Smart earners



Your Smart Route to Safe Driving...

Book Two

Road Skills

From SmartDriving

Acknowledgements

Many thanks to all the learner drivers and driving instructors who have taught, and continue to teach, me all I know - without them the SmartLearners project would not have been possible.

Also to my wife Phyl for her endless patience during the development of SmartDriving, SmartLearners and my other projects. J.F.

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Smart earners



Your Smart Route to Safe Driving...

Book Two Road Skills

Lessons

From SmartDriving

Driver's notes:		



Giving signalsPractical lesson

Six ways to say hello

There are six legitimate ways to talk to other road users:

- direction indicators
- arm signals
- brake lights

- horn
- hazard lights
- flashing headlights

You should give signals if they will help or warn other road users. Your signals must not be misleading. For example, you might flash your headlights to say thank you to a driver who has just given way to you; another driver could see the signal and think that you are giving way to him. I'll leave you to work out the potential problems that might be caused by that misunderstanding.

Another common communication problem is caused by drivers who forget to cancel their signals after use. Although most indicators are self-cancelling, you should always check to make sure they are switched off after a manoeuvre. This is especially important after lane change manoeuvres, where the steering wheel may not turn enough to cancel the signal.





Changing direction?

Flashing indicators and the arm signals shown in *The Highway Code* are used to tell other people about changes in your road position or direction. This may seem obvious; however, many people forget that these signals are advance warnings.

If your direction signals are going to be useful to other road users, you must allow enough time for the meaning to be interpreted. As a general rule your indicators should flash at least four times before your brake lights come on. When using arm signals, make sure that you allow enough time for your other actions. You must have at least one hand on the steering wheel at all times.

Flashing headlights

Flashing headlights and the sounding of your horn have the same meaning: they warn other road users that you are there!

Ask your instructor for more examples of dangers that can arise if flashing headlamps are used for any purpose other than as a warning.

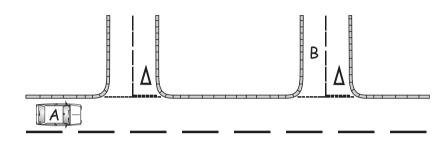
Many people think of the horn as an aggressive instrument; this is probably because it is often used too late. The horn isn't an alternative to the brake pedal. Use it early and always be prepared to slow down or to stop.





SmartLearners quiz Giving signals

1 Correct timing of signals is essential for road safety. Mark the diagram below to show the point at which you think the driver of car A should give a left turn signal to turn into road B.



2	Complete the following words to indicate the six methods of signalling
	available to drivers.

D		1	• • •
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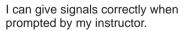
^	
_/\	
-	

H.....

H..... L.....

F..... H.....

Progress check



I can give signals correctly without prompting from my instructor.

		_	
()) Signed	 Date	

Signed Date



A hazard routine Practical lesson

Using a hazard routine

A hazard routine is a basic drill, or system of actions, that you will use each time you approach a hazard. A hazard is anything that causes you to change your speed or direction, for example, junctions, parked cars, animals on the road, etcetera. By taking a routine approach, you will be sure that it is safe to carry out any action that may be necessary to deal with the hazard safely. The sequence of actions that make up the hazard routine is:

Mirrors, Signal, Position, Speed and Gear

The example below shows how you would use the basic routine to turn left.

Step 1: Mirrors

As soon as you are aware that there is a hazard ahead, you must check your mirrors to see what is happening behind.
Just looking is not enough; you must ask yourself the question: 'Is it safe to carry out my intended turn?'

Step 2: Signal

When you are sure that it's safe to proceed, ask yourself if there are any other road users who need to know what you intend to do. If the answer is yes, give the appropriate signal.

Step 3: Position

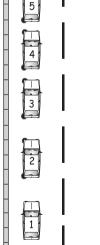
Check your mirrors again to ensure that it's safe to move into the correct position for the manoeuvre (it's not necessary to change position for this left turn).

Steps 4 and 5: Speed and Gear

Use the footbrake to ensure that you have plenty of time to change gear **before** the hazard. If things seem rushed, you're going too fast. Make a final observation check all around and then complete your manoeuvre.

Observation

While carrying out the hazard routine you must keep a constant look-out for other road users so that you have all the information you need to make the correct decisions about your intended actions.



