



Observed Drives: Session 1

Main points for attention:

Signature of Tutor.....

Date.....



Essential reading:

ROADCRAFT – the essential police driver’s handbook

Recommended reading:

Know your traffic signs

The Highway Code

Roadworthiness and Cockpit checks

The order of the lists is not especially important (i.e. if a different order makes it easier for you to remember, use it) – the main thing is to mention everything.

Roadworthiness Check

[The order here is “whole body” (a to d), “boot” (e), “interior” (f to g) and “under bonnet” (h).]

- a. I’ve examined the bodywork for signs of damage and checked underneath for leaks
- b. I’ve checked that all lights are in full working order as are other electrical components (horn, washers and wipers).
- c. Wheels and nuts are in good order
- d. All tyres have been checked for
 - (i) damage
 - (ii) tread depth (know what that should be!)
 - (iii) correct pressures when cold (know what these should be!)I have also checked the spare tyre in boot
- e. Tools and jack are present as are fire-extinguisher, warning triangle and first aid kit
- f. all window and mirror glass is clean
- g. seat-belts are in good order
- h. I’ve checked under bonnet for
 - (i) fluid levels
 - (ii) belt tension and signs of wear

Pre-Driving (Cockpit) Check

- a. this is a(for example) 2.0 litre, petrol engined Toledo with manual (5-speed) gearbox, front-wheel drive, ABS..... At 30 mph, third gear gives me optimum flexibility
- b. I’m happy with the position of the seat, steering wheel and mirrors
- c. I’m using my wing mirrors to check all doors are securely closed
- d. passengers are wearing belts
- e. gear is in neutral
- f. hand brake is on; both hand and foot-brakes respond firmly
- g. Switching ignition to phase I, I check that all monitor lights and gauges are working
- h. Starting engine (with the clutch depressed*), all monitor lights (except for hand-brake light) go out.
- i. I have sufficient fuel for my journey
- j. I will now carry out a stationary hand-brake test (Report.)
- k. I am now happy to start the drive and will carry out a moving brake test as soon as it is safe to do so. (From about 10 – 15 mph and report “Brakes are working with no adverse effects on steering”.)

* As an extra, pump the foot-brake and keep right foot pressing pedal whilst starting the engine – you should feel a certain give in the pedal as the servo comes into operation.

Know why you depress the clutch.

Adapted from “Roadcraft”

6. Letter and Questionnaire for final session (Page 1 of 2)

Dear _____ ,

First let me wish you every success in your forthcoming Advanced Driving Test. You have worked hard at improving your driving and should be well pleased with the progress made. Obviously I will be most interested to hear how you have got on.

The exact details of the test report which will be posted to you are, strictly speaking, confidential so you are under no obligation to disclose them. However, if you are in a position to photocopy the report and are willing to share that level of detail with me, it will help me assess my own tutoring techniques by comparing the examiner's comments with my own observations.

I have also attached a brief questionnaire which invites your comments on the time spent with me. Please feel free to make any comments you wish. I have broad shoulders and am always conscious that we can all improve both our driving and teaching techniques so I welcome any criticism. I attach a stamped address envelope for the return of any feedback you may care to give me.

It's been a pleasure teaching you – you have been always punctual, polite and keen to learn! I wish you every success with your future driving.

Best wishes,

Please rate the following aspects of your driving sessions with me:

(use 1 = very good, 2 = good, 3 = average, 5 = poor and 6 = very poor and add any comments you can think of)

1. Frequency of sessions

2. Length of individual sessions

3. Organization of sessions

4. Style of teaching

5. Feedback given

6. Use of demonstration drives

Do you wish your test result to be published on the website and in the Newsletter? Yes / No

Are you interested in becoming a driving tutor? (This involves some additional training as well as committing to giving up time for training associate members) Yes / No

How can I improve my tutoring sessions? (Continue over the page if necessary).....

