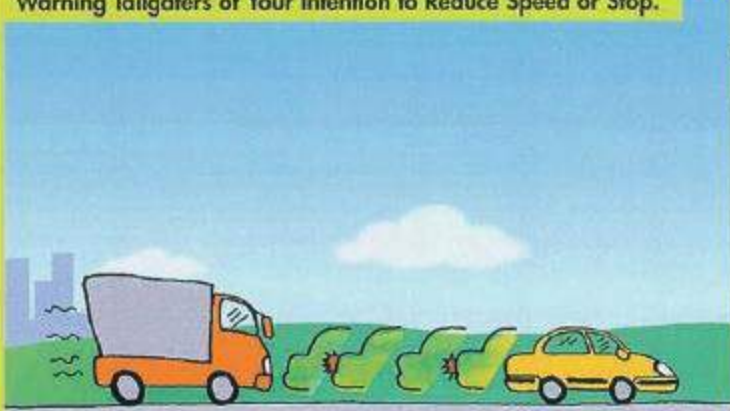




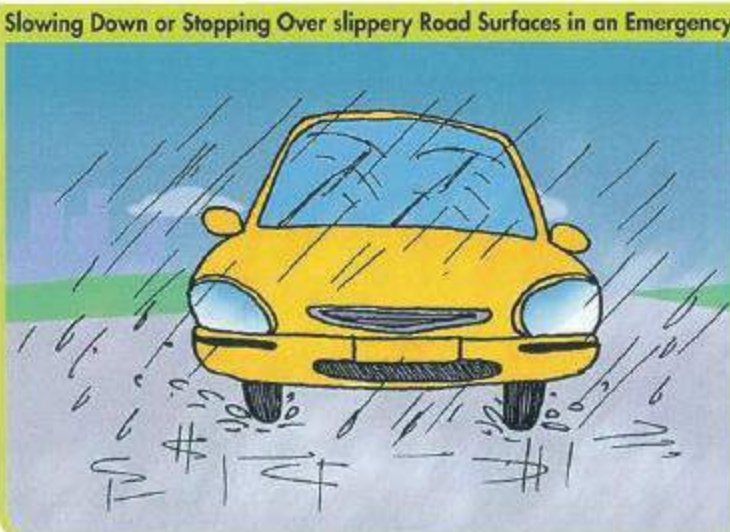




**Training Objectives-Able to:**

- Apply intermittent braking without sudden jerks.
- Apply the brakes at least 50 meters away when the speed is about 50km/h to slow down or stop.

**i) Intermittent Braking.**


Intermittent braking is the technique of depressing and releasing the brake pedal 2 – 3 times to flash the brake light. It gives adequate warning to motorists following behind. When applying hard braking intermittently, it prevents wheels from locking which may cause vehicle to skid.

Situations To Apply Intermittent Braking


Warning Tailgaters of Your Intention to Reduce Speed or Stop.	
	 <p>1) Depress brake pedal slightly to turn on the brake lights to warn vehicle behind.</p>
	 <p>2) Release brake pedal to turn off the brake lights.</p>
	 <p>3) Repeat step 1 &amp; 2, two to three times to attract the attention of the driver behind.</p>
	 <p>4) Depress brake pedal with sufficient pressure to slow down or stop.</p>
Slowing Down or Stopping Over slippery Road Surfaces in an Emergency.	
	 <p>1) Depress brake pedal sufficiently to quickly reduce speed of vehicle.</p>
	 <p>2) Release brake pedal slightly to prevent the wheels from locking.</p>
	 <p>3) Repeat step 1 &amp; 2, several times until desired speed is achieved.</p>
	 <p>4) Depress brake pedal with sufficient pressure to slow down or stop.</p>




**After Passing Through Flood.**




1) Depress brake pedal hard to clear water accumulated in the brake drums.



2) Release brake pedal fully.



3) Repeat step 1 & 2, several times until brakes are working normally.



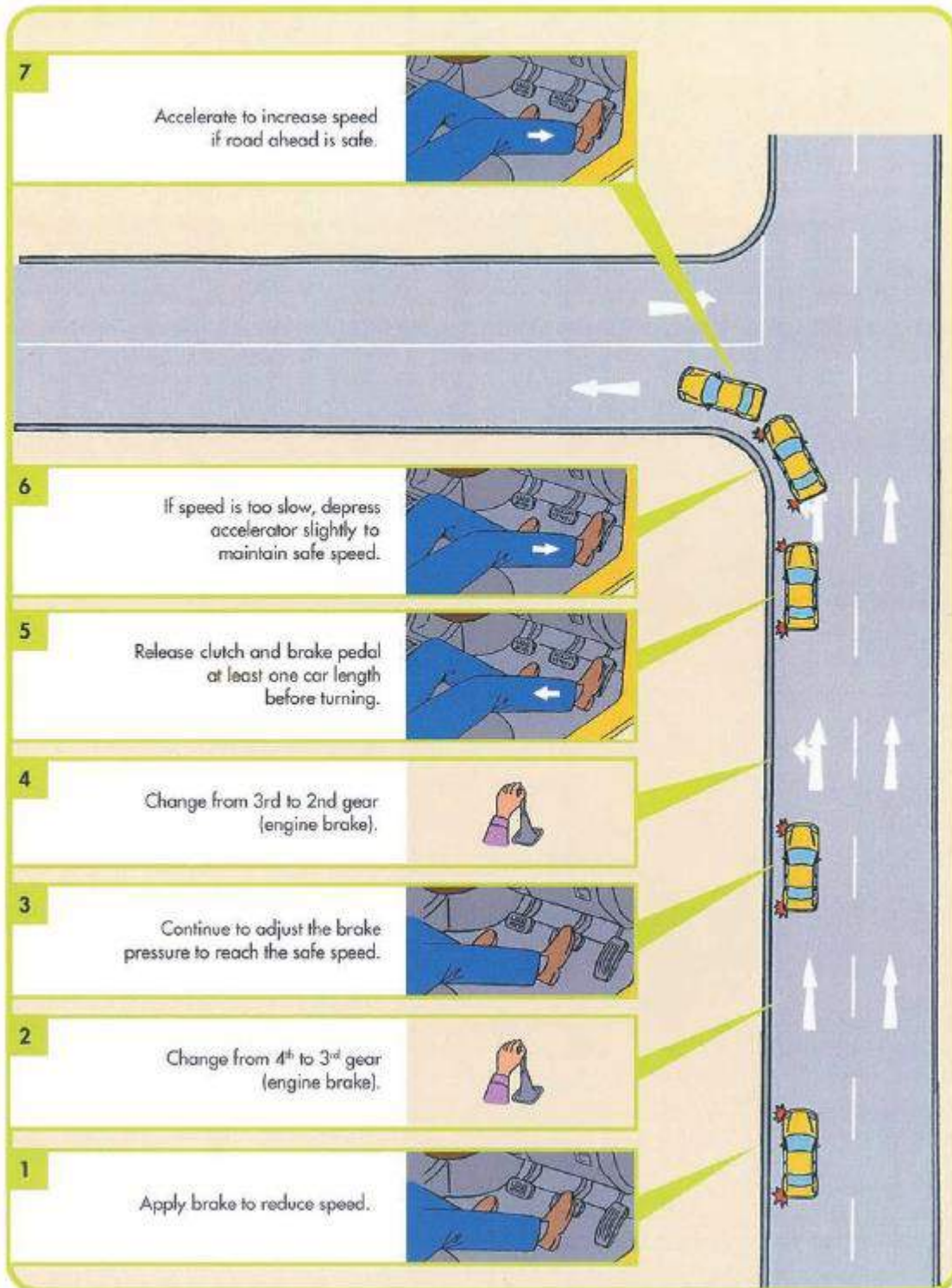
Pumping the brakes with the above method restores braking efficiency quickly. Failing to do so may lead to accidents.

ii) **Braking before Turning.**



Always slow down to a safe speed at least one car length before turning.

Illustration.



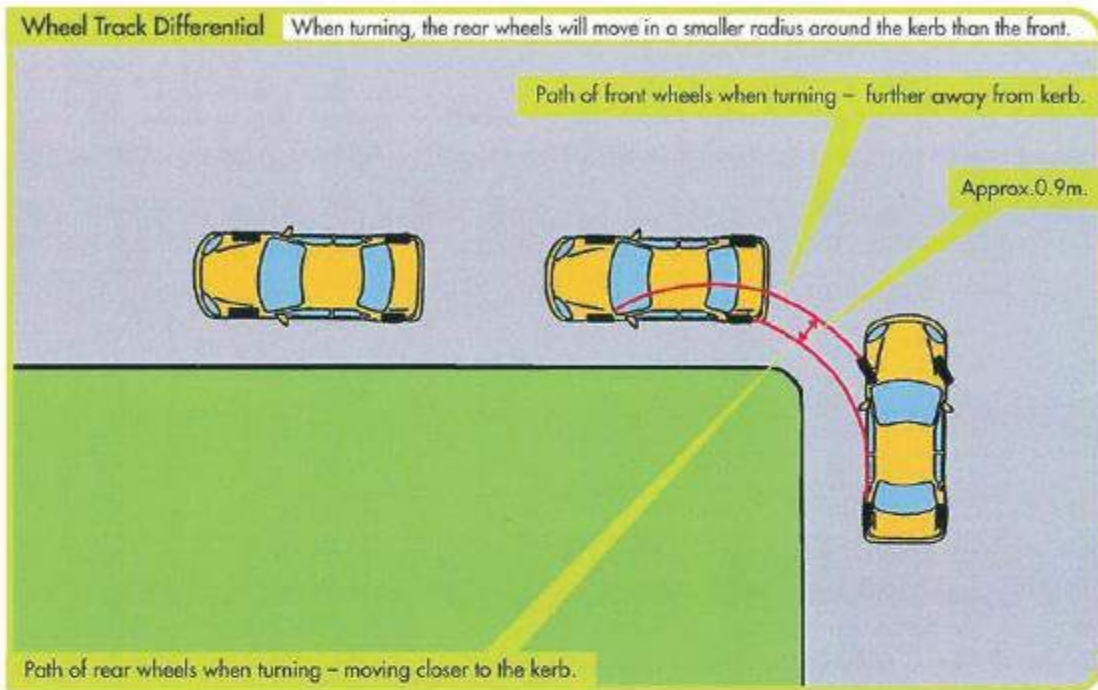
**SUBJECT 9 NEGOTIATING SHARP TURNS**

**Training Objectives-Able to:**

- Position the vehicle 1 meter away from the kerb before turning.
- Make sharp left turns without striking or mounting the kerb and cutting corners.
- Keep with in the travelling path.

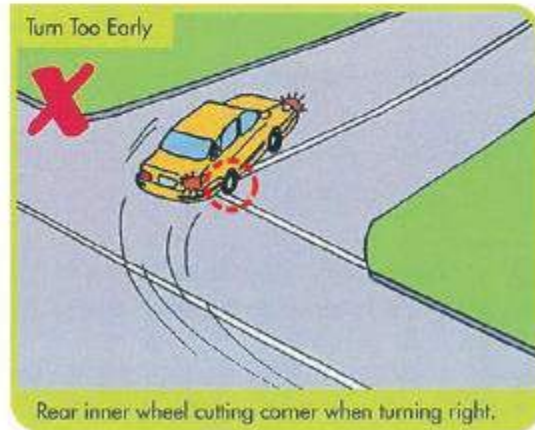
**i) Wheel Track Differential.**

Wheel track differential refers to the different paths the front and rear wheels take when making a turn.

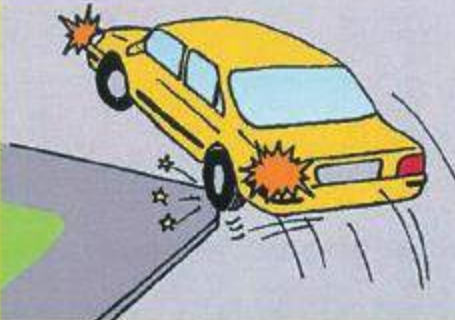


Understanding the different paths of front and rear wheels when turning, enable you to negotiate sharp turns safely.

Common mistakes.



Turn Too Early



Rear inner wheel strikes kerb when turning left.

Turn Too Late



Turning wide to avoid striking kerb – car crosses right lane.



To avoid making a sharp or wide turn, you will have to... ..

Negotiating Sharp Turns

Horizontal Kerb

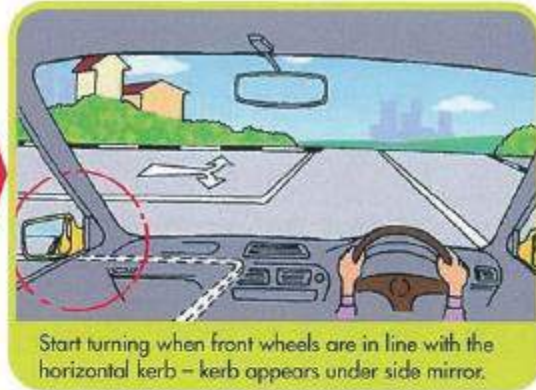
2 To turn safely – control the vehicle at low speed and turn steering wheel when front wheel is in line with the horizontal kerb.

1 To avoid striking the kerb – Keep vehicle approx. 1m away from kerb.

1m

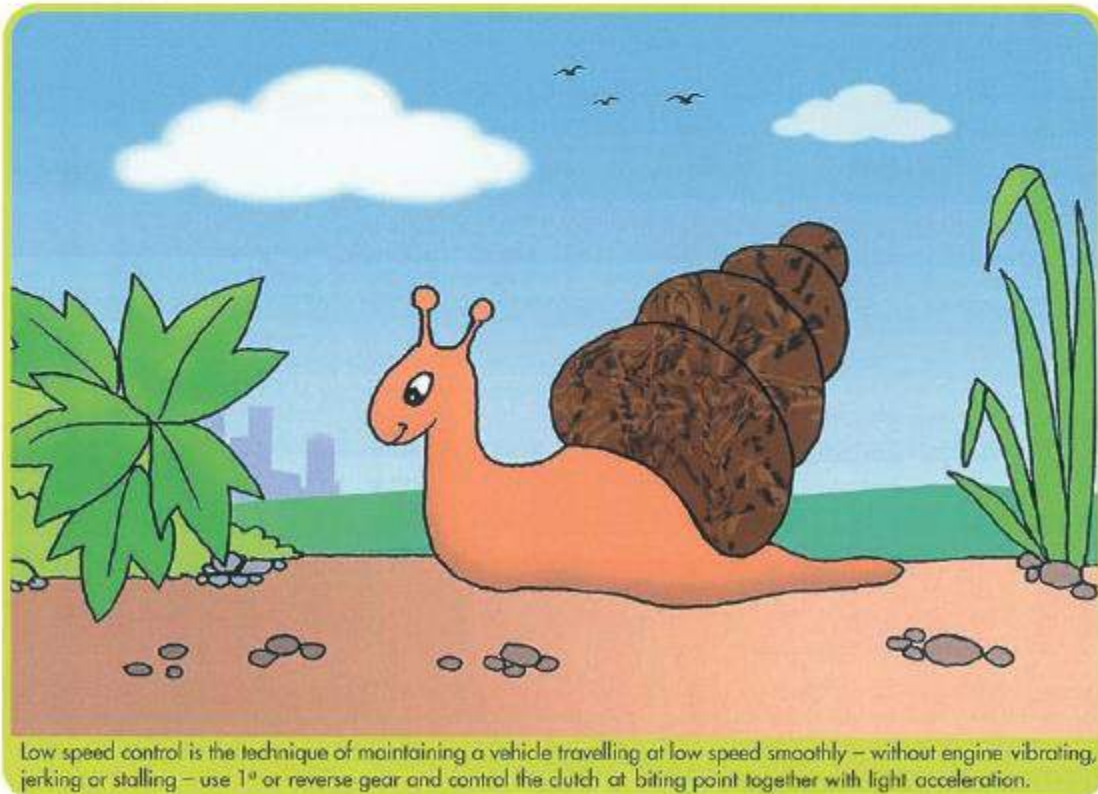


### Negotiating Sharp Left Turn – Sighting and Turning Point.



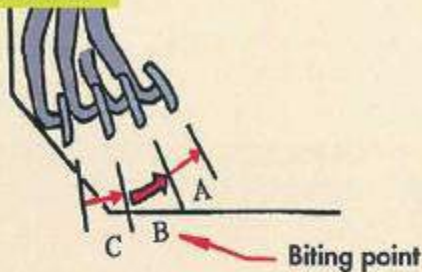
- It is necessary to control the speed of the vehicle to suit the turn i.e. sharper turns, slower speed.
- Avoid turning the steering wheel too quickly or too slowly.

### ii) Low Speed Control.



Clutch Control.

At very low speed, apply the clutch connecting and disconnecting technique to transmit/cut off engine power to the wheels

**Clutch Pedal**Clutch Connecting and Disconnecting Technique.

- B. - Maintain clutch pedal at biting point (half clutch) will maintain a steady and slow speed.
- A. - Releasing the pedal slightly above biting point will increase speed.
- C. - Depressing the pedal slightly below biting point will reduce speed

Note: Clutch pedal position at biting point varies slightly with vehicles.

Accelerator Control.

To keep vehicle moving smoothly without engine vibrating, knocking or stalling, maintain a constant pressure on the accelerator pedal (1500-2000 rpm).

Clutch and Accelerator Pedal Co-ordination – Practice.**Moving - Select 1<sup>st</sup> gear.****2 Clutch Pedal.**

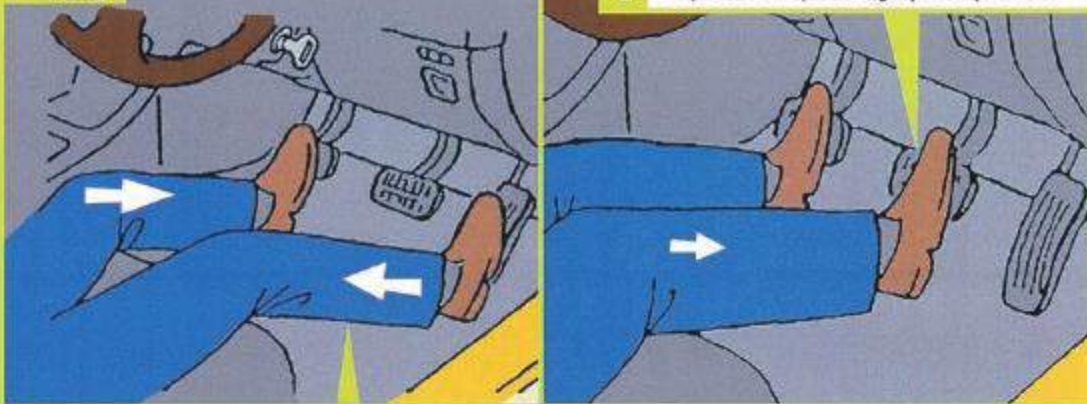
Release clutch pedal to the point where vehicle begins to creep forward. Hold pedal at this position to maintain speed.

If speed increases, depress clutch pedal slightly (below biting point) to cut-off power from engine.

Once vehicle speed reduces, release clutch pedal slightly (biting point) to connect engine power, to keep vehicle moving.

**1 Accelerator Pedal.**

Depress accelerator lightly (1500-2000 rpm) and hold constant.

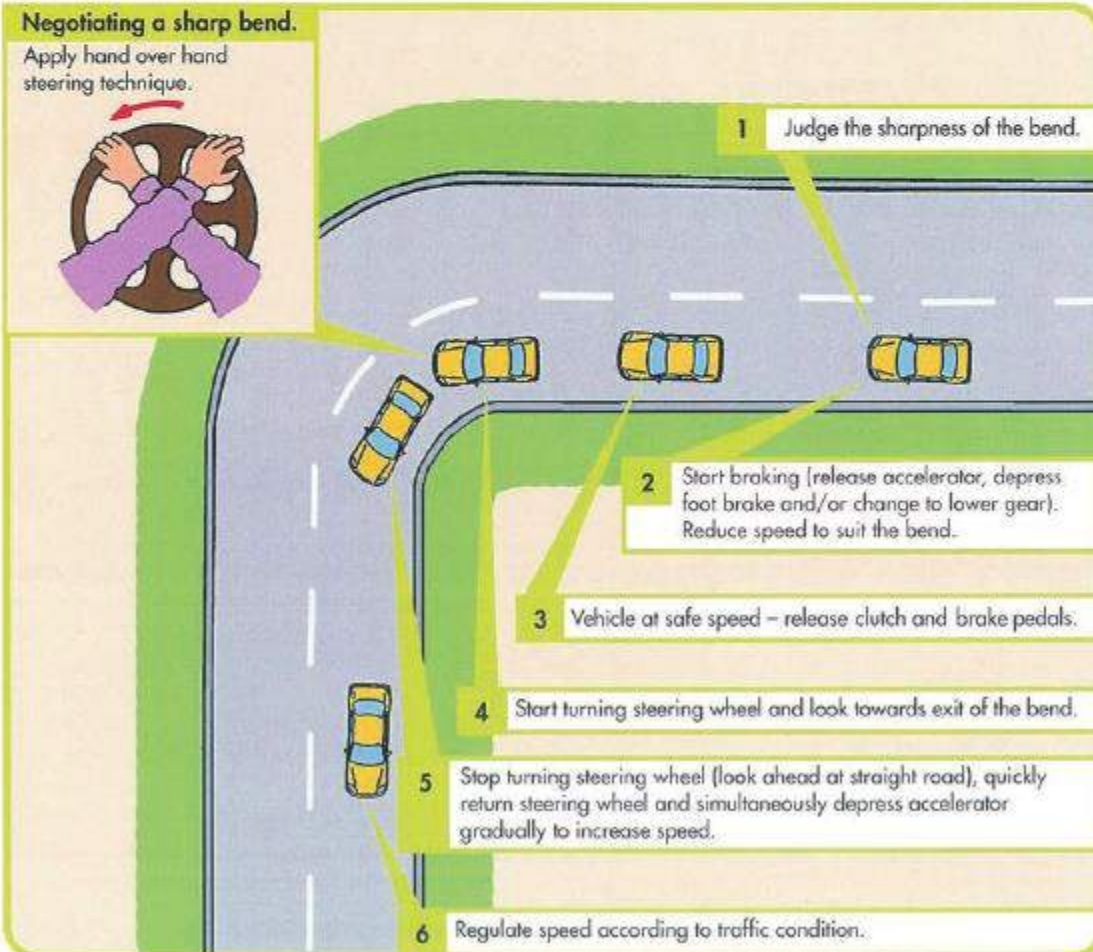
**Stopping**

1 Simultaneously release accelerator pedal completely and depress clutch pedal fully to reduce speed. (Vehicle may stop within a short distance if there is very little momentum).

2 Depress brake pedal slightly to stop vehicle.

**iii) Steering Control.****Negotiating a sharp bend.**

Apply hand over hand steering technique.

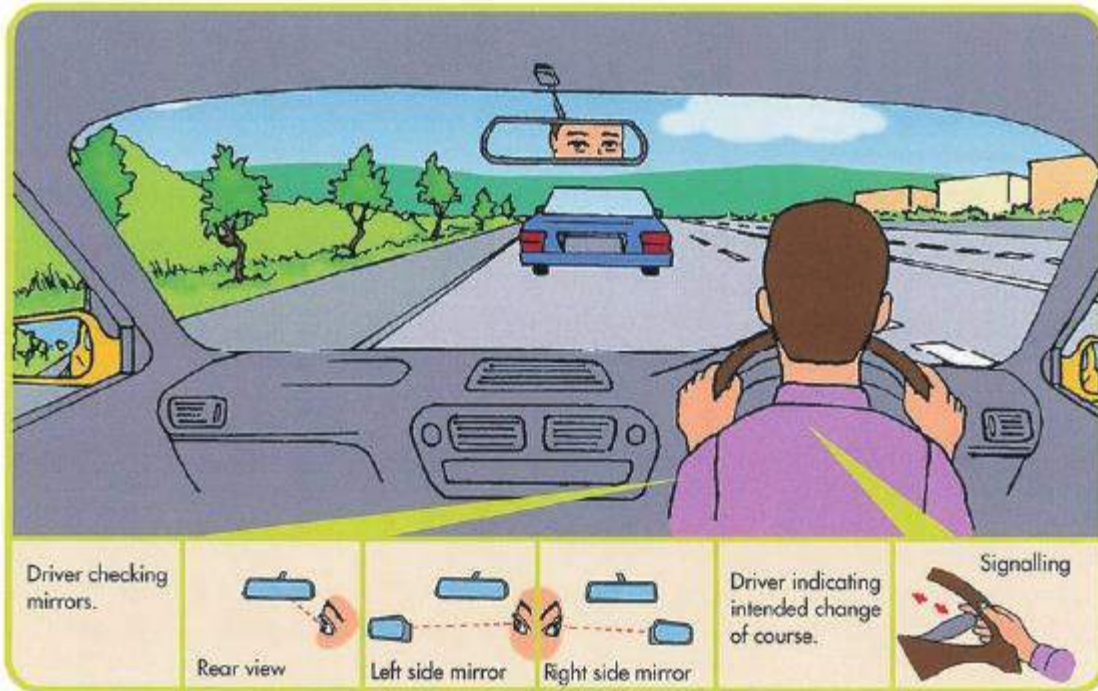


**SUBJECT10 SAFETY ROUTINE**

**Training Objectives- Able to:**

- Carry out safety check procedures for moving off and stopping by the kerb-side.
- Check rear view mirror at least 5sec before slowing down, stopping or turning.
- Signal at least 3sec before moving off, stopping and turning.
- Check blindspot properly in about 1 second.

**i) Driver's Signal and Mirrors**



Signal.



When driving, communication between you and other road users is required to minimize confusion. This is done through signals;

- Direction indicators before turning or changing path.
- Brake lights when slowing down/stopping.

Always give ample warning to other road users at least 3 seconds in advance.

Mirrors.

Be aware of traffic situation behind you and take necessary precautions to prevent accidents. The proper way to check mirrors is to take a **quick glance** to perceive objects behind you. Staring at the mirrors take your attention off the traffic situation ahead and may lead to accidents.



You should check mirrors.....

- Every 5-10 seconds while on the move.
- Before slowing down.
- Before moving off.
- Before changing path. (Lane change)
- Before turning.
- Before overtaking.



ii) **Blind Spot Checking**

[See 'Blind Spot' (Pg 21)]



How to check ?

Check right blind spot before moving/turning right.



Turn head and look over right shoulder.

Check left blind spot before moving/turning left.



Turn head and look over left shoulder.

Vehicle Veers Off Course...



When turning body or steering wheel while checking blind spot. ? ?

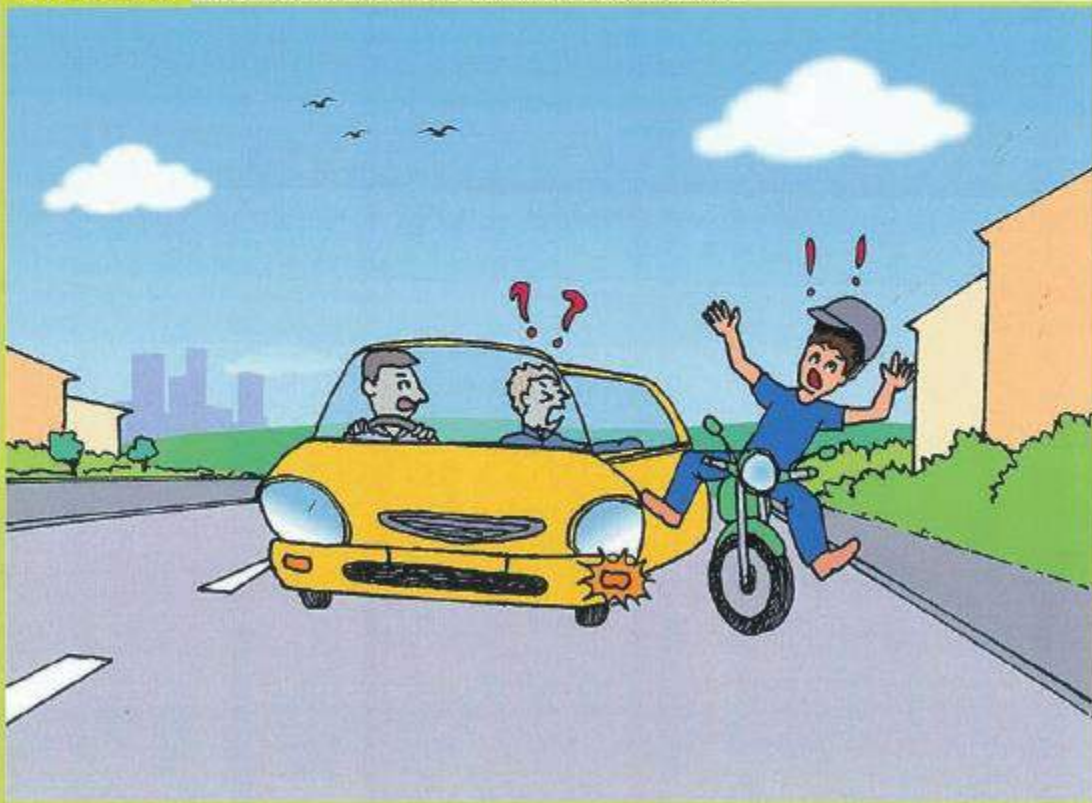
## iii) Moving Off and Stopping at kerb side.



Precautions to take when stopping by the kerb side... ..

- Choose a safe place to stop without causing inconvenience to others.
- Warn vehicle behind and allow sufficient space for them to overtake.
- Keep safe clearance from kerb for alighting/boarding passengers and do not obstruct traffic.

**Side Clearance** Pull to the side and stop approx. 0.2-0.5m away from kerb.



Stopping too far away from the kerb invites cyclist to pass on your left.

Stopping:

**5** Apply handbrake.  
Shift to neutral gear.

**4**

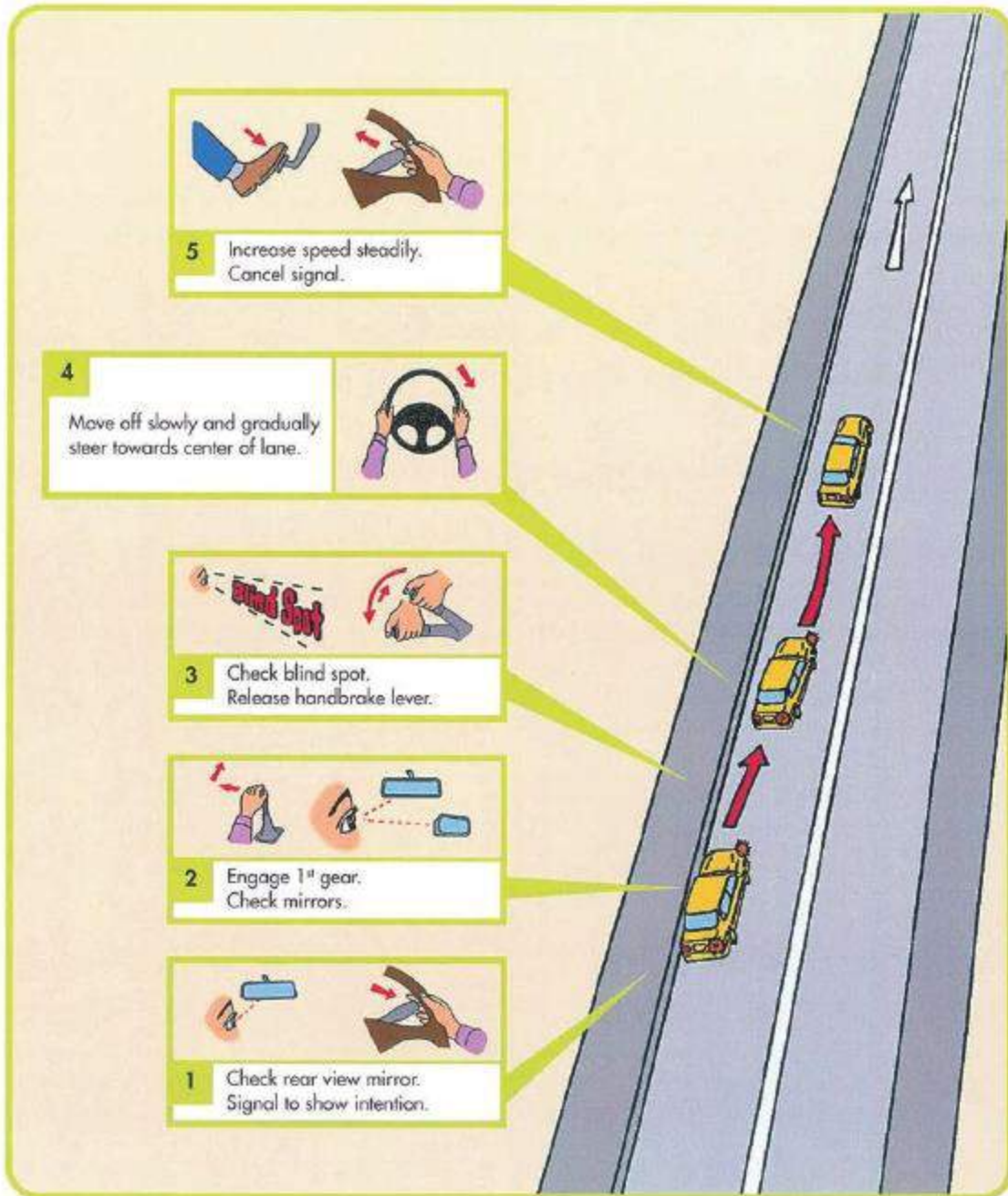
Pull to the side and stop 0.2 - 0.5m away from kerb by sighting  $\frac{1}{3}$  of the bonnet in-line with the kerb.

**3** Check blind spot.  
Reduce speed further.

**2** Release accelerator to slow down. Check mirrors.

**1** Check rear view mirror.  
Signal to show intention.

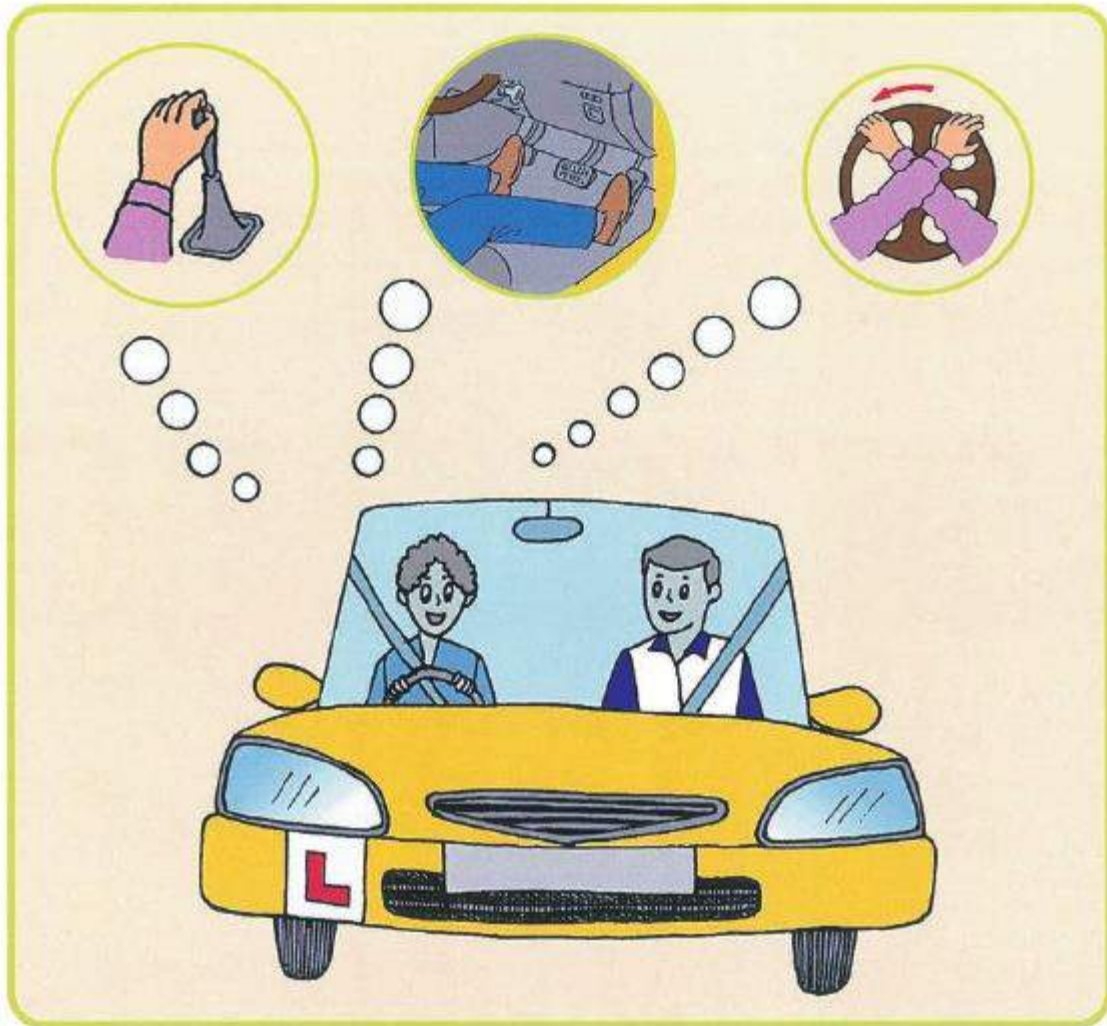
Moving Off.



Training Objectives-Able to:

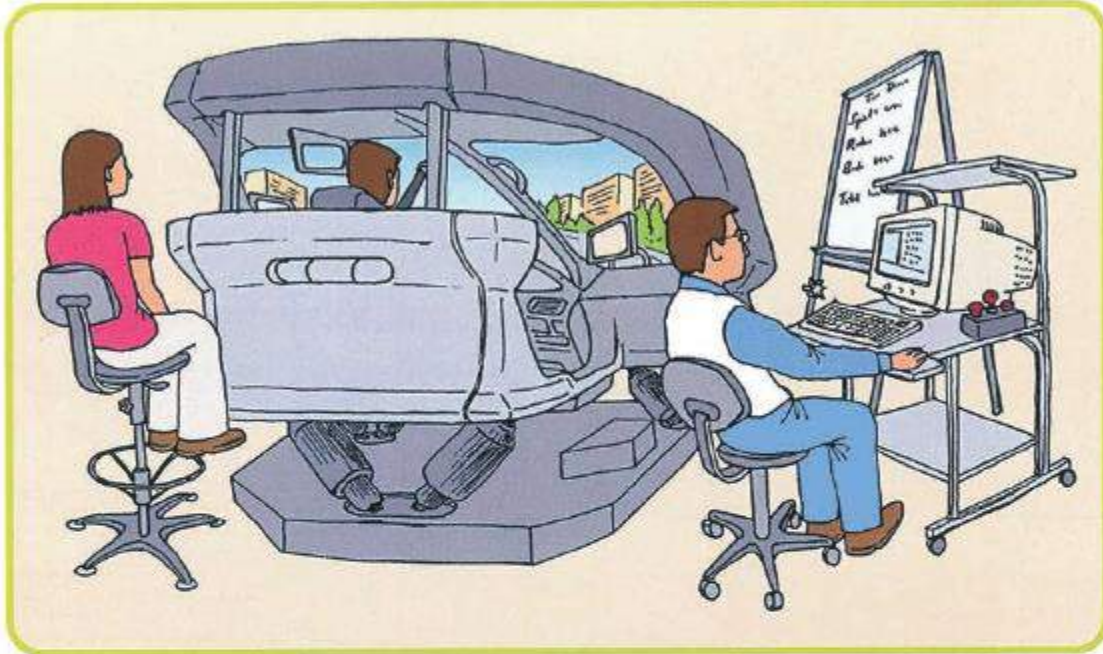
Perform all driving manoeuvres of stage 1 subjects without the need for assistance.

- i) Review all stage 1 subjects.
- ii) Improve on weak subjects.



**Training objectives – Able to:**

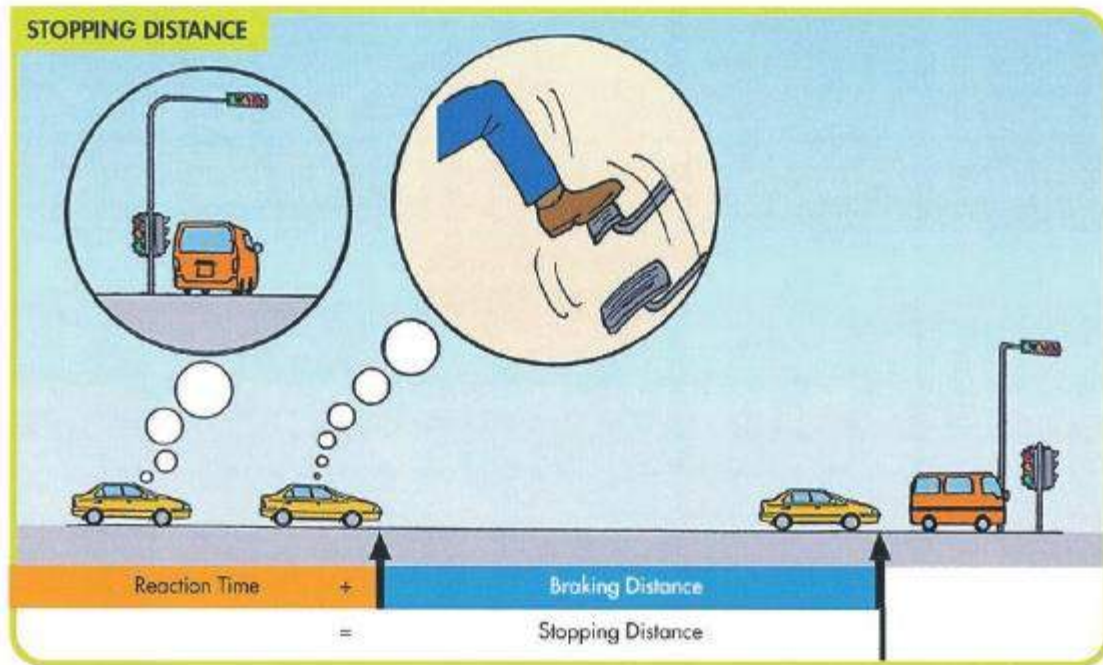
- Understand own reaction time
- Able and braking distance.
- Understand centrifugal force during cornering



In this lesson you will gain valuable knowledge and experience in a safe environment without having to learn it through actual accidents.

i) Human and Vehicle Characteristics

In this topic, you will learn about the capabilities/limitation of the vehicle/driver and the consequences of driving beyond your capabilities and that of the vehicle.



Distance a vehicle will cover at different speeds before stopping under normal conditions.

40km/h	11 m	+	11 m	=	22 m
80km/h	22 m	+	54 m	=	76 m
100km/h	28 m	+	84 m	=	112 m

- The distance increases with the deterioration of road/weather condition, condition of vehicle and/or alertness of the driver.

**SUBJECT 1 DRIVING IN OBSERVANCE OF TRAFFIC RULES****Training Objectives – Able to:**

- React correctly to traffic signs and signals.
- look out for traffic within 20 meters of a junction.
- Consistently keep 2seconds behind vehicle in front.
- Keep to appropriate lane when driving.

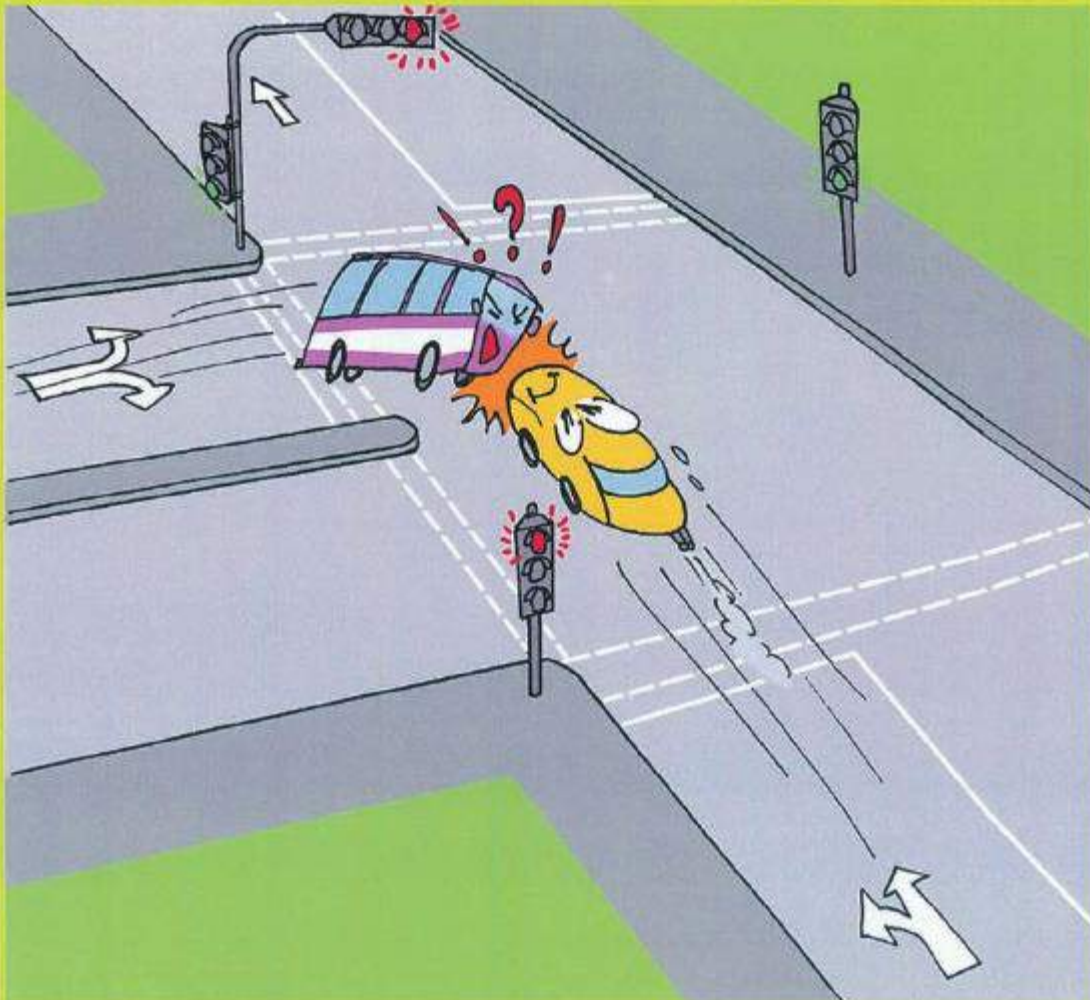
Traffic rules are set to maintain traffic order and prevent/minimize congestion and accidents.



In this lesson, you should drive without flouting any traffic rules by reacting accordingly to the various traffic signs, signals and road markings.

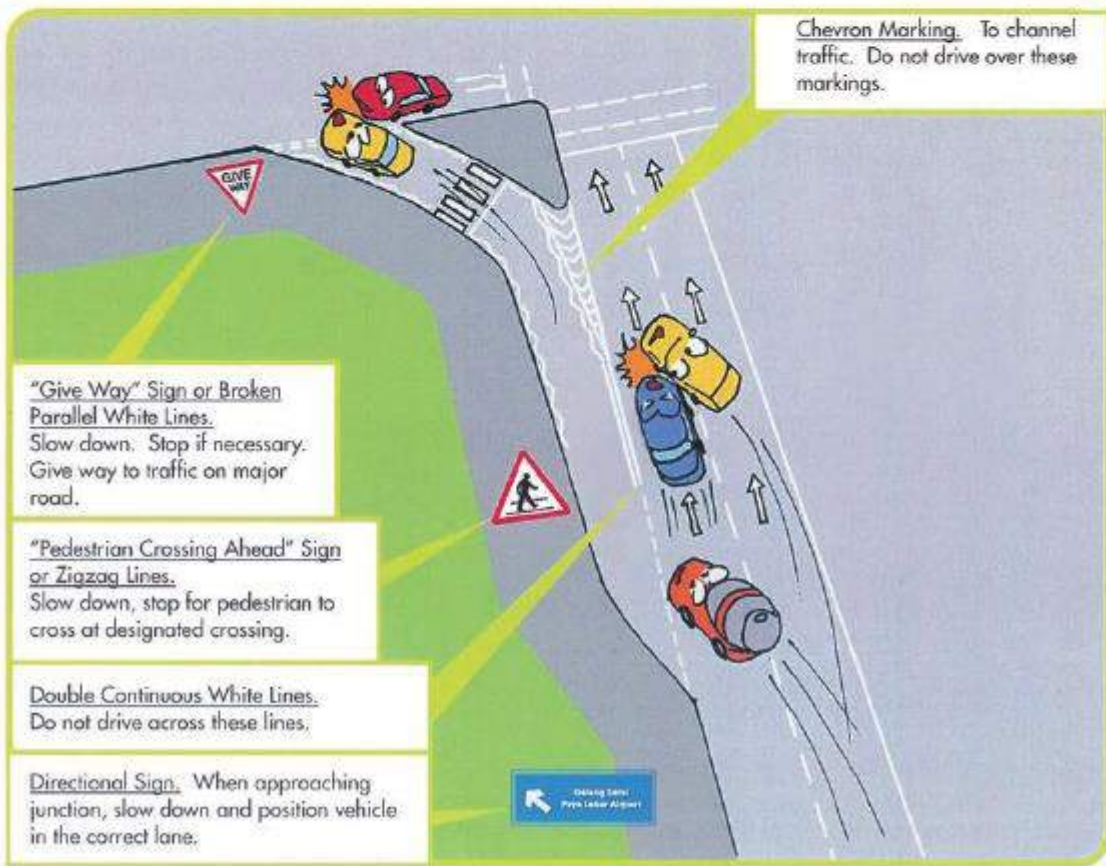
**i) Traffic Signals and Signs**

Traffic signals control flow of traffic – obey at all times. Failure to obey may result in accident.

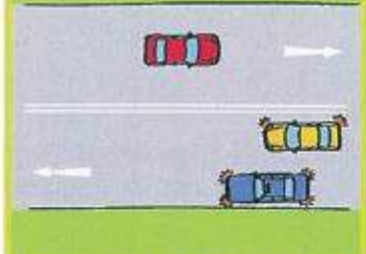
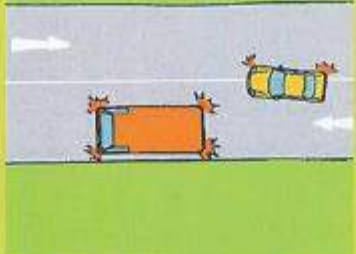
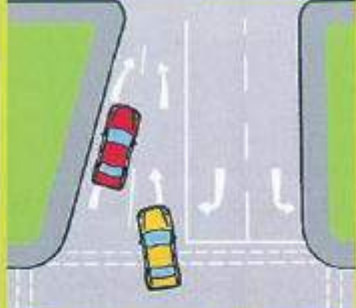


Note: Having right of way does not always guarantee a safe passage. Other road users may drive into your path due to poor judgement/control of vehicle or not observing traffic rules.



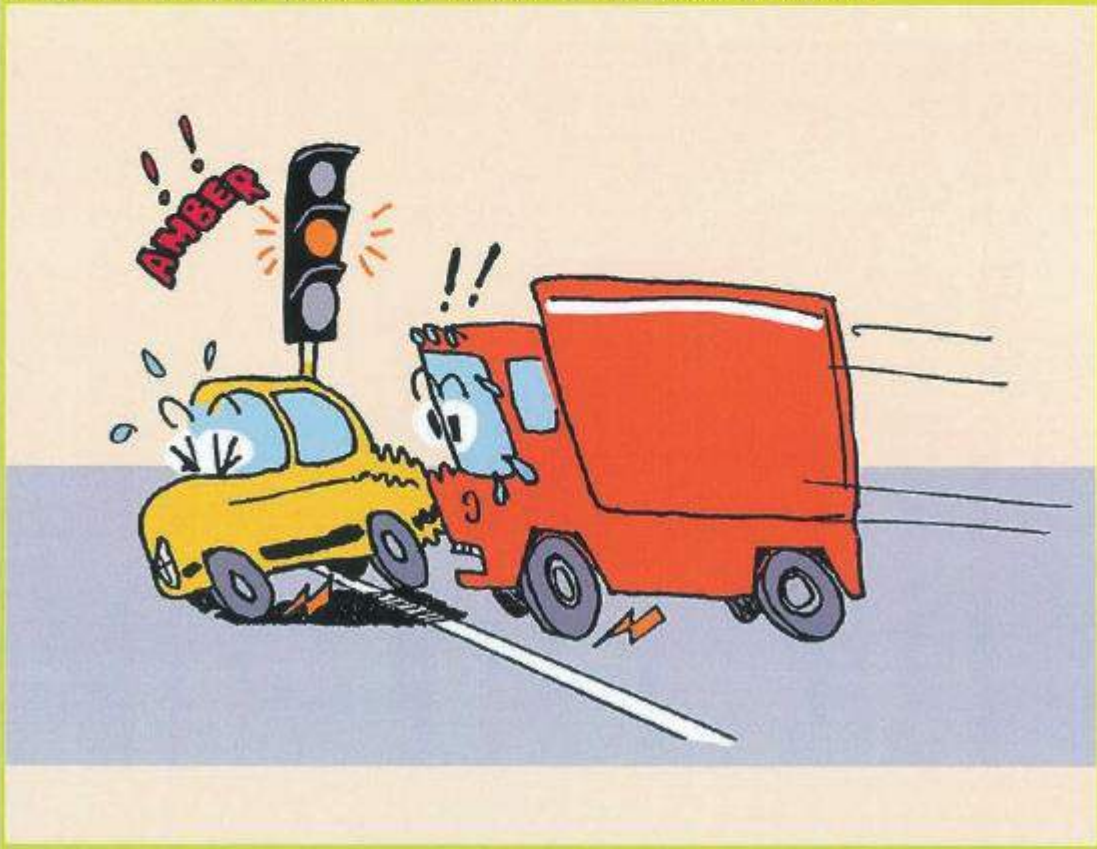


Common Road Markings – Positioning.

Parallel Continuous White Lines	Single Continuous White Line	Merging Arrows
		
<p>Centre line of a two-way road. Do not cross these lines.</p>	<p>Centre line of a two-way road. Allowed to cross the line when avoiding hazards or overtaking.</p>	<p>Lanes merging ahead. Give way to vehicle ahead and merge alternately.</p>

ii) Passing Intersection.

Always reduce speed and keep a lookout for potential hazards when approaching intersections.



Vehicle behind cannot react in time when you slow down or stop abruptly.



Common Mistakes

Traffic light is in your favour – GREEN.

Traffic light changes to AMBER when you are close.

**X**

**X**

Stopping abruptly when signal changes to amber.

Beating traffic signal – Fail to notice signal changing or cannot stop in time.

You should slowdown (release accelerator), drive cautiously and be ready to stop if traffic signal changes.

• Increase speed to pass the junction quickly.  
• Maintaining speed is also incorrect.

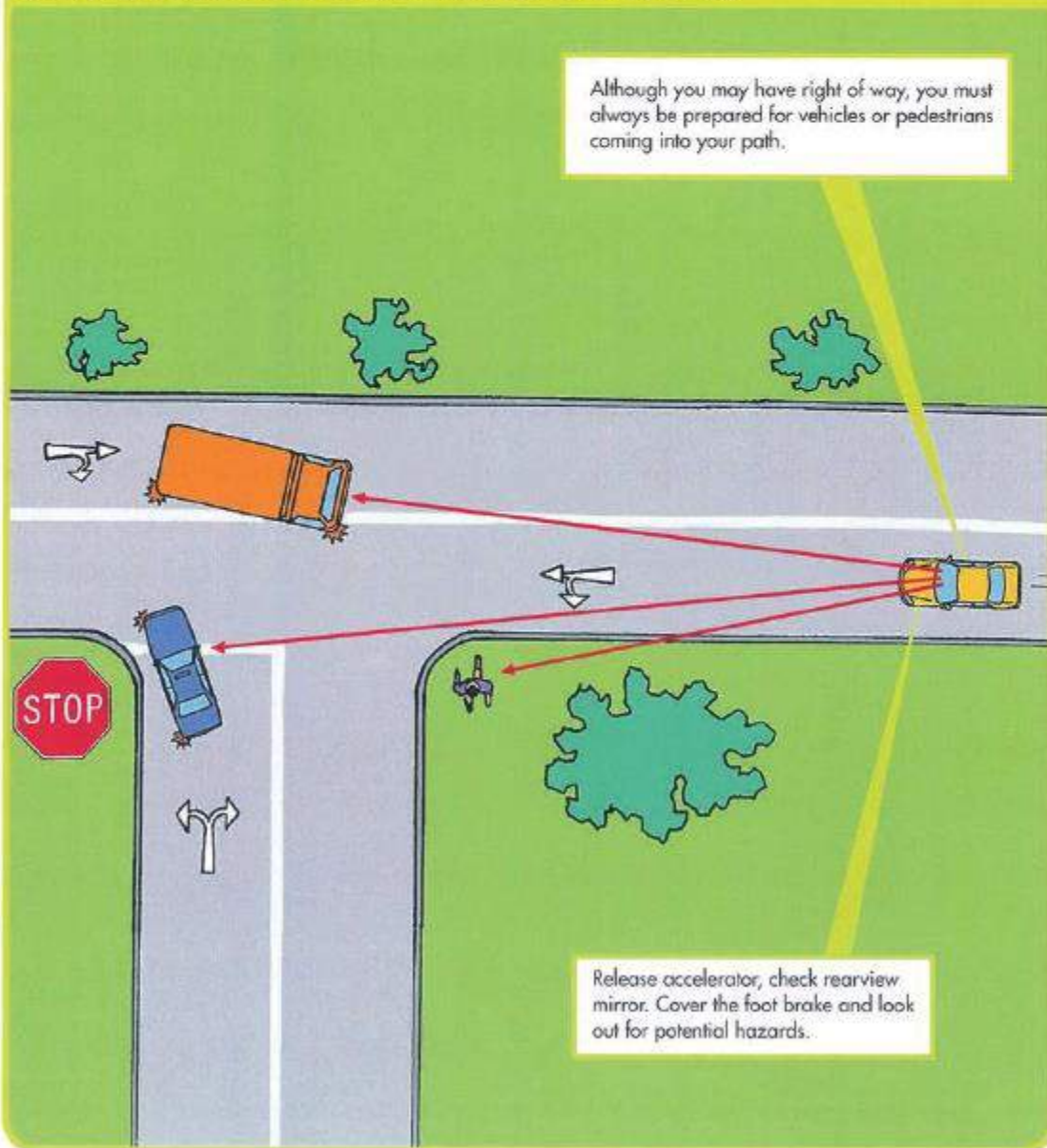
This is the result of not slowing down when approaching junction.



When approaching an intersection, you should drive defensively and be aware of traffic movement & potential danger.

SLOW DOWN AND LOOK OUT FOR TRAFFIC WITHIN 20M OF THE JUNCTION.

Although you may have right of way, you must always be prepared for vehicles or pedestrians coming into your path.

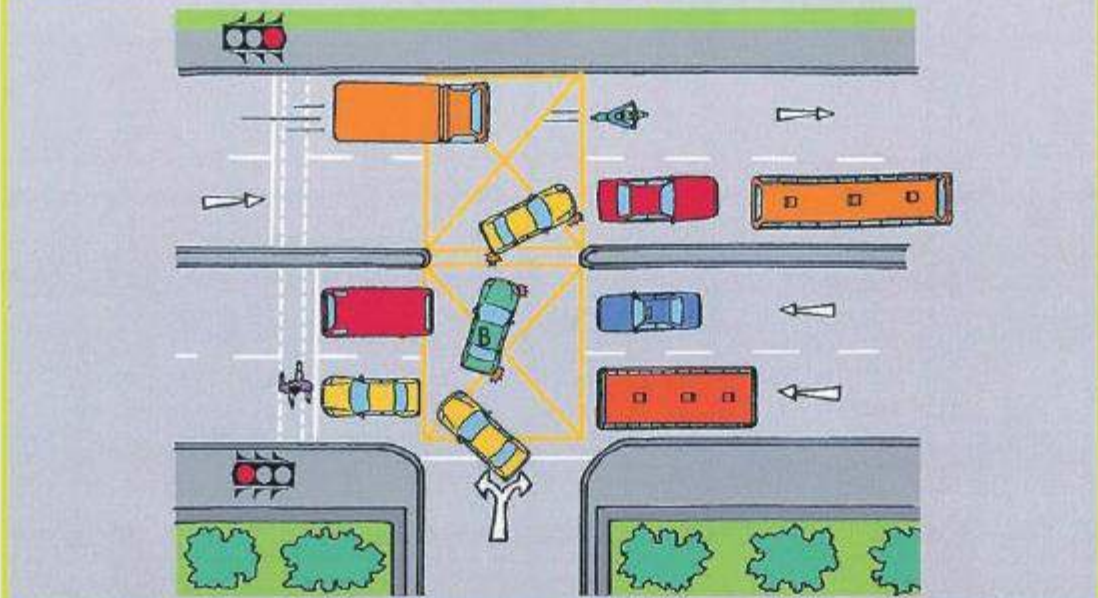


Release accelerator, check rearview mirror. Cover the foot brake and look out for potential hazards.

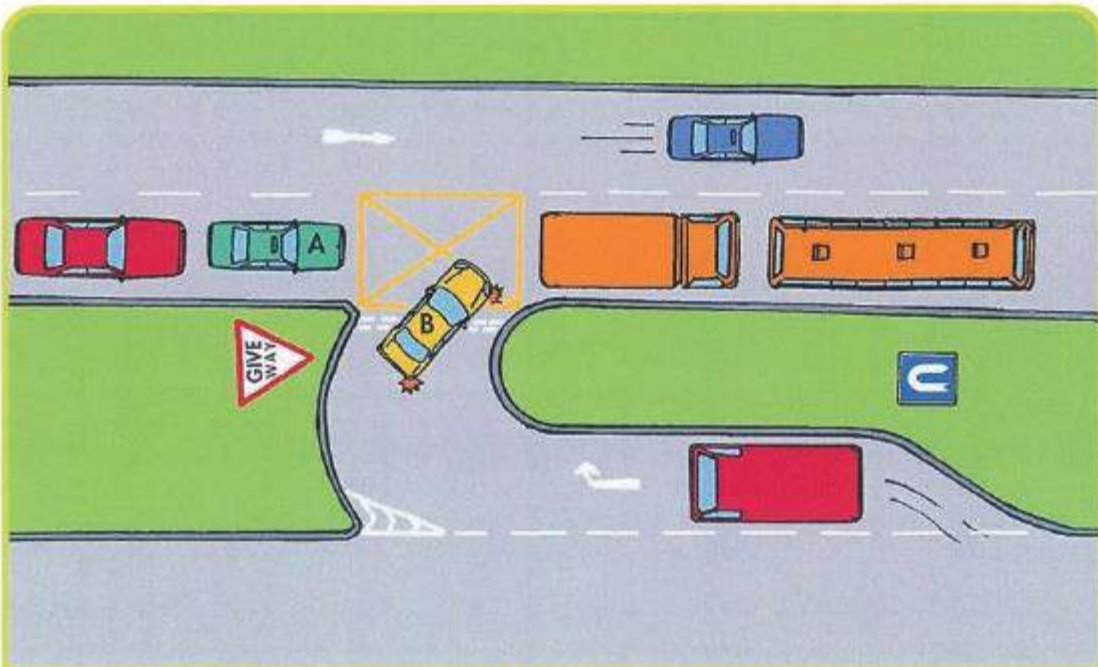
### iii) Yellow Box

The function of the yellow box is to regulate traffic. It restricts vehicle from stopping in areas which will hinder the flow of traffic, and also to ease movement of vehicles turning into roads where traffic is heavy.

Yellow boxes allow turning vehicle to join main traffic.



It is an offence for vehicle B to remain in yellow box – it will obstruct traffic when traffic signal changes.

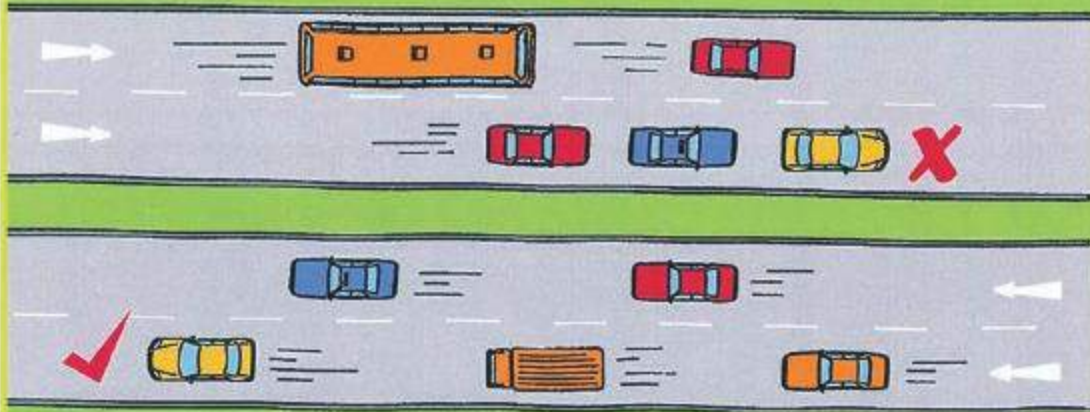


Make sure the oncoming vehicle 'A' has stopped before vehicle 'B' moves into yellow box.

#### iv) Lane Discipline.

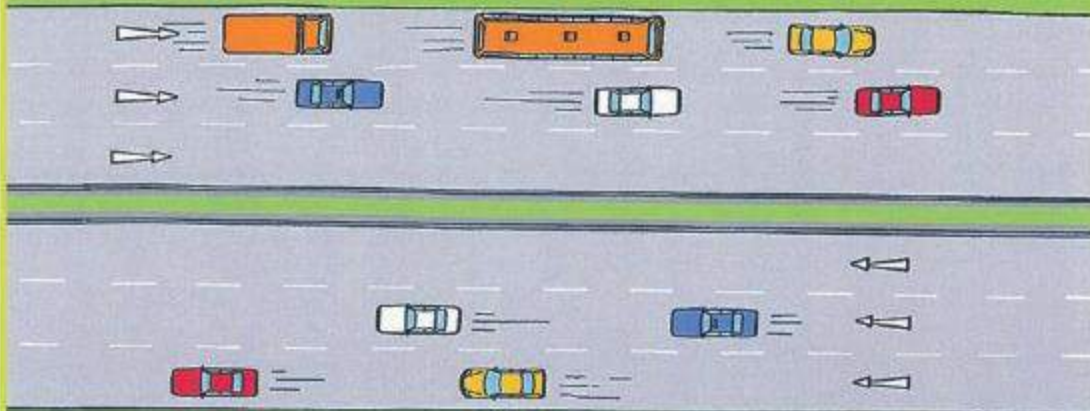
Keep to the left lane when driving along a road with 2 or more lanes, unless there are road works or parked vehicles obstructing your path of travel. In such circumstances, move to the lane on your right when it is safe – move back to the left lane once obstruction is cleared and do not hog the right lane.

##### Road with Two Lanes.



The left lane is for normal driving. The right lane is for emergency, right-turning and overtaking vehicles. Drive close to the maximum speed limit if the traffic condition permits.

##### Road with Three Lanes. The right lane is for emergency, overtaking and right-turning vehicles.



The left lane is for slower moving vehicles e.g. commercial and heavy vehicles. The center lane is for faster vehicles.

#### v) Distance between vehicles



Always keep a safe distance when driving or stopping behind a vehicle – tailgating is dangerous.

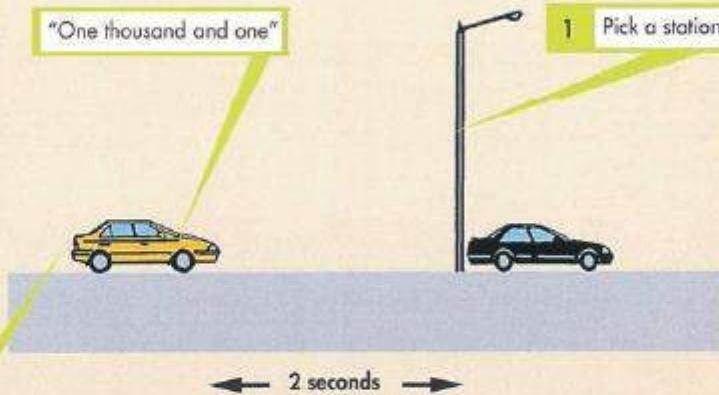


How to ensure a safe following distance ?

**Two-second Rule** It can be applied at any speed and traffic condition.

"One thousand and one"

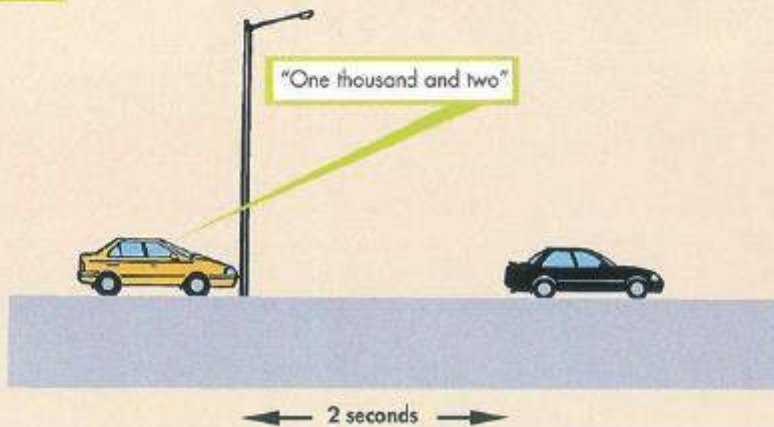
1 Pick a stationary object as a marker.



2 When vehicle ahead passes this marker, start saying the words "ONE THOUSAND AND ONE, ONE THOUSAND AND TWO". It takes 2 seconds to complete the sentence.

