



Driving  
Standards  
Agency

# Safe and responsible driving syllabus (category B)<sup>TM</sup>

The Safe and Responsible Driving Syllabus<sup>TM</sup> sets out an approach to training drivers in the skills, knowledge and understanding required to be a safe and responsible driver of a category B vehicle.

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# Introduction

The Safe and Responsible Driving Syllabus™ (the Syllabus) sets out an approach to training drivers in the skills, knowledge and understanding required to be a safe and responsible driver of a Category B vehicle<sup>1</sup>.

The Syllabus is based on the DSA's National Standard for Driving™; an evidence-based statement of the competences needed for safe and responsible driving throughout your driving career.

The Syllabus is intended to describe good practice for driver training. In a world of client-centred learning, however, there will be many different, valid ways to deliver the learning outcomes. We hope our approach will provide a bridge between the thinking we are developing at the DSA and the work being carried out by the wide range of organisations involved in driver training and road safety in general.

In line with its philosophy of safe driving for life, the DSA recognises that the Syllabus will evolve and develop over time. We are open to engagement and dialogue with our key stakeholders to make sure that all our standards and syllabuses remain up to date.

## Aim of the Syllabus

This Syllabus aims to provide a structured approach to gaining the skills, knowledge and understanding to be a safe and responsible road-user in this class of vehicle.

Drivers who fully engage with the programme of study and training that this Syllabus supports will be able to demonstrate

- their knowledge and understanding of the theory of safe driving
- their ability to apply their theoretical knowledge and understanding while driving
- their ability to reflect on their own driving performance and to recognise the need to take remedial action if needed

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<sup>1</sup> The word 'vehicle' is used in the text to cover all types of car and light vans included in licence category B.

## Who is this Syllabus for?

This Syllabus is for

- the learner (provisional or full licence holders)
- the trainer

All references in this syllabus to 'trainer' include approved driving instructors (ADIs) and any competent, qualified person supporting the learner. Anybody wishing to conduct training in any element of this Syllabus must make sure that they meet all legal requirements.

## How to use this Syllabus

The Syllabus is divided into four units.

Unit 1	Prepare a vehicle and its occupants for a journey
Unit 2	Guide and control a vehicle
Unit 3	Drive a vehicle in accordance with The Highway Code
Unit 4	Drive safely and efficiently

However, the underpinning research indicates that the process of learning to drive safely and responsibly needs to be approached in a joined-up way if it is to be successful. Therefore it is important that drivers and trainers do not see these units as 'boxes' that can be 'ticked-off' one-by-one and in isolation. The route taken through the material by each learner may differ. It is important that learners and trainers all understand that a driver can only be said to be competent when they understand how the content of the units fits together.

In developing the National Standard for Driving™ the DSA has made the assumption that further improvements in road-safety will follow if newly qualified drivers can

- develop a greater awareness of the risks associated with driving
- learn to actively reflect on their own driving performance and take steps to improve where they see areas that require further development

To support these objectives the DSA believes that the learning-to-drive process should be 'client-centred'. This means that there should be an emphasis on transferring ownership of the learning process to the client at the earliest possible stage.

Each unit is presented in the following way

- **Unit aim** - gives an indication of the areas to be covered and why this is important in the lifelong learning-to-drive process
- **Learning outcomes** - provides a brief overview of what the learning outcome will be as a result of studying the unit
- **What you need to be able to do** - to demonstrate that you have achieved the learning outcomes
- **What you need to know and understand** - to enable you to demonstrate achievement of the learning outcomes

## Supporting documentation

The Syllabus is based on the DSA National Standard for Driving (Cat B)<sup>TM</sup>, available at [www.gov.uk](http://www.gov.uk).

Trainers should also refer to the DSA Driver/Rider Training Standard<sup>TM</sup>, also available at [www.gov.uk](http://www.gov.uk).

Detailed information can also be obtained from the following publications

- Department for Transport – The Official Highway Code (Revised 2007 edition) (TSO, 2007) ISBN: 9780115528149 (also available as an e-book or mobile phone application)
- Driving Standards Agency – The Official DSA Guide to Driving – The Essential Skills (TSO, 2010) ISBN: 9780115531347
- Department for Transport – Know Your Traffic Signs (Fifth edition 2007) (TSO, 2007) ISBN: 9780115528552

# Unit 1: Preparing a vehicle and its occupants for a journey

## Unit aim

The aim of this unit is that you should

- be able to come to an informed judgement about whether
  - you
  - your passengers
  - your vehicleare fit to undertake a particular journey
- act appropriately on the basis of that judgement

This unit is based on the understanding that

- a driver's physical and emotional state
- the physical and emotional state of any passengers
- the roadworthiness of the vehicle

can all contribute to the cause of crashes. It aims to make sure that you have the knowledge to assess your own fitness, and your passenger's fitness, and that you can check that your vehicle is safe to drive.

The unit will help you understand the issues involved in carrying passengers, loads and animals safely and securely and how to reduce the risks that this can generate.

The final learning outcome focuses on the importance of planning a journey before setting off, taking account of road, traffic and weather conditions as well as the driver's own fitness and that of their passengers.

The underlying challenges of this unit are

- to address the attitudes and misunderstandings that prevent drivers acting on the knowledge and understanding that they have
- to help you recognise that the factors affecting your fitness to drive can change from day to day and over your driving lifetime

## Learning outcomes

On completion of this unit you will	
LO1	be able to understand when you are physically and mentally fit to drive, know when you are not fit to drive and make suitable decisions based on that understanding
LO2	understand and act on a driver's responsibility to make sure that your vehicle is legally compliant
LO3	be able to control the risks associated with carrying passengers, loads and animals
LO4	be able to plan a journey using suitable transport

<b>LO1 Be able to understand when you are physically and mentally fit to drive, know when you are not fit to drive and make suitable decisions based on that understanding</b>	
<b>What you need to be able to do</b>	<b>What you need to know and understand</b>
<p>Actively review your fitness to drive before beginning any journey.</p> <p>Make alternative travel arrangements when your ability to drive safely and responsibly is affected.</p>	<p>That your fitness to drive can be affected by various factors.</p> <p>That these factors can vary from day to day and over your driving lifetime.</p>
<p>Assess whether your ability to drive safely and responsibly is affected by any drugs that you have taken.</p>	<p>How to recognise the symptoms of drug impairment.</p> <p>The range of possible effects - from making you hyper-active and over confident to making you sluggish and slow in your responses - that illegal, over-the-counter and prescribed medication can have on your physical and mental ability.</p> <p>The law on driving while under the influence of drugs.</p> <p>That different drugs, which have no negative impact individually, can combine to produce negative effects.</p> <p>That it is not always possible to predict when the effects of a drug will disappear from your system.</p>

**LO1** Be able to understand when you are physically and mentally fit to drive, know when you are not fit to drive and make suitable decisions based on that understanding

**What you need to be able to do**

**What you need to know and understand**

Assess whether your ability to drive safely and responsibly is affected by any alcohol you have consumed.

