

East
Yorkshire **A**dvanced **R**iders & **D**rivers



Car Group Tutor Guide

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Introduction

The purpose of this guide is to provide a source of reference information for the training and general guidance of tutors providing advance car tuition to associate members of RoSPA Advanced Drivers And Riders East Yorkshire (referred to as E-YARD hereafter).

All training is conducted to the requirements and standards of RoADAR and is based on the Police Driver's handbook to better driving "**Roadcraft**" and "**The Highway Code**".

As a tutor for the group you have the responsibility for teaching the skills required to pass the ROSPA Advanced Car test to our Associates. You have already acquired these skills to improve your own driving to this level, but there are several more skills to be learnt in order to pass them on to other drivers.

Tutor Requirements

The entry level requirement for an approved tutor is a silver driving grade and a good working knowledge of The Highway Code and Roadcraft, as the tuition delivered will be based on these books.

Tutors must have the ability:

- To communicate with associate members and to explain what is required.
- To plan a practical training session.
- To set learning objectives and structure the lesson with a logical plan that illustrates associate/tutor interaction.
- To execute the prepared lesson plan clearly and correctly.
- To assess the associates understanding and to verify that learning has taken place by means of suitable questions.
- To provide feedback and set specific objectives.
- To answer the pupil's questions correctly and clearly with due regard for The Highway Code, Roadcraft, and the RoADAR Test Guidelines.
- To demonstrate an ability to tutor at the appropriate level
- To demonstrate skills to assess associate performance against the standard of the Advanced Test.

An important part of tuition for the advanced test is the ability to diagnose and analyse faults, followed by a plan to correct them.

As a Tutor it is essential that you have the correct attitude and approach to your nominated associates which will allow a friendly and relaxed environment for the transfer of learning.

Associate Training Log

The group have produced a Training Logbook for the benefit of both associates and tutors. The purpose of the logbook is to log the progress of the associate through training and to help identify any specific areas which are causing particular difficulty.

The training record should be completed by the tutor in discussion with the associate as part of a formal debrief at the end of the training session and signed off by both.

In addition to logging a 'progress score' the record card also affords the tutor a facility to log the specific areas to be worked on for the next session.

Meeting Place

Make sure your meeting place is known to the individual, with no ambiguity, and clearly state the starting time. It has been known for a tutor to wait at the exit side of a petrol station while the associate waited at the other side of the station near the entrance. Make sure both parties fully understand the exact details of the meeting point, exchange mobile numbers and vehicle details etc. to minimise any potential misunderstandings.

Arrange a suitable meeting place where you can be parked up safely off the road and where pre-drive checks and briefing can be conducted safely.

Where possible, when meeting a new associate for his first assessment drive, chose a suitable service area where time can be spent in discussion prior to going out on the assessment run, particularly in inclement weather.

Initial Assessment Pre-Drive Briefing

General introduction

Introduce yourself to the Associate and have a conversation about themselves and their driving history.

Discuss their driving background and experience and ascertain :-

- How long they have been driving ?
- How long have they owned their current car ?
- Have they done any additional training ?
- What is the normal driving mileage?
- e.g commuting, social, open country, motorway.
- Why have they joined the group and what are their expectations ?
- Have they have any recent 'close calls' incidents ?
- What fears or faults do they have about their driving ?
- Do they have a current copy of Roadcraft and The Highway Code?.
- Are they aware of Roadcraft, and the 'system of vehicle control' etc.?
- When was the last time they read the Highway Code ?

Documents and Eyesight

On completion of the general introductions and driving history, a review of documents should be carried out. e.g. licence, Tax, Mot, together with a basic eye sight test.

Car and Driver

Discuss with the associate the general condition of their vehicle.

- Is associate aware of pre-drive – POWDER safety checks and have they been carried out today ?
- Assess the general condition of the car and if in any doubt as to its roadworthiness, then tactfully raise the matter with the associate and if deemed appropriate, decline to conduct the assessment drive.
- Is the associate aware of the importance of concentration and alertness in good driving and the pre-ride – IAMSAFE driver safety checks ?

Explanation of assessment drive

Explain the purpose of the drive is to assess their driving skill and ability against the advanced test standard and establish what areas of their driving they require assistance to improve.

Request the associate to drive in their normal manner and not to try to put on a show for you, and that it is not test that they pass or fail. Reassure them that all drivers, no matter how experienced, can find it a little un-nerving to be watched by a critical tutor and you will allow them some time to settle down.