**Two-second Rule**

"One thousand and two"



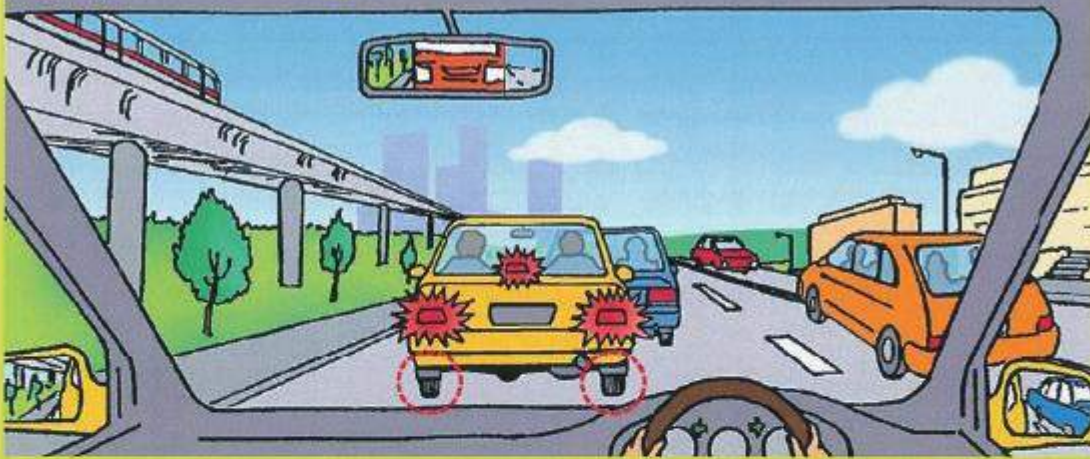
You are following safely, 2 seconds or more, behind the vehicle ahead if you complete the 'sentence' before the marker.

If you have passed the marker before completing the 'sentence', you are following too close – reduce speed and keep further away from the vehicle ahead.

### Stopping Distance

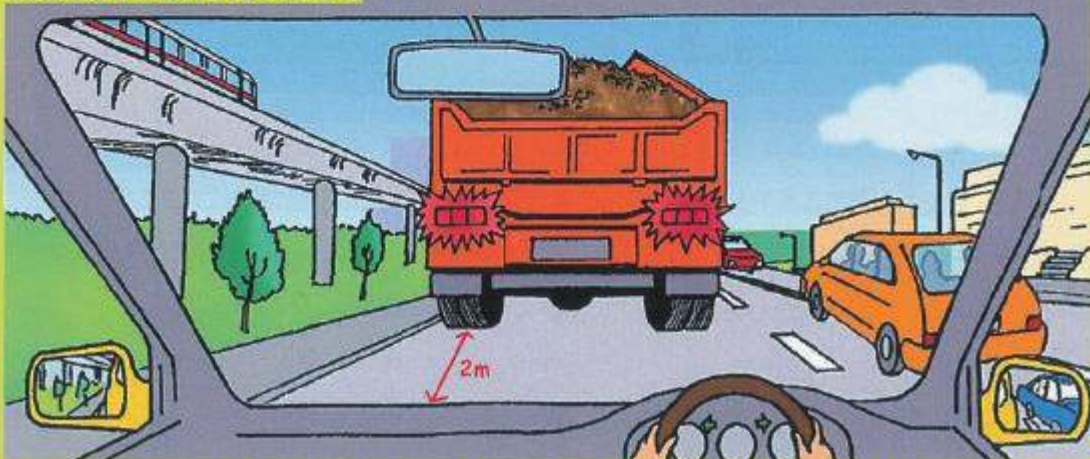
You should stop just before the stop-line – not beyond it or too far away. Leave a safe gap when stopping behind a vehicle.

#### Stopping Behind Small Vehicles



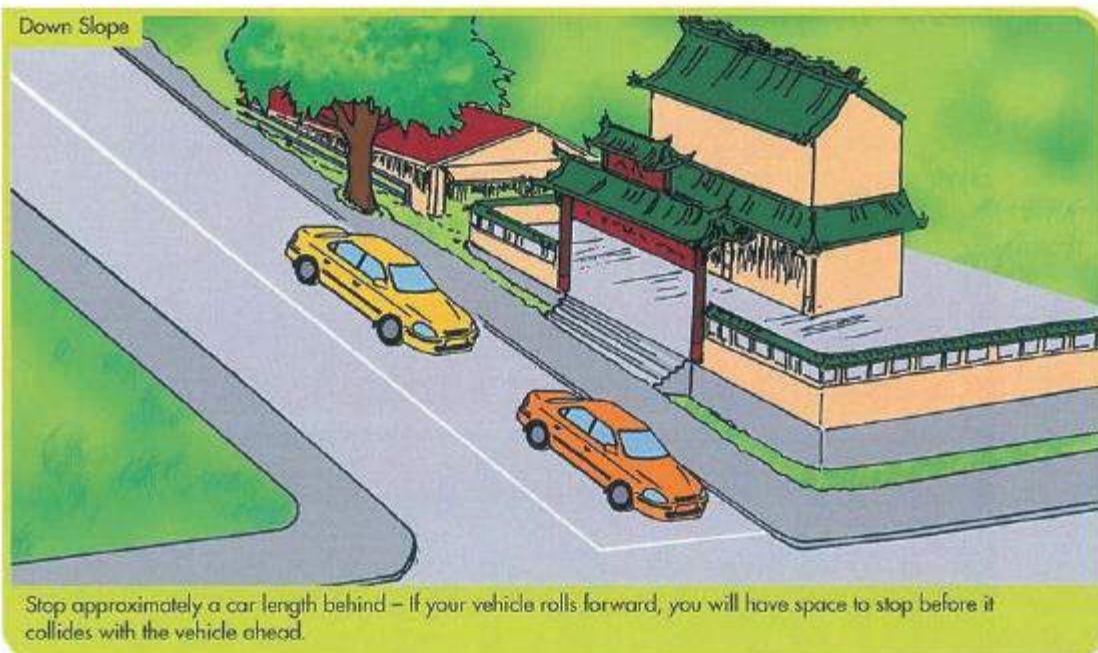
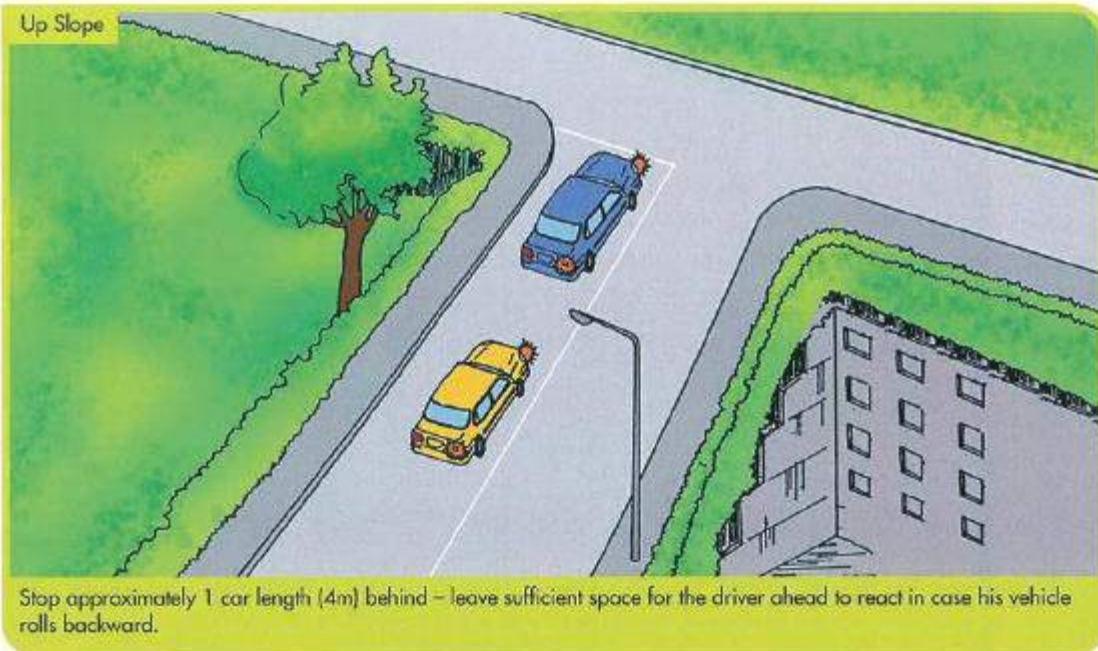
Stop approximately  $\frac{1}{2}$  a car length (2m) behind – leave sufficient space to pull out when necessary. You should be able to see the rear wheels of front vehicle with little or no road space in between.

#### Stopping Behind a Large Vehicle



Stop approximately a car length behind to have a better view ahead. You should be able to see the rear wheels of the vehicle ahead with approximately 2m of road space in between.

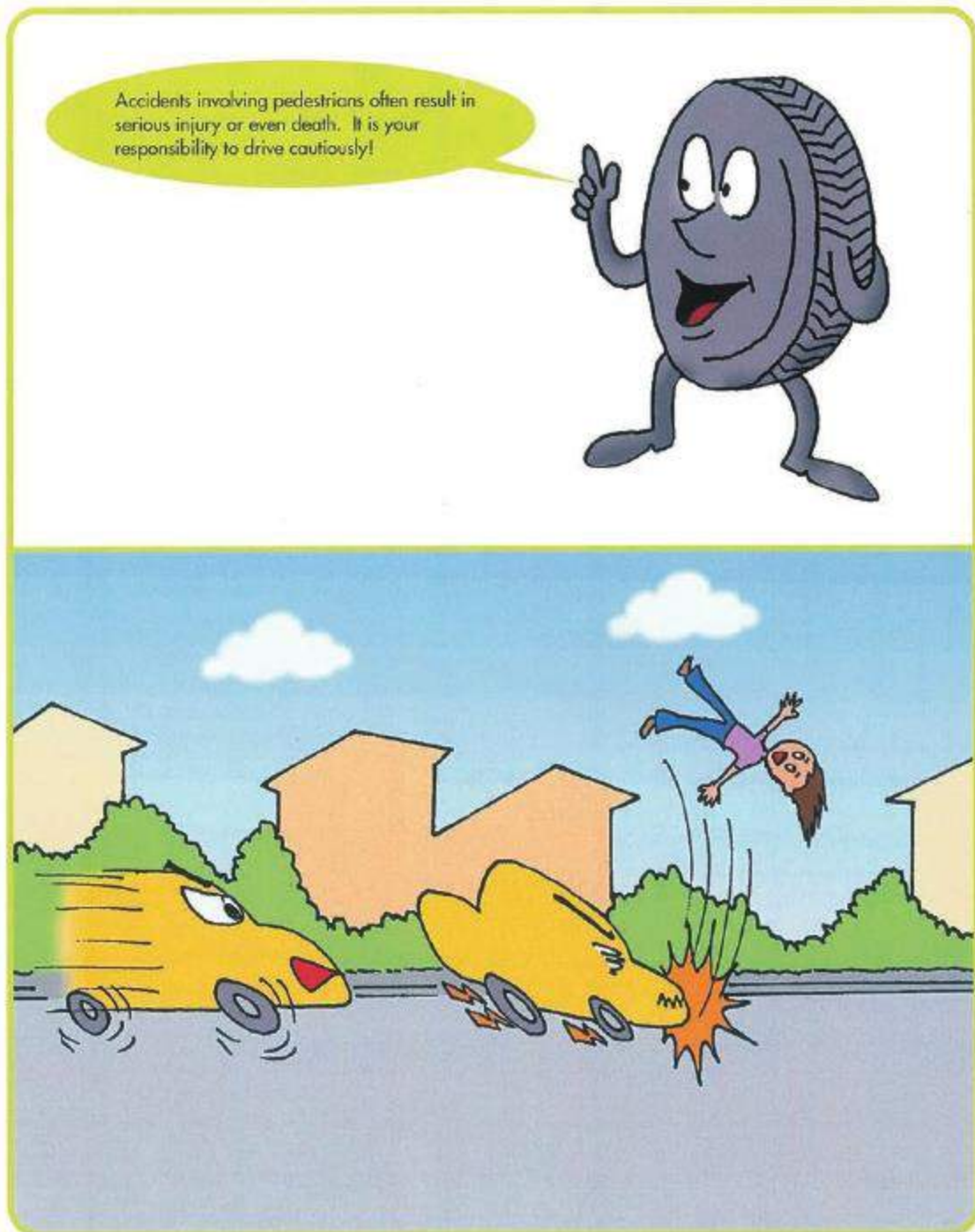


Stopping Behind Vehicles On A Slope.

## SUBJECT 2 PEDESTRIAN CROSSING

**Training Objectives-Ableto:**

- Identify the types of pedestrian crossings.
- Stop at a safe distance away from the stop line when giving way to pedestrians.
- Keep a safe gap and speed from pedestrian when passing them.



## i) Types of Pedestrian Crossings.

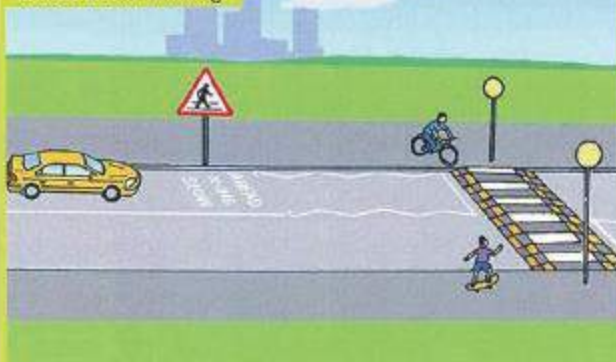
Zebra Crossing



Pedestrians have the right of way at Zebra Crossings. You must give way and cannot obstruct their path by stopping on the crossing. Zigzag lines are drawn on the road to give you advance warning of the crossing ahead. Reduce speed and look out for pedestrians. No parking or waiting is allowed within the zigzag zone.

Slow down, prepare to give way and stop behind the stop line when pedestrians are spotted near the crossing.

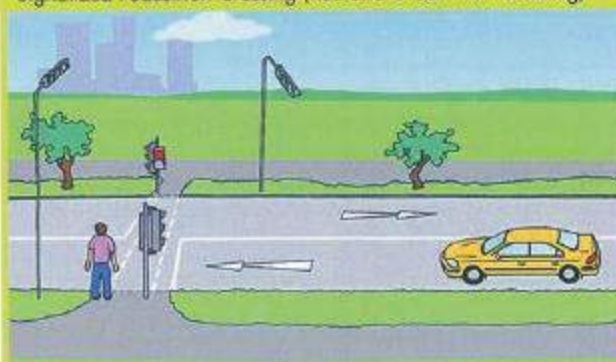
Raised Zebra Crossing



Such crossing is constructed over a hump to restrict the speed of passing vehicles. It is indicated by the words "SLOW X-ING AHEAD" marked on the road before the crossing or the yellow checkered markings just before the zebra crossing. Reduce speed regardless of the presence of pedestrians.

Situated in areas where human traffic is high or near schools - approach cautiously.

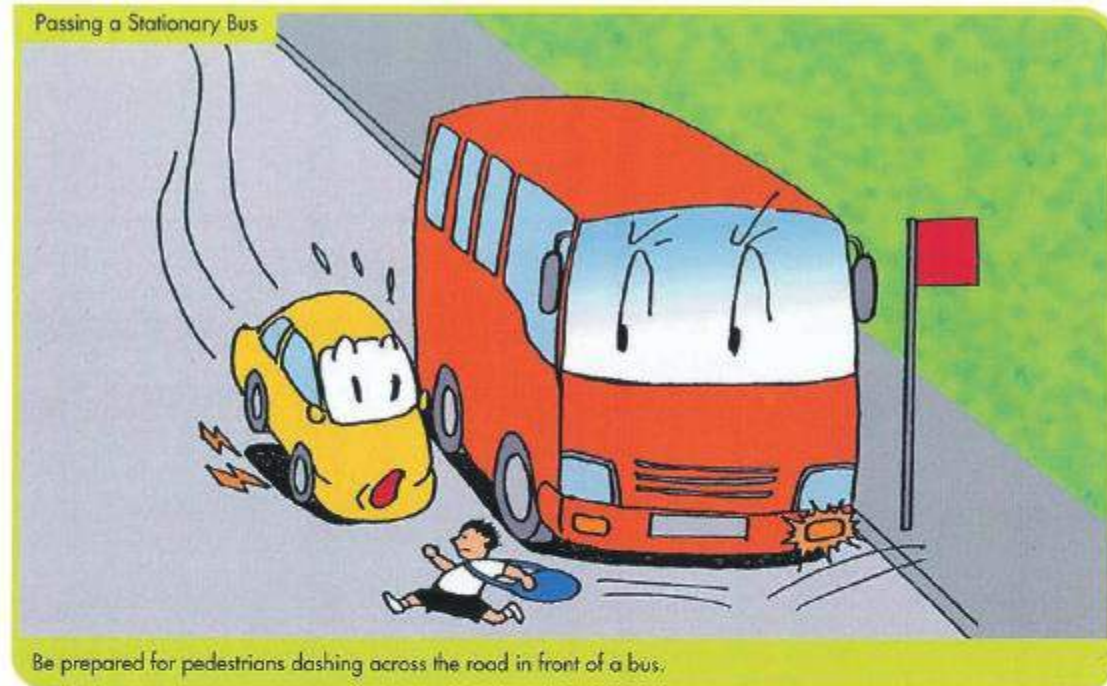
Signalized Pedestrian Crossing (Red and Green Men Crossing)



Such crossing is operated using a press button by the pedestrians. When pedestrians are spotted around the vicinity, slow down and prepare to stop as traffic signal may be changing soon.

Situated along straight roads primarily for pedestrian safety.

## ii) Safety Precaution.



## Elderly and Handicapped



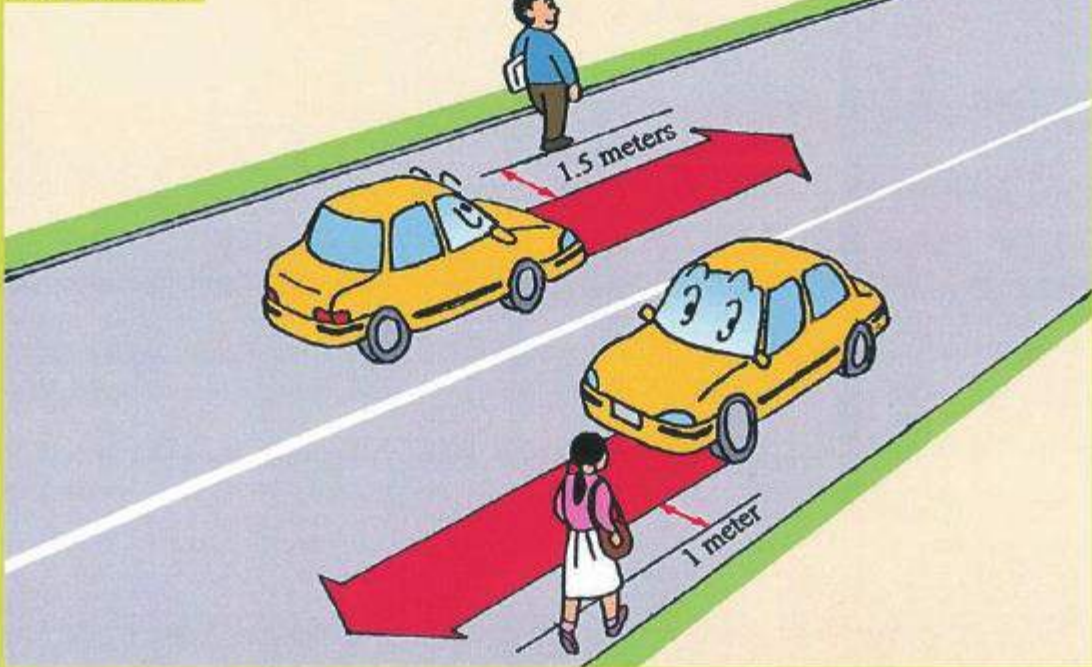
The elderly & handicapped are slow when crossing the road. Give way and stop if they are in your path.

## Young Children



Beware of children dashing across the road. They are not aware of the dangers on the road and traffic patterns.

## Passing Pedestrians



Maintain a safe clearance when passing pedestrians.

Speed Control Areas.

Observe warning signs/road markings and reduce speed when travelling in the vicinity of high human traffic e.g. schools.



Check rearview mirror.



Slow down.



Select lower gear.

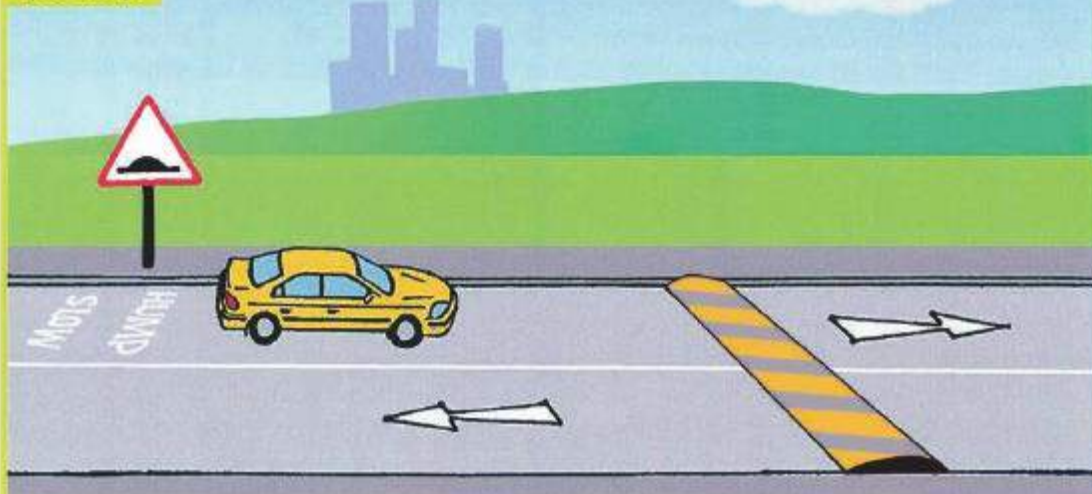


Regulate speed accordingly.



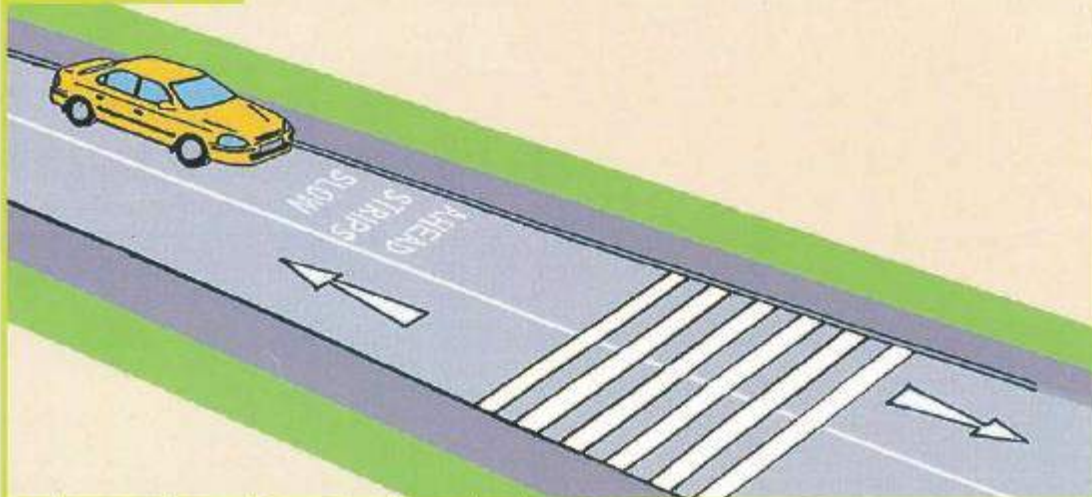
Look out for pedestrians.

Speed Humps



Reduce to suitable speed to go over hump.

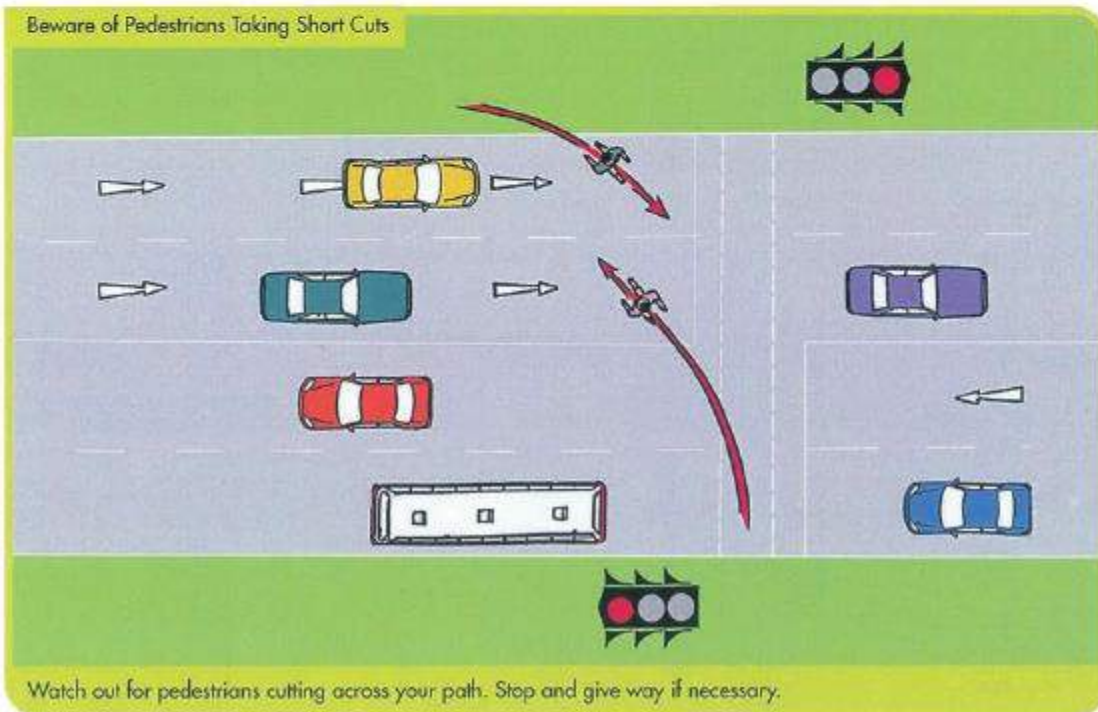
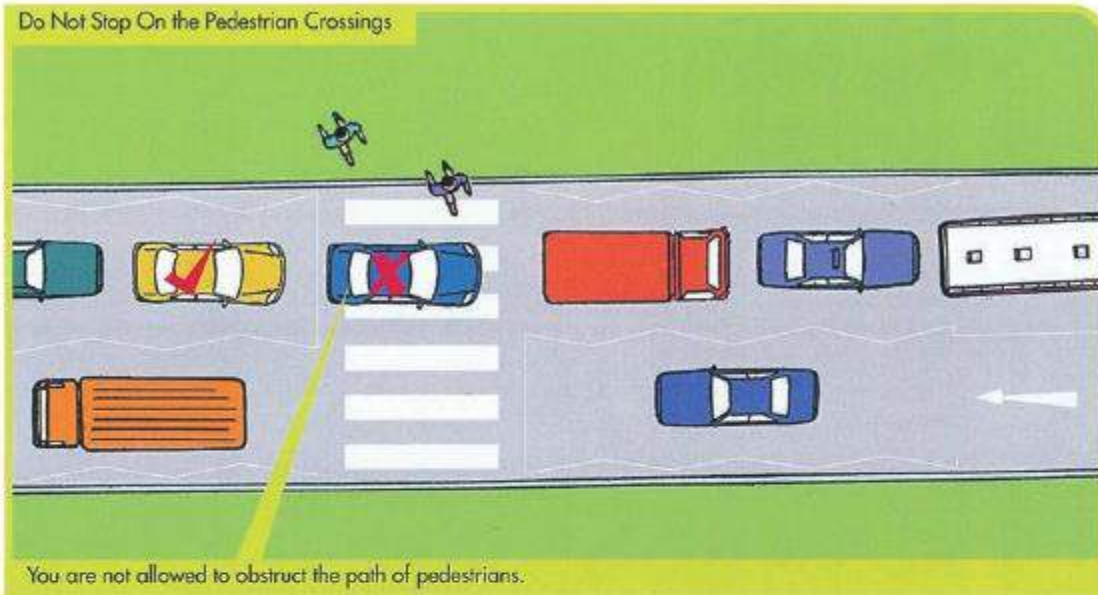
Speed Regulating Strips

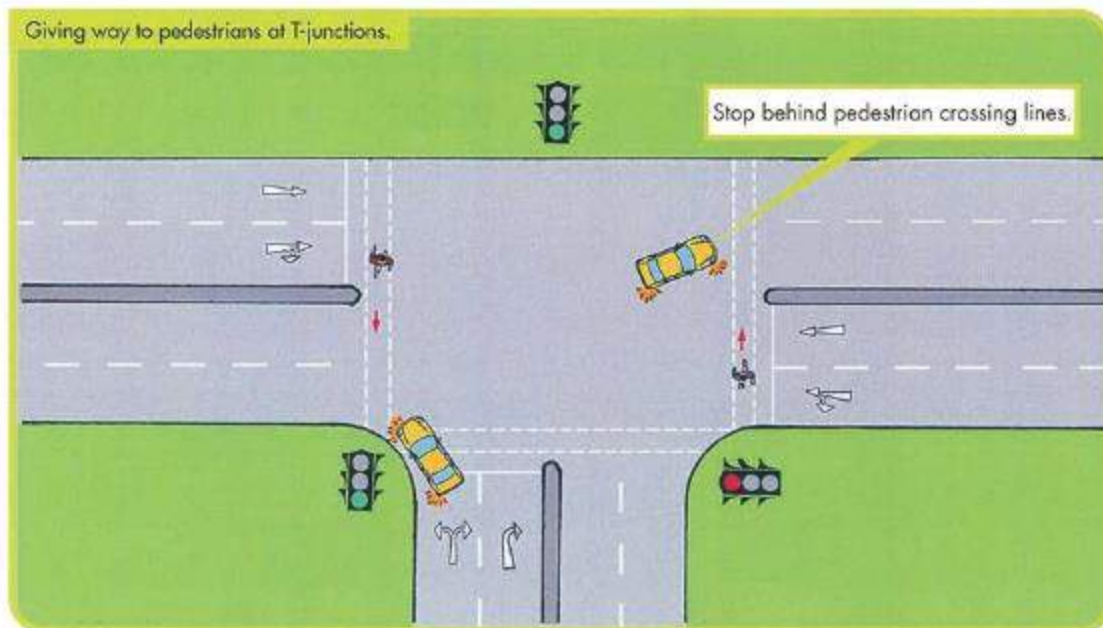
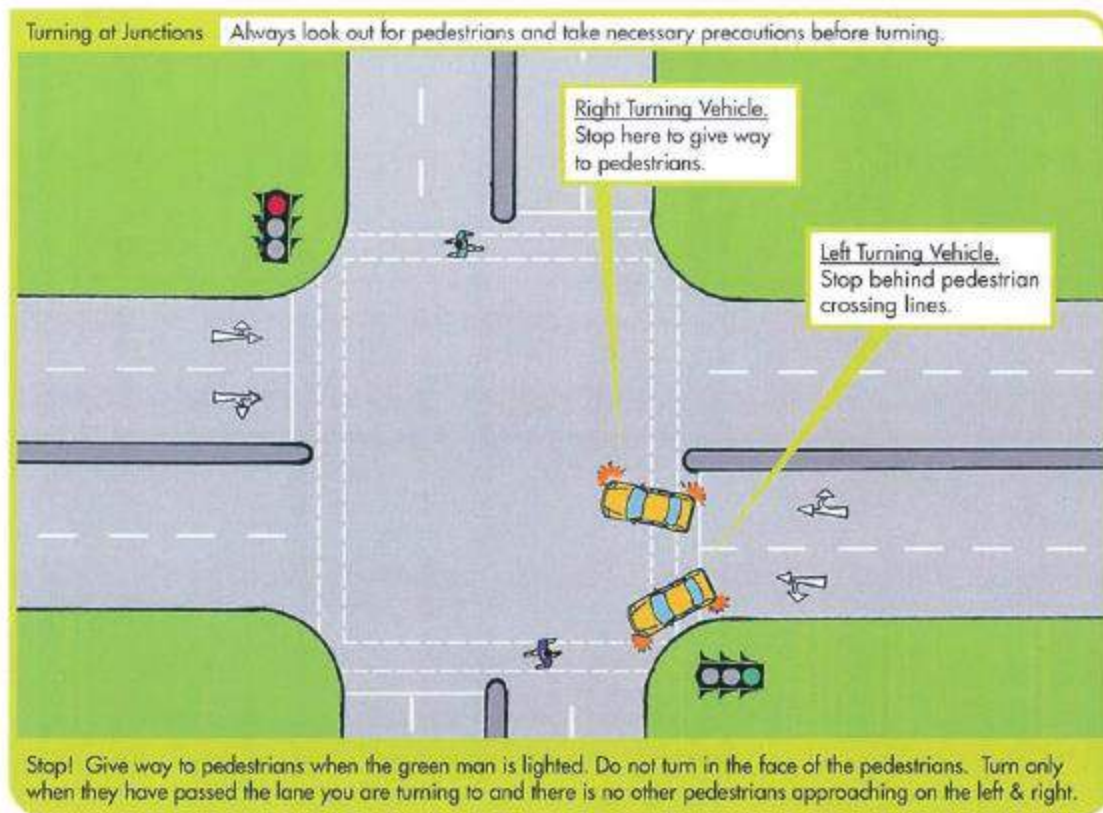


Reduce to suitable speed when passing the speed regulating strips.

iii) Stopping Position.

Always stop before the stop line when giving way to pedestrians.







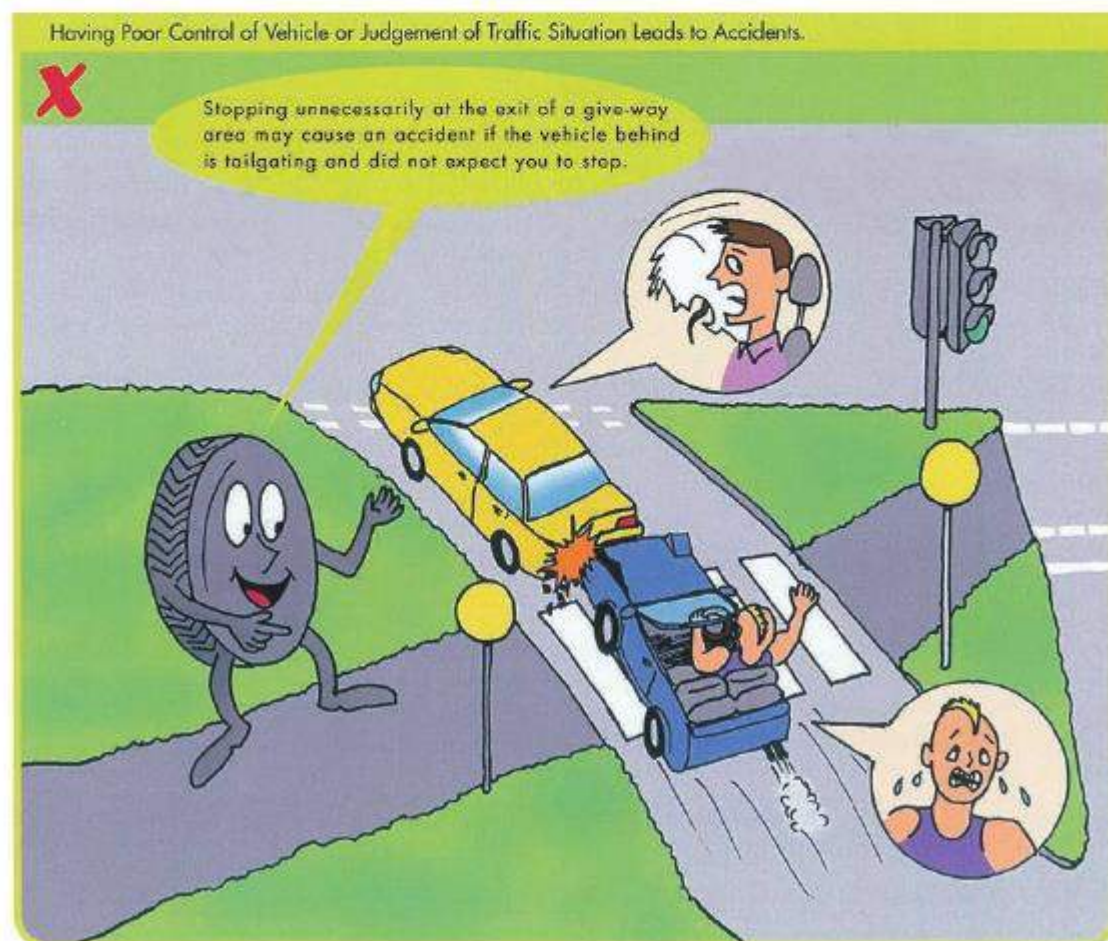
## SUBJECT 3 LEFT TURN AND SLIP ROAD AT JUNCTION

## Training Objectives-Able to:

- Position the vehicle correctly without causing inconvenience to other road users.
- Give way to vehicle with the right of way.
- Regulate speed and control steering wheel for left turns without hitting kerb or wide turning.
- Complete checking blindspot about 2 seconds before turning.

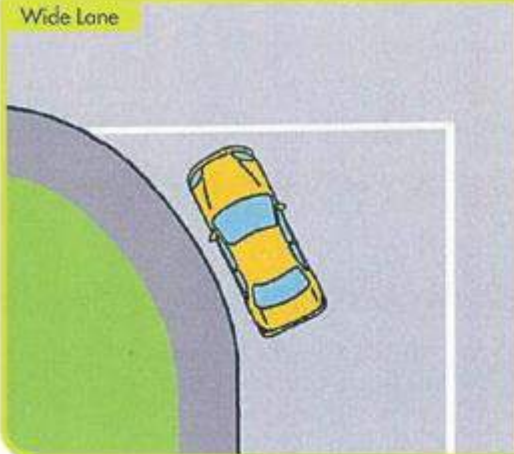


You should identify all potential dangers before making a turn. Check safety in order to avoid accidents.



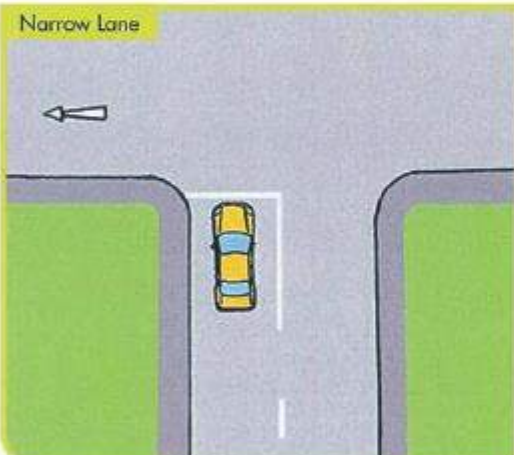
## i) Left Turn Stopping Position

**Wide Lane**



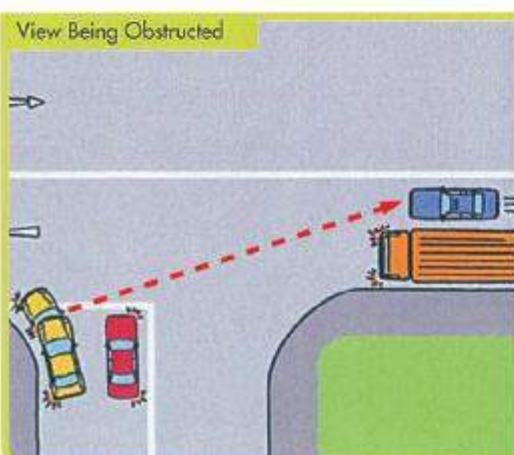
- Keep to the left, about 0.5m away from kerb.
- Move alongside the kerb and reduce speed further.
- Turn vehicle according to the curvature and stop behind the stop line

**Narrow Lane**



Position vehicle in the middle of the lane. Straighten the wheel. (Sharp Kerb).

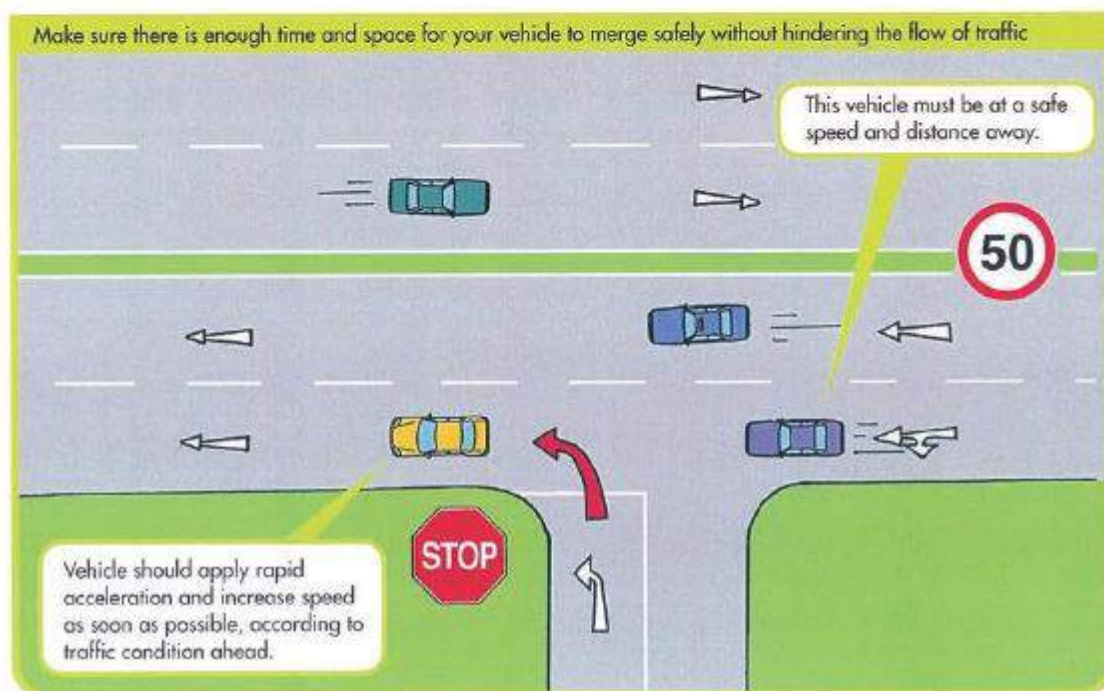
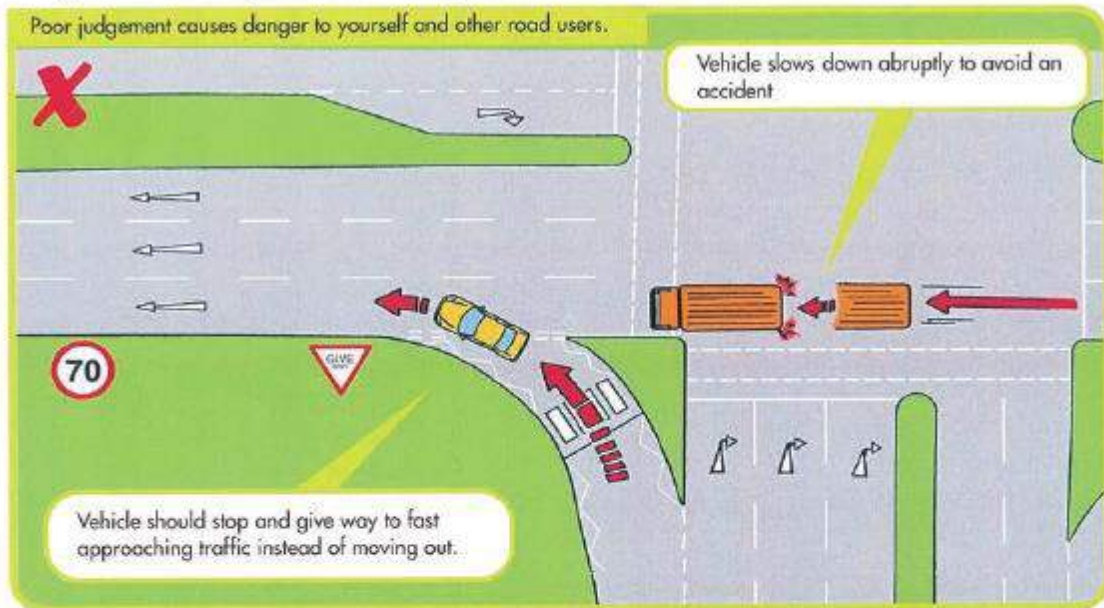
**View Being Obstructed**



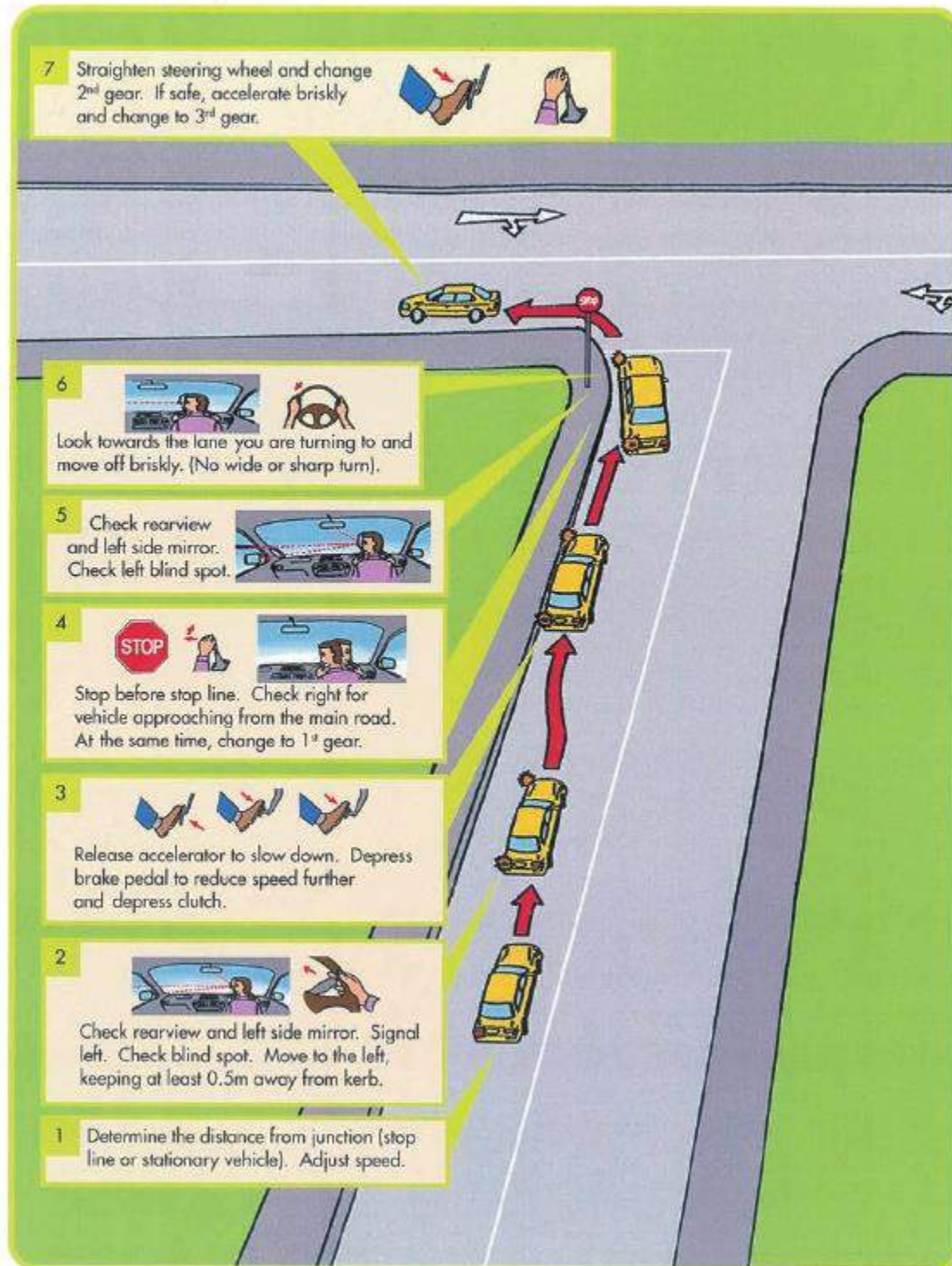
Stop behind the stop line. If your view is being obstructed, move forward slowly to have a better view. Check traffic condition again. Proceed when traffic is clear.

## iv) Judgement of Speed and Distance of Approaching Traffic

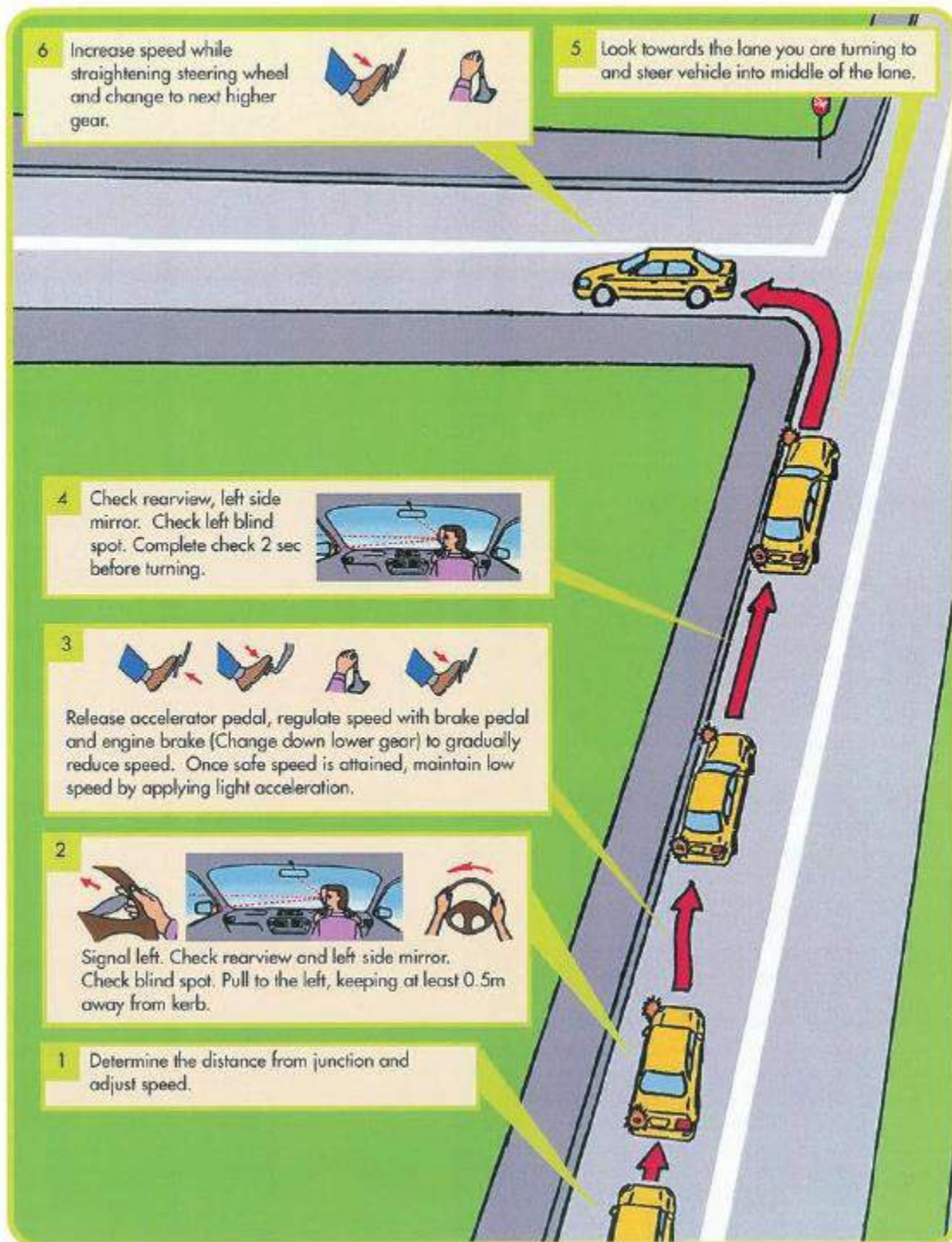
When turning from minor road to major road, you have to judge accurately the speed and distance of approaching vehicles from the right to decide on moving out.



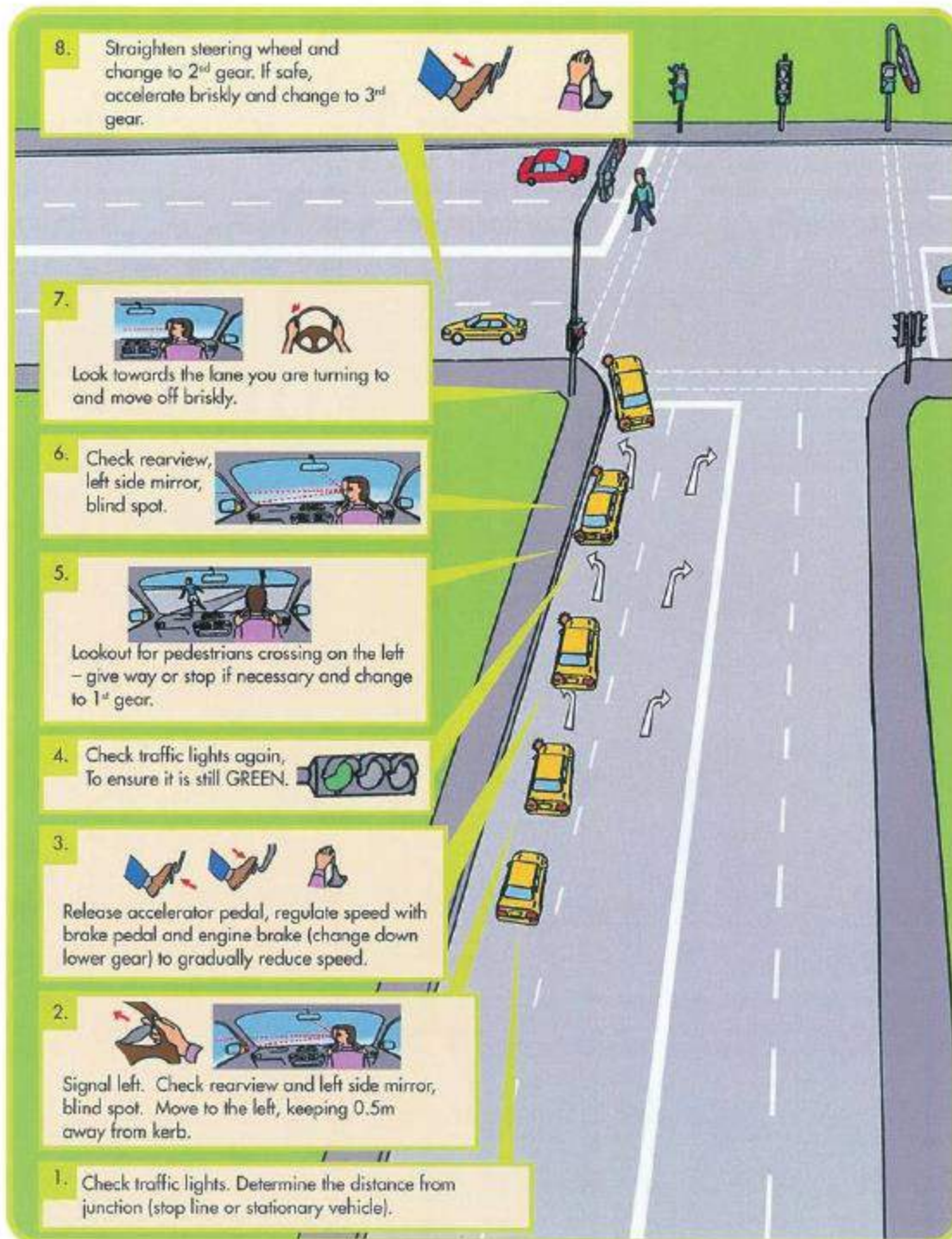
## Left Turn from Minor to Major Road.



## Left Turn from Major to Minor Road.



## Turning Left at Signalized Junction



## Turning Through Slip Road

8. Straighten steering wheel and change to 2<sup>nd</sup> gear. If safe, accelerate briskly and change to 3<sup>rd</sup> gear.

7. Check left blind spot before turning out. Look towards the lane you are turning to and move off briskly.

6. Check vehicle approaching from your right and right turning vehicle across the road, stop if necessary before the give-way line.

5. Look and steer towards pedestrians crossing – give way and stop before crossing if necessary, and change to 1<sup>st</sup> gear.

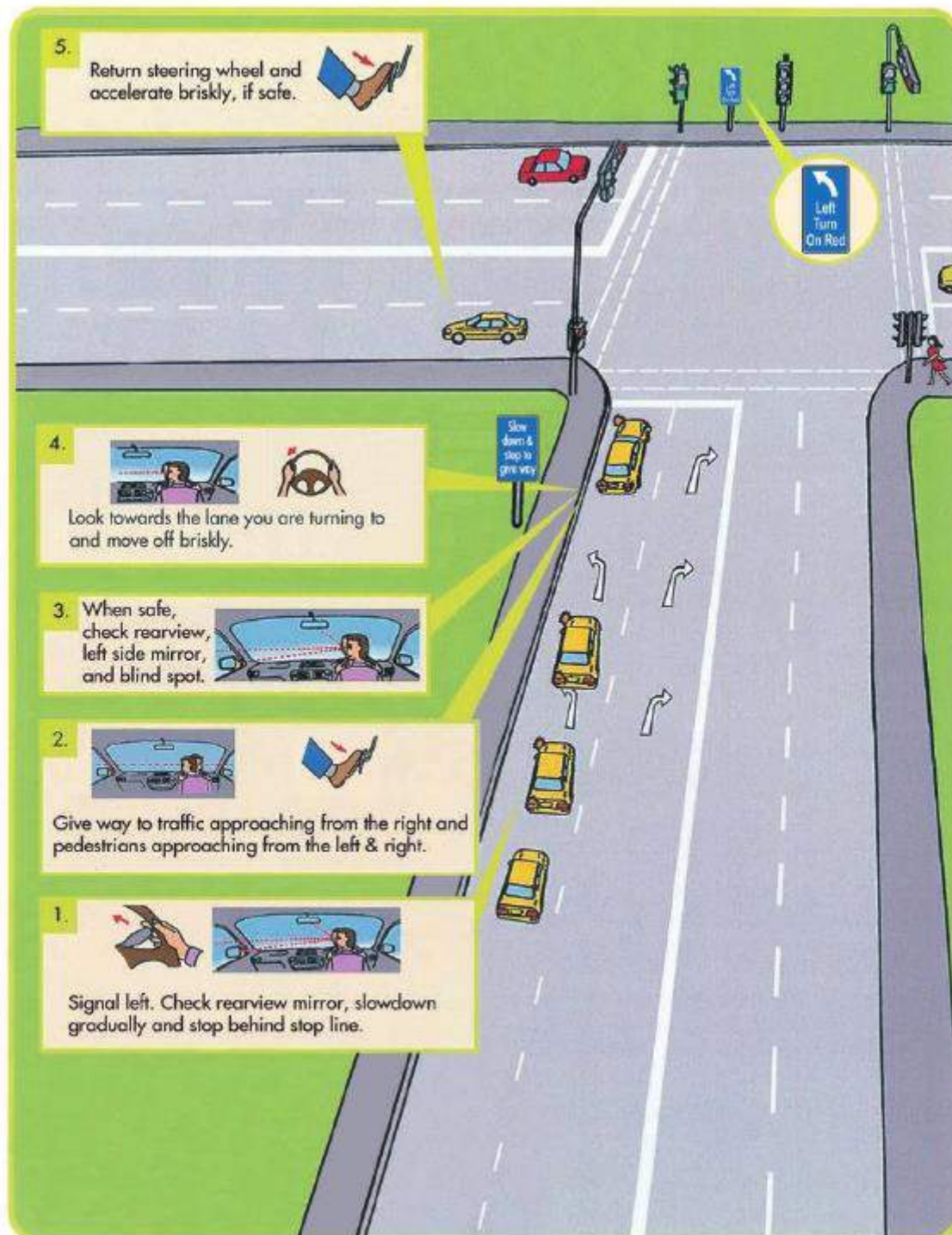
4. Release accelerator pedal, regulate speed with brake pedal and engine brake (change to 2<sup>nd</sup> gear) to gradually reduce speed.

3. Release accelerator pedal, regulate speed with brake pedal and engine brake (change to 3<sup>rd</sup> gear). Complete checking blind spot 2 sec before entering the lane.

2. Check mirrors and signal left. Keep slightly to the left – at least 0.5m away from kerb.

1. Determine the distance from slip road.

## Left Turn on Red Junction





## SUBJECT 4 LANE CHANGE

**Training Objectives- Able to:**

- Apply safety precautions in correct sequence.
- Judge speed and distance of approaching vehicles with the aid of mirrors to change lanes safely without causing obstruction or inconvenience to other vehicles.
- Change lanes gradually and not at bends.
- Complete checking blind spot and look ahead before changing lane.

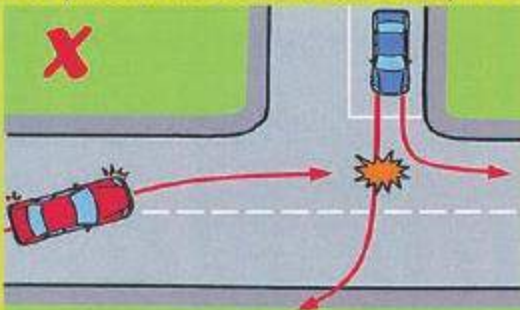
- i) Safety procedures
- ii) Use of mirrors
- iii) Judgement of speed and distance of approaching vehicles
- iv) Forward and lateral movements



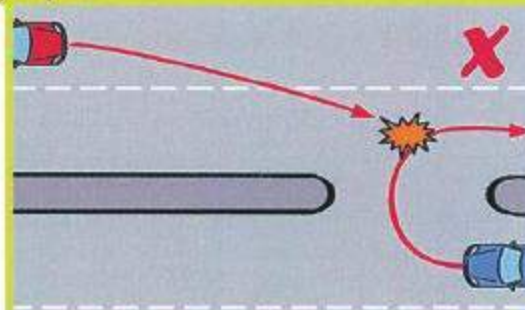
To a new driver, the most difficult aspect of changing lanes is the accurate judgement of speed and distance of vehicles approaching from behind, with the aid of rear view mirrors.

**i) Safety Procedures.**Areas or Situations to Avoid When Changing Lanes.

Near junctions or side roads other road user may move into your path.

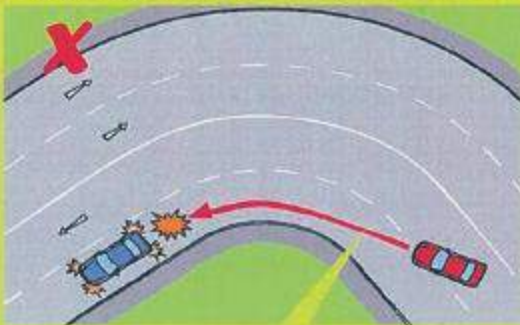


Vehicle from side road may think that you are turning left.

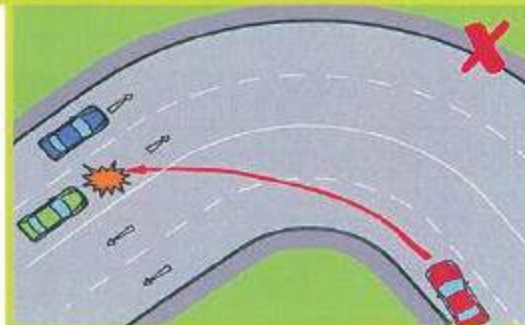


Vehicle may make 'U' turn into your path, thinking that you will remain on the left lane.

At a bend limited view of traffic condition ahead and vehicle may also drift out of course.



Your view ahead is restricted and there may be hidden hazards in your path.



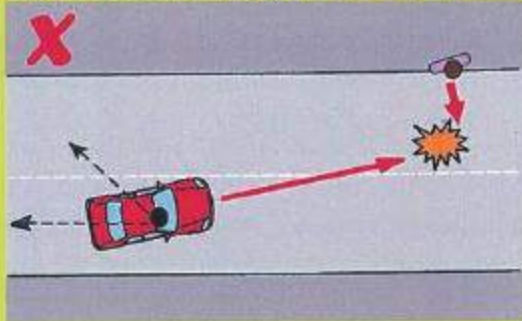
Vehicle veers out of course due to centrifugal force.

Near pedestrians – flagging a taxi.



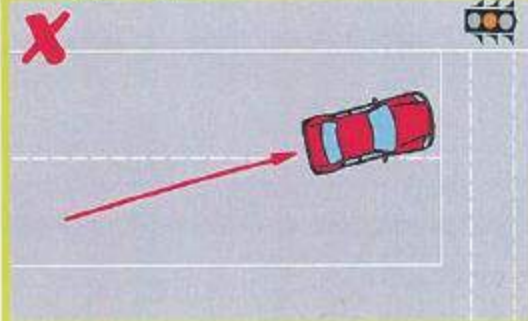
Danger of a taxi stopping abruptly.

Near pedestrians (standing by the side of the road).



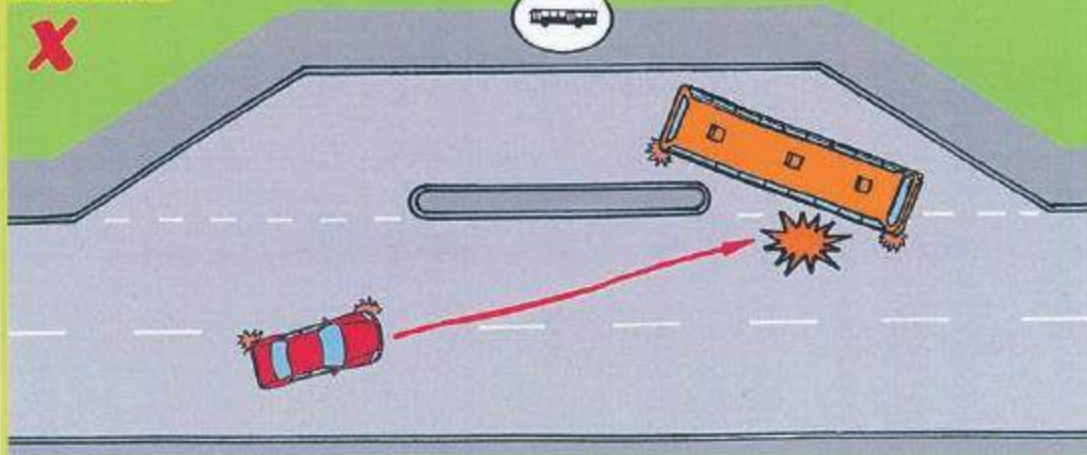
You may fail to notice pedestrians moving into your path.

Near signalized junctions.



Stopping over two lanes when traffic signal changes, or failing to notice changing signals while checking mirror & blindspot.

Near bus bays.

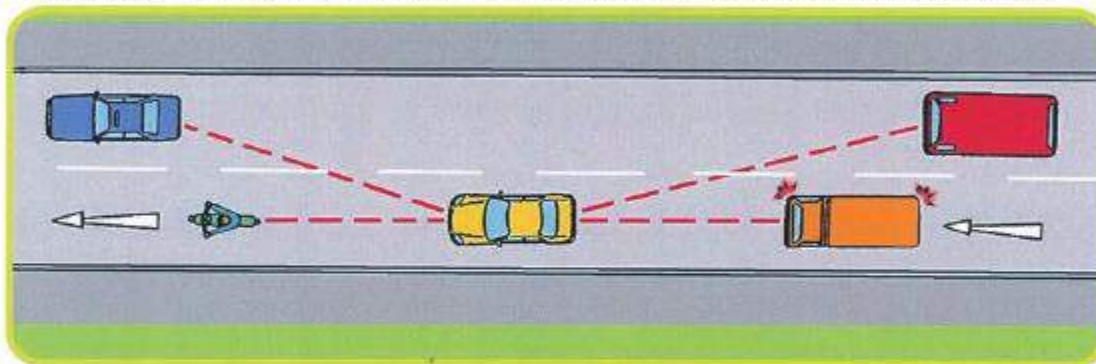


Bus may drive out from the bay.



When making a lane change, you should:

- Signal your intention in advance (at least 3 sec).
- Check traffic situation ahead and vehicles approaching from behind (quick glances at mirrors and road ahead).
- Adjust speed – slowdown, maintain or increase speed depending on traffic condition behind and ahead of you.

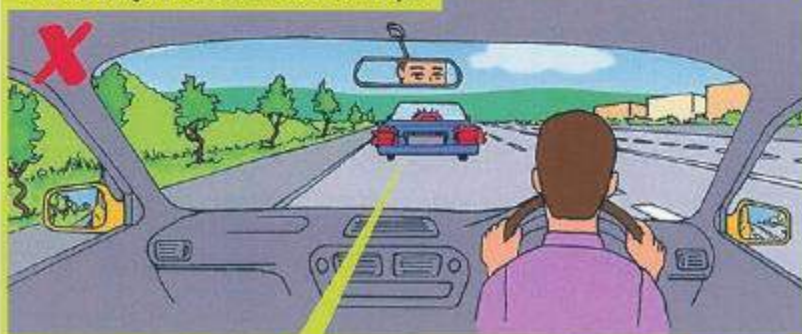


- Confirm safety and traffic situation ahead.
- **Accelerate** and **gently steer** vehicle towards the next lane gradually.

