

Responsible Driving

Behind-the-Wheel Checklist



Heathrow, Florida



New York, New York Columbus, Ohio Woodland Hills, California Peoria, Illinois

To the Teacher:

This Behind-the-Wheel Checklist has been compiled as an aid to in-car instruction. The material consists of 30 basic driving maneuvers, presented in a step-by-step format and printed on reproducible sheets. The students will be practicing just what they have studied in class.

The Checklist has been designed to give you the greatest number of options for its use.

- ◆ Each maneuver is its own checklist, with a space to check off each step as the student driver performs it. This can be done by the in-car instructor, and even by other students riding in the car.
- ◆ There is a Student Progress Chart, which could be used as an overall evaluation of a student's driving competence.
- ◆ Two letters to parents have been included. The first introduces the Checklist and invites parents to use it while practicing with their son or daughter in the family car. The second may be mailed to parents upon the student's completion of the course.

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STUDENT PROGRESS REPORT

Student _____ Instructor _____

Class Period _____

No.	Maneuver	Performs Well	Needs Coaching	Cannot Perform
1	Outside Checks Entering the Vehicle Safely			
2	Inside Checks			
3	Starting the Engine			
4	Braking			
5	Tracking in a Straight Line Tracking on Turns			
6	Hand-Over-Hand Steering/Push-Pull Steering			
7	Steering to the Curb			
8	Leaving the Car Safely			
9	Changing Lanes on the Highway			
10	Right Turn			
11	Left Turn			
12	Tracking to the Rear			
13	Two-Point Turn, Backing Into a Driveway			
14	Two-Point Turn, Heading Into a Driveway			
15	U-Turn			
16	Three-Point Turn			
17	Angle Parking Exiting From an Angle Parking Space			
18	Entering a Perpendicular Parking Space Exiting from a Perpendicular Parking Space			
19	Parallel Parking Exiting from a Parallel Parking Space			
20	Expressway Entry			
21	Passing			
22	Expressway Exit			
23	Starting the Engine, Manual Shift			
24	Putting a Vehicle with a Manual Shift in Motion			
25	Shifting to a Higher Gear			
26	Downshifting			
27	Stopping from Low Gear			
28	The Emergency Downshift			
29	Starting on an Uphill Grade			
30	Parking Downgrade			

Dear Parent or Guardian:

Your son/daughter is now enrolled in a driver education course, which includes both classroom and in-vehicle instruction.

It is essential for a student driver to get as much practice time behind the wheel as possible. In order to assist you in supervising your son's/daughter's at-home driving practice sessions, a Behind-the-Wheel Checklist has been compiled. It describes basic driving maneuvers in an illustrated step-by-step format. The information is the same as that found in the student textbook, so students can study the material before they practice in the car.

We hope that our driver education course, along with your guidance and encouragement, will help your son/daughter become a safe and competent driver.

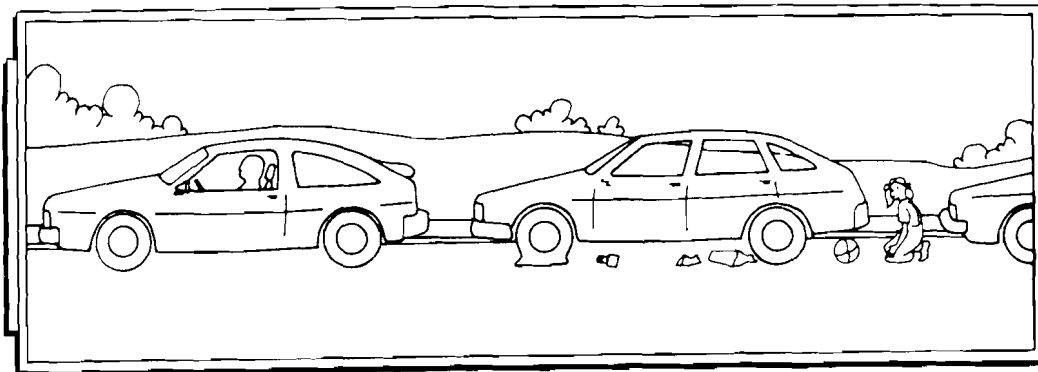
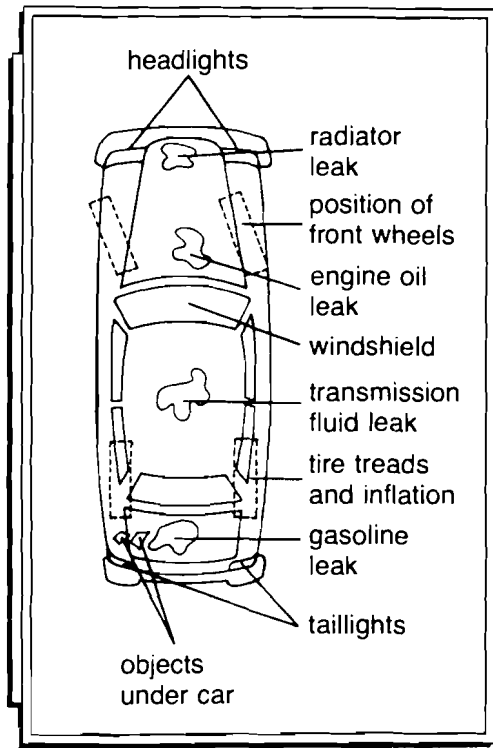
Sincerely,

Driver Education
Department

Predriving Checks and Procedures

Outside Checks

- 1. Make sure there are no people, animals, or objects that may interfere with safe movement of the vehicle or damage the tires.
- 2. Check for damaged or missing parts.
- 3. Look at the ground under the car for stains to make sure there are no fluid leaks.
- 4. Check that the headlights, the taillights, and the windows are all clean and undamaged.
- 5. See that the tires appear to be undamaged, properly inflated, and notice in which direction the front wheels are turned.



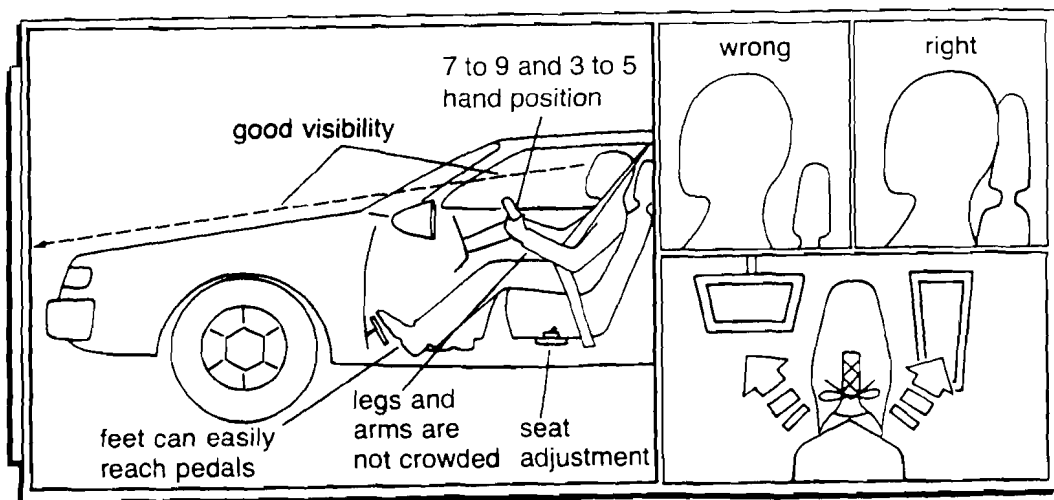
Entering the Vehicle Safely

- 1. Load packages and have passengers enter from the curb side of the vehicle whenever you can.
- 2. Look carefully for approaching traffic before stepping off the curb. Walk around the front of the vehicle, always facing oncoming traffic as you unlock the door.
- 3. Before you open the door, make sure there is a break in traffic long enough for you to enter the vehicle. Open the vehicle door only far enough and long enough to allow you to enter safely.

Predriving Checks and Procedures

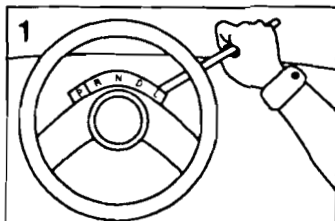
Inside Checks

1. Close and lock all doors.
2. Put the key into the ignition switch.
3. Adjust the seat so that the top of the steering wheel is no higher than the top of your shoulder. (You may need one or more seat cushions.) With your heel on the floor, you should easily and comfortably rotate your foot from the accelerator to the brake pedal. (You may need pedal extensions.) Make sure that you can comfortably and correctly position your hands on the steering wheel and that your arms have enough room to easily turn the wheel fully in both directions.
4. Adjust the head restraint to the level of the back of your head. Have passengers adjust theirs.
5. Adjust the rearview and left side-view mirrors so you can use them with just your eyes. Adjust the right side-view mirror for the best vision with the least head movement.
6. Check the insides of the windows to see if they need to be cleaned, defogged, or defrosted.
7. Make sure there are no articles inside the car that block your view or tumble about as you drive.
8. Locate the controls for any devices you may need to use (headlights, turn signal, windshield wipers, parking brake).
9. Fasten your safety belt, and see that passengers do the same.

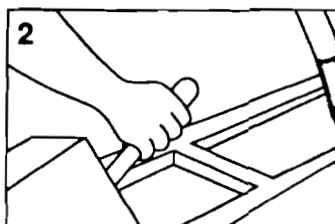


Starting the Engine

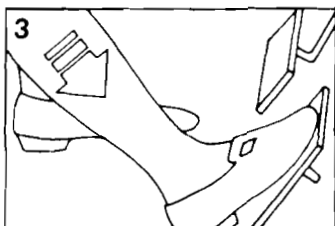
In a car with an automatic transmission, follow these steps:



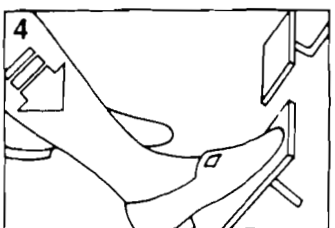
1. Make sure the gear selector lever is in the *park* position.



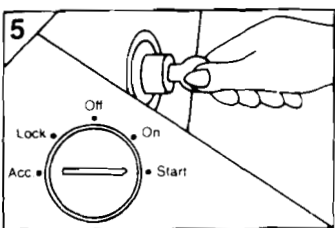
2. Make sure the parking brake is set.



