

Instructor Development Guide

ALBERTA TRANSPORTATION

INSTRUCTOR DEVELOPMENT

This document is part of a package provided to licensed Class 5 driving schools in Alberta. It is a guideline to the driving schools for the education and development of applicants who want to become certified as driving instructors. It is general and specific in its approach and attempts to promote a broad base of learning.

Driving a vehicle safely in today's complex traffic environment requires knowledge, vehicle-handling and awareness skills, as well as judgment and adaptability.

This document provides the information required by the driving school senior instructor to assist and coach the instructor applicant during the instructor development process. It is impossible for this process to address all the situations that may occur while instructors are providing driver education and vehicle-handling training to students. This guide serves as a basis for this education and training. All driving schools must enhance their instructor development program beyond the information in this guide.

The learning outcome, in the instructor development process, is to develop instructors who are knowledgeable about the rules of the road and basic vehicle-handling procedures, as well as instructors who display cooperative and competent driving habits.

For those who teach others the knowledge and awareness skills for safely and cooperatively driving a vehicle, the standard of teaching must exceed the norm. This standard is reflected in Alberta Transportation, Driver Programs and Licensing Standards, requirements for the knowledge exams, and the assessment process of the new instructor applicant in-vehicle session.

The attitudes, personalities, and skills of driving instructors, will be as varied as the students they teach. Following are some of the attributes that an instructor must develop to provide a positive learning opportunity for his or her students.

Knowledge

Driving schools must continually enhance their instructor development programs to ensure their programs are current in terms of how people learn, and how effective teachers teach. A comprehensive understanding of traffic rules, safe driving principles, and problem-solving ability combined with effective teaching are essential to meeting learning outcomes.

Communication

Instructors must provide clear, concise, and understandable communication to ensure the message is understood by each student. An effective communicator enhances understanding with demonstrations, illustrations, observations, and verbal description to teach new activities and processes.

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Driving schools through their instructor development programs, and instructors in their teaching methods, must create an environment for their students that instil confidence in terms of safety, knowledge and skills.

Each instructor must have a thorough knowledge of safe driving principles and the rules of the road. Communication involves receiving feedback as well as providing information to ensure the learning outcomes are being achieved and the teaching process is effective.

Teaching someone to safely operate a vehicle can be a complicated task that requires a dedicated and well-informed instructor. The information in this guide is intended to assist with new instructor development and education.

Patience

Teaching the complex task of driving can be challenging and demanding. It requires an understanding of the challenges that new drivers must overcome. The instructor must be prepared, and able to adapt, to each individual and to each situation.

POLICIES

Preparation Periods

A. Phase 1 - Knowledge Exams

Each knowledge exam appointment must be booked by contacting Driver Programs and Licensing Standards to schedule a date and time.

Each appointment must be booked by the driving school senior instructor, not the applicant.

The knowledge testing consists of two exams:

1. A general exam consisting of 50 questions and
2. A supplemental exam, consisting of 20 questions that are specific to the class of instructor licence you are applying for.

A minimum score of 80% in each exam is required to pass.

The knowledge exams will be marked immediately upon completion and a pass or fail indicated to the instructor applicant.

Only the failed exam(s) will be retested at the next appointment.

There is a minimum one day waiting period for re-writing.

After the third unsuccessful appointment the client will be required to wait one year from the date of the third appointment to re-apply.

When the applicant reapplies the process will start again as a new applicant.

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Reference Material

- a. Today's Driving Manual
 - b. Alberta Traffic Safety Act and related Regulations
(available at www.qp.alberta.ca)
 - Operator Licensing and Vehicle Control Regulation
 - Vehicle Equipment Regulation
 - Driver Training and Driver Examination Regulation
 - Use of Highway and Rules of the Road Regulation
 - Off-Highway Vehicle Regulation
 - c. Alberta Basic Licence Driver's Handbooks [**Coming Soon** – *New Title - A Driver's Guide to Operation, Safety and Licensing (for Cars and Light Trucks)*]
(available at www.transportation.alberta.ca)
 - d. Learning and Teaching Theory for Driver Training Instructors
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Practical Examination

B. Phase 2 – Vehicle Inspection, Personal Drive & Commentary

An appointment combining Phases 2 and 3 may be made only after Phase 1 is passed. The appointment must be booked by the driving school, not the applicant, to ensure that the driving school senior instructor is confident that the applicant is properly prepared for this Phase and a driver training vehicle is available.