#### Common Mistakes



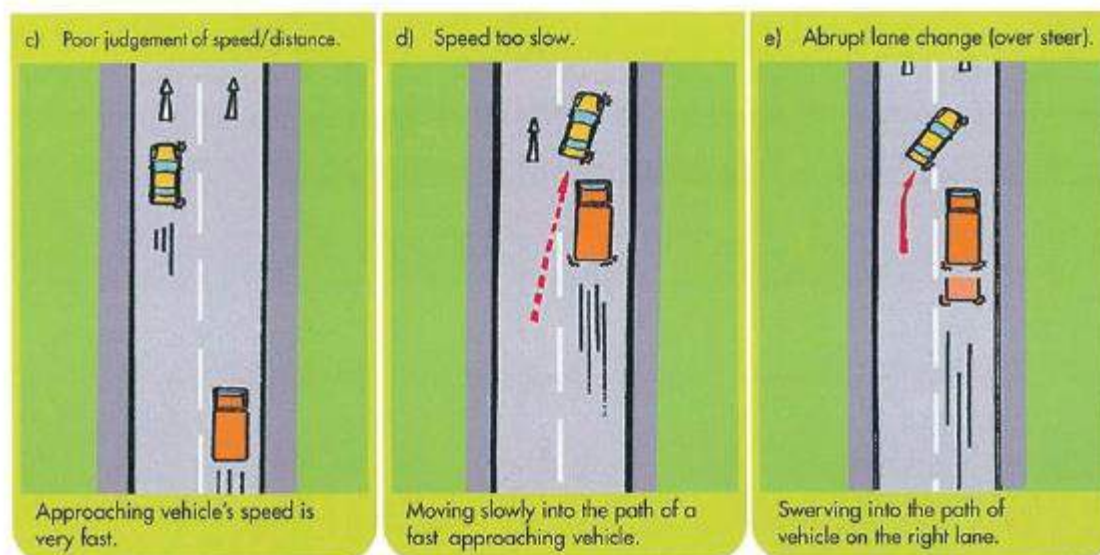
#### Take Too Long To Check Mirrors or Blind Spot



Not aware of traffic/road situation ahead – vehicle ahead may suddenly slow down/stop, or you may be heading towards road hazards e.g. a parked vehicle.

## Common Mistakes

- a) Failure to confirm safety (check blind spot) after checking mirrors.
- b) Vehicle veers off-course – turning steering wheel while checking mirrors/blind spot.



### ii) Use of mirrors.

While driving ahead, always make use of mirrors to check traffic situation behind you. After checking mirrors and ensuring that the situation is safe, turn your head (do not turn body) and look over your shoulder to check blind spot.

### iii) Judgement of Speed and Distance of Approaching Traffic

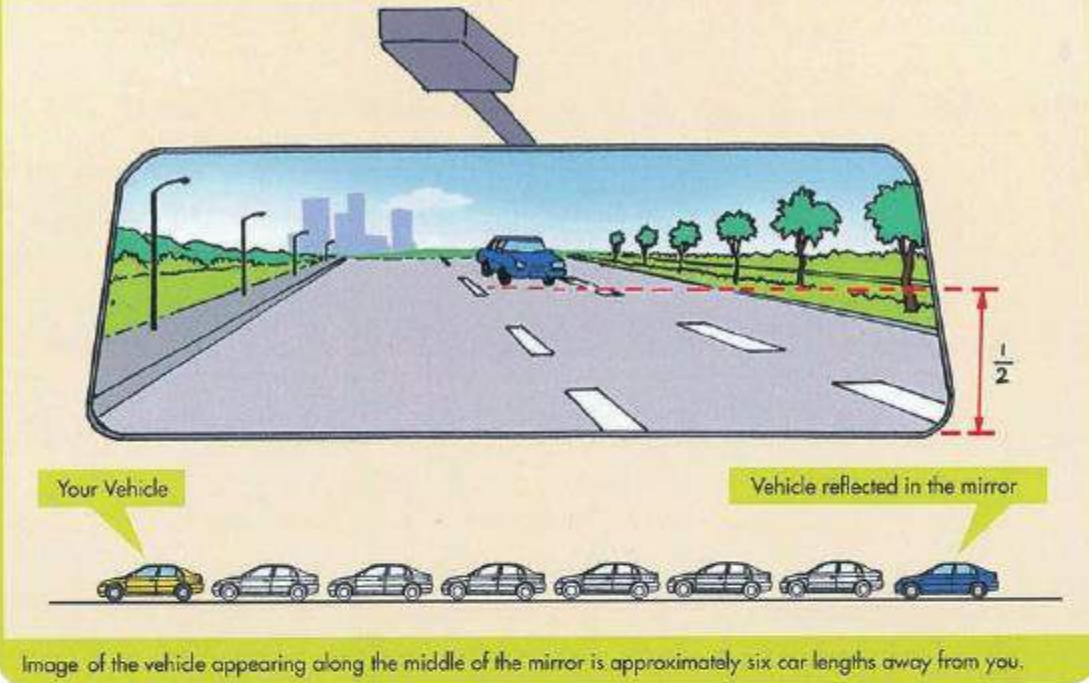
Distance Can Be Judged by the Size of Approaching Vehicle's Image In The Mirror.

You will find vehicles closer to you appearing larger and smaller when they are further away.

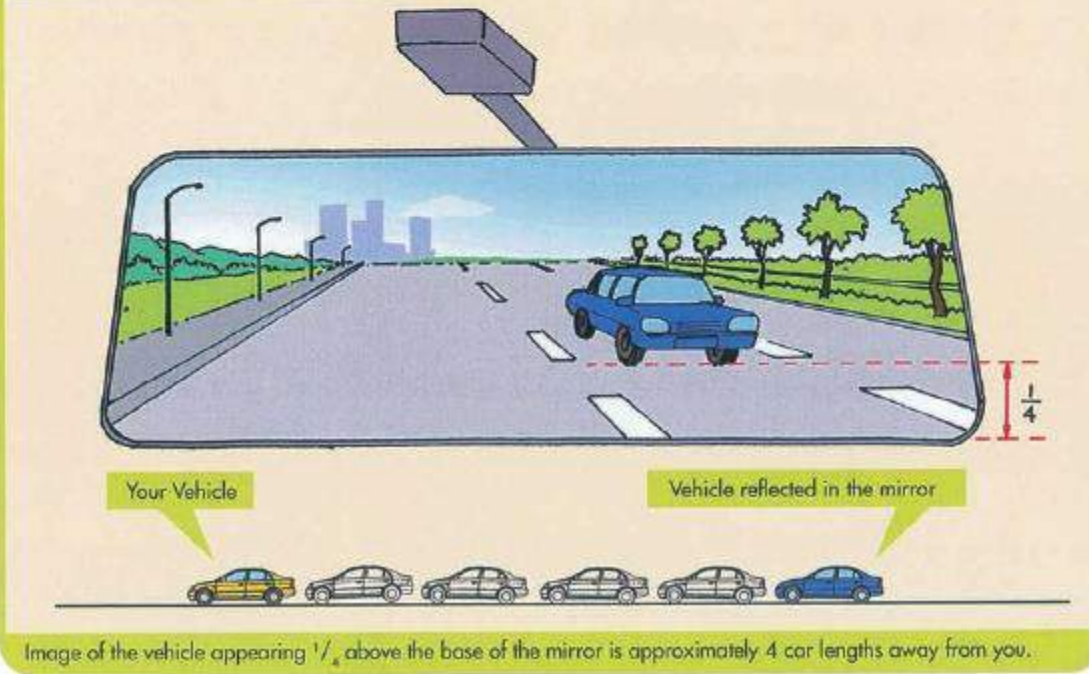
Speed Can Be Estimated by the Increase of Vehicle's Size In The Mirror.

Size of Vehicle's Image	Speed of Vehicle	What It Means to you
Image size remains constant	Vehicle is moving at the same speed as your vehicle	Safe, <b>accelerate</b> and move out
Image size increases	Vehicle is faster than your vehicle	Not safe, look ahead – let the vehicle pass
Image size stops increasing	Vehicle is reducing speed or Your speed is increasing	Vehicle may be giving way to you. Confirm safe, <b>accelerate</b> and move out.
Image gets smaller	Vehicle is reducing speed or You are faster than it	Safe to move out.

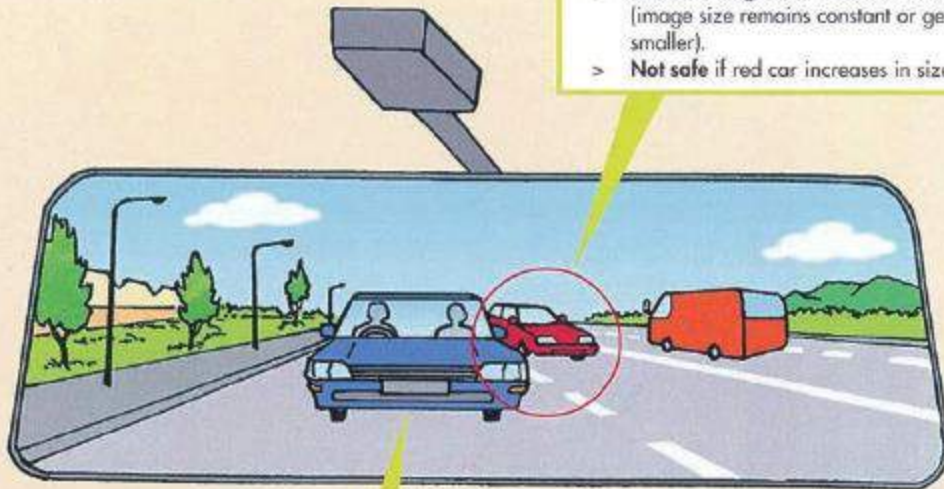
Perceiving Images in the Mirror - Distance of Vehicle



Perceiving Images in the Mirror - Distance of Vehicle



## Perceiving Images in the Mirror



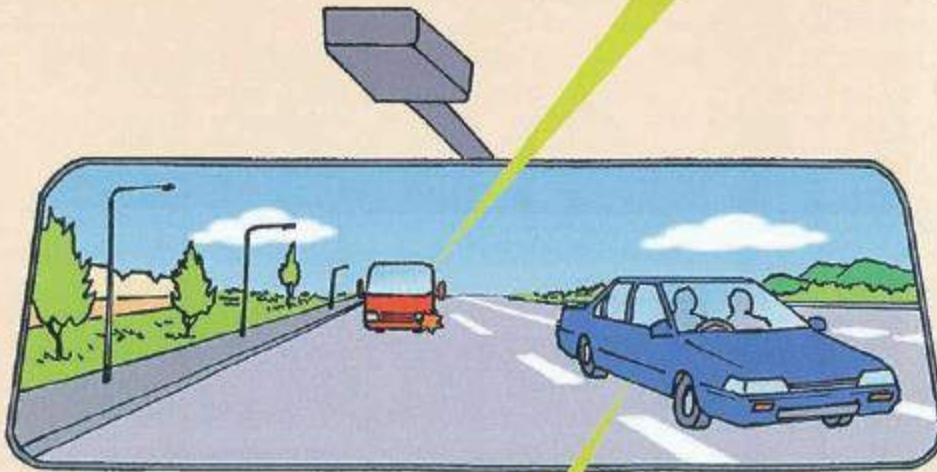
Vehicle is on the right lane.

- > **Safe** to change lane if red car is slow (image size remains constant or gets smaller).
- > **Not safe** if red car increases in size.

Vehicle is right behind you, it is safe to change lane if the right lane is clear.

## Perceiving Images in the Mirror

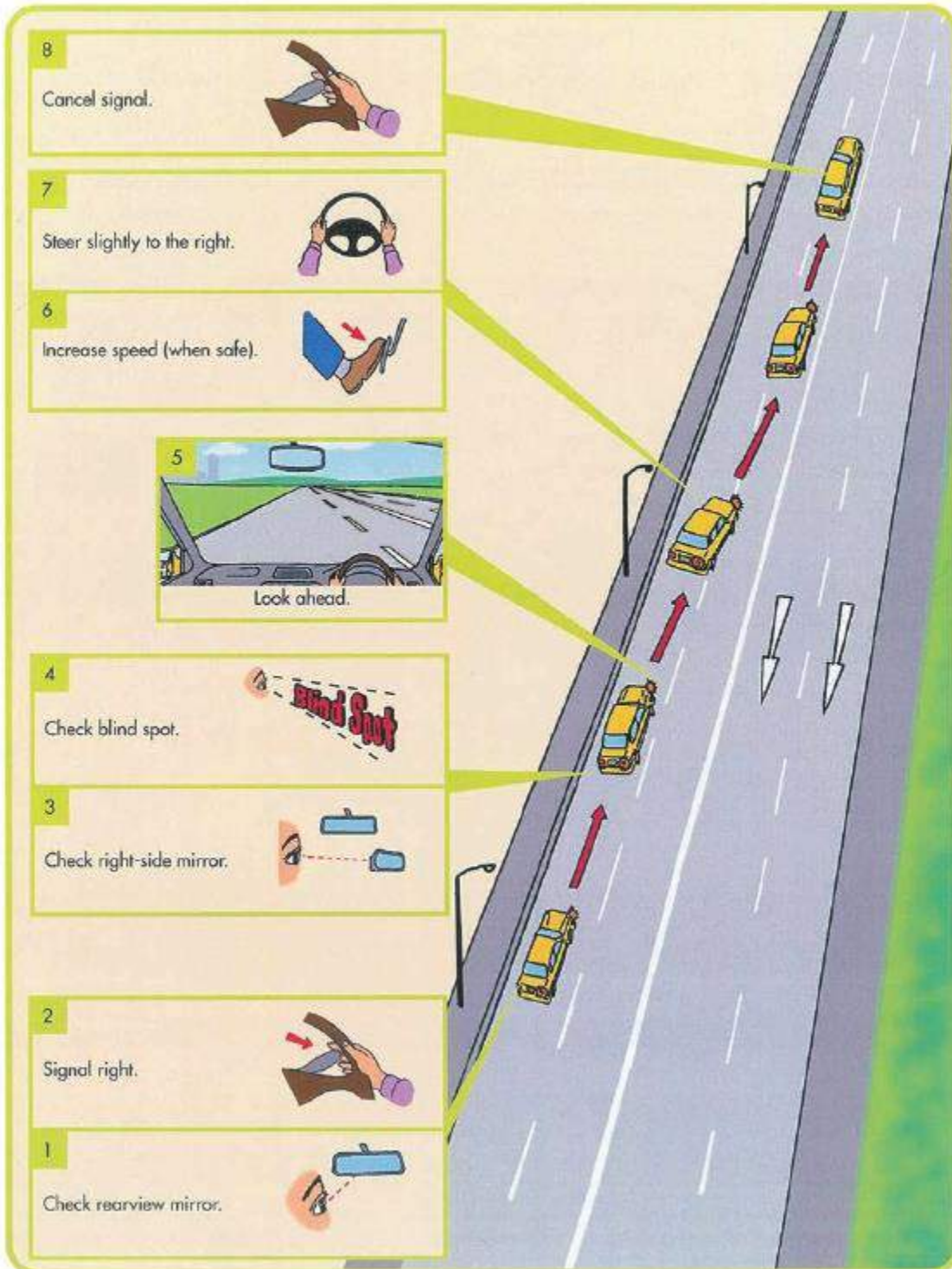
Vehicle far behind you. It may move to the right lane (signal is turned on).



Vehicle on the right may be too close for you to change lane safely.

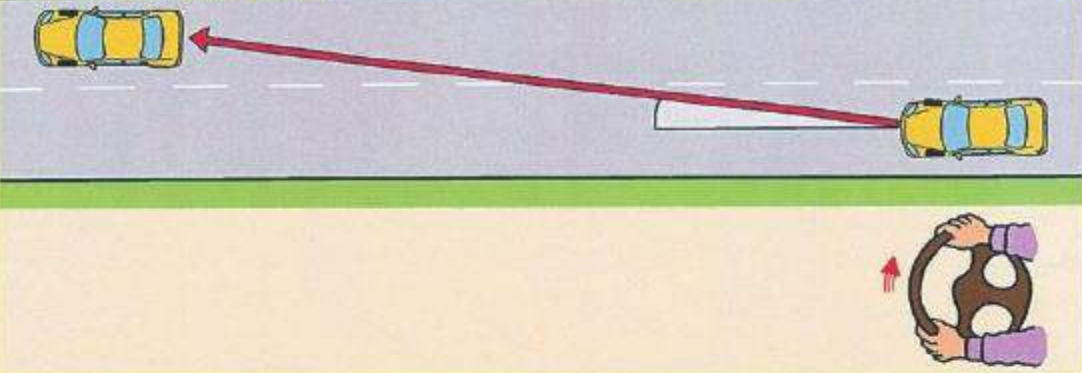
- **Not safe** to change lane if blue car disappears and you do not see the vehicle passing you – it is in your blind spot!
- **Not safe** to change lane if blue car's size increases or only part of the vehicle remains in the mirror – it is faster than you.
- **Safe** to change lane if blue car's size remains constant or gets smaller – it is giving way to you.

Lane Change Procedure.



## iv) Forward and Lateral Movements.

## Forward Movement Lane Change

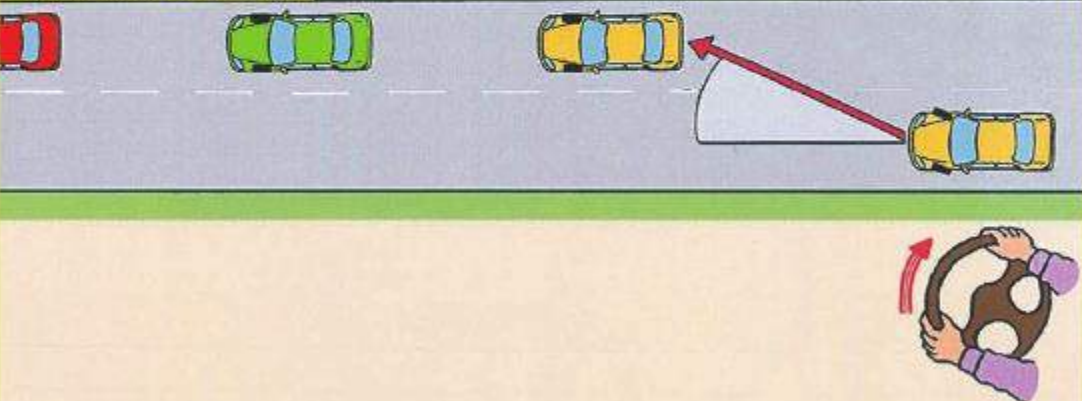


Forward Movement lane change is done by turning the steering wheel slightly. The distance to complete the lane change is longer.

More forward movement and less lateral movement when:

- Vehicle is travelling at a higher speed.
- There is more available space ahead

## Lateral Movement Lane Change



Lateral Movement lane change is done by turning the steering wheel more. The distance to complete the lane change is shorter.

More lateral movement and less forward movement when:

- There is less available space ahead

Vehicle must be at lower speed when applying lateral movement lane change.



## SUBJECT 5 RIGHT TURN

**Training Objectives-Able to:**

- Position vehicle correctly without causing inconvenience to other road users.
- Regulate speed and control steering wheel for right turns without making sharp or wide turns.
- Complete checking blind spot about 2 seconds before turning.
- Judge speed and distance of approaching vehicle and give way to vehicles with the right of way.
- Apply lane discipline.

**Procedures of making right turns**

- i) Safety Procedures.
- ii) Speed Adjustment.
- iii) Positioning of Vehicle.
- iv) Judgement of Speed and Distance of Approaching Traffic.
- v) Lane Discipline.

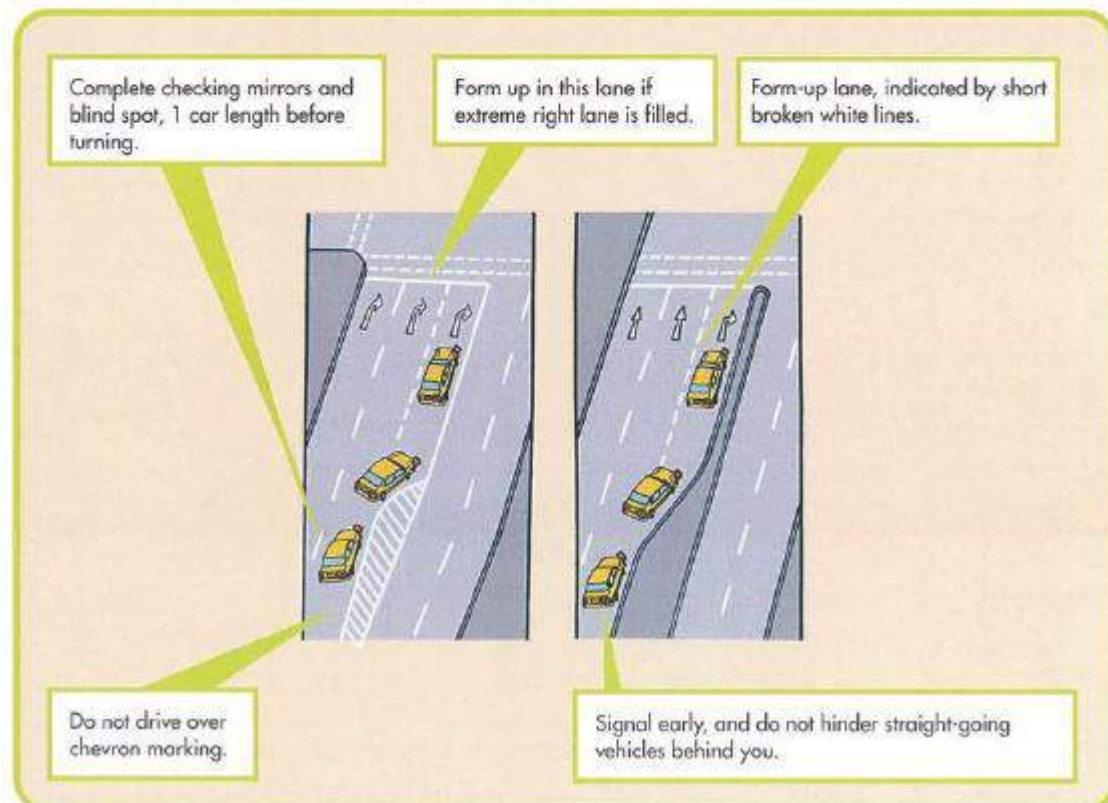


When turning right, you must give way to vehicle(s) with the right of way. Position your vehicle correctly without causing obstruction or danger to other road users.

Always position the vehicle in the correct lane well before making the turn, i.e. at the extreme right lane. Unless the extreme right lane is congested, you may form up in the next lane, if it is a designated right turn lane – refer to directional arrow.

**Form-up Lane:**

The function of a form-up lane is to ease the flow of traffic.



Judgement of Speed and Distance of Approaching Traffic.

**Turning from Minor to Major Road** As a guide, you may turn if the vehicle approaching from your right is more than 6 seconds away from you and the vehicle on the left is more than 8 seconds away.

Stop. Give way to traffic approaching from the right and left, and move off as soon as it is safe without unnecessary delay.

**Turning from Major to Minor Road** As a guide, you may turn if the oncoming vehicle is more than 6 seconds away from you.

Give way to oncoming traffic.

**Common mistake** Drivers taking too long to move off or fail to accelerate briskly to clear the junction, exposes themselves to the risk of an accident by remaining in the collision course of traffic approaching them.

You must clear this area and reach position **U2 and building up speed** when vehicle on the left reaches **L2**.

You must clear this area and be at **U1 before vehicle on the right reaches R2 to be safe.**

You should be fast enough not to obstruct vehicles behind you.

## Turning from Minor to Major Road.

6 Check front and rear - increase speed according to traffic condition. Do not obstruct traffic behind you.

5 Change to 2<sup>nd</sup> gear and speed up if safe.

4 Check mirrors and right blind spot. Look towards the lane you are turning to, accelerate and steer towards the lane.

3 Stop behind stop line. Give way to road users from the right, and left. Change to 1<sup>st</sup> gear.

2 Signal right. Check rearview and right side mirror, blind spot. Move to the right - close to the centerline (stay in the middle of the lane, if lane is narrow.)

1 Determine distance available from junction (stop line or stationary vehicle). Regulate speed accordingly.

Turning from Major to Minor Road.

**3a**

If there are on-coming vehicles, stop and give way to vehicles going straight or turning left. Position your vehicle close to centerline and stop approximately  $\frac{1}{2}$  to 1 lane before the lane you are turning to, change 1<sup>st</sup> gear and get ready to move off as soon as it is safe to do so.

**6** Check front and rear – regulate speed according to traffic condition. Do not obstruct traffic behind you.

**5** Speed up (accelerate) if condition ahead is safe.

**4** Check mirrors and right blind spot. Look towards the lane you are turning to, maintain low speed and steer towards lane.

**3** Move to the right, close to the centerline. Look out for oncoming vehicles and vehicles from the side road.

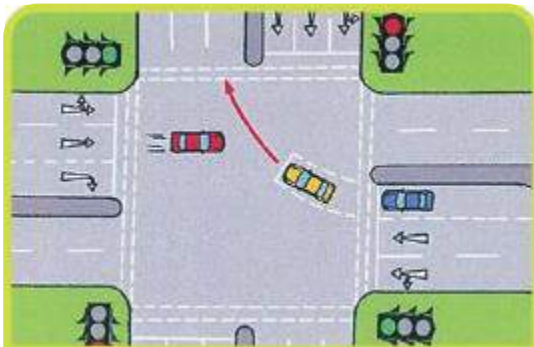
**2** Check rearview mirror. Signal right. Gradually reduce speed – change to lower gear.

**1** Determine distance available from junction. Regulate speed accordingly.

Right turn at Controlled Junctions.

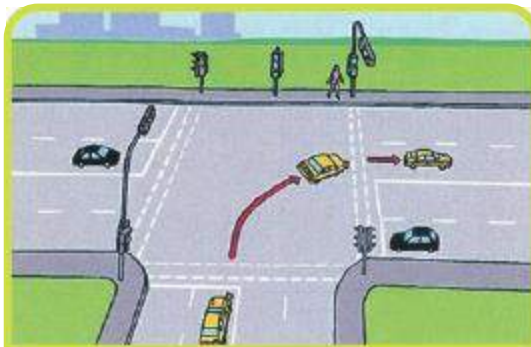
Position in the correct lane, slow down, check traffic light signal to determine if you are allowed to turn or have to stop. Do not obstruct vehicles going straight or move into path of turning vehicle opposite you.

1. Giving way to others - Cross Junction.



When traffic light is green, move into the right turn pocket and stop to give way to oncoming vehicles or pedestrians on the right. (Position similarly for junctions without the right turn pocket).

2. T-Junction.



When traffic light is green, stop only if you have to give way to pedestrians. Stop before the pedestrian crossing lines on the right if giving way to pedestrians.

3. Junction without Right Turn Signal.

When traffic light is green. Proceed with the turn without stopping if safe. When traffic light changes to amber, confirm safety and complete turn - do not remain in junction and obstruct traffic.



2<sup>nd</sup> car should queue behind stop line. Do not proceed if traffic light changes to amber.

4. Junction with Right Turn Signal.

When right turn arrow appears, confirm safety before proceeding with turn (do not stop if safe). When the arrow is flickering, stop if you are behind the stop line.



When giving way, 2<sup>nd</sup> car can follow 1<sup>st</sup> car into junction.

## Turning at Controlled Junctions.

7 Check front and rear – regulate speed according to traffic condition. Do not obstruct traffic behind you.

6 Speed up (accelerate) if condition ahead is safe.

5 Check mirrors and right blind spot. Look towards the lane you are turning, maintain low speed and steer towards lane.

4 Stop to give way, if necessary – without causing obstruction to oncoming vehicles or endanger vehicles behind you.

3 Slow down (change 2<sup>nd</sup> gear). Check traffic lights, oncoming traffic and pedestrians.

2 Check rearview mirror. Signal right. Check blind spot. Look ahead and move towards right lane.

1 Determine distance available from junction, appropriate lane to take up. Regulate speed accordingly and prepare to lane change early.

**SUBJECT 6 U-TURN and ROUNDABOUT**

**Training Objectives-Able to:**

- U-turn and negotiate a round about without obstruction and with correct safety procedures.
- Judge speed and distance of approaching vehicle and give way to vehicles with the right of way.
- Complete checking blindspot about 2 seconds before turning.
- Complete U-turn without zig-zagging.
- Turn to the correct lane.
- Apply lane discipline.

- i) Safety Procedures.
- ii) Speed Adjustment.
- iii) Positioning of Vehicle.
- iv) Judgement of speed and Distance of Approaching Traffic
- v) Lane Discipline

Before making a U-turn, determine whether you are allowed to do so without flouting traffic rules. Position the vehicle correctly and give way :



**MAKING A U-TURN LEGALLY & SAFELY**

1. Road with center divider - form-up in the extreme right lane and turn after U-turn sign.
2. Give way to oncoming traffic, position car without causing obstruction.
3. Do not turn into path of fast approaching vehicles, causing them to slow down or take evasive action.
4. Always turn into the nearest lane, which the turning radius permit.

Road with a single continuous white line - avoid turning at/near a side-road, junction, bend or slope.

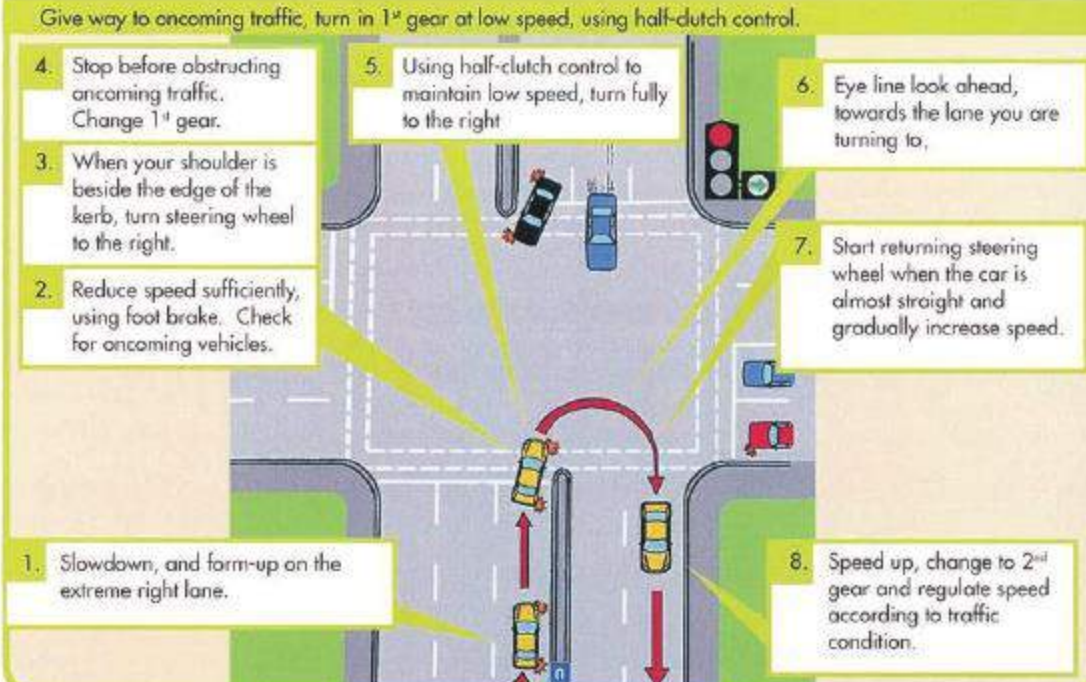
Give way to vehicles approaching from the front and rear.

### Speed Control when Turning

To turn vehicle in the smallest radius;

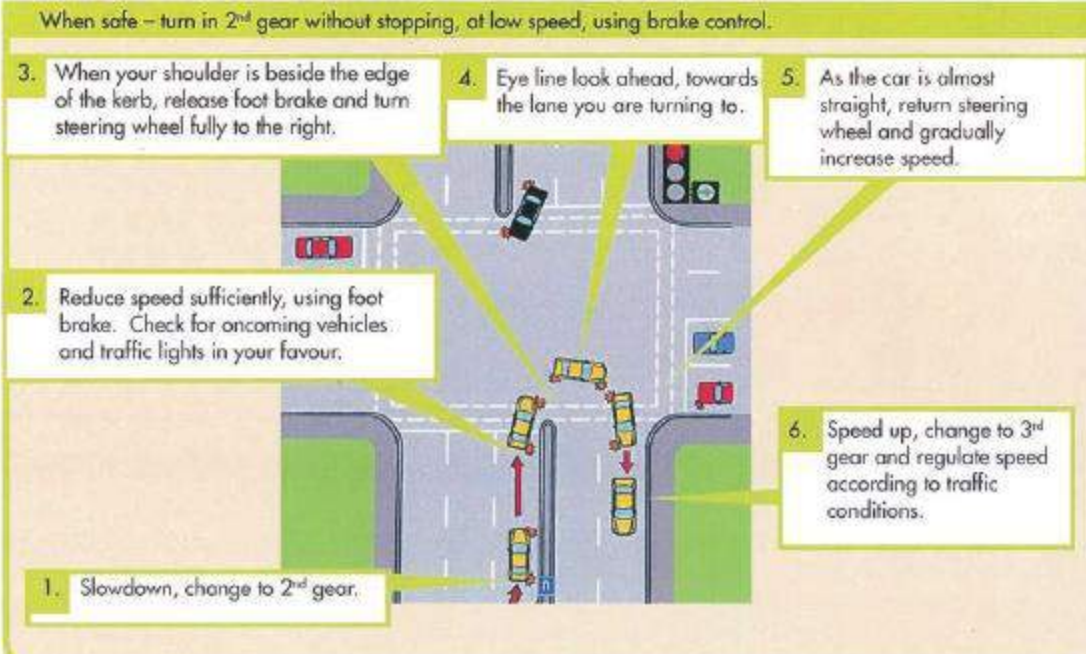
- Vehicle speed – slow,
- Turn steering wheel – fast and fully to the right

Give way to oncoming traffic, turn in 1<sup>st</sup> gear at low speed, using half-clutch control.



1. Slowdown, and form-up on the extreme right lane.
2. Reduce speed sufficiently, using foot brake. Check for oncoming vehicles.
3. When your shoulder is beside the edge of the kerb, turn steering wheel to the right.
4. Stop before obstructing oncoming traffic. Change 1<sup>st</sup> gear.
5. Using half-clutch control to maintain low speed, turn fully to the right
6. Eye line look ahead, towards the lane you are turning to,
7. Start returning steering wheel when the car is almost straight and gradually increase speed.
8. Speed up, change to 2<sup>nd</sup> gear and regulate speed according to traffic condition.

When safe – turn in 2<sup>nd</sup> gear without stopping, at low speed, using brake control.

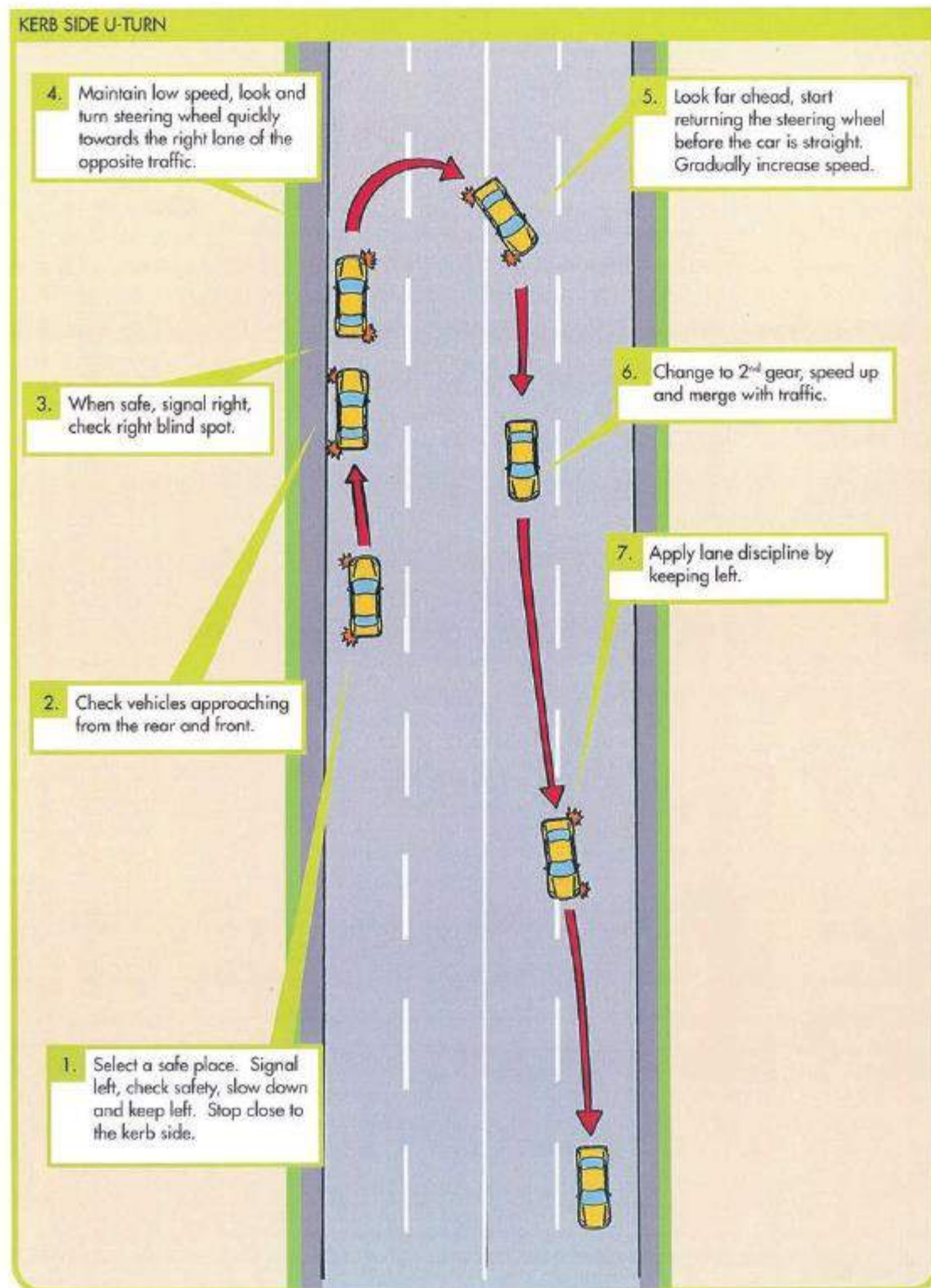


1. Slowdown, change to 2<sup>nd</sup> gear.
2. Reduce speed sufficiently, using foot brake. Check for oncoming vehicles and traffic lights in your favour.
3. When your shoulder is beside the edge of the kerb, release foot brake and turn steering wheel fully to the right.
4. Eye line look ahead, towards the lane you are turning to.
5. As the car is almost straight, return steering wheel and gradually increase speed.
6. Speed up, change to 3<sup>rd</sup> gear and regulate speed according to traffic conditions.

Note: Due to the low speed of the vehicle when turning, you must ensure that oncoming cars are travelling at a safe speed & at a safe distance away to allow you to complete the turn and achieve cruising speed.



## Types of U-Turns.

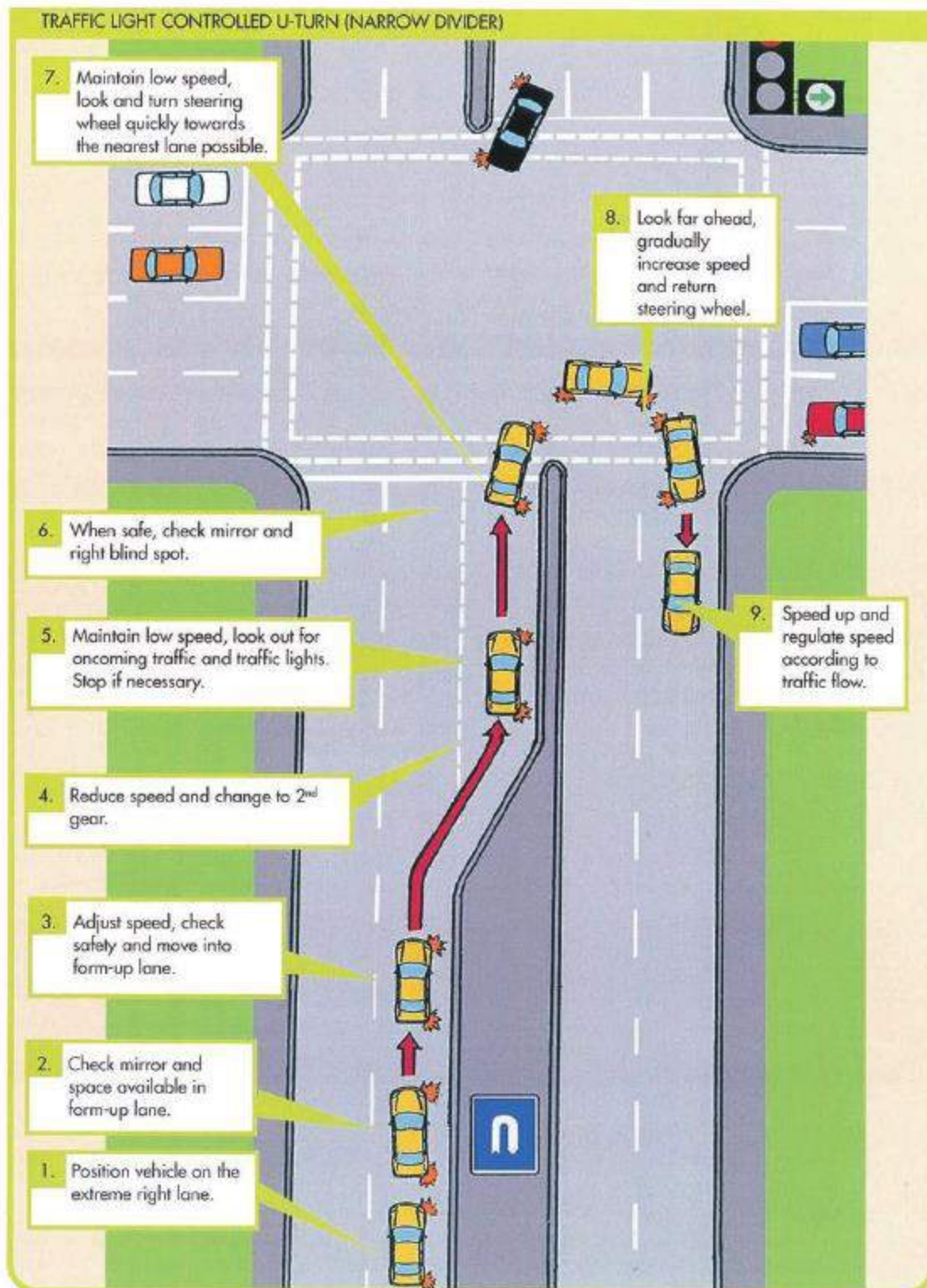


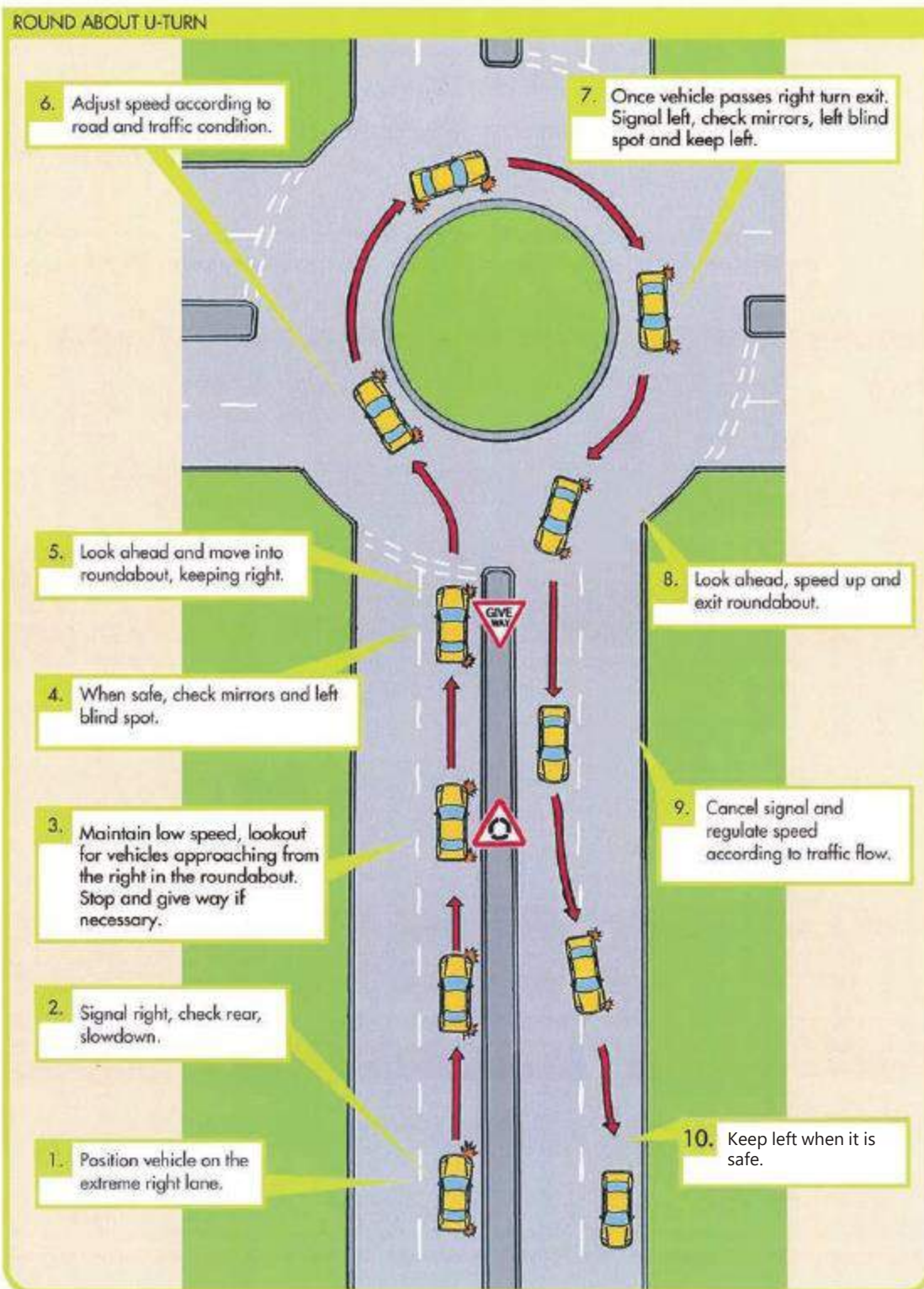
**WIDE DIVIDER U-TURN**

1. Position vehicle on the extreme right lane. Signal right.
2. Check mirror and space available in form-up lane.
3. Adjust speed, check safety and move into form-up lane.
4. Reduce speed and change to 2<sup>nd</sup> gear.
5. Check oncoming traffic.
6. Maintain low speed, check right blind spot and turn.
7. Check oncoming traffic again, stop if necessary. (1-1.5m from kerb)
8. Maintain low speed, look and turn steering wheel quickly towards the closest lane possible.
9. Turn in 2<sup>nd</sup> gear at low speed (without stopping) if safe.
10. Look far ahead, gradually increase speed and return steering wheel.
11. Speed up and regulate speed according to traffic flow.
12. Keep left when it is safe.

### NARROW DIVIDER U-TURN

1. Position vehicle on the extreme right lane. Signal right.
2. Check mirror and space available in form-up lane.
3. Adjust speed, check safety and move into form-up lane.
4. Reduce speed and change to 2<sup>nd</sup> gear.
5. Maintain low speed, look out for oncoming traffic. Stop if necessary.
6. When safe, check mirror and right blind spot.
7. Maintain low speed, look & turn steering wheel quickly towards the center lane. (Turn steering wheel when shoulder passes the edge of the kerb).
8. Turn in 2<sup>nd</sup> gear at low speed (without stopping if safe).
9. Look far ahead, gradually increase speed and return steering wheel.
10. Speed up and regulate speed according to traffic flow.
11. Keep left when it is safe.





**SUBJECT 7 Driving on Slopes**

**Training Objectives - Able to:**

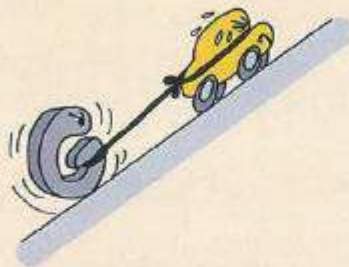
- Regulate speed when driving on slopes.
- Move off on a slope within 10 seconds without jerking or stalling.
- Stop and move off on a slope with correct safety procedure.

- i) Safety Procedures.
- ii) Regulating of speed.



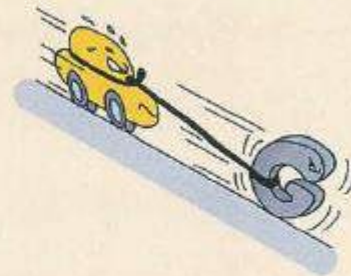
Gravitational force will be acting on your vehicle when you drive up or down a slope.

**Gravity resisting vehicle moving up.**



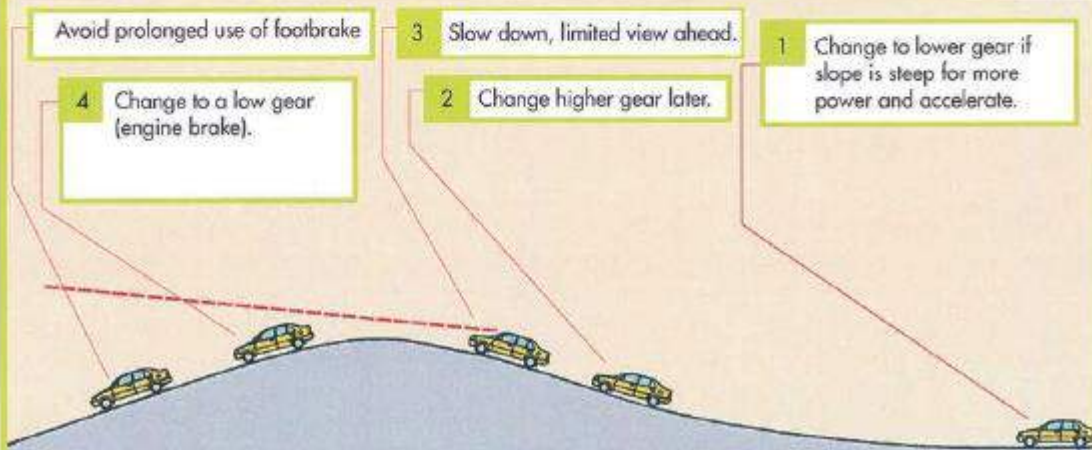
- Speed decreases easily, therefore you must speed up before going up.
- Need more power, use low gears.
- To slowdown - release accelerator.
- To stop - brake later.
- Clutch in first before braking if slope is steep or when speed is slow to avoid stalling engine.
- If clutch pedal is depressed - no engine power, speed decreases.

**Gravity assisting vehicle moving down.**



- Speed increases easily, slow down before going downhill.
- For effective engine brake, use low gears.
- To slow down - engine brake and foot brake.
- To stop - brake earlier.
- Brake first, clutch in just before stopping.
- If clutch is depressed - no engine brake, speed increases.

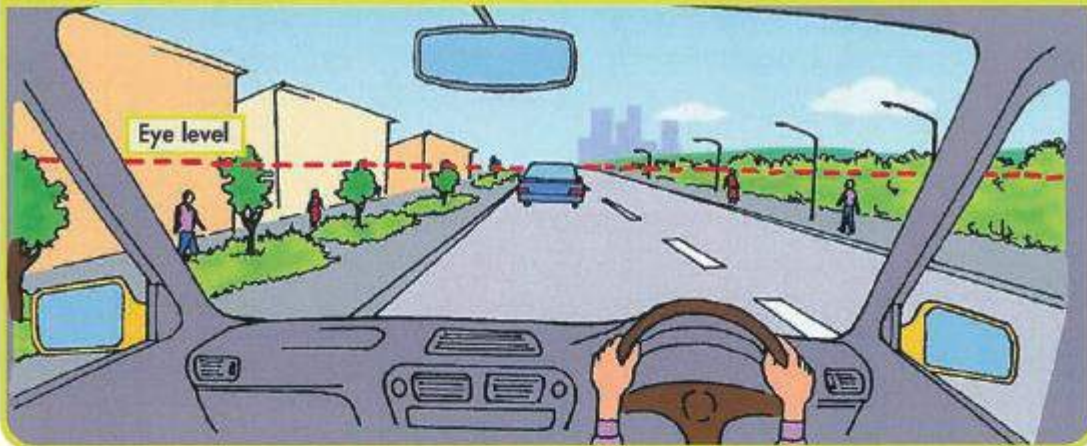
**Points to Note When Driving Up/Down a Slope.**



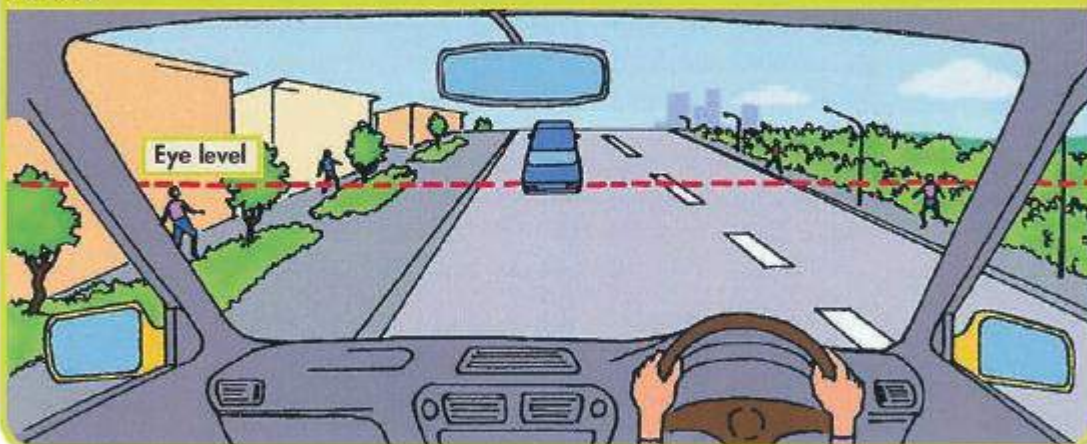
Your view of the road ahead reduces as you approach the brow of the hill, beware of hazards ahead.

### Identifying a Slope

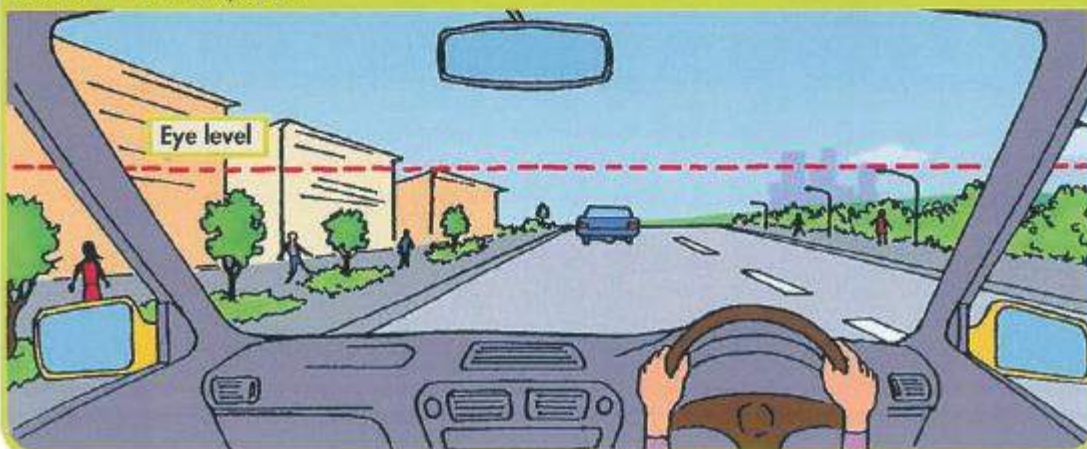
Level Road



Up Slope



Brow of Hill - Down Slope Soon



### iii) Stopping and Moving Off

Gravity slows down vehicle when you are traveling up a slope. Therefore when stopping, you can brake later and still stop within a short distance (beware of tailgating vehicle). If the slope is steep, clutch in first before applying foot brake when stopping to prevent stalling the engine.

#### Stopping On Steep Slope.

- 1 Release accelerator and depress clutch pedal.



- 2 Depress brake pedal. After vehicle has stopped, apply handbrake.



#### Restarting Stalled Engine.

If engine stalls when vehicle is on an upward slope.

- 1 Depress the foot brake immediately. And apply the handbrake.



- 2 Depress clutch pedal, ensure in first gear.



- 3 Depress accelerator lightly. And crank start the engine (turn key).



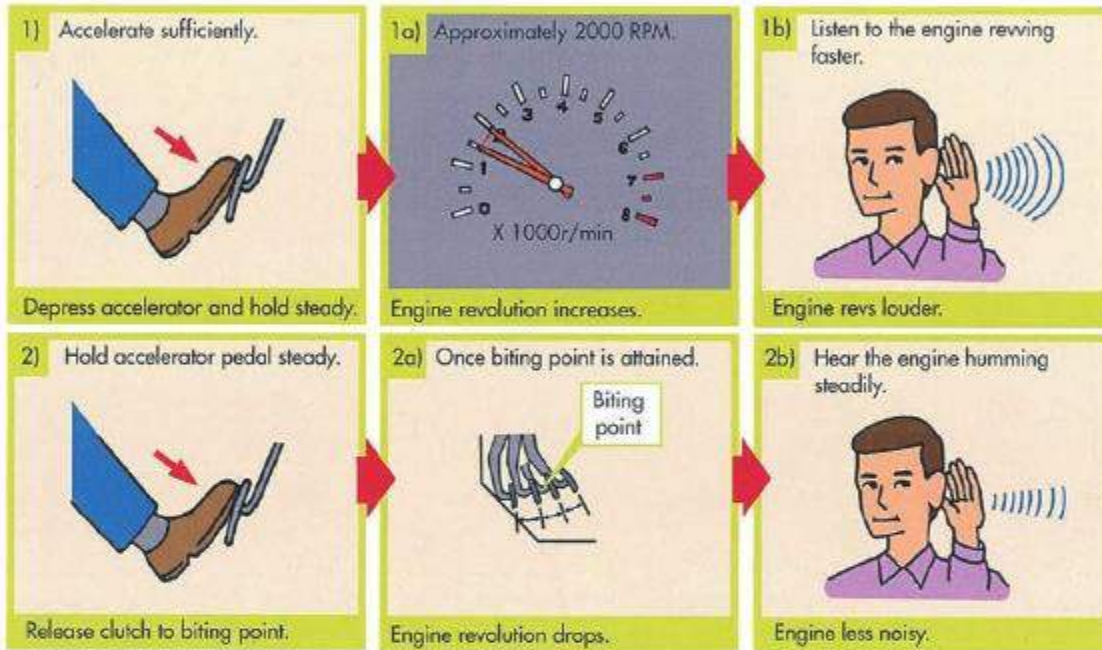


### Moving Off.

Beware of vehicle rolling backwards when moving off from an upward slope. To prevent the vehicle from rolling backwards, the handbrake must be applied to keep vehicle stationary while coordinating the clutch and accelerator pedals to biting point.

### Biting Point.

More power is required to move the vehicle off an upward slope as gravity is acting against the vehicle. Therefore, you will need to accelerate more than usual when you are moving off an upward slope. Insufficient acceleration will cause the engine to vibrate/knock or even stall.



### MOVING OFF

Once biting point is attained, hold both clutch and accelerator pedals steady before releasing the handbrake to move off.

- Car will roll backwards if the clutch pedal is held below biting point.
- Car will not move if the clutch pedal is held exactly at biting point.
- Car will move off or engine will stall, if the clutch pedal is held above biting point.

Release hand brake fully



After handbrake is fully released:  
Car rolls backward – release clutch pedal slightly higher and accelerate.  
Car remains stationary – accelerate and release clutch pedal gradually.  
Car moves forward – accelerate and release clutch pedal gradually.

Progressively, depress the accelerator pedal and release the clutch pedal a little.  
The car will move forward.



Exercise - Stopping & moving off from a slope

6 Change to 2<sup>nd</sup> gear and speed up if safe, (complete turn in 1<sup>st</sup> gear if distance is short.)

7 Look ahead and regulate speed according to traffic condition, speed up if situation allows, do not obstruct traffic behind you.

5 Check mirrors, blind spot. Look towards the lane you are turning. Release handbrake, accelerate, release clutch pedal gradually – steer towards lane.

4 Anticipate cross traffic situation to clear, coordinate clutch and accelerator pedals and prepare to achieve biting point.

3 Apply handbrake, engage first gear, check right and left for cross traffic.

2 Slow down – release accelerator pedal. Depressed clutch and brake pedal, stop before stop line.

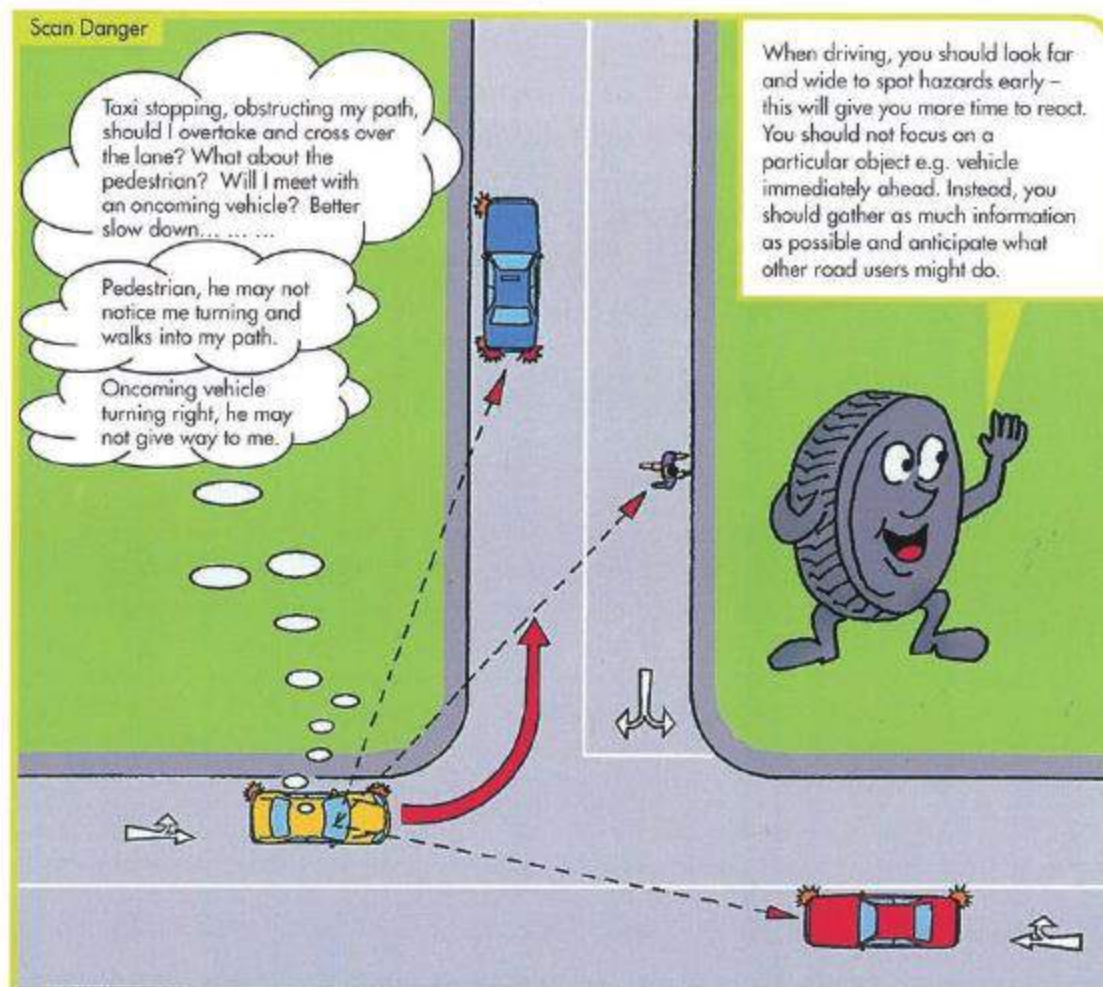
1 Maintain speed – depress accelerator pedal. Check rearview mirror and signal right.

## SUBJECT 8 Reacting to Road Hazards

**Training Objectives - Able to:**

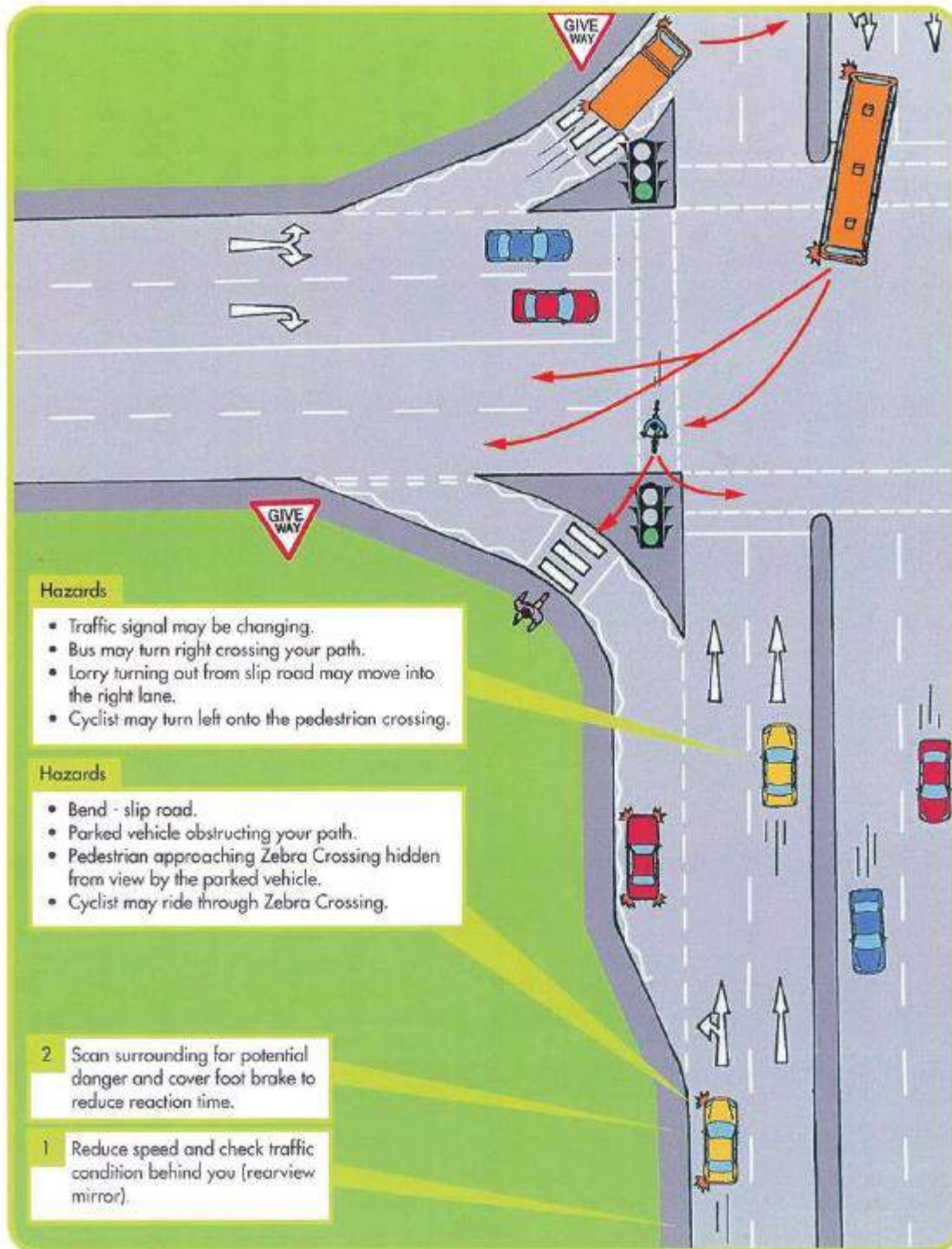
- Identify road hazards (junctions, bends, pedestrian crossings, obstructions, parked vehicles, pedestrians and cyclist).
- Maintain a safe speed and a safe gap from hazards without causing danger to other road users.

- i) Road Hazards.
- ii) Passing Obstacles.
- iii) Safety Precaution.



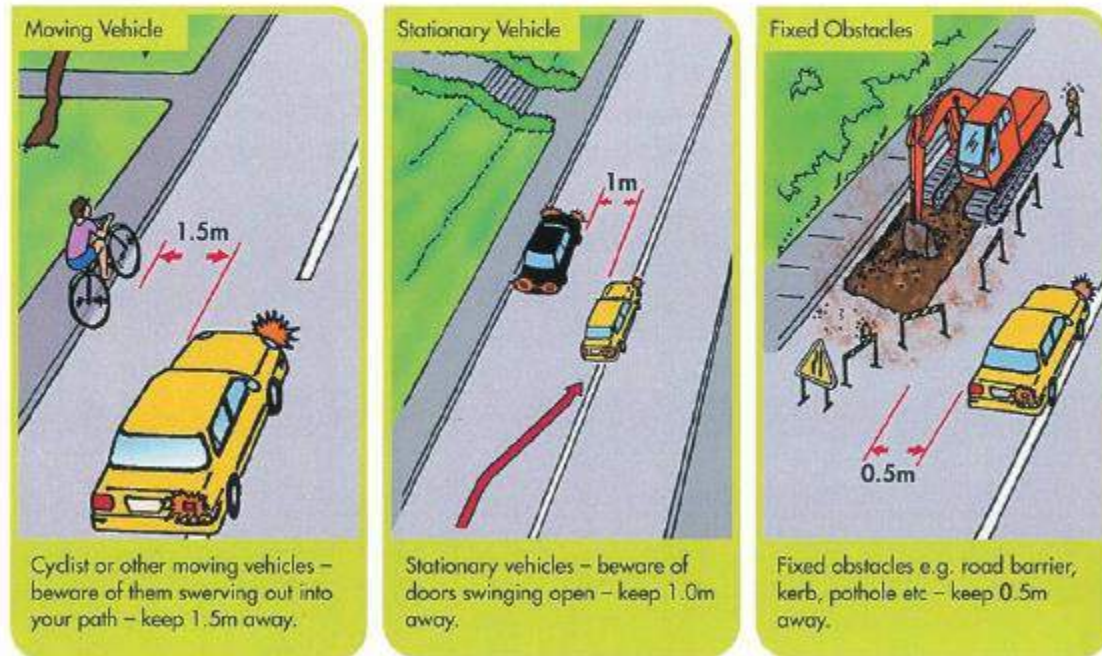
### Approaching Hazards.