3. If the engine is cold, it may be necessary to set the automatic choke by pressing the accelerator to the floor and then releasing it. If the engine is equipped with electronic fuel-injection (EFI), check the owner's manual.



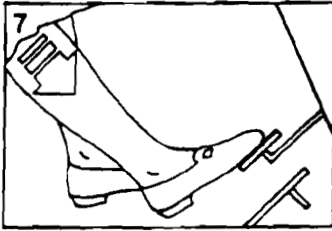
4. Place your right foot on the accelerator and hold it down slightly (Not EFI).



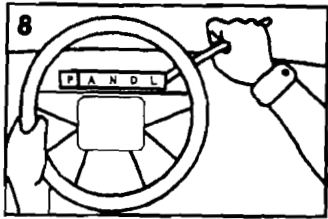
5. Turn ignition switch to *start*, let go of the key when the engine starts, and let up on the gas pedal.

6. Let the engine **idle** (run in *park* gear) for a few seconds and check gauges and warning lights.

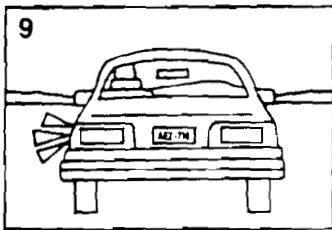
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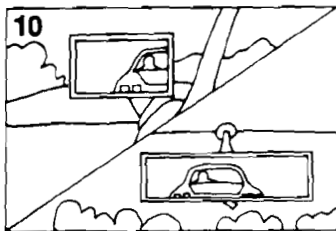
- 7. Press down firmly on the brake pedal.



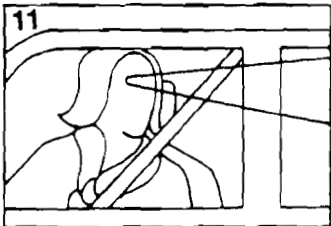
- 8. With your right hand, shift the gear selector lever to Drive or Reverse. Release the parking brake fully.



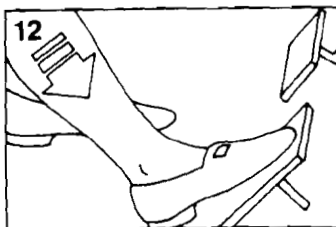
- 9. Check your rearview and side-view mirrors.



- 10. Signal the direction you will be moving.

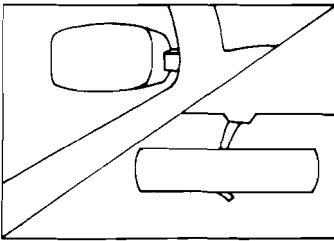


- 11. Look over your shoulders left or right as necessary to check your blind spots.

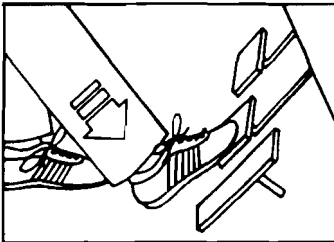


- 12. If clear, move your foot from the brake to the accelerator. Apply pressure gradually.

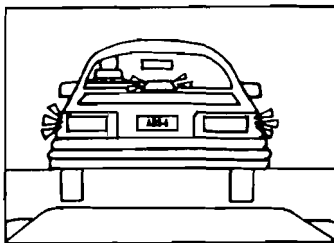
Braking



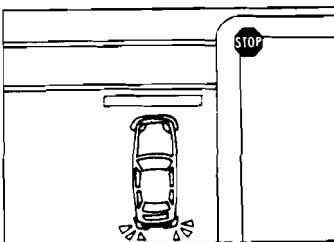
1. Check mirrors for any cars that may be following. If time permits, tap the brake pedal to flash your brake lights.



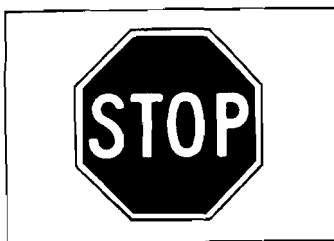
2. With your heel on floor, apply smooth, constant, firm pressure to the brake pedal, easing up slightly as you come to a stop. Leave the transmission in *drive* if you plan to move ahead soon.



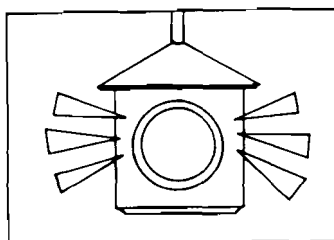
3. When stopping behind another car, leave about two car lengths (20 to 30 ft) between your car and the one ahead until at least one vehicle has stopped behind you. Then let the car roll forward slowly, but leave enough room for you to see the rear tires of the car ahead.



4. At intersections, stop behind the crosswalk or the stop line. If there are no lines, come to a full stop when your front bumper is even with the stop sign.

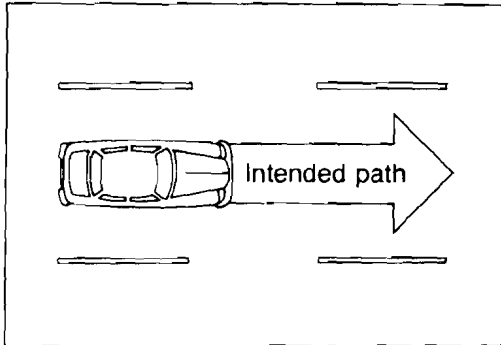


5. Come to a full stop at stop signs and blinking red lights. Make sure you stop long enough to check for traffic from the left, straight ahead, and right.



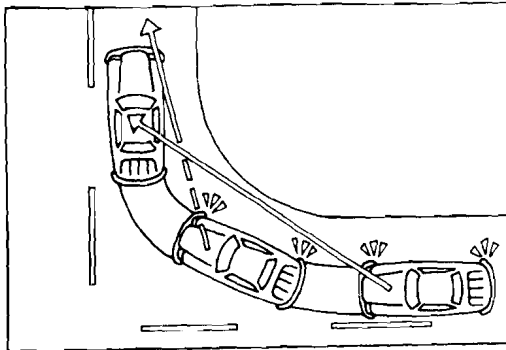
Tracking

Tracking in a Straight Line



- 1. Remember to keep your hands comfortably and correctly positioned on the steering wheel.
- 2. Look far enough ahead (20 to 30 seconds) in the lane in which you are driving. This enables you to identify steering mistakes early and correct them gradually. Steer to a point in the center of your path.
- 3. Check both the inside and outside mirrors quickly. To check the rearview mirror, move only your eyes. To check the side-view mirror, move your head only slightly. Do not look at the mirrors for longer than 1 second at a time.

Tracking on Turns

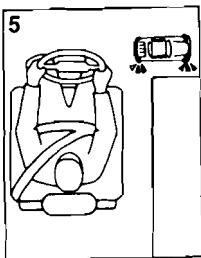
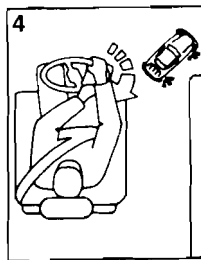


- 1. Look beyond the turn to the point you want to reach. Identify this point before you turn.
- 2. Always use your directional signal. Check the roadway and mirrors before turning and after you have completed your turn. Check your mirrors again when the wheels are straight.
- 3. On a sharp curve, slow down enough to maintain steering control as you enter the turn, and look through the curve as far as you can see. Accelerate gently as you exit the curve.
- 4. When the vehicle is about half-way through the turn, keep your eyes on the point you want to reach and start to steer back to the straight-ahead position. You can do this by reversing the hand-over-hand or push-pull-feed procedures.

Tracking

Hand-Over-Hand Steering

These steps describe making a right turn. To make a left turn, reverse the method.



1. Whenever you are making a turn (not just going around a curve in the road), use your directional signal. Slow down enough to make the turn safely. Check your mirrors and ahead for pedestrians and traffic.

2. Grasp the steering wheel firmly with your left hand and push it up, around, and down to the right.

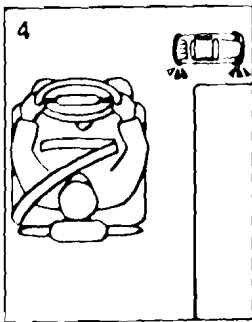
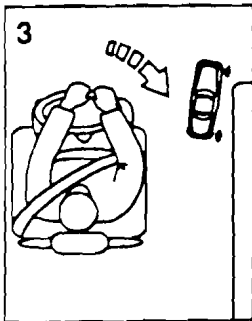
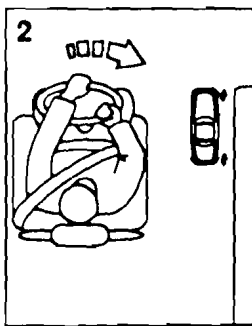
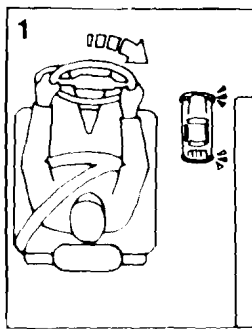
3. As you are turning with your left hand, bring your right hand across your left forearm to grip the wheel on the far side.

4. Use your right hand to pull the far side of the wheel up, around, and down. Repeat these movements as often and as fast as needed to bring the car where you want it to be. Correct your steering when necessary.

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Push-Pull-Feed Steering

With push-pull-feed steering, both hands are always on the steering wheel and never cross.



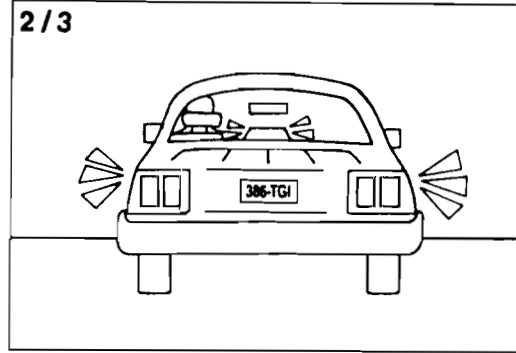
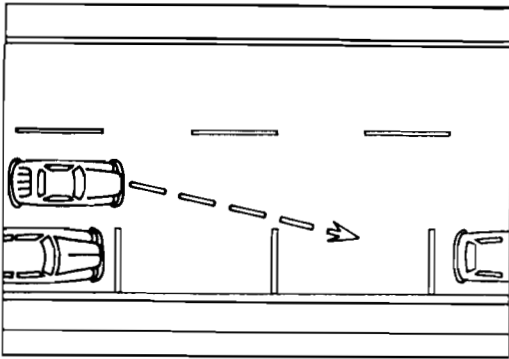
1. When turning, use your directional signal. Slow down enough to make the turn safely. Check your mirrors and look ahead for pedestrians and traffic.