Why the most desirable level of alcohol in your blood, when driving, is zero and the benefits of never drinking and driving.

That alcohol can have a range of effects, from making you more relaxed to more aggressive.

That the way you respond to alcohol may change in different circumstances but however you react it will have a negative impact on your ability to drive safely and responsibly.

That alcohol can affect men and women differently.

That alcohol can remain active in your system for a long time after you stop being aware of its effects.

What a unit of alcohol can 'look' like and how it is presented in different products such as 'alcopops', spirits or wine.

The legal limits that apply to driving with alcohol in your system. This is currently breath alcohol higher than 35µg/100ml (equivalent to blood alcohol level of 80mg/100ml).

The penalties you will face if prosecuted.

Assess whether your ability to drive safely and responsibly will be impaired by how tired you are.

What can happen when you are suffering from extreme tiredness, such as falling asleep for periods of a few seconds or longer while on the move.

How to recognise symptoms of tiredness.

When you are at risk from tiredness while driving.

How factors such as poor posture and extremes of temperature can lead to tiredness.

What effective actions you can take to address tiredness when you are driving, and the limitations of some of the actions that people recommend.

Assess whether your ability to drive safely and responsibly will be impaired by your emotional state.

That your ability to make appropriate decisions can be impaired by the whole range of emotions, for example anger or excitement.

That emotional states can aggravate inappropriate behaviour in yourself and in other road users.



**LO1** Be able to understand when you are physically and mentally fit to drive, know when you are not fit to drive and make suitable decisions based on that understanding

**What you need to be able to do**

**What you need to know and understand**

Assess whether your ability to drive safely and responsibly will be impaired by your physical condition.

Assess whether you would benefit from having your vehicle fitted with an adaptation to help you overcome any physical impairment.

That both long term and temporary physical impairments, such as sports injuries and illnesses, may have an effect on your ability to drive safely and responsibly.

That the effects of physical impairment or illness that you deal with from day-to-day, or perhaps are not even aware of, may begin to present problems when you start to learn to drive.

That if you are affected by a physical impairment there is a range of ways that you can be supported to overcome any problems you have.

How to recognise the effects of eyesight deterioration.

The issues involved in using light sensitive or tinted lenses to manage eye conditions, particularly when driving in adverse weather conditions.

The effects of the physical and emotional changes associated with aging, such as

- slower response times
- deterioration of vision and hearing
- loss of muscle strength and flexibility
- drowsiness due to medications
- a reduction in the ability to focus or concentrate
- lower tolerance for alcohol

**LO2 Understand and act on a driver's responsibility to make sure your vehicle is legally compliant**

**What you need to be able to do**

**What you need to know and understand**

Make routine checks of vehicle roadworthiness in accordance with the vehicle handbook. For example, check

- tyres are in good condition, legally compliant and correctly inflated
- lights are in good working order and legally compliant
- engine oil level is correct
- water coolant and washer reservoir levels are correct
- there is no damage to the vehicle that would impair roadworthiness
- windscreen and other areas of vision are clear
- seat-belts and any other safety devices are in working order and undamaged

That different vehicles have different maintenance requirements.

The importance of regular checks (as set out in the handbook) for the vehicle you are using - including the need to make any seasonal adjustments.

How to find a copy of the handbook, or the information you need to carry out checks, if a copy is not available in the vehicle.

How to recognise early warning signs that need further investigation, such as abnormal wear on tyres or smoke in the exhaust.

The legal restrictions on damage to the windscreen and the risks associated with driving with a damaged windscreen.

How ignoring a roadworthiness issue can affect your ability to use your vehicle in a safe way, such as

- the brakes not working properly
- engine failure

How failing to maintain the roadworthiness of your vehicle can affect your insurance status.

How failing to maintain your vehicle can have an adverse impact on the environment, such as

- the effect of excessive exhaust emissions
- excessive noise from a damaged silencer

How to do routine maintenance tasks, such as topping up oil levels. If you cannot do them yourself, the importance of making arrangements for routine maintenance tasks to be completed by a competent person before you use your vehicle.

Your responsibilities to dispose of waste products (for example used oil, batteries and old tyres) appropriately, and the impact of failing to do so.

**LO2 Understand and act on a driver's responsibility to make sure your vehicle is legally compliant**

**What you need to be able to do**

**What you need to know and understand**

If the vehicle is new to you, familiarise yourself with the layout of instruments and controls.

Make adjustments so that you can drive the vehicle in a safe and comfortable way, with good all-round visibility.

Check that there is enough fuel for your journey.

Make sure the vehicle has basic vehicle maintenance equipment, such as equipment for dealing with a puncture.

How to use the handbook to check the layout and operation of instruments and controls each time you use a new vehicle.

How to adjust a new vehicle to suit your needs, such as by altering the position of

- your seat (including the head restraint)
- the steering wheel
- the mirrors

How to identify

- the fuel type for your vehicle
- the tank capacity
- whether there is a reserve tank

from the handbook or from symbols on the filler cap.

That each vehicle you use may

- have different gear ratios
- be a different width, height or length
- handle differently
- have different systems and controls fitted

and that you may need to take time to adjust to these differences.

Where basic maintenance equipment is located and how it can be accessed if the vehicle breaks down.