The basic precaution when approaching hazards is to slow down as this allows you to stop the vehicle safely should a dangerous situation arise. You must scan for hazards by looking 12 seconds ahead.



Passing Obstacles.

Adjust speed - slow down, check safety, signal your intention. Move out and pass obstacles at a safe speed and giving sufficient clearance, without endangering other road users.

Safe Clearance.

Safety Precaution.

**Bypassing stationary vehicle along a wide road.**

You may proceed and pass a stationary vehicle if you have sufficient clearance between vehicles.

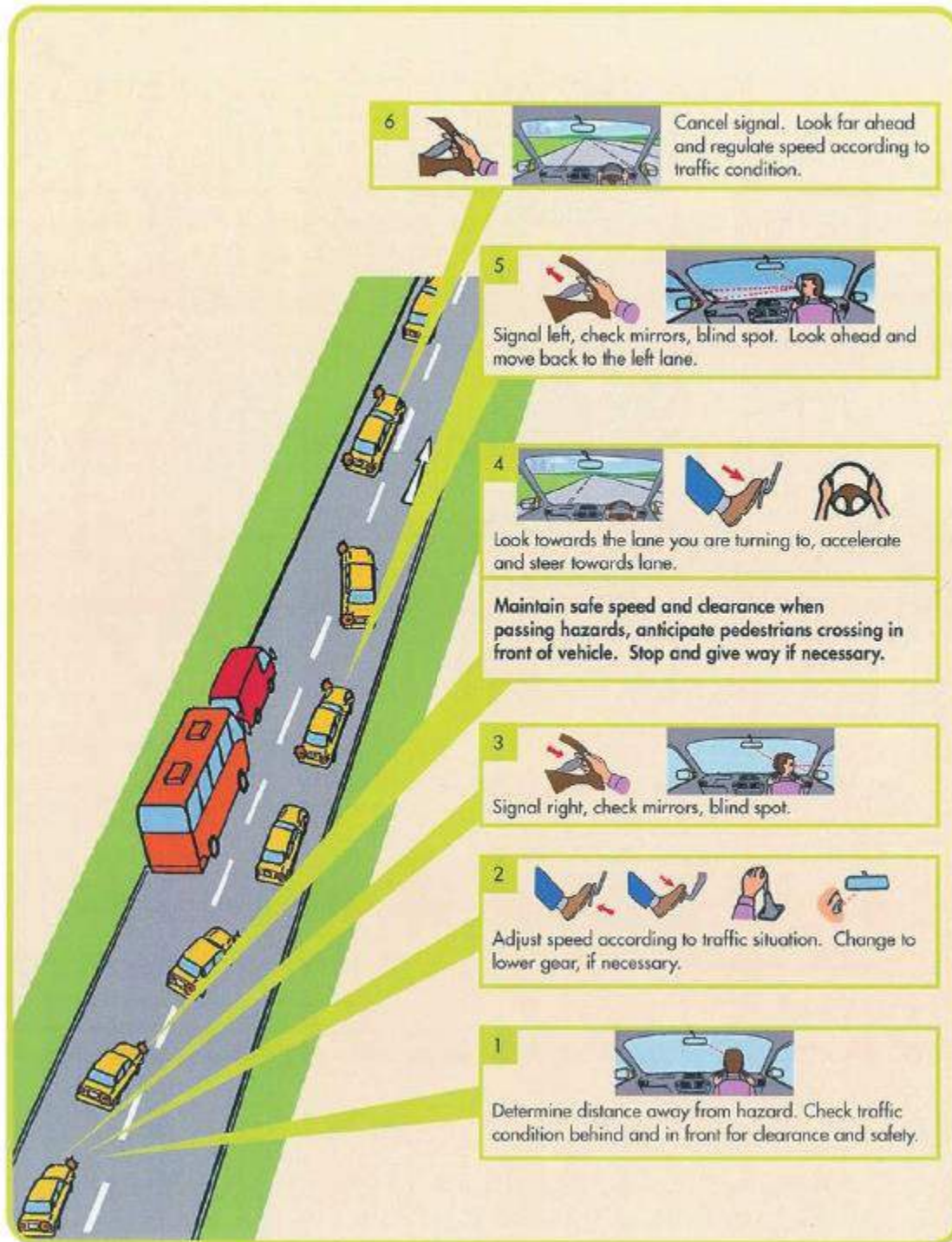
**Bypassing obstacles along a narrow road.**

Look out and give way to oncoming vehicles, stop at least a car length away from the obstacle and to its right – this makes checking safety and moving out easier.

**Approaching obstacles on the other side of a narrow road.**

You may have right of way but beware of vehicles from the opposite direction pulling out into your path. You should slow down, keep left on your approach and prepare to stop if necessary.

By-pass Stationary Vehicles.



## SUBJECT 9 Lane Changing in Heavy and Fast Traffic

## Training Objectives-

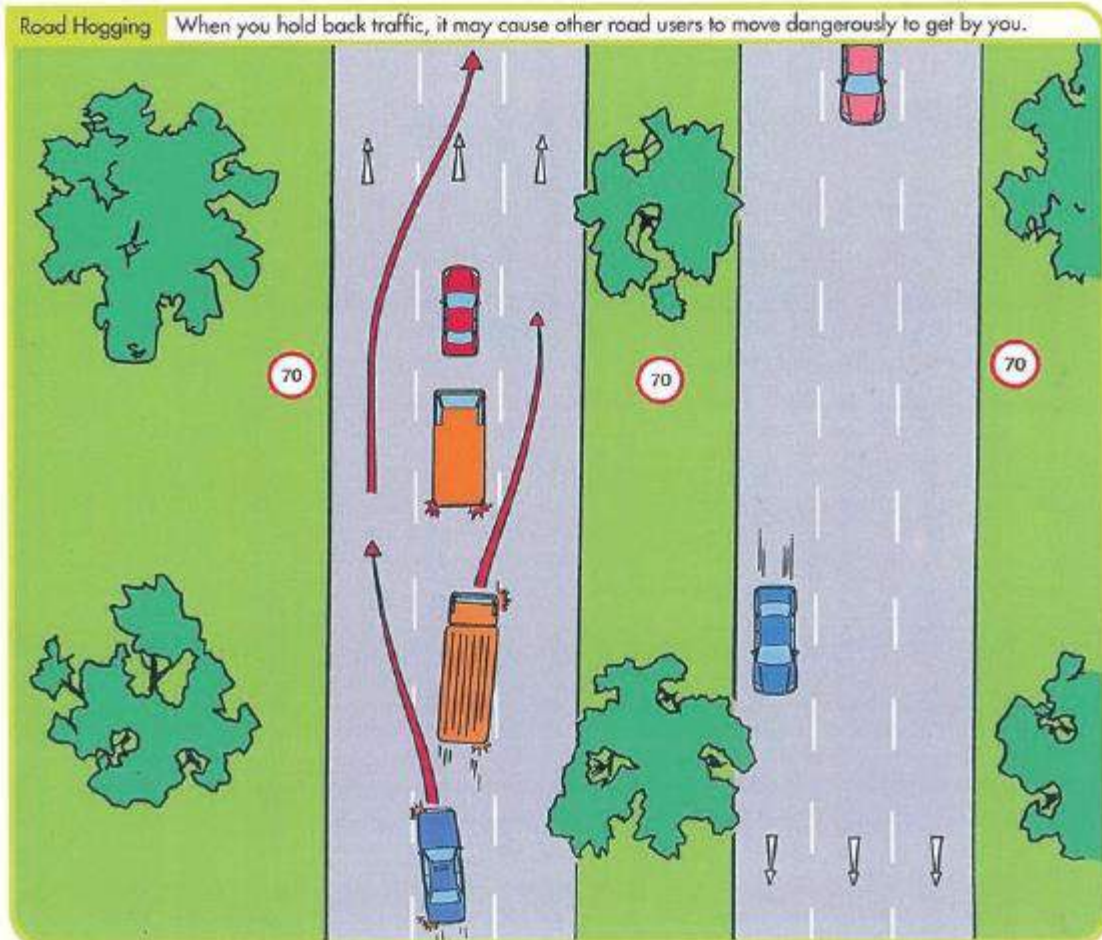
- Able to change lanes in heavy traffic condition and in 70km/h road:
- By judging accurately the speed and distance of approaching vehicles.
- By applying safety procedures to ensure safety.
- Gradually from one lane to another.
- Make appropriate speed adjustments.



You should always adjust your speed to suit the traffic or road condition.

## i) Regulating of Speed.

In a fast traffic environment, do not hinder the smooth flow of traffic by driving at slow speed. This causes vehicles behind to slow down to avoid you - upsetting traffic flow. When traffic and road conditions are favourable, drive close to the speed limit, and maintain a safe following distance (2 sec rule) from the vehicle ahead. Constantly check traffic situation behind. Slower moving vehicles should keep left and not road hog.



Red car travelling too slow.

Keep to the speed limit.

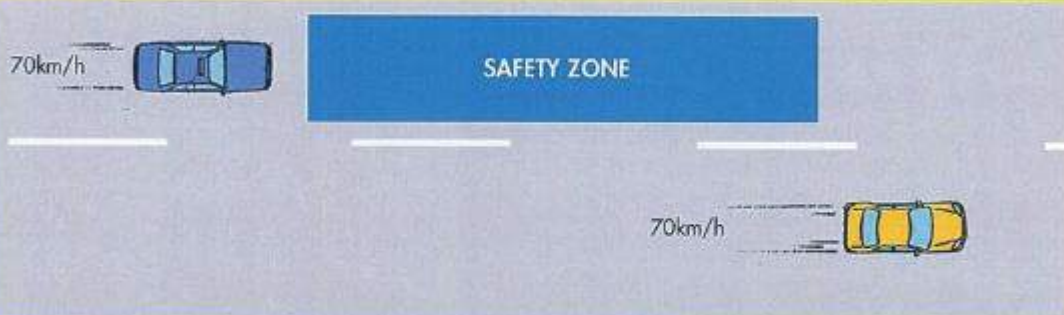




In a heavy and fast traffic environment, traffic situation changes very quickly. Therefore good judgement and prompt decision making is required to change lanes safely and successfully.

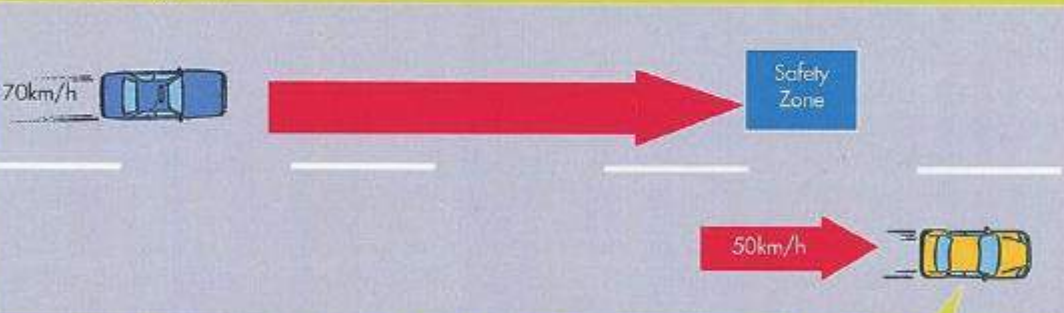
Your ability to regulate speed according to traffic situation and road space available is necessary in making a safe lane change in heavy and fast traffic conditions.

Safe to change lane.



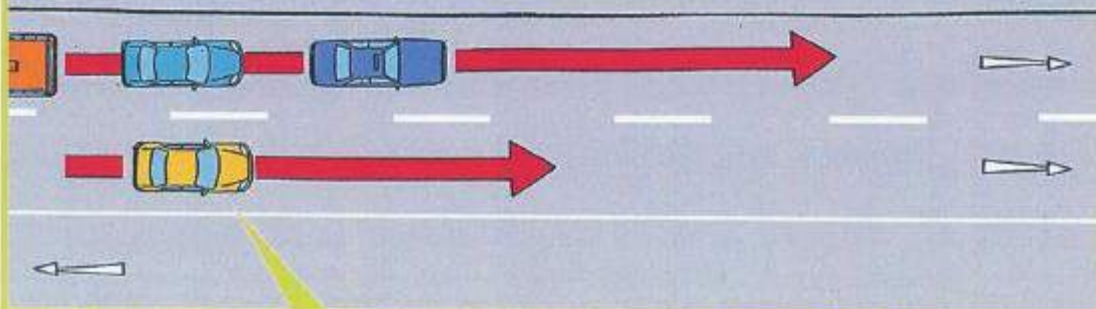
If both vehicles are travelling at the same speed the distance between the vehicles maintains

Not safe to change lane.



When your speed is slower than the vehicle behind you, the distance reduces as vehicle catches up.

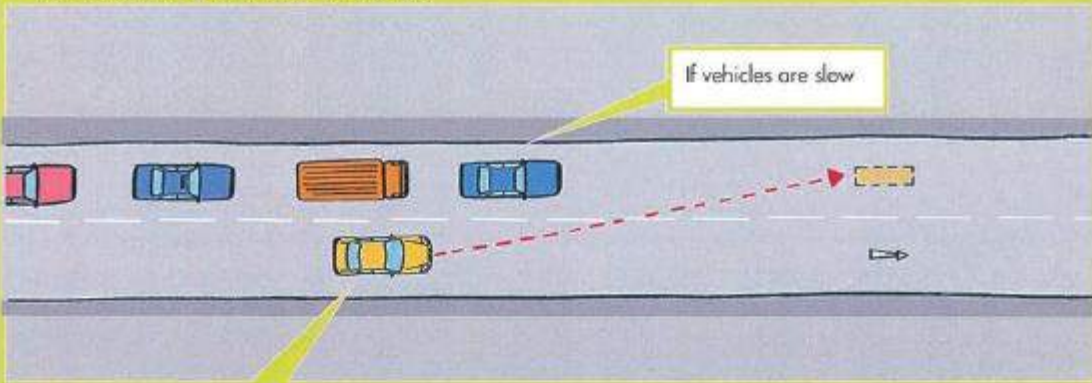
You will not be able to keep left, if you move along with the vehicle beside you at the same pace.



You have to slow down or speed up depending on traffic situation beside, ahead and behind you.

Decision Making & Placement of Vehicle.

Continuous, Heavy Traffic Flow on Your Left.

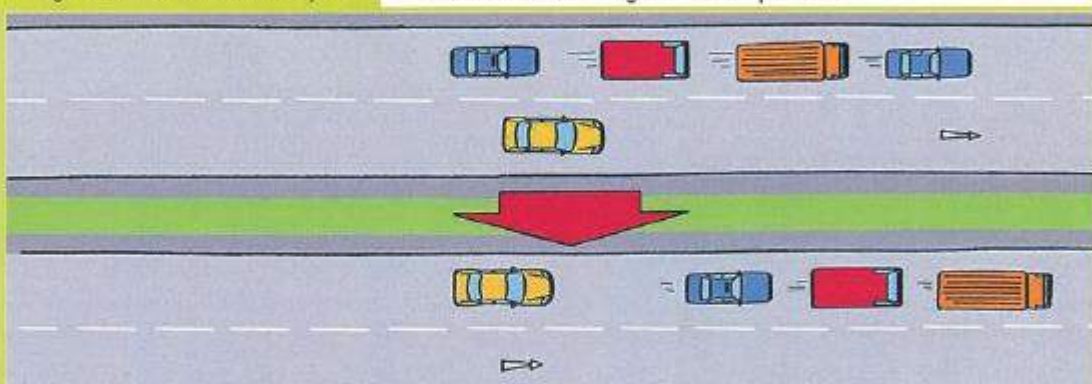


If vehicles are slow

Increase to a speed (within speed limit) higher than vehicles on the left and lane change ahead of slow moving vehicles.

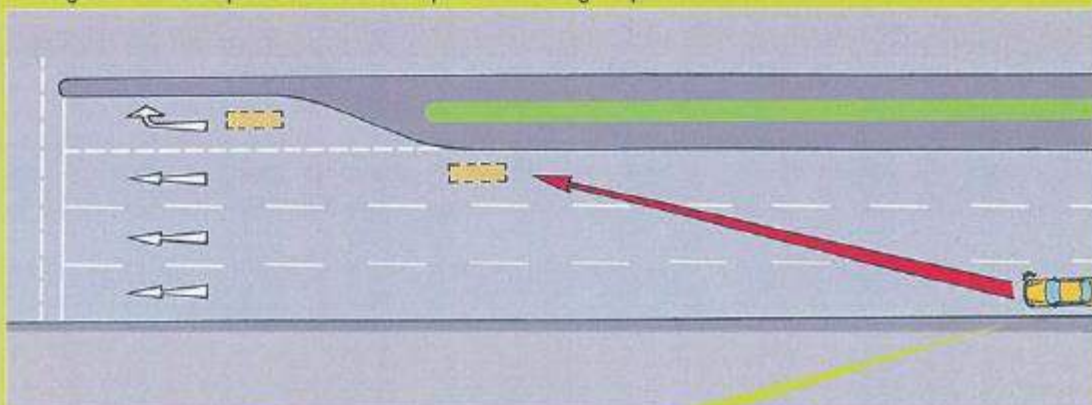
Light Traffic Condition Behind you

If vehicles are travelling close to the speed limit.



Slow down and allow vehicle on your left to pass, then merge behind vehicles.

Judgement of Road Space available to Complete Lane Change & placement of vehicle.



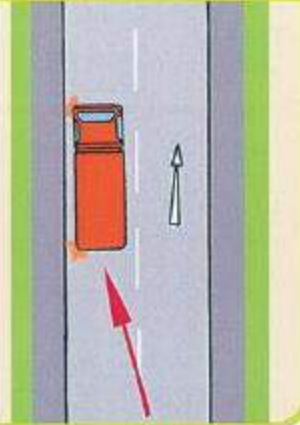
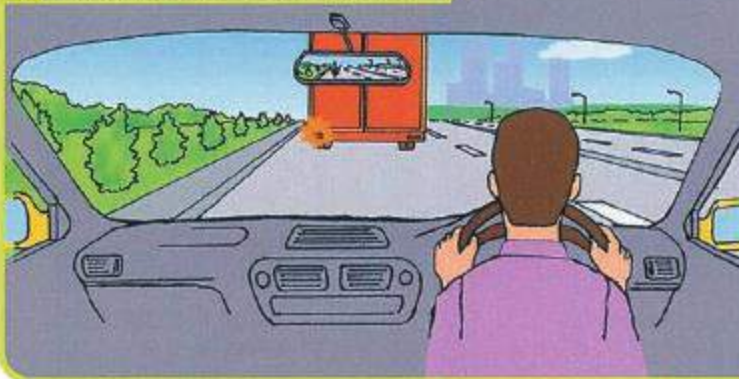
Make full use of available road space to gradually complete lane change.  
(Safety checks are applicable for each lane change)

## ii) Use of Mirrors.

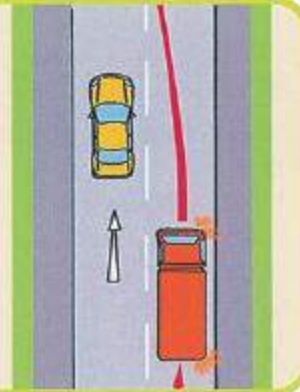
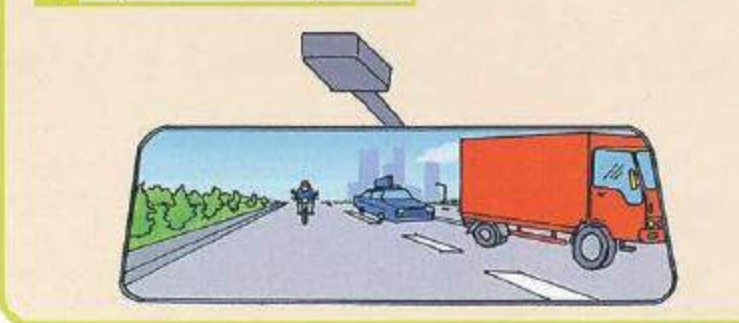
The most important factor in making a safe lane change in a fast and heavy traffic environment is the ability to read traffic situation behind you accurately with quick glances of the mirrors.

In a fast flowing traffic environment, traffic situation changes at a fast pace.

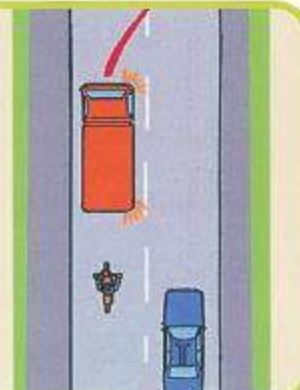
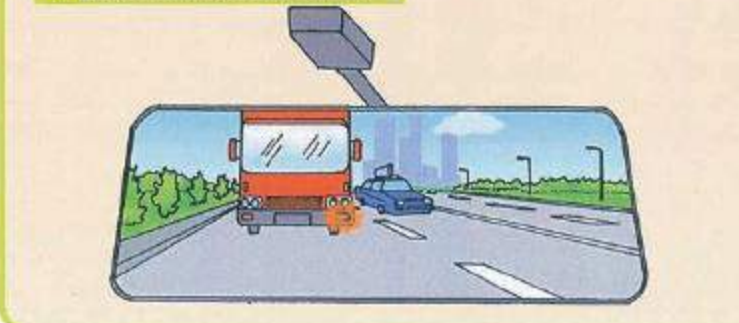
## 3) Lorry has overtaken and is ahead of you.



## 2) Lorry has moved to the right lane.

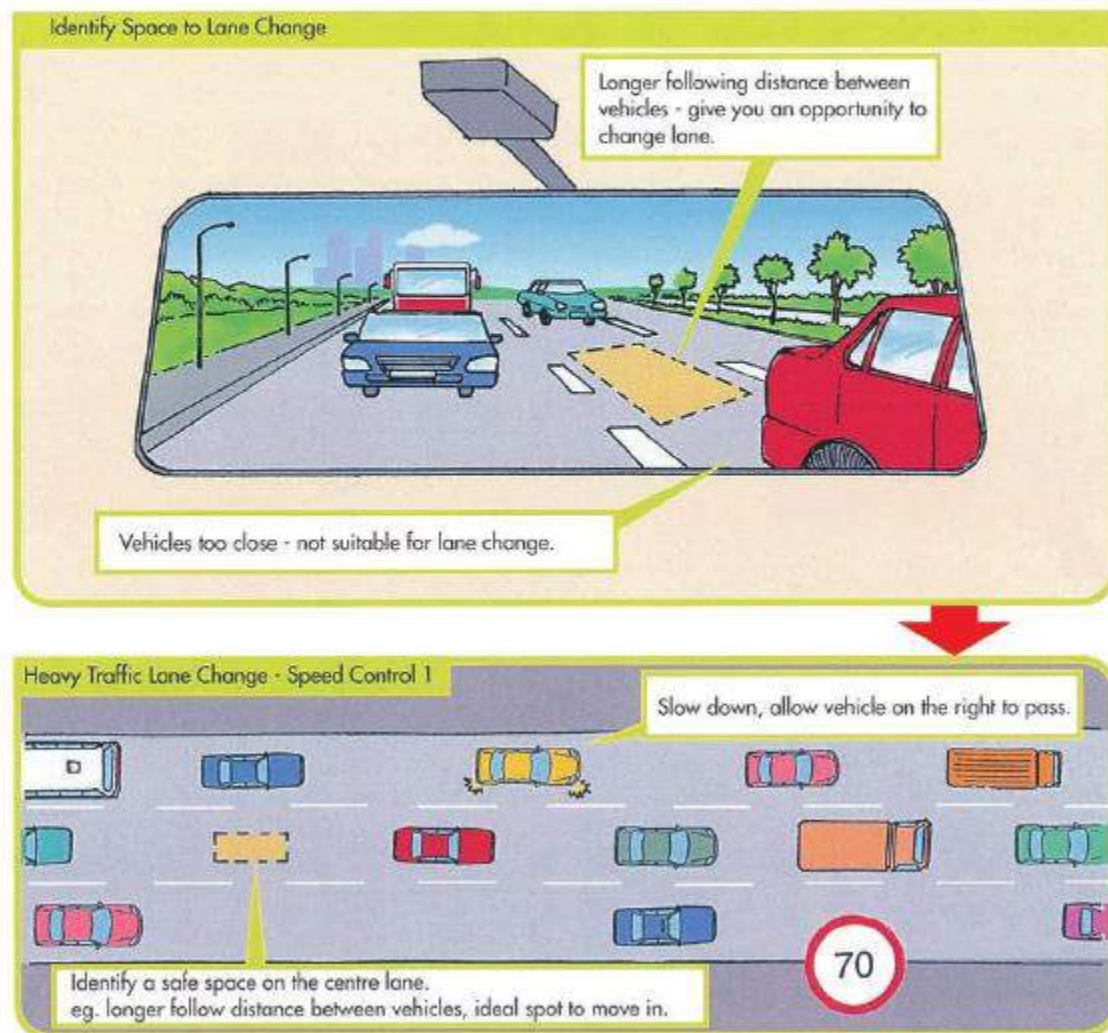


## 1) Lorry following directly behind.



### Heavy Traffic Lane Change

In a heavy traffic environment, the space available to make a lane change may be limited to the following distance between vehicles. Constantly check traffic condition surrounding you - alternating between looking ahead and a quick glance at the mirrors. Making accurate judgement of the traffic/road condition ahead and the position, distance and speed of vehicles behind you (identifying opportunities - vehicles with a longer following distance) to promptly decide on the appropriate course of action and reacting immediately.



2

By the time your vehicle speed increases the car beside you would be slightly ahead of you

When vehicle is beside you, start accelerating to match its speed.

70

3

As the red car passes you, steer gradually (movement) towards the right lane.

Adjust speed to maintain safe following distance.

70

4

Fall back slightly behind vehicle ahead

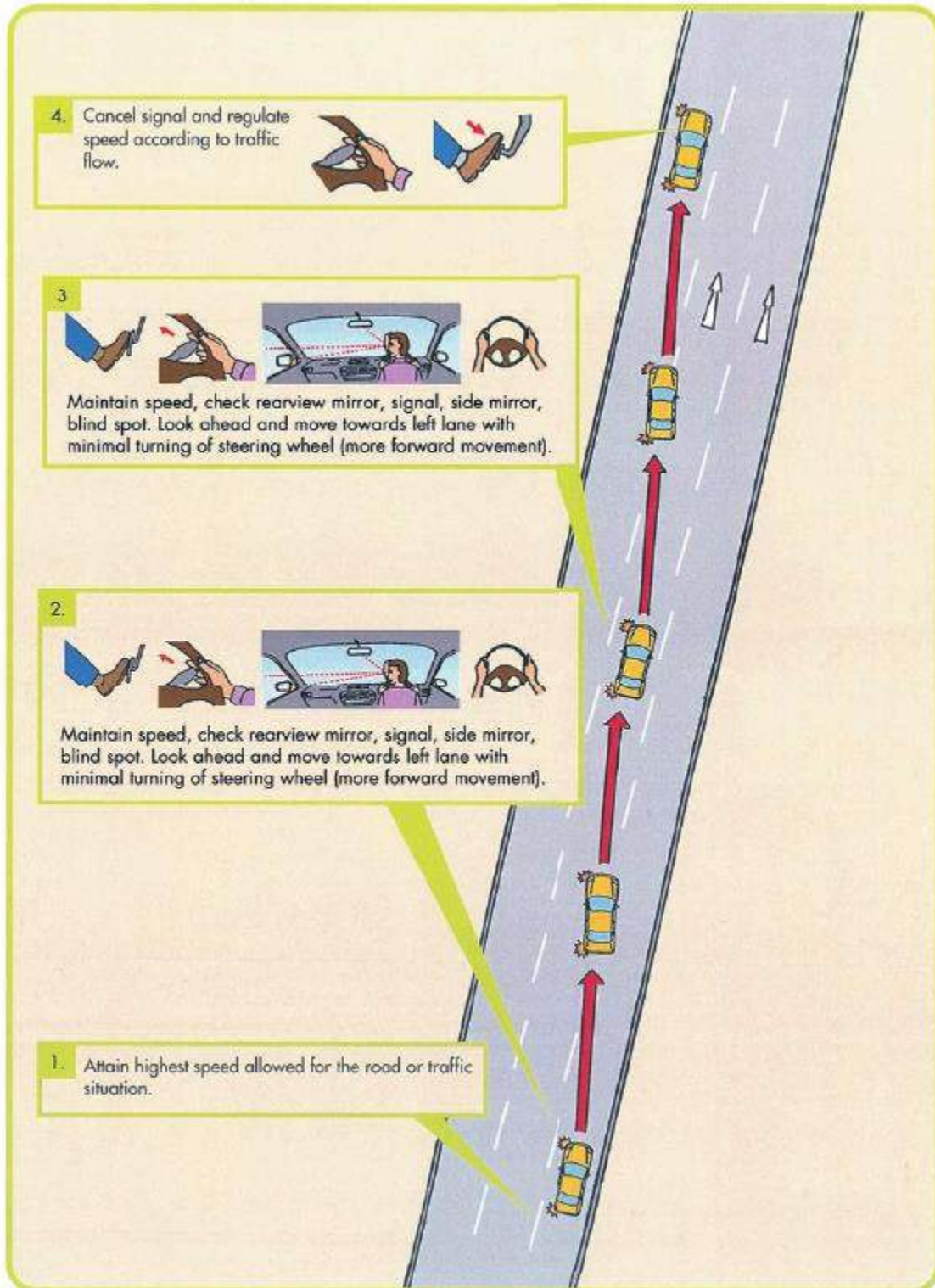
Accelerate and steer gradually (forward movement) towards the right lane.

Adjust speed according to traffic condition.

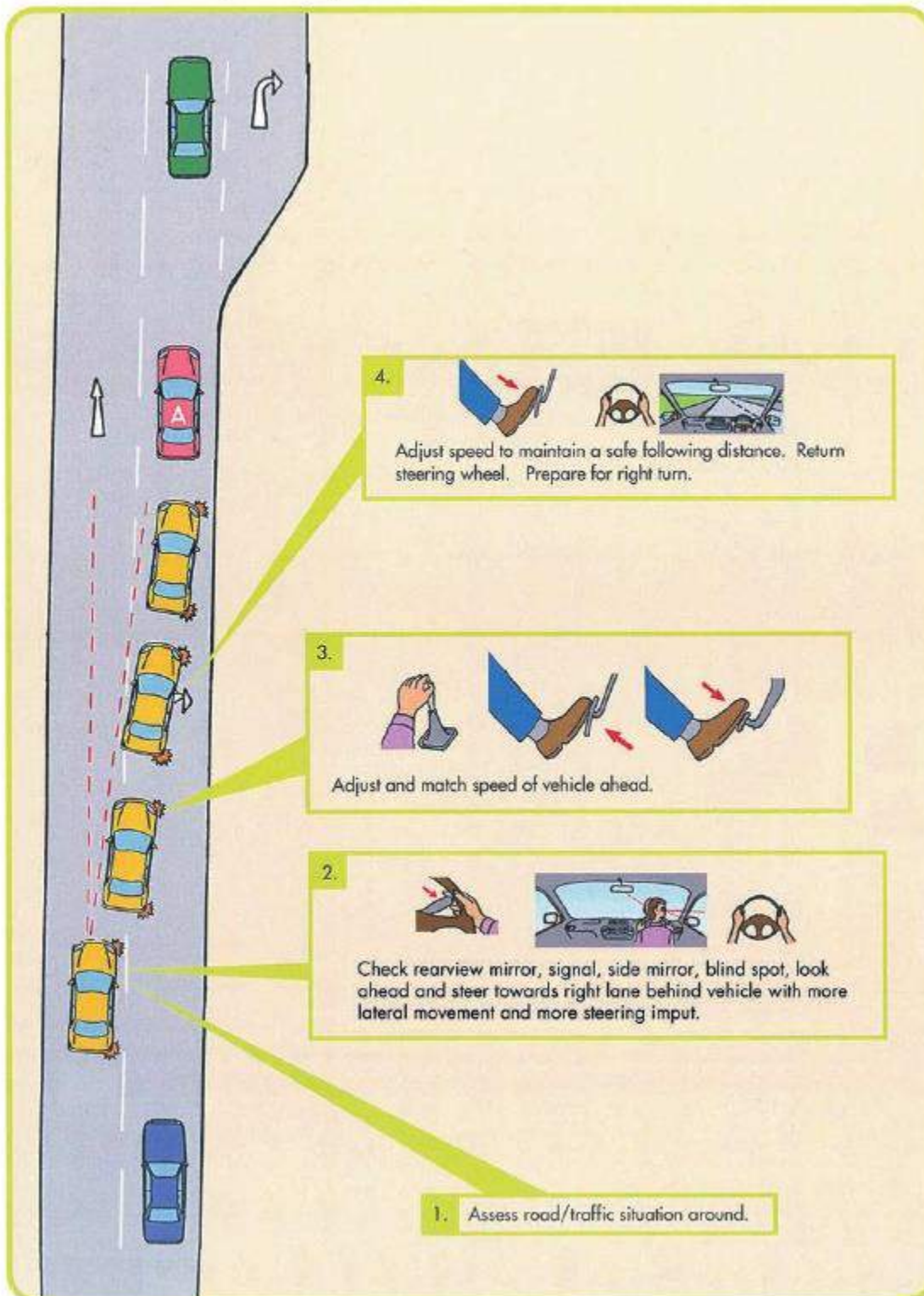
70

## iii) Forward and Lateral Movements.

## Forward Movement Lane Change - Available Space Ahead

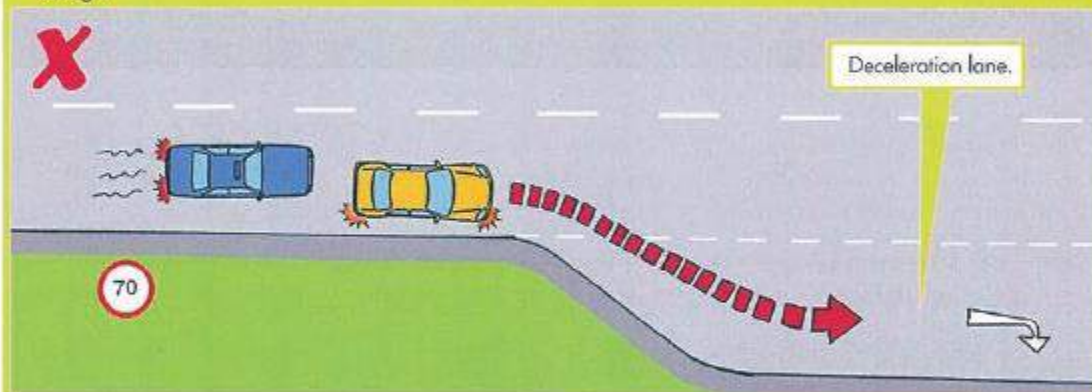


Lateral Movement Lane Change – Limited Space Ahead.



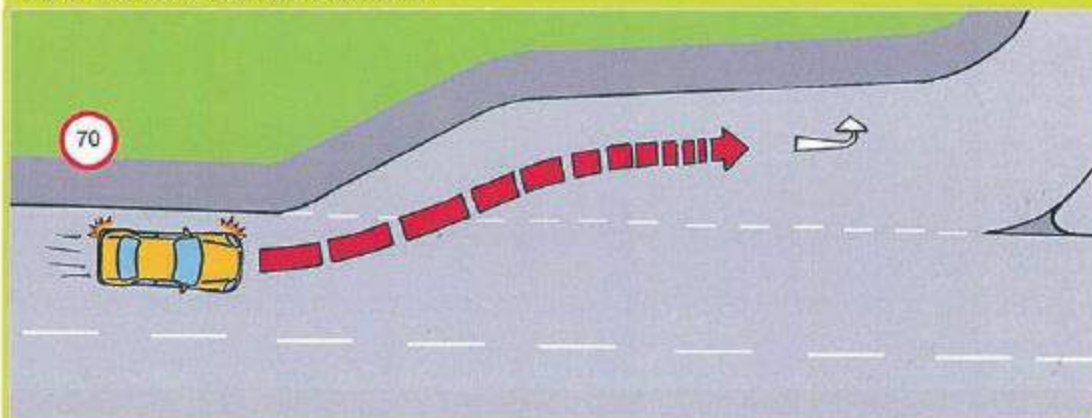
### Leaving Fast Traffic Lane

Do not reduce speed excessively/abruptly when leaving fast traffic lane and obstruct traffic behind that are going straight



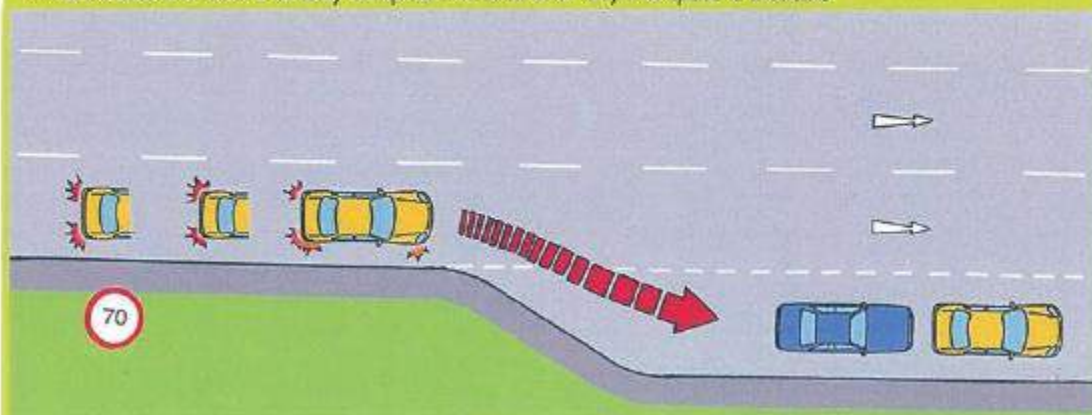
Especially in the right lane where vehicles are fastest.

Make use of deceleration lane to slow down.



Beware of tailgaters. Signal intention early, reduce speed slightly and move into deceleration lane to slow down further.

When deceleration lane is already occupied with vehicles or very little space is available



Signal and slow down early - gradually reduce speed, apply intermittent braking to warn tailgaters if necessary.



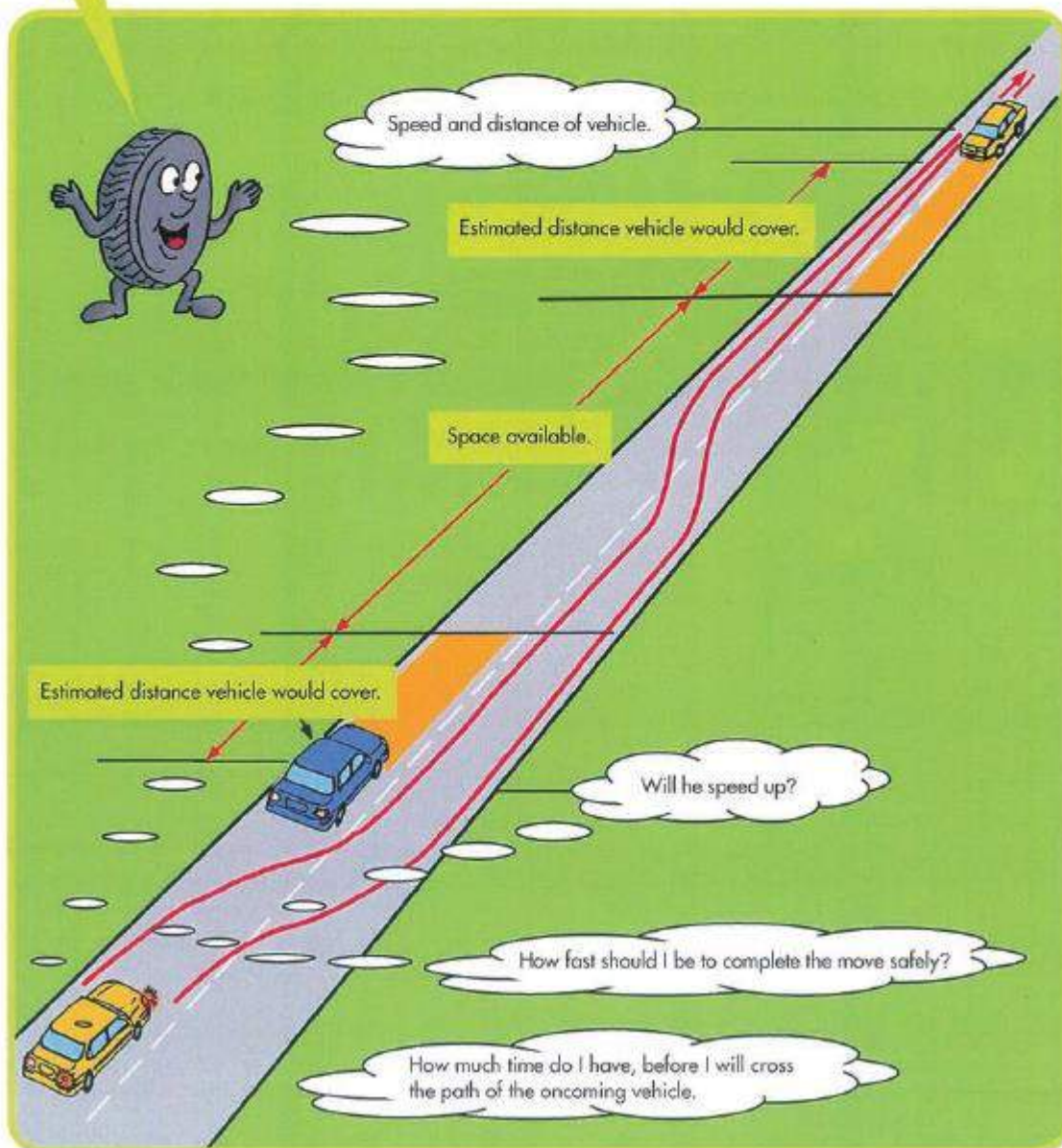
## SUBJECT 10 Overtaking and Being Overtaken

## Training Objectives - Able to:

- Overtake stationary and slow moving vehicles of 30km/h without causing danger to others.
- React by slowing down gradually and keeping left when being overtaken.

- i) Overtaking and Being Overtaken.
- ii) Safe Interaction with other road users.
- iii) Safety Procedures.

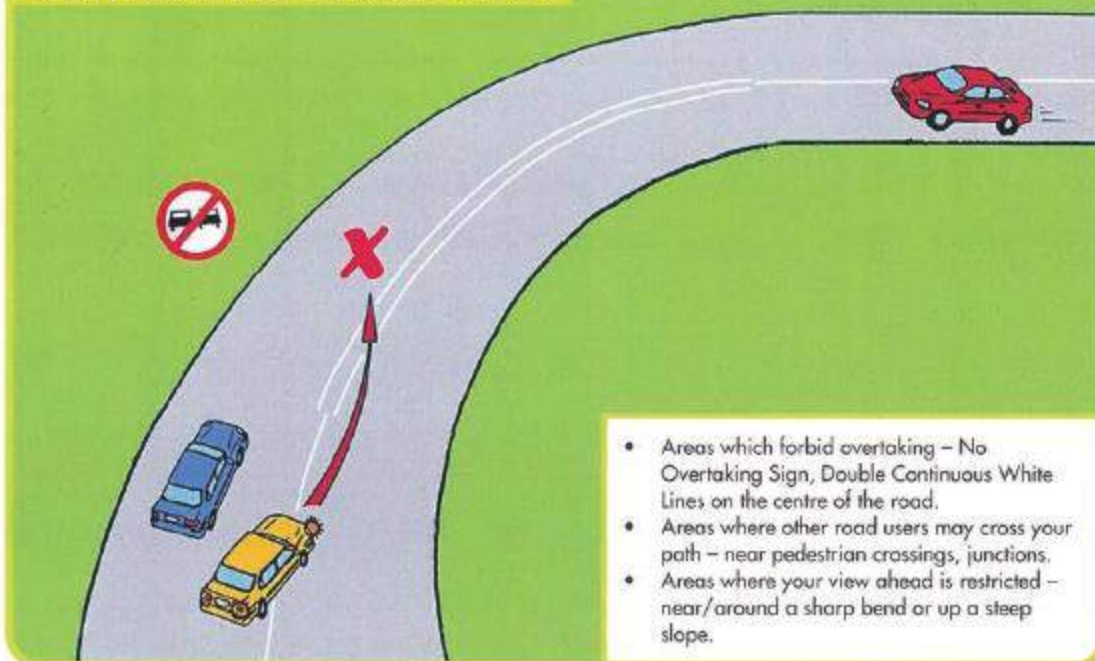
Overtaking is about passing a slow moving vehicle and you have to look out for oncoming vehicles in doing so. As you and oncoming vehicles travel in opposite directions, a miscalculated move may result in an accident. Therefore, accurate judgement: a) the speed and distance of oncoming vehicles and the vehicle ahead of you, b) the space and time available and the appropriate speed to complete the manoeuvre – is essential to safely overtake a vehicle.



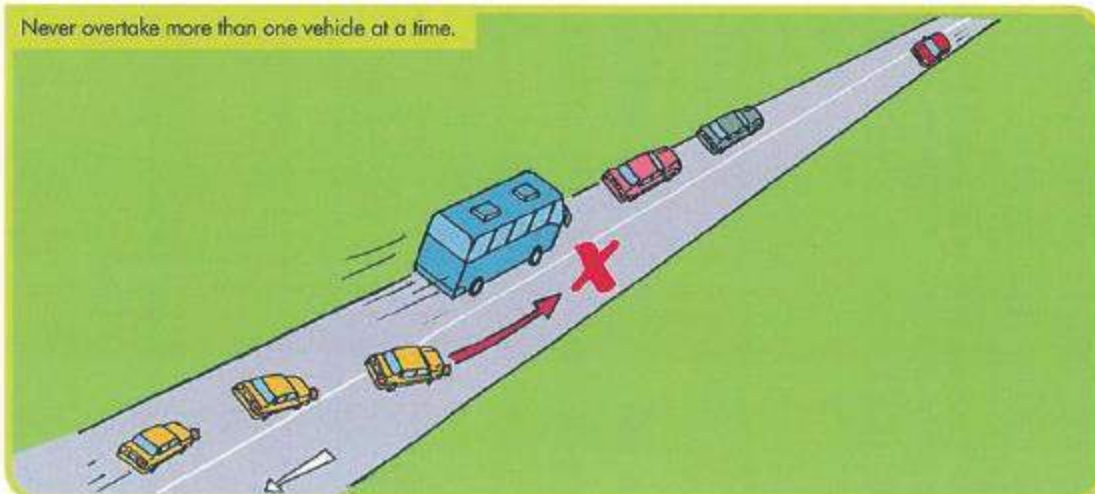
Overtake a vehicle only if it is travelling too slow and obstructing you. But make sure that you are able to do so safely and not to exceed the speed limit in the process.



Areas and situations where overtaking should not be done.



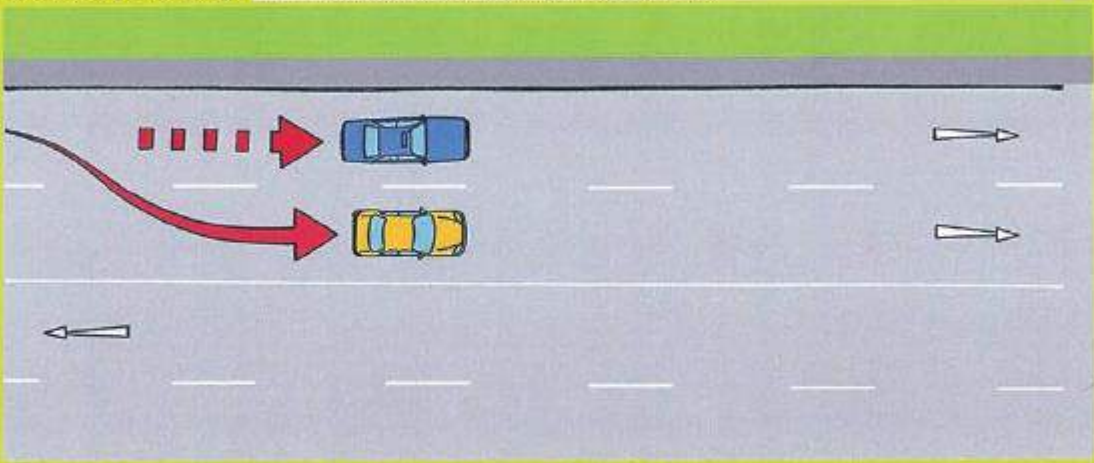
Never overtake more than one vehicle at a time.



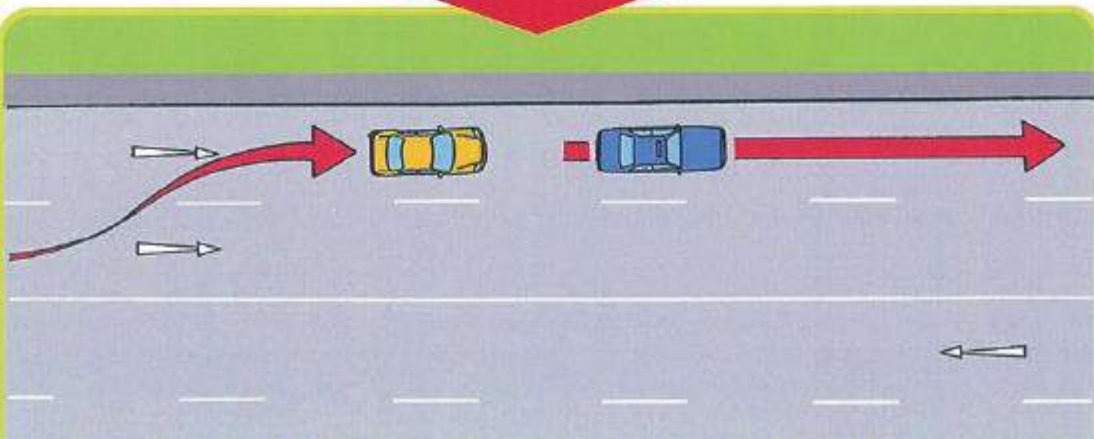


At times, you may not be able to successfully overtake a vehicle. In such case, you should fall back, if you cannot safely complete the overtaking manoeuvre.

**Unsuccessful Overtaking** If the vehicle you are overtaking increases speed.

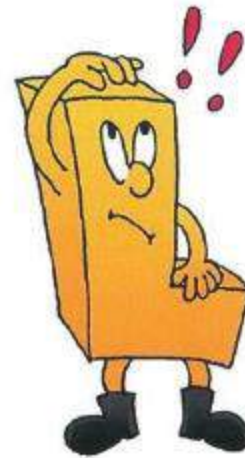


Do not try to outrun the vehicle – check speed, do not exceed speed limit.



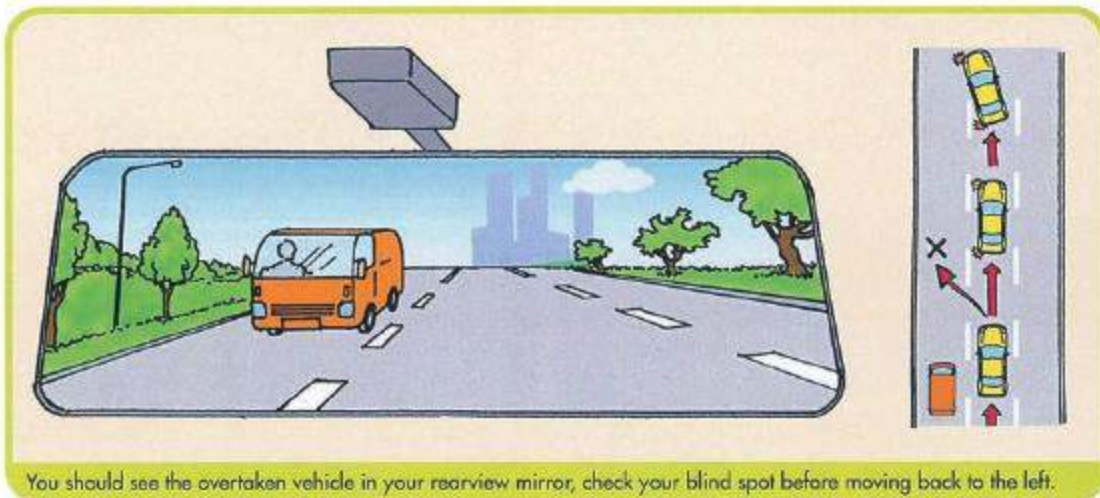
Slow down and move back to the left lane behind the vehicle. Do not insist on overtaking the vehicle.

When should I move back to the left after passing the overtaken vehicle?



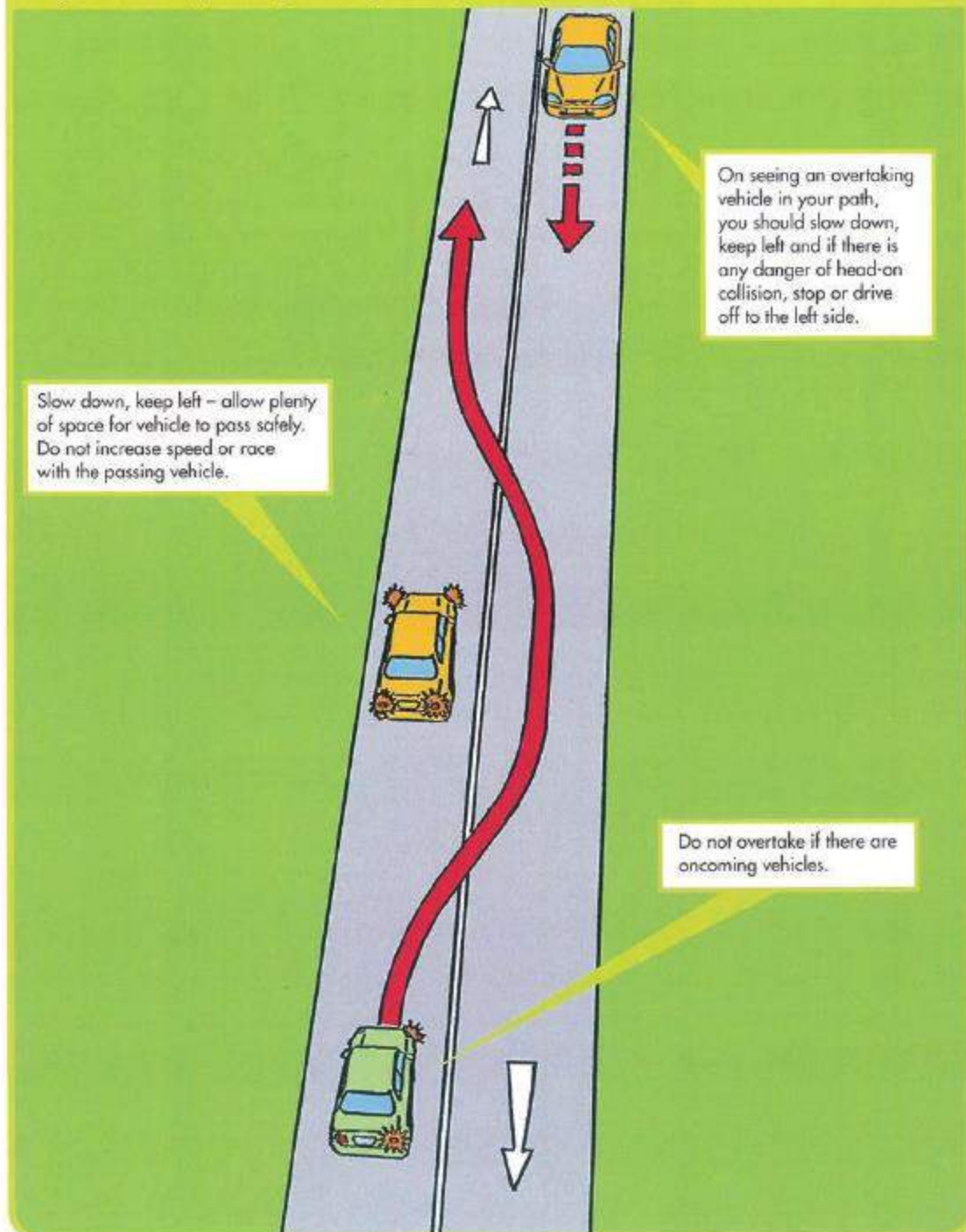
After Passing Overtaken Vehicle.

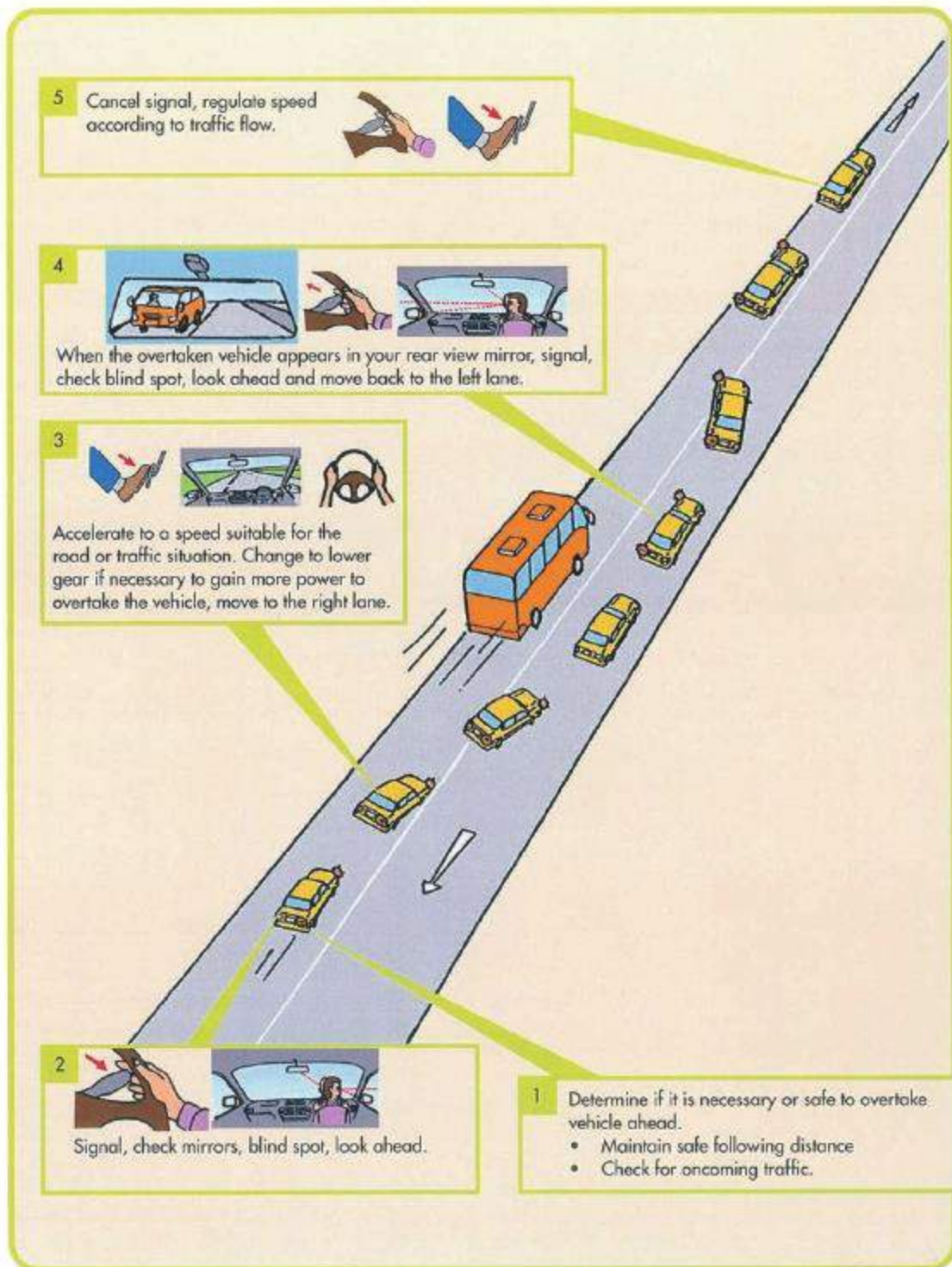
Do not move back to the left immediately and cut abruptly into the vehicle's path.



You should see the overtaken vehicle in your rearview mirror, check your blind spot before moving back to the left.

## Being Overtaken or Approaching Oncoming Overtaking Vehicles Travelling In Your Path.



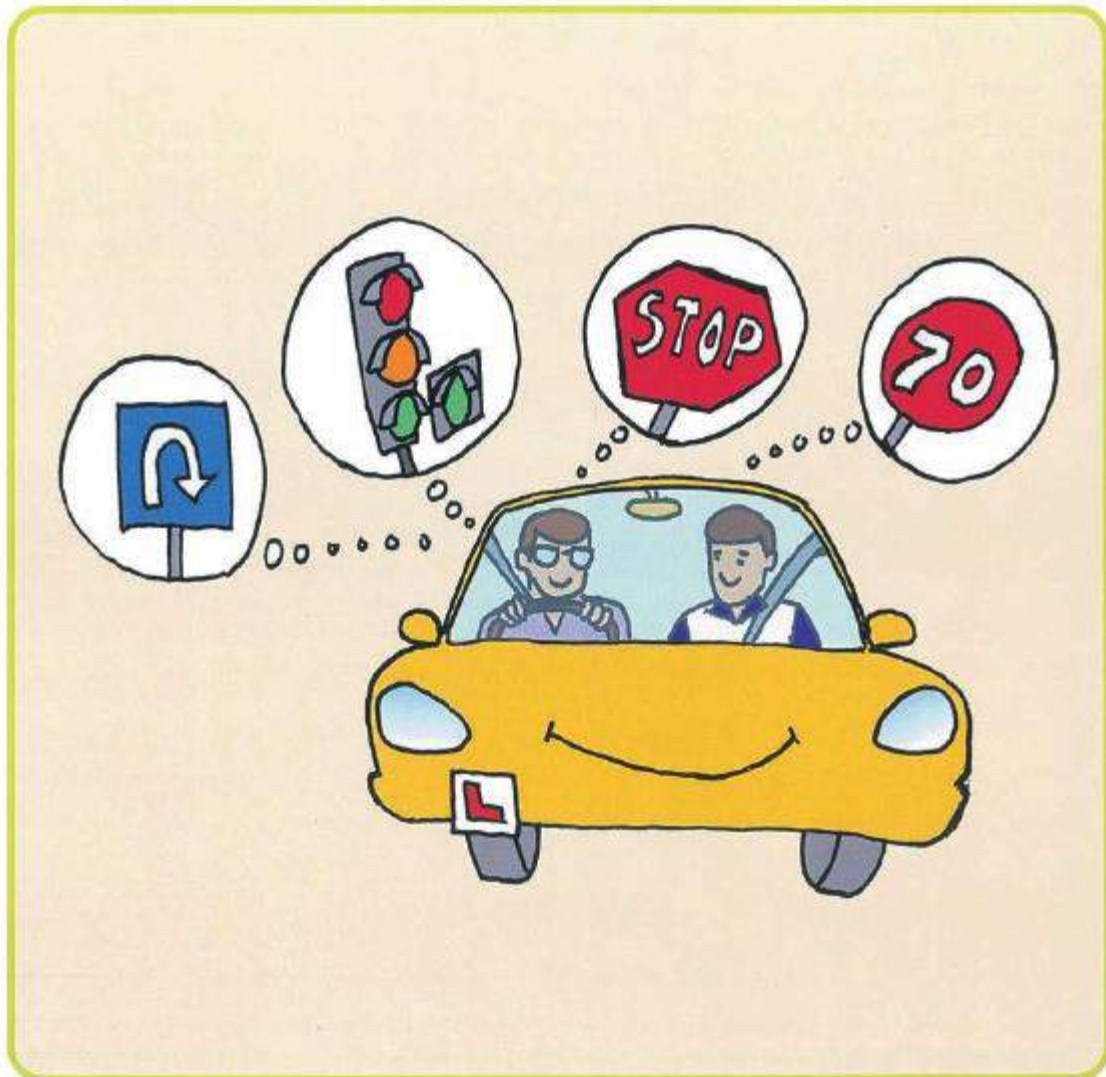
Overtaking a Slow Moving Vehicle.

**SUBJECT 11 STAGE 2 REVIEW****Training Objectives-Able to:**

Perform all driving manoeuvres in stage 2 without assistance.

- i) Review all Stage 2 subjects.
- ii) Improve on weak subjects.

**Aim:** Perform Stage 2 manoeuvres without assistance.



**SUBJECT 1     Driving in Circuit****Training Objectives-Able to:**

- React promptly and appropriately to traffic sign and signals.
- Drive in accordance with traffic rules and regulation.
- Turn left and right correctly into lane.



Having driven on public roads for sometime, you will have to adapt yourself to the driving environment in the circuit.

**Circuit Features.**

- Less road space.
- Narrow lanes.
- Side roads situated closely near one another.
- Vehicle speed generally slower.
- Vehicle reversing (parking).
- Motorcycle learners.

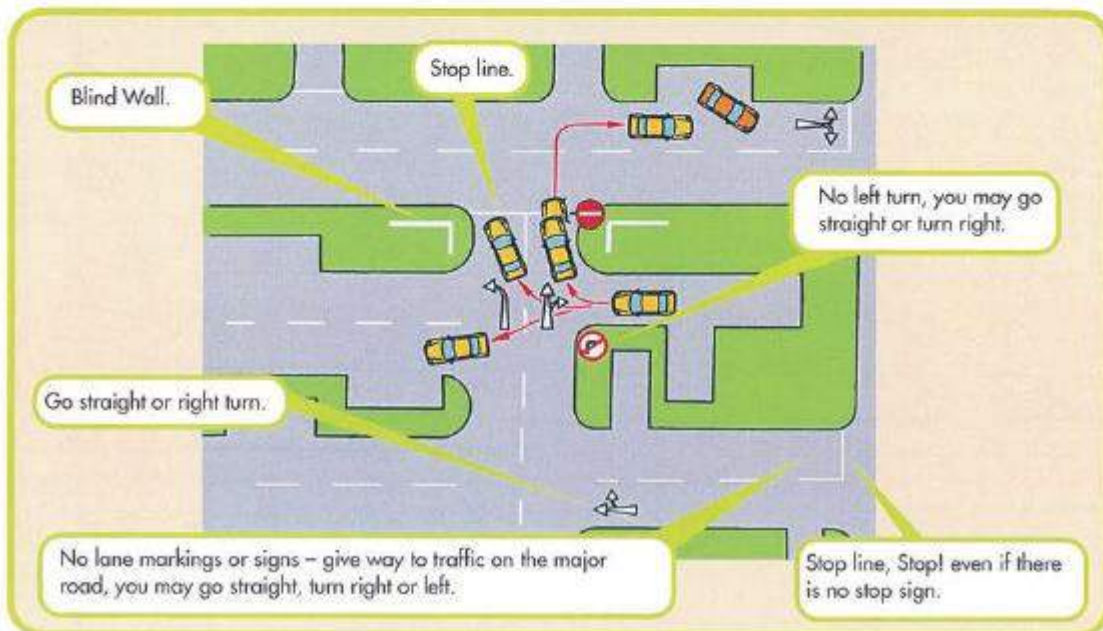
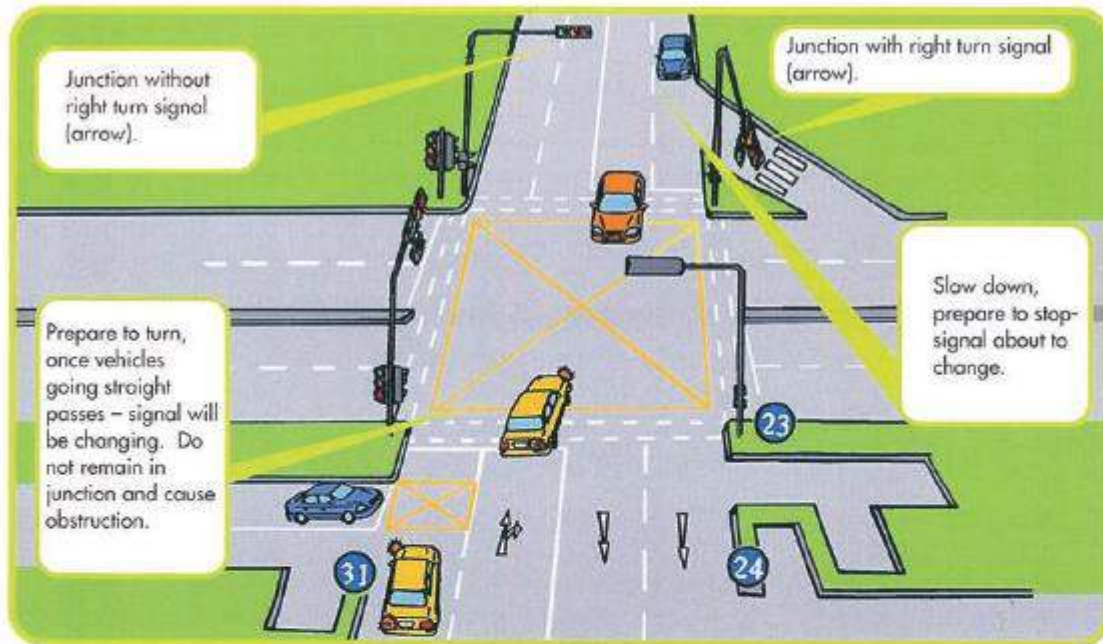
Due to the above features, you will have to:

- Move around at lower speeds to suit the traffic and road conditions.
- Be more aware of the surrounding traffic and road conditions
- Make accurate judgement and react quickly so as not to cause unnecessary delay or danger to others.