2. Grasp the steering wheel with your right hand resting between 3 and 5 o'clock and your left hand between 7 and 9 o'clock. One hand pushes the wheel up toward 12 o'clock. (Use the left hand for right turns and vice versa.)

3. At the same time, the other hand slides up to 1 o'clock for the right turn (or 11 o'clock for the left turn), grasps the wheel, and pulls it down.

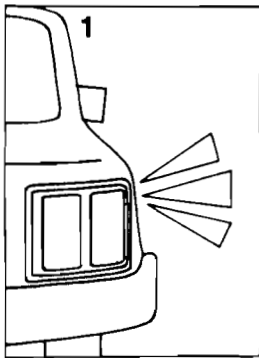
4. Continue turning the wheel in this manner as often and as quickly as necessary to bring the vehicle to its desired position.

Steering to the Curb

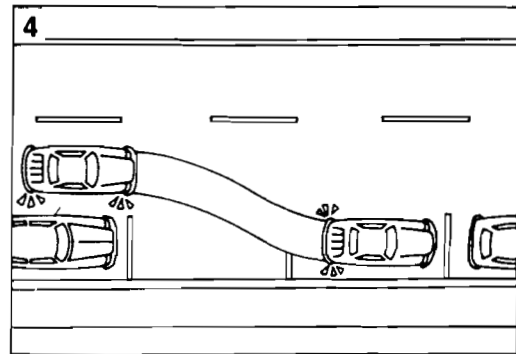


Move into the proper lane well in advance. Make sure your intended path of travel is clear of any type of obstruction.

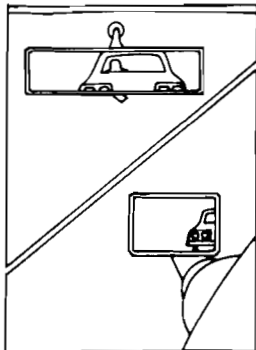
- 2. Tap the brakes lightly several times as a signal to drivers behind you.
- 3. Apply gradual pressure on the brakes to reduce speed.



- 1. Signal your intentions to move right or left.

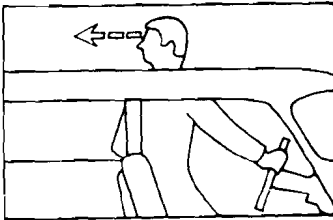
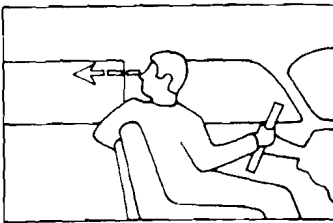
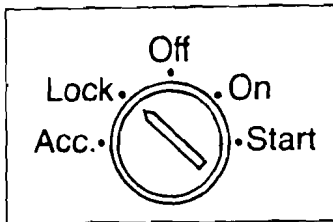
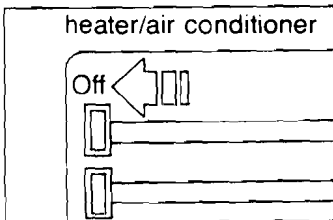
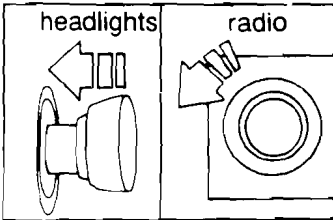
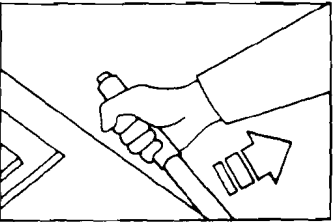
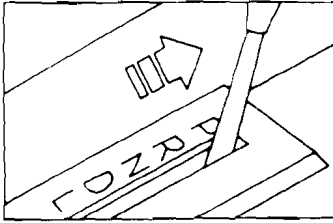


- 4. Steer out of the traffic lane to where you want to go, and apply the brakes as needed to stop the vehicle.



Check mirrors for any traffic behind you.

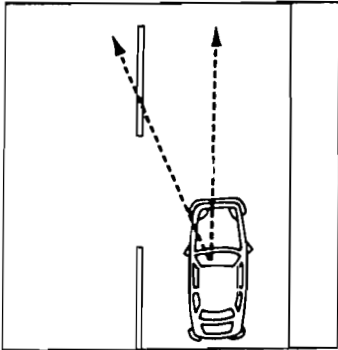
Leaving the Vehicle Safely



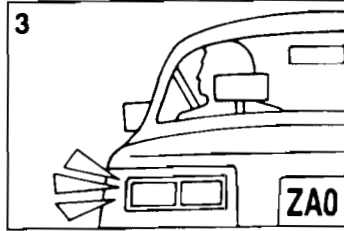
1. With your foot firmly on the brake pedal, put the gear-selector lever in the proper gear (Park for a vehicle with an automatic transmission, Reverse for a manual-shift vehicle).
2. Set the parking brake firmly.
3. Turn off all accessories (headlights, radio, heater, or air conditioner) and close all windows.
4. Turn the key to the *lock* position and remove it from the ignition switch.
5. Use both mirrors, then look over your shoulder for any traffic coming on your side of the road.
6. When safe to do so, open the door just far enough to get out. Keep checking traffic.
7. Step out and close and lock the door as quickly as possible, always keeping an eye on the traffic, and move toward the rear of the vehicle toward the curb

Lateral Highway Maneuvers

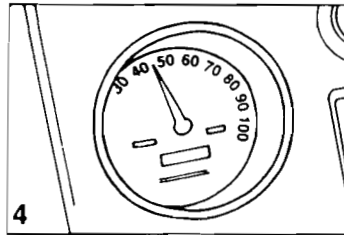
Changing Lanes on the Highway



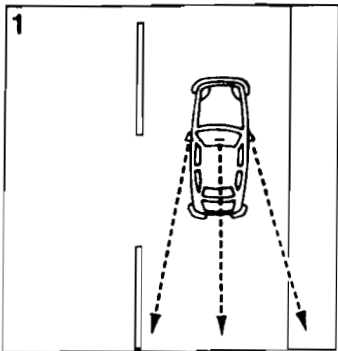
Check the path ahead in the lane you are in and in the lane you want to enter. Make sure no other vehicles are signaling to move into your lane.



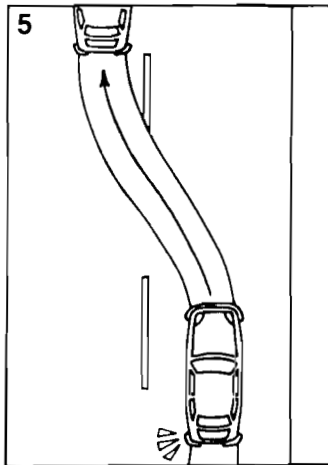
3. Check over your shoulder on the side next to the lane you want to enter for vehicles in your blind spot.



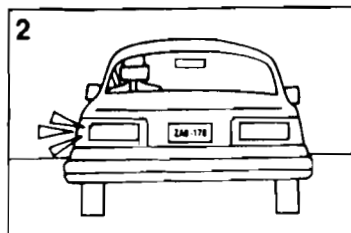
4. Adjust speed as needed.



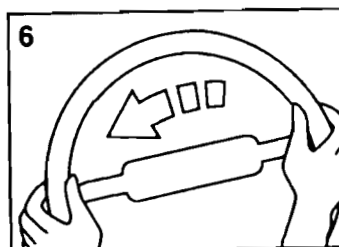
1. Check the mirrors to see that there is enough time and space to perform the maneuver.



5. Move only when you have the time and space to do so.



2. If the way is clear, signal your intent to move right or left.

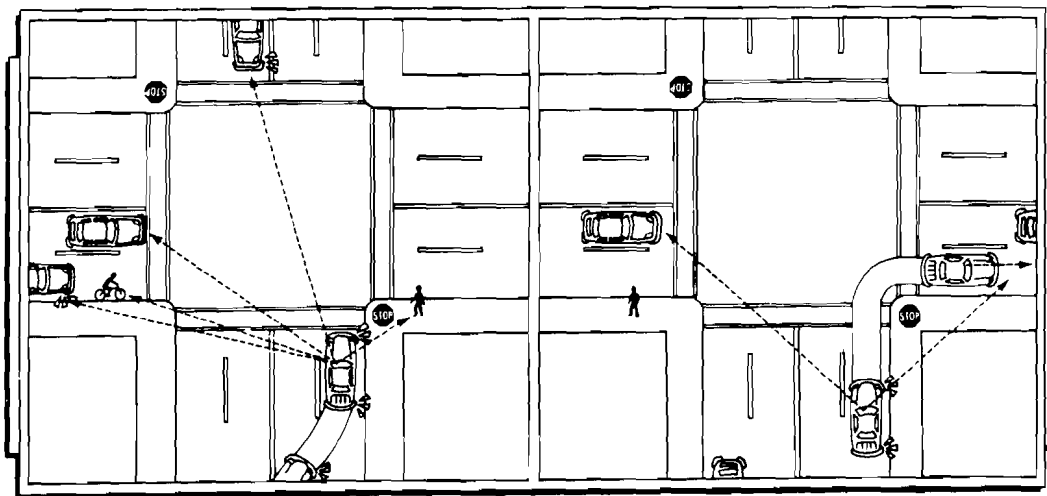


6. Gradually steer into the proper lane. Make sure to turn your directional signal off.

Right Turn

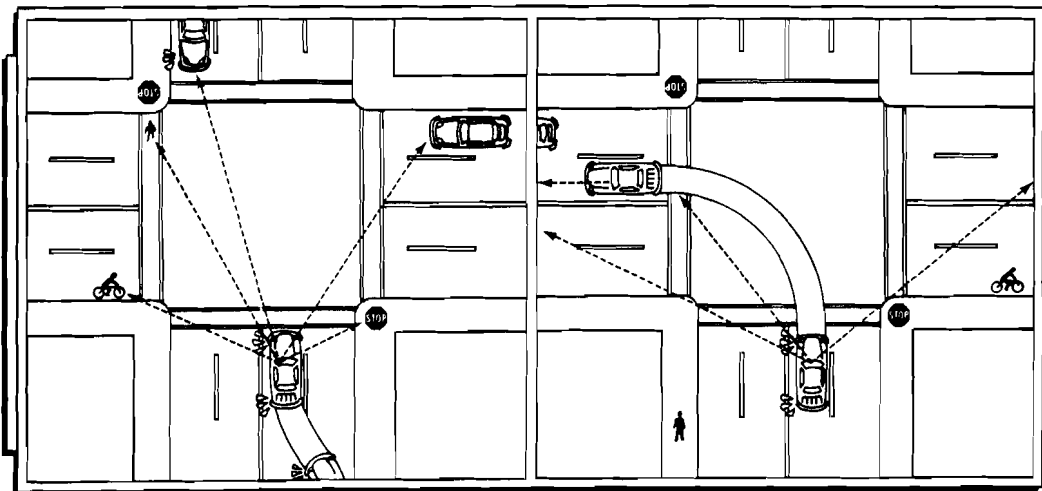
The steps for a right turn are the same whether the street you are turning onto is one-way or two-way.