SmartLearners quiz A hazard routine

1 Sort the following steps of the hazard routine into the correct order by numbering them 1 to 5. LQQK! Sianal There are several suggested systems to approach hazards. Some say that you should look out for other road users at specific points. Our system Speed suggests that you should be looking out for other road users and changing traffic conditions all the time. **Position** 2 From now on, the hazard routine will come into almost every aspect of your driving, so it is essential that you understand it fully. Think about the following questions. If you have any doubts about the answers ask your instructor to explain the routine to you again. Why is it important to always check the mirrors before signalling? Can you think of any problems that could be caused if you started to change your road position before considering whether a signal was necessary or not? Are there any situations where slowing down before moving into the correct road position could cause frustration to other drivers? What might happen if you tried to change gear before you had adjusted your speed correctly? **Progress check**

Signed Date

I can use a hazard routine to deal with simple hazards (parked cars, etcetera)

with assistance where required.



Meeting other vehicles Practical lesson

What is 'meeting'?

Every time another vehicle approaches you 'meet' and then 'pass'. However, the term 'meeting' is normally reserved for situations where the gap you are approaching isn't big enough for two vehicles to fit through safely and where one driver has to yield. This could be because the road narrows, there are road works, parked cars or other obstructions.

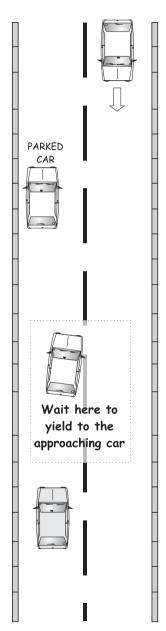
Who gives way?

Usually, if the obstruction is on your side of the road you will give way because you need to cross into the approaching driver's road space in order to carry on. However, sometimes the other driver may slow down or stop to give you priority so you must always stay alert to the developing situation ahead.

If the obstruction is on the other side of the road, you should have priority – BUT (a great big but!), don't assume that the other driver will yield. Always drive at a speed that will enable you to stop safely if the other driver comes through. If there are obstructions on both sides you must slow down and be prepared to give way. Usually the driver who arrives at the gap first will go through first but there are no hard and fast rules.

Using the hazard routine

As soon as you see an obstruction ahead (on either side), use your *mirrors*. You will need to change your speed and/or position and so must know how this action will affect drivers behind you before you can safely proceed. Next, consider a *signal*. You may need to give a signal to pass the obstruction; however, in most cases your road *position* will be enough to tell drivers behind that you are moving out. After checking your mirrors and signalling (if required) consider the position you need to adopt. Move out early if you are not stopping; don't get too close to the obstruction if you are stopping. Finally, adjust your *speed* and select the appropriate *gear* to match that speed. If in doubt, you must stop until you have a clear idea of what to do.



SmartLearners quiz Meeting other vehicles

The diagram on the right shows a car (A waiting to give way to an approaching vehicle (B).	B
(a) do you think that car A is stopped in a good position	
YES NO	
(b) give two reasons for your answer in the boxes below	PARKED CAR
Reason 1:	
	•
Reason 2:	
Discuss your answers to this questio your instructor or driving supervisor.	n with
Progress check ~	
I can meet other traffic safely with help from my instructor.	Signed Date
I can meet other traffic safely without help from my instructor.	Signed Date



Straight line reversing Practical lesson

Preparing for your driving test – and beyond

Every time you visit your local supermarket, take a trip to town, or move in and out of a driveway or garage, you will need to reverse. To make sure that you are ready for all



these driving situations, your driving test examiner will ask you to complete some driving tasks which include reversing. The first step towards learning these special manoeuvres is reversing in a straight line. This lesson will start to develop your reversing skills so that you can tackle the slightly more complex exercises, confident in the knowledge that you can drive backwards safely and correctly.

Some key points to remember

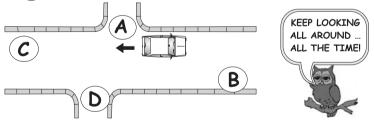
When doing any slow-speed manoeuvre, you will need to watch out for other road users, maintain a safe speed and make sure that the car goes where you want it to go.

- observation
- control
- accuracy
- a neck like an owl!

Observation

You may remove your seatbelt to make looking around easier when reversing.