## LO2 Understand and act on a driver's responsibility to make sure your vehicle is legally compliant

### What you need to be able to do

### What you need to know and understand

Make sure all driver and vehicle documentation meets legal requirements by checking that

- your driving licence is valid for the category of vehicle being driven
- your driving licence is signed
- you have valid insurance for the vehicle and for how you intend to use it
- the vehicle tax is up to date and the tax disc is displayed correctly in the vehicle
- the vehicle registration is updated if you change or sell the vehicle
- the vehicle has a current MOT certificate (where applicable)

That you must have a valid, signed driving licence and must be aware of and act on any restrictions that may apply, such as

- provisional entitlement
- rules on towing a trailer
- wearing glasses or contact lenses when driving

That you must display red L plates (red D plates in Wales) if you are a learner driver.

How to check the licence category entitlement and renewal date of your driving licence, which is separate from your entitlement end date.

That you must inform the DVLA if you change your name or address, and about certain changes to your health and how to find out which changes this applies to.

The importance of keeping the vehicle Registration Document up to date and the owner's responsibility to notify the DVLA of any change of ownership.

The operation of the Statutory Off-Road Notification (SORN) process.

How to apply for a vehicle tax disc and when and where to display it.

When an MOT test certificate is required.

The requirement for a valid and legal insurance certificate covering at least third party liability.

The factors that affect the cost of insurance, such as

- vehicle engine capacity and performance
- age and driving record of the driver(s)
- the address where the vehicle is kept
- the main purpose of driving

That, if asked, you must be able to produce

- your driving licence
- a valid insurance certificate
- a current MOT certificate (if applicable)

either immediately, or within seven days to a police station

**LO3 Be able to control the risks associated with carrying passengers, loads and animals**

**What you need to be able to do**

**What you need to know and understand**

Make sure that your passengers do not affect

- your ability to drive safely and responsibly
- other road users

That a passenger who is

- taking drugs
- drunk
- emotionally disturbed
- otherwise agitated

may affect your ability to drive safely and responsibly and may also affect other road users.

That it is your responsibility to take suitable action to lessen that risk.

That simply talking to your passengers is a risk if you allow it to distract you from what is happening on the road around you.

That children as passengers can affect your ability to drive safely and responsibly because

- they may be noisy or physically disruptive
- your natural reaction to children's needs may override your ability to focus on the driving task

Make sure passengers are correctly and safely seated.

When you are legally responsible for passengers using their seatbelts.

The law on the use of booster seats, child seats and carry cots.

How to fit booster seats, child seats and carry cots so that they

- are secure
- do not interfere with the operation of controls or other safety devices such as airbags

The importance of head restraints and how to adjust them correctly.

How many passengers your vehicle can carry safely and legally.

The potential dangers of carrying too many passengers or seating them inappropriately.

**LO3 Be able to control the risks associated with carrying passengers, loads and animals**

**What you need to be able to do**

**What you need to know and understand**

Make sure loads are secure and evenly distributed.

How to pack and transport loads safely.

The types of load securing equipment that are available, such as roof racks and cycle carriers, and when to use them.

What might happen if you carry unsecured loads, for example if you are required to

- brake suddenly
- take avoiding action

That you must not allow any load to stick out dangerously from your vehicle.

The rules that apply to the carriage of hazardous goods, such as fuel.

Allow for the way that carrying passengers or loads may affect the handling characteristics of your vehicle.

Manage the effect of extra weight and its distribution.

Manage the effect of reduced visibility.

That the carriage of passengers or loads can affect vehicle handling when cornering, accelerating and braking.

That older vehicles may be more affected by carrying passengers or loads than newer vehicles fitted with stability control systems.

How to use the vehicle handbook to find out what adjustments you should make to your vehicle when carrying passengers or loads, such as

- re-aligning headlights
- adjusting tyre pressures

That your view may be restricted when you carry passengers or a load, and that you need to take active steps to maximise visibility in these situations.

Make sure animals are secure and restrained in the vehicle.

Make sure that animals carried or left in the vehicle have enough air and are not too hot or too cold.

How to secure animals safely.

The particular risks that animals pose for drivers, such as

- interfering with the control of the vehicle
- causing distractions
- being a physical hazard if you brake suddenly

The conditions animals need when being carried in or left in a vehicle, such as fresh air and shade from the sun.

The rights that some authorities have, such as entering a vehicle to release an animal.

<b>LO4 Be able to plan a journey using suitable transport</b>	
<b>What you need to be able to do</b>	<b>What you need to know and understand</b>
<p>Choose a suitable mode of transport based on your understanding of</p> <ul style="list-style-type: none"> <li>• your fitness and needs</li> <li>• the fitness and needs of any passengers</li> <li>• the environmental, economic and personal safety implications of different modes of transport</li> </ul>	<p>How any of the factors identified in LO1 above might affect your choice of transport.</p> <p>How the factors that affect your choice of transport may change from day to day and over time.</p> <p>The costs and benefits of different modes of transport such as walking, taking public transport or car sharing.</p> <p>The environmental impact of different types of vehicle and engines, such as on climate change and air quality, and the benefits of making a suitable choice.</p>
<p>Plan a suitable route and calculate the time required for your journey.</p> <p>Choose roads that are</p> <ul style="list-style-type: none"> <li>• suitable for your vehicle</li> <li>• not badly affected by weather conditions, traffic volume or road works</li> </ul> <p>Choose a suitable alternative route if appropriate.</p> <p>Choose locations for rest breaks and refuelling.</p> <p>Memorise key route references where necessary.</p>	<p>The use and limitations of the range of tools available to help you plan your journey, such as</p> <ul style="list-style-type: none"> <li>• maps</li> <li>• the internet</li> <li>• weather reports</li> <li>• GPS facilities</li> <li>• hotlines</li> </ul> <p>The need to build in extra time to allow for unforeseen delays.</p> <p>How particular road conditions, such as rush hour congestion, may affect your ability to drive safely and responsibly, given your vehicle and your level of experience.</p> <p>How particular road conditions, such as rush hour congestion, may affect fuel consumption and the importance of planning refuelling locations.</p> <p>The importance of taking regular breaks from driving.</p> <p>The dangers of not recognising the onset of dehydration and the effects of hunger.</p> <p>The operation and impact of traffic calming legislation, such as inner city congestion charges.</p>

## Unit 2: Guide and control a vehicle

### Unit aim

This overall aim of this unit is that the driver should be able to guide and control their vehicle safely and responsibly, taking into account road, traffic and weather conditions.