- 1. Look for traffic controls, high-way users, or conditions that could affect your movements.
- 2. Make a move to the correct lane well in advance and reduce your speed.
- 3. Flash your brake lights to warn drivers behind you that you plan to turn.
- 4. Signal at least 3 to 4 seconds, or 150 feet before the intersection.
- 5. Position your car to the right side of the right lane, 3 to 5 feet from the curb or shoulder.
- 6. Check for other traffic in, at, and approaching the intersection.
- 7. Stop behind the crosswalk or stop sign. If necessary, move up to see cross traffic. Be prepared to yield to pedestrians.
- 8. Find a 6- to 8-second gap in the traffic to your left. Just before you turn, search the intersection again, looking for vehicles and other users.
- 9. When your front wheels are opposite the point where the curb begins to curve, look through the turn along your intended path of travel. Begin to turn.
- 10. Follow the general curve of the curb as you turn. Stay in the right lane by looking through the turn along the intended driving path.
- 11. Complete the turn by reversing your steering. Make sure the turn signal is off.



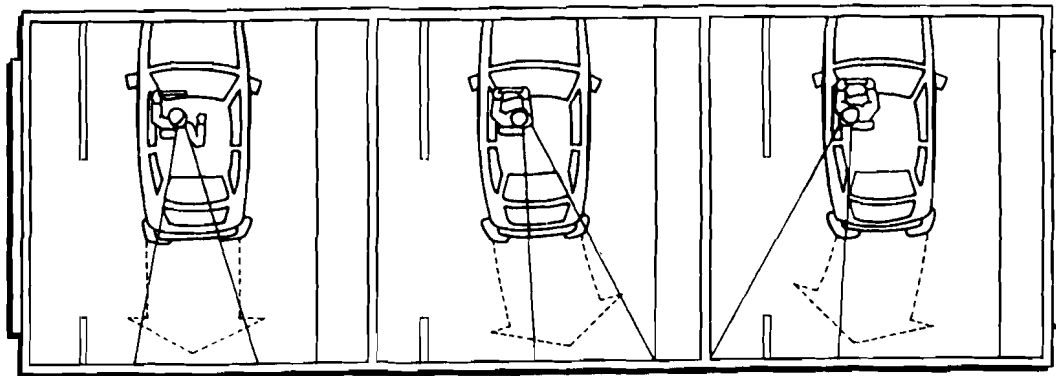
Left Turn

- 1. Look for traffic controls and traffic ahead and to the left and right that could affect your movements.
- 6. Find a 9-second gap to your right, and a 7-second gap to the left.
- 2. Signal and move into the correct lane well in advance. Stop behind the crosswalk or stop line. Keep the wheels straight.
- 7. Move your car forward until you are about 1 lane width away from the center of the intersection. Yield to any approaching traffic and pedestrians in the intersection. Keep your wheels straight.
- 3. Signal at least 3 to 4 seconds, or 150 feet before you reach the intersection. Flash your brake lights.
- 8. Look through the turn along your intended path of travel. Begin the turn using hand-over-hand or push/pull steering.
- 4. Position your car just to the right of the center line or, on a one-way street, the left curb.
- 9. Follow the path of travel so that you arrive in the lane just to the right of the center line. Complete the turn by reversing your steering. Be sure the turn signal is off.
- 5. Wait until there are no pedestrians or other obstacles in your path of travel. Check for vehicles across the intersection that may travel straight through the intersection or are signaling to turn right. Check for traffic from the left and right.



Tracking**Tracking to the Rear**

- 1. With your foot on the brake, shift into Reverse gear. If you are backing straight, place your left hand at the top of the steering wheel and your right arm across the top of the seat. Look over your right shoulder. If you are backing to the right or left, keep both hands on the wheel and look over your shoulder in the direction you want to go.
 - 2. Ease pressure from the brake slowly. You will need time to look ahead to monitor the front of your car and correct any steering mistakes while moving backward. Use slight pressure on the accelerator only if needed to move the car slowly.
 - 3. Look where you want to go so you can identify steering errors early. As when you go forward, move
- the steering wheel in the direction you want the vehicle to go. If the car wanders left, turn the wheel slightly to the right and back to center.
- 4. Look mostly out the rear window with alternating, quick, repeated glances to the front to make sure the car is moving in the direction you want and the front end is not about to hit anything.
 - 5. Make sure you are looking out the rear window as you come to a complete stop. If you turn your attention to the front before you are finished backing up, you could hit something with the rear end of the car.



Turnabouts

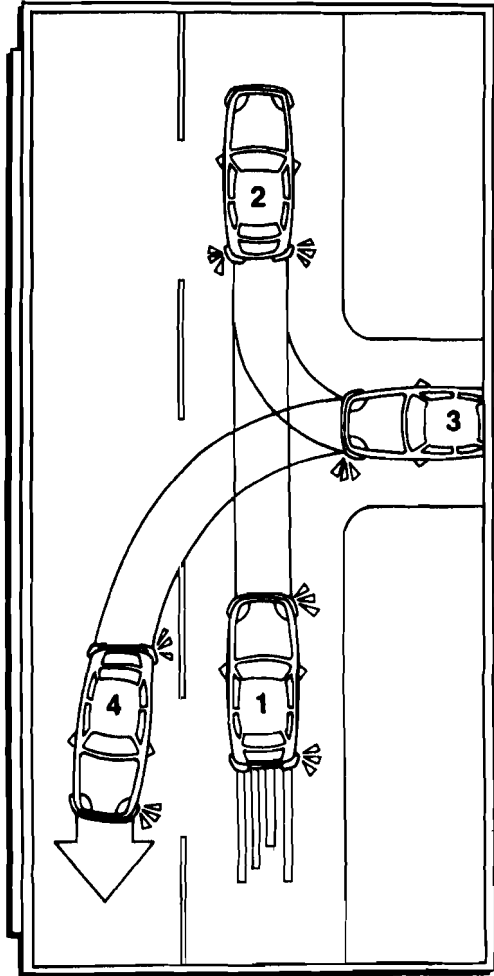
Two-Point Turn

Reversing Direction by Backing into a Driveway

The least hazardous way to reverse direction without going around the block is to back into a driveway. This is called a **two-point turn**.

1. Check mirrors, signal early, and flash brake lights. Check for objects or children in the driveway.
2. Stop about 3 feet away from the curb, with the rear bumper of your car just past the driveway or alley that you want to back into.
3. With your foot on the brake, shift into *reverse* gear. Check to the rear for possible obstacles.
4. When the path is clear, look over your right shoulder into the driveway or alley. Then back up slowly, turning the steering wheel quickly all the way to the right.
5. As the rear of the car enters the driveway or alley, start to turn the steering wheel back to the left. Stop when the front of the car is clear of the traffic lane. The front wheels should now point straight ahead.

6. With your foot on the brake, shift your car into *drive*. Signal, check traffic, and leave the driveway or alley when it is safe to do so.



Turnabouts

Two-Point Turn

Reversing Direction by Heading into a Driveway

There is another, but more dangerous way to make a two-point turn. It involves heading into an alley or driveway. You then back into the street and come to a stop in the through-traffic lane. The steps in this maneuver are as follows:

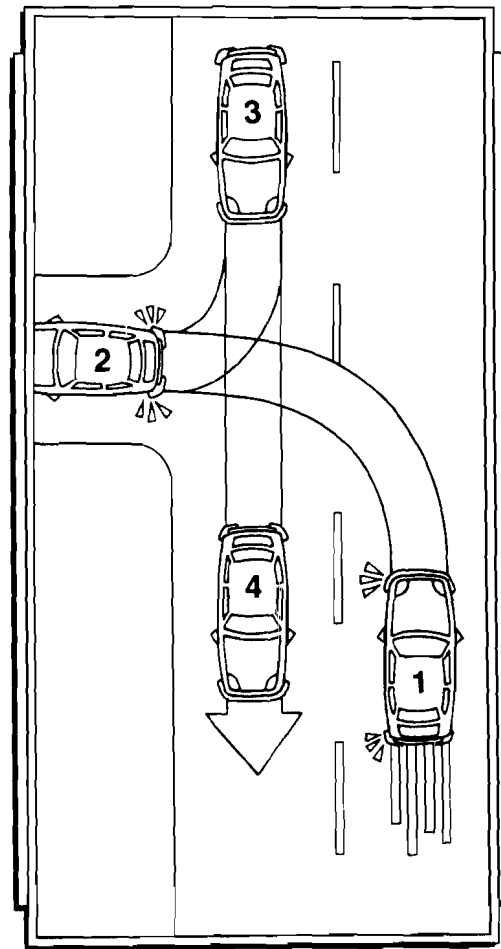
1. Select a driveway or an alley on the left that allows good visibility. Make sure there are no objects along the driveway that will obscure your view of the road.
2. Turn on your left turn signal. Check traffic all around, flash your brake lights, and stop. When traffic is clear, turn into the driveway or alley. Position your car as far to the right side as possible.
3. Stop, with your front wheels straight, when the rear bumper clears the edge of the roadway.

Note: Steps 4-9 describe the procedure for backing out of a driveway.

4. With your foot on the brake, shift into *reverse* gear.
5. Check in all directions for vehicles and other users. Look over your right shoulder into your planned path of travel to the rear. Back slowly, stopping before the sidewalk and the street and rechecking traffic each time.
6. Turn the steering wheel quickly all the way to the right. Be sure to keep the car in the first lane of traffic. Check the front of your

car with repeated glances to make sure that it does not hit anything.

