



NOTES FOR GUIDANCE

Use the Driver's Record to chart and record your pupil's progress.

The Driver's Record is based on the recommended syllabus for learning to drive and lists all the competencies necessary for safe driving. It will help a learner driver to see what progress they have made and identify the competencies yet to be covered.

Once the record is fully completed, it will show that all the skills linked to safe driving have been covered to a satisfactory level and that the pupil is ready to take the test.

The Driver's Record has two separate parts. The first part is designed for the instructor to record detailed progress on a lesson-by-lesson basis. The second part is designed for the pupil to keep, to show progress towards each of the key competencies.

Driver's Record (Instructor's Part)

This consists of loose A4 sheets detailing the skills that need to be developed while learning to drive. A loose-leaf format allows you to use continuation sheets as required. This means that you can add additional sheets to reflect the number of lessons that each of your pupils require, dependent on their experience, ability and progress.

Marking System

A pupil's progress (or regression) is recorded by writing a number in the box alongside the relevant competence that corresponds with the level of ability demonstrated on that lesson. There are five levels:

- 1 – Introduced
- 2 – Under full instruction
- 3 – Prompted
- 4 – Seldom Prompted
- 5 – Independent

The marks should only reflect your pupils skill in that particular topic. Some competencies require more than one skill. For example, reversing includes observation, control and accuracy. Therefore the level recorded should reflect the overall performance for each competence on that lesson.

Some of the competences listed in the Driver's Record (pupil's part), such as other traffic, junctions, reversing and parking, are split into sub-topics in the instructor's part of the Record.

A 3-level marking system is used for some of the competencies (instead of 5 levels), because these are more likely to be covered as theoretical subjects. 'Under full instruction' and 'Seldom prompted' are therefore not required for these competencies.

Competencies

The key competencies that make up the official recommended syllabus are tabulated and linked to the skills that a pupil should master to demonstrate competence in that area. Under-pinning knowledge for each competency is listed along with the relevant source material.

Private Practice

This sheet should be given to the pupil so that a record can be kept of any driving experience gained during any private practice sessions. Research has shown that learner drivers who gain lots of experience in a wide variety of different situations and conditions, before taking a practical test, generally perform better on the test and go on to be safer drivers.

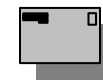
Driver's Record (Pupil's Part)

The pupil should bring their part of the Driver's Record to every lesson. It contains the same key areas of competence and uses the same 5 levels as the instructor's part to measure performance. The date and your initials should be entered at levels 1 to 4 at the point when a consistent performance is demonstrated over several lessons for that particular competence.

Once a pupil has demonstrated consistent independent performance of a particular competence over several lessons, you should enter the date, your initials and personal reference number in the last box against that topic. As with the instructor's part, some competencies use a 3-level marking system.

You should only complete the 'Declaration of Test Readiness' when you have completed the last box for every topic. The pupil should take the completed Driver's Record with them to the driving test centre.

If you have any questions concerning the Driver's Record please use the contact details below:



**ADI Section
Driver & Vehicle Agency
Balmoral Road
Belfast
BT12 6QL**



Tel: 028 90 547933



Fax: 028 90 665520



Email: DVTA@doeni.gov.uk

All elements of the Driver's Record may be copied for your own use.

For further information and to download copies visit www.dvani.gov.uk



An Agency within the Department of the
Environment
www.doeni.gov.uk

All the competencies or topics broken down on these pages may require knowledge of particular legal responsibilities which need to be covered. For detailed information about this or any other area please refer to the source material listed below:

- Driving – the essential skills
- The Highway Code
- Know Your Traffic Signs
- Vehicle Handbook
- www.driving-tests.co.uk

COCKPIT CHECKS

- DSSSM
- Driving position
- Head restraints
- Seat belts
- Doors
- Gears and handbrake safety check
- Mirrors
- **Underpinning Knowledge**
- Order of adjustment
- Best driving position
- Mirror adjustment, including anti-dazzle
- Variety of seat adjustments

SAFETY CHECKS

- POWER (petrol – oil – water – electrics – tyres)
- **Underpinning Knowledge**
- Daily and weekly vehicle checks
- Service intervals
- Planning for journeys
- Clear windscreens

CONTROLS & INSTRUMENTS

- Accelerator, clutch and footbrake
- Handbrake, steering, speedometer, horn, indicators and gears
- Instrument panel warning lights
- Wipers
- Hazard, reversing, side, fog and headlights
- Demister and heated windows
- Manufacturer's options
- **Underpinning Knowledge**
- The function of each
- The effects of incorrect use
- How to read and understand them

MOVING AWAY & STOPPING

- MSM and PSL
- Observation and blind spots
- Control and co-ordination
- On level and gradient
- At angle and straight ahead
- **Underpinning Knowledge**
- Co-ordination of accelerator, clutch and footbrake
- Handbrake and steering
- Where and when to look and what to look for
- Suitable stopping places
- Signals when necessary

SAFE POSITIONING

- Normal driving
- Lane discipline
- Passing stationary vehicles and obstructions
- Bends
- **Underpinning Knowledge**
- MSM & PSL
- Other vehicle's positioning (LGV, cyclists, etc)
- Wide and narrow roads
- One-way streets

MIRRORS – VISION & USE

- Interior & exterior
- Flat, concave and convex
- **Underpinning Knowledge**
- MSM & PSL
- When to use them
- Why they should be used
- How to act on what is seen
- Blind spots
- Frequency of checks and why