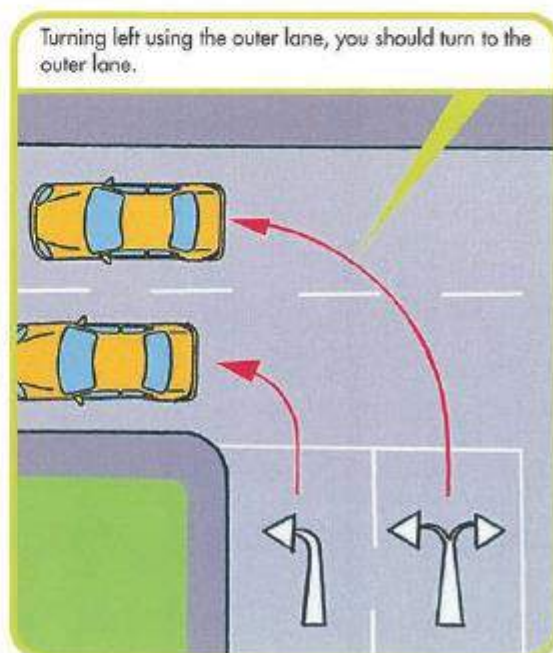
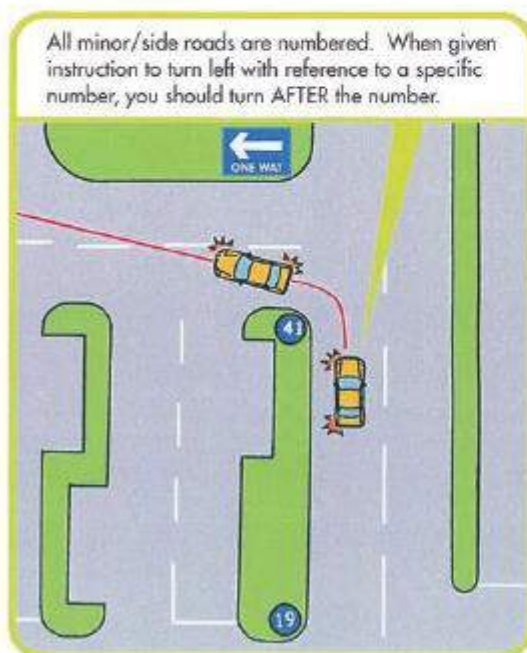
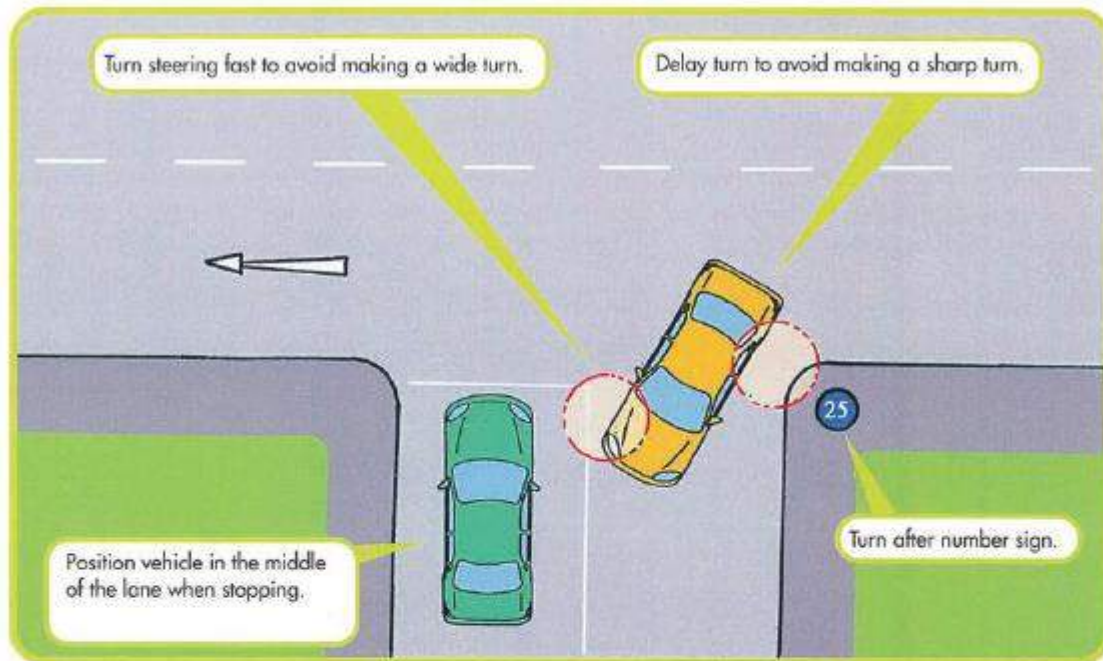
i) Traffic Signals and Signs.

Traffic signals in the circuit are adjusted to suit the traffic condition. It allows 2-3 vehicles to pass from green to amber.



ii) Left Turn and Slip Road.

Lane width is narrower than public road – approx. 3.5m. Before turning, reduce speed sufficiently to suit the sharp turn.

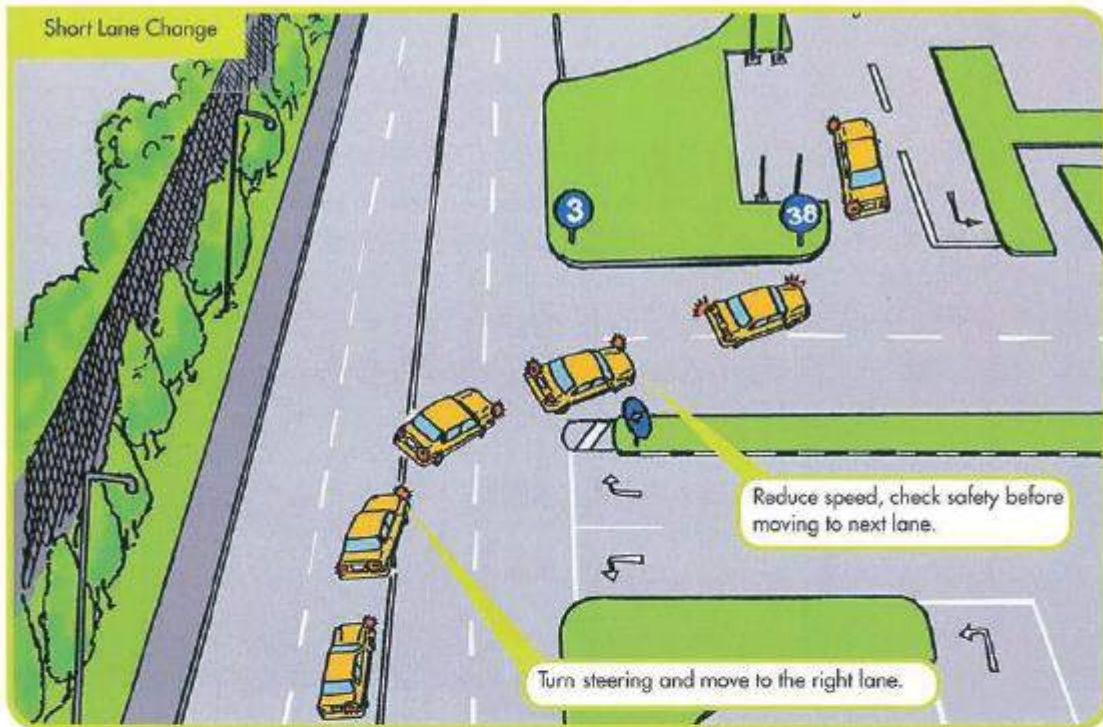


**Slip Road.**

The slip road in the circuit is short – Vehicle speed should be very slow in order to complete all necessary safety checks.

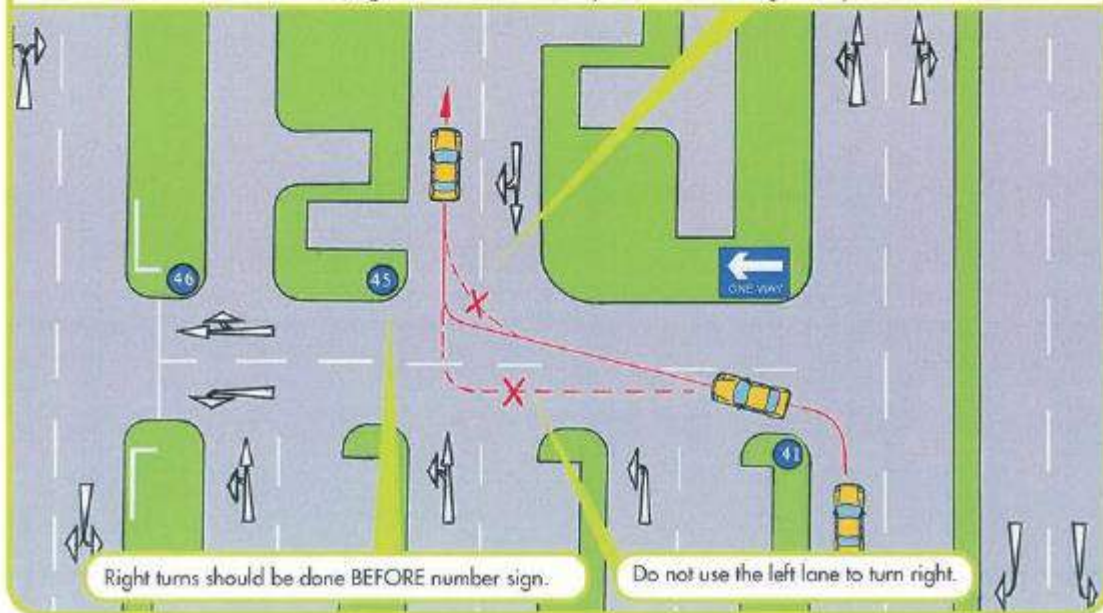
iii) **Lane Change.**

Short lane change – due to the limited road space, most lane changes have to be done in a very short distance.

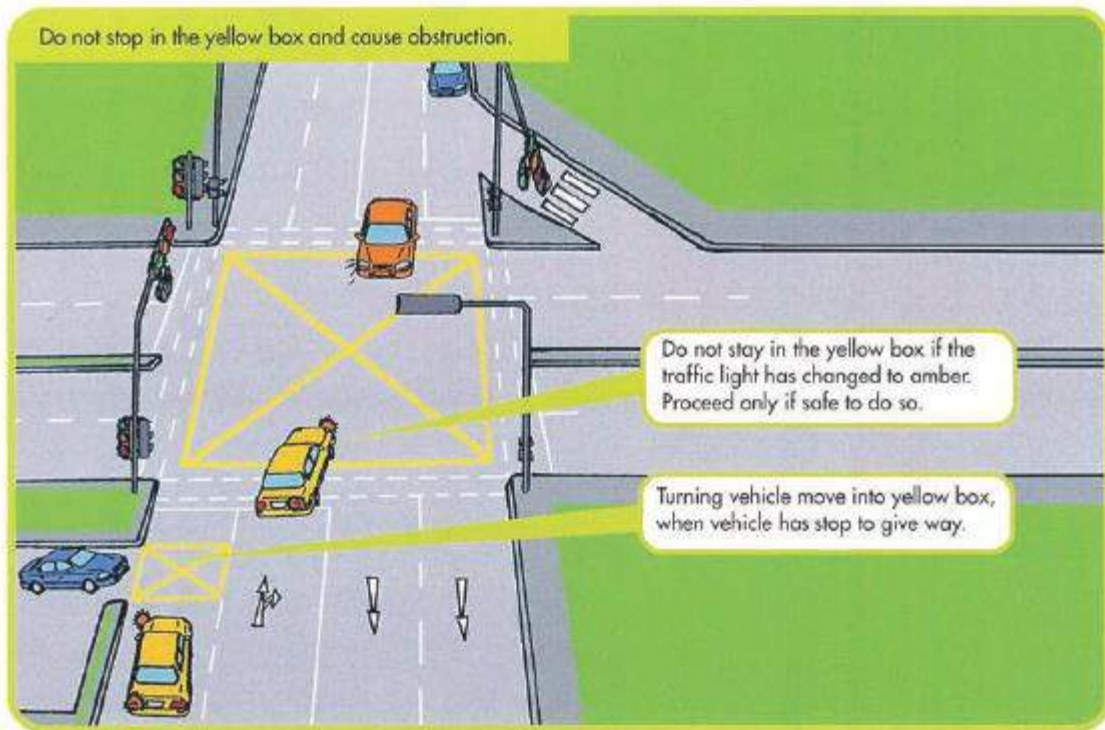


iv) **Right Turn.**

Due to narrow lanes in the circuit, right turns have to be delayed to avoid making a sharp turn.

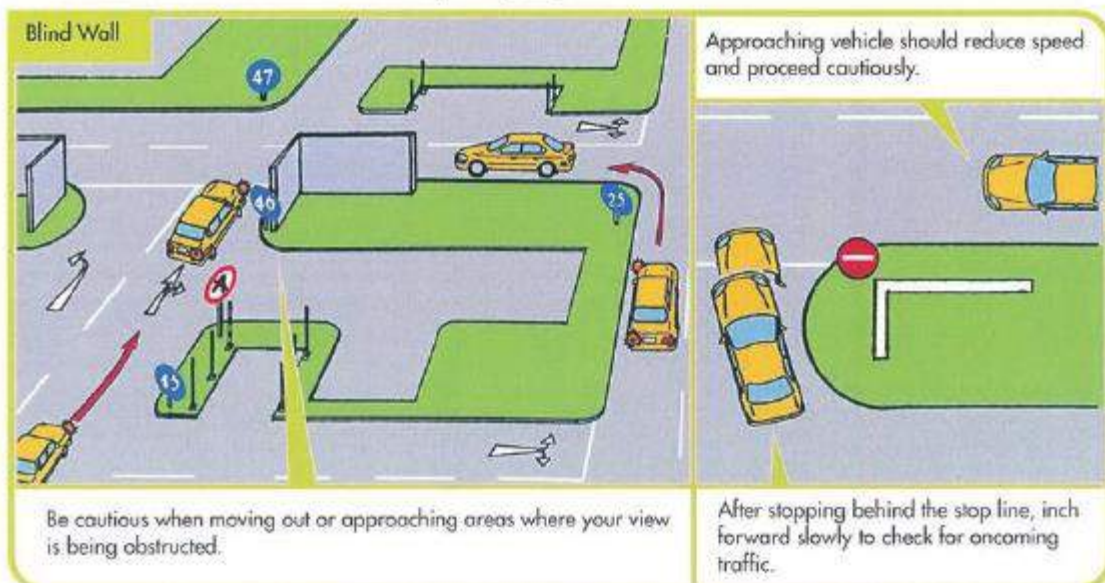


v) Yellow Box Junction.



vi) Safety Precautions.

Extra care must be taken when passing intersections/junctions. When you are moving out from side roads, you will have to look out for other vehicles which may cross your paths.



**SUBJECT 2 Reversing Technique.****Training Objectives-Able to:**

- Adopt the correct posture when reversing.
- Reverse in very slow speed.
- Adjust the vehicle's position to the left and right.

The most difficult part of reversing is understanding how to steer the vehicle to the direction you wish to proceed.

**i) Sitting Posture**

You should always look at the direction you are heading to. Hence, when reversing, you should look through the rear windscreen. Do not rely solely on the mirrors – use them only as supplementary aids, as their area of coverage is limited.

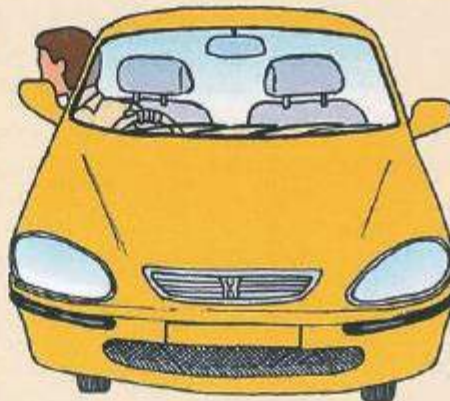
**SITTING POSTURE**

Sit slightly to the right, turn body and head to look thru' rear windscreen when reversing.

You may hold seat with left hand, to maintain balance.

**SITTING POSTURE**

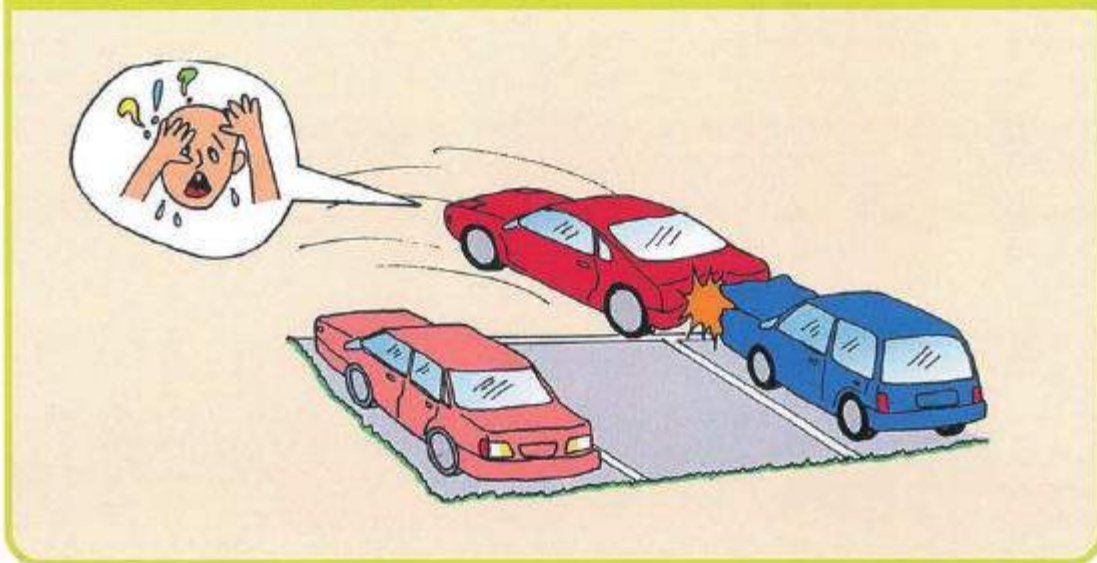
In some situations you may look out of the window to check safety on the rear right.



### ii) Half-Clutch Low Speed Control

Reversing is more difficult than forward driving. This is due to the larger blind areas at the rear and the difficulty in steering control. Normally reversing is carried out in tight spaces eg parking. Hence, reversing should always be done cautiously at very low speed. (Refer to STAGE 1 SUBJECT 9ii on Low Speed Control).

Reversing Too Fast can result in losing control of the vehicle

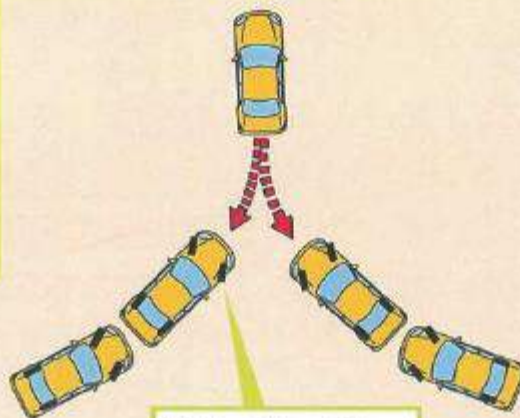


#### MOVING LEFT

Turn steering wheel to the left to reverse car to the left.



#### STEERING INPUT



The back of the vehicle moves to the left while the front moves right – beware!

#### MOVING RIGHT

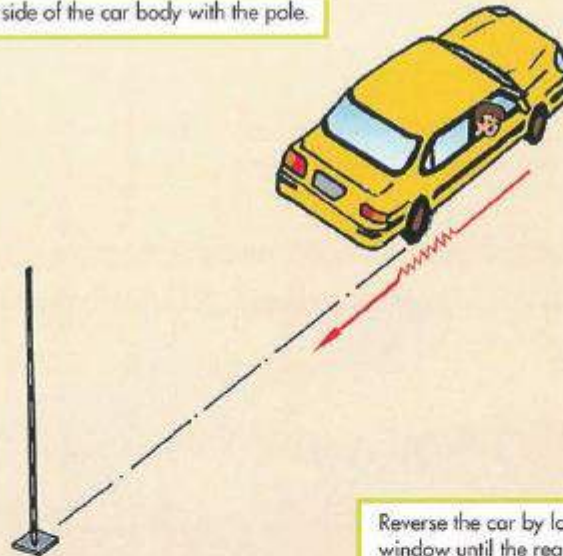
Turn steering wheel to the right to reverse car to the right.



## iii) Target Estimation.

Exercise 1 – Target Estimation Reverse car close to the pole.

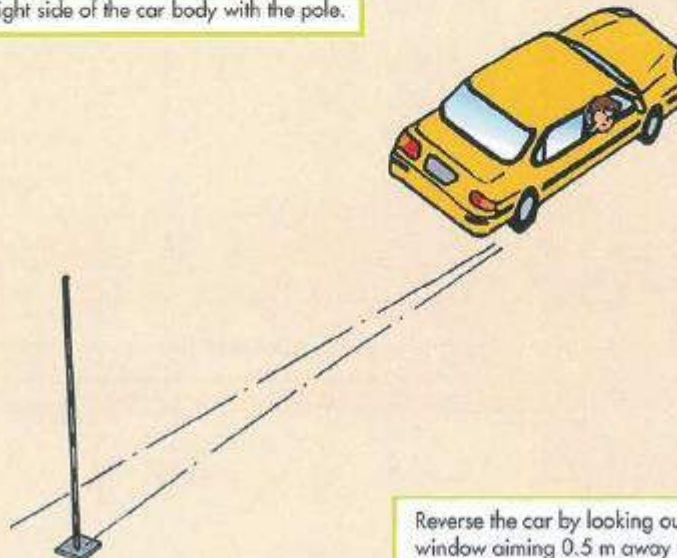
Align the right side of the car body with the pole.



Reverse the car by looking out of the front right window until the rear bumper is just before the pole.

Exercise 2 – Target Estimation Reverse car 0.5m beside the pole.

Align the right side of the car body with the pole.



Reverse the car by looking out of the front right window aiming 0.5 m away from the pole.

## iv) Pulling to the side

## Exercise 1 – Pulling to the side

Reversing car, with correct sitting posture and steering, to the side of the poles.

Turn body to the left, look at the poles behind (thru' rear windscreen) and reverse car to the left side of the poles. Reverse slowly and turn steering wheel to the left.



Return steering wheel to straighten the front wheels.

Turn body to the right, head out of the window, look at the poles behind and reverse car to the left side of the poles. Reverse slowly and turn steering wheel to the right.

Turn body to the right, head out of the window, look at the poles behind and reverse car to the right side of the poles. Reverse slowly and turn steering wheel to the right.



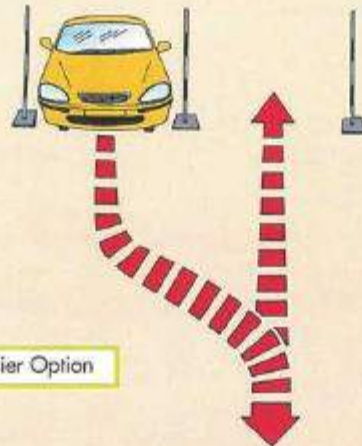
Turn body to the left, look at the poles behind (thru' rear windscreen) and reverse car to the right side of the poles. Reverse slowly and turn steering wheel to the left.

Return steering wheel to straighten the front wheels.

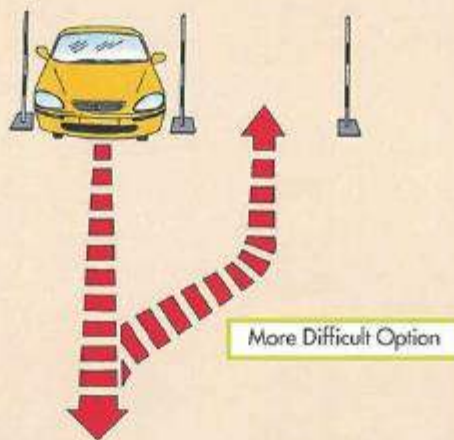




Exercise 2 Reversing car with low speed control and quick steering to position car between the poles.



It is easier to steer and adjust during forward movement, reversing in a straight line towards the poles.



Move forward in a straight line. Reverse in low speed and turn steering wheel quickly fully to the left. Return the steering wheel when car is about 45 degrees. Move back slightly and turn steering wheel quickly fully to the right. Check left, right side clearance and adjust steering accordingly. Look ahead, when car is almost straight, return the steering wheel to straighten the front wheels.

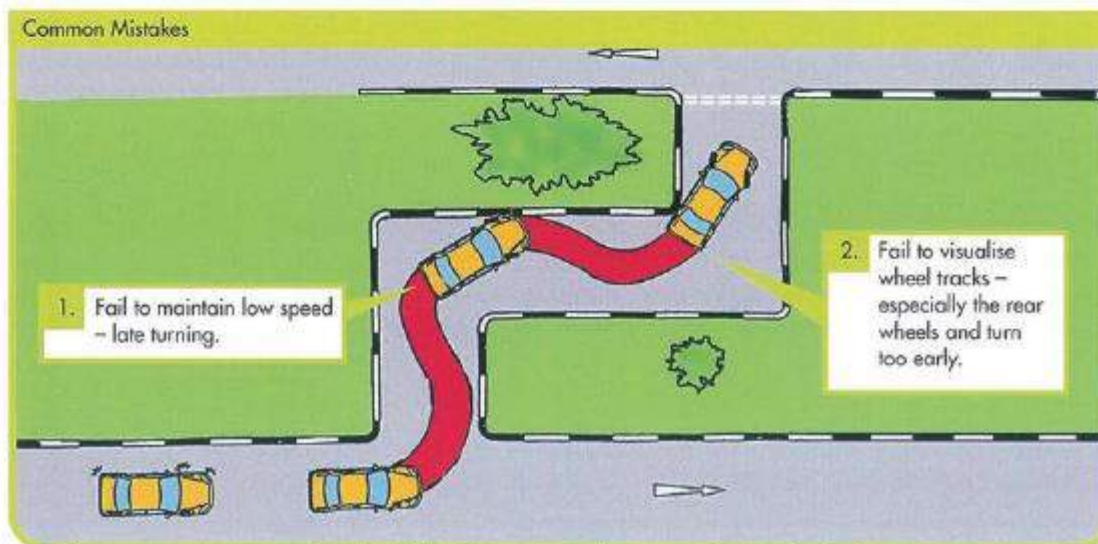
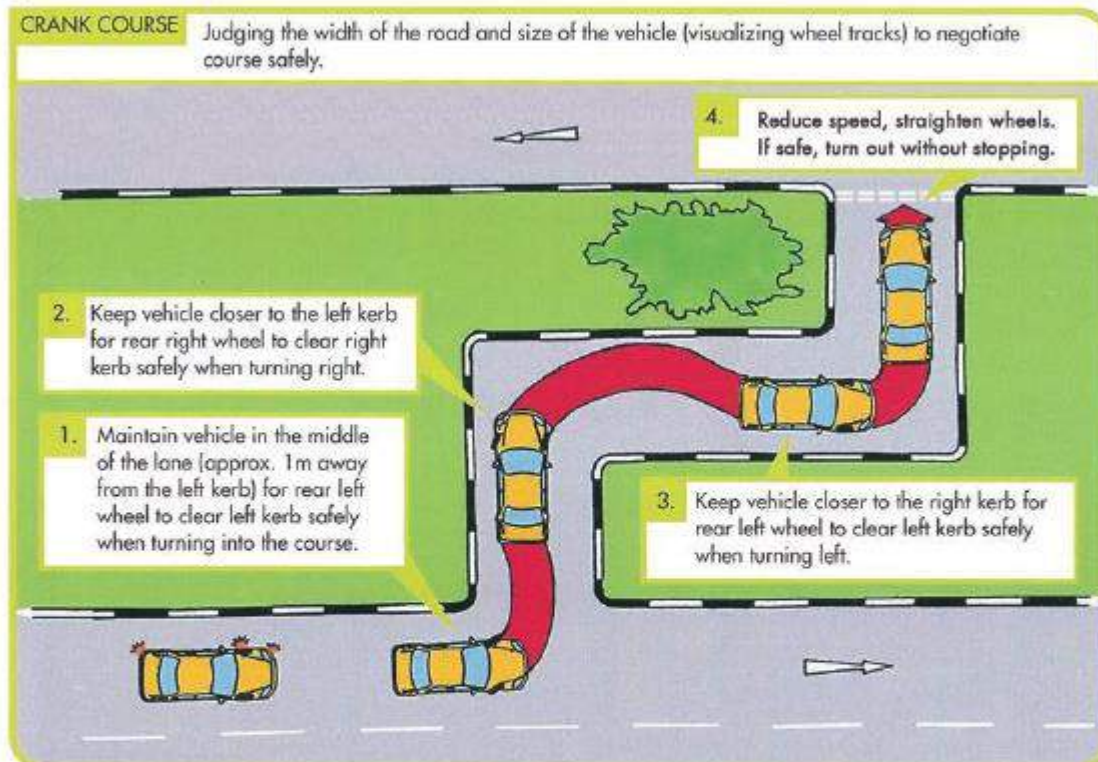
## SUBJECT 3 Crank Course &amp; 'S' Course

## Crank Course

## Training Objectives-Able to:

- Drive through crank and S shape courses without hitting kerb.
- Make corrections before hitting kerb.

- i) Positioning and Safety Procedures.
- ii) Steering Control.
- iii) Corrective Actions



- Sighting points given are guides only. Slight adjustments may be required to suit individual sitting posture.

**CRANK COURSE**

1. Position car in the middle of the lane (approx. 1m from kerb)

2. Check mirror, signal, and slow down

3. Select 1<sup>st</sup> gear (low speed control), check blind spot

4. **TURNING POINT**

5. **SIGHTING POINT**

Turn steering wheel fully to the left when front wheel is in line with the left kerb.

When left kerb meets door lever.

- Sighting points given are guides only. Slight adjustments may be required to suit individual sitting posture.

**5. POSITIONING** Maintain low speed and return steering wheel to straighten wheels. Keep car 1m away from right kerb and move vehicle forward looking towards the right.

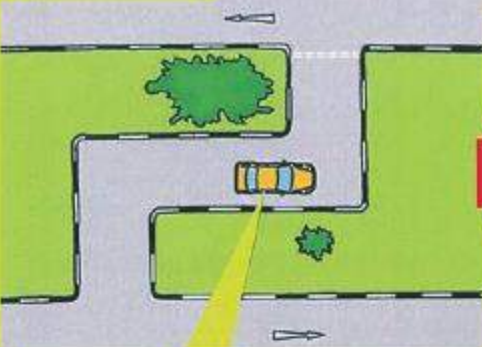
**6. TURNING POINT** **SIGHTING POINT** Right kerb meets door lever.

When front wheel is in line with the right kerb, turn steering wheel fully to the right.


**7. POSITIONING** Return steering wheel, keep car 1m away from left kerb, move forward looking towards the left.

- Sighting points given are guides only. Slight adjustments may be required to suit individual sitting posture.

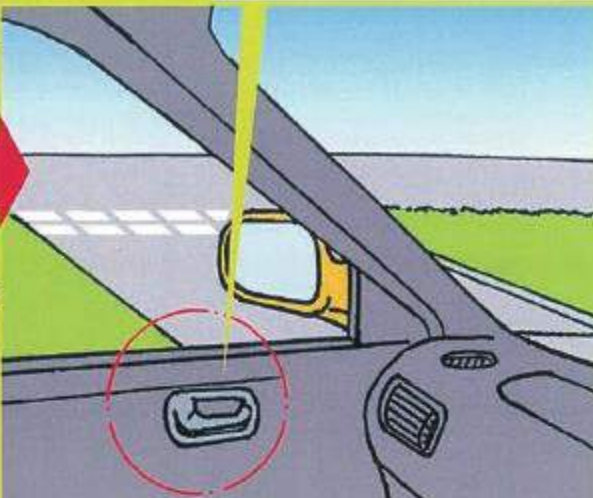
**8. TURNING POINT**



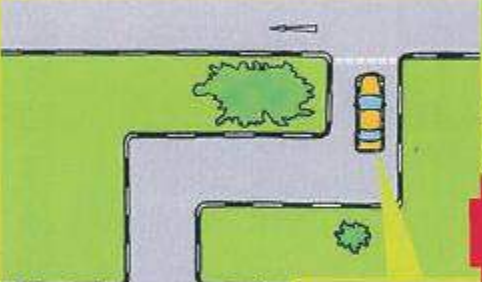

When front wheel is in line with the left kerb, turn steering wheel fully to the left.



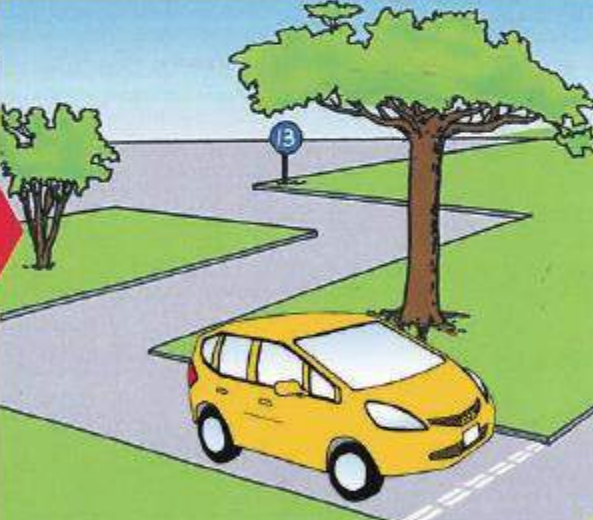
**SIGHTING POINT** Left kerb meets the door lever.



**9. POSITIONING**

Reduce speed till car is straight and quickly return steering wheel. If safe, turn out without stopping.





Note: Do not fix eye-line at the sighting points. You should look around to sense the width of the course as well as the size of your vehicle.

- Sighting points given are guides only. Slight adjustments may be required to suit individual sitting posture.

## Crank Course – Corrective Actions

**CORRECTION FOR A LATE TURN** Turning late causes the front wheel to strike the front kerb.

1. Stop the vehicle before the front right wheel hits the front kerb.
2. Check safety on the left, right and rear (look thru rear windscreen). Select reverse gear.
3. Reverse the vehicle without turning the steering wheel, until the car is parallel with the kerb.
4. Return wheel straight and stop before your turning point.
5. Select 1st gear, check safety and move forward slowly - turn when your turning point is sighted.

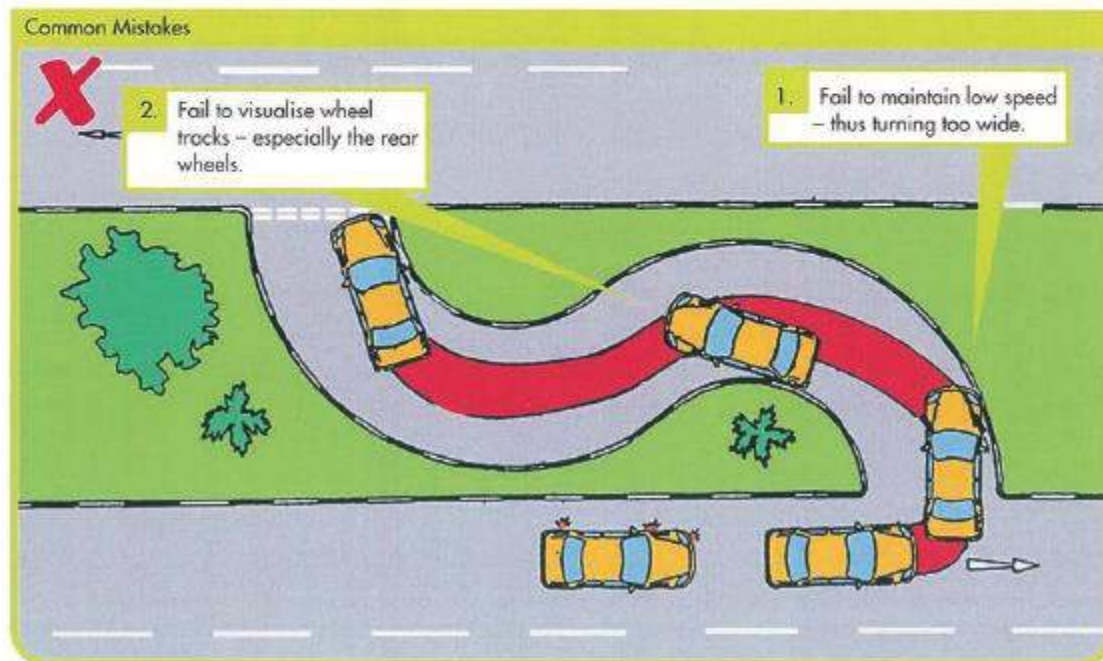
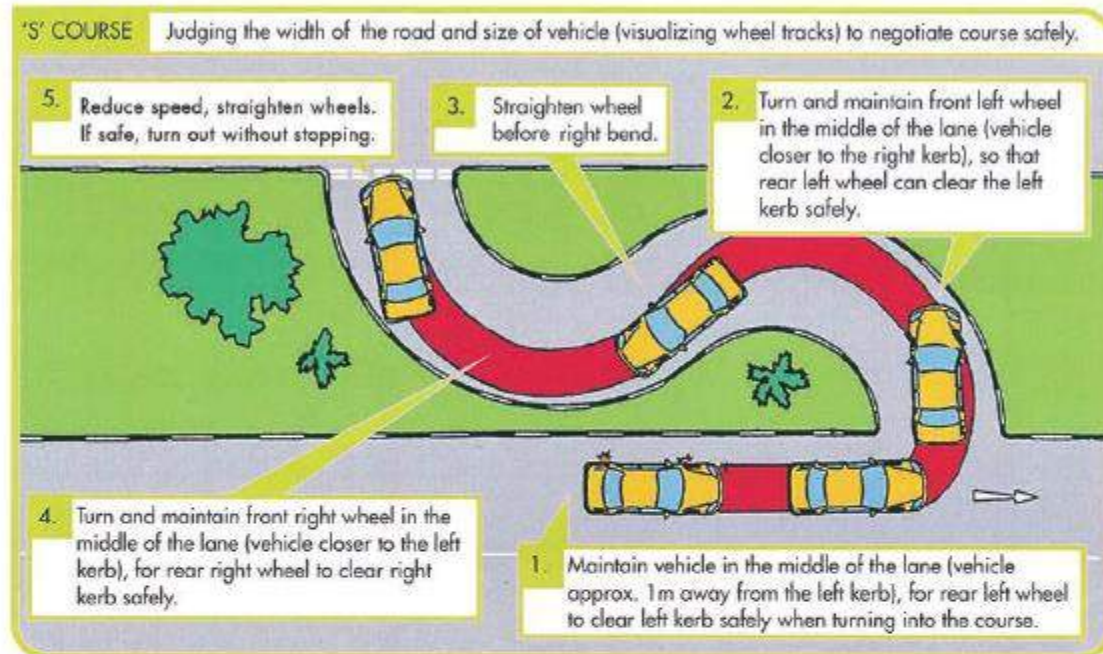
**CORRECTION FOR AN EARLY TURN** Turning early causes the rear wheel to strike kerb.

1. Stop the vehicle before the rear left wheel hits the left kerb.
2. Check safety on the left, right and rear (look thru rear windscreen) Select reverse gear.
3. Reverse the vehicle, without turning the steering wheel. Until the car is parallel with the kerb.
4. Return wheel straight and stop before your turning point.
5. Select 1st gear, check safety and move forward slowly - turn when your turning point is sighted.

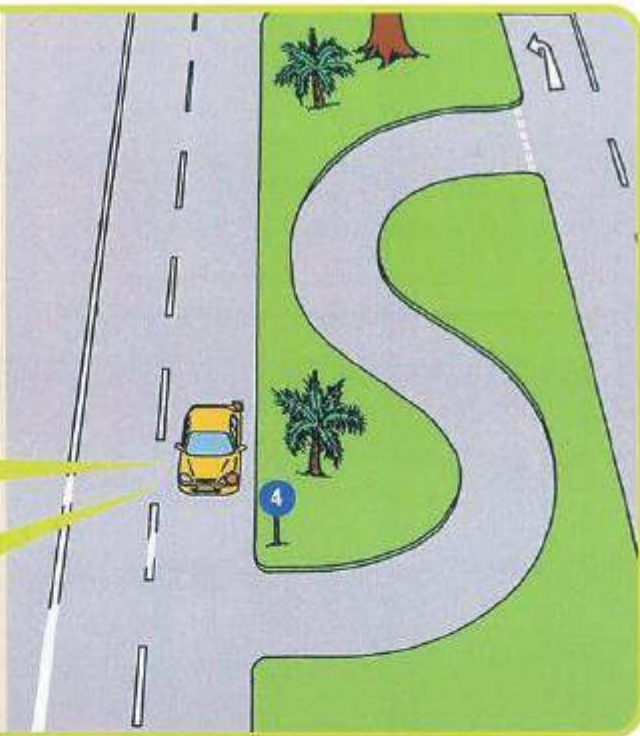
**'S' Course.**

Aim: Negotiate the vehicle through narrow and winding courses safely.



- i) Positioning and Safety Procedures.
- ii) Steering Control.
- iii) Corrective Actions.



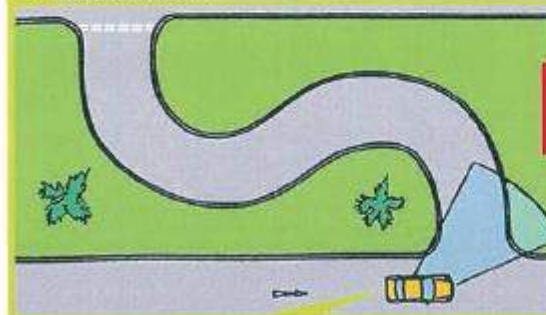
**Before Entering**




1. Position car in the middle of the lane (approx. 1 m from kerb)
2. Check mirror, signal, and slow down
3. Select 1<sup>st</sup> gear (low speed control), check blind spot

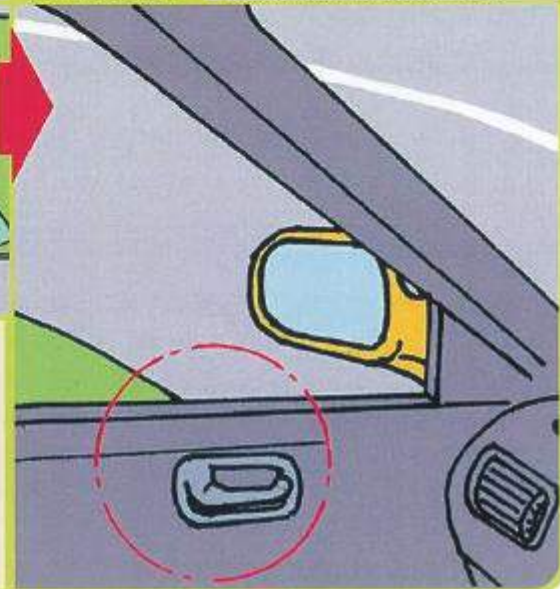
**4. TURNING POINT**



Turn steering wheel fully to the left when front wheel is in line with left kerb.

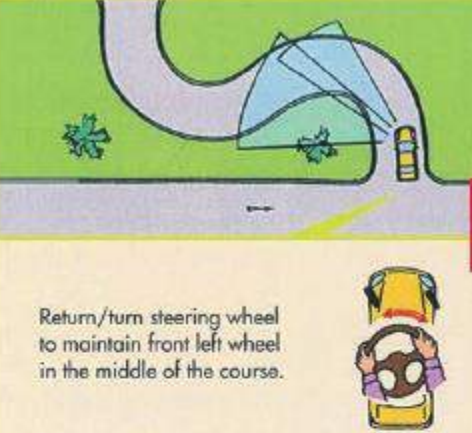
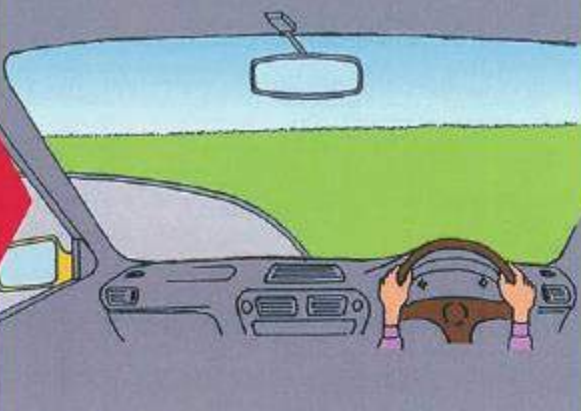
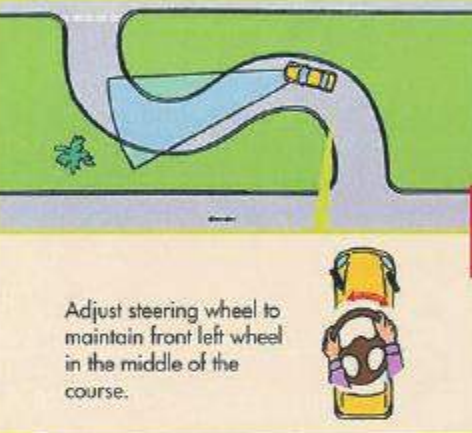

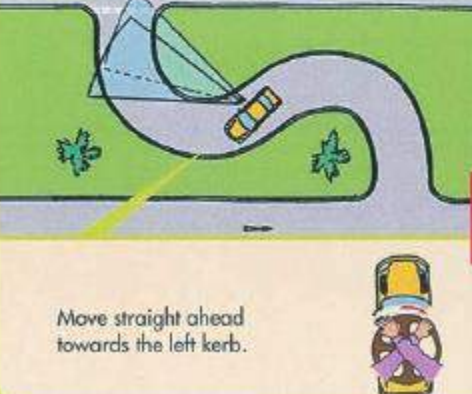
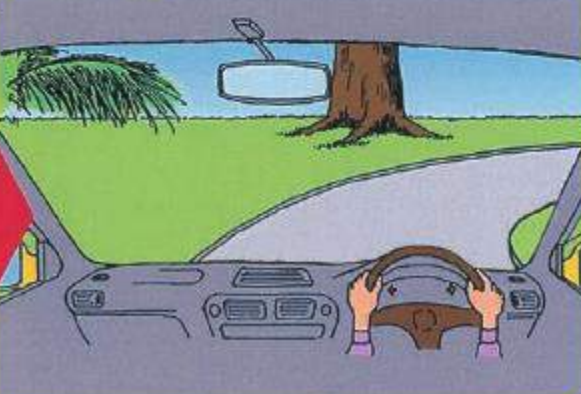


**SIGHTING POINT** When left kerb meets door lever.

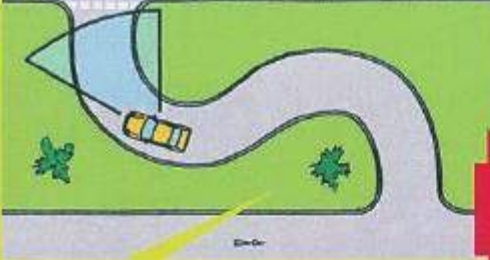

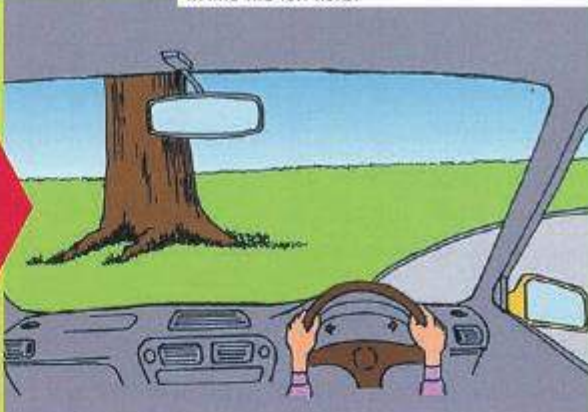





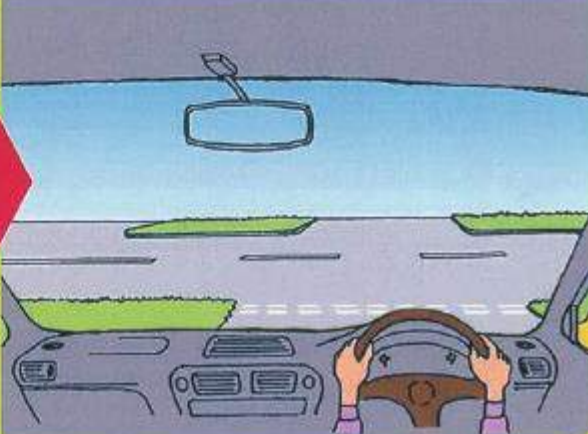


- Sighting points given are guides only. Slight adjustments may be required to suit individual sitting posture.



<p>5. POSITIONING – SECTION A</p>  <p>Return/turn steering wheel to maintain front left wheel in the middle of the course.</p>	<p>SIGHTING POINT</p> <p>Maintain at the centre of the dashboard over the right kerb.</p> 
<p>6. POSITIONING – SECTION B</p>  <p>Adjust steering wheel to maintain front left wheel in the middle of the course.</p>	<p>SIGHTING POINT</p> <p>When the right-end tip of the dashboard meets the right kerb, return steering wheel to straighten the wheel.</p> 
<p>7. POSITIONING – SECTION C</p>  <p>Move straight ahead towards the left kerb.</p>	<p>SIGHTING POINT</p> <p>Move dashboard gradually over the left kerb.</p> 

- Sighting points given are guides only. Slight adjustments may be required to suit individual sitting posture.

<p>8. POSITIONING – SECTION D</p>  <p>Turn right and position front right wheel in the middle of the course.</p> 	<p>SIGHTING POINT Move <math>\frac{1}{4}</math> of the dashboard from the right in-line the left kerb.</p> 
<p>9. POSITIONING – SECTION E</p>  <p>Adjust steering wheel to maintain front right wheel in the middle of the course.</p> 	<p>SIGHTING POINT Maintain <math>\frac{1}{4}</math> of the dashboard from the right in-line with the left kerb.</p> 
<p>10. POSITIONING – SECTION F</p>  <p>Reduce speed. Turn fully to the right (till car is straight). Quickly return steering wheel. If safe turn out without stopping.</p> 	

\* Sighting points given are guides only. Slight adjustments may be required to suit individual sitting posture.

## 'S' Course – Corrective Actions.

**CORRECTION FOR AN EARLY TURN** Turning early causes the back wheel on the side of the turn to strike kerb.

1. Stop the vehicle before the rear wheel hits the kerb.
2. Check safety on the left, right and rear (look thru rear windscreen). Select reverse gear.
3. Reverse the vehicle without turning the steering wheel approx 2m.
4. Ensure safety of the rear wheel. Return wheel straight and stop before your turning point.
5. Select 1st gear, move forward slowly and turn accordingly to maintain bonnet position to sighting point.

**CORRECTION FOR A LATE TURN** Turning late causes the front wheel on the opposite side of the turn to strike kerb.

4. Ensure safety of the rear wheel. Return wheel straight and stop before your turning point.
5. Select 1st gear, move forward slowly and turn accordingly to maintain bonnet position to sighting point.
3. Reverse the vehicle, without turning the steering wheel approx 2m.
2. Check safety on the left, right and rear (look thru rear windscreen). Select reverse gear.
1. Stop the vehicle before the front wheel hits the kerb.

**SUBJECT 4 Directional Change**

**Training Objectives-Able to:**

- Change the direction of travel with in a limited space by means of forward and reverse movements without hitting kerb.
- Confirm safety
- Adjust the vehicle's position if reversed too close to the left kerb.

- i) Positioning.
- ii) Steering Control and Turning Point.
- iii) Safety Checks.
- iv) Corrective Actions.

**DIRECTIONAL CHANGE** Change the direction of the vehicle safely.

1. Position vehicle in the middle of the lane (approx. 1m from the kerb)

2. Check mirror, signal and slow down

3. Select 1<sup>st</sup> gear – use low speed control. Check blind spot before turning.

4. **TURNING POINT** When front wheel is in line with the left horizontal kerb.

**SIGHTING POINT** – When left kerb meets door lever.

**STEERING** – Turn fully to the left.

5. POSITIONING

Return steering wheel, move ahead and position vehicle slightly to the right of the lane.



7. Check safety all round – left/right blind spot and rear, to ensure safety.

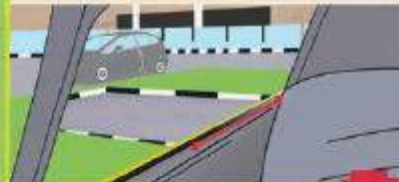
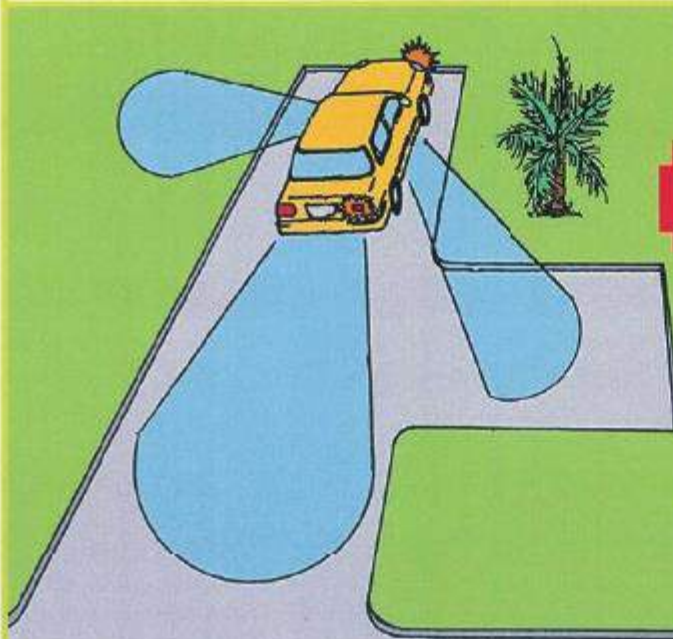


6. Stop vehicle just before the front kerb - when kerb appears under the right side mirror.



8. TURNING POINT

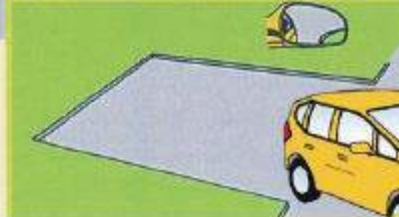
Reverse vehicle in slowly until the horizontal kerb meets the centre of the rear right door window, check safety on the left and turn steering wheel fully to the right.



9. Check left side to confirm safety.



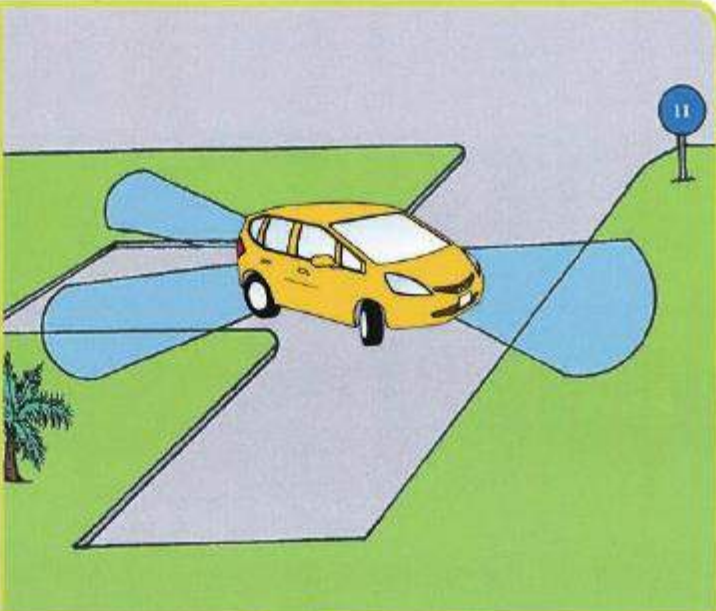
10. Continue reversing and check rear right wheel clears kerb safely.



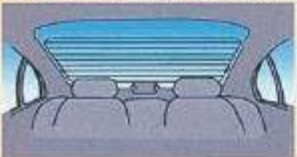

Signal right and engage reverse gear.




**11. Continue reversing and check rear.**



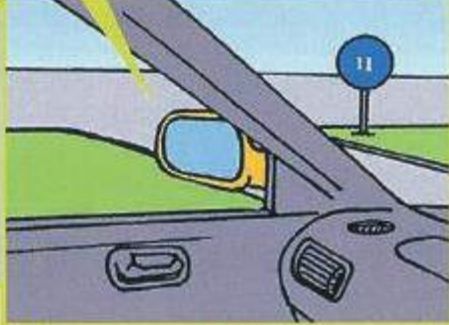
Look ahead. When vehicle is almost straight, return steering wheel to straighten wheels.


**12. Check rear and move vehicle fully into recess area, by looking thru' rear windscreen.**




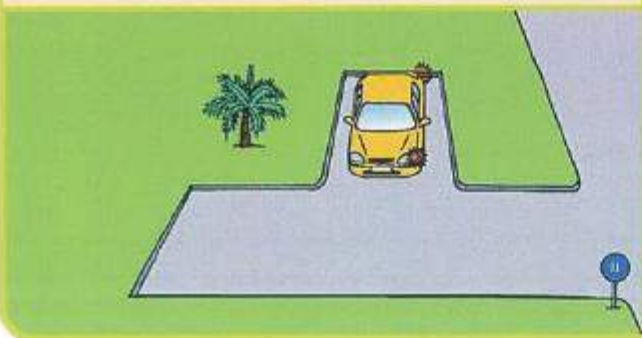
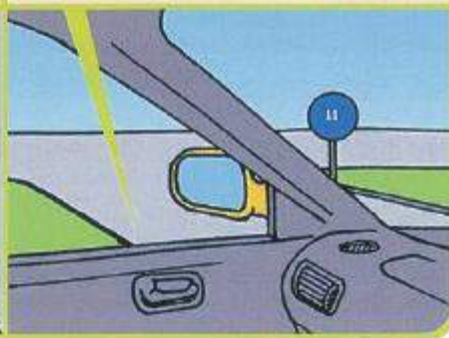
**13. Stop when the front bumper is in the recess area. Or by sighting the kerb is covered by the side mirror.**



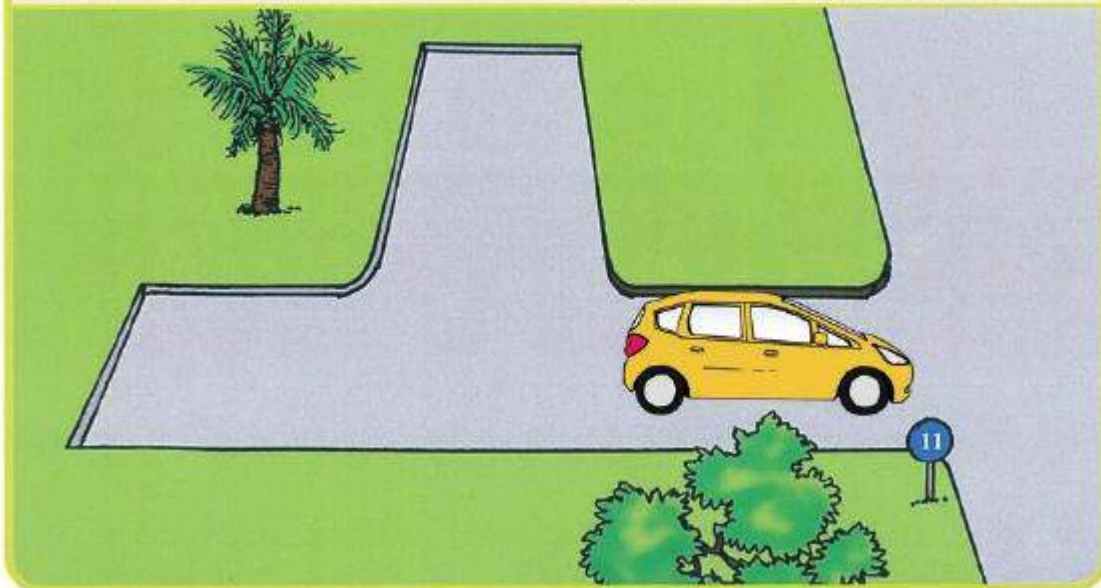
**14. Select 1<sup>st</sup> gear, look out for vehicles turning in from main road. Signal left, check right and left blind spot and move out.**



**15. Turn steering wheel fully to the left once door lever is in line with the horizontal kerb.**

16. Return steering wheel when car is almost parallel with the kerbs. If traffic on major road is clear, turn out without stopping.



### Directional Change – Corrective Actions.

**CORRECTION FOR AN EARLY TURN** Turning early causes the back wheel on the side of the turn to strike kerb.

3. When vehicle is parallel with the kerb, return wheel straight and stop before your turning point.

2. Select 1st gear, check safety ahead and move vehicle forward slowly.

1. Stop the vehicle before the rear right wheel hits the right kerb.



4. Select reverse gear, check safety and move back slowly - turn when your turning point is sighted.

**CORRECTION FOR A LATE TURN** Turning late causes the left rear wheel on the opposite of the turn to strike kerb.

3. When vehicle is parallel with the kerb, return wheel straight and stop before your turning point.

2. Select 1st gear, check safety ahead and move vehicle forward slowly.

1. Stop the vehicle before the rear left wheel hits the left kerb.



4. Select reverse gear, check safety and move back slowly - turn when your turning point is sighted.

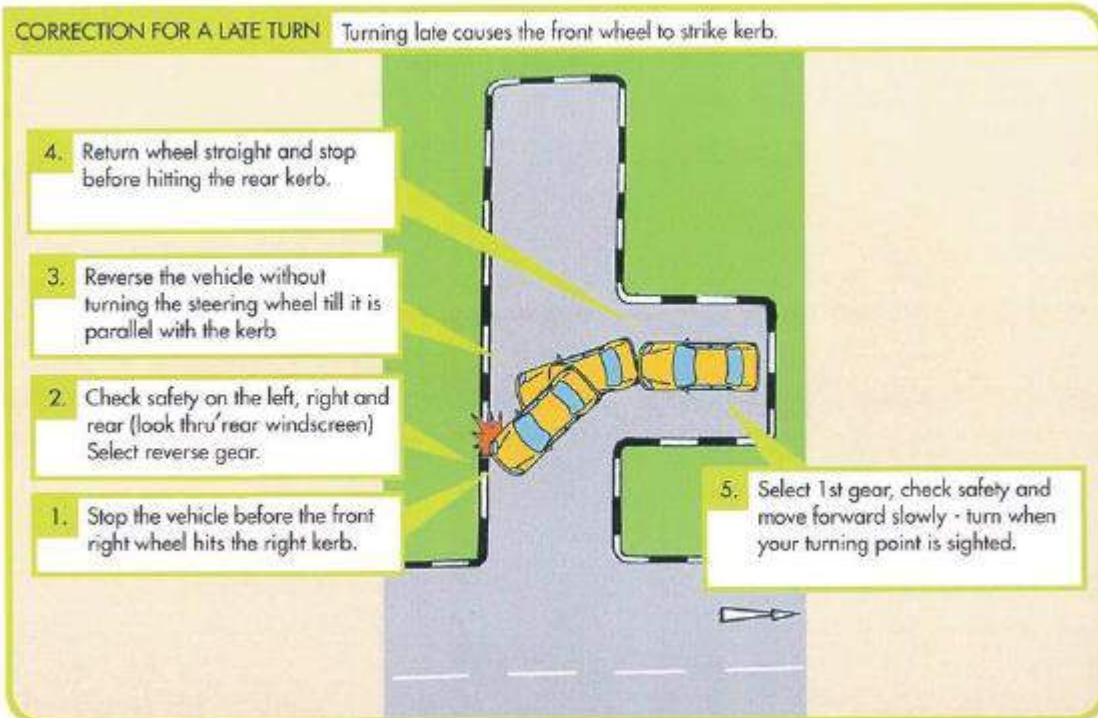


**CORRECTION FOR POSITIONING TOO CLOSE TO THE LEFT KERB** Rear left wheel will hit kerb when moving out

1. Select first gear, check safety and move forward in low speed and steer vehicle to the right (turn steering fully to the right).
2. Turn steering wheel to the left till vehicle is perpendicular (90°) with the front kerb.
3. Return wheel straight and stop.
4. Check safety on the left, right and rear (look thru rear windscreen) Select reverse gear.
5. Reverse the vehicle into recess area and stop.
6. Select 1st gear, check safety and move out.

**CORRECTION FOR AN EARLY TURN** Turning early causes the rear left wheel to strike kerb.

1. Stop the vehicle before the rear left wheel hits the left kerb.
2. Check safety on the left, right and rear (look thru rear windscreen) select reverse gear.
3. Reverse the vehicle without turning the steering wheel till it is parallel with the kerb.
4. Return wheel straight and stop before hitting the rear kerb.
5. Select 1st gear check safety and move forward slowly - turn when your turning point is sighted.



3.05

## PARALLEL PARKING

Training Objectives - Able to:  
 Parallel park and move out within 5 minutes without hitting the kerb.  
 Confirm safety.

- i) Visualise Length and Breadth of the vehicle.
- ii) Positioning.
- iii) Steering Control and Turning Point.
- iv) Safety Checks.
- v) Corrective Actions.



Before attempting to parallel park on public places, ensure that the space available to be at least 1½ times that of the length of your vehicle.

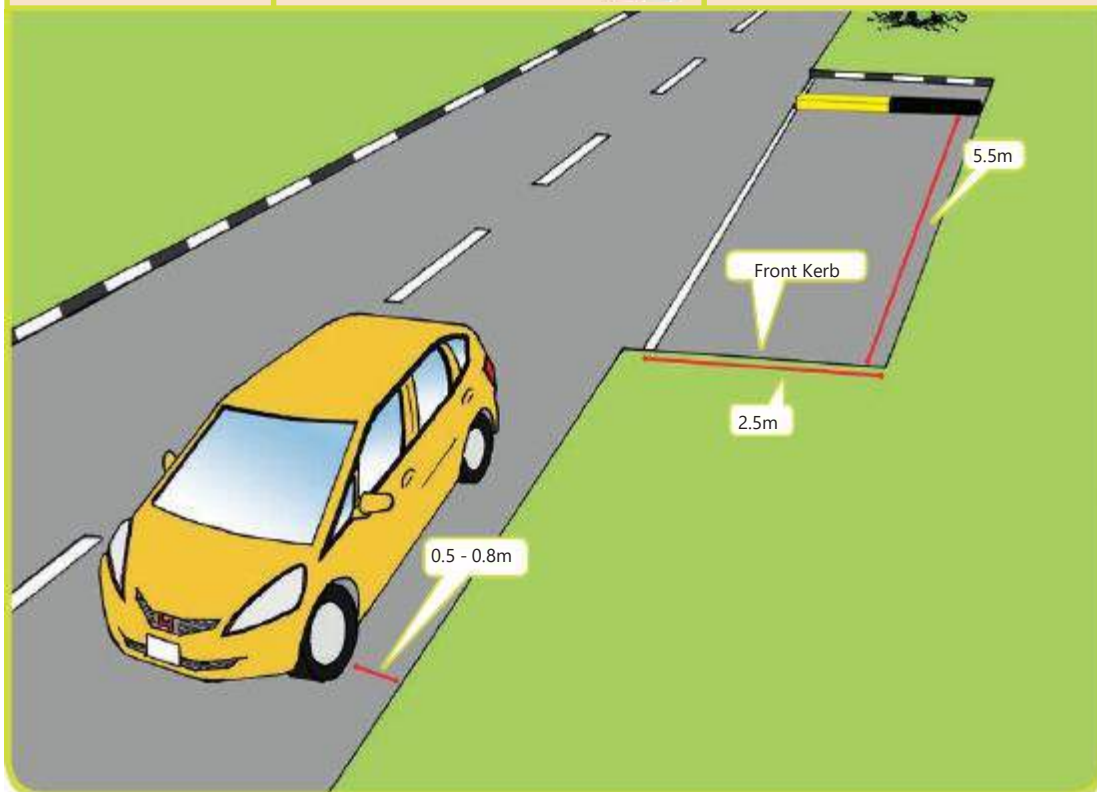
**PARALLEL PARKING**

**1** Position car slightly away from parking lot, approx. 0.5 - 0.8m away from the left kerb.

**2** Signal left, check right blind spot, look through the rear windscreen, engage reverse gear.

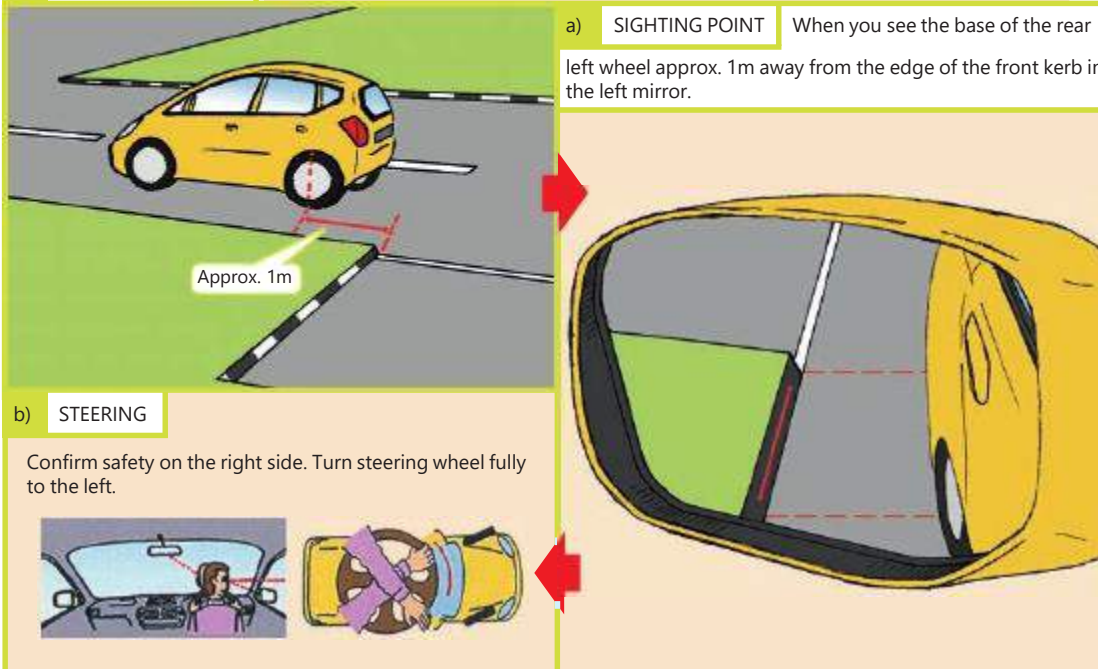


**3** Check left mirror (Mirror can be adjusted before the commencement of parking). Reverse car slowly towards the edge of the front kerb.