7. Halfway through the turn, start to straighten the steering wheel.
8. Stop with the front wheels turned straight ahead. Check mirrors and over your shoulder.
9. Shift into *drive* and accelerate to traffic speed.

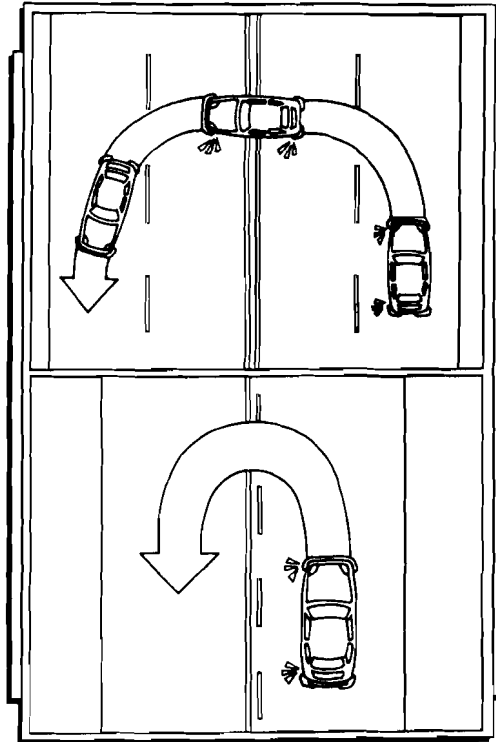


Turnabouts

U-Turn

In terms of steering, a U-turn is the easiest turnabout to make. But you need a wide street in which to do it. (Also, it is illegal in some places.) If you must make a U-turn, pick a place where you can see well and other drivers can see you. To make a U-turn on a two-lane road, do the following:

1. Stop your car close to the right edge of the curb. Check for traffic in both directions; then signal for a left turn. Check over your left shoulder again. Do not start the turn if you will interfere with traffic.
2. Turn the steering wheel quickly all the way to the left, moving the car slowly until it faces in the opposite direction.
3. When the turn is almost completed, straighten your wheels. Check for traffic to the rear. Proceed in the proper lane at normal speed.



Turnabouts

Three-Point Turn

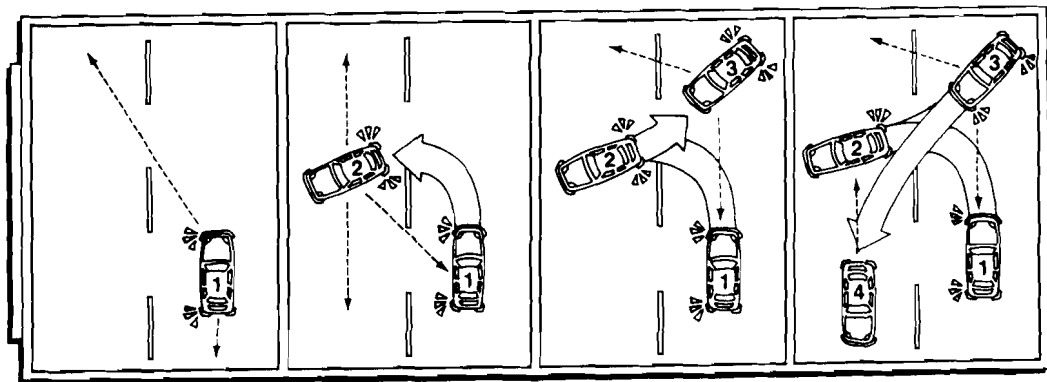
The most difficult and dangerous turnabout is a **three-point turn**.

The three-point turn is dangerous because when you make it, you must back across two lanes of traffic before moving forward. If you have no choice but to make a three-point turn, make these checks first:

- ◆ Be sure that you are not near an intersection, a curve, or the crest of a hill. If a fast-moving car appeared suddenly, you would not be able to get out of the way.
- ◆ Check the height of any curbs at the side of the road. The front and rear of your car may go well over the curbs during this maneuver. High curbs could do damage to your car.
- ◆ Pick a spot without trees, telephone poles, fire hydrants, or other objects near the curb. Such objects are hard to keep in sight while you back up and turn. You must also check for traffic from both directions.
- ◆ Be sure to move the car slowly and the steering wheel quickly.

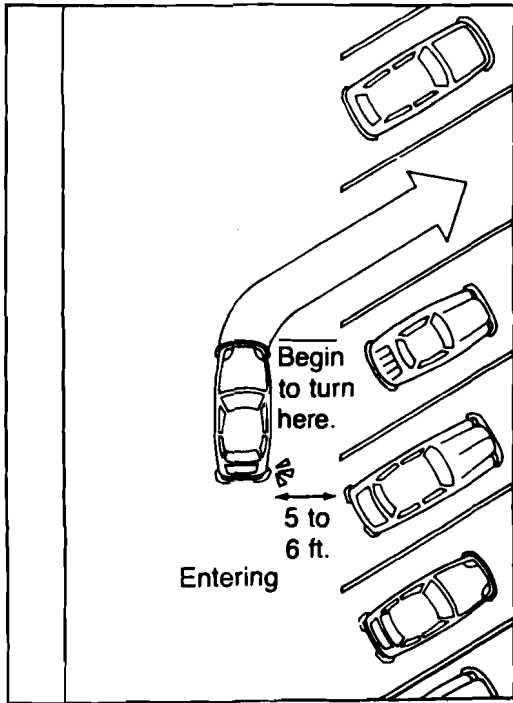
Once you have made these checks, do as follows:

1. Stop as close to the right edge of the curb as possible. Check traffic in both directions. Wait until you have a 20 to 30 second gap to complete the turn.
2. Turn on your left turn signal and look over your left shoulder for any cars in your blind spot.
3. Move the car forward, turning the wheel very quickly all the way to the left to bring the car into the opposite lane.
4. When the front wheels are about 4 feet from the edge of the pavement or curb, and while moving slowly, turn the steering wheel all the way to the right. Stop just short of the road edge or the curb.
5. Check traffic over both shoulders. Back slowly, holding the wheel in the extreme right position. About 4 feet before stopping, turn the steering wheel quickly to the left. Keep looking back until you have stopped the car.
6. Shift into *drive*. Check traffic. Signal and accelerate to traffic speed.



Angle Parking

Angle Parking on the Right



- 1. When looking for an angled parking space, stay 5 or 6 feet from parked cars so that you can see as much as possible and have the most space for maneuvering. Watch for signs that tell you a parked vehicle may be backing out.
- 2. As soon as you identify a spot, signal for a right turn.
- 3. Drive forward until you can see along the left side of the car to the right of the space you want to enter.
- 4. Quickly turn the steering wheel all the way to the right. Creep ahead at 3 to 5 mph into the space midway between the lines. Check the left front and right rear of your car to make sure there is clearance.
- 5. As you straighten the wheels, move up until the front of your car is aligned with those beside it.

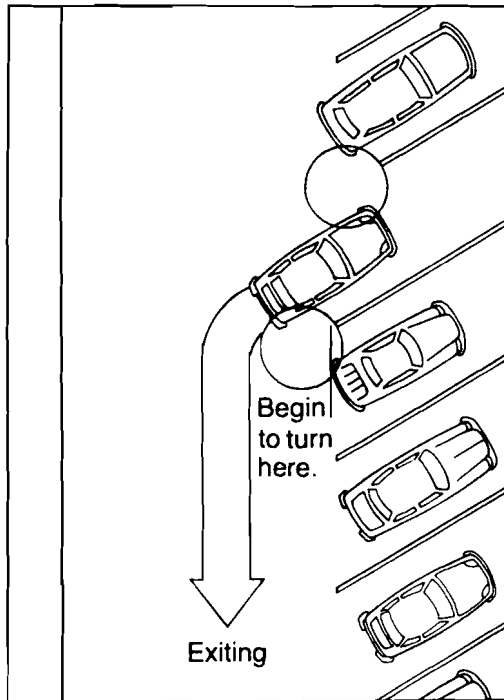
Angle Parking on the Left

Angle parking on the left requires the same checks and steps as angle parking on the right. These are the differences:

- ◆ You turn the steering wheel in the opposite direction.
- ◆ The danger points are now your right front bumper and your left rear fender.

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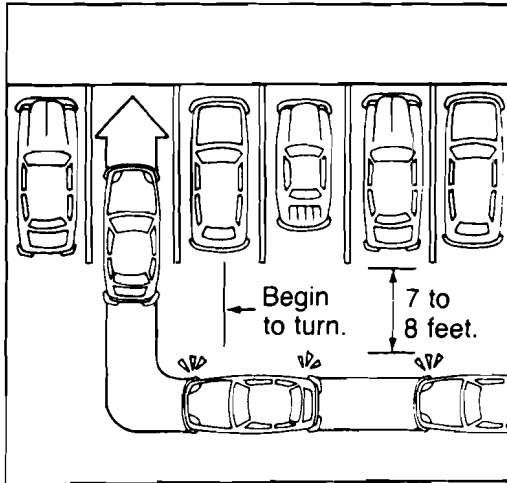
Exiting from an Angle Parking Space



1. Turn on your turn signal to alert drivers of your intentions. With your foot on the brake pedal, shift into *reverse* gear.
2. Check traffic all around your car, especially through the rear window.
3. Move back slowly with your wheels straight, looking to your left and over your right shoulder. Keep checking the back and sides for obstacles. Yield to oncoming traffic.
4. To exit an angle parking space on the right, backing to the right, turn the steering wheel sharply right when your front bumper will clear the rear of the car on your left. (To exit an angle space on the left, turn the steering wheel sharply left when your front bumper will clear the rear of the car on your right.)
5. As the car enters the traffic lane, quickly turn the steering wheel in the opposite direction to straighten the front wheels. Make sure you keep looking out of the back window until your car has come to a complete stop.
6. Shift into *drive*, accelerate, and move into traffic.

Perpendicular Parking

Entering a Perpendicular Parking Space on the Right



- 1. When looking for a parking space, stay 7 to 8 feet from parked cars for best visibility. Observe all traffic conditions and watch for signs that tell you a parked vehicle may be backing out.
- 2. As soon as you find a spot, turn on your right turn signal.
- 3. Slow to a speed of 3 to 5 mph.
- 4. Start turning right when you can look down the right side of the car parked to the right of the space you want to enter.
- 5. Turn the steering wheel sharply to the right. Move forward slowly. Keep checking the left front and right rear of your car to make sure there is clearance.
- 6. As you straighten the wheels and center in the space, move forward slowly, until the front of your car is aligned with those beside it.