The applicant must purchase a Class 1 Road Test Permit from an Alberta Registry Office. The Class 1 Road Test Permit must be presented to the Driver Programs Administrator when the applicant reports for the practical exam.

At the completion of Phase 2, the results will be discussed and the applicant advised as to a pass or fail. If passed, the applicant may proceed to Phase 3.

If the client is unsuccessful with Phase 3, he or she will not be required to pass Phase 2 on a subsequent appointment.

If the client has not successfully completed Phases 2 and 3 after three appointments he or she will be required to wait one year from the date of the third appointment to re-apply.

The following documents must be brought into the office at Alberta Transportation for verification prior to the client's practical test commencing. If any of these documents are invalid, expired, or missing the practical test will have to be rescheduled through the driving school.

- Operator's Licence
- Class 1 Test Permit
- Insurance
- Registration
- Vehicle Inspection Document

The Administrator will be responsible for route selection throughout the exam.

Only the applicant and Administrator are allowed in the vehicle during the exam.

Exception: another Department official present for training or supervision.

Vehicle for the Exam

The applicant must provide a fully-equipped driver training vehicle (dual brakes, proper signage, dual inside mirror) for each practical exam.

The exam will be denied for the following vehicle concerns:

- Speedometer malfunction
- Obstructed visibility (glass)
- Signal or brake lights defective
- Inadequate brakes

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- Parking brake defective
- Headlights or windshield wipers not working
- Vehicle unsafe

The exam will not proceed on the promise that a defect will be repaired.

NOTE: If the exam is conducted in a vehicle with an automatic transmission, the instructor will be restricted to training in this type of vehicle only. In order to teach in a standard transmission vehicle, an exam including the standard transmission module must be conducted in a standard transmission driver training vehicle.

In-Vehicle Practical Disqualifications

Disqualifications are usually the result of one or more of the following concerns, regardless of the number of points assessed:

- a. An unsafe action, such as:
 - Involved in a collision, regardless of fault
 - Near collision (due to action of applicant)
 - Administrator required to intervene to prevent unsafe action.
- b. Client lacks skill and control (regardless of accumulated errors).
- c. A traffic violation.
- d. Too many accumulated errors.
- e. Inadequate verbal information (omitted or inaccurate).

The objective of Phase 2 is to assess the ability of the applicant to:

1. Effectively **inspect a vehicle** for safe operation:

Part 1 – Vehicle Exterior

The applicant will be required to provide a complete inspection of the vehicle starting at the front right corner and continue counter clockwise around the exterior of the vehicle. Items that require showing how they operate must be identified and demonstrated, such as the lights.

Part 2 – Under the Hood

The client will provide a thorough review under the hood that will include the belts, hoses, and fluids.

Part 3 – Vehicle Interior

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The client will provide an inspection of the vehicle interior to ensure the vehicle is clean, there are no loose objects, and the brakes and steering do not show signs of functioning improperly.

2. Personal Drive

Operate a vehicle to a consistently high standard by observing the rules of the road and applying principles of proactive driving in his or her personal driving habits

The client will be required to operate the vehicle through a series of traffic conditions. The personal drive will look at the client's ability to operate to a high standard through low, medium and high traffic situations, which will also include parking.

3. Commentary Drive (Hazard Awareness and Management)

Demonstrate the principles of **commentary driving** (hazard awareness and management).

The exam will be conducted through a complete range of traffic situations including residential, city centre and merging roads.

The length of this phase will be approximately one hour.