- $oldsymbol{A}$ and $oldsymbol{D}$ Look out for pedestrians or vehicles emerging from driveways.
 - **B**) Look to the front for vehicles that may be approaching.
 - (\mathcal{C}) Look well back to steer a straight and accurate course.



By the way, **owls** can swivel their heads all around. This enables them to take **O**bservation **W**ithout **L**imits. A useful skill for any manoeuvre!

Control

Use clutch control to maintain a 'slower than walking pace' speed and hold the steering wheel with your right hand at '12 o'clock'.

Accuracy

Aim to keep approximately 45 centimetres (18 inches) from the kerb at all times. Avoid touching the kerb as this can cause tyre damage.

12 o'clock

SmartLearners quiz Straight line reversing

1	What are the three main key points common to all slow-speed manoeuvres?
	O
	<i>c</i>
	A
2	Mark the diagram below to show the main areas for observation when reversing in a straight line.
3	What quality does an owl have that you should try to copy when making any slow-speed driving manoeuvre? What have that you should try to copy when making any slow-speed driving manoeuvre?
F	Progress check
а	can reverse in a straight line safely nd under full control with help from my Signed
а	can reverse in a straight line safely nd under full control without help from Signed Date



Turning left Practical lesson

Major to minor

This lesson covers left turns from main roads into side roads, gateways, or other entrances. It builds upon your current knowledge of the hazard routine.

You will have already made several left turns during your lessons. The aim of this lesson is to ensure that you gain the skill and knowledge required to take full responsibility and make left turns unassisted.

Making the turn

Start your hazard routine early as you approach the turn. When you check your mirrors, you must bear in mind how tight the turn is. The tighter the turn, the slower your speed will need to be. On very tight turns, give drivers behind extra time to react by

Watch out for pedestrians. You must give way to anyone who is crossing the road you are turning into, or who is on a footnath that you intend to cross when

footpath that you intend to cross when turning into a garage or driveway.

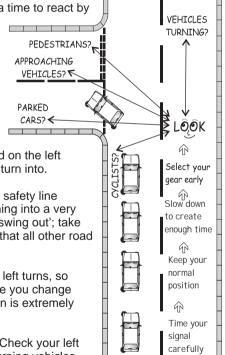
signalling and reducing speed early.

Your signal should be given early, but it must not be misleading. Be careful with your signal timing if there is another road on the left before the one that you are intending to turn into.

For most left turns maintain your normal safety line driving position. However, if you are turning into a very tight road or gateway you may need to 'swing out'; take extra care in this situation, making sure that all other road users are fully aware of your intentions.

Second gear is the most usual for these left turns, so your speed must be 8 mph or less before you change down. If your view is restricted or the turn is extremely tight, you might need first gear.

Finally, make sure that it is safe to turn. Check your left door mirror for cyclists, look ahead for turning vehicles, look into the new road for parked cars or vehicles approaching on the wrong side of the road. After you have turned, make sure that your signal is cancelled and check your mirrors again.



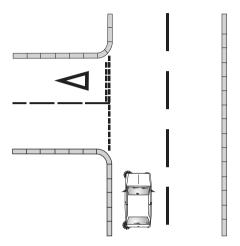
Check your

mirrors

early

SmartLearners quiz Turning left

1 Mark the diagram below to show where you would look, and what you would look for, immediately before turning left.



2 What do these road signs mean (refer to The Highway Code or your instructor)?









Progress check

I can turn left from a major road into a minor road, using the full hazard routine, with help from my instructor.

I can turn left from a major road into a minor road, using the full hazard routine, without help from my instructor.

\bigcirc	Signed	 Date	
\bigcirc	Signed	 Date	

() Signed	 Date



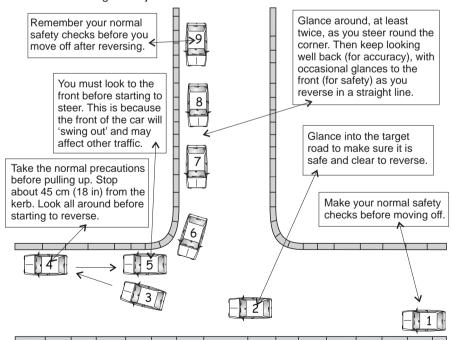
Reversing to the right Practical lesson

The odd one out ...