SIGNALS

- By arm and by indicators
- Brake, reversing and hazard lights
- By other road users and traffic controllers
- **Underpinning Knowledge**
- Why signals are necessary
- When and how to signal
- Unnecessary signals

ANTICIPATION & PLANNING

- Risk awareness in connection with: drivers, cyclists, motorcyclists, pedestrians, animals, road works, emergency vehicles and any other road users
- **Underpinning Knowledge**
- MSM & PSL
- Hazard perception
- Visual warnings
- Times and places of high risk
- Weather conditions
- Scanning and priorities

USE OF SPEED

- Appropriate speed
- Making progress
- Hesitancy
- **Underpinning Knowledge**
- National speed limits
- Restricted speed limits
- Road and weather conditions
- Traffic conditions
- Pedestrian
- Stopping distances

OTHER TRAFFIC

- Meeting, crossing and overtaking
- One way and two way roads
- Three-lane two-way roads
- Major, minor and narrow roads
- Dual carriageways
- **Underpinning Knowledge**
- MSM & PSL
- When and why to give way
- Passing places and warning signs
- Obstructions, parked vehicles . .
- Planning and anticipation
- How to act on what is seen
- Motorways

JUNCTIONS

- T-junctions and Y-junctions
- Crossroads and slip roads
- Marked and unmarked junctions
- One-way streets
- Urban, rural and dual carriageways
- **Underpinning Knowledge**
- MSM & PSL
- Turning, entering and emerging
- Advance warning signs and road markings
- Zones of vision
- Priorities

ROUNDBABOUTS

- Mini and major
- Multiple and satellite
- Traffic light controlled
- Approaching and entering
- Leaving and turning
- Straight ahead
- **Underpinning Knowledge**
- MSM & PSL
- Lane discipline
- Correct position
- Zones of vision
- Observation
- Priorities

PEDESTRAIN CROSSINGS

- Controlled, eg, pelican
- Uncontrolled, eg, Zebra
- School crossing patrols
- Underpinning Knowledge**
- MSM & PSL
- Visual warnings
- Speed of approach and overtaking
- Times and places of high risk
- Waiting pedestrians
- Central refuges and split crossings
- Weather conditions
- Scanning

DUAL CARRIAGEWAYS

- Urban, rural and clearways
- Underpinning Knowledge**
- MSM & PSL
- Speed limits
- Lane discipline
- Advance warning and information signs
- Joining, leaving and turning
- Breakdowns, hazard lights and triangles
- Motorways
- Road and weather conditions

TURNING THE VEHICLE AROUND

- Flat and cambered roads
- Wide and narrow roads
- Underpinning Knowledge**
- Safe, legal and convenient
- Co-ordination of foot and hand controls
- Steering (position and method)
- Judgement and accuracy
- Observation
- Signal options

REVERSING

- Left, right and straight
- Flat and cambered roads
- Square and radius corners
- Wide and narrow roads
- On level and on gradient
- Underpinning Knowledge**
- Safe, convenient and legal
- Co-ordination of foot and hand controls
- Steering (position and method)
- Judgement and accuracy
- Observation
- Signal options

PARKING

- In a bay and parallel
- On level and on gradient
- Underpinning Knowledge**
- Safe, convenient and legal
- Co-ordination of foot and hand controls
- Steering (position and method)
- Judgement and accuracy
- Observation
- Signal options

EMERGENCY STOP

- Quick reaction
- Control and skidding
- Underpinning Knowledge**
- Hazard perception
- Clutch and brake co-ordination
- ABS
- Front and rear wheel skid control
- Defensive driving
- Road and weather conditions
- Moving away safely

DARKNESS

- Fog, ice, snow, wind and rain
- Urban and rural areas
- Single and dual carriageways
- Underpinning Knowledge**
- Speed and stopping distances
- Vehicle condition and characteristics
- Visibility
- Skidding and aquaplaning
- Warning signs and signals
- Use of lights, horn and hazard lights
- Parking

WEATHER CONDITIONS

- Fog, ice, snow, sun, wind and rain
- Urban and rural areas
- Single and dual carriageways
- Underpinning Knowledge**
- Speed and stopping distances
- Vehicle condition and characteristics
- Visibility
- Skidding and aquaplaning
- Warning signs and signals
- Use of lights, horn and hazard lights
- Parking

LEGAL RESPONSIBILITIES

- Driver and vehicle requirements
- Underpinning Knowledge**
- Drink and drugs
- Mobile communications
- Tiredness and rest periods
- Dealing with accidents
- Licence requirements and accompanying drivers
- Health and eyesight
- Vehicle condition and registration
- Tax, MOT and insurance
- Traffic rules and regulations

ENVIRONMENTAL ISSUES

- Noise and pollution
- Underpinning Knowledge**
- Driving styles and impact on environment
- Green issues
- Vehicle maintenance
- Disposal of vehicle waste
- Health and safety of drivers and others

PASSENGERS AND CARRYING LOADS

- Drivers' responsibilities regarding adults, children, babies and animals
- Carrying loads on and in the vehicle
- Loading trailers and cycle racks
- Underpinning Knowledge**
- Use of seatbelts
- Doors, guards and restraints
- Airbags and seating
- Load and luggage stowage
- Weight distribution

SECURITY

- Vehicle contents and personal security
- When parking, driving at night and daytime
- In event of breakdown and accident
- **Underpinning Knowledge**
- Personal and vehicle security systems
- Safe places for parking
- Minimising opportunities for the theft of and from vehicle and attack