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PHASE 2 – Vehicle Inspection, Personal Drive & Commentary

Instructions to Applicant	Expected Applicant Feedback
<p style="text-align: center;">Vehicle Inspection and Knowledge</p> <p>Explain and demonstrate a vehicle inspection</p> <p>The purpose of this phase is to ensure that the applicant does a proper inspection for vehicle safety, operation, and condition prior to his/her first lesson of the day.</p>	<p>Check the vehicle for condition and operation of:</p> <p>Exterior</p> <p>Lights - Identification <u>and</u> operation</p> <p> <input checked="" type="checkbox"/> high beam <input checked="" type="checkbox"/> low beam <input checked="" type="checkbox"/> daytime running <input checked="" type="checkbox"/> park/tail <input checked="" type="checkbox"/> hazard (4-way) lights <input checked="" type="checkbox"/> brakes <input checked="" type="checkbox"/> licence <input checked="" type="checkbox"/> side markers <input checked="" type="checkbox"/> reverse <input checked="" type="checkbox"/> signals – front and rear (left and right) </p> <p>Tires: <input checked="" type="checkbox"/> inflation, <input checked="" type="checkbox"/> tread, <input checked="" type="checkbox"/> sidewall, <input checked="" type="checkbox"/> lug nuts, <input checked="" type="checkbox"/> position, <input checked="" type="checkbox"/> obstructions</p> <p>Other: <input checked="" type="checkbox"/> windshield, <input checked="" type="checkbox"/> driver and passenger side windows, <input checked="" type="checkbox"/> wipers, <input checked="" type="checkbox"/> driver and passenger side mirrors, <input checked="" type="checkbox"/> Student Driver signs, <input checked="" type="checkbox"/> licence plate (valid), <input checked="" type="checkbox"/> body damage, <input checked="" type="checkbox"/> leaks</p> <p>Under the Hood:</p> <p>1. Location and levels of:</p> <ul style="list-style-type: none"> • Oil • Brake fluid • Power steering fluid • Transmission fluid • Windshield washer fluid • Radiator coolant <p>2. Check: battery, belts, hoses</p> <p>Interior:</p> <p>Instruments and Controls: Applicant must identify the location <u>and</u> operation of:</p> <ol style="list-style-type: none"> 1. Park brake 2. Oil Light/Indicator 3. Engine Service Light 4. Fuel Gauge 5. Temperature Gauge 6. Battery Light/Indicator 7. Speedometer <p>Condition: cleanliness, loose objects</p>
<p style="text-align: center;">Personal Drive</p> <p>This is approximately a 45-minute demonstration drive. There will be no commentary required for the first 30 minutes.</p>	<p>Observance of rules of the road and safe driving practices during the personal drive.</p> <p>The client will be required to perform a personal drive through various traffic conditions. Errors and unsafe habits will be recorded by the Program Administrator.</p>

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<p>Instructions for changes of direction will be given at least one block in advance. In some instances, instruction will be given well in advance to permit the applicant to plan his or her driving route.</p> <p>The commentary will be during the last 15 minutes of the Personal Drive.</p>	<p style="text-align: center;"><u>Scoring</u></p> <p>If 7 or more errors and unsafe habits are identified at least once the in-vehicle exam will be discontinued.</p> <p style="text-align: center;">OR</p> <p>If 5 or more errors and unsafe habits are identified at least two times, the in-vehicle exam will be discontinued</p> <p style="text-align: center;">OR</p> <p>If 3 or more errors and unsafe habits are identified at least three times, the in-vehicle exam will be discontinued.</p> <p>There will be automatic disqualifications for unsafe actions regardless of the number of errors and unsafe habits identified.</p>
<p style="text-align: center;">Commentary Drive (Hazard Awareness & Management)</p> <p>This area of the exam is an extension of personal driving habits. Errors made in personal driving during the commentary will be marked as part of the Personal Drive.</p> <p>The client will be required to identify potential hazards and key concerns relevant during this drive. The applicant will be required to identify at least 80% of the relevant potential hazards and key concerns that are identified by the Program Administrator.</p>	<p style="text-align: center;">(Hazard Awareness and Management)</p> <p>Information given during the commentary portion will consist of relevant factors in the traffic scene, as mentioned in advance. It will deal with:</p> <ul style="list-style-type: none"> ▪ Relevant traffic signs and signals ▪ Road position ▪ Observation and Vision habits ▪ The general traffic situation as it exists or changes, all appropriate responses to that situation <p>Information must be:</p> <ul style="list-style-type: none"> ▪ Accurate ▪ In correct priority ▪ Relevant to what is occurring ▪ Far enough in advance to allow planning and decision-making. Information should be proactive and anticipatory, as in defensive driving, rather than evaluation as something occurs (pro-active rather than re-active).