This unit is based on the understanding that driving is a complex task; it involves taking in a large amount of information and responding to it appropriately. To be able to do this a driver must be able to constantly scan the world around them, understand what is happening and identify possible hazards and risks.

A key part of being able to manage this complexity is the ability to master basic driving skills, such as steering and coordinating the use of controls, so that the driver does not have to think about doing them.

Acquiring these skills will provide a driver with the basic blocks on which they can then build. It is important, therefore, that they work through any factors or issues that are getting in the way of their learning. It is also important that they get as much supervised practice as they reasonably can. Accompanying drivers can play a vital part in this process.

Although a learner may not experience towing a trailer or caravan while they are learning they will be able to do so when they pass their test (within the restrictions of the licence category). It is important, therefore, that they understand the principles.

### Learning outcomes

Learning outcome	
On completion of this unit you will	
LO1	treat learning-to-drive as an ongoing learning experience
LO2	be able to start, move-off, stop and leave a vehicle safely and appropriately
LO3	be able to drive and manoeuvre a vehicle safely on different road surfaces and in different weather conditions
LO4	know the legal constraints that apply and the principles of towing a trailer or caravan safely and responsibly



## Unit content

LO1 Treat learning to drive as an ongoing learning experience	
What you need to be able to do	What you need to know and understand
<p>Recognise and keep up to date with changes in the driving environment, such as</p> <ul style="list-style-type: none"> <li>• The Highway Code and other rules and regulations</li> <li>• vehicle and road technologies</li> </ul> <p>Recognise changes in yourself and your approach to driving that might happen, for example if you start to drive for work or become a parent.</p> <p>Continuously evaluate your driving performance, in relation to any changes in yourself or the environment.</p> <p>Take steps to improve or adjust your driving, including seeking additional training or development, so that you can continue to drive safely and responsibly.</p>	<p>How to access the most up-to-date information on</p> <ul style="list-style-type: none"> <li>• rules and regulations relating to driving</li> <li>• the use of your vehicle</li> <li>• vehicle technologies</li> <li>• road technologies such as active traffic management systems (managed motorways)</li> </ul> <p>Why it is important to remain up to date in relation to your responsibilities as a driver and as your life changes, for example if you</p> <ul style="list-style-type: none"> <li>• drive for work and are subject to time pressures</li> <li>• become a parent and carry your children as passengers</li> </ul> <p>That short term changes to yourself or in your driving environment may require an adjustment in the way you are driving, for example driving in another country.</p> <p>How to reflect on your overall ability to drive safely and responsibly and to identify and implement appropriate strategies for overcoming any problems or deficiencies that you identify.</p> <p>That ongoing reflection on your ability to drive safely and responsibly will help you become and remain a better and safer driver.</p> <p>The importance of ongoing driver development in supporting safe driving.</p>

**LO2 Be able to start, move off, stop and leave a vehicle safely**

<b>What you need to be able to do</b>	<b>What you need to know and understand</b>
<p>Carry out pre-start checks, in line with the vehicle handbook, and ensure the vehicle is secure and safe to start.</p> <p>Consider the effects of starting the engine on other road users including vulnerable road users.</p>	<p>The importance of carrying out checks prior to starting the engine.</p> <p>Why you should make sure the vehicle is secure and the transmission disengaged when starting the engine.</p> <p>That starting your vehicle may be taken as a sign that you are about to move off.</p> <p>That some groups of road users (such as pedestrians, cyclists or horse riders) may be startled when you start your engine when they are nearby.</p>
<p>Monitor instrumentation and gauges during engine start up.</p> <p>Correctly react to instrumentation and gauges during engine start up.</p>	<p>How to use the vehicle manual to identify the main visual aids on the instrument panel (such as oil warning light, rev counter, parking brake) and what they should do during start-up.</p> <p>That dashboard displays will be set out differently in different vehicles.</p> <p>What to do if any warning light stays on or fails to come on.</p>
<p>Start the engine using an appropriate method.</p>	<p>Different methods for starting vehicles, such as key, push button or card.</p>
<p>Switch lights on, if required.</p>	<p>How to operate light switches in your vehicle, referring to the vehicle handbook if required.</p> <p>When to use the different vehicle lights, such as</p> <ul style="list-style-type: none"><li>• dipped and full headlights</li><li>• front and rear fog lights</li></ul>

<b>LO2 Be able to start, move off, stop and leave a vehicle safely</b>	
<b>What you need to be able to do</b>	<b>What you need to know and understand</b>
<p>Coordinate the use of controls to move off safely and under control in different situations</p> <p>Check brakes when first moving off.</p> <p>Recover quickly and effectively if the vehicle stalls.</p> <p>Only move off when it is safe to do so, taking all round effective observations, including blind areas.</p> <p>Move off safely and under control, at an angle, from behind a parked vehicle or obstruction.</p> <p>Consider risks to vulnerable road users.</p>	<p>How to use the 'biting point' to help you coordinate the use of the clutch and the accelerator.</p> <p>The use of the footbrake when on a downward slope.</p> <p>The importance of checking the operation of the brakes before moving off.</p> <p>What causes an engine to stall and how to re-start safely and effectively.</p> <p>How to make effective observations when moving off, including what 'blind spots' are and how to check they are clear.</p> <p>The importance of using a safe and systematic routine when moving off, including observations and appropriate signals.</p> <p>Who vulnerable road users are when moving off, such as</p> <ul style="list-style-type: none"> <li>• elderly pedestrians</li> <li>• children</li> <li>• deaf or partially sighted pedestrians</li> <li>• cyclists</li> <li>• motorcyclists</li> <li>• horse riders</li> </ul>
<p>Stop the vehicle in a safe, legal and convenient position.</p> <p>Use the parking brake to secure the vehicle.</p> <p>Switch off the engine and ancillary controls.</p> <p>Make sure the correct lights are left on, where required.</p> <p>If appropriate, select a gear to make sure the vehicle is safe when parked and the engine is turned off (including the park position for automatic transmission vehicles).</p> <p>If appropriate, position the steer wheels of the vehicle to increase security when parked on a gradient.</p> <p>Secure the vehicle against theft.</p>	<p>The importance of selecting a safe, legal and convenient stopping location.</p> <p>The importance of using a safe and systematic routine when intending to stop the vehicle, including the use of observations and appropriate signals.</p> <p>The correct use of the parking brake when leaving a vehicle.</p> <p>Why you must switch off your headlights, fog lights and engine when parking.</p> <p>When you should use parking lights.</p> <p>The potential consequences of opening a door when it is not safe to do so, in particular on the offside (driver's side) of the vehicle.</p> <p>How the position of the steer wheels can help to make sure the vehicle is secure on a gradient.</p> <p>The importance of securing the vehicle by</p> <ul style="list-style-type: none"> <li>• keeping luggage out of sight</li> <li>• locking doors</li> <li>• applying any additional security measures (such as anti-theft devices, alarm and/or immobiliser and visible security devices)</li> </ul>