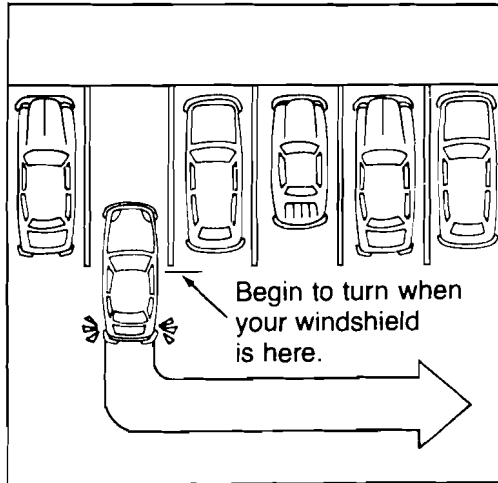
Entering a Perpendicular Parking Space on the Left

Entering a perpendicular parking space on the left requires almost the same checks and steps used when entering a space on the right. These are the differences:

- ◆ You turn the steering wheel in the opposite direction.
- ◆ The danger points are your right front bumper and your left rear fender.

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Exiting from a Perpendicular Parking Space

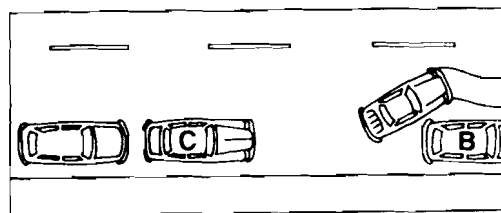
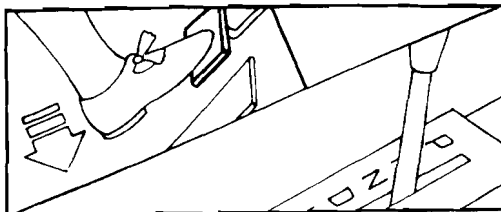
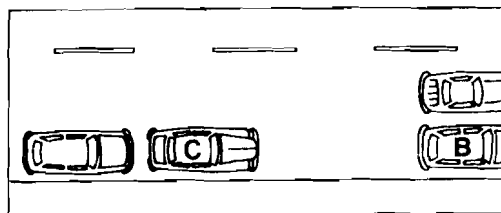
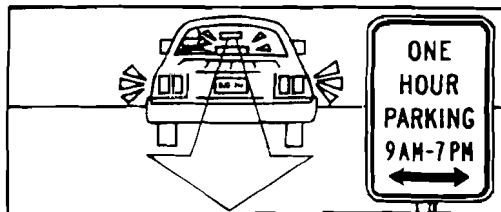
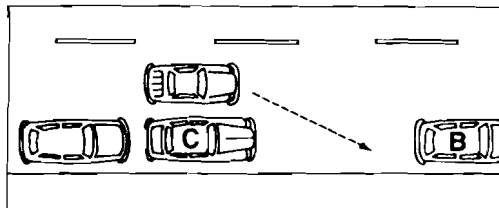


- 1. Turn on your turn signal to alert drivers of your intentions. With your foot on the brake pedal, shift into *reverse* gear.
- 2. Check traffic all around your car.
- 3. Move back very slowly with your wheels straight, looking to your left and over your right shoulder. Keep checking out the back and to the sides for possible obstacles. Yield to oncoming traffic.
- 4. When your windshield is in line with the rear bumpers of the cars parked on either side, start turning your wheel slightly to the right or left, depending on which way you want to back.
- 5. Make sure your front bumper does not hit the rear of the car opposite to the direction you are turning.
- 6. As the car enters the traffic lane, turn the wheel quickly in the opposite direction to straighten the front wheels. Keep looking out the back window until the car is stopped.
- 7. Shift into *drive*, accelerate and move into the flow of traffic.

Parallel Parking

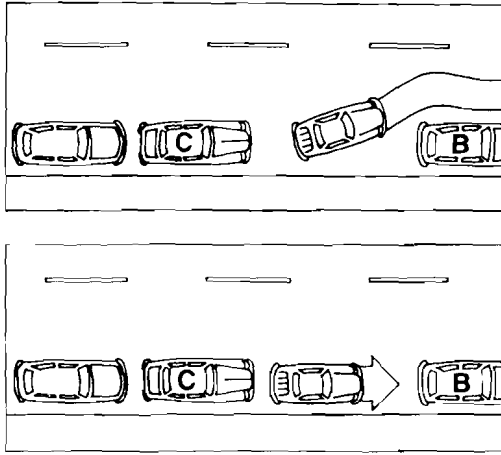
The Behind-the-Wheel Guide below describes parallel parking on the right. If you park at the left-hand curb

of a one-way street, follow the same steps but reverse the left and right directions.



1. Approach the parking space in the proper lane. Check traffic behind you as soon as you have found a parking space. Signal your intention to stop by flashing your brake lights and turning on the turn indicator.
2. Move over parallel to vehicle B, leaving about 3 feet between cars. Stop when the center door post, or back of the front seat, of your car is even with the center door post, or back of the front seat, of Vehicle B. With your foot on the brake, shift into Reverse.
3. Back up very slowly, steering sharply to the right until the back of the front seat is even with the rear bumper of vehicle B. (The inside headlight of vehicle C should now be visible in your left outside mirror.)

(continued on other side)



- 4. Back up slowly and turn the wheel rapidly to the left as far as it will go. Keep looking to the rear and stop before making contact with the front bumper of car C.
- 5. With your foot on the brake, shift into Drive (First gear in a manual-shift vehicle). Move forward very slowly, straightening the wheels. Stop when your car is centered between vehicles B and C.
- 6. Shift to Park (Reverse in a manual-shift vehicle). Set the parking brake

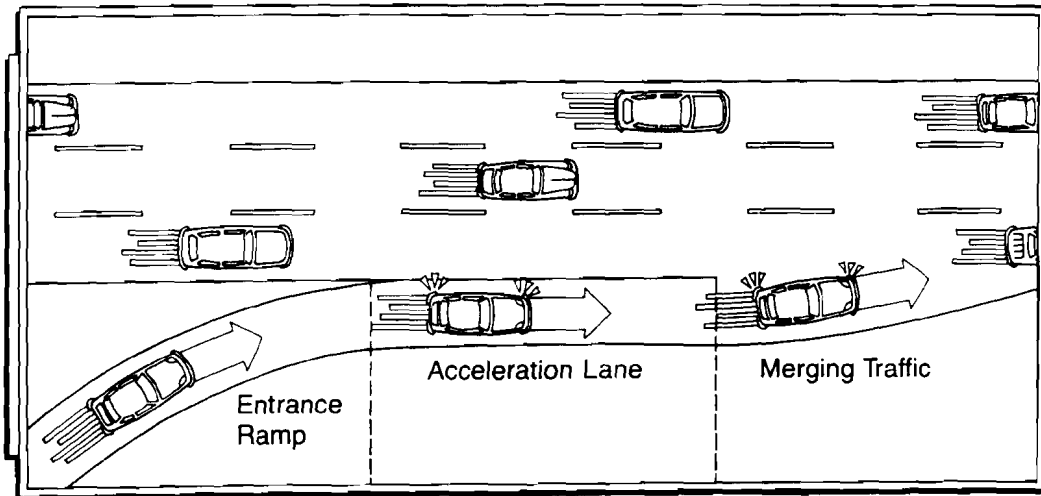
Exiting from a Parallel Parking Space

- 1. In preparing to leave a parallel parking space on the right, step on the brake, shift into Reverse, and then back slowly, straightening your wheels.
- 2. When your car is about 1 foot from the car behind you, turn the wheel rapidly to the left and stop.
- 3. With your foot on the brake, shift into Drive or First gear.
- 4. Signal a left turn and check your blind spots.
- 5. Move forward slowly, steering rapidly the rest of the way to the left.
- 6. Yield to approaching traffic. Then move forward slowly. When your center door post is even with the rear bumper of the car in front of you, turn the wheel right until the front wheels point straight ahead.
- 7. Check the position of the car to your right, being careful not to scrape it. When your rear bumper is opposite its rear bumper, accelerate gently and steer right as necessary into traffic.

Entering and Leaving an Expressway

Expressway Entry

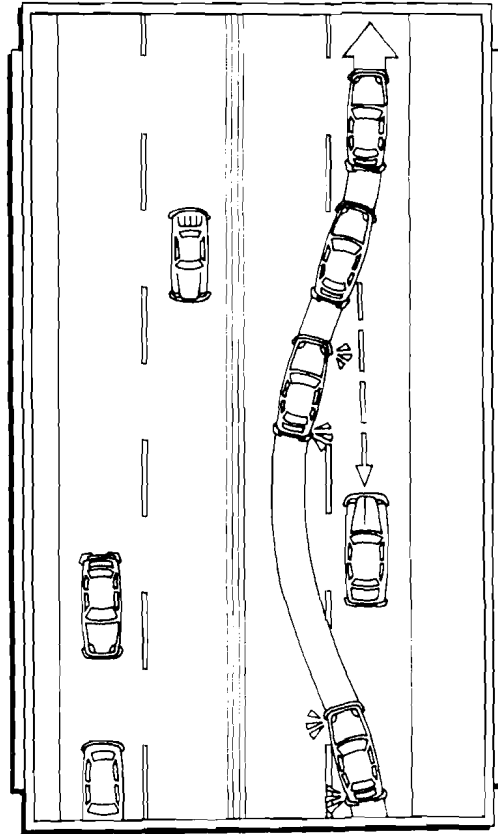
- 1. Keep at least a 4-second following distance between your car and any vehicle ahead of you on the entrance ramp. If the driver ahead of you seems unsure, increase the distance. Be ready to stop.
- 2. Signal your intention to enter the expressway.
- 3. Use the acceleration lane to move up to expressway speed. Use quick, repeated glances in your mirrors and to the side to identify a gap in traffic sufficient to allow you to merge.
- 4. When you have identified a safe gap in the flow of traffic, adjust speed as necessary and steer into the traffic lane.
- 5. Cancel your signal and continue to keep a safe following distance.