C. Phase 3 - Teaching Modules

At the completion of the Teaching Modules (Phase 3), the results will be discussed and the applicant advised if his/her instructor's licence has been approved.

The objective of the teaching modules is to assess the ability of the applicant to describe and teach the basic driving manoeuvres and principles of safe driving, as well as ensuring the safety of the applicant, Driver Program Administrator, and all other road users.

This phase is divided into sections called teaching modules. The client will occupy the driver's seat for each module, with the exception of one or two modules as determined by the Driver Program Administrator.

During the module(s) that the Driver Program Administrator is behind-the-wheel, thereby simulating a student-instructor situation, the applicant will be required to teach the module(s) as well as showing the ability to take control of the situation by carefully and safely using the instructor brake and/or the steering wheel to prevent a collision.

The applicant, during these modules, will also be expected to carefully and safely use the instructor brake to slow or stop the vehicle to allow more time to provide important timely information and reinforce proactive driving habits. Caution must be used to ensure these modules takes place in a quiet area and that other road users are not affected by this action.

The applicant will teach specific manoeuvres as directed by the Administrator. The applicant must correct any driving errors and reinforce proper procedures. The modules will require commentary and hazard awareness relevant to the existing traffic situation.

The instruction and teaching detail in Phase 3 must be expanded by the driving school senior instructor to enhance the applicant's knowledge in these areas. All information provided by the applicant during the exam must be thorough and accurate.

Phases 2 and 3 will be approximately three hours unless discontinued due to an automatic failure.

With the exception of the **Standard Transmission Module** the following modules are for potential instructors teaching driver education and training using a vehicle with an automatic transmission.

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PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Module 1 – Pre-Trip Requirements	
<p>*This is a requirement.*</p> <p>The instructor applicant must verify that the DPA (student) is in possession of a valid operator’s licence as you would for a new student for the teaching module to proceed.</p>	<p>Check student’s operator’s licence for:</p> <ul style="list-style-type: none"> ✓ Name ✓ License Class ✓ Expiry date ✓ Condition codes
<p>Teach the safe method for entering and exiting the vehicle.</p>	<p>This method ensures that traffic never approaches from the driver’s back.</p> <p>When entering the vehicle the driver should walk to the driver’s door from the front of the vehicle to face the direction of approaching traffic. <u>Student should not enter vehicle if there is traffic.</u></p> <p>When exiting the vehicle, the driver should check the mirrors, shoulder check and open the door when it is safe. Exit by walking to the rear of the vehicle to face traffic.</p>
<p>Teach the basic habits after entering the vehicle and prior to moving the vehicle.</p> <p>Support must be provided for all recommended and non-recommended activities.</p> <p>For example, locking the doors assists in keeping people out of the vehicle that you do not want in the vehicle, as well as reducing the likelihood of the doors opening in a collision.</p>	<p>Basic habits must be taught in the proper sequence and a thorough explanation given for proper adjustments.</p> <p>A. Lock doors</p> <p>B. Adjust seat for proper upper and lower body position:</p> <ul style="list-style-type: none"> ✓ Legs at approximately 45 degree angle ✓ Heel on the floor in front of the accelerator pedal, ✓ Ball of the foot on the accelerator, ✓ Pivot your foot between the brake and the accelerator rather than lifting your foot ✓ Arms slightly bent, hands at the 10 & 2 or 9 & 3 positions <p>C. Properly position head restraint and show how to adjust</p> <p>D. Attach and adjust seat belt</p> <ul style="list-style-type: none"> ✓ Over the pelvic area, not loose or twisted ✓ Shoulder belt over the shoulder and chest, should move freely to be able to reach forward and demonstrate how it will lock on a sudden stop or impact <p>E. Adjust mirrors (except instructor side)</p> <ul style="list-style-type: none"> ✓ Interior – hand position to adjust, how to frame back window, night and day adjustment ✓ Exterior – how to use control if equipped, reference points for proper sightline