**1st TURNING POINT** Reverse till the base of the rear left wheel is about 1m away from the edge of the front kerb.

a) **SIGHTING POINT** When you see the base of the rear left wheel approx. 1m away from the edge of the front kerb in the left mirror.



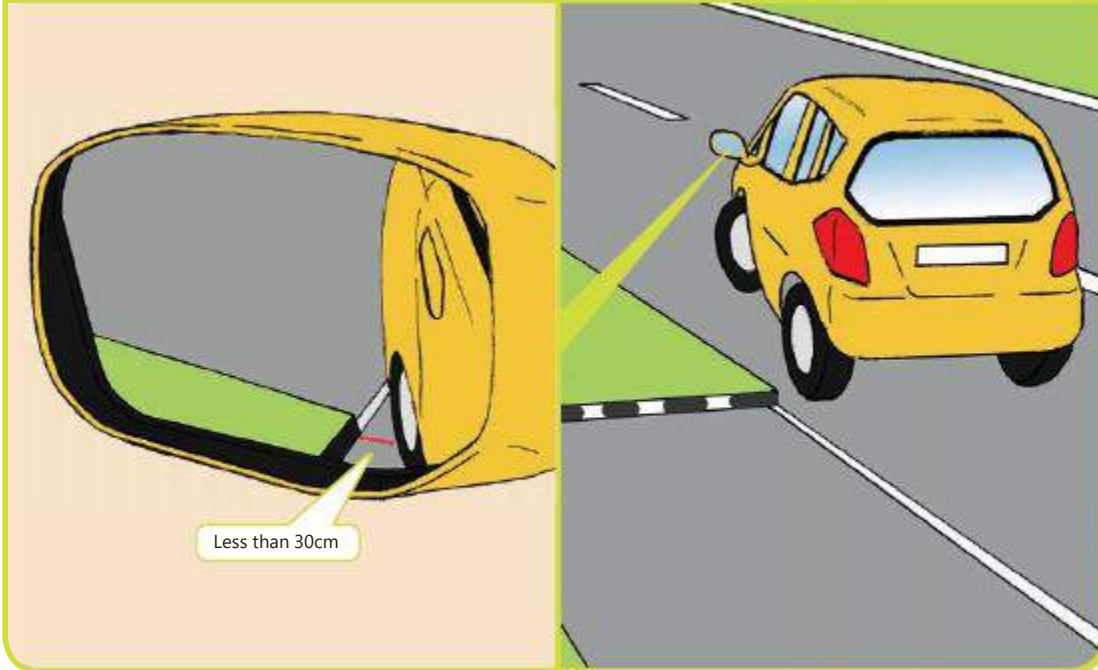
Approx. 1m

b) **STEERING**  
 Confirm safety on the right side. Turn steering wheel fully to the left.



**CORRECTIVE ACTION** If vehicle is too near to the kerb after the 1st turning, stop and position the car again.

During the 1st turning point, if the steering wheel is turned too early, the left rear wheel may hit the kerb when parking into the lot. Stop and move out of the lot to position the vehicle again.

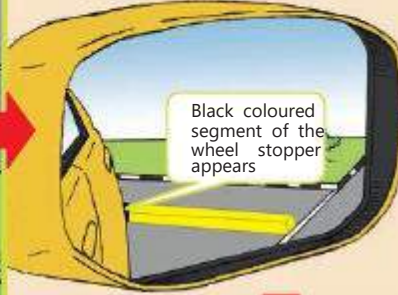


Less than 30cm

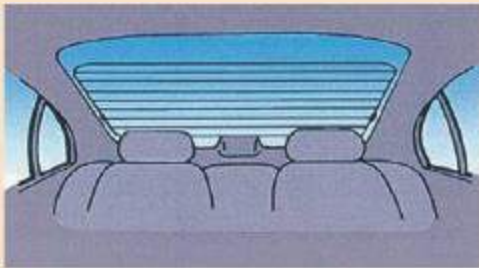
5 2nd TURNING POINT Reverse till car is at an angle of about 45 degrees to the parking lot.



a) SIGHTING POINT Looking at the right-side mirror; when the black coloured segment of the wheel stopper appears in-line with the right side of the car body.



b) STEERING Straighten the wheel and check the rear.



3rd TURNING POINT

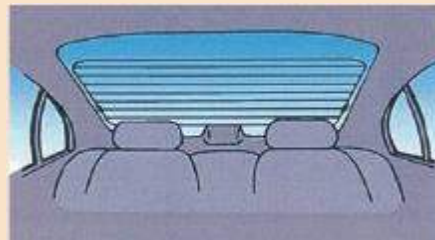
Reverse till the base of the rear right wheel reaches the outer edge of the parking lot.



**SIGHTING OPTIONS:** Driver's window can be wind down or driver's door can be open slightly to assist in sighting.



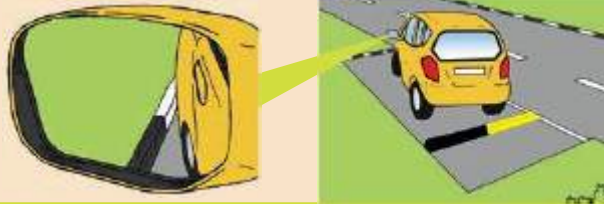
**b) Steering:** Turn steering wheel fully to the right. Look through the rear windscreen and continue to reverse.



Check rear to confirm safety

7 Ensure the rear left wheel do not go too close to the kerb.

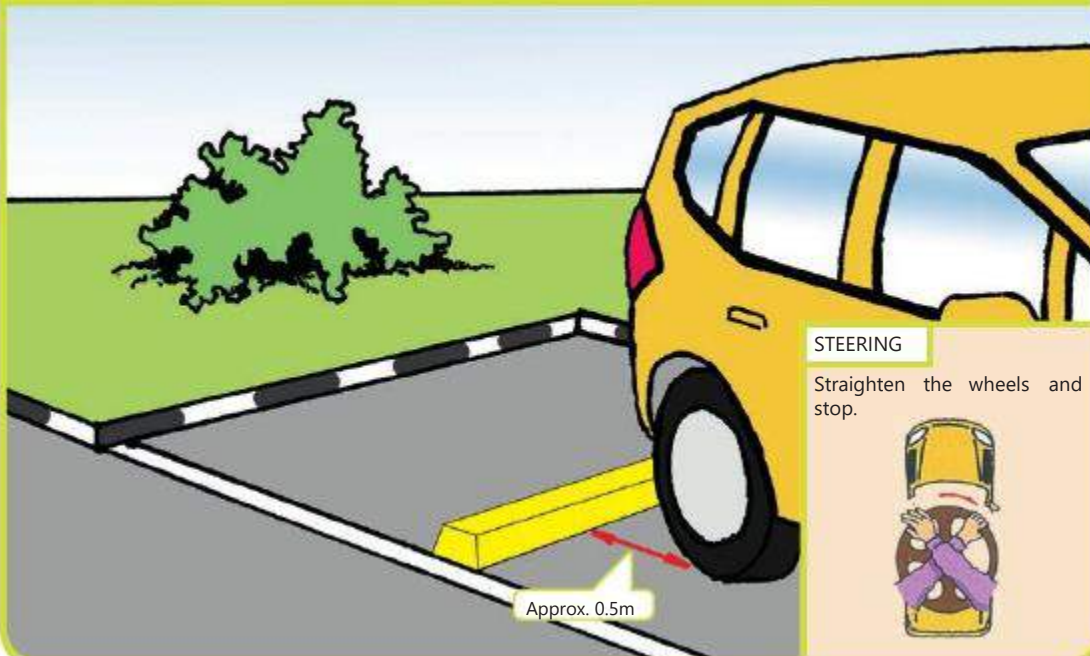
At regular intervals, check on the left side mirror to ensure the rear left wheel do not hit the kerb on the left.



SIGHTING When the rear right wheel is about 0.5m before the wheel stopper.



STEERING Straighten the wheels and stop.



ADJUSTMENT A Adjust car parallel to parking lot.



Engage 1st gear, move forward slowly and steer accordingly till car is parallel with the lot.

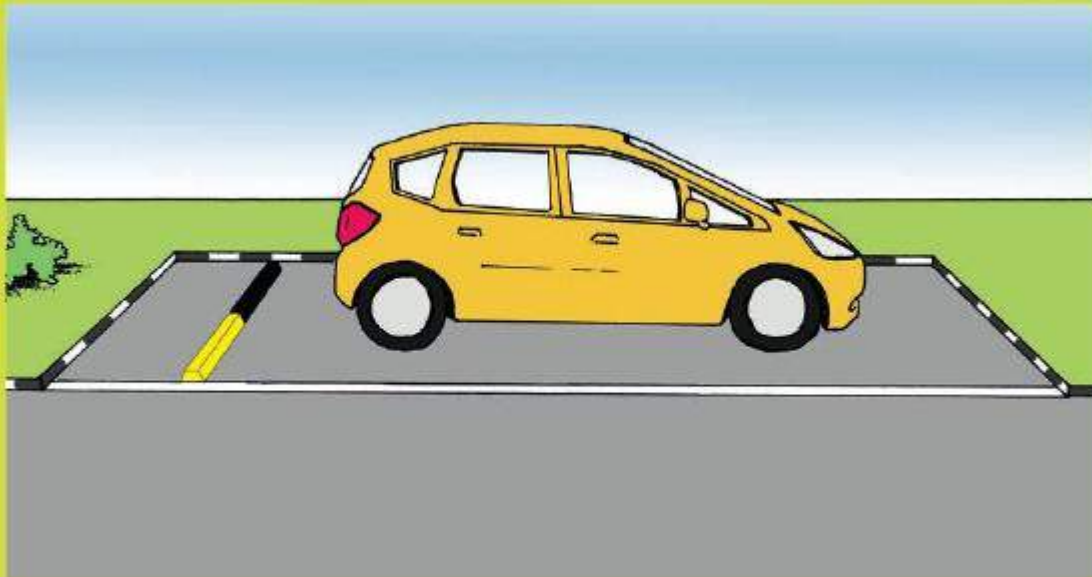


Straighten the wheels and stop before hitting the front kerb by sighting the front kerb under the side mirror.



Front kerb appears under the side mirror

9 ADJUSTMENT B Position car in the middle of the lot to complete parking.



Apply handbrake and shift to neutral gear





10 MOVING OUT A

Select 1st gear, release handbrake.



Move straight forward and stop before hitting the front kerb by sighting the front kerb underneath the side mirror.



11 MOVING OUT B

Select reverse gear, look through rear windscreen for safety.



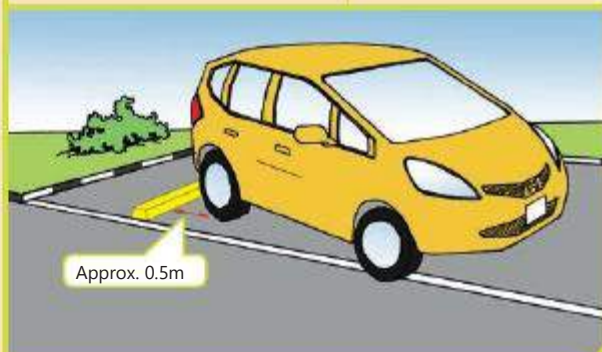
Move back, turn steering wheel fully to the left.



Return steering wheel and stop when rear right wheel is about 0.5m before the wheel stopper.

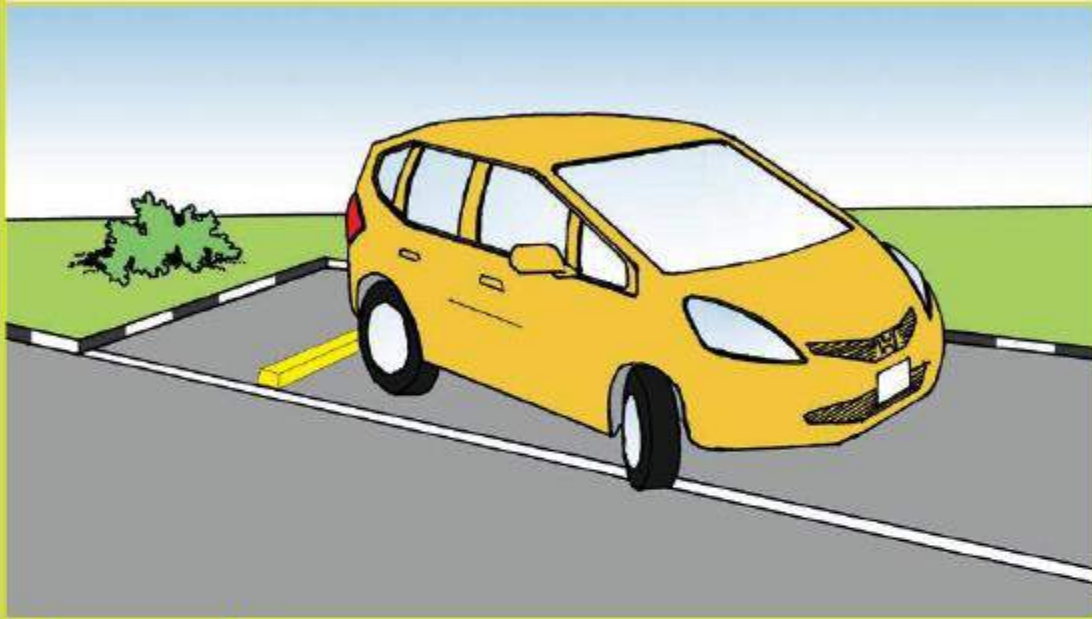


At short intervals, check left side mirror to ensure the rear left wheel do not hit the kerb when reversing.



MOVING OUT C

Signal right, check mirrors and right blind spot. Move forward slowly and turn steering wheel fully to the right.



13 MOVING OUT D Ensure the front left wheel passes the kerb safely and check safety on the right.



When the bottom left corner of the front windscreen meets the kerb, straighten the wheel.

When the left side mirror meets the kerb, steer left accordingly towards the middle of the lane.

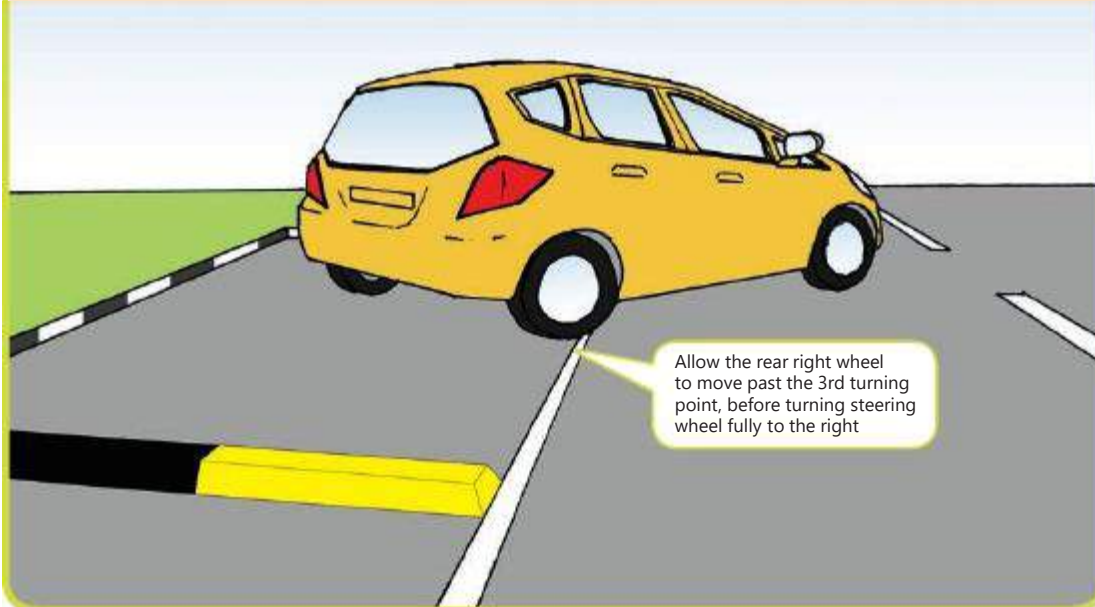


Be careful not to cross the center line when turning out from the parking lot.

**Corrections For Early or Late Turning during the "2nd Turning Point"**

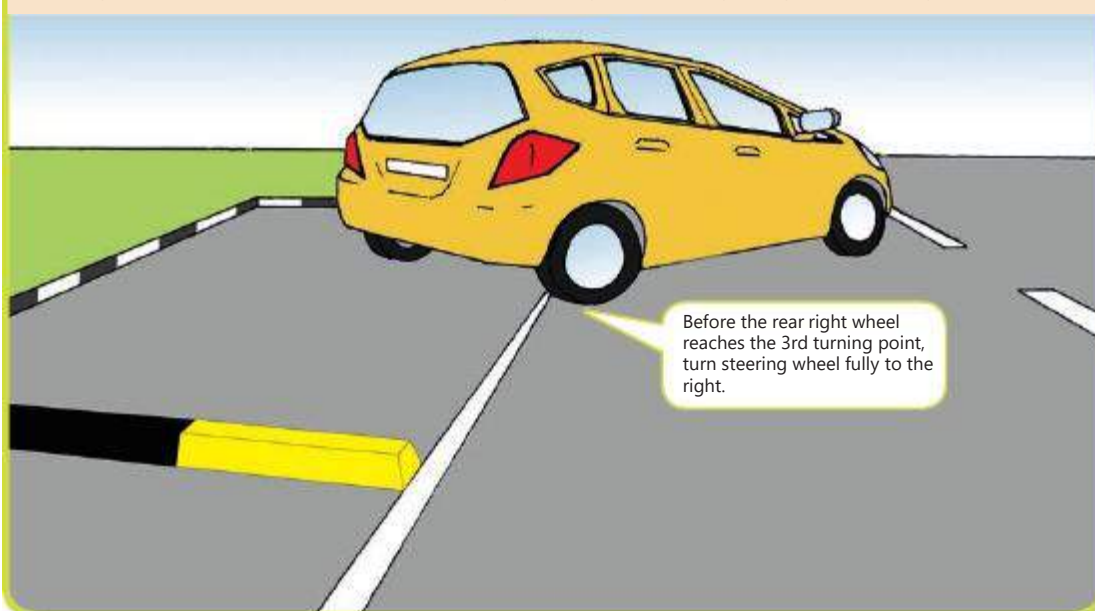
During the 2nd turning point, if the steering wheel is returned too early, the vehicle may protrude out of the parking lot. You can compensate the early returning of the steering wheel by delaying the 3rd turn.

Delaying the 3rd turn to compensate the early returning of the steering during the 2nd turning point.



During the 2nd turning point, if the steering wheel is returned too late, the rear left wheel may strike the left kerb. You can compensate the late returning of the steering wheel by advancing the 3rd turn.

Advancing the 3rd turn to compensate the late returning of the steering during the 2nd turning point.

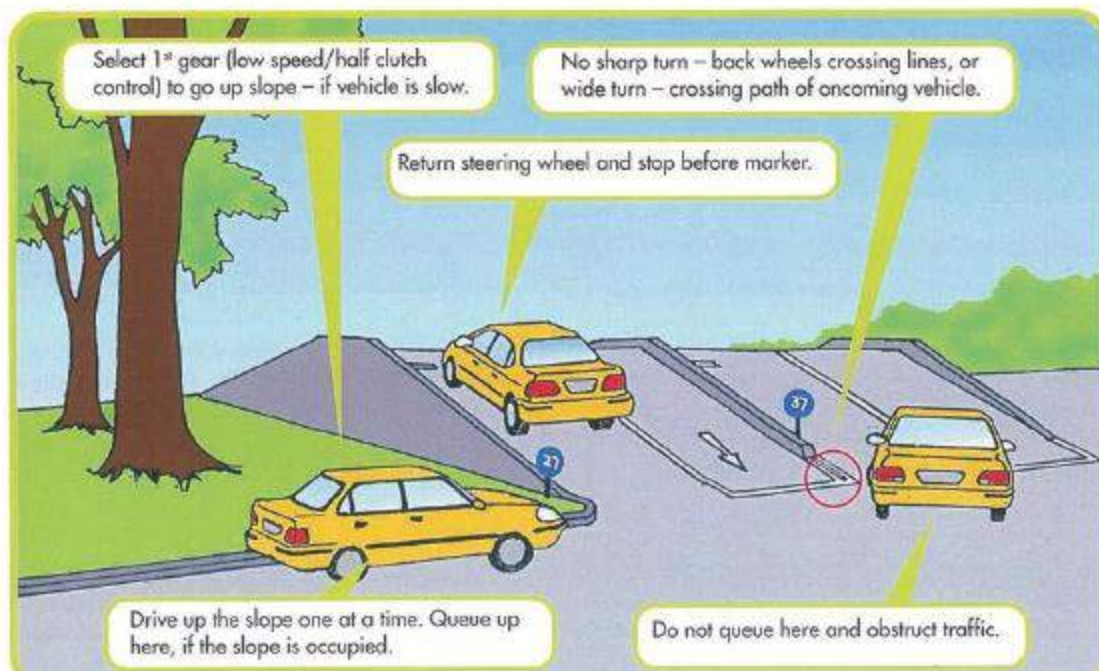
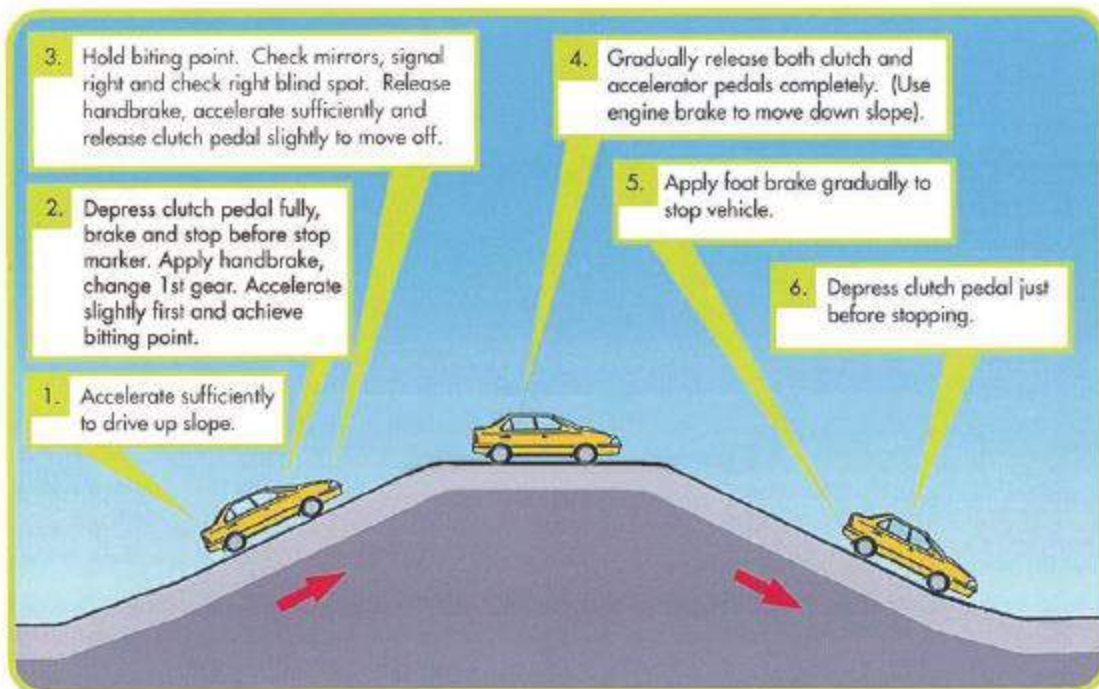


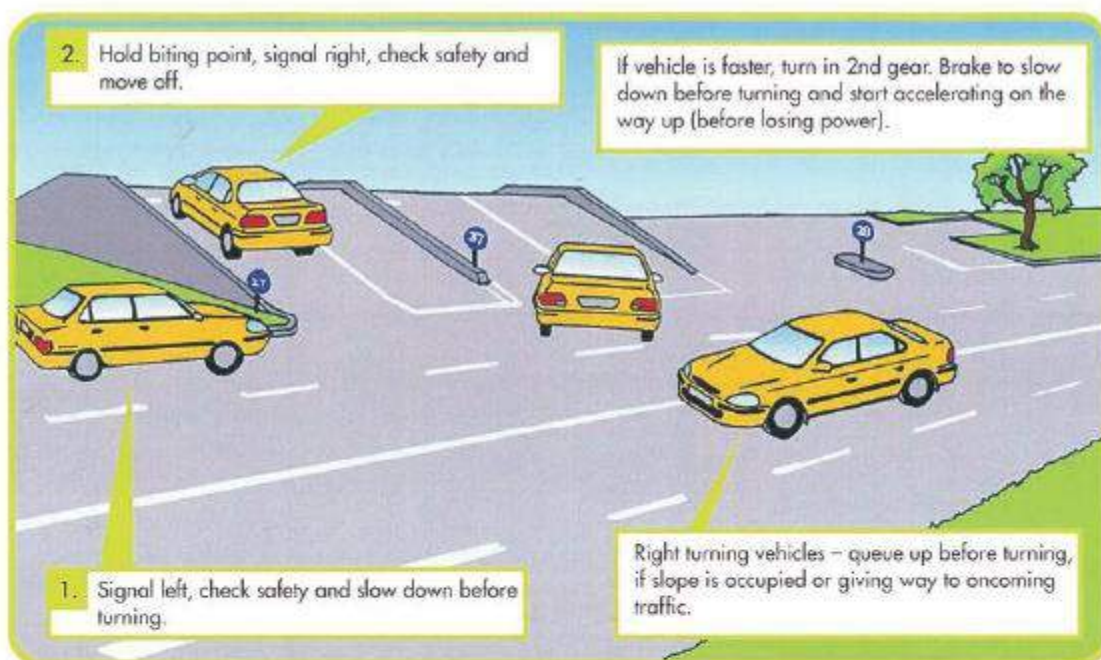
## SUBJECT 6 Circuit Slope

## Training Objectives - Able to:

- ☐ Move off in 10 seconds on an incline without jerking or stalling engine.
- ☐ Move off without rolling backward more than 0.1 meter.

- i) Driving Up and Going Down the Slope.
- ii) Stopping and Moving Off from Slope.





Common mistakes.



**Driving Up Slope**

Engine knocking

- Insufficient acceleration.

Engine loses power

- Use wrong gear, change to low gear.

**Stopping**

Engine stalls when stopping vehicle

- Depress clutch pedal too late.

Shifting to neutral gear

- Shift to 1<sup>st</sup> gear after applying the handbrake.  
(It is not necessary to shift to neutral gear)

**Moving Off from Slope**

Incorrect safety check

- Check mirror, signal right and right blind spot before moving off.

Vehicle rolls backward

- Handbrake is not applied effectively (didn't pull up enough).  
- Depress clutch pedal when moving off.  
- Clutch pedal held too low, below biting point.

Engine vibrates or stall

- Move off in wrong gear.  
- Insufficient acceleration.  
- Clutch pedal held too high above biting point  
- Handbrake not fully released when moving off.

**Driving Down Slope**

Vehicle rolls down slope rapidly  
(Fail to use engine brake)

- Fail to release accelerator and clutch pedals on the way down.  
- Depress clutch pedal too early when slowing down/stopping.




Training Objectives - Able to:  
 Vertical park and move out within 3 minutes without hitting the kerb.  
 Confirm safety.

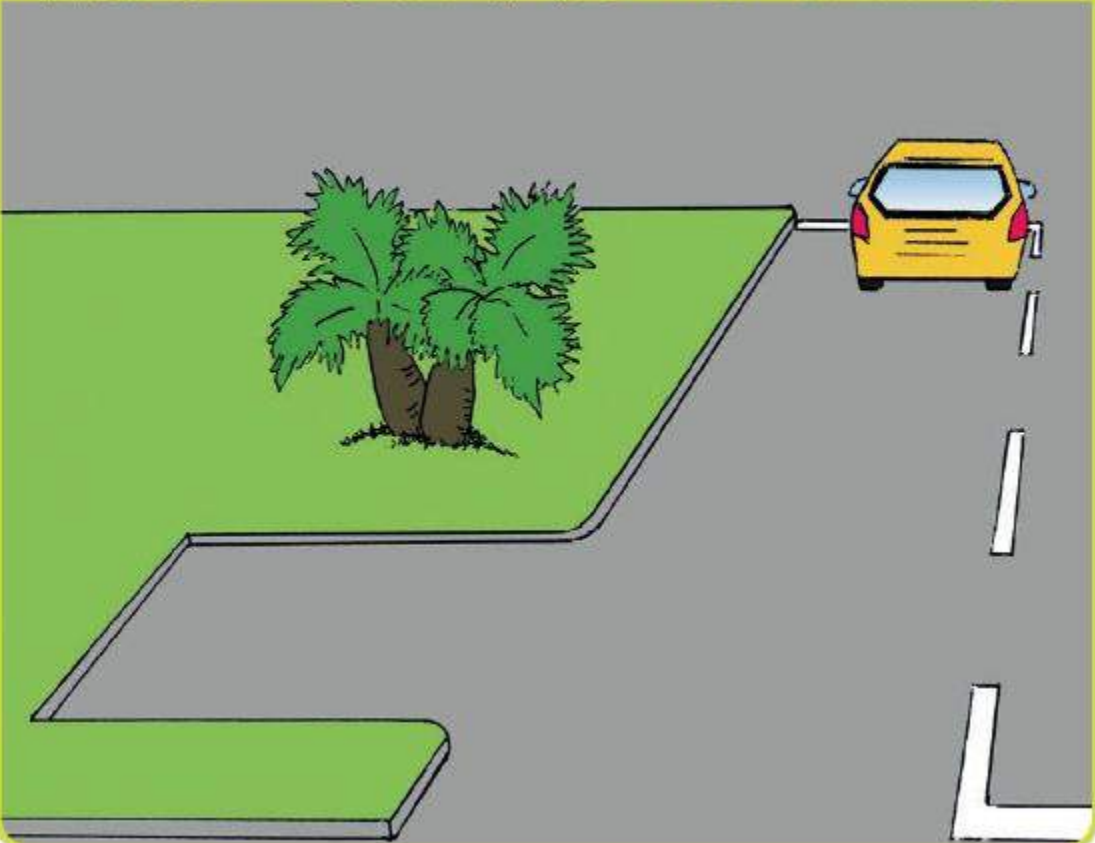
- i) Positioning.
- ii) Steering Control and Turning Point.
- iii) Safety Checks.
- iv) Corrective Actions.



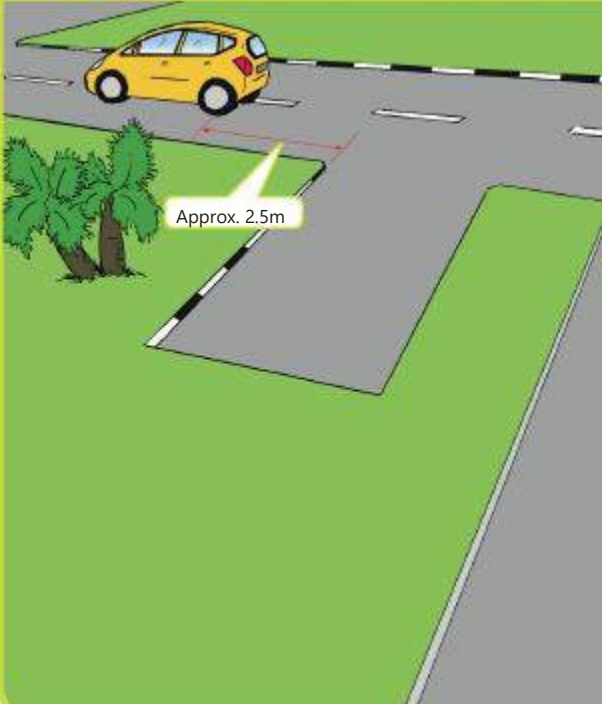
Always turn your body and look thru' the rear windscreen to see where you are heading when reversing.

**Vertical Parking** Reverse safely into a parking lot with sufficient clearance on both sides & move out within 3 min.

<p><b>1</b> Position the car on the right side of the lane.</p> 	<p><b>2</b> Signal left. Check mirrors, right blind spot, engage reverse gear. (Mirror can be adjusted before the commencement of parking).</p> 	<p><b>3</b> Look through the rear windscreen and rear left door window. Reverse car slowly towards parking lot.</p> 
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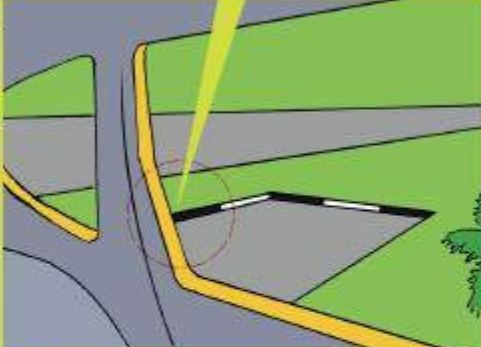


**4 1st TURNING POINT** Reverse till the rear left wheel is about 2.5m away from the edge of the left kerb.




Approx. 2.5m

a) **SIGHTING POINT** (For Jazz and City idsi model)  
When the kerb on the right of the parking lot meets half of the vertical bar on the rear left door.

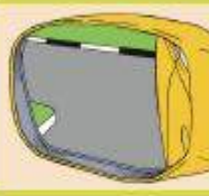


b) **STEERING** Check right side blind spot and turn the steering wheel fully to the left. Stop if any vehicle attempts to pass you.





**5. REVERSE INTO LOT**

View from left side mirror




View from right side mirror





Rear left wheel Too near to kerb.

If early turning, refer to pg 177 do corrective action



Check left and right side mirrors to confirm safe Clearance between vehicle/ kerbs. Check rear.



If late turning, refer to pg 177 do corrective action

Look ahead (using kerbs as guides return steering wheel to straighten the wheels when car is almost straight.

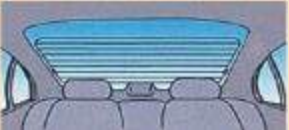





- Sighting points given are guides only. Slight adjustments may be required to suit individual sitting posture.

**PARKING VEHICLE** Confirm car is parallel with lot and adjust if necessary.


Continue reversing, looking thru' rear windscreen.



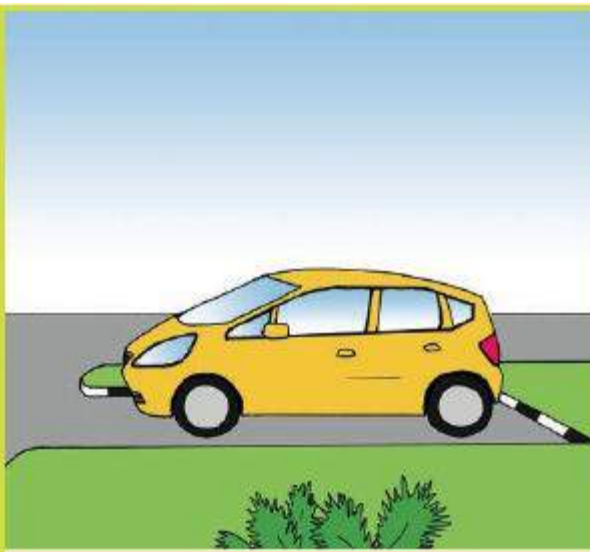
When the car is in the lot (by sighting the side mirror covering the kerb), stop.




Apply handbrake and shift to neutral gear.




Doors on both sides must be able to open wide enough for passengers to board/alight. Make adjustments if necessary.





**7 MOVING OUT** Signal left, engage first gear, check traffic on the left and right.



Move forward slowly until you see the horizontal kerb on your left passes approx. ¾ of front left door, turn steering wheel fully to the left.



This delay turn is to avoid hitting the kerb on the left, but the car will turn wide – look out for other road users.

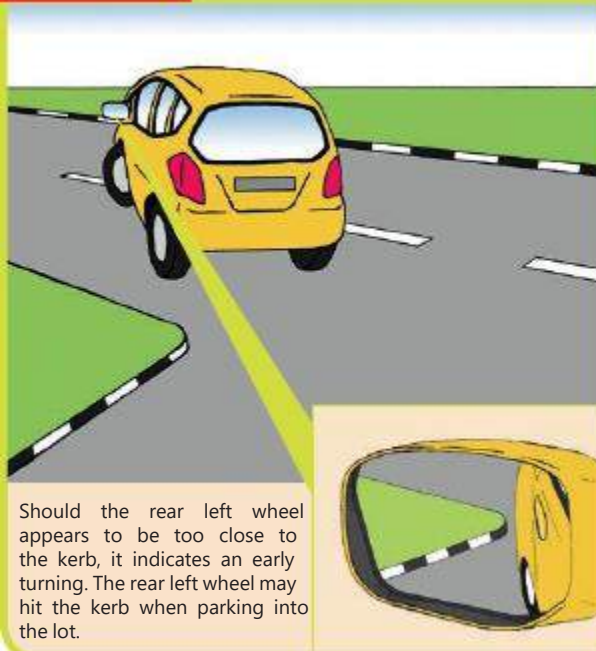



•Sighting points given are guides only. Slight adjustments may be required to suit individual sitting posture.



**Corrective Action A**

During the 1st turning, if the steering wheel is turned too early, the left wheel may hit the kerb.



Straighten the wheels and continue to reverse approximately another 1.5m

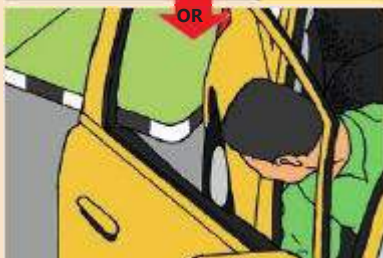


Doing this corrective action may result in wide turning. If wide turning, refer to Corrective Action B.

**Corrective Action B**

During the 1st turning point, if the steering wheel is turned too late, the right wheel may hit the kerb.

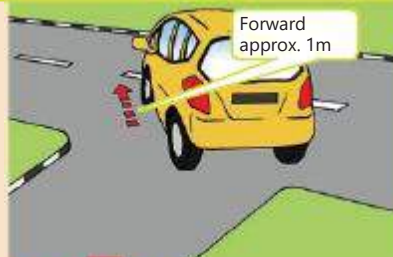
Should the rear right wheel goes too close to the kerb, it indicates a late turning. The rear right wheel may hit the kerb when parking into the lot.



Driver's window can be down or driver's door can be open slightly to assist in sighting.

**Step i)**

If the rear right wheel is too close to the kerb on the right, stop. Engage to first gear. Move and straighten the steering wheel. Continue to move forward approximately 1m.



**Step ii)**

Check rear and engage to reverse gear.



**Step iii)**

Check right blind spot and reverse. Move and turn steering wheel fully to the left.



Note: Should the rear right wheel is unable to move into the parking lot safely, repeat steps (i) to (iii).

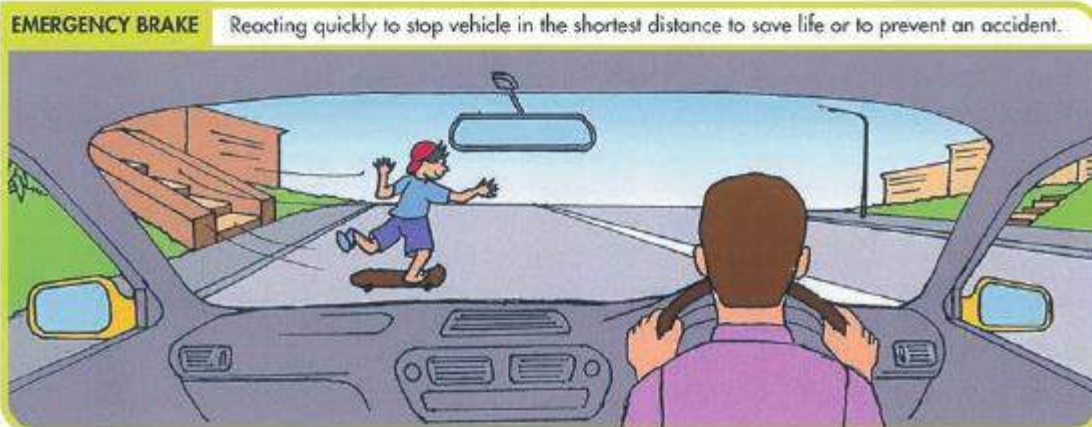
**SUBJECT 8     Emergency Brake**

**Training Objectives-Able to:**

- Reaction less than 1 second.
- Apply brake before clutching in.
- Stop within the braking distance.

- i) **Correct Technique.**
- ii) **Stopping within Stipulated Distance.**

When applying emergency brake, the vehicle may not stop in time to prevent an accident. Hence, you must constantly forecast danger when driving in order to react in advance.



- CORRECT TECHNIQUE**
- 1 Hold the steering wheel firmly with both hands. Depress brake pedal hard to stop the vehicle.
  - 2 Depress clutch pedal quickly, just before stopping to prevent engine stall.
- Note:** It is not necessary to signal or check safety. Your main concern is to stop the vehicle in time to prevent an accident.



**MOVING OFF** As soon as the hazard is away from your path, check safety and drive off.



Engage 1<sup>st</sup> gear, check mirrors, signal right and check right blind spot. Move off briskly and merge with traffic flow.



Note: Always drive at a safe speed to suit varying traffic conditions so that you can stop in any situation safely.

**SUBJECT 9 Three-Point-Turn**

Training Objectives-Able to:

- Turn vehicle around in three movements using forward and reverse movements without hitting kerb.
- Confirm safety.
- Show consideration to other road users.

- i) Safety Procedures.
- ii) Speed Adjustment.
- iii) Positioning of Vehicle.
- iv) Steering Technique.



You need to do a three point-turn if the street is too narrow for you to make a kerb side U-turn.

Three Point-Turn.

When doing a three-point-turn, do not endanger and minimize inconvenience caused to other road users. You should not carry out three point turns near junctions, pedestrian crossings, side roads, bends and areas with double white lines drawn on the center of the road.

**5** Move vehicle in low speed, quickly turn steering wheel fully to the right.

**6** Return steering wheel and stop when front bumper is near the kerb – by sighting the kerb appearing under the right side mirror.

**4** Check right side blind spot, release handbrake.

**3** Signal right, accelerate & release clutch to biting point.

**2** Stop. Apply handbrake and change 1<sup>st</sup> gear. Check for vehicles approaching from the front and rear.

**1** Reduce speed, check safety, signal left and pull vehicle to the side of the road.

7 Apply handbrake if the car rolls forward, select reverse gear, check safety on the left, right and rear.

8 Look through rear windscreen, accelerate, release clutch to biting point and release handbrake.

9 Reverse vehicle in low speed, quickly turn steering wheel fully to the left.

10 Return steering wheel and stop before hitting the rear kerb – by sighting the kerb appearing at the middle of the rear right door.

11 Apply handbrake, select 1<sup>st</sup> gear and check left, right.

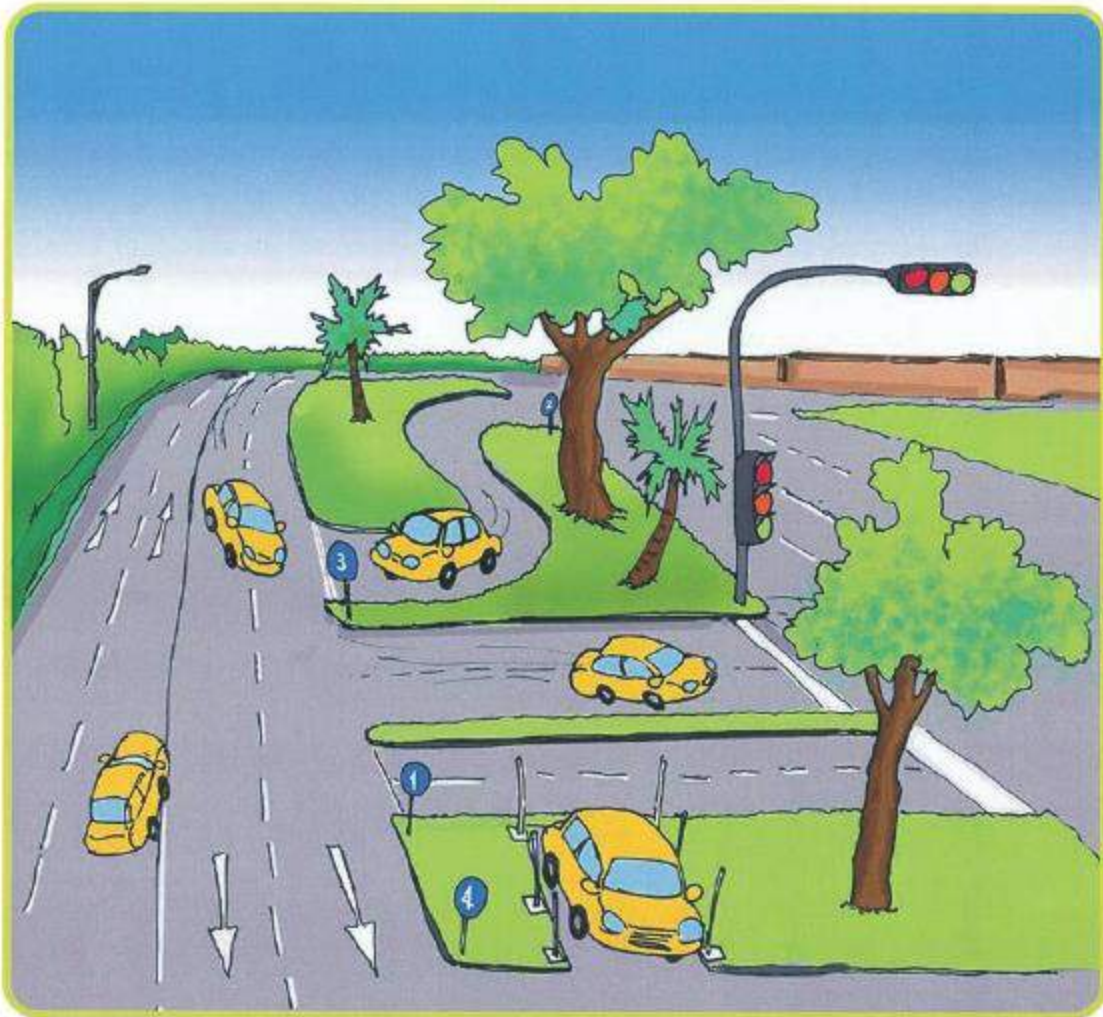
12 Signal right, accelerate, release clutch to biting point, release handbrake and turn steering wheel to the right.

13 Return steering wheel. When the car is about parallel with the road, change 2<sup>nd</sup> gear and proceed.

SUBJECT 10 STAGE 3 REVIEW

- i) Review all Stage 3 subjects.
- ii) Improve on weak subjects.

**Training Objectives**- Able to perform all driving manoeuvres in stage 3 subjects without assistance.



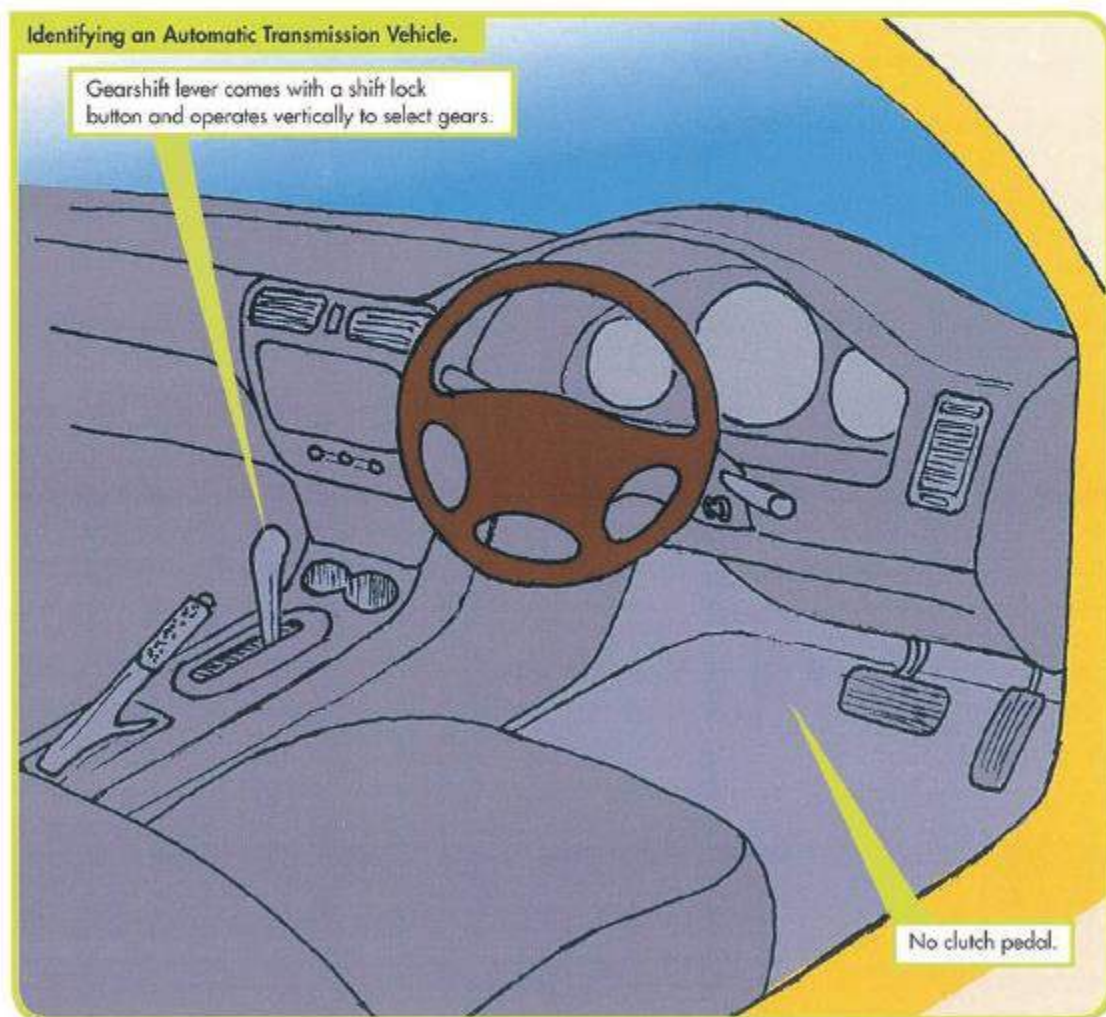
SUBJECT 1: DRIVING AN AUTOMATIC TRANSMISSION VEHICLE.

**Training Objectives-Able to:**

☐ Drive an automatic transmission car safely.

- i) Control of an Auto-transmission Car.
- ii) 'Creeping' and 'Kick-down'.
- iii) Acceleration and Brake on Ramp.

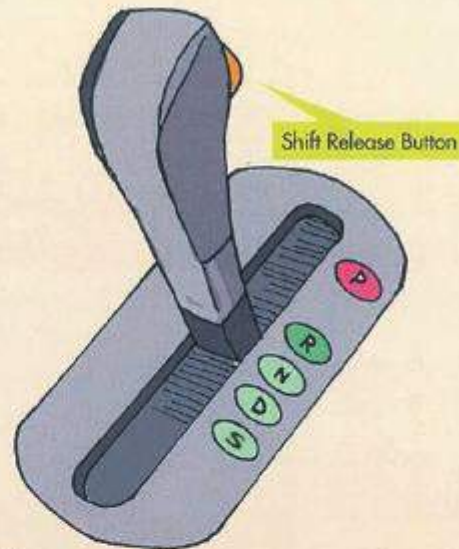
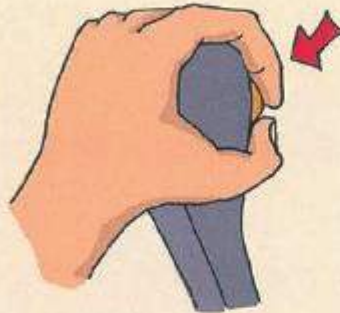
Driving a vehicle with automatic transmission, gear selection is simplified. However, care must be taken to prevent wrong selection which may result in accidents.















**AUTOMATIC GEAR SHIFT LEVER**

Depress shift release button when selecting certain gear.

Shift Release Button - It is a safety button to prevent you from selecting the wrong gears accidentally and cause damage to the gearbox or danger when driving.



-  Depress shift release button when selecting gears.
-  Select gears without depressing shift release button.

-  **P**  **PARK** Select when parking vehicle, turning off or starting engine. To shift out of PARK, depress brake pedal and shift release button.
-  **R**  **REVERSE** To select REVERSE gear, depress brake pedal and shift release button.
-  **N**  **NEUTRAL** Select when stopping briefly with engine running.
-  **D**  **DRIVE** Select for normal driving. Automatically selects a suitable gear for your speed and acceleration.
-  **S**  **DRIVE (S)**
  - For better acceleration
  - To increase engine brake
  - When going up or down hills
  - When driving in the 7-speed manual shift mode

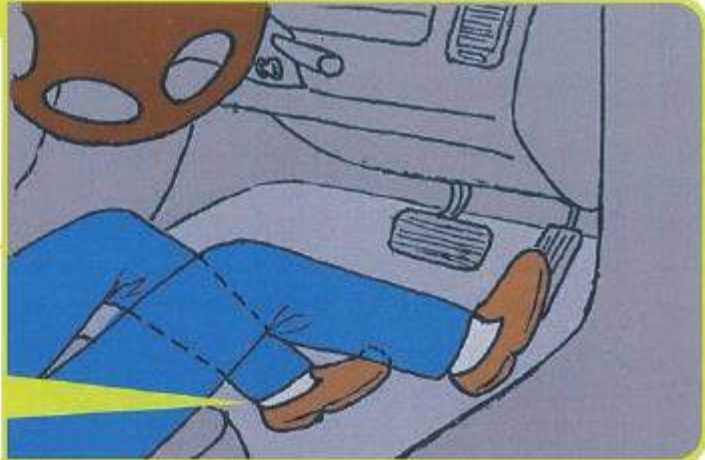
Note: Confirm correct gear is being selected by glancing at the gearshift lever position or the dashboard display.



Accelerator and Brake Pedal Operation.

Operate the brake and accelerator pedal with only the right foot (as per manual vehicle).

Left foot is always resting on the floorboard/footrest.



Starting the Engine - Procedures Before Turning the Ignition Key.

Gearshift lever must be in the **Park or Neutral** position before engine can be started.

Depress the brake pedal firmly.

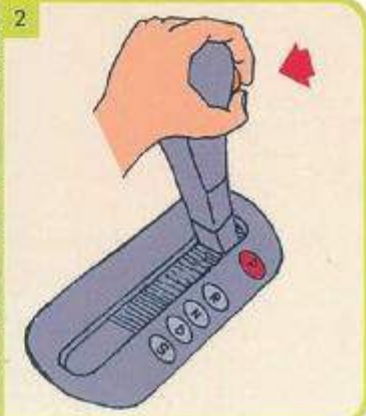
Ensure that the handbrake is applied.



Stopping the Engine and Parking

- Depress the brake pedal firmly.
- Depress shift release button and shift gear lever to 'P' position.
- Apply the handbrake.
- Turn ignition Key to the off/lock position.

**Note:** Ignition Key can only be withdrawn when gearshift lever is in the 'P' position.



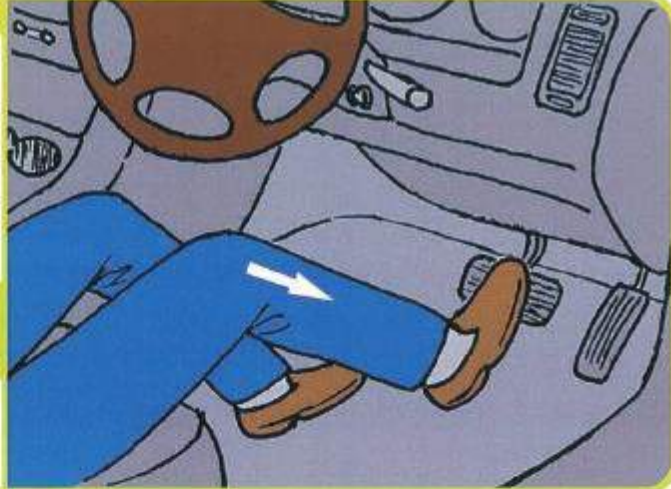
Procedures and precautions when moving off and stopping a vehicle with an automatic transmission;

#### Moving Off from stationary position.

Depress the brake pedal firmly before selecting gear. And release the brake pedal gradually only when you are ready to move off (vehicle will move off once the gear is engaged). If brake is not applied - even without depressing the accelerator pedal the car will move forward. This is termed as 'Creeping'.

#### Stopping in a gear- e.g. stopping in 'D' temporarily while waiting for traffic signals to change.

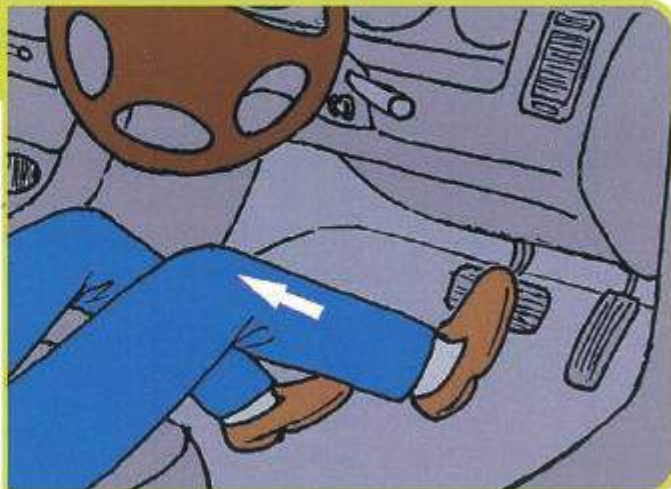
Brake pedal must be depressed firmly to keep vehicle stationary to prevent vehicle from 'Creeping' forward.



#### Speed Control

For low speed Control use "Creeping"  
When manoeuvring in tight situations e.g parking, traffic jams etc.

- Depress brake pedal firmly and select 'D' ('R' if reversing).
- Slowly release the pressure on the foot brake. The vehicle starts to creep forward.
- Maintain low speed with gentle application of the foot brake when necessary.



#### Gradual Acceleration.

Depress accelerator pedal **gradually and progressively increase the pressure** - gear changes up automatically once vehicle speed reaches to the speed range of the next higher gear.

#### Rapid Acceleration.

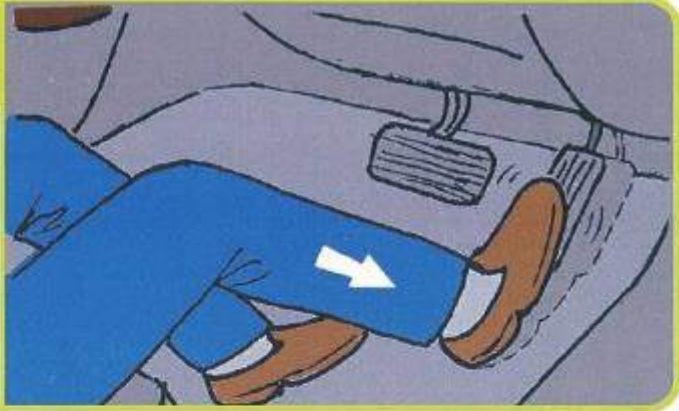
Depress accelerator pedal **swiftly with increasing pressure** - transmission holds on to the lower gear till vehicle speed reaches the upper speed range of the gear before changing up, this is for more power and to increase speed rapidly.



**Cruising.** Once desired speed is attained, apply light pressure on the accelerator pedal to maintain the speed - the highest gear suitable for the speed is automatically selected for fuel economy.

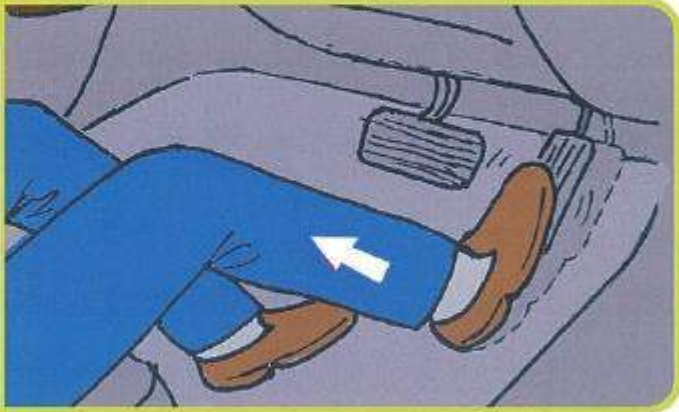
**Increasing power rapidly from Cruising (Kick down) e.g Overtaking, Accelerating Up Slope etc.**

Floor the accelerator pedal rapidly - transmission automatically 'Kicks Down' one or two gears for power to increase speed rapidly.



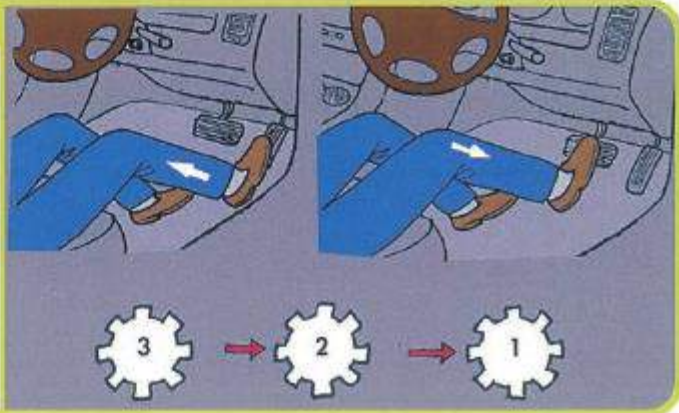
**Gradual Deceleration.**

Release accelerator pedal- Vehicle speed reduces gradually and when speed falls below the lower range of the gear. The next lower gear is automatically selected.



**Rapid Deceleration**

Release accelerator pedal and depress the brake pedal with sufficient pressure to reduce the speed of vehicle quickly. Transmission selects a suitable lower gear automatically. For more effective engine brake, you may lower the gear manually to D3.

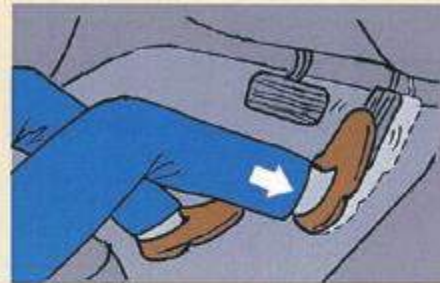


**Turning.**

Slow down to a safe speed early – release accelerator pedal and cover the brake before turning. When further reduction of speed is required, brake gently (you should reduce speed early and avoid applying the brakes when turning whenever possible). If speed is too slow accelerate lightly to maintain speed.

**Climbing Up Steep Slope**

When vehicle loses power while driving up slope, depress the accelerator harder – transmission selects a suitable lower gear automatically.



**Stopping Momentarily on an incline**

- Release accelerator to reduce speed of vehicle and apply the foot brake gently to stop the vehicle.
- After stopping, depress the brake pedal firmly to prevent the vehicle from moving off.
- Apply hand brake, if vehicle rolls back.

**Moving Off on an Incline**

- Release brake pedal and depress accelerator.
- Release hand brake to move off.

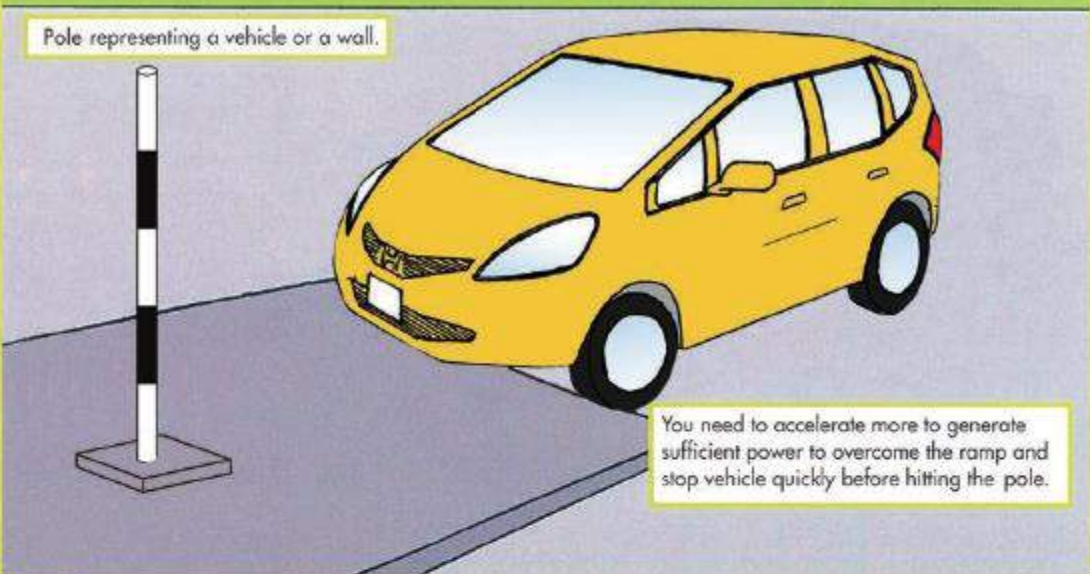
**Moving Off on a Decline**

Ensure safety before releasing brake pedal – vehicle will start to roll forward immediately with speed gradually increasing. (If decline is steep shift gear lever to position '2' or '1' for effective engine braking before moving off. This prevents vehicle from picking up excessive speed. Shift back to 'D' to resume normal driving when safe).



**Quick Pedal Co-ordination** – To move vehicle over a ramp and stopping safely before an obstacle.

This is to equip you with the skill to move your vehicle over obstacles in tight spaces safely.



Vehicle will not be able to creep up the ramp due to its height - accelerate sufficiently to overcome the ramp.



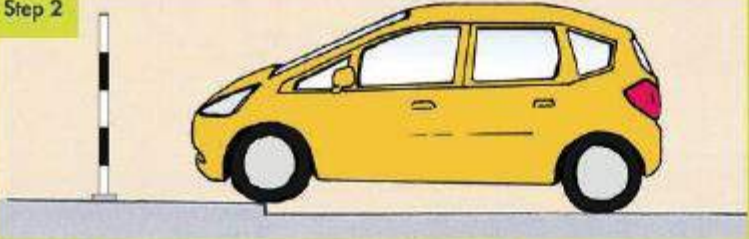

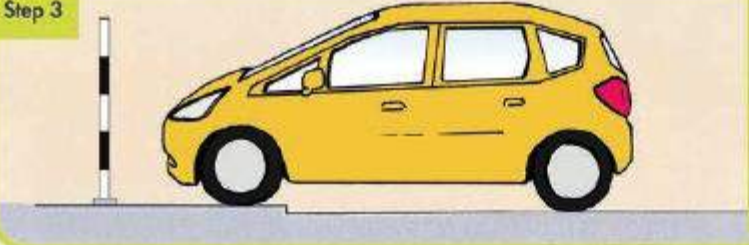



When you feel the front wheels climb up the ramp immediately release the accelerator.



Depress foot brake and stop vehicle before the pole.

A safer method to move up a ramp (if there is sufficient space before ramp) is to use the creeping of the vehicle.

<p><b>Step 1</b> Stop vehicle approx. 2 metres before the ramp.</p> 	<p>Release the brake pedal and allow the vehicle to move towards the ramp - the vehicle will gain momentum while moving forward and overcome the ramp.</p> 
<p><b>Step 2</b></p> 	<p>Cover the foot brake and feel the front wheels move up the ramp.</p> 
<p><b>Step 3</b></p> 	<p>Depress foot brake and stop vehicle before the pole.</p> 

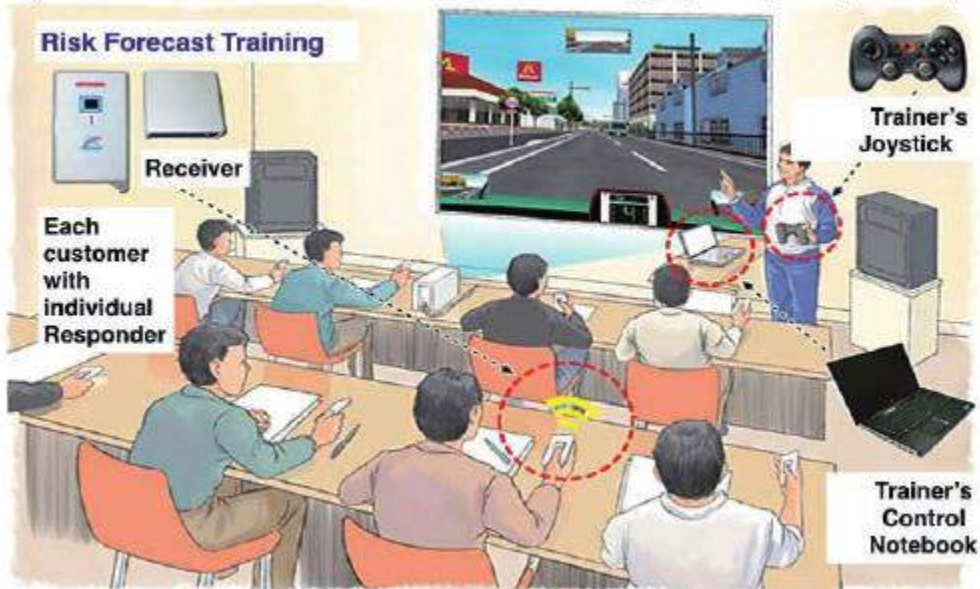
- iv) Driving in stage 3 subjects 03 to 09.  
Utilising the circuit courses to practice low speed control - 'Creeping' & correct shifting procedures.
- v) Public Road Driving - 1 Test Route.