Highlight to them that they must drive solely for themselves, if an opportunity presents itself to overtake, exit a junction or go through traffic lights then they should take the opportunity, provided at all times it is safe and legal to do so.

Keep communication simple :-

- Follow the road ahead unless road and traffic conditions direct otherwise
- Go straight on at crossroads and roundabouts.
- Turn 'left' or 'right' at T or Y junctions.

While roadside debriefs are not normally required for assessment drives, any dangerous or illegal manoeuvre must be dealt with promptly, and it may require them to stop in order to deal with it..

Outline the general route that will be. Stress the route is not the important factor and that associate should not worry or be concerned about taking the wrong turn.

Explain that you will conduct a full debriefing session at the end of the drive to highlight all the good and not so good points. A training record will be created and appropriate reading practice points to help them improve their driving will be recorded.

Safety Declaration

The following points must be stated and acknowledged by the associate prior to commencement of the drive :-

- The associate shall at all times drive in full accordance with the highway code and all road traffic laws.
- The associate shall at all times be in full control of their car and is responsible for their own personal safety.
- The associate is responsible for ensuring that the car they drive shall at all times be fully road legal and that they hold a valid licence to drive that class of vehicle.
- Any instruction, advice, comment or suggestion given by tutor during the drive must only be followed where the associate determines such instruction, etc is 100% safe. If associate is in any doubt whatsoever, then they must ignore the instruction, etc and do what he/she believes to be the safest option.

Training Pre-Drive Briefing

General introduction

Introduce yourself to the Associate and have a conversation about themselves and their driving recent history.

- Discuss their recent driving experience since the last session :-
- How many practice miles have they driven ?
- Do they feel they have made any progress ?
- Have they studied the sections previously suggested?
- What is their understanding to the section content ?
- Do they have any points which need further explanation?

Car and Driver

Discuss with the associate the general condition of his car.

- Has associate completed his pre-drive – POWDER safety checks ?
- Request a brief demonstration of his pre-drive check.
- Has associate considered his pre-drive – IMSAFE checks ?
- Has associate completed his study of the Start/Stop procedure ?
- Request a brief demonstration of the Start/Stop procedure

Explanation of today's training drive

Review the associate's record and outline the purpose of today's drive. Recap on the points / sections previously covered and to work on the next section as discussed in previous session debrief.

Describe in detail the points to be covered in the session and recap on the previous session work. Clearly outline what you expect of them and seek confirmation that it is fully understood by questioning the associates. Question them also on their knowledge of both Roadcraft and the Highway Code.

Highlight to them that they must drive solely for themselves. If an opportunity presents itself to overtake, exit a junction or go through traffic lights then they should take the opportunity, provided at all times it is safe and legal to do so.

Agree on how directions will be communicated and what action is to be followed :-

- Follow the road ahead unless road and traffic conditions direct otherwise
- Go straight on at crossroads and roundabouts.
- Turn 'left' or 'right' at T or Y junctions.

Discuss the planned route for today and the locations of potential roadside debriefing points, however any dangerous or illegal manoeuvres must be dealt with promptly. Stress the route is not the important factor and that associate should not worry or be concerned about taking the wrong turn.

Explain that you will conduct a full debriefing session at the end of the drive to highlight all the good and not so good points. Explain also that a training record will be created on which you will log their training progress and appropriate reading or practice points.

Safety Declaration

The following points must be stated and acknowledged by the associate prior to commencement of the ride :-

- The associate shall at all times drive in full accordance with the highway code and all road traffic laws.
- The associate shall at all times be in full control and is responsible for his own personal safety.
- The associate is responsible for ensuring that the car they drive shall at all time be fully road legal and that they hold a valid licence to drive it.
- Any instruction, advice, comment or suggestion given by tutor during the drive must only be followed where the associate determines such instruction, etc is 100% safe. If associate is in any doubt whatsoever, then they must ignore the instruction, etc and do what he / she believes to be the safest option.

Training Drive Observations

If nerves appear to be affecting performance, consider stopping and discussing, the drive, identifying positive aspects of the drive so far An associate may very often drive below their normal standard, just because they do not know what is expected of them.

Let the associate concentrate on driving within the legal limits, in the spirit of the Highway Code and without having to worry over which turning to take or what is expected from the pre-drive briefing discussions.

Observe if a pattern of correct/incorrect principles emerges, e.g. too close to vehicles ahead, poor speed and distance assessment. Look for potential danger in any fault, as this must be corrected. If you witness any dangerous or illegal manoeuvre, stop as soon as reasonably practicable in a safe place, and draw their attention to this fact as part of a balanced debrief.