When doing this exercise, as with all your special manoeuvres, you will be the odd one out, which means that you must be fully aware of what is happening all around, all the time. Your owl-like observation is especially important on this exercise because you are starting on the 'wrong' side of the road.

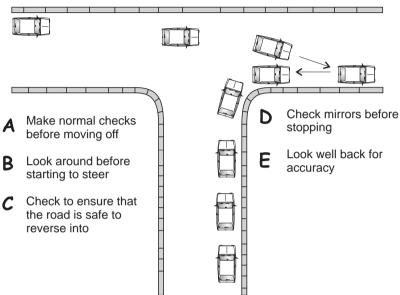
Take special care when crossing to the right-hand side of the road (see diagram below). Others might think that you are turning right into the side road. When you start to reverse, check all around and then look back over your left shoulder. As you arrive at your turning point it will be easier to gauge your position if you look over your right shoulder (at the kerb). Finally, look back over your left shoulder as you reverse up the side road. By observing in this way and making frequent checks all around, you will be covering the key 'danger' areas as you reverse.

Reverse well back along the new road, about five car lengths. This will enable you to safely return to the left-hand side without interfering with traffic turning at the junction.



SmartLearners quiz Reversing to the right

1 Label the diagram with the letters A, B, C, D, and E to show the points at which you must make the specific observation checks listed below.



2	If another vehicle approaches when you are reversing should you (tick one answer):
	speed up to finish the manoeuvre quickly?
	wave the other driver past?
	ignore the other driver and carry on with your manoeuvre?
	stop and see what the other driver is going to do?
F	Progress check

I can reverse around a corner to the right safely and correctly with help from my instructor.

Signed Date

I can reverse around a corner to the right safely and correctly without help from my instructor.

\bigcirc	Signed		Date	
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Emerging Practical lesson

What is 'emerging'?

You 'emerge' every time that you leave one road to enter or cross another. Many busy T-junctions are marked with double broken **GIVE WAY** lines and/or signs (junction A below); these indicate that you must give priority to traffic on the major road; however, if the road is clear you may proceed without stopping. If the view (zone of vision) is severely restricted there will be a solid **STOP** line and/or sign (junction B below); when you arrive at the junction **you must stop**. You may also come across junctions with no markings at all. In these situations you must exercise extreme caution and always be prepared to give way to other traffic.

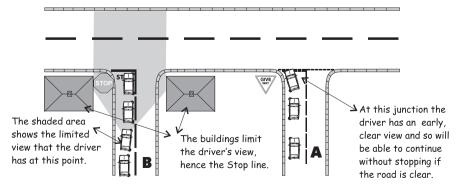
GIVE

WAY

As you approach the junction, you must look out for signs or markings and use the hazard routine. Check your mirrors and signal as you normally would and then position for your turn. If you are turning left keep to your normal safety line (A). If you are turning right take up a position just left of the centre line and remain parallel to the line when you arrive at the junction (B). Start to look into the junction as you approach to assess the traffic conditions in the road that you are intending to enter.

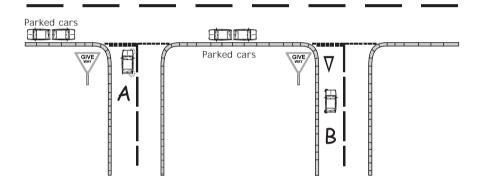
Your speed will be determined by the type of junction and your zone of vision. If you are approaching a **GIVE WAY** sign or an unmarked junction, with a good, early, clear view, you may be able to keep moving slowly in second gear. If your zone of vision is restricted you will need to go very slowly and select first gear. When approaching a **STOP** sign you will normally slow down and stop without changing gear. Change to first gear after you have stopped.

When you arrive at the junction, look both ways for gaps in the traffic, in the same way as you would when crossing the road on foot. Drive on as soon as you can do so without causing inconvenience to other road users. (You must not force others to change direction, slow down or stop.)