Training Objectives – Able to:

- Observe and Predict other road users hazardous action
- Better Knowledge in Preventive Measure to avoid Accident

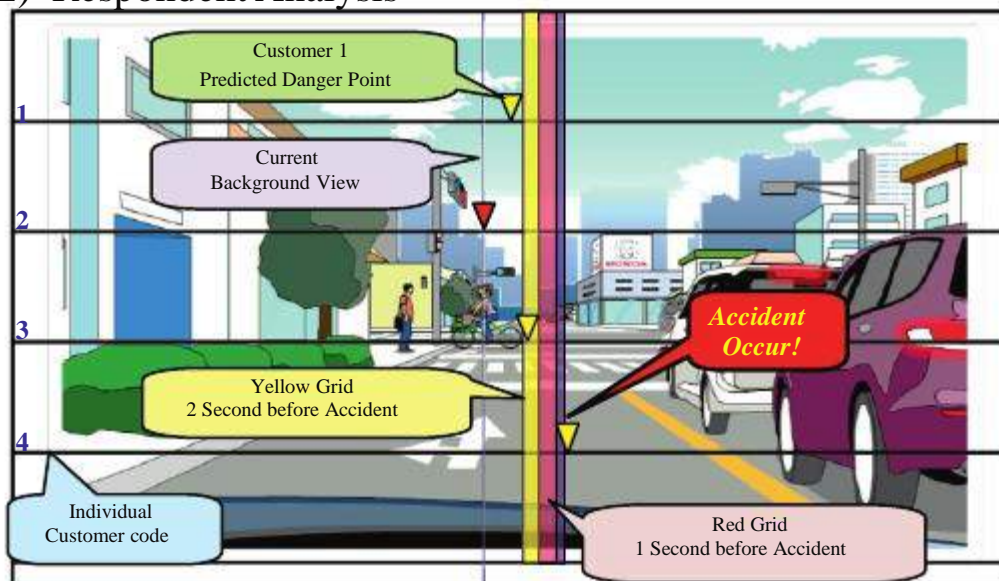
Every Customer with Individual Responder to Predict Danger

### 1) Road Hazard Prediction Training (Using responder)



Displayed Data for Individual Analysis

### 2) Respondent Analysis



\* Ideal Time to Detect Danger- 2 Seconds before accident

## SUBJECT 1 Defensive Driving In Training Route Part I

### Training Objectives – Able to:

- Identify hazardous areas along test route.
- Take preventive actions to ensure safety.
- Complete all circuit courses without assistance.
- i) Identify Possible Danger along Test Training Route.  
Refer to section on Test Training Route 1a & 1b (Page 193).
- ii) Apply Courteous and Considerate to others while Driving.  
Refer to section on Courteous and Considerate Driving (Page 195).
- iii) Review all Circuit Course & Driving  
Ability to drive independently with minimum guidance in all circuit courses.

## SUBJECT 2 Defensive Driving In Training Route Part II

### Training Objectives – Able to:

- Identify hazardous areas along test route.
- Take preventive actions to ensure safety.
- Complete all circuit courses without assistance.
- i) Identify Possible Danger along Test Training Route.  
Refer to section on Test Training Route 2a & 2b (Page 194).
- ii) Anticipation of Other Road User's Behaviors.  
Refer to section on Scan Danger (Page 198).
- iii) Review all Circuit Course & Driving  
Ability to drive independently with minimum guidance in all circuit courses.

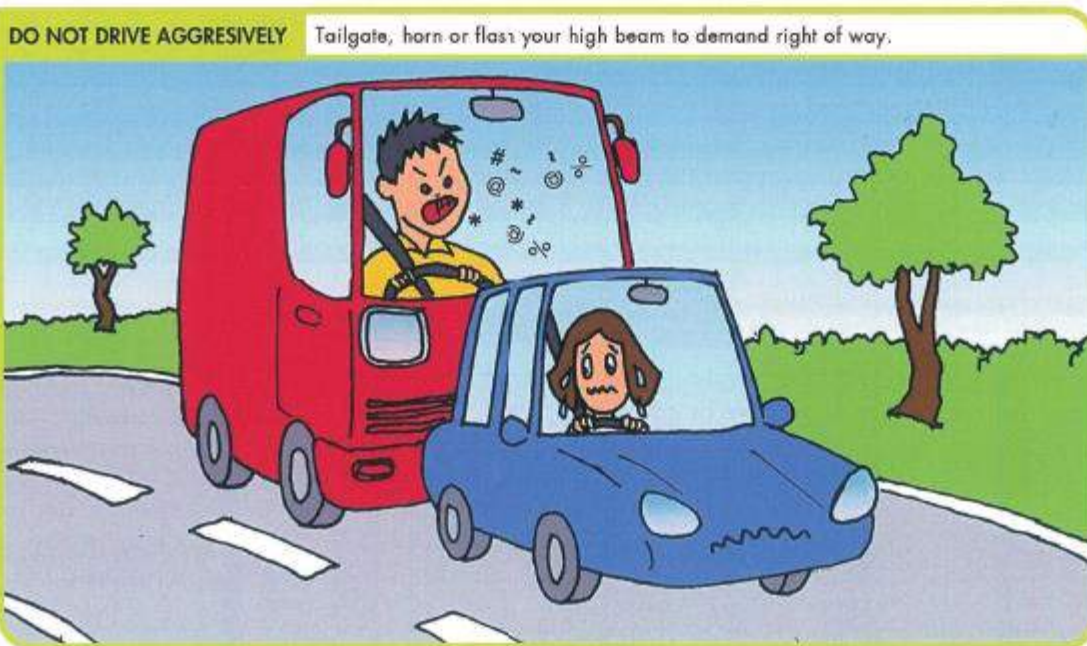
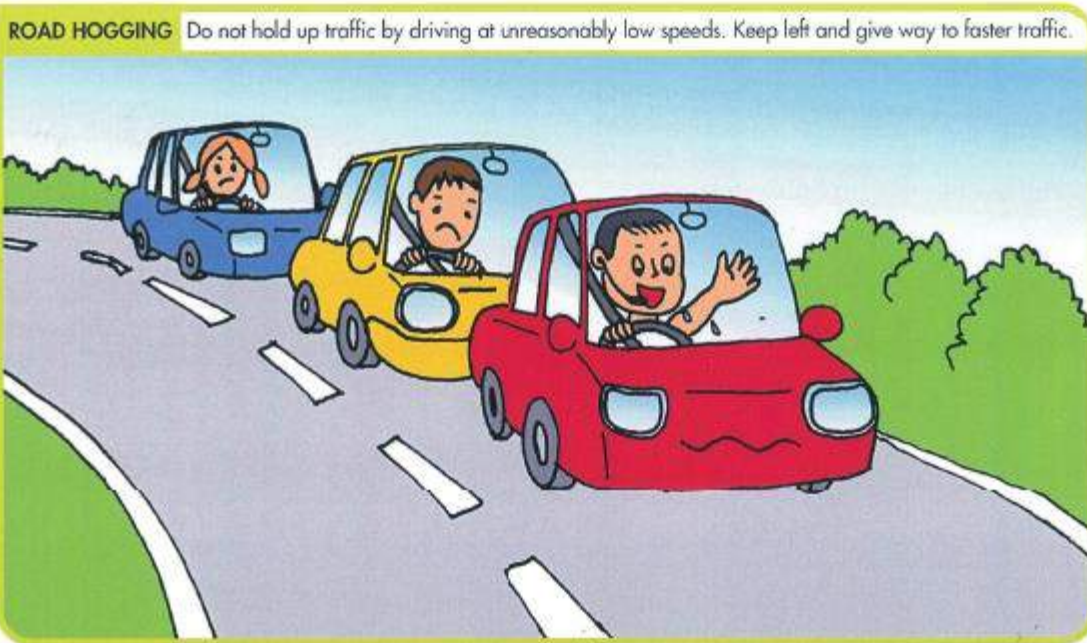






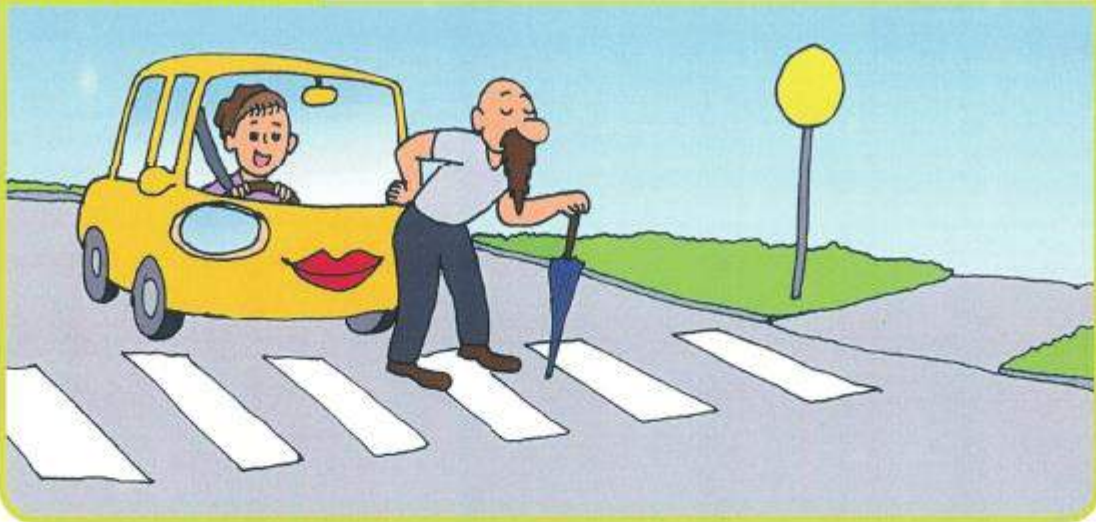
### Courteous and considerate Driving

i) Showing Courtesy and Consideration to road users.



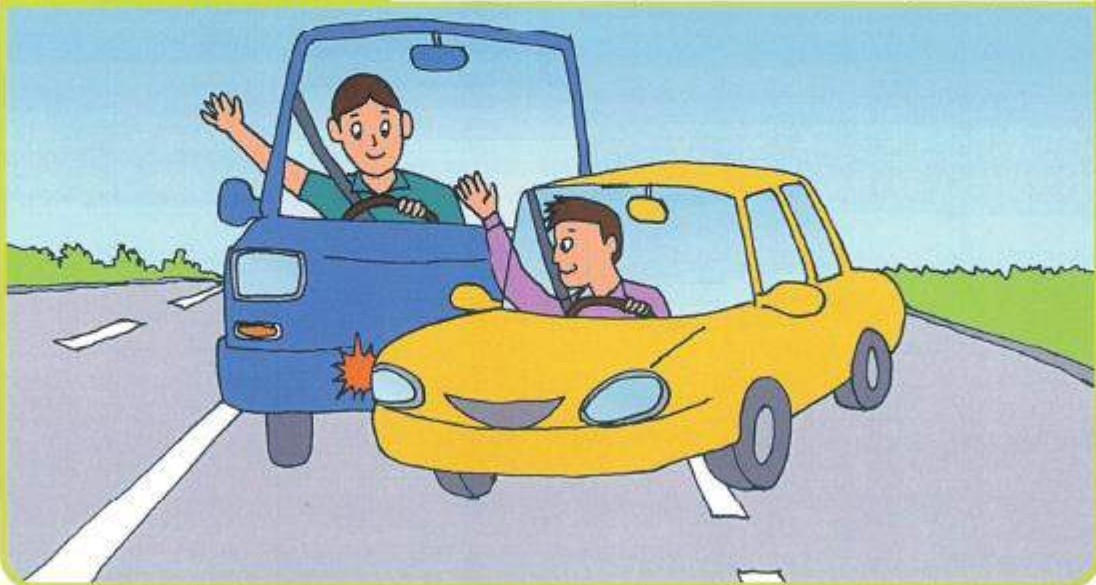
**BE PATIENT TOWARDS OTHERS**

Do not rush the elderly or the handicapped, give them more time to cross the road.



**BE GRACIOUS - GIVE WAY TO OTHERS**

Acknowledge and show appreciation when others have given way to you.



- ii) **Smooth Driving.**  
Driving smoothly under all circumstances by visualizing and anticipating changes to traffic conditions. Avoid making sudden/late decisions to change course, reduce speed or stop.
- iii) **Familiarization of 3 Test Routes.**  
Refer to section on Test Routes.
- iv) **Review all Circuit and Road Subjects.**  
Knowing your area of weakness and plan for improvements.

**SUBJECT 1 Final Evaluation**

Training Objectives-Able to:

- Identify strengths and areas to improve on.
- Meet the test requirement of less than 20 demerit points in the checklist.

i) **Circuit Courses.**

Assessment of all circuit courses.

ii) **Public Road.**

Assessment of public road driving on one test route.

Accumulate not more than 18 demerit points for the entire assessment.

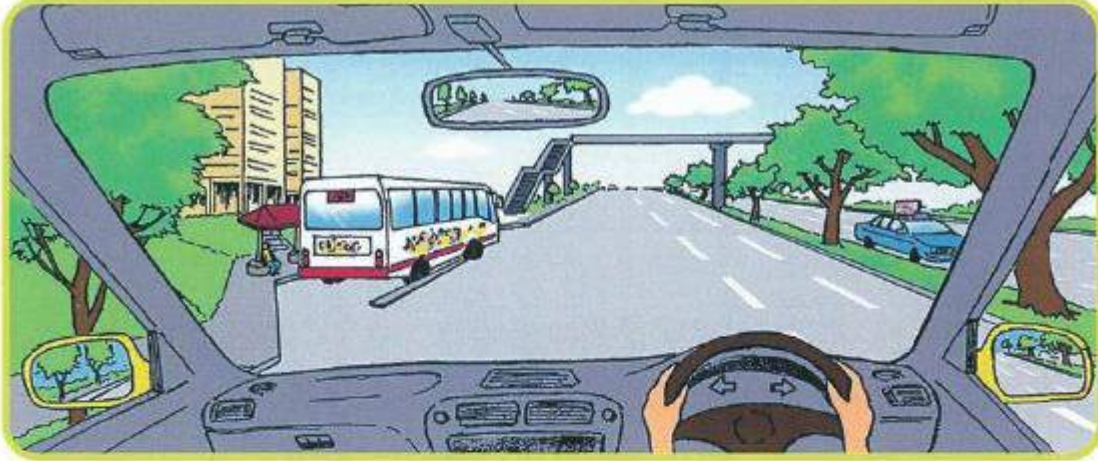
**ASSESSMENT - MOCK TEST** Gauge readiness for practical test and identify areas for improvement.



## SCAN DANGER

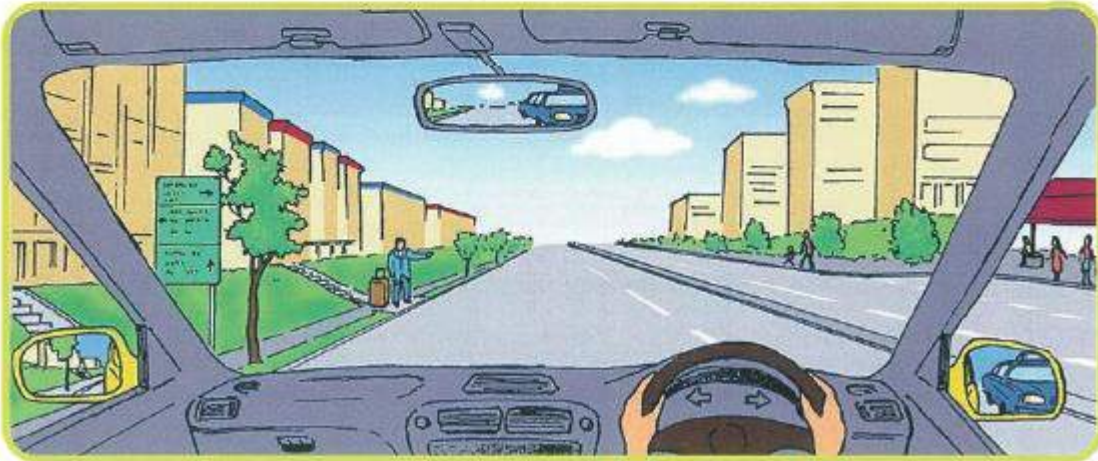
These dangers are commonly found in the training area. (Answers to the questions can be found on the next page).

### 1. CRUISING ON A STRAIGHT ROAD



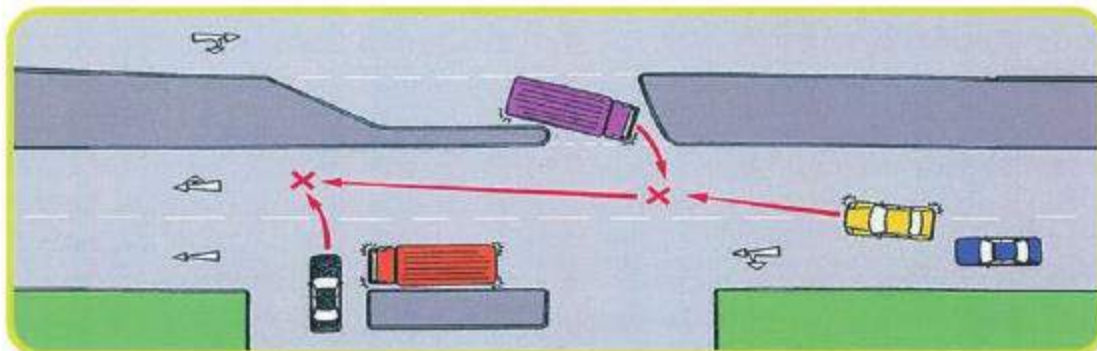
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

### 2. CRUISING ON A STRAIGHT ROAD



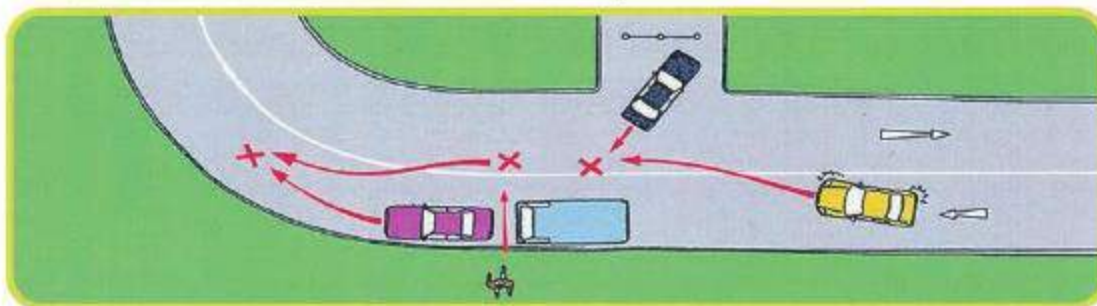
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

### 3. CRUISING ON A STRAIGHT ROAD



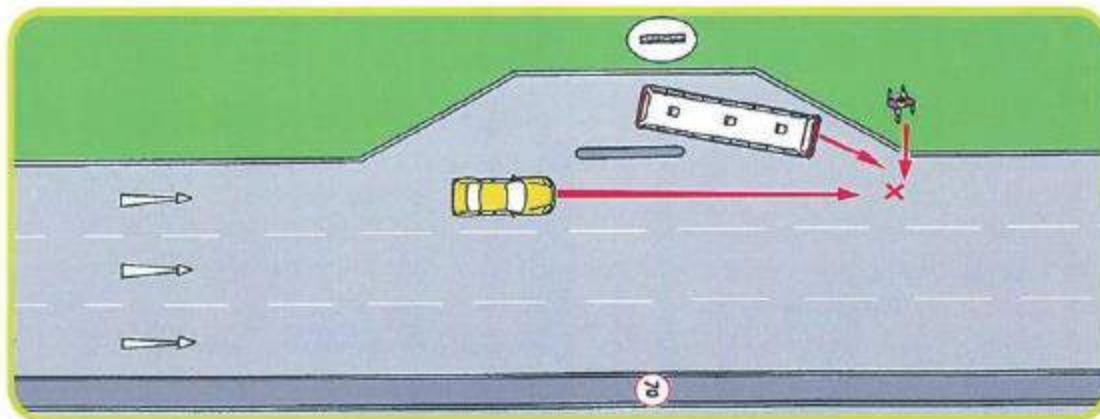
1. a) A parked lorry on the road side.  
b) A motorcar in front of the parked lorry.  
c) A lorry waiting to turn out from the break in the road divider.  
d) A car following behind.
2. a) Lorry at the road divider may turn out.  
b) The motorcar in front of the parked lorry may move out.  
c) Vehicle at the rear may hit my car if I have to brake suddenly.  
d) The driver of the parked lorry may open its door.
3. a) Signal early to warn others of my intention to pass the parked lorry.  
b) Reduce speed and proceed with caution.  
c) Apply intermittent braking to warn the rear vehicle.  
d) Beware of car move into the road in front of the parked lorry.  
e) Check the lorry on the right. Ensure safety before changing lane early to pass parked lorry.

### 4. DRIVING ALONG A TWO-WAY TRAFFIC ROAD



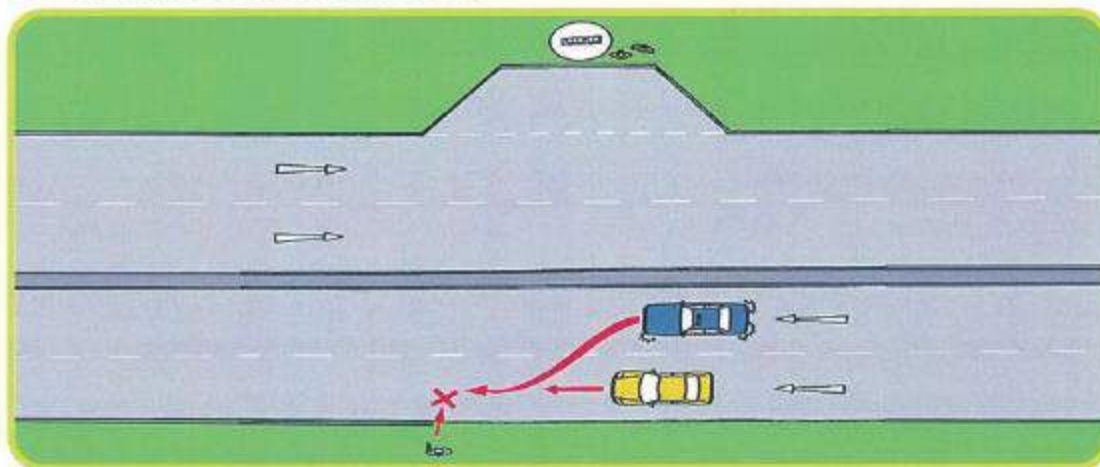
1. a) A pedestrian walking on the pavement ahead.  
b) Parked vehicles on the road side.  
c) A car at the side road on the right.  
d) Right hand bend ahead.
2. a) The pedestrian may cross the road between the parked vehicles.  
b) Parked vehicles may move off without checking for safety.  
c) Motorcar on the right side-road may reverse his car into the main road.  
d) Parked vehicles may open doors suddenly.  
e) Vehicles may be approaching this area from the opposite direction from around the bend.
3. a) Reduce speed and be prepared to stop for pedestrian.  
b) Keep a safe side clearance of 1.5m when passing the parked vehicles.  
c) When passing the parked vehicles, check for safety in the parked vehicles blind areas.  
d) Be prepared to stop in case parked vehicles pull out.  
e) Look out for oncoming vehicles as you approach the bend.

1. CRUISING ON A STRAIGHT ROAD



1. a) A bus at the bus stop.  
b) A pedestrian in front of the bus.
2. a) Bus may move out from the bus stop.  
b) Pedestrian may cross the road in front of the bus.
3. a) Reduce speed when approaching the bus.  
b) Be prepared to stop should the pedestrian in front of the bus step into my path.

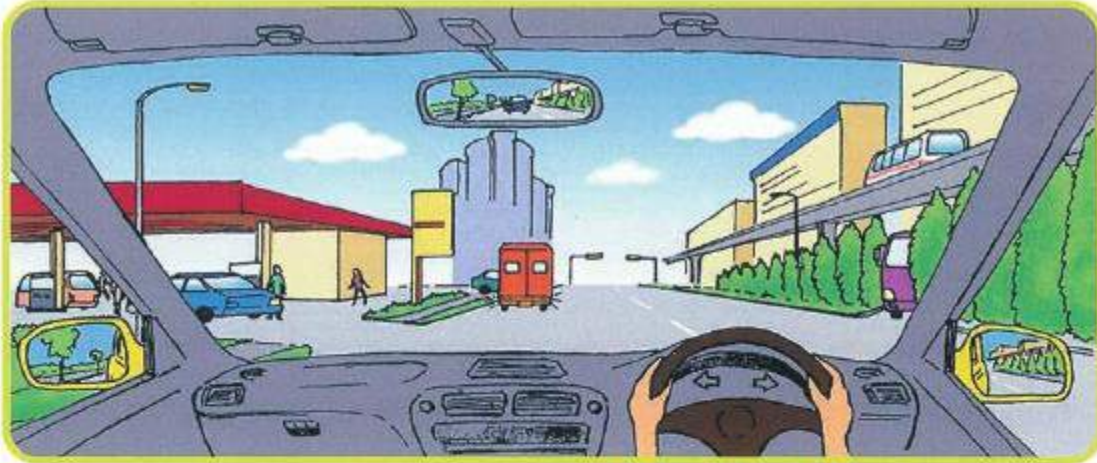
2. CRUISING ON A STRAIGHT ROAD



1. a) A pedestrian standing on the pavement flagging a taxi.  
b) A taxi on the right outer lane beside my vehicle.
2. a) Taxi may move into my lane to pick up passenger.
3. a) Reduce speed and be prepared to stop. The pedestrian may step down onto the road to get the taxi driver's attention.

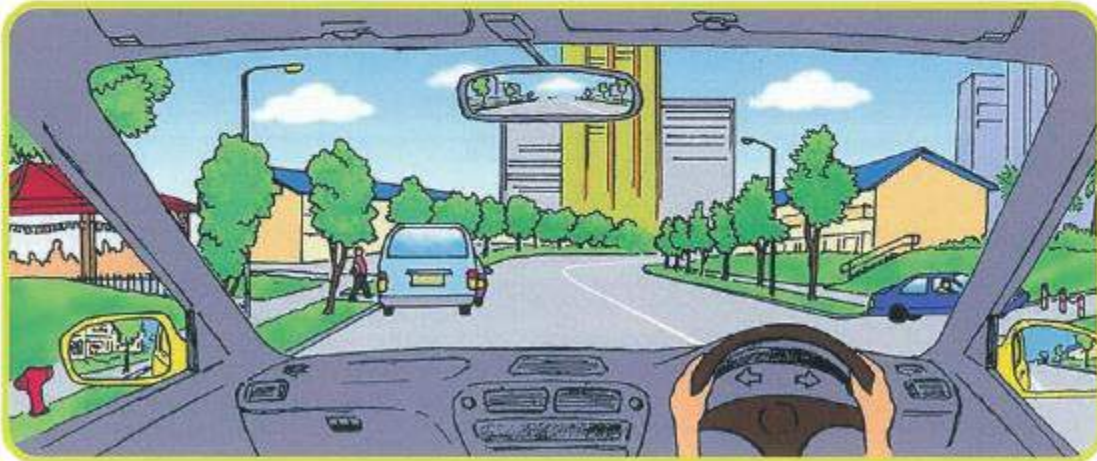


3. CRUISING ON A STRAIGHT ROAD



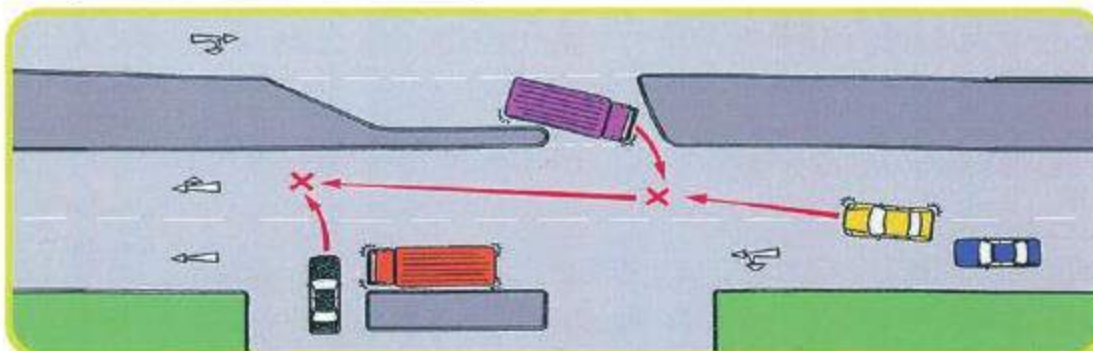
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

4. DRIVING ALONG A TWO-WAY TRAFFIC ROAD



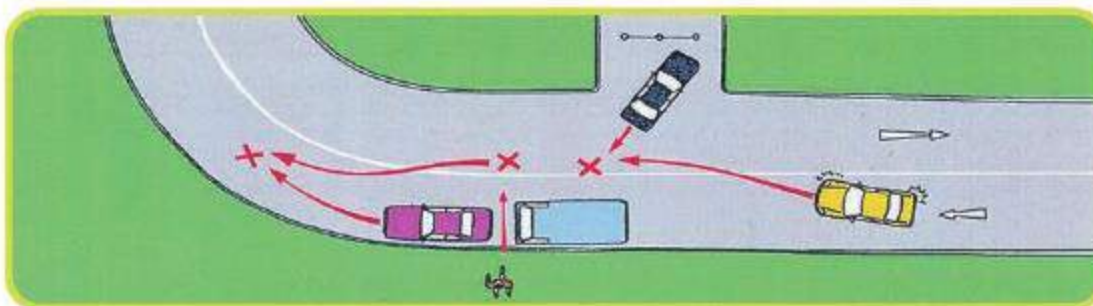
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

### 3. CRUISING ON A STRAIGHT ROAD



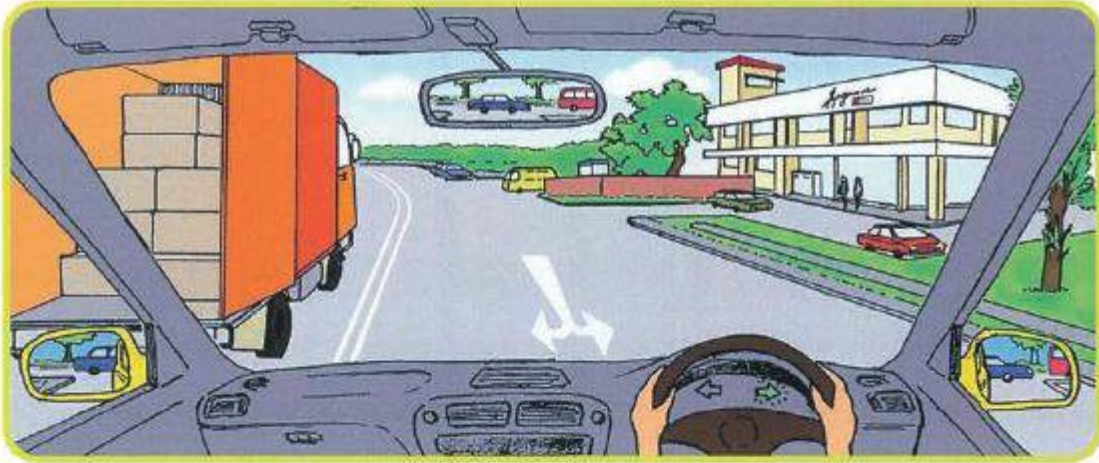
1.
  - a) A parked lorry on the road side.
  - b) A motorcar in front of the parked lorry.
  - c) A lorry waiting to turn out from the break in the road divider.
  - d) A car following behind.
2.
  - a) Lorry at the road divider may turn out.
  - b) The motorcar in front of the parked lorry may move out.
  - c) Vehicle at the rear may hit my car if I have to brake suddenly.
  - d) The driver of the parked lorry may open its door.
3.
  - a) Signal early to warn others of my intention to pass the parked lorry.
  - b) Reduce speed and proceed with caution.
  - c) Apply intermittent braking to warn the rear vehicle.
  - d) Beware of car move into the road in front of the parked lorry.
  - e) Check the lorry on the right. Ensure safety before changing lane early to pass parked lorry.

### 4. DRIVING ALONG A TWO-WAY TRAFFIC ROAD



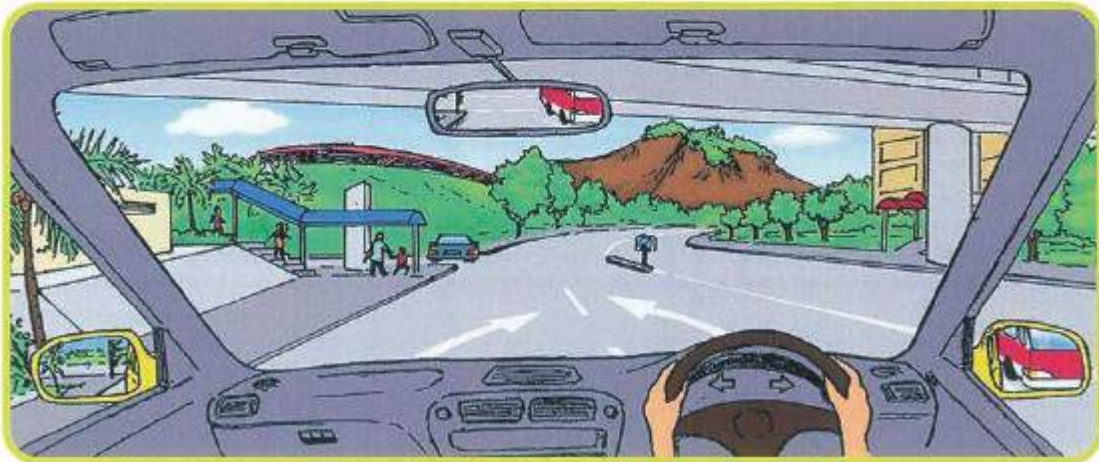
1.
  - a) A pedestrian walking on the pavement ahead.
  - b) Parked vehicles on the road side.
  - c) A car at the side road on the right.
  - d) Right hand bend ahead.
2.
  - a) The pedestrian may cross the road between the parked vehicles.
  - b) Parked vehicles may move off without checking for safety.
  - c) Motorcar on the right side-road may reverse his car into the main road.
  - d) Parked vehicles may open doors suddenly.
  - e) Vehicles may be approaching this area from the opposite direction from around the bend.
3.
  - a) Reduce speed and be prepared to stop for pedestrian.
  - b) Keep a safe side clearance of 1.5m when passing the parked vehicles.
  - c) When passing the parked vehicles, check for safety in the parked vehicles blind areas.
  - d) Be prepared to stop in case parked vehicles pull out.
  - e) Look out for oncoming vehicles as you approach the bend.

5. BY-PASSING A PARKED VEHICLE



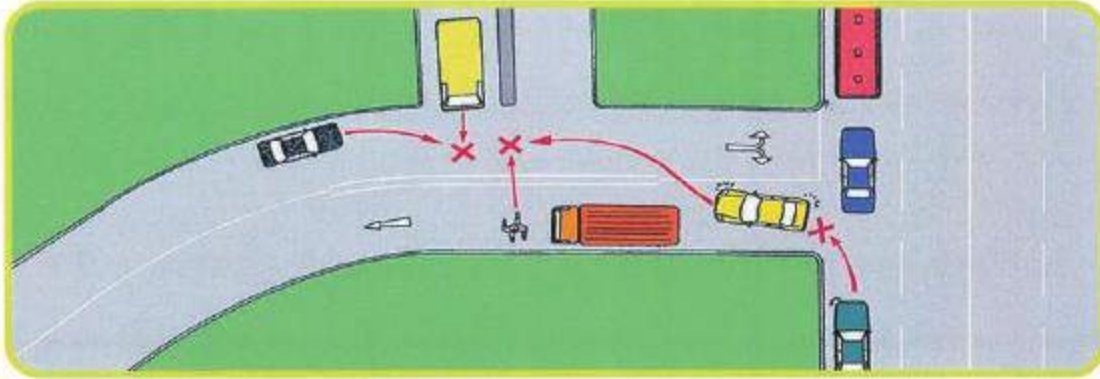
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

6. APPROACHING A T-JUNCTION



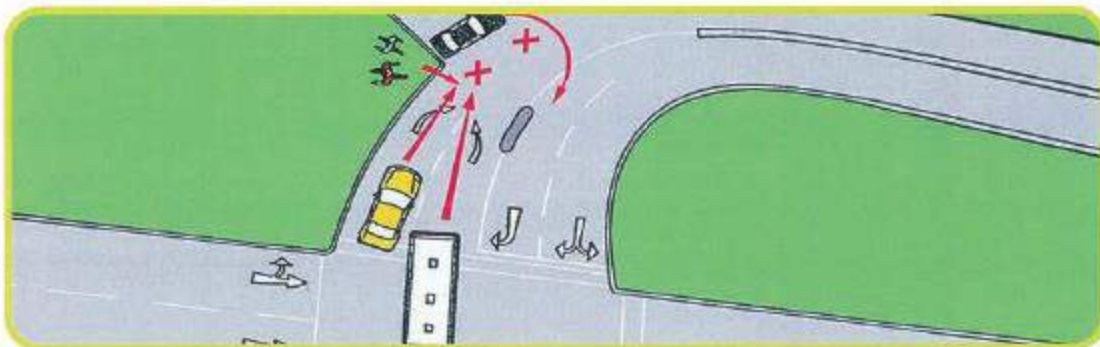
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

## 5. BY-PASSING A PARKED VEHICLE



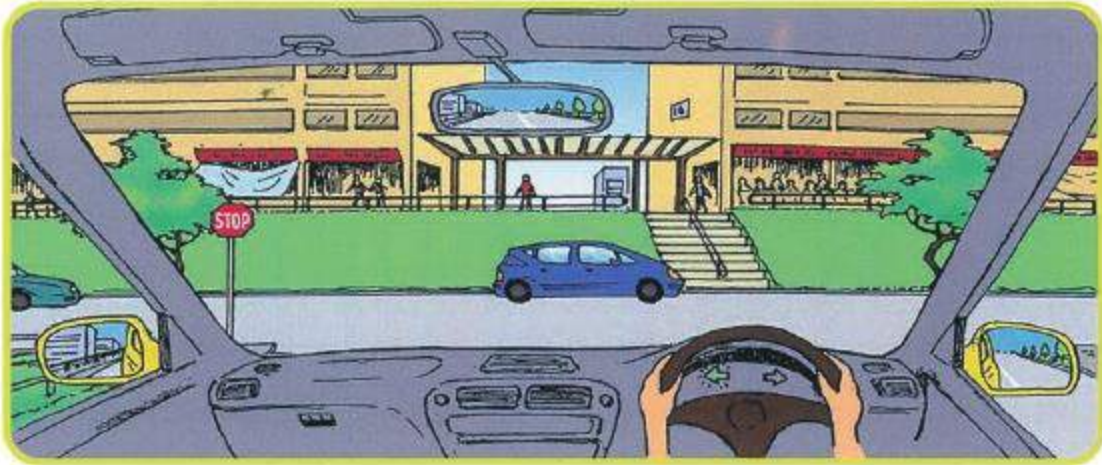
1.
  - a) A parked lorry at the road side.
  - b) A van waiting on a side road on the right.
  - c) A car approaching from opposite direction.
2.
  - a) Vehicle approaching from the opposite direction.
  - b) Pedestrian may cross in front of parked lorry.
  - c) The van may turn out from the side road.
  - d) Vehicles may turn out into this road from the rear.
  - e) Truck door may open suddenly.
3.
  - a) Do not pass, if vehicle approaching from opposite direction.
  - b) Reduce speed and be prepared to stop for any pedestrian crossing in front of lorry.
  - c) Apply intermittent braking if any motorist approaches from the rear.
  - d) Keep a safe side clearance from the parked lorry.
  - e) Be careful of van turning out from opposite direction.

## 6. APPROACHING A T-JUNCTION



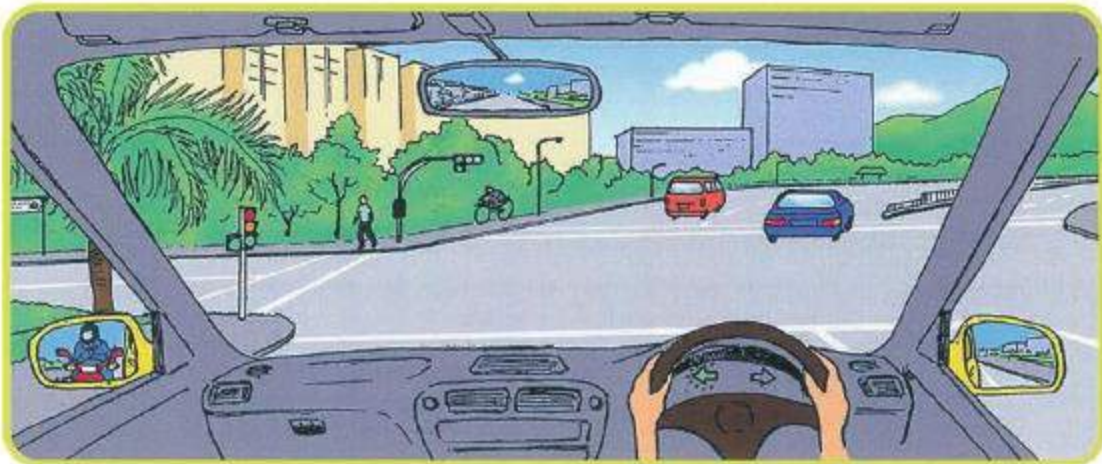
1.
  - a) Pedestrians on the left
  - b) A car on the left.
  - c) Bus close behind on the right lane.
2.
  - a) Pedestrians may dash across the road.
  - b) Car ahead may turn without giving signal.
  - c) Bus may squeeze into my lane.
3.
  - a) Tap horn to warn the pedestrian and prepare to stop.
  - b) Reduce speed and beware of the parked vehicle.
  - c) Check for safety on my right to ensure the bus allow me to proceed.

7. MAKING A LEFT TURN AT A T-JUNCTION



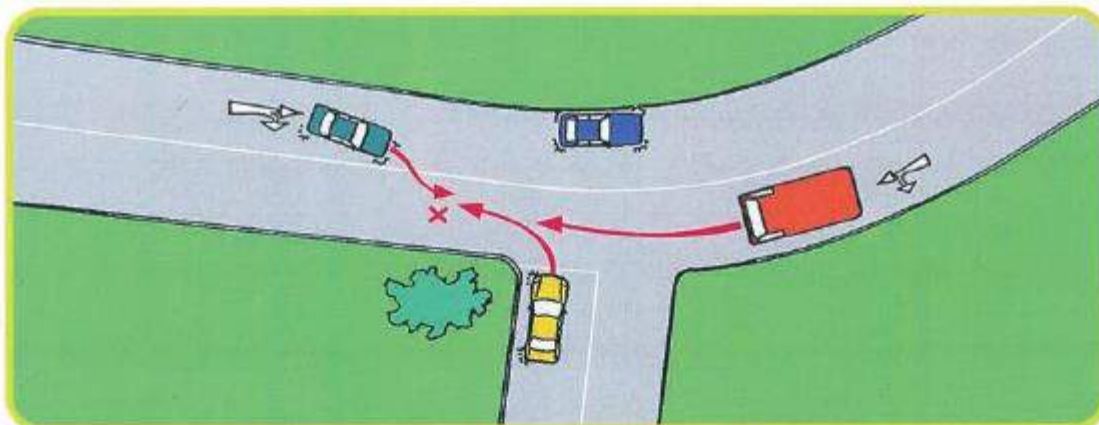
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

8. MAKING A LEFT TURN AT A T-JUNCTION



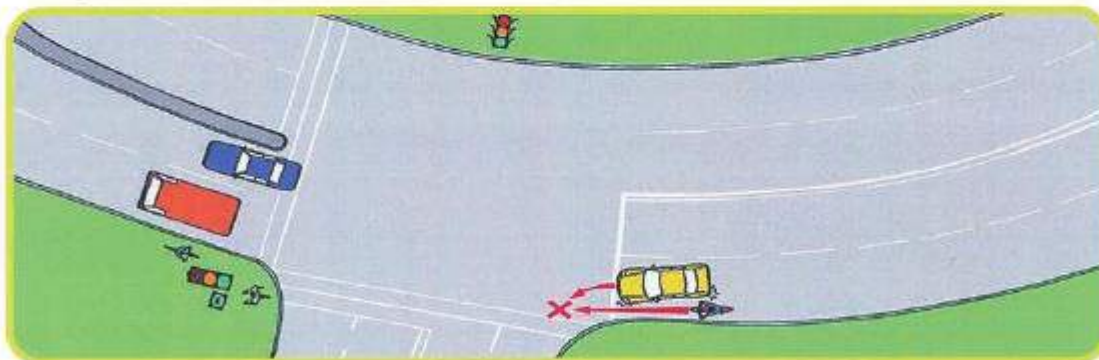
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

7. **MAKING A LEFT TURN AT A T-JUNCTION**



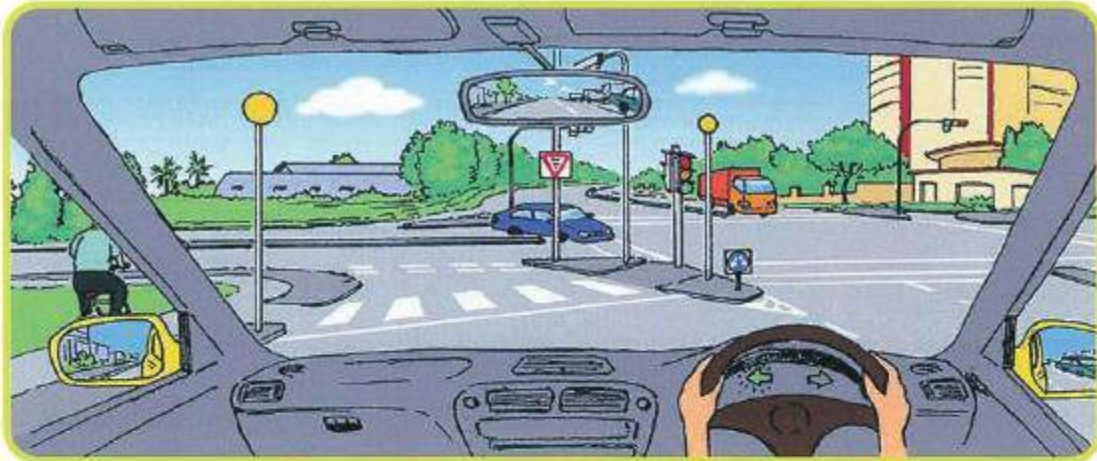
1. a) A car parked at the side across the road.  
b) A vehicle is approaching from the left.
2. a) Vehicles may approach from the right.  
b) Vehicle on the left may pass the parked car and cross into my lane when I turn left.
3. a) Wait for the motorcar to clear the junction before proceeding.  
b) Check safety on the right and left blind spot before turning left.

8. **MAKING A LEFT TURN AT A T-JUNCTION**



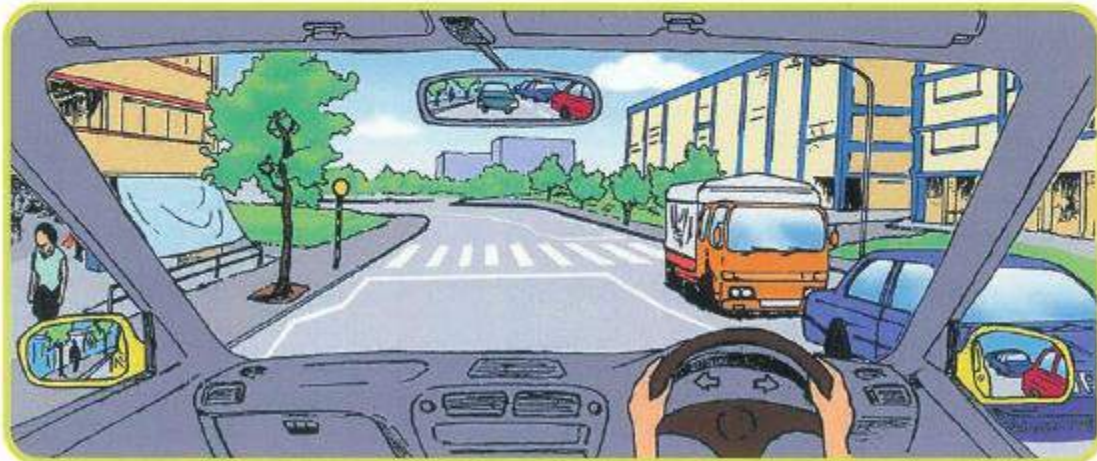
1. a) A pedestrian on the left side.  
b) A cyclist cycling on the pavement.  
c) A motorcyclist on the left side reflected by the left side mirror.  
d) Green traffic lights and pedestrian crossing lights.
2. a) The motorcyclist may squeeze through on the left side of my car when I make a left turn.  
b) The cyclist may ride across the road.  
c) Pedestrian may also cross the road.  
d) Traffic light may change suddenly.
3. a) Check traffic lights before proceeding.  
b) Reduce my vehicle's speed and check my left blind spot before turning.  
c) Allow motorcyclist to pass first before proceeding to make a left turn.  
d) Cover my brake pedal and be prepared to stop for pedestrian.

9. MAKING A LEFT TURN AT A FILTER LANE



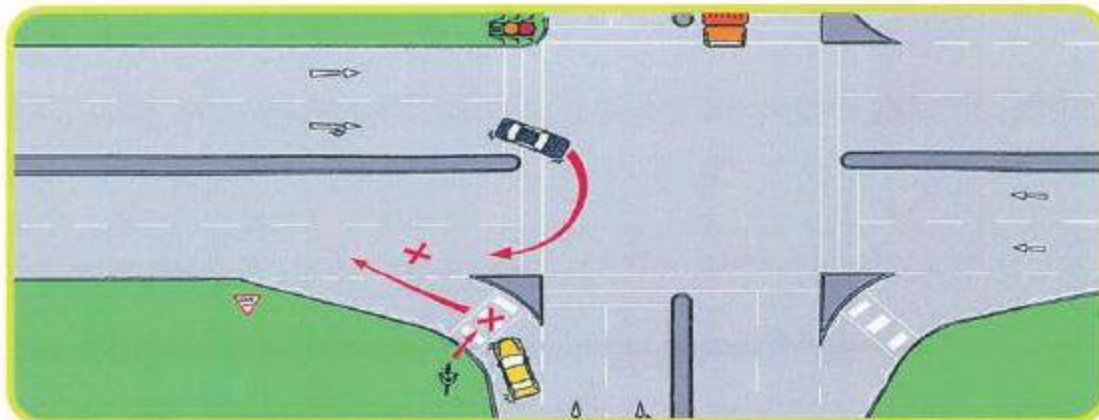
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

10. APPROACHING A ZEBRA CROSSING



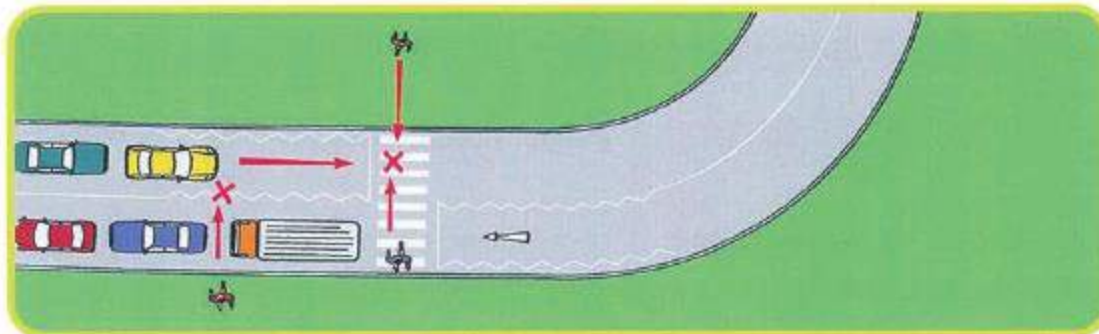
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

9. MAKING A LEFT TURN AT A FILTER LANE



1. a) A motorcar at the road junction positioned to make a U-turn.  
b) A cyclist on the left side foot path.  
c) A lorry opposite the junction position on the other right lane.
2. a) The cyclist may ride across the zebra crossing ahead.  
b) The motorcar may make U-turn at the junction.  
c) The lorry may turn right into the left lane instead of the right lane.
3. a) Reduce speed and be prepared to stop for the cyclist who may cross at the zebra crossing.  
b) Before exiting from the filter lane, check right on the motorcar making a U-turn.  
c) Check safety again on the right, paying attention especially to the lorry before exiting the filter lane.  
d) Check for traffic on the right for approaching vehicle.

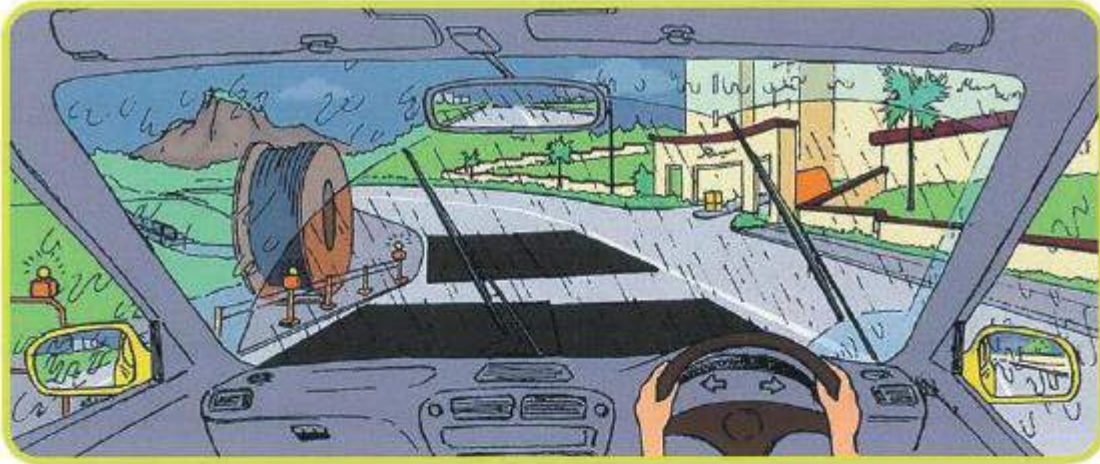
10. APPROACHING A ZEBRA CROSSING



1. a) Zebra crossing ahead.  
b) Traffic jam on the right side.  
c) A motorcar is following behind.
2. a) A pedestrian may be crossing from the right – at the blind area behind the lorry.  
b) Pedestrian may jaywalk from the right between the motorcar and covered lorry.  
c) The approaching car behind may not be prepared if I have to stop suddenly.
3. a) Check for safety in the lorry's blind area for pedestrians crossing the road.  
b) Check between stationary vehicles for pedestrians crossing the road from the right.  
c) Apply intermittent braking to alert the motor car behind.  
d) Slow down and be prepared to stop.

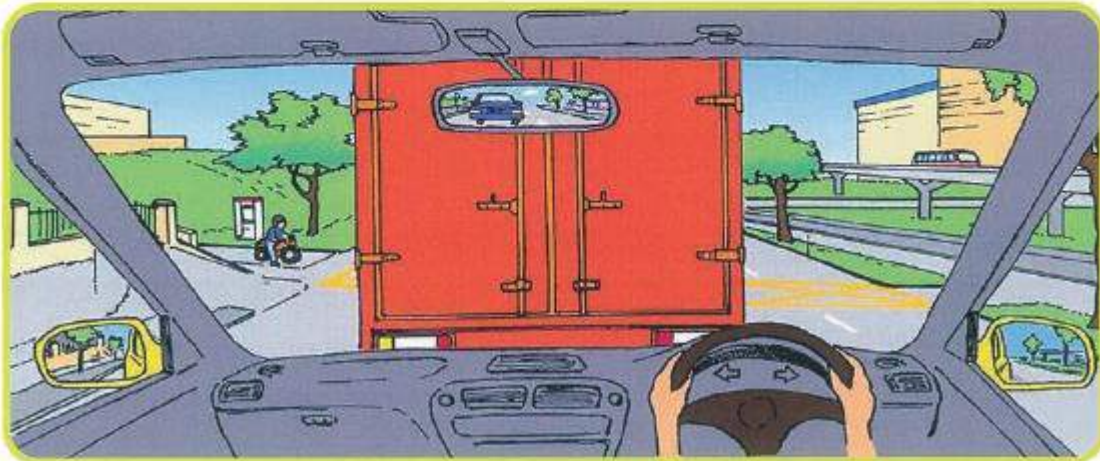


11. APPROACHING ROAD WORKS



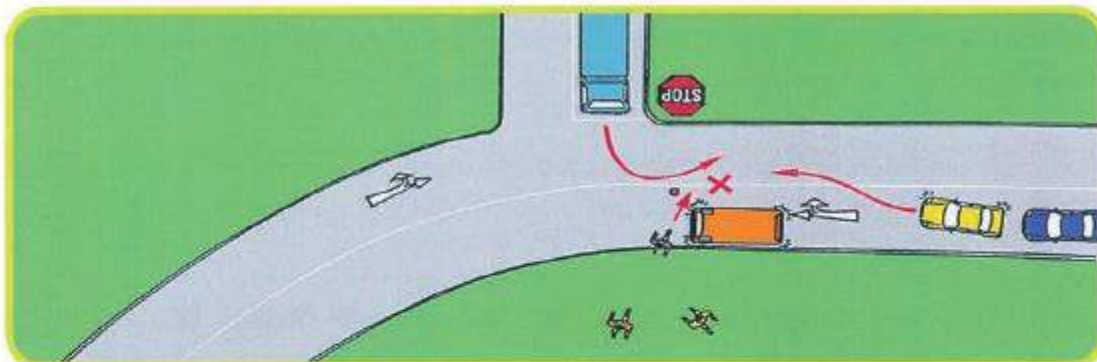
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

12. APPROACHING A YELLOW BOX



1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

15. APPROACHING A SIDE-ROAD ON THE RIGHT



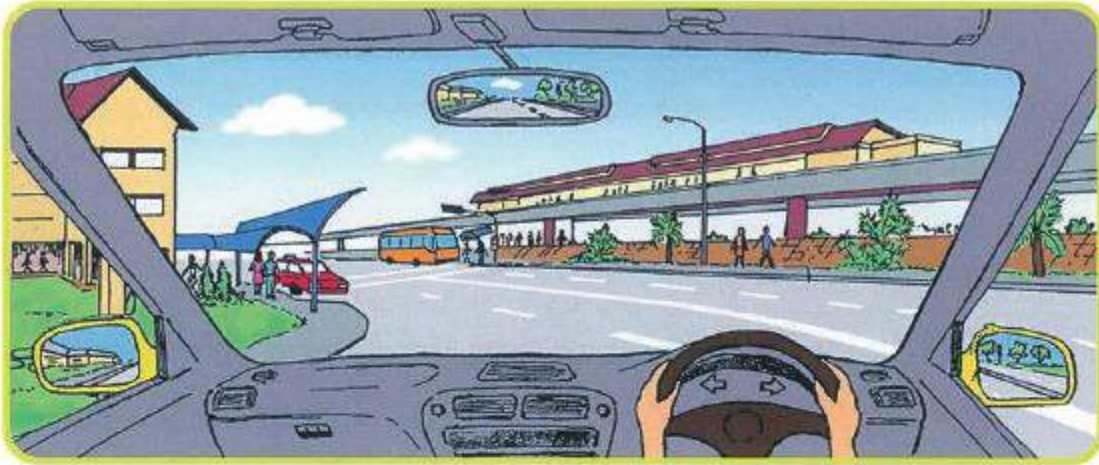
1.
  - a) Kids playing on the field beside the road.
  - b) A ball rolling across the road.
  - c) A van parked on the road side.
  - d) A lorry at the side road on the right.
  - e) A car is approaching from the rear.
2.
  - a) Kids may dash onto the road to pick up the ball.
  - b) The lorry at the side may turn out into the main road.
  - c) The car at the rear may hit my car if I were to apply emergency brake.
  - d) The driver from the van may alight.
3.
  - a) Reduce speed and be prepared to stop as the kids may dash out to pick the ball.
  - b) Apply intermittent braking to warn the car at the rear.
  - c) Pay attention to the lorry at the side road.
  - d) Signal right and confirm safety to pass the parked van.

16. APPROACHING A SIDE-ROAD ON THE RIGHT



1.
  - a) A lorry parked at the road side.
  - b) A motorcar on the right side of the side road.
  - c) Pedestrians on the right side of the side road.
2.
  - a) Lorry driver may alight.
  - b) Motorcar may turn out from minor road.
  - c) Pedestrians may cross the road in front of the parked vehicle.
3.
  - a) Change lane early to pass the vehicle parked at the road side.
  - b) If the car on the minor road turns right, I must be careful to allow him to pass.
  - c) Reduce speed when passing the parked vehicle as pedestrians may cross the road in front of the parked vehicle.
  - d) Keep a safe clearance when passing parked vehicle.

13. APPROACHING A TAXI STAND



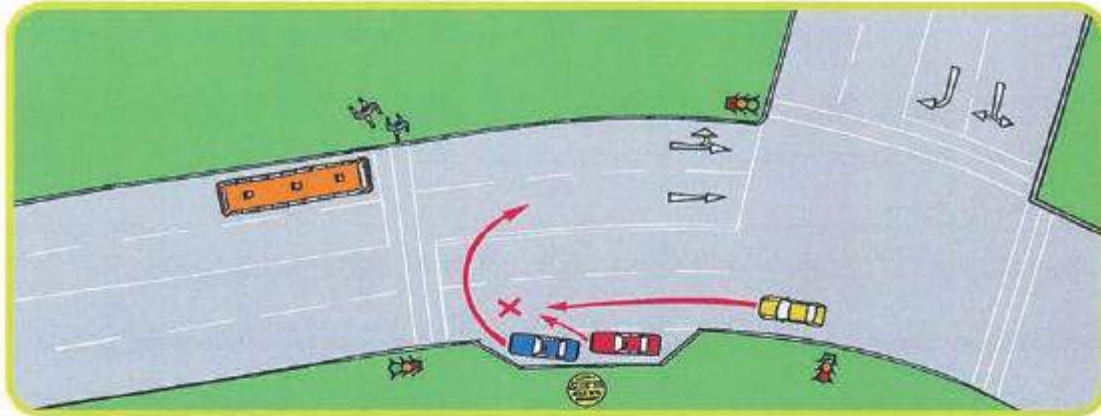
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

14. APPROACHING A BEND



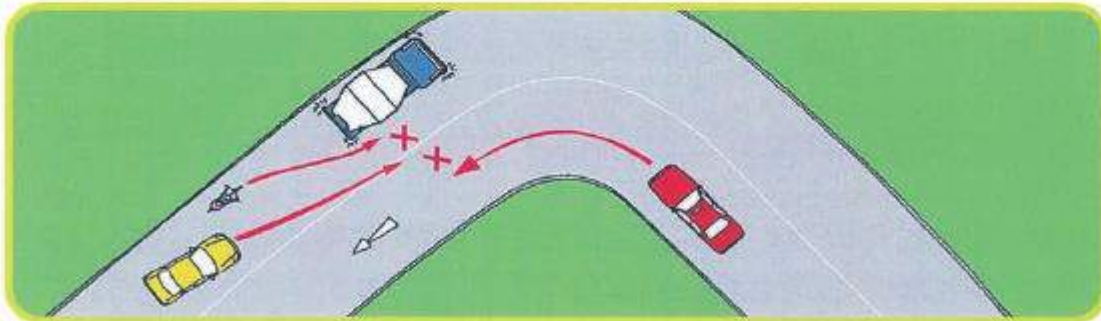
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

### 13. APPROACHING A TAXI STAND



1.
  - a) Pedestrians crossing ahead.
  - b) Taxi waiting at taxi stand.
  - c) Pedestrians on the opposite side of the road.
  - d) The road bends to the left.
  - e) A bus on the opposite side of the road before the pedestrian crossing.
2.
  - a) Pedestrians may cross the road at pedestrian crossing.
  - b) A taxi may turn out suddenly.
  - c) Blind area in front of the taxi.
  - d) There may be vehicles parked in front of the taxi stand.
3.
  - a) Reduce speed.
  - b) Check the blind area in front of the taxi for safety.
  - c) Check for safety on the left and right at pedestrian crossing for pedestrians.

### 14. APPROACHING A BEND



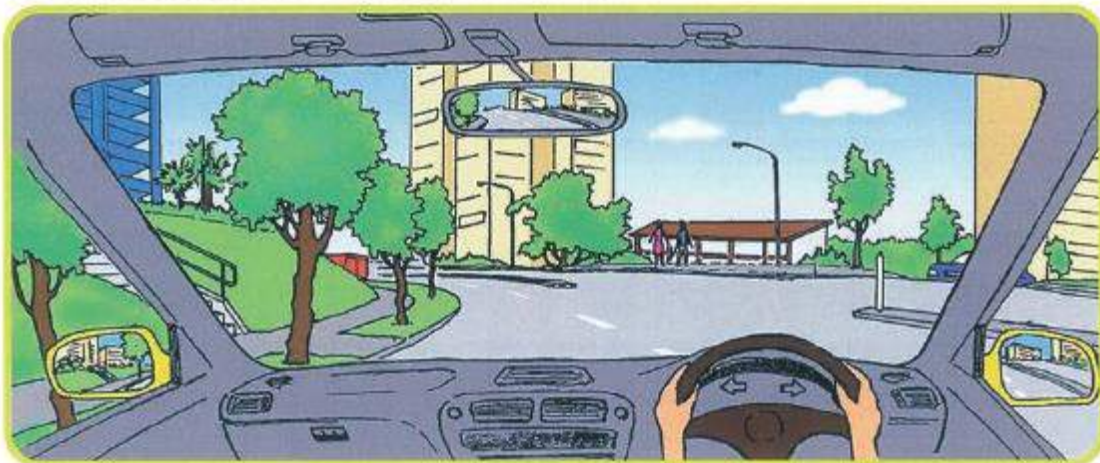
1.
  - a) Pedestrian on the left side.
  - b) A cyclist with a pillion passenger.
  - c) A truck at the road side.
2.
  - a) The cyclist may cut into my path.
  - b) Object hidden in blind area in front of the cement mixer.
  - c) Vehicle may approach from the opposite direction.
  - d) The truck door may open suddenly.
3.
  - a) Check for safety in the left blind area of the cement mixer.
  - b) Slow down before the bend for oncoming vehicles.
  - c) Slow down, if the cyclist is passing the truck – let cyclist pass first. Do not attempt to pass both.
  - d) Slow down, pass the truck only when safe to do so.
  - e) When passing truck, beware of truck door opening – keep safe clearance.

15. APPROACHING A SIDE-ROAD ON THE RIGHT



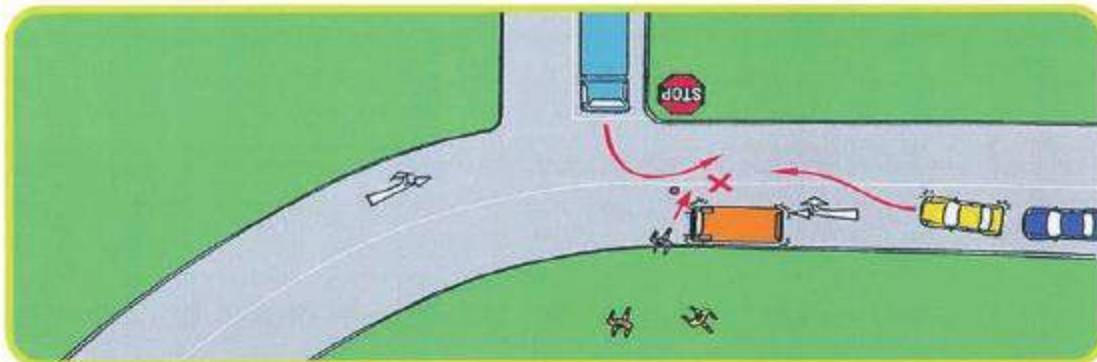
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

16. APPROACHING A SIDE-ROAD ON THE RIGHT



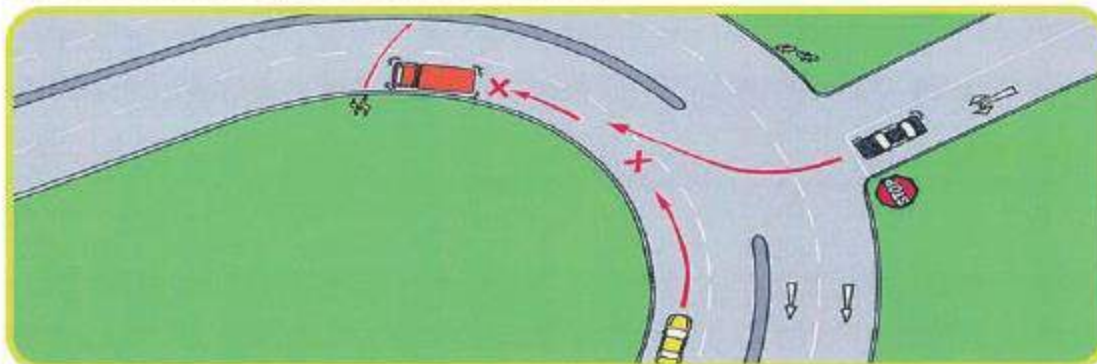
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

15. APPROACHING A SIDE-ROAD ON THE RIGHT



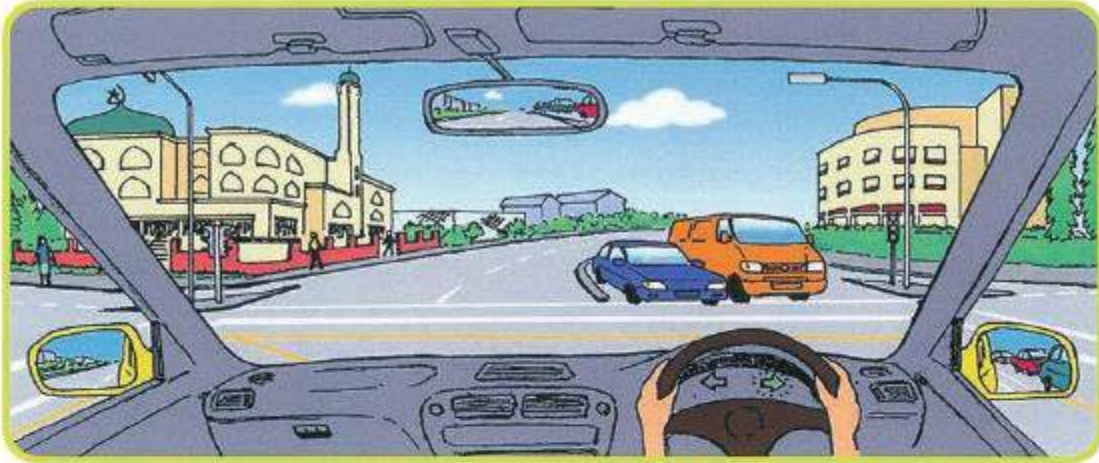
1.
  - a) Kids playing on the field beside the road.
  - b) A ball rolling across the road.
  - c) A van parked on the road side.
  - d) A lorry at the side road on the right.
  - e) A car is approaching from the rear.
2.
  - a) Kids may dash onto the road to pick up the ball.
  - b) The lorry at the side may turn out into the main road.
  - c) The car at the rear may hit my car if I were to apply emergency brake.
  - d) The driver from the van may alight.
3.
  - a) Reduce speed and be prepared to stop as the kids may dash out to pick the ball.
  - b) Apply intermittent braking to warn the car at the rear.
  - c) Pay attention to the lorry at the side road.
  - d) Signal right and confirm safety to pass the parked van.