**LO3 Be able to drive and manoeuvre a vehicle safely on different road surfaces and in different weather conditions**

**What you need to be able to do**

**What you need to know and understand**

Monitor and respond to information from

- instrumentation
- driving aids
- the environment

Respond correctly to gauges and warning lights when driving.

Use switches and other controls in response to changes in road surfaces and weather conditions, as required.

The meaning of dashboard warning lights and how to respond to them correctly.

What effect changing road or weather conditions might have on the handling of your vehicle.

How to operate ancillary controls in response to changes in road surfaces and weather conditions, for example

- wipers
- climate and ventilation controls
- demisters
- fog lights
- traction control

The rules on driving in adverse weather conditions, for example when to use dipped headlights.

The risks of not knowing the location of switches and controls while on the move.

Use a safe and systematic routine such as 'mirrors, signal, manoeuvre' whenever manoeuvring.

Effectively indicate your intentions to other road users.

Make use of mirrors, and other aids, to effectively monitor

- other road users
- hazards

How to use a safe and systematic routine such as 'mirrors, signal, manoeuvre' so that

- you know what is happening around you on the road
- other road users know what you intend to do

When and how to safely signal your intentions using indicators and, where appropriate, arm or hand signals.

When and how to use other 'signals', such as positioning on the road, to communicate or reinforce your intentions to other road users.

When and how to check mirrors to monitor the actions of other road users.

The use and limitations of internal and external mirrors.

How different types and shapes of mirror can make an object appear to be closer or further away than it is.

<b>LO3 Be able to drive and manoeuvre a vehicle safely on different road surfaces and in different weather conditions</b>	
<b>What you need to be able to do</b>	<b>What you need to know and understand</b>
<p>Use the accelerator smoothly and effectively to maintain and change speed.</p>	<p>How uneven use or overuse of the accelerator can reduce your ability to drive safely, especially in slow moving traffic.</p> <p>How overuse of the accelerator can have a negative impact on the environment, for example by increasing harmful emissions or making too much noise.</p> <p>What engine braking is and when to use it.</p> <p>The use of cruise control systems, their potential benefits to the environment and their potential adverse impacts on driver fatigue and safety.</p>
<p>Brake safely using appropriate techniques.</p> <p>Stop accurately as and where necessary.</p> <p>Make appropriate use of the parking brake.</p> <p>Stop the vehicle safely and under control in an emergency.</p>	<p>How much pressure to apply to the brakes in varying road and traffic conditions.</p> <p>The principles of varying braking systems, for example anti-lock, and how to use them to brake effectively.</p> <p>How overall stopping distances</p> <ul style="list-style-type: none"> <li>• vary at different speeds</li> <li>• vary with different road and weather conditions</li> <li>• are broken into thinking distance and braking distance</li> </ul> <p>That while road and weather conditions may affect braking distance, thinking distance will be affected by your own physical and emotional condition.</p> <p>The importance of looking well ahead so that you are able to stop within the area you can see to be clear.</p> <p>The effect on your vehicle's stability if you brake on a bend.</p> <p>How to stop your vehicle as quickly and as safely as possible in an emergency.</p>
<p>Steer your vehicle smoothly and effectively to maintain and change position on the road, on a straight course and in corners or bends.</p> <p>Hold the steering wheel so that you are in full control.</p> <p>Keep control of the steering wheel when changing gear or operating another control.</p> <p>Use maximum steering lock where necessary when manoeuvring.</p>	<p>The steering characteristics of your vehicle, such as its turning circle.</p> <p>How to steer smoothly and effectively, keeping complete control of the vehicle, when driving in varying road and traffic conditions.</p> <p>What is meant by 'understeer' and 'oversteer' and how these affect the vehicle, for example, if you have to make a sudden change in direction.</p> <p>That in certain conditions a vehicle can lose traction and skid, so that the wheels no longer grip and you cannot steer or brake effectively.</p> <p>The use of systems that are designed to prevent you losing traction, such as 'ESP'.</p> <p>How to avoid going into a skid, and what to do if you do.</p>

**LO3** Be able to drive and manoeuvre a vehicle safely on different road surfaces and in different weather conditions

**What you need to be able to do**

**What you need to know and understand**

Use the gears smoothly and effectively to maintain speed and minimise environmental impact.

Change gears smoothly and in good time.

Use a suitable gear for speed and driving conditions, and use selective gear changing.

Use an automatic gear box effectively if fitted.

How to use the gears to progress safely and efficiently given the performance characteristics of your vehicle and the road conditions.

How to coordinate the use of the clutch and the gears smoothly when moving away, changing gear or stopping.

How to use the clutch to control the speed of the vehicle when manoeuvring in a very tight space.

The problems and risks of not fully releasing the clutch, or 'riding the clutch', during normal driving.

The environmental impact of inappropriate use of gears.

The effect that carrying passengers or a load will have on the gears you use.

The importance of timely gear selection when ascending or descending gradients.

The use of gears when parked on a gradient.

**Vehicles with automatic transmission only**

The use of various automatic and semi-automatic transmission systems.

The use of 'kick down' to a lower gear on vehicles with automatic transmission.

The use of 'lock up' on automatic transmissions.