Lateral Highway Maneuvers

Passing

1. Check the path ahead in the lane you are in, the off-road areas, behind you, and the lane you want to enter. Make sure no other vehicles are signaling to move into your lane. On a two-lane, two-way road, check that there are no oncoming vehicles. If there are, make sure that they are far enough away for you to complete the pass safely. If you have any doubt, don't pass.
2. If the way is clear, signal your intent to pass. Flash your headlights and use your turn signal.
3. Check over your shoulder for cars in your blind spot. Adjust speed upward as needed. Gradually and smoothly steer into the passing lane. Use very slight controlled movement of the wheel.
4. Accelerate firmly. On a road that has one lane in each direction, keep checking for oncoming traffic.
5. Check your rearview mirror quickly. When you can see both headlights of the vehicle you have passed in your rearview mirror, signal your intent to return to the right lane and steer gradually in that direction. Turn off your signal and maintain an appropriate speed.



Entering and Leaving an Expressway

Expressway Exit

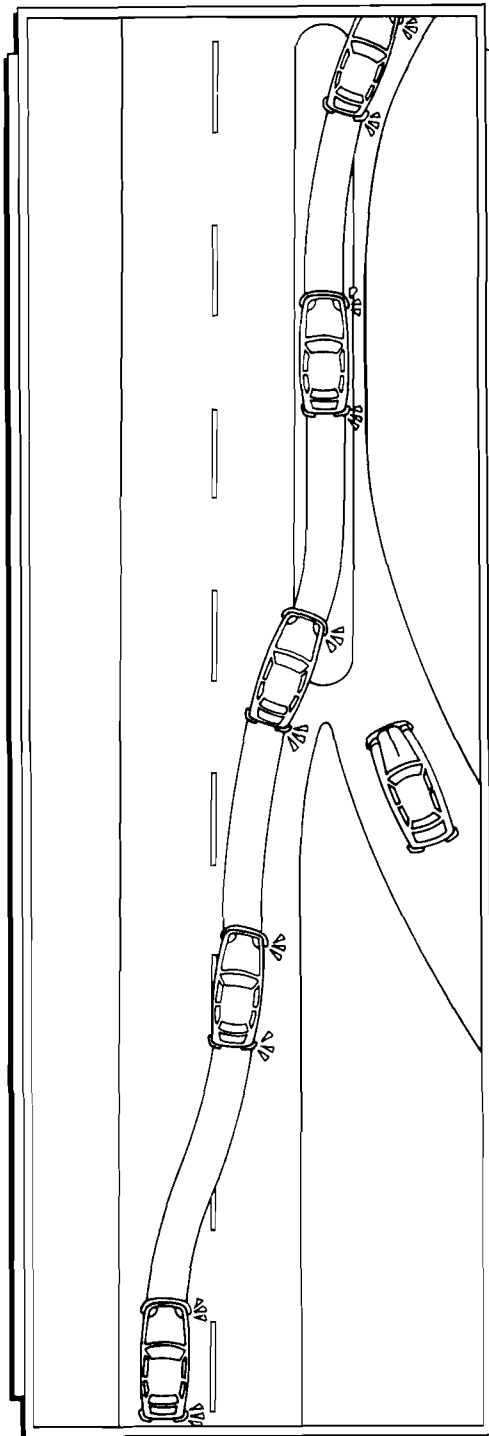
- 1. Use road signs to identify where you want to exit, and position your car in the proper lane well in advance.

- 2. Check traffic ahead and behind as you prepare for the exit.

- 3. Signal a right or left turn off the expressway.

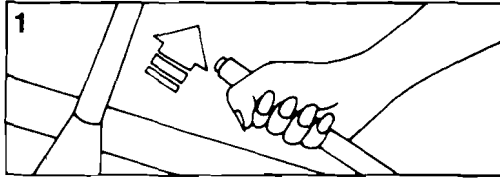
- 4. If the deceleration lane is a weave area, check your mirrors and look over your shoulder for a gap in the traffic on the entrance ramp. Adjust your speed and steer into that gap in the weaving lane. Remember to stay at least 4 seconds behind any vehicle in front of you.

- 5. Complete your merge into the deceleration lane. Move onto the exit ramp, and slow to the recommended speed.

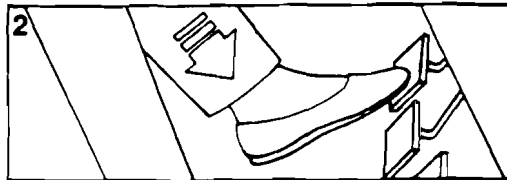


Driving a Car with a Manual Shift

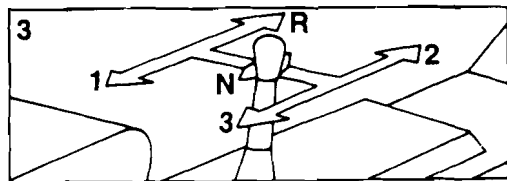
Starting the Engine



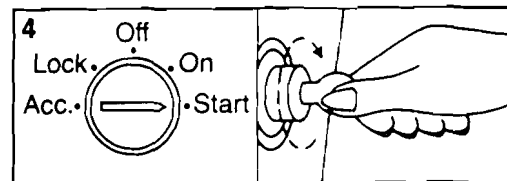
- 1. Make sure parking brake is set.



- 2. With your left foot, press the clutch pedal to the floor and hold it there. In general, if the engine is cold, push the accelerator pedal to the floor and let it up to set the automatic choke. Check the owner's manual for the correct procedure if your car has EFI. Press the brake pedal with your right foot.



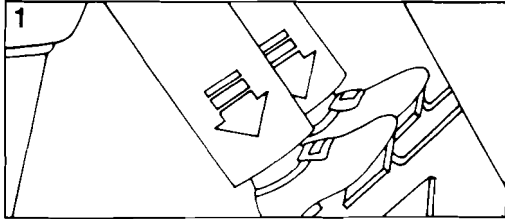
- 3. Shift into Neutral.



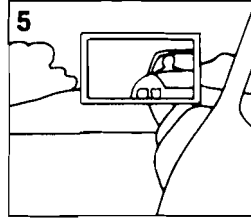
- 4. Turn the ignition key to *start*. Let go of the key as soon as you hear the engine start.

Driving a Car with a Manual Shift

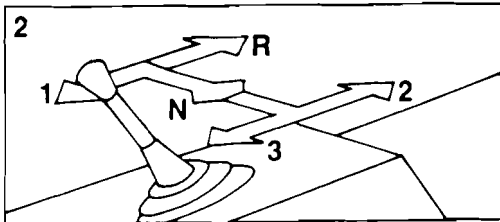
Putting the Car in Motion



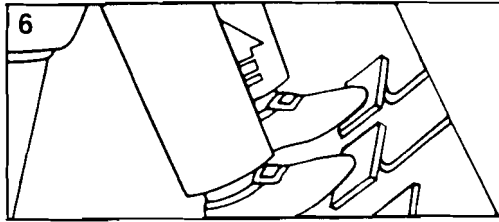
1. With your right foot, press the brake pedal. With your left foot, press the clutch pedal to the floor.



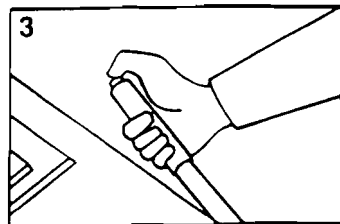
5. Check the mirrors for traffic. Look over your shoulders to check your blind spots.



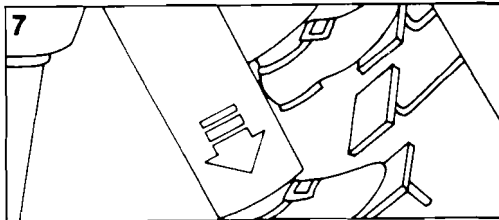
2. Shift into *first* gear.



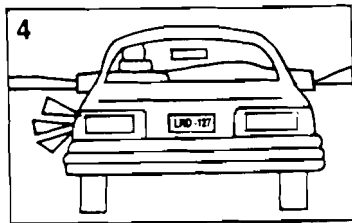
6. Let the clutch pedal up slowly until it reaches the friction point, and hold it there. Look at the roadway, not at your feet or hands.



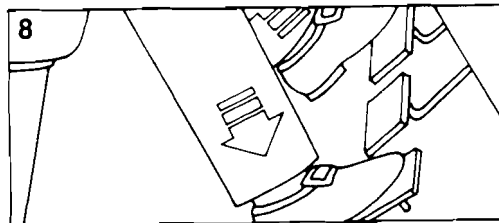
3. Release the parking brake.



7. Move your right foot from the brake to the accelerator.



4. Signal the direction you intend to move.

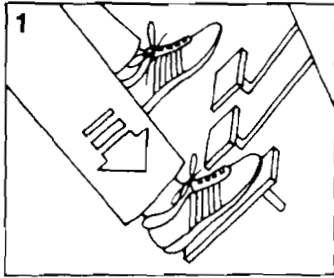


8. As you press down gently on the accelerator, slowly let the clutch pedal up all the way.

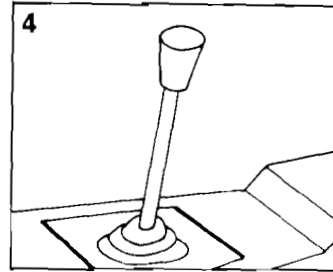
Driving a Car with a Manual Shift

Shifting to a Higher Gear

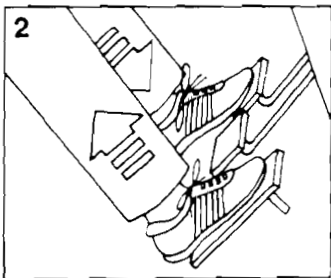
For better control, keep the heel of your right foot on the floor when using the brake or accelerator.



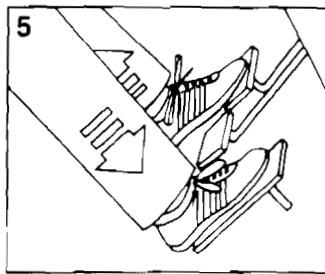
1. Accelerate to the appropriate speed for the gear you want to be in.



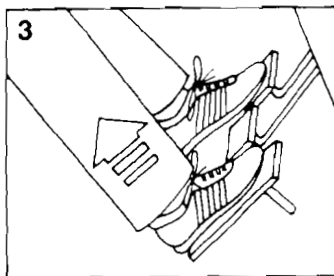
4. Shift to the next highest gear.



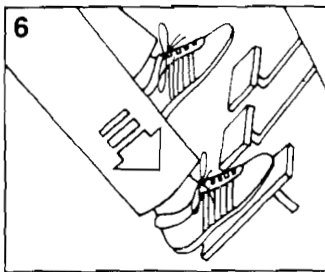
2. Press the clutch pedal to the floor.