16. APPROACHING A SIDE-ROAD ON THE RIGHT



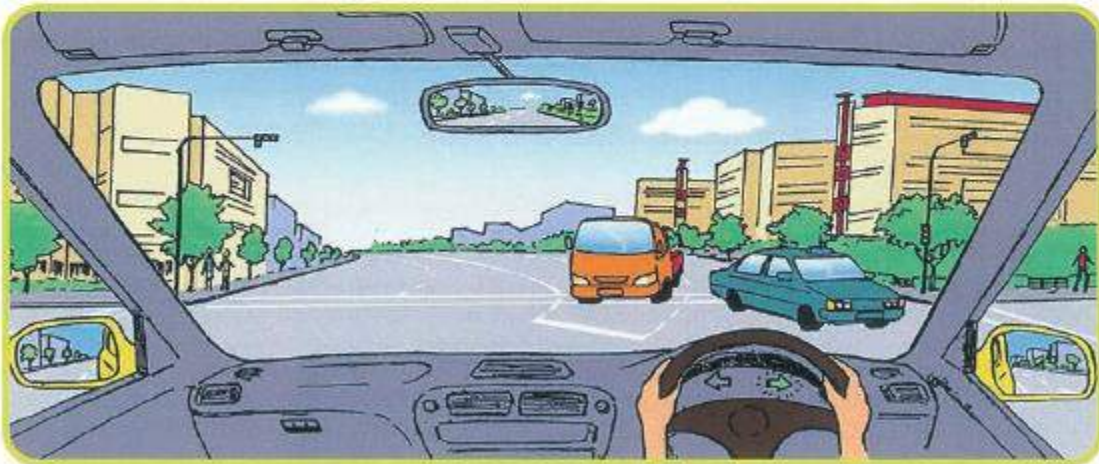
1.
  - a) A lorry parked at the road side.
  - b) A motorcar on the right side of the side road.
  - c) Pedestrians on the right side of the side road.
2.
  - a) Lorry driver may alight.
  - b) Motorcar may turn out from minor road.
  - c) Pedestrians may cross the road in front of the parked vehicle.
3.
  - a) Change lane early to pass the vehicle parked at the road side.
  - b) If the car on the minor road turns right, I must be careful to allow him to pass.
  - c) Reduce speed when passing the parked vehicle as pedestrians may cross the road in front of the parked vehicle.
  - d) Keep a safe clearance when passing parked vehicle.

17. MAKING A RIGHT TURN AT A CROSS ROAD



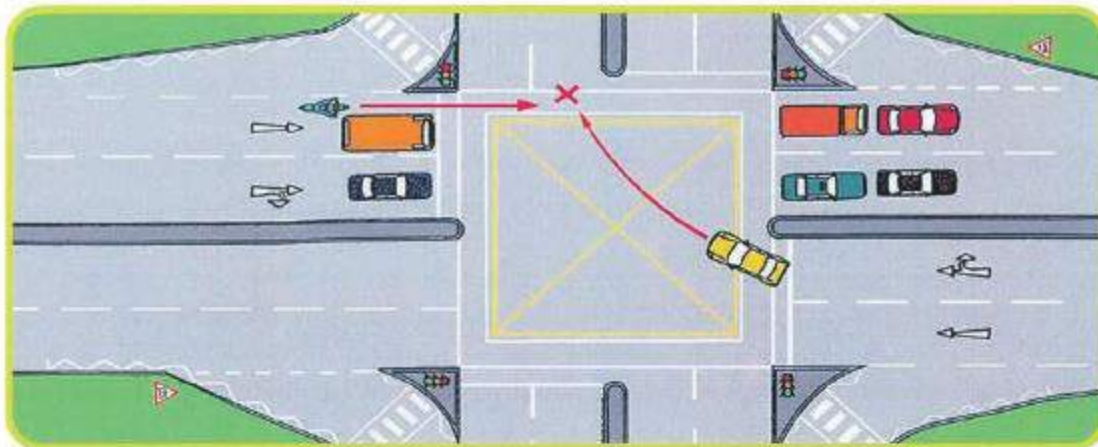
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

18. MAKING A RIGHT TURN AT A CROSS ROAD



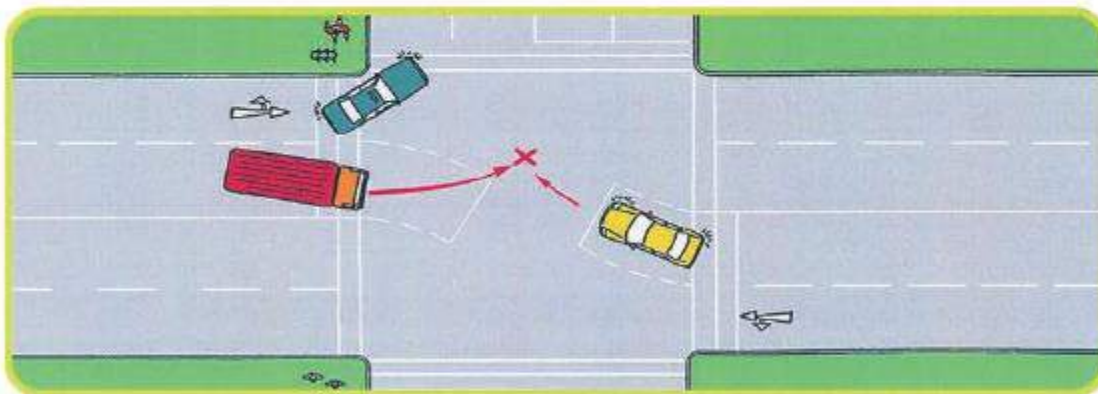
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

17. **MAKING A RIGHT TURN AT A CROSS ROAD**



1. a) Pedestrians crossing ahead.  
b) Vehicles in the opposite direction.  
c) Traffic jam in the opposite direction.
2. a) Left blind area of the oncoming van.  
b) Vehicles may proceed if the traffic jam is cleared.  
c) Pedestrians may cross my path.
3. a) Check for safety in the left blind area of the oncoming van for any motorist.  
b) Stop before turning right to give way to oncoming vehicle and check left and right for pedestrian on the pedestrian crossing.

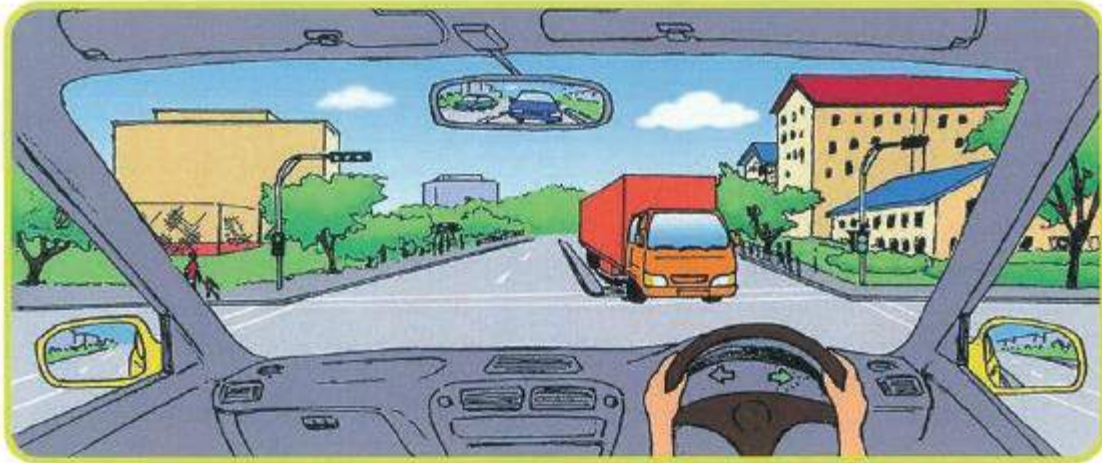
18. **MAKING A RIGHT TURN AT A CROSS ROAD**



1. a) Pedestrian on the left side.  
b) Taxi and lorry at junction.  
c) Pedestrian on the right side.
2. a) Left blind area of the lorry.  
b) Taxi may proceed straight.  
c) Lorry may proceed straight.  
d) Pedestrian on the right may dash across the road.
3. a) Wait for the taxi to complete the turn or proceed through the junction.  
b) Wait for the lorry to complete the turn or proceed through the junction.  
c) If the lorry goes straight, stop and give way.  
d) Before making a right turn, beware of pedestrian on the right and also check the right side blind spot.

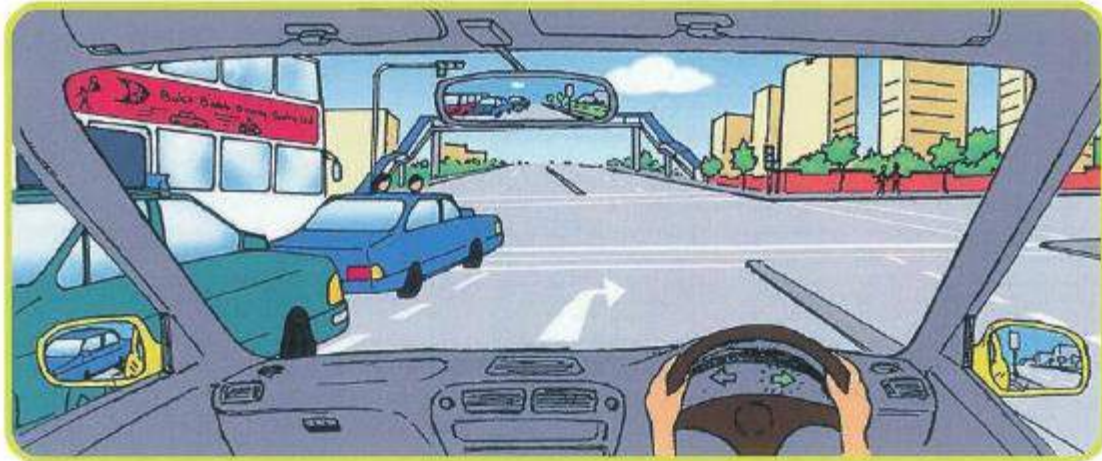


19. MAKING A RIGHT TURN AT A CROSS JUNCTION



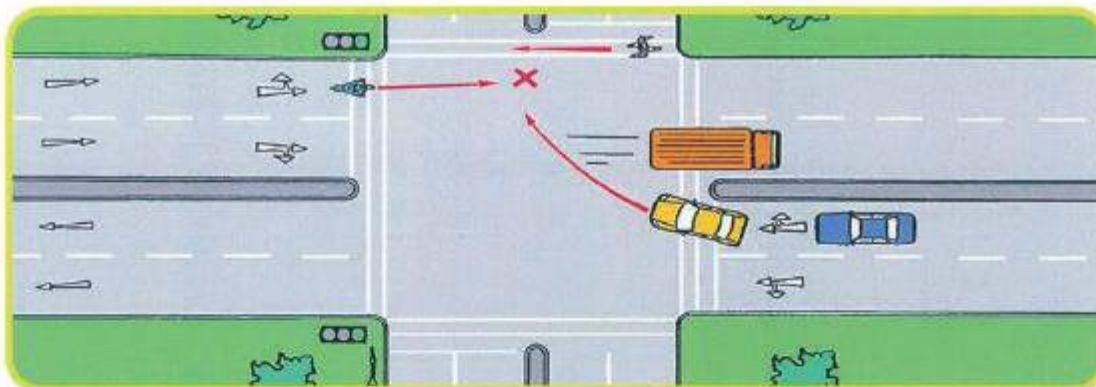
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

20. MAKING A RIGHT TURN AT A CROSS JUNCTION



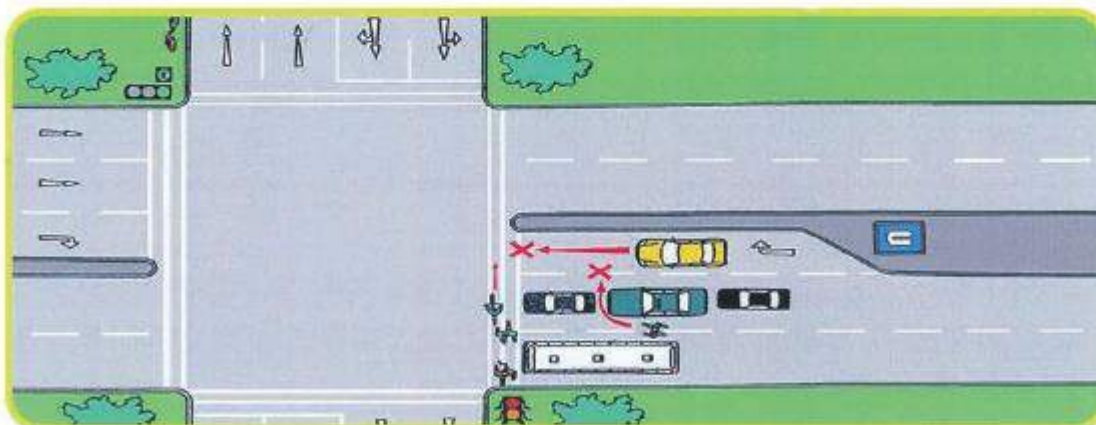
1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

### 19. MAKING A RIGHT TURN AT A CROSS JUNCTION



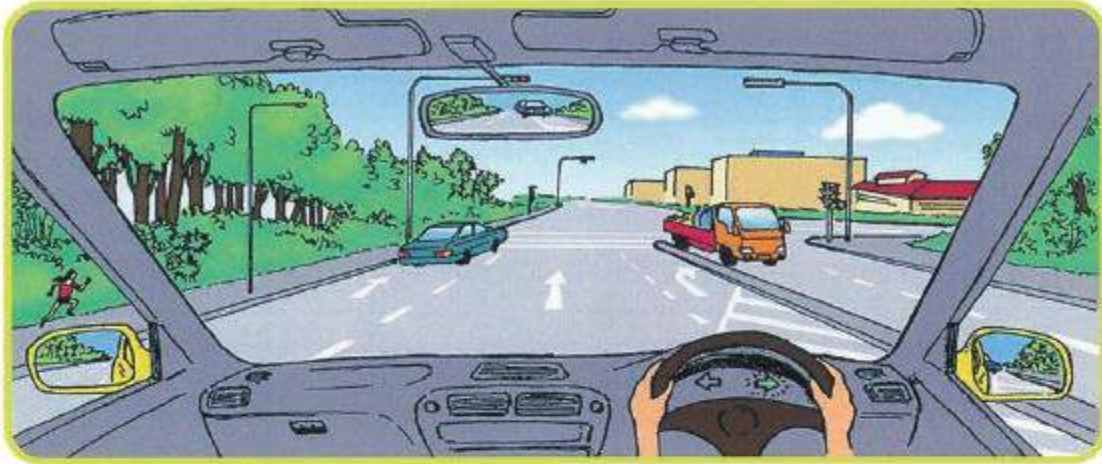
1.
  - a) An oncoming lorry.
  - b) Pedestrians on the left side of the cross-junction.
  - c) A motorcar is approaching from the rear, reflected by the rear view mirror.
2.
  - a) The left blind area of an oncoming lorry. There may be a motorist approaching on its left. A vehicle could be following behind the lorry.
  - b) A pedestrian may be crossing the road on the right. (In my blind spot)
  - c) The car at the rear may not be aware of my intention.
3.
  - a) Check for other oncoming vehicles behind the lorry after the lorry has passed.
  - b) Before moving off to make a right turn, check that no pedestrian is crossing the road into which you are entering.
  - c) Apply intermittent braking to alert the motorcar behind you before positioning for the right turn.
  - d) Check right side blind spot for safety before crossing the junction.

### 20. MAKING A RIGHT TURN AT A CROSS JUNCTION



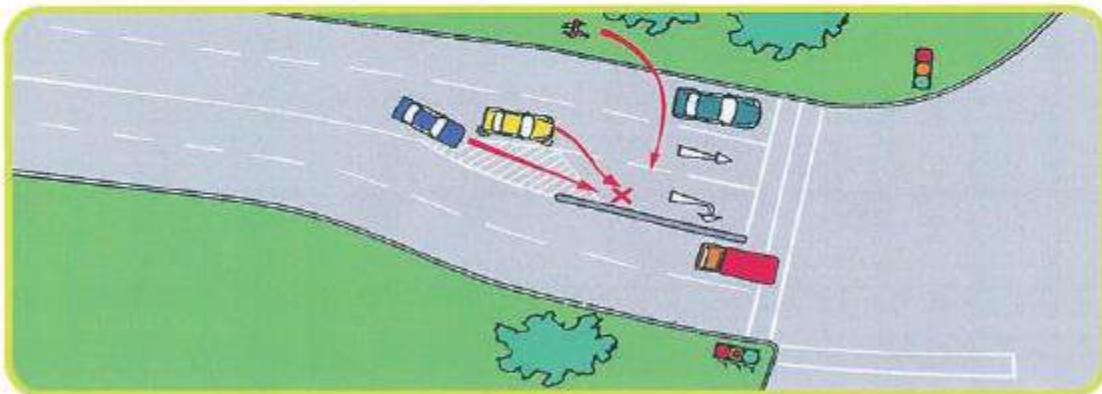
1.
  - a) Two pedestrians are crossing the road from the left.
  - b) Pedestrians on the right side of junction.
2.
  - a) Pedestrians on the left side may cross the road.
  - b) Pedestrians may walk across the road from the left blind area hidden by the bus.
  - c) Two pedestrians on the right may walk across the road.
  - d) Pedestrians may cross the road from the left in between the stopped vehicles.
3.
  - a) Reduce my vehicle's speed and be prepared to stop for pedestrians.
  - b) Check for safety on the left blind areas when approaching the junction.
  - c) Check blind spot before proceeding.
  - d) Proceed slowly when green arrow appears.

21. TURNING RIGHT AT A TRAFFIC LIGHT T-JUNCTION



1. What traffic information can you gather from this picture if you are the driver?
2. What potential hazards can you foresee in this traffic situation?
3. What appropriate actions would you take to prevent a traffic accident from occurring?

21. TURNING RIGHT AT A TRAFFIC LIGHT T-JUNCTION



1.
  - a) Car on the left.
  - b) Jogger on the left.
  - c) Lorry going in the opposite direction.
  - d) Car approaching the rear.
2.
  - a) Jogger on the left may run across the road.
  - b) Car at the rear may squeeze through on my right side.
3.
  - a) Tap horn if necessary to inform the jogger of my approach.
  - b) Reduce speed. If the rear car squeezes through on my right, let it through first.
  - c) Prepare to stop if traffic lights are changing to red.



# BUKIT BATOK DRIVING CENTRE LTD LTD

815 Bukit Batok West Avenue 5 Singapore 659085  
6561 1233 6561 1266

## CLASS 3 DRIVING FINAL ASSESSMENT CHECKLIST

NRIC NO:

DATE:

A penalty is indicated by a . A tick in a circle  indicates 'Immediate Failure'. A tick in a  box carries demerit points shown beside the box. A tick in box with a diagonal line  carries no demerit points.

One Immediate Failure or accumulation of 20 demerit points constitutes a failure.

DEMERIT ITEM	PENALTY		
<b>NARROW COURSE</b>			
	(a) "S" Course	(b) Crank Course	(c) Dir.Change
1. Strike kerb	<input type="checkbox"/> <input type="checkbox"/> 10 <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> 10 <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> 10 <input type="radio"/>
2. Mount kerb	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>
3. Require reverse movement	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 4
4. Require additional reverse movement	<input type="checkbox"/> <input type="checkbox"/> 4	<input type="checkbox"/> <input type="checkbox"/> 4	<input type="checkbox"/> <input type="checkbox"/> 4
5. Fail to confirm safety	<input type="checkbox"/> <input type="checkbox"/> 4	<input type="checkbox"/> <input type="checkbox"/> 4	<input type="checkbox"/> <input type="checkbox"/> 4
<b>PARKING</b>			
	(a) Parallel	(b) Vertical	
6. Strike kerb	<input type="checkbox"/> <input type="checkbox"/> 10 <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> 10 <input type="radio"/>	
7. Mount kerb	<input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	
8. Turn steering whilst vehicle is stationary	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	
9. Exceed stipulated time	More than 5 minutes <input type="checkbox"/> <input type="checkbox"/> 4	More than 3 minutes <input type="checkbox"/> <input type="checkbox"/> 4	
10. Fail to confirm safety	<input type="checkbox"/> <input type="checkbox"/> 4	<input type="checkbox"/> <input type="checkbox"/> 4	
11. Fail to close door when vehicle is in motion	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	
<b>SLOPE / GRADIENT</b>			
	(a) Less than 1 metre	(b) 1 metre or more	
12. Roll backwards	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	
13. Unable to move off after 5 attempts			
<b>EMERGENCY STOP</b>			
14. Incorrect technique		<input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	
15. Unable to stop within stipulated distance		<input type="checkbox"/> <input type="checkbox"/> 2 <input type="radio"/>	
<b>MOVING OFF</b>			
16. Fail to fasten seat-belt		<input type="checkbox"/> <input type="checkbox"/> 2	
17. Fail to release handbrake		<input type="checkbox"/> <input type="checkbox"/> 2	
18. Delay in moving off		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2	
19. Move off wrong gear		<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 2	

20. Insufficient acceleration



21. Slow in restarting stalled engine

2

**FORWARD DRIVING**



22. Fail to keep left (Road hogging)



23. Fail to keep a safe following distance



24. Change lane at bend

6

(a) Straight Road



(b) Bend

25. Fail to keep within lane

4



26. Veer off course



27. Fail to overtake when necessary



28. Fail to slow down when approaching road hazards

6

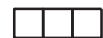
(a) For the road



(b) For traffic condition

29. Speed too slow

2



30. Change lane abruptly



31. Change lane without due care



32. Fail to take precaution against pedestrian / cyclist



33. Not enough side clearance given to other road users / object



34. Stop on the Pedestrian Crossing



35. Fail to give way to pedestrian at Pedestrian Crossing



36. Drive across the centre line



37. Fail to Obey Traffic Rule / Mandatory / Prohibitory Sign



38. Exceed speed limit



39. Fail to use appropriate gear



40. Fail to give way to traffic with right-of-way



41. Cause other vehicles to slow down or take evasive action



42. Unnecessary stopping

2

**JUNCTION**

43. Incorrect positioning



2

44. Cause inconvenience to cross traffic



6

45. Improper turning



46. Fail to stop at Stop-line



47. Fail to form up correctly



48. Remain in the junction

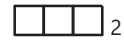


**SAFETY CHECK**

49. Fail to check blind spot



50. Incorrect checking of blind spot / mirror



51. Fail to adjust mirror before driving



(a) Moving off

(b) Slowing down

(c) Turning

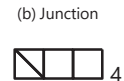
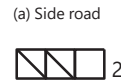
52. Fail to check mirror before



53. Fail to check mirror before changing lane / overtaking



54. Fail to look out for traffic



**BRAKING**

55. Fail to apply brake when vehicle is stationary



(a) Slope

(b) Straight road

(c) Bend

56. Fail to use engine brake



57. Incorrect braking Technique

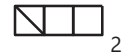


**DRIVER'S SIGNAL**

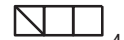
58. Fail to signal in good time

(a) Circuit

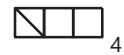
(b) Road



59. Fail to signal / Give wrong signal



60. Fail to cancel signal



**TRAFFIC SIGNAL**

61. Proceed on Amber Light / Blinking Green Arrow



62. Proceed on Red Light

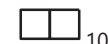


**GENERAL**

63. Improper action causing accident / near accident



64. Slow reaction in avoiding danger caused by others



65. Abandon test.



66. Fail to start the vehicle within 5 minutes.



67. Test discontinued due to vehicle failure.



68. Tester intervention.



69. Unable to move off after five attempts.



70. Rolled backwards for more than 1 meter or more(Road test)



Remarks:

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Documents to produce during test:

1. Identity card (NRIC) or passport
2. Valid PDL & expired PDL (if any)
3. Work permit or Employment Pass (for foreigners if any)

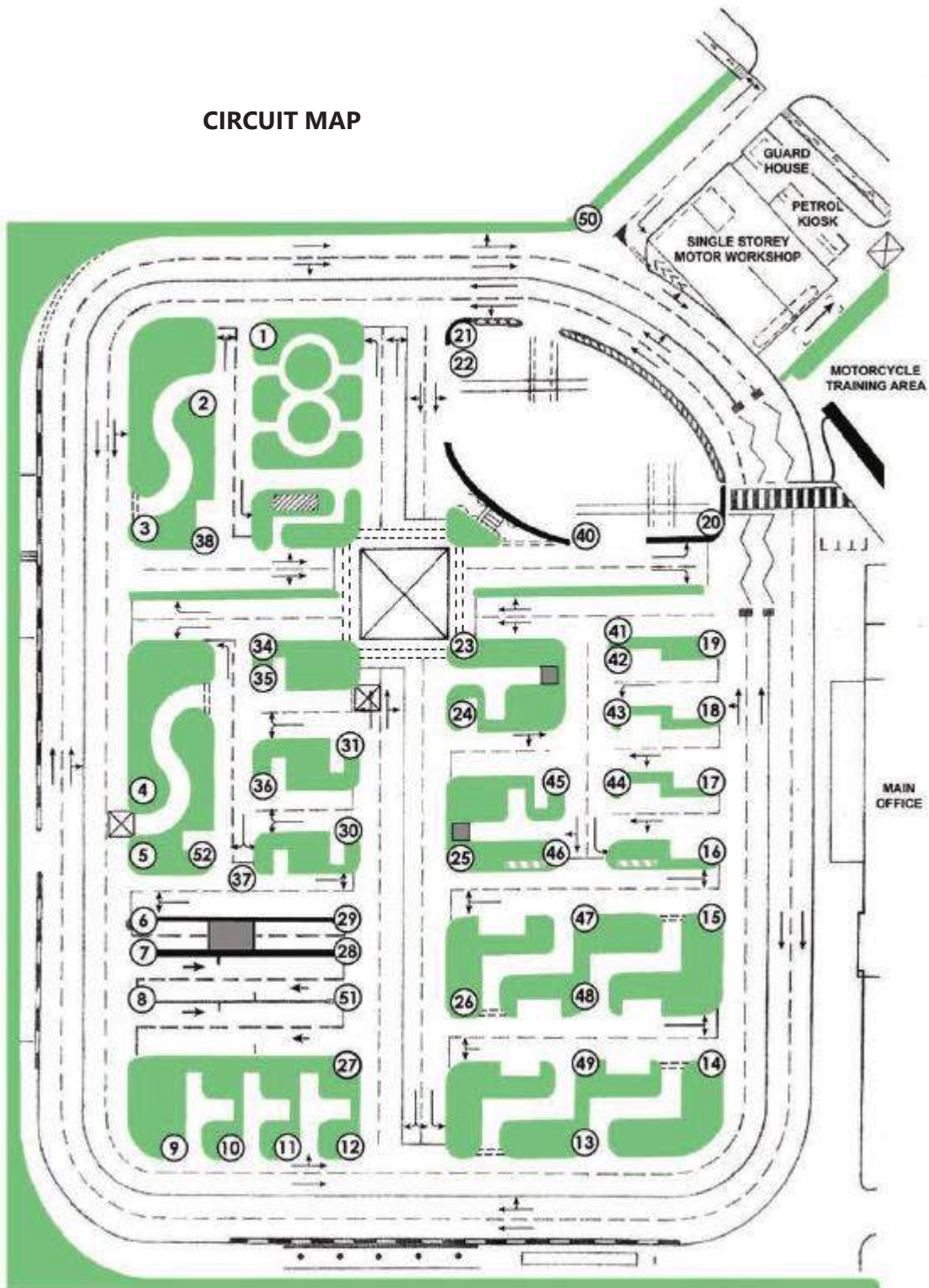
<u>SCORE</u>		<u>RESULT</u>	
Number of Immediate Failures	<input type="text"/>	Number of Demerit Points	<input type="text"/>
		PASSED	<input type="checkbox"/>
		FAILED	<input type="checkbox"/>

Result Passed - Congratulations on your passing of the assessment. To Gain more driving experience & to achieve better result, we would advise you to attend some revision lessons prior to the practical test.

Result Failed - You are required to attend some review training lessons before the next assessment.

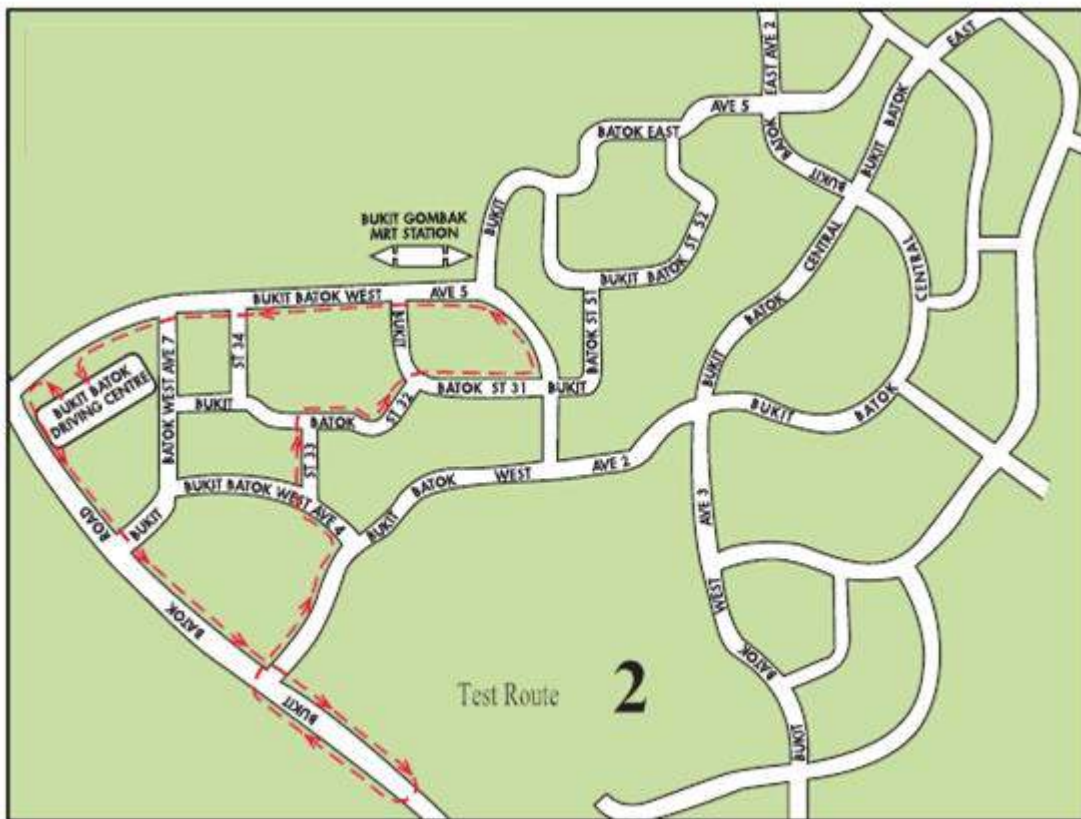
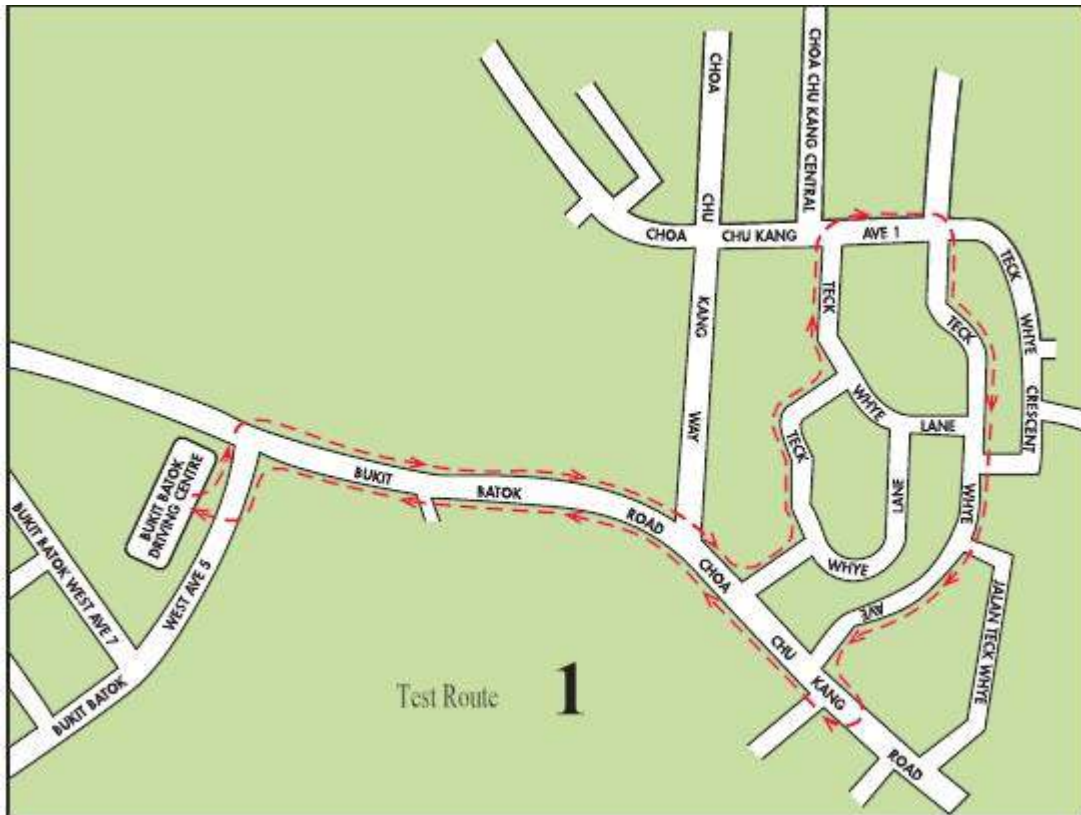
\_\_\_\_\_  
Assessment Instructor Stamp

# CIRCUIT MAP

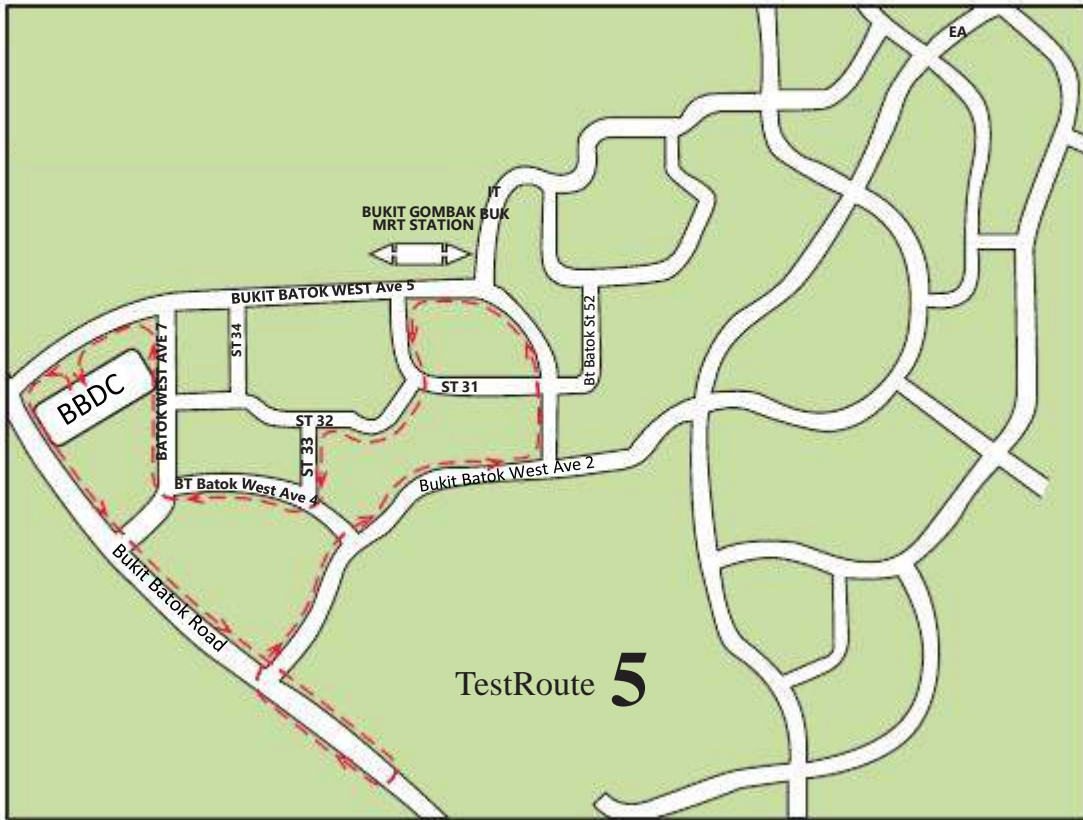




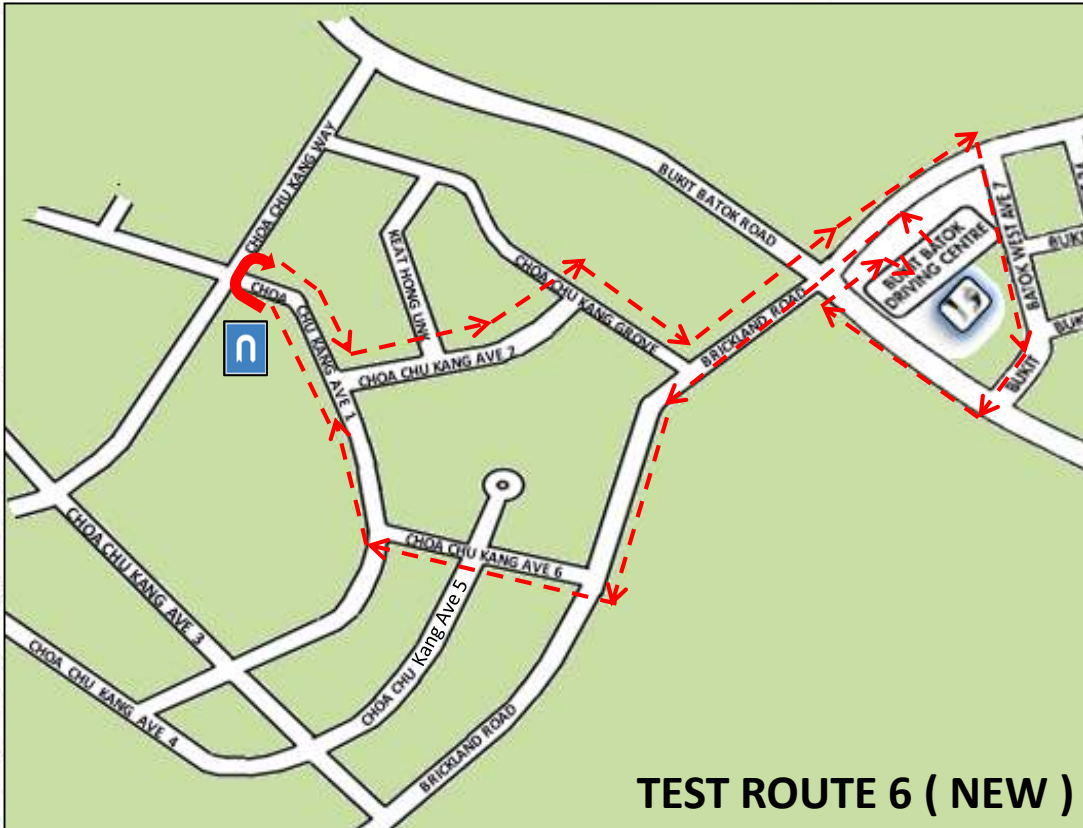
# TEST ROUTES



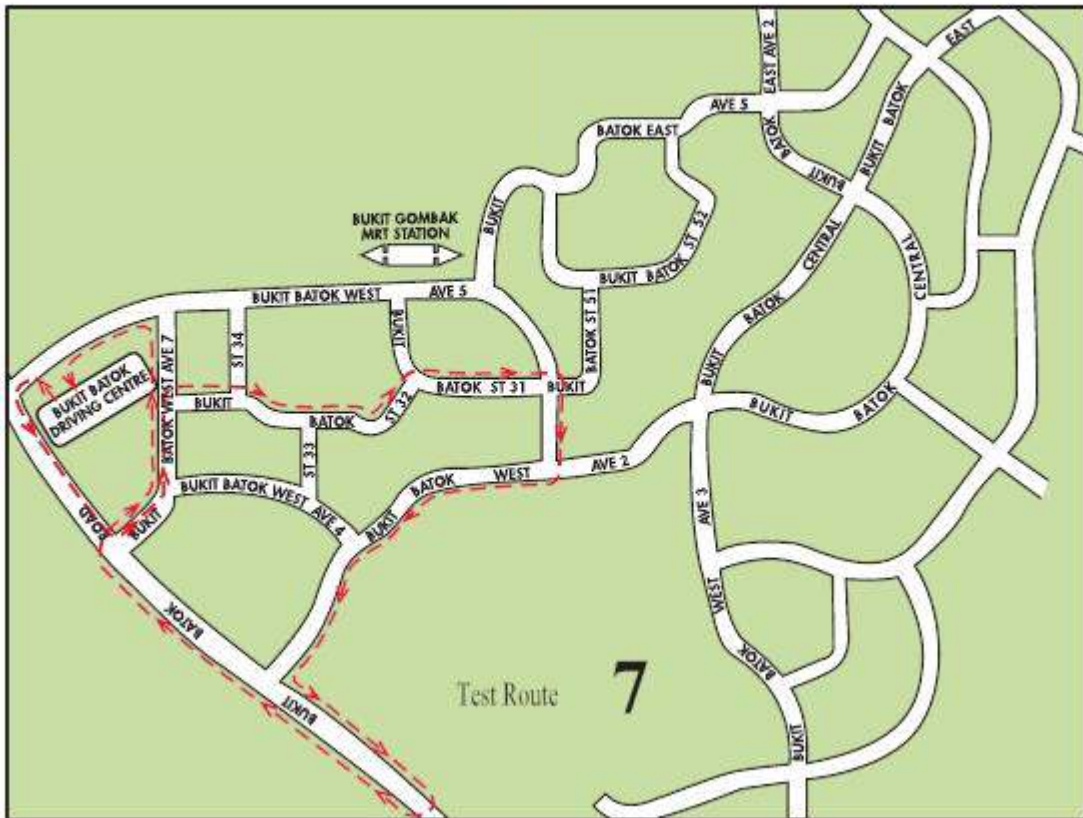




TestRoute 5



TEST ROUTE 6 ( NEW )





## **TERMS AND CONDITIONS OF LEARNER'S COURSE AGREEMENT**

The following **Terms and Conditions** apply to all and any person (the "Learner") who applies to the **BUKIT BATOK DRIVING CENTRE LTD** (hereinafter called the "Centre") for any lessons or courses as selected from the Centre's enrolment form, which shall together constitute the "**Learner's Course Agreement**" (also referred to as the "**Agreement**")

*Words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine gender.*

### **1. DEFINITIONS**

In this Agreement the following words shall have the meanings as set out below unless specified otherwise or unless the context clearly requires otherwise:

- 1.1 Agreement refers to and is constituted by both the completed and signed enrolment form of the Centre as well as this Terms & Conditions. This Agreement will endure for such periods as specified in the enrolment form.
- 1.2 "Learner" means the person applying for and desiring to undergo the training and instruction course, or any course as selected from Centre's enrolment form, and who agrees to these Terms & Conditions and is accepted by the Centre as a Learner.
- 1.3 "Extension" means that this Agreement will continue for a further period of time as specified in the enrolment form after expiry, and an extension fee is payable in accordance with Clause 3.7a.
- 1.4 "Deposit Account" means the account designated and maintained by the Centre for the purpose of debiting amounts payable by and crediting amounts due to the Learner to whom a PIN will be issued on the application of such Learner under these Terms & Conditions.
- 1.5 "Booking Transaction" means any payment transaction effected by the Learner with the Centre by the use of his "PIN".
- 1.6 "PIN" means the personal identification number for login entry that is assigned by the Learner and/or Centre for the purpose of authentication.
- 1.7 "Deposit Account Statement" in respect of any Deposit Account means the statement of account prepared by the Centre setting out the amounts debited and credited to the Deposit Account as at the statement date.
- 1.8 "System" shall refer to the Centre's computerised system, records and database, and associated electronic and computer equipment. It will be used interchangeably with the term "computer system" unless the context prevents such usage.

### **2. USE OF THE BOOKLET/ MEMBER CARD AND PIN**

- 2.1 The Centre will issue the Learner his personal Booklet/ Member card. The Booklet/ Member card serves as a guide only. All records should refer to the Centre system's database record in the event that there are any discrepancies.
- 2.2 The Booklet/ Member card shall be and remain at all times the property of the Centre.
- 2.3 The use of the PIN shall be in accordance with the system or any other arrangements as may be authorised by the Centre from time to time.
- 2.4 At no time and under no circumstances shall the PIN holder (the Learner) inform any person of his Personal Identification Number. The Learner agrees not to hold the Centre liable for any loss or damage suffered by the Learner where the Learner's PIN has become known to some other person or has as a result of such disclosure lost its confidentiality and become open to abuse.
- 2.5 The Learner shall notify the Centre immediately in writing or in person should the PIN be lost, misplaced or made known to another party. An administrative fee shall be imposed for the issue of a new PIN.
- 2.6 The Learner shall in all circumstances accept full responsibility for and fully indemnify the Centre in respect of all transactions processed by the use of the PIN, whether or not processed with the Learner's knowledge or by his authority, or howsoever the default may occur.

### **3. PAYMENT/ DEPOSIT ACCOUNT**

- 3.1 All payments into the Deposit Account must be made by cash, or cashcard, or NETS, or cheque. All cheques must be issued in favour of BUKIT BATOK DRIVING CENTRE LTD.
- 3.2 Cheques bearing the words "non-transferable" or "not transferable" or which are postdated will not be accepted.
- 3.3 All cheques accepted by the Centre will be entered into and reflected in Learner's Deposit Account 5 days later.
- 3.4 Receipts for any payments and top-up accounts are not valid unless they bear the Centre's computer terminal's printing.
- 3.5 The Learner shall at all times ensure that his Deposit Account has sufficient funds to pay for charges, fees and other payments.
- 3.6 In the event that the Learner has insufficient funds in the Deposit Account for one or more payments to be made, the Centre may at its absolute discretion reject the Learner's application for any course or booking transaction or terminate or refuse to renew the Agreement, and the Learner shall be wholly responsible for and shall have no recourse whatsoever against the Centre for any losses occasioned thereby.
- 3.7 The Centre may charge and the Learner hereby fully consents and authorises the Centre forthwith to debit his Deposit Account for any of the following matters without prior notice or consent of the Learner (all fees shall be for amounts to be periodically determined by the Centre at its absolute discretion without prior notice to the Learner):
  - (a) Where the selected Course has not yet been completed or it is necessary for the Learner to continue with the Course for one reason or another, and it becomes necessary then for this Agreement to be extended upon expiry, the Centre shall (as hereby authorised by the Learner) automatically extend the Agreement and accordingly automatically debit the Deposit Account for payment of the requisite extension or renewal fees on or before expiry unless otherwise notified in writing / in person by the Learner at least ten (10) days prior to the date of expiry.
  - (b) For an administrative charge for further processing cheques tendered by the Centre or tendered on behalf of the Learner, which have been dishonoured on presentation or are returned for any reason whatsoever.
  - (c) For Goods & Services Tax imposed and payable in respect of any fees charged or expense/ cost incurred by the Learner.
  - (d) For amount(s) due for booking(s) made according to the Centre's record of transaction.
  - (e) For an administrative fee for the issue of replacement of each Booklet/ Member card or PIN.
  - (f) For a Fixed Group Instructors' surcharge, where applicable.
  - (g) For cancellation fee of booking transaction which may be imposed in due course.
  - (h) For the monthly maintenance fee on the Learner's Deposit Account should the outstanding balance not be withdrawn upon graduation, termination or expiry of this Agreement. Upon reaching a zero balance in the account, the account shall be automatically closed, and Learner agrees not to make any subsequent claims or engage in any disputes against the Centre over this matter.
  - (i) For an administrative fee for the production of any originals or copies of records, statements or any other services rendered by the Centre to the Learner from time to time at the request of the Learner or other administrative expenses incurred or inconvenience suffered by the Centre in relation to the Learner.
  - (j) for expired course back dated extension fees.

All fees paid are non-refundable and non-transferable, except as stated in Clause 6.2

3.8

### **NON-CANCELLATION OF BOOKING TRANSACTION**

4. The Learner shall not be entitled to cancel or postpone any booking transaction or hold the Centre responsible or demand for any refunds under any circumstances whatsoever regardless of whether the Learner is affected by any unforeseen circumstances, medical condition or problem, illness or emergency that prevents Learner from being present or punctual for any training session or test booked by him.
- 4.1

- 4.2 The booking transactions for all training sessions (excluding Warm-up and Test which cannot be cancelled) can only be cancelled if the cancellation complies with the minimum specified period, ie the minimum period before commencement of training date and time. The cancellation is done through the Centre's self-service terminal during the counter-operation hours or via internet. This 'specified period' is subject to change from time to time and shall be posted on the notice board at the Centre and/or its website. Once cancellation is successfully effected, the Centre shall immediately credit such paid fee to the Deposit Account of the Learner.
- 4.3 The Centre may impose an administrative fee for excess cancellation of booking transactions in due course, at which time such information will be posted on the website and/ or Centre's notice board.
- 4.4 The Centre is entitled to reschedule any booking transactions made in the event of any system error or default, or any unforeseen circumstances.

#### **5. ONLINE SERVICE/BOOKING SYSTEM**

- 5.1 The Centre will not be liable for any fault, loss and/ or damage to Learner's computer or other electronic system or consequential loss therefrom resulting directly or indirectly from using, connecting to, or accessing Centre's online service or booking system.
- 5.2 Learner agrees not to hold the Centre, its agents and staff liable for any loss arising from its website and other electronic databases and access points, in terms of any inability to book or cancel bookings, any data inaccuracy, any error or omission, any delay, or if the Learner is unable to access Centre's website for whatsoever reason and Learner will keep and hold Centre, its agents and staff harmless from all claims and expenses due to any faults or defaults arising in connection with the foregoing.
- 5.3 As information transmitted through the Internet is generally not confidential, the Centre does not guarantee the protection of Learner's privacy. Learner will take all necessary measures (including changing Learner's password from time to time) to protect the secrecy of Learner's PIN. The Centre is not liable for any loss suffered by Learner or any third party due to any wrongful or fraudulent use of Learner's account by Learner or any other person.
- 5.4 The Centre endeavours to ensure the accuracy and reliability of the information provided but does not guarantee its accuracy or reliability. The Centre does not warrant that any of the Course Materials or this website will be provided uninterrupted or free from errors or that any identified defect will be corrected; further, no warranty is given that this website and the Course Materials are free from any virus or other malicious, destructive or corrupting code, programme or macro.
- 5.5 The Centre reserves the right to modify, delete or replace the information on its website from time to time.
- 5.6 The Centre reserves the right to deny or restrict access to its website to anyone at any time without giving any reasons whatsoever.
- 5.7 Learner agrees to indemnify the Centre and its employees, servants and/ or agents from and against all claims and expenses arising out of Learner's use of its website/ booking system.

#### **6. FIXED GROUP INSTRUCTORS SCHEME**

*(This Clause 6 and part therein will not apply to Learners and person enrolled in P3, P3A and motorcycle courses)*

- 6.1 Any Learner applying under Fixed Group Instructors Scheme (with surcharge) agrees to book for practical lessons under the booking chart of the said scheme – for the entire duration of the course. The Centre will assign any instructor from this Fixed Group to the Learner on a lesson by lesson basis.
- 6.2 A Fixed Surcharge will be imposed upon booking confirmation. The fixed surcharge will only be refunded or credited to the Learner's Deposit Account at the end of the session, if none of his preferred Fixed Group Instructors is allocated. The refund will be made once the system is updated.
- 6.3 Learner is aware that he needs to schedule and book the practical sessions well in advance to avoid disappointment in not getting his preferred training slots.
- 6.4 Should the system be unable to allocate any preferred Fixed Group Instructors in the specified session due to whatever reason, Learner is willing and agrees to accept any instructor and vehicle that is assigned to him instead.
- 6.5 Learner is aware that in last minute bookings the system will not allocate any one of his preferred Fixed Group Instructors and vehicles to him.
- 6.6 Learner agrees to accept any instructor and any model of vehicle assigned to him for warming –up session and on practical test day.
- 6.7 The Centre has the right to replace or appoint another instructor(s) to Learner's preferred Fixed Group Instructors. The preferred Fixed Group Instructors' surcharge will still be payable.
- 6.8 In the event of a termination or change in the current preferred Fixed Group Instructors, for any reason whatsoever, an administrative fee will be payable by the Learner. In which event Learner also agrees to cancel all the existing bookings (if any) and re-book the practical lessons under the new Group's booking chart, including the re-assessment lesson(s) on the training progress, and lessons will then commence according to the new training status as assessed by the New Fixed Group Instructors.
- 6.9 Learner is required to change his preferred Fixed Group Instructors if his preferred Fixed Group Instructors no longer exists due to unforeseen circumstances.

#### **7. DISCLAIMERS FOR THEORY TEST AND PRACTICAL TEST**

- 7.1 Learner agrees to comply with the following, failing which the Learner shall be disqualified from the test.
- For Final Theory Test, Learner must possess valid Basic Theory Certificate.
  - For Class 2B, Learner must possess valid Provisional Driving Licence and valid Riding Theory Certificate.
  - For Class 2A, Learner must possess valid Class 2B QDL for at least one (1) year based on licence issue date.
  - For Class 2, Learner must possess valid Class 2A QDL for at least one (1) year based on licence issue date.
  - For Class 3 and Class 3A, Learner must possess valid Provisional Driving Licence and valid Final Theory Certificate.
  - For Class 3A upgrade to Class 3, Learner must possess valid Class 3A QDL Licence and valid Provisional Driving Licence.
  - Learner must not be under suspension or disqualification or revocation of licence under any class of driving licence.
  - Learner must not have more than 12 demerit points for any class of driving licence, inclusive of any pending offences and/ or offences that acquired before and/ or after enrolment, failing which, it will lead to revocation of his newly acquired licence.
  - A latecomer will be disqualified from taking the Theory or Practical Test.
  - Learner must produce the above valid documents and NRIC or Passport. Learners who are foreigners must produce valid documents, FIN card and Passport.
- 7.2 Female Learner who is pregnant shall not be allowed to attend any practical test unless each time she is able to produce a valid original medical certificate issued by a medical doctor stating that she is fit to attend the practical test and the validity date. The medical certificate must be approved by the Traffic Police Testing Branch.
- 7.3 Learner agrees that all test bookings and fees paid will not be refundable or transferable on any grounds whatsoever which included (but is not limited to) any traffic offence charge, cancellation, test rejection and any disqualification from taking the test.
- 7.4 Learner agrees not to hold the Centre, its agents and staff liable for any loss or damage and for all claims and expenses resulting from test disqualification, test rescheduling, test changes, test obligations, and for any inaccuracy, delay, error or omission in connection with the foregoing, or the test or Centre's information to and notification to the Learner of the test.
- 7.5 Learner will be disqualified by court from holding or obtaining a driver licence upon conviction if learner is under investigation and will be charge or have been charged for any serious traffic offences. The disqualification will be imposed on all classes of driving licence including any newly acquired licence.

- 7.6 New driver who has two cases of not displaying distinguishing mark (triangular sign) against them, whether the cases are concluded or otherwise, will not be allowed to take a theory/ practical test.

## **8. RULES FOR LEARNER**

*(TAKE NOTE: Clauses 8.14 to 8.23 will not be applicable to Learners undergoing the P3, P3A courses)*

- 8.1 Learner is not allowed to enter the training circuit except for training and test purposes only.
- 8.2 Children are barred from the training circuit and classrooms at all times. Learners will be permitted to bring their children into the canteen and customer service area, provided that they exercise proper supervision over them at all times. However pets are barred from the Centre.
- 8.3 No smoking is allowed on the premises except at particular designated "smoking" areas.
- 8.4 This Agreement will be terminated and Learner expelled immediately from the Centre if found vandalizing, or committing an offence, or to have misconducted himself or to have behaved inappropriately in the Centre.
- 8.5 Learner shall not attend any lesson or training or test session while under the influence of alcohol or drugs and shall not be permitted to consume the same during any lesson or test or training session, and in any such default fees will not be refunded.
- 8.6 The Centre shall be entitled to refuse to conduct a lesson or training session for the Learner if the Centre is of the view that the Learner is physically unfit or is suffering from any infectious and/ or communicable disease or diseases which may endanger the safety, health or lives of the Learner, other Learners, the instructor, the Centre's employees or any member of the public.
- 8.7 In lieu of disqualification under Clause 10, the Centre may at its absolute discretion suspend the Learner for such period or periods of time as it thinks fit for breach of the Rules and Regulations herein.
- 8.8 The Centre reserves the right to disqualify Learner should he not satisfy test requirements after enrolment or during the test.
- 8.9 During Theory Test and Test Evaluation, talking, chatting, eating are strictly prohibited.
- 8.10 During any test, a dictionary is not allowed except for foreigners and only the consent of the invigilators on duty.
- 8.11 Any suspicious cases of cheating will be handed over to the Police immediately.
- 8.12 All communication and electronic devices, such as mobile phone, pager must be switched off during Theory and Practical Tests and Theory Lessons.
- 8.13 The Centre reserves the right to reschedule the test date or test evaluation date in the event of any disruption due to unforeseen circumstances.
- 8.14 Learner will be liable for all traffic offences and/ or fines incurred while the vehicle is driven by Learner, and Centre accordingly disclaims all responsibility and liability in this respect.
- 8.15 Learner must be in proper attire when attending any lesson or test (theory/ practical). For safety reasons, high heels and sandals are not allowed during practical training and test session. For riding course (Class 2B, 2A and 2), long-sleeved shirt, long pants, gloves, helmet liner, and boots/ shoes are required.
- 8.16 Learner has to accept any instructor, vehicle model and vehicle allocated to Learner at all times.
- 8.17 Learner must attain the minimum requirement of each subject or stage as decided by the instructor(s) before proceeding to the next subject or stage. He has to complete the sessions/ revisions as recommended by his instructor.
- 8.18 Learner is aware that he has to schedule and block book his own training sessions upon enrolment to ensure the availability and reservation of training slots (Class 3A and/ or Class 3).
- 8.19 Learner must complete all the theoretical lessons, driving / riding simulator and pass the final stage of practical lessons within the stipulated period before taking the Traffic Police Practical Test. Failing which, the centre shall cancel the Learner's test date and no refund of test fee, vehicle rental and warm up fees.
- 8.20 Female Learner who is pregnant shall not be allowed to attend any practical training session unless she is able to produce before the practical training session a certificate issued by a medical doctor stating that she is fit to attend the practical training session. The said certificate may be issued in respect of one session or a period of time covering several sessions. The medical certificate must approved by the Centre.
- 8.21 In the event the Learner fails or is unable to attend the practical test under any circumstances, the Learner shall be required to book for two (2) compulsory revisions (training sessions) before booking the subsequent test date. He will not be entitled to any cancellation, postponement or refund for any such booking.
- 8.22 It is agreed that the Centre or its instructor, at its absolute discretion, may require the Learner to undergo revision of any previous lesson, and the Learner shall bear the fee thereof.
- 8.23 No Learner shall be allowed to undergo the training session on a public road without first showing his instructor or trainer, each and every time, a valid Provisional Driving Licence for that particular course he is in and his NRIC.

## **9. FETCH AND SEND SERVICE**

- 9.1 This service is provided for any Class 3C, 3A, 3AP and 3P Learner who wishes to start and/ or end their practical lesson at a designated point.
- 9.2 Application for this service requires 3 days' prior notice.
- 9.3 An administrative fee may be imposed and will be stated in the application form for such service.
- 9.4 Learner agrees that time spent and cost incurred in fetching from the designated point and/or sending to the destination and returning to the Centre will be included in Learner's training hours. It depends on the traveling time and distance needed by the Learner and the Instructor.
- 9.5 Learner will not hold the Centre, its agent or staff responsible for any claims or disputes arising directly or indirectly from any disruption to this Fetch and Send service which will include time loss from any traffic jam, communications breakdown, and accident.

## **10. DISQUALIFICATION**

- 10.1 The Centre shall at its absolute discretion be entitled to disqualify the Learner on the occurrence of one or more of the following events:-
- (a) violation by the Learner of the Terms & Conditions herein and all Rules and Regulations of the Centre.
  - (b) any misrepresentation by the Learner to the Centre.
  - (c) the accumulation of more than 12 demerit points under the Driver Improvement Point System (DIPS) for the period of 24 months immediately before or after enrolment by the Learner, or any applicable demerit-points aggregate/ scheme in force at the material time.
  - (d) the Learner's failure to possess the required Singapore Qualified Driving Licence for Class 2B or 2A for at least one (1) year before undergoing the course for Class 2A or 2 respectively.
  - (e) the Learner's possession of Qualified or Provisional Driving Licence of any one or more classes with being under disqualification or suspension or revocation.
  - (f) having multiple bookings of test dates for the same course, whether in this test centre or at other test centres.  
Unable to pass the eye-sight test required for Provisional Driving Licence application.
- 10.2 The Learner shall not hold the Centre, its employees, servants, and/ or agents responsible or liable in the event of any loss due to the Learner's disqualification and/ or termination of this Agreement or failure to attend any training session or lesson or cancellation of any training session or lesson or Traffic Police Theory and Practical Tests.

## **11. CANCELLATION/ TERMINATION AND EXPIRY**

- 11.1 The Learner may terminate the Agreement by giving ten (10) days' notice either in writing or in person informing the Centre together with all necessary documents (NRIC, Booklet/ Member card).



- 11.2 Bookings made prior to the termination will have to be cancelled in accordance with Clause 4.
- 11.3 Cancellations of Traffic Police Theory and / or Practical Tests shall not be allowed, test fees, vehicle rental fees and warm-up fees are non-refundable and transferable to any other dates or persons.
- 11.4 Except as provided in Clause 11.5, and where there is unsettled claim against the Learner by the Centre, enrolment or extension, renewal fees or any sums or fees shall not be refunded to the Learner upon termination by the Learner or the Centre.
- 11.5 Upon termination, expiry or graduation, Centre shall be entitled immediately to delete from its records the entire Learner's particulars and data.
- 11.6 An administration fee and backdated extension / renewal fees shall be imposed for Learners who wish to terminate, re-enrol or cancel of course regardless of course type.
- 11.7 A Statement of Account shall be issued to Learner upon closure of his Deposit Account. Learner shall be under a duty to examine the entries in every statement with respect to the Deposit Account and to inform the Centre not later than 7 days from the date of the statement of any irregularities or discrepancies in the contents of such statement(s), failing which the Learner shall be deemed to have accepted and approved the statement(s).
- 11.8 The Centre shall refund by cheque, the balance in the account to the registered address in our system, 2 weeks from the date of graduation, termination or cancellation.
- 11.9 Upon termination or graduation, the Learner shall bank in the cheque within six months, failing which clause 3.7(h) shall apply. Upon closure of the deposit account, Learners shall not make any claims or engage in any disputes against the Centre.
- 11.10 The membership for class 3C, 3A, 3T, 3P, 3AP, 2B, 2A & 2 is valid for one year only and for P3, P3A, R3P is valid for six months only.
- 11.11 All payments into the deposit account shall not be withdrawn fully or partially before Termination or graduation of membership.
- 11.12 It is the Learner's sole responsibility to ensure termination of this agreement is affected if request is done in writing.

## **12. LIMITATION & EXCLUSION OF LIABILITY**

- 12.1 The Centre shall not be liable or be held in any way responsible to the Learner for any loss or damage which may be suffered by the Learner, or sustained to any property of the Learner on the premises where such loss or damage is caused by any breakdown, failure or malfunction of the computer system, disruption in shuttle service, machinery or equipment whether or not due to any acts or omissions of the Centre whatsoever.
- 12.2 Where death or personal injury occurs to Learner as a result of Centre's or Centre's agents' or servants' negligence, recklessness, or fault or to a breakdown and malfunction in any part or parts of the training equipment or vehicle, whether on the premises or on the road, then in all such cases, Centre's liability will be limited to Centre's insurance coverage.
- 12.3 The Centre excludes all liability whatsoever for property damage or loss to the Learner or Learner's friends, servants and agents ("associates") howsoever caused, and therefore Learner and associates bring their property onto the premises at their own risk, and Learner agrees to indemnify Centre for all losses arising in this respect, and if this exclusion of liability clause should fail to apply for whatever reason, the Centre nonetheless limits its liability to \$100 compensation for any one (1) occurrence or incident or accident.

## **13. LEARNER'S INDEMNITY**

- 13.1 The Learner agrees to indemnify the Centre and its employees, servants and/ or agents for all losses, damages and expenses which the Centre may incur, suffer, sustain directly or indirectly as a result of any act, omission, fraud, accident, negligence and/ or misconduct or breach of this Agreement by the Learner or the Learner's servants and or agents.
- 13.2 The Learner shall ensure before and/ or after enrolment that he does not suffer from epilepsy, mental disorder, sudden attacks of giddiness, chest pains, neck pains, back pains, fainting, inability to read at a distance of 25 metres, colour blindness or suffer from any defects or handicap of his limbs which could or may adversely affect the driving and/ or riding of a motor vehicle in any manner, whether in the Centre or on public or private roads and Learner should inform the Centre of such matter before or during the training/ driving sessions as soon as Learner is aware of it. In respect of the foregoing, Learner shall indemnify Centre for any injury or disability sustained by Learner as a consequence of any accident or incident that might occur as a result.
- 13.3 The Centre reserves the right to reschedule the training session or to make alternative arrangements or to cancel any training session and the Learner shall not hold the Centre, employees, servants and/ or agents responsible or liable in the event of any loss or claim or expense incurred due to Centre's rescheduling of training session or Centre's cancellation of any training session or system error or system problem or omission or system malfunction or vehicle breakdown.

## **DISCLOSURE**

- 14.1 The Learner consents to the disclosure of his personal particulars and data given by the Learner to the Centre and any information in respect of the Learner obtained, recorded or stored by the Centre in the course of the Learner's enrolment with the Centre to the police, the Land Transport Authority, the insurance company or its agent issuing insurance coverage for the Learner and to any other interested persons or bodies.

## **COMMUNICATION**

- 15.1 The Learner shall notify the Centre of any change in address or other particulars stated in the Enrolment Application Form. All cards, notices or any other communications to the Learner if sent by post or left at the last known address of the Learner shall be deemed to have been received by the Learner on the day following such posting or on the day when it was left at the last known address. All notices or communications may be communicated through any media chosen by the Centre and the Learner shall be deemed to have notice on the date of such communication.

## **DISCLAIMER OF WARRANTIES**

- 16.1 The Centre expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to the implied warranties of merchantability, fitness for a particular purpose and non-infringement in respect of any services, equipment, vehicles and machinery it provided or utilizes at the Centre or elsewhere.

## **VARIATION/ ADMENDMENT TO TERMS AND CONDITIONS**

- 17.1 It is agreed that the Centre shall have the right at any time to change, vary or amend any of these Terms and Conditions, or any part thereof, or to impose new Terms and Conditions, or impose any fees including but not limited to for use of online terminals or use of electronic equipment or any fee hikes or any new or additional fees whatsoever, at any time and from time to time without prior notice and the Learner shall be bound by any such fees or variation or amendment or addition to the Terms and Conditions provided that: A notice referring to the changes will be posted on the Centre's website and/or notice board or mailed to the Learner. Any such notice will take effect immediately, without delay, and such notice can also be given at a later time after the amendment(s) have been made, taken effect or been applied.
- 17.2 In any event, notwithstanding the abovementioned, Learner's continued use of Centre's facilities, services and equipment, shall be deemed to constitute Learner's acceptance of such changes, modifications and/ or additions.

## **18. SEVERABILITY**

In any term, phrase or clause of this Agreement, or any part thereof, should prove inapplicable, void, invalid or otherwise inoperable, it will be struck out or ignored, and its severance or otherwise will not affect in any way the validity or enforceability of the rest of this Agreement. This Agreement is subject to the Laws of Singapore.

12<sup>th</sup> Edition- Printed on Jan 2020

Published by **Bukit Batok Driving Centre Ltd**

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