**LO3** Be able to drive and manoeuvre a vehicle safely on different road surfaces and in different weather conditions

**What you need to be able to do**

**What you need to know and understand**

Coordinate the use of clutch, gears, accelerator, brakes (accelerator and brakes on an automatic) and steering to carry out the following manoeuvres safely, responsibly and accurately, with consideration for other road users and awareness of blind areas

- reverse to left
- reverse to right
- perform controlled stops
- perform parallel forward parking
- perform parallel reverse parking
- perform forward parking
- turn in the road

The importance of coordinating the use of clutch, gears, accelerator, brakes and steering, and the effects of failing to do so.

How to select a safe, convenient and legal location for manoeuvring.

The relevance of a safe and systematic routine such as 'mirrors, signal, manoeuvre' when preparing to carry out, or during, a manoeuvre.

How to take effective observation when manoeuvring, with particular attention to blind spots and to vulnerable road users.

How to stop your vehicle under full control.

How to reverse safely into a side road on the left.

How to reverse safely into a side road on the right.

How to carry out any parking exercise safely, on road and off road, including judging how much space is required if parking on the road.

How to carry out a turn in the road safely.

The rules about where you may and may not carry out turns in the road or U-turns.

Why you should not reverse your vehicle further than necessary.

**Vehicles with automatic transmission only**

How to make controlled use of the accelerator, in conjunction with the brakes, when manoeuvring a vehicle with automatic transmission.

What is meant by 'vehicle creep' and its pros and cons.

**LO4 Know the legal constraints that apply and the principles of towing a trailer or caravan safely and responsibly**

**What you need to be able to do**

**What you need to know and understand**

Identify whether you are qualified to tow a particular trailer or caravan.

Identify whether your vehicle is suitable to tow a particular trailer or caravan.

Correctly and safely couple and uncouple a trailer or caravan.

Make sure any load is correctly distributed between the towing vehicle and the trailer or caravan.

Make sure any load is secure.

Allow more time and brake earlier when slowing down or stopping.

Make allowances for the extra length of your vehicle, particularly when turning, emerging at junctions or overtaking.

Make allowances for the extra height or width of your vehicle, particularly when planning routes or driving unfamiliar routes.

The rules and regulations on the size and weight of trailer or caravan that you can tow on your licence.

Whether your vehicle is suitable to tow a particular trailer or caravan.

What is meant by 'nose weight' and how it affects the use of a trailer or caravan.

The safety procedures you need to apply when coupling or uncoupling a caravan or trailer, such as fitting additional mirrors.

How to fit and use stabilisers and other safety devices.

How to load and secure the contents of the trailer or caravan safely.

That a trailer or caravan may affect the handling characteristics of your vehicle and how to compensate for those effects.

How to make allowances for the extra length of your vehicle and the changed geometry of the combined units when turning.

That your ability to make effective observations may be affected by towing a trailer or caravan and how to overcome this.

The importance of checking whether height and width restrictions apply to your intended route.

The need to be prepared for the possibility of a trailer or caravan failing, such as

- carrying a spare wheel and any other necessary equipment for the trailer
- checking your rescue service cover will include a trailer or caravan

Safely steer a trailer or caravan in reverse.

The principles of steering when reversing a trailer or caravan.



# Unit 3: Driving a vehicle in accordance with The Highway Code

## Unit aim

The aim of this unit is to help you understand why it is important to understand and comply with The Highway Code.

It is important that you do not think of The Highway Code as just something that you have to learn to pass your Theory Test. You should think about what it has to tell you each time you go out on the road. Each time you come across a new situation on the road you should be thinking about what The Highway Code has to say about that situation.

'Know Your Traffic Signs' contains information on the traffic signs and signals that you will come across when driving. The Highway Code contains a wide range of advice and rules about how you should behave in particular situations whilst driving. If you understand what to do when you see a particular signal, or what the Code advises about how to handle a particular situation, it will make it much easier for you to understand what is happening around you when you are driving.

Failing to follow the advice and rules set out in The Highway Code can result in serious consequences for you, your passengers and other road users.

## Learning outcomes

Learning outcome	
On completion of this unit you will	
LO1	be able to negotiate the road safely and responsibly in changing road and traffic conditions
LO2	be able to comply with signals, signs, markings and traffic calming measures

## Unit content

LO1 Be able to negotiate the road safely and responsibly in changing road and traffic conditions	
What you need to be able to do	What you need to know and understand
<p>Deal with all types of junction or roundabout safely and in line with the guidance given in The Highway Code.</p> <p>Use a safe and systematic routine such as 'mirrors, signal, manoeuvre' to deal with junctions and roundabouts.</p> <p>Turn left, turn right and go ahead correctly.</p> <p>Cross the path of oncoming traffic safely when turning right.</p> <p>Emerge into the traffic stream correctly from both left and right sides.</p> <p>Interact safely and appropriately with other road users.</p>	<p>The issues you will face when dealing with different types of junctions.</p> <p>The signs and signals that you may see and the rules that apply at to each type of junction, including T junctions, Y junctions, staggered junctions, crossroads and roundabouts.</p> <p>What The Highway Code says about how you should go ahead and turn left and right at junctions and roundabouts to make sure that you</p> <ul style="list-style-type: none"> <li>• are safe</li> <li>• do not delay other road users</li> <li>• do not put other road users at risk</li> </ul> <p>Why it is important always to use a safe and systematic routine at junctions and roundabouts including</p> <ul style="list-style-type: none"> <li>• effective observation</li> <li>• appropriate and timely signalling of your intentions</li> </ul> <p>How to cross the path of approaching traffic safely.</p> <p>The signs and signals that you may see and the rules that apply when joining and leaving streams of moving traffic via controlled and uncontrolled acceleration or deceleration lanes.</p> <p>That active traffic management systems (or managed motorways) may display signals that change the use of lanes and the priorities at junctions and on slip roads.</p> <p>The importance of being aware of and giving consideration to vulnerable road users.</p> <p>Why some road users may position themselves differently at junctions or roundabouts to the way you would expect them to.</p>

**LO1 Be able to negotiate the road safely and responsibly in changing road and traffic conditions**

**What you need to be able to do**

**What you need to know and understand**

Maintain a suitable position on the road.