Use the training record as a Check List for the observations as the run evolves and form an opinion of the associates overall standard, then tailor the rest of the time available to bring out any strong points or weaknesses. Do not hesitate to stop en route to discuss any vital points that emerge. It is far better to stop while an incident is clear in both your minds.

Mid Run Briefing

A tutor must develop recall skills to explain errors or hazards when a mid-run debrief is deemed necessary. If a catalogue of errors builds up, recall will become impossible, and a safe stopping place must be chosen and indicated while particular points are still in mind. In addition, if weather is extreme, very cold or excessively hot, then a few minutes in a sheltered spot will allow an associate to time to settle down and become composed before continuing.

It helps to link a situation to salient road features, or perhaps to a conspicuous vehicle, when asking the associate to recall the hazard or error observed. Do not be tempted to recite every feature of the route since the outset, at least until the finer points of advanced driving are fully understood by the associate and they are approaching test standard.

Key points to note :-

- Always deal with a serious incident immediately.
- Stop as soon as possible and discuss with associate.

- Ensure that they are aware of the factors surrounding the incident and how they can avoid placing themselves in a similar situation.
- Be supportive and give the Associate time to compose themselves before proceeding with the run.

When giving roadside feedback ask the associate how they feel the drive has gone so far, praise any positives and acknowledge any negative issues they identify. eg. "I noticed that too - we'll look at it in a minute".

Challenge them to develop general statements such as "Well I think it went alright", by asking what in particular they thought was good or bad. Ask directly if there were anything they weren't happy with. This should then give you an idea how the associate analyse their driving and on what points need to be developed.

This approach will help you decide and prepared for how to proceed with their training.

Before identifying any driving skills to be improved always focus on the positive aspects of the Associate's driving which you have identified and praise improvements they have made during the run or from earlier in the current drive, then :-

- Ask questions about areas for improvement and incidents which you have noticed so far.
- Find out what they have noticed and what they know.
- Draw out any underlying patterns – A weakness in forward observation and explain how you have identified it.
e.g. Driving too close to cars, not looking into junctions, braking for corners, reduction in speed limits, etc
- Focus the associate to work on the skill to be improved during the next part of the run.
- Explain clearly what they need to do and how they can do it. e.g. focus on looking and seeing into the far distance down the road by asking and finding out how far they look and what they see, then demonstrating how far they can and should look and what information they should focus on and see.
- Ensure that you give them all the information they need to drive safely.

End of Session Debrief

Debriefing is a two way process; it is as important for the tutor to give Associates opportunity to speak and to listen to what they say as it is for the tutor to offer advice and comments following their observations.

Try to be accurate, brief and clear in what you say :-

- Have your main developmental points from the pre-drive clearly in your mind as these were the theme of the drive.
- Decide on your delivery method as your associate may become confused if you mixed the two methods :-
 - A sequential resume of the drive.
 - A review of the elements of the drive, usually based on the 'system of car control'.
- Choose the time during the de-brief when you prefer to fill in the training log.
- As before – always praise the improvements and the positives first.
- Talk through the run, ask questions and encourage the Associate to think around specific incidents identified during the run.
- Encourage the Associate to reflect on their actions and identify underlying reasons for these incidents.

- Relate the incidents and the underlying reasons to information you are given in the training literature. e.g. Roadcraft and the Highway Code.
- Review and discuss the relevant content or perhaps keep it as a “to do action” for the associate for the next session.
- Identify causes and what the Associate should do to improve their driving.
- Stress the need for practice in order to improve before their next run.
- Give specific reading tasks related to the above.
- Conclude the de- brief by encouraging the Associate and assuring them that it is quite normal to find some things difficult when they are first encountered.
- Remind them that they should not too critical off themselves and to try and learn from their mistakes and use the System of Car Control to improve their riding ability.

Complete and update the training log, discuss and agree next stage of the training and log the points to be reviewed for the next session.

Conclude the session by both tutor and associate signing the Logbook.

Defining Points of an Advanced Driver

The following list identify some of the key “watershed” points which help define advance driving skills, and to discriminate an “average” from an “advanced” driver. A standard to which every associate should aspire before consideration is given to undertaking the Advanced Driving Test.

Safety

The Advanced Driver will be expected to treat safety as the number one priority at all times. Some things might be sacrificed for safety e.g. positioning for best view, but Safety ***must not*** be sacrificed for anything.

System

The Advanced Driver will understand and apply the System of Car control throughout their drive.

