

Traffic Safety Associates

Parent-Directed Driving **Instruction Course Manual**

Introduction

Traffic Safety Associates

Parent-Directed Driving Instruction Course

This manual, along with the Behind the Wheel Guide, has been designed to help you, the parent, instruct your child on how to operate a motor vehicle in a safe, responsible and proper manner. Some have felt that teaching their teenager to drive is an impossible or even a dangerous task. But if you follow the guidelines that are found in this manual and in the ***Behind the Wheel Guide***, you will discover that teaching your teenager to drive is not that difficult. In fact it is a great opportunity to spend some quality time with your teenager.

To best teach your student to be a safe and responsible driver, this manual is broken down into two main areas. The first part of this manual covers how the theory portion of this course is to be taught. The second part of this manual explains the application of that theory and will show you the best way to teach your teenager during the behind the wheel phase. An explanation of the behind the wheel guide is also provided in this part of the manual. Once you and the student have completed both parts, you will need to submit them back to Traffic Safety Associates. Finally, attachments to this manual will help you to prepare your student for their state driving test. These “helps” will help to prepare your student in ways that will make them comfortable and competent when taking their state driving test. The attachments also include student worksheets that you will need in order to grade your student during the behind the wheel phase.

Teaching the Theory of being a Safe, Responsible and Secure Driver

This portion of the manual explains how to use the instructional book, ***Drive Right*** and the ***Skill and Applications Booklet*** that is the book’s companion. To complete this portion of the course, the student will be required to read the ***Drive Right*** textbook and complete the ***Skill and Applications Booklet***, using the ***Drive Right*** textbook to find the answers. While the student is completing the ***Skill and Applications Booklet***, they can begin the application (behind the wheel) portion of the course. Or the parent can wait until the workbook is completed before the application (behind the wheel) portion of the course is begun. Once the ***Skill and Applications Booklet*** is filled out, then the theory portion is completed. Your student will need to keep the ***Skills and Application Booklet available*** for possible later use as a reference. Finally, the ***Skills and Application Booklet***, along with the ***Drive Right*** instructional book will need to be turned in at the end of the course in order to get credit for this portion of the course.

Applying the Theories of Safe Driving in a Safe, Responsible and Secure Teaching Environment

This second portion of the manual explains the Behind the Wheel phase of your students traffic safety instruction. First is an introduction of the ***Parents Behind the Wheel Guide*** and an explanation on how to best use the guide in teaching your student. Part of this explanation is when and where is the best time to teach your student the different behind the wheel lessons. Each lesson is explained and broken down, in order to help you do the best job in instructing your student on how to drive. A checklist of each skill the student will need to be able to perform is enclosed. This checklist corresponds with each skill that is found in the Parent Behind the Wheel Guide.

This course is not limited to only parents being able to instruct their children. If a parent is not available, then any state licensed driver can supervise and teach the student. The requirements are the same whether a parent or another driver is doing the supervising and teaching. The person must be licensed in the same state where the student's permit is, they must be over the age of 21 and have at least five (5) years of driving experience. They must also sign off on the student's progress on the enclosed checklists.

The ***Parents Behind the Wheel Guide*** has been developed to maximize the application of the theory the student has learned. To do this, the behind the wheel instruction must be done in the following order. The parent or their representative first explains the skill. Then the parent or their representative demonstrates the skill. Next the skill is performed by the student and evaluated by the parent or their representative. Finally, if the student performs the skill acceptably, then the student is passed on that skill and starts on to the next skill. But if the skill is not performed acceptably, then the skill is explained and demonstrated again, with the problems being covered and corrected. Then the student re-performs the skill and is reevaluated on it. If they pass the skill that time, then they go on to the next skill.

On the Parents Behind The Wheel Checklist you can see the boxes that you are to check as each skill is explained, demonstrated, performed and evaluated. The skills are broken down into lessons that are one hour in length and are to be performed at the schedule of only one lesson per day. If all the skills for a lesson are not completed on the same day, then the instructor can just continue the lesson on another day. Once the skills are completed, the instructor would then put the additional date down on the date line along with first date for that lesson.

When evaluating the student, one way to evaluate if the skills were done right, is to ask yourself these questions at the end of each skill performance. Do you feel comfortable with the performance level of the skill? Was it safely done? Can the skill be repeated again and again at or near the same performance level? If you were a state driving examiner, would you pass the student off on this skill? If these questions can be answered positively and honestly, then the student has completed that skill.

How to best teach each lesson

This section of the book is designed to give you ideas to help you teach each of the lessons. But don't let our ideas hinder you. If you can see a better way to do it, then please do so. All we are trying to do in this portion of the manual is to answer the following questions for you. When is the best time, the best way and the best place to teach your student each of the different lessons? Hopefully this portion of the manual will answer these questions for you and help you to teach your student the best you can.

Each lesson will take one hour to complete. If your student completes their skills before the hour is over, then have them repeat those skills that are ***emphasized***. The ***emphasized*** skills are those that the student will be tested on when they take their driver's license test. By providing some extra practice of the ***emphasized*** skills, the student will be that much more ready for their state driving test. Only one lesson should be done each day.

As you can see, each lesson is broken down with hints as how to best teach each lesson. Also, found in each lesson description is the best place, time and way to teach your student the lesson skills.

Lesson One is best taught in a very secluded area such as a parking lot or a large open area and preferably on a Saturday or Sunday morning. Care should be taken to keep the vehicles speed

below 15 mph until the student comfortably masters all the skills. If the student is finding it hard at first to perform a skill, have them do a *dry* practice. This means going through the skill movements first, with the car not moving, before actually performing the skill. Also, if the skill is done very slowly at first, it is easier to learn.