Keep to the left in normal driving, unless otherwise instructed.

Use lanes as described in The Highway Code.

Keep a safe position in the lane.

Change lanes safely and responsibly when necessary.

What The Highway Code says about positioning your vehicle on the road.

The importance of maintaining a safe road position at all times.

The importance of lane discipline and suitable lane selection, including when driving on one way streets.

How to make effective observations and signal your intentions clearly and in good time before changing lanes.

How to judge where to position your vehicle and how to adjust your speed when approaching a bend, taking into account factors such as

- the road type
- weather conditions
- how far you are able to see beyond the bend
- possible hazards (such as pedestrians, cyclists and horse riders)

That you must not enter a road, lane or other route reserved for specific vehicles.

<b>LO2 Be able to comply with signals, signage, markings and traffic calming measures</b>	
<b>What you need to be able to do</b>	<b>What you need to know and understand</b>
<p>When driving, respond correctly to</p> <ul style="list-style-type: none"> <li>• warning signs</li> <li>• information and direction signs</li> </ul> <p>When driving, comply with</p> <ul style="list-style-type: none"> <li>• mandatory and prohibitive signs giving orders</li> <li>• all lights that control traffic</li> </ul> <p>When driving, deal legally and safely with all types of</p> <ul style="list-style-type: none"> <li>• pedestrian crossing</li> <li>• railway or tram crossing</li> </ul>	<p>The meaning of all signals, including lights, and all signs that you might encounter on the roads, including warning, mandatory, information and direction signs.</p> <p>How you should respond to all signals and signs that you might come across on the roads, as detailed in The Highway Code.</p> <p>The importance of observing the speed limits for the road you are on and your vehicle.</p> <p>That your use of some roads, such as motorways, may be restricted by the category of your licence.</p> <p>How to act when approaching all pedestrian crossings, whether controlled or uncontrolled.</p> <p>How to act when approaching all railway or tram crossings, whether controlled or uncontrolled.</p>
<p>Comply with all markings on the carriageway.</p>	<p>What all road markings mean, including</p> <ul style="list-style-type: none"> <li>• lines in the centre or along the side of roads</li> <li>• lines at junctions</li> <li>• segregation markings for buses, tram and cycles</li> <li>• ghost islands</li> <li>• traffic calming measures</li> <li>• written signs</li> </ul> <p>How you should respond to all road markings that you find on the roads, in line with The Highway Code.</p>
<p>Comply with signals given by any authorised person including</p> <ul style="list-style-type: none"> <li>• police officers</li> <li>• traffic wardens</li> <li>• school crossing wardens</li> <li>• Highways Agency Traffic Officers</li> <li>• VOSA officials</li> </ul> <p>Respond appropriately to signals given by other road users.</p>	<p>Who has authority to stop or direct you on the road.</p> <p>The meaning of the hand or arm signals they may use to direct you.</p> <p>The importance of stopping when a school crossing patrol shows a 'stop for children' sign and what the law says about failing to stop in this situation.</p> <p>The signals that may be given by other road users, and the potential for misunderstanding what other road users mean.</p> <p>The risk involved in relying on a signal from another road user and the importance of making your own judgement in any particular situation.</p>

# Unit 4: Drive safely and efficiently

## Unit aim

This unit focuses on

- minimising risk when driving
- defensive and eco-safe driving techniques
- the interaction between road users

The aim of this unit is to help you understand how your own behaviour and attitude, and that of other drivers, affects your ability to drive safely and responsibly. It gives you some tools to help you to work with other drivers. The final learning outcome focuses on how to deal with incidents that may occur when driving.

In this unit you may feel that you are covering some things again. This is partly true, but this is part of learning to drive. You can now bring together the skills and knowledge that you have built up in the first three units. You should see it as the stepping stone to being able to drive independently and safely to a consistent standard.

## Learning outcomes

Learning outcome	
On completion of this unit you will	
LO1	be able to interact appropriately with other road users in varying road and traffic conditions
LO2	be able to minimise risk when driving in varying road and traffic conditions
LO3	know how to behave appropriately at incidents

## Unit content

LO1 Be able to interact safely and responsibly with other road users in varying road and traffic conditions	
What you need to be able to do	What you need to know and understand
<p>Give timely, clear and correct signals according to The Highway Code.</p> <p>Position your vehicle to support your signalled intentions.</p> <p>Use horn and lights correctly to communicate with other road users.</p> <p>Avoid showing aggressive or negative behaviour toward other road users.</p>	<p>The correct use of all signals according to The Highway Code and when they need to be given.</p> <p>The importance of cancelling signals so that they do not mislead other road users.</p> <p>How to link the use of signals to the application of a safe and systematic routine such as 'mirrors, signal, manoeuvre'.</p> <p>How positioning of the vehicle can support or contradict the signals you are giving.</p> <p>The rules on using the horn and headlights as a warning.</p> <p>The rules on the use of hazard warning lights.</p> <p>How negative behaviour (such as road rage) toward other road users, by you or your passengers, can lead to further negative behaviour by other road users.</p> <p>How to manage your own behaviour while driving to</p> <ul style="list-style-type: none"> <li>• avoid aggressive or negative behaviour toward other road users</li> <li>• minimise aggressive or negative behaviour toward you</li> </ul> <p>That showing courtesy and restraint can have a positive effect on others.</p>

**LO1 Be able to interact safely and responsibly with other road users in varying road and traffic conditions**

**What you need to be able to do**

**What you need to know and understand**

Actively scan the road-space all around, both close-up and into the distance.

Make sure that you are aware of all other road users (including pedestrians, cyclists and motorcyclists) and have time to plan what you are going to do.

Show awareness of other road users, anticipate what they are likely to do and give them time and space to manoeuvre.

Allow for other road users who may not react

- as quickly as you expect
- in the way that you expect

Allow for others' mistakes.

Monitor and manage your own reaction to other road users.

Identify and respond correctly to vulnerable road users.

Respond correctly to emergency vehicles.

How awareness and anticipation of other road users, and planning your actions, can contribute to a safe and efficient driving environment.

The importance of giving other road users the time and space they need in varying road and traffic conditions, for example when overtaking.