SmartLearners quiz Emerging

- 1 Mark the diagram below to show:
 - a how far forward car A must be before the driver can see clearly enough to make the decision to move off into the major road
 - b the zone of vision of driver B



2 When you see the sign illustrated below, you must always stop.

GIVE	TRUE	FALSE		
Progres	s check $$			
I can approach, a safely at T-junctio my instructor.	nd turn left and right ns with help from	Signed .	Da	ıte
	nd turn left and right ns without help from	Signed .	Da	ıte

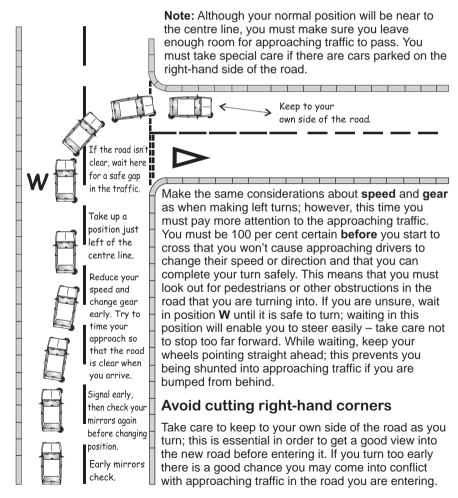


Turning right Practical lesson

Crossing the path of others

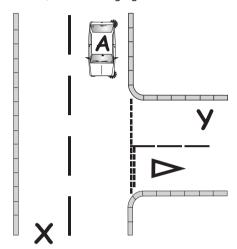
You should now be using the hazard routine every time you approach a junction to turn left. Right turns require the same approach sequence.

Check your **mirrors** early. Is there anyone overtaking? Is it safe to make the turn? When you are satisfied that it's safe to turn, give your **signal** and move to a **position** just left of the centre line.



SmartLearners quiz Turning right

1 Mark the diagram below to show where you think you would wait if you had to stop to give way to car A, when turning right from road X into road Y.



2 What do these road signs mean (refer to *The Highway Code* or your instructor)?









Progress check

I can turn right and cross the path of other traffic safely with help from my instructor.

I can turn right and cross the path of
other traffic safely without help from my
instructor.

Signed		Date	
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Crossroads Practical lesson

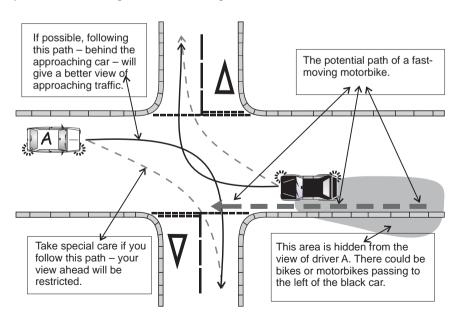
Dealing with crossroads

Crossroads are similar to other junctions you have done so far. However, there is an additional road to consider before making your decision about when, or if, to proceed.



By now you should be familiar with using the hazard routine approach, taking up the appropriate position for your intended direction. Because of the 'extra' road you will need to take special care with your observation, especially at crossroads with no markings. You must always approach at a speed from which you can stop safely if the need arises, **even when you have priority**. As you approach, keep checking to the left, right and ahead for other traffic, especially cycles and motorcycles (these are vulnerable because they are often difficult to see).

When turning right at a crossroads where there is an approaching car also wishing to turn right (see diagram) try to pass behind it (offside-to-offside); this will give you the best view of the road. If there isn't enough room to pass behind, or if the other driver chooses not to, look out for other traffic that may be hidden from your view. If in doubt, yield to the other car and wait until the road is clear before proceeding. Never try to beat another driver to the junction in order to go first – he/she might have the same idea.



SmartLearners quiz Crossroads

1	Which group of road users are par	rticularly vulnerable at crossroads, and why?
L		
2	What does this sign mean:	
	a location of crossroads?	
	b crossroads ahead?	/===
	c railway level crossing ahead?	
		A, B or C?
3	If an approaching driver wishes to turning right, you should try to pas	turn right at a crossroads where you are soffside-to-offside if possible.
	TRUE	FALSE
_		
H	Progress check	\heartsuit
cr	can approach and deal with ossroads safely and correctly ith help from my instructor.	Signed Date
cr	can approach and deal with rossroads safely and correctly ithout help from my instructor	Signed Date



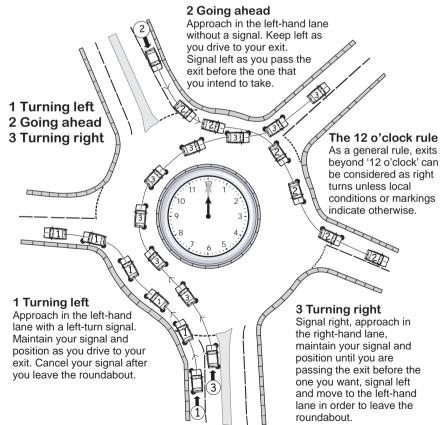
Roundabouts Practical lesson

More traffic, less trouble!