Concentration

Concentration has been defined as "the ability to direct thinking in whatever direction it is intended". The Advanced Driver must be seen to concentrate at all times throughout the drive, taking in information around them, making use of that information through effective planning in order to provide a safe, systematic, smooth yet progressive drive at all times

Observation

This is the keystone of Advanced Driving. The Advanced Driver will gather detailed information of the scene ahead thus allowing them to “read the road” and anticipate the likely behaviour of other road users. Positioning for observation must incorporate flexibility so that danger and/or inconvenience to other road users are avoided.

Mirrors / Rear Observation

The Advanced Driver will constantly be mindful of the ever-changing conditions behind. Good use of mirrors and necessary ‘Shoulder Checks’ are to be encouraged to achieve this aim though ‘automation’ should be avoided.

Hazard Management

The Advanced Driver must recognise what constitutes a hazard, prioritise those representing the greatest danger and drive in accordance with the System of Xar control.

Planning

Whilst the basis of Advanced Driving might be the application of the system, Driving Plans are a key element of the System. The Advanced Driver will form their driving plans and decisions based on what they can see, cannot see and the circumstances they might reasonably expect to develop.

Signals

Signals will be used when other road users are present to benefit from them or when it is likely that other road users may come into view during the manoeuvre. All indications must be made giving others time to react. Hand signals, when given, will usually reinforce mechanical signals, for example in bright sunlight which might make them less visible. The horn should be used as a warning to other road users and should never be used in an aggressive manner. The advanced driver should not be afraid to make full use of this aid when circumstances dictate.

Anticipation

Skilful Drivers anticipate in order to make their driving plans more effective. Advanced Drivers will be expected to anticipate hazards, giving them extra time which in turn allows for the mistakes of others.

Positioning

The Advanced Driver should, where advantageous, position for the greatest forward vision in order to maximise "time to react". Full use should be made of nearside views, which should be acted upon if the opportunity arises. However, positioning must always be sacrificed where safety demands.

Progress

The Advanced Driver should be able to make progress up to the speed limit, when it is safe, on all types of roads. Whilst progress should be maintained, it will be sacrificed where necessary for additional safety. Restraint should also be shown where appropriate. The candidate should plan for progress, even if the circumstances reduce the opportunity for making progress

Restraint

The Advanced Driver will exercise restraint and hold back where necessary. Overtaking or any other manoeuvre must never be attempted unless it can be accomplished with complete safety.

Machine Sympathy

The Advanced Driver will be expected to plan their drive to be safe, smooth and progressive. They will be expected to make good use of 'Acceleration Sense', sequential/block gear changing and knowledge of their cars power delivery.

An Advanced Driver will be expected to avoid excessive revs and/or unnecessary braking whilst neither labouring the engine in too high a gear nor holding low gears unnecessarily long. The Advanced Driver must also know and appreciate the capabilities and limitations of their vehicle.

Gear Changing

Gear changes should be performed smoothly, and changing may accompany braking or acceleration. The correct gear will be selected for the right speed for any hazard, in good time for the rest of the System to be considered in sequence. 'Block gear changes', accompanying rapid braking to a halt, should be used when required.

Use of Gearbox

The Advanced Driver will select a gear which balances the need for economy, performance and mechanical sympathy. They will be expected to use gears to control speed on steep downhill sections and in slippery conditions.

Acceleration Sense

An Advanced Driver will be expected to vary the power progressively and as smoothly as machine sympathy and road and surface conditions allow, to achieve or maintain the desired speed within the posted legal limits.

Braking Sense

All braking will be completed in good time, and late braking will be avoided. Brakes will be used correctly. Remember braking should not replace 'Acceleration Sense'.

Steering

All changes of direction will be accomplished smoothly, not only to maintain maximum stability but also that other road users will not be surprised by sudden changes in direction.

Cornering

Corners will be handled in a prepared and precise way, with good observation, planning, an appropriate line through the bend and a progressive exit. Corners will be negotiated at a speed which allows the driver to stop within the distance they can see to be clear.

Overtaking

It is important that the Advanced Driver demonstrate the ability to overtake safely with due regard to other road users, while being mindful of the dangers of this particular manoeuvre and being prepared to exercise restraint if necessary.

Smoothness

Not only does the Advanced Driver need to display the ability to use their vehicle controls smoothly, they will demonstrate smoothness in the formulation and execution of their driving plans.

Courtesy

The Advanced Driver must understand and demonstrate courtesy towards other road users whilst taking time to acknowledge any courtesies extended towards them.

Legality

The Advanced Driver will provide a legal drive at all times, not exceeding speed limits but should drive at lower speeds, with due regard for progress, where safety demands.