That being patient and considerate generally results in everybody getting where they want to more quickly and safely.

The particular needs of road users whose ability to manoeuvre is limited in some way, such as by disability or age or lack of experience.

The particular need to make allowances for those

- accompanied by young children
- riding or leading animals that might behave unpredictably

How to respond when emergency vehicles are on call and how to assist their safe progress, whether they are approaching from behind, ahead or from side roads.

Make progress on the road by

- driving at a suitable speed for the road and conditions
- overtaking when
  - necessary
  - legal
  - safe

Allow others to make progress.

How to select a suitable speed for the road and conditions.

How to make progress and how failing to do so can lead to negative behaviour in other road users.

What to consider when deciding whether to overtake.

Where you may and may not overtake.

That if you decide not to overtake a slower moving vehicle you should leave a gap so that others can overtake you if they wish to.

**LO2 Be able to minimise risk when driving in varying road and traffic situations****What you need to be able to do****What you need to know and understand**

Drive defensively, which means that you

- judge speed and distance correctly and effectively
- create and maintain a safe 'driving space' around your vehicle
- do not encroach unnecessarily on other road users' space
- can stop safely within the distance you can see to be clear
- always use a safe and systematic routine when driving, including effective scanning
- look for clues for potential hazards and anticipate situations that might turn into a hazard
- prioritise hazards and potential hazards effectively
- ensure that your vehicle is in an appropriate position on the road, in the right gear and travelling at the right speed so that you can respond appropriately to any hazard
- maintain your attention to the driving task when faced with distractions

Be aware of your own physical and mental fitness and assess whether it is affecting your fitness to drive.

Where you identify weakness in your ability to drive safely and responsibly, take steps to improve that ability.

How to adjust your separation distance from other road users and create a safe driving space when on the move and when stationary.

That your safe driving space will vary in different road and traffic conditions, for example when driving

- on wet roads
- in traffic queues
- in tunnels

The importance of adjusting your vehicle's speed to what you can see ahead.

The importance of the consistent application of safe and systematic routines.

The importance of active scanning and how anticipation can help to make sure that you are in a position to respond safely to a hazard.

Techniques for scanning in a systematic way.

What affects, and how to maximise, your zone of vision.

How to look for and spot the clues that point to potential hazards.

How to position your vehicle and make sure that you are in the right gear and travelling at the right speed to be able to respond to any hazard that emerges.

How distractions (such as disruption from passengers) can affect your ability to drive safely.

How to spot situations that could lead to a loss of attention or awareness in different driving situations.

How to maintain attention and awareness in different driving situations.

The importance of constantly reviewing your driving performance as

- you gain experience
- your life circumstances change



**LO2 Be able to minimise risk when driving in varying road and traffic situations****What you need to be able to do****What you need to know and understand**

Follow the principles of eco-safe driving, by

- removing excess weight (including roof racks or storage) from your vehicle when not needed
- planning well ahead, as you make progress on the road, so that you can accelerate, decelerate and brake smoothly and progressively to minimise fuel consumption
- using the highest gear appropriate for the road and traffic conditions
- using cruise control, where and when appropriate
- making appropriate decisions about the use of ancillary equipment
- turning off the engine, when appropriate

That you should not put eco-driving techniques above safe driving principles, although generally the two approaches are mutually supportive.

How carrying unnecessary equipment or luggage, such as roof top boxes, can increase fuel consumption.

How to plan (linked to the early identification of hazards to avoid harsh acceleration and braking).

The importance of the smooth application of all controls, for example smooth acceleration, minimising unnecessary revving.

The environmental benefits of using the highest gear possible, recognising when to change down to avoid engine labour.

How to use cruise control, if fitted, to minimise fuel consumption.

How appropriate engine braking can benefit fuel consumption and reduce wear and tear.

The effects of using features such as air conditioning or heated windscreens on fuel consumption.

When it is of benefit to turn the engine off, for example at a level crossing traffic queue.

The operation of automatic engine cut-off systems, where fitted.

**LO3 Know how to behave appropriately at incidents****What you need to be able to do****What you need to know and understand**

<p>If your vehicle breaks down</p> <ul style="list-style-type: none"><li>• stop your vehicle in a safe place to minimise future risk and switch off the engine</li><li>• where appropriate get out of your vehicle</li><li>• make sure any passengers, loads and animals are managed safely</li><li>• make sure, where practical and safe to do so, that you provide adequate warning to other road users to minimise risk</li><li>• get appropriate help</li></ul>	<p>If your vehicle breaks down when in motion, how to</p> <ul style="list-style-type: none"><li>• control your vehicle</li><li>• bring it to a safe stop</li><li>• make sure that the engine is switched off</li></ul> <p>Where you have the option, the importance of selecting a safe place to stop and wait for help.</p> <p>The risks associated with staying in your vehicle in some situations, such as on a dual carriageway or motorway.</p> <p>The need to make sure that passengers, particularly young children, do not wander onto the road.</p> <p>That you must leave animals in the vehicle unless there is a very good reason for taking them out, such as the risk of fire. If you do take animals out of the vehicle you must keep them under control.</p> <p>When and how to warn other road users, by use of hazard warning lights or a warning triangle.</p> <p>How to contact appropriate help.</p>
<p>If you are witness to, or involved in, an incident</p> <ul style="list-style-type: none"><li>• where appropriate, stop your vehicle in safe place to minimise future risk and switch off the engine</li><li>• provide warning to other road users, where practical and safe to do so</li><li>• get appropriate help</li><li>• complete legal requirements accurately and in good time</li></ul>	<p>What the law requires you to do when involved in an incident, such as stopping and giving your details.</p> <p>What the law requires you to do when you are a witness to an incident.</p> <p>That it may not always be appropriate to stop immediately when you are witness to an incident, especially if by stopping you may put yourself or other road users at risk.</p> <p>Where you have the option, the importance of selecting a safe place to stop.</p> <p>When and how to warn other road users, by use of hazard warning lights or a warning triangle.</p> <p>When it is appropriate to contact the police or emergency services and how to do so.</p> <p>What documentation you are required to complete or information you are required to supply if witness to or involved in an incident.</p>