Lesson Two is best taught in a quiet residential neighborhood on a Saturday or Sunday morning, or on an early weekday afternoon before it gets busy. The skills should be practiced at a speed no greater than 20 mph. Also, when the student is practicing their uncontrolled intersection skill, they should always be covering their brake.

Lesson Three is best taught at a large parking lot in an area where the public does not usually park. The lesson can take place any time of the day, as long as the area is not busy. The parking up hill and down hill skills are best practiced, when you simulate parking the car on a hill. They then perform the skills as though they were on a hill, turning the wheel in the direction that would be required, depending on whether they are simulating uphill or downhill parking, with or without a curb..

Lesson Four is best taught at first on a rural highway that is not busy, followed by using a freeway that also is not busy. The lesson can take place any time of the day. The passing on the two lane highway skill can be simulated, by having the student drive down the road at 10 mph below the speed limit. The student then picks a point where a car that they want to pass would be. Just before that point, the student would signal left, accelerate to the speed limit and then move into the left lane. Once they have traveled approximately 10 seconds in the left lane, the student would signal right and then move back into the right lane.

Lesson Five is best taught in a wide open area, where the skills can be performed without endangering any other drivers. The emergency skills should be performed at a speed not faster than 25 mph. The lesson can take place any time of the day, as long as the area is not busy. A final note. Any emergency skills that require the driver to either shut off the engine or put the transmission into neutral should be handled this way. Before the engine is either restarted or the transmission is put back into drive, the car should be pulled over to the edge of the highway and brought to a complete stop. Then you can restart the engine or put the transmission into gear, with a lot more control and very little chance of damaging your engine or transmission.

Lesson Six is performed at the discretion of the instructor. The lesson can take place any time of the day. The purpose of this lesson is two fold. First it is to let the student demonstrate their skills by picking a destination to drive to and then driving to it. It can be any destination, but the preferred destination would be one that allows the student to use as many of their learned skills as they can. At the end of the destination drive, the student will be tested over all of the skills that they have been taught. The test found at the back of the Parents Behind the Wheel Checklist is what you should use. This test is to get the student comfortable and competent when they are tested. The standards for the test are the same ones that you should use in determining whether the student passed the skills the first time. Danger potential is where you feel that yourself, others or property were placed in danger. If you answered yes to danger potential, then that skill will have to be retested. In the state test, that would mean the student failed the drive test. Lack of skill is when the student does not know how to do the skill in an organized, competent and secure manner. If they hesitate, make mistakes or don't follow instructions, the examiner will mark them down. Congestion potential looks at whether the student performed the skill in such a way as to impede or stop the flow of traffic. If the student performs the skill in such a way as to cause congestion potential to others on the highway, the student will be marked down.

The way the test works is that the student starts with 100 points. As they do the test, they are allowed to lose up to 20 points. Again, a yes on danger potential is an automatic failure. Lack of skill is a loss of 1 to 4 points, depending on how big of a problem they are having. The same is true for congestion potential. Once the test is completed and the test is scored, lesson 6 is completed and the application portion of the course is done.

So all of the work is now done

Now that the Skills and Application Booklet and the Checklist are completed, the course is finished. All that is left for you to do is to pack up the manuals, the checklist and the booklet and return them to Traffic Safety Associates. Once we have graded the materials and you have passed, a certificate will be mailed to you.

On the next few pages, you will find some additional helps and suggestions to help you prepare before, during and after each drive.

What to do before each drive

Initiation to the vehicle

EXTERIOR VERIFICATION

- the blind zone around the vehicle
- the inflation and condition of the tires
- the body, windows, lights and turn signals
- the path of travel

ENTERING THE VEHICLE

- check traffic
- approach the driver's door from the front
- unlock the door, enter and close the door
- insert the key in the ignition switch

PRE-DRIVING PROTOCOL

- lock the doors
- secure loose objects
- adjust your seat and headrest
- adjust the mirrors
- ensure good ventilation
- fasten your seat belt

BEHIND THE WHEEL DRILL

- turn the ignition switch to ON
- identify the location and function of all gauges and indicators in the instrument panel
- (depress the clutch pedal - standard)
- start the engine recheck the instrument panel
- locate and use the hand controls
- practice using the vehicle controls

What to do every time you start driving

Entering traffic

- depress the service brake
- release and move the selector lever to drive
- release the parking brake

ASSESS:

- check the mirrors and blind spot
- make sure of the space available

PREPARE:.

- activate the turn signal
- re-check the mirrors and blind spot

EXECUTE:

- release the service brake
- aim at the intended path of travel
- turn the steering wheel as needed
- accelerate gently
- aim far ahead at the center of the lane
- steer to follow the chosen path
- accelerate to the desired speed, then ease up on the accelerator to maintain your speed

How to end your driving activity

Leaving traffic

ASSESS

- locate a large, safe space
- check the mirrors and blind spot

PREPARE

- activate the turn signal
- tap the brake, check mirror then apply
- recheck the mirror and blind spot

EXECUTE

- begin slowing and steer towards the curb or roadside
- continue slowing the vehicle, while steering to line up the vehicle so it will stop parallel to the curb or roadside

What to do at the end of each drive

Exiting the vehicle

- engage the parking brake
- place the selector lever in park
- (if a standard transmission - shift into first or reverse)
- release the brake pedal
- turn off all accessories, lights, etc.
- turn the ignition switch to the lock position and remove the key
- (if a standard transmission - release the clutch pedal)
- check all mirrors and the blind spot
- use your right hand to unlock and open the door thus turning to check the traffic
- exit the vehicle
- close and lock the door
- walk towards the rear of the vehicle (facing traffic) to reach the curb or roadside