As roads have become busier, the design of junctions has changed. In many places where there used to be crossroads there are now roundabouts. Roundabouts improve traffic flow by allowing streams of traffic to filter together.

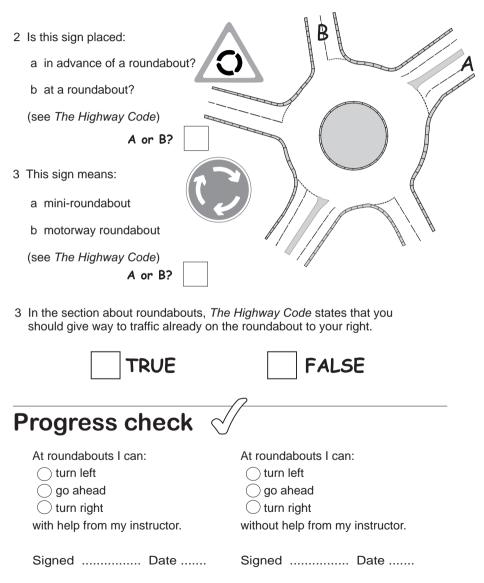


Approach both large and mini-roundabouts using the now familiar hazard routine. Take several glances to the right to look for gaps in the traffic and try to time your arrival at the single broken **GIVE WAY** line to coincide with a gap; by doing this you will often be able to carry on without having to stop. The diagram below shows the rules for signalling and lane use at roundabouts. Read about roundabouts in *The Highway Code* to gain a more detailed understanding before tackling them in the car.



SmartLearners quiz Roundabouts

1 Label the diagram below with the path you would take, and the signals you would give, to enter the roundabout at road A and leave at road B.





Who's responsible? Better driving tips

It wasn't my fault!

So often, after an accident, you hear people say, 'It wasn't my fault', 'The other car came from nowhere' or 'I didn't see him coming.' What people would say, if they were either more honest or better informed, would be 'I wasn't concentrating as much as I could have been', 'I wasn't fully aware of the situation' or 'I simply forgot to look to the left (right or wherever).'



All accidents are caused by the actions of drivers; it isn't enough to simply shrug your shoulders and blame someone else, even if they were primarily to blame. As a driver you have a responsibility to yourself, and others, to try to finish every journey in one piece. This means that you must use your powers of concentration, observation and anticipation to the full when behind the wheel.

Good **concentration** is essential for safety when driving. In order to concentrate fully you need to be relaxed. Is your seating position OK? Is the car too warm or too cold? Are you tired? Are you ill? You can control some of these things – your seating position, the temperature, etcetera – but what can you do if you are tired or ill? The best advice is: don't drive. If you must drive, make allowances by leaving greater safety margins.



Observation means more than simply keeping your eyes open. As you gain more experience you will recognise the importance of looking 'actively', that is, you will be on the look-out for signs, road markings, developing traffic situations, pedestrian movement and so forth all the time.

As your observation improves you will need to develop your **anticipation**. Good observation won't help you if you don't act sensibly upon what you see. Try to think of yourself as a 'driving detective'. Don't simply take things at face value.

A simple example of anticipation (or detective work) would be your reaction to road signs. For example, when you see the sign illustrated above, on a strange road, what do you expect? If you have a keen sense of anticipation you might expect any of the following: children on horses; dogs running free; perhaps a hunt with the possibility of animals running out into the road; a racecourse with horses crossing to the stables and other traffic turning on and off the road. By being prepared for any potential eventuality, you will be less likely to be taken by surprise. The driver without good **concentration**, **observation** and **anticipation** will not even see the sign, let alone consider the consequences.

SmartLearners quiz Who's responsible?

Who do you think was responsible for the accident shown below? The driver of sports car A, who was signalling left, drove across the path of driver B, who was unable to stop in time.