5. Press again on the accelerator. Release the clutch pedal slowly through the friction point.



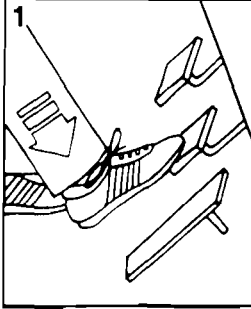
3. Release the accelerator.



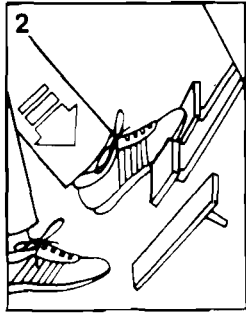
6. Release the clutch pedal all the way.

Driving a Car with a Manual Shift

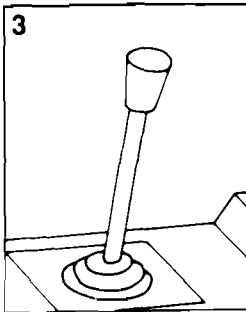
Downshifting



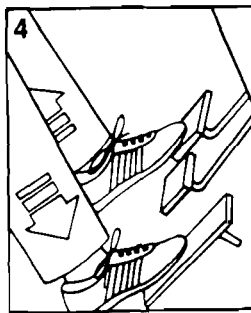
1. Release the accelerator. If you want to slow down, press the brake pedal.



2. Press the clutch pedal to the floor.



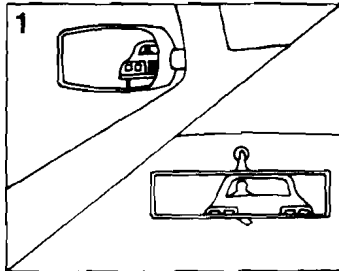
3. Shift to the next lowest gear.



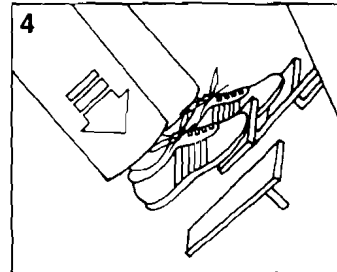
4. Release the clutch pedal to the friction point. Press down on the accelerator as necessary.

Driving a Car with a Manual Shift

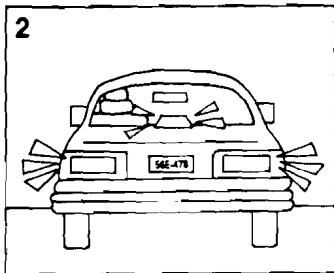
Stopping from Low Gear



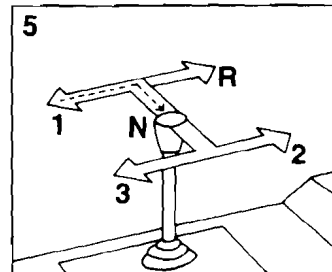
1. Check the mirrors for following traffic.



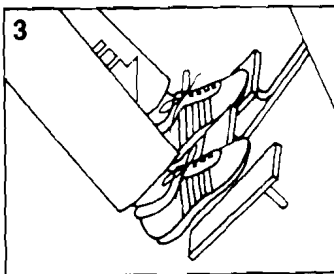
4. Push down smoothly and firmly on the brake pedal to bring the car to a stop.



2. Signal for a stop with the brake lights or by a hand signal.



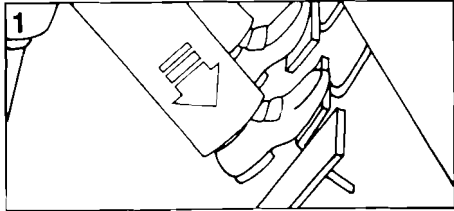
5. Keep your foot on the brake pedal and shift to *neutral*.



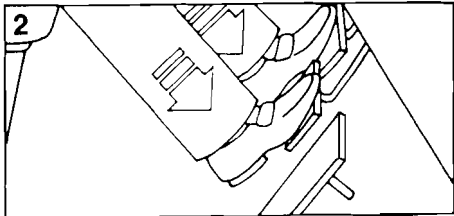
3. Press the brake pedal to reduce speed to 10 to 15 mph. Then press the clutch pedal to the floor to keep the car from stalling.

Driving a Car with a Manual Shift

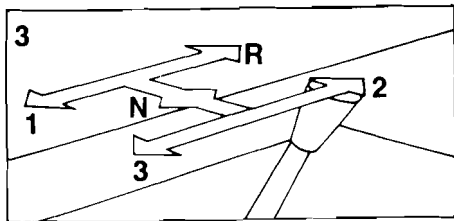
The Emergency Downshift



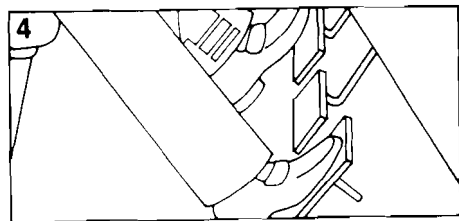
- 1. Take your foot off the accelerator and press down on the brake pedal to slow your speed.



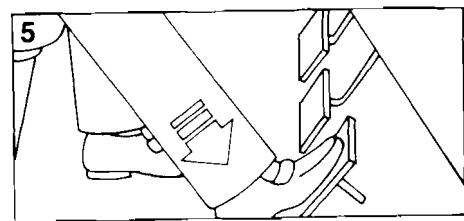
- 2. Press the clutch pedal to the floor.



- 3. Shift quickly to the next lowest gear.



- 4. Move your right foot to the accelerator. Let the clutch pedal up. Move smoothly through the friction point.

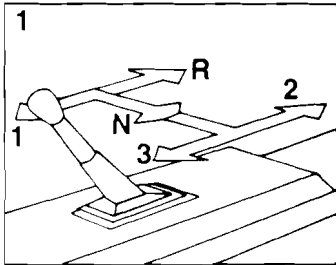


- 5. Adjust pressure on the accelerator as needed.

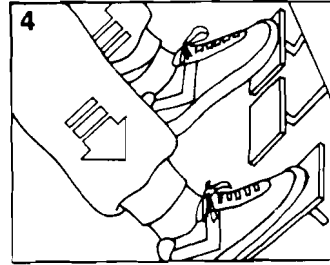
Driving a Car with a Manual Shift

Starting on an Uphill Grade

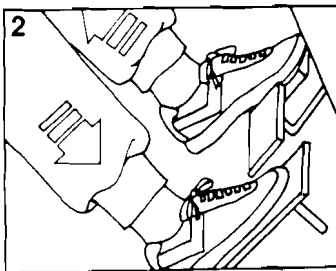
The parking brake should be set.



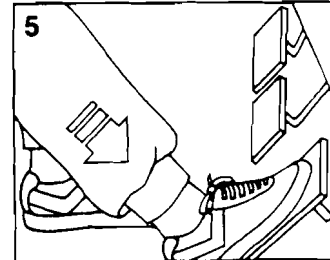
1. When you are ready to move, press the clutch pedal to the floor and shift into *first* gear.



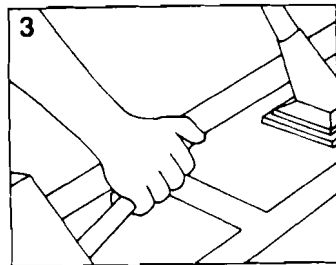
4. Press on the accelerator as you let up on the clutch pedal.



2. Let the clutch pedal up to the friction point and press gently on the accelerator.



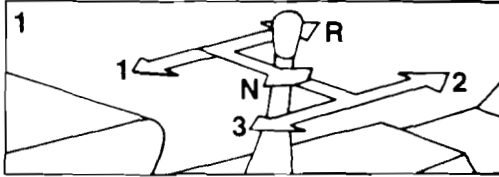
5. Accelerate in *first* gear until you have gained enough speed to shift to the next gear.



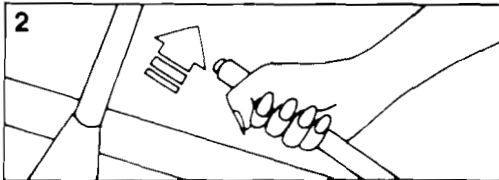
3. Release the parking brake when you begin to feel the car pulling forward.

Driving a Car with a Manual Shift

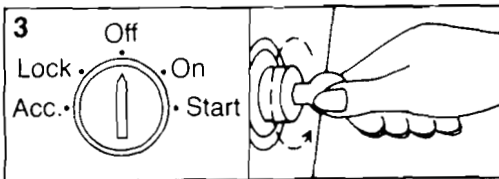
Parking Downgrade



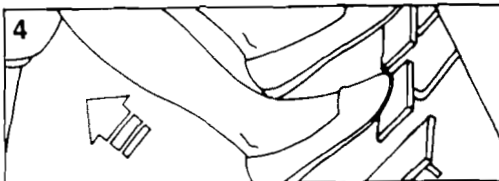
- 1. With your left foot pressing the clutch pedal to the floor and your right foot on the brake, shift into *reverse* gear.



- 2. Set the parking brake firmly.



- 3. Turn off the ignition and remove the key.



- 4. Let up both the clutch and the brake pedal.

Date _____

Dear Parent or Guardian:

Your teenager should have the basic skills necessary for driving a car, and should know the fundamental rules for safe driving. However, the evidence indicates that it takes, on average, five years to become a reasonably competent driver. Your continued guidance and cooperation are necessary to develop your teenager's safe driving habits.

It has been observed in laboratory sessions that additional practice is needed in the following areas:

- visually searching the traffic environment (20 to 30 seconds ahead)
- choosing the correct lane position
- maintaining safe speeds
- smooth braking
- maintaining a safe following distance of two seconds
- backing the car
- judging gaps at intersections
- making turns and turnabouts
- leaving the curb/returning to the curb
- changing lanes and merging
- making passing maneuvers
- expressway entry and exit
- parallel and angle parking
- interacting with traffic in a low-risk manner

We strongly recommend that you practice some or all of these skills with your son/daughter. When, in your opinion, your teenager has learned to control the car's speed and position, and has adequate experience in making safe driving decisions, you may want to assist your teenager in making arrangements to take the test for a driver's license.

We hope that our driver education program has helped your teenager to acquire the knowledge and skills necessary for safe and efficient driving.

Sincerely,

Driver Education Department