B	the driver of car A the driver of car B the local authority a combination of all the above
A	Think about how this accident could have been avoided. Discuss your ideas with your driving instructor, friends or teachers.
Notes:	

You are on the right lines if you don't know who is to blame. How could the accident have been avoided?



The safety bubble Training notes

Well, it's not rocket science! But it makes perfect sense...

Space travel

Astronauts don't need the skill of controlling the 'space' around their rockets – there is virtually no chance of them bumping into another spaceship, nor of them being hit from behind! Drivers, on the other hand, need to keep a safe space between their vehicles and other road users, bollards, trees and walls, etcetera – the safety bubble.

The two-second rule

The safety space in front is the easiest one for you to control. You can adjust the gap between yourself and the vehicle in front by simply varying your speed. Your forward safety gap must always be large enough for you to stop safely if necessary; an easy way to maintain this gap on a dry road is to use the 'two-second rule'.

First, you must watch for the vehicle ahead to pass a fixed marker point. This can be a tree, a phone box, a lamp-post, a motorway bridge or any other fixed reference point. As the vehicle passes the fixed point, recite the following phrase at a normal speaking rate: 'Only a fool breaks the two-second rule' – this should take approximately two seconds to say. You should have finished the phrase as, or before, you reach the fixed reference point. If you pass the point before you finish speaking, you are too close to the vehicle in front; pull back and try again. In poor weather conditions your gap should be at least double.



Keeping a safety space to the rear

If the vehicle behind is following too closely, you need to increase your forward safety gap. Doing this will protect you and the driver behind in an emergency because there will be enough room for you both to stop safely. Another easy way to control this gap is to allow the vehicle behind you to overtake; this will make no difference to your journey time but it will reduce the risk of a rear end shunt.

Keeping a safety space to the sides

You need space to the sides to avoid pedestrians, cyclists, oncoming vehicles, horses and many other hazards. You can control this space by holding back from narrow gaps until you are 100 per cent certain that there is enough 'room for error'. Allow at least two metres' (two yards') clearance when passing cyclists.

Other people's space

Remember, other people need space around them in the same way that you need space around your vehicle. Be considerate, never be a space invader.

SmartLearners quiz The safety bubble

1 How long should the gap be between car A and car B on a wet road?

	B		
1 second 2	seconds 4 seconds		
2 What is the easiest way to deal with a open road when there is no other traff Speed up to get out of brake sharply to warn slow down and let the	the way? the driver off?		
3 When passing cyclists you should lea clearance.	eve at least two metres' (two yards')		
TRUE	FALSE		
Progress check			
I can keep a safety bubble around my car with help from my instructor.	Signed Date		
I can keep a safety bubble around my car without help from my instructor.	Signed Date		

About the Author ...

John Farlam entered the driver training industry in 1979.

His main focus of attention is developing the skills of instructor trainers (the people who teach driving instructors) to help to improve the standards of driver training in the UK; his unique methods are gaining momentum within the industry and having a dramatic and positive effect.

With experience training learners, instructors, advanced drivers, skid control and even *blind drivers*, to the development of structured training packages and classroom courses covering all aspects of motoring and driving school operation John is one of the most experienced individuals in the driver training business

As a well known figure in the business, John's writing featured regularly in the UK driver training industry journals 'Driving School News', 'The PDI Guide' and 'ADI News' from 1993 until 2001. His current articles appear in 'Driving Magazine' and 'The Driving Instructor' and in weekly articles for over 1700 driving instructors.

John's own publications have proved to be popular as have those where he has been consulted for his technical expertise (such as the Haynes Book of Driving).

Underlying all of John Farlam's work there is a strong belief that road safety can be improved through better driver education and by helping people to enjoy their time behind the wheel...

In addition to being a skilled trainer and author, John is also qualified in Counselling, Hypnotherapy and NLP to help further the personal development of his clients.

John says:

"Deep down people know what they should be doing and have the resources to achieve their goals; my job is simply helping them to believe this. As time goes on I continue studying and learning more - the more I learn, the more I can help ...

I am always mindful of a quote from Richard Henry Dann which says:

'He who dares to teach must never cease to learn'

I hope that I never stop learning; and I hope that I never stop teaching!"



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