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B. PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Module 1 – Pre-Trip	
Teach the basic habits continued NOTE: If the vehicle used for the exam is a standard transmission vehicle, procedures for starting the vehicle will be followed as per Module 7.	F. Starting the vehicle <ul style="list-style-type: none">✓ Ensure that the parking brake is applied✓ Select the proper gear to start the engine✓ Right foot firmly on the brake✓ Start the engine – explain what gauges should be checked before and after starting the vehicle, as well as the complete procedure to start

B. PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Module 2 – Start and Stop	
<p>Teach the proper methods for:</p> <ol style="list-style-type: none"> 1. Moving away from the curb. <ul style="list-style-type: none"> ✓ vehicle in front ✓ no vehicle in front 2. Driving along the road 3. Returning to the curb and 4. Parking the vehicle in a legal position. <p>Note:</p> <ol style="list-style-type: none"> a) Shut down procedures may be done with the park brake applied either before or after the transmission is placed in park position, providing the right foot remains firmly on the brake. This procedure is acceptable in all modules. b) It is recognized that hand signals would not be taught until such time as a student has progressed to a point in their lessons where it would be appropriate to introduce hand signals. For the purpose of this exam, and to determine the applicant's ability to teach the proper method of using hand signals, the hand signals will be required to be taught only in this module. c) This procedure is for vehicles with an automatic transmission. If the exam is taken in a standard transmission vehicle, that module will be tested before Module 2. d) In some instances it may be more advantageous for an instructor to use different wording to describe something, as opposed to stating a time or speed reference. For example, rather than saying "your visual lead time should be 12 seconds", a student will better understand, "your visual lead time should be at least one block ahead". 	<p><u>Controls:</u></p> <ul style="list-style-type: none"> • Place your right foot on the brake • Select the proper gear • Release the park brake <p style="text-align: center;"><u>Moving the Vehicle Away from the Curb Lane</u></p> <ol style="list-style-type: none"> 1. Scan 360 degrees – identify any hazards? 2. Check inside & outside mirrors. 3. Shoulder check to the blind zone. <p>4. Vehicle in front: Activate the electric signal. Ease off the brake to move ahead slowly while immediately steering sharply hand-over-hand to full left lock with the steering wheel to pre-position the vehicle. Stop. (The vehicle should not have moved more than a metre.) Keep the wheels turned and place your right hand at the 12 o'clock position on the steering wheel. Use your left arm to hand signal. Shoulder check for traffic again and when it is safe to proceed, move forward slowly. Check the right front corner of your vehicle to ensure that it clears the vehicle in front of your vehicle.</p> <p>4. No Vehicle in Front: Activate the electric signal. Place your right hand at the 4 o'clock position (lower right quadrant) on the steering wheel. Use your left arm to hand signal. Ease off the brake to move ahead slowly while immediately turning the steering wheel with your right hand from the 4 o'clock position to the 12 o'clock position and hold it there. Shoulder check for traffic again and when it is safe to proceed, move forward slowly.</p> <ol style="list-style-type: none"> 5. Return your left hand to the steering wheel to assist in steering recovery as you look well ahead along your intended path. 6. Move into the first available traffic lane. 7. Accelerate gently as required and ensure your signal light is cancelled.

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B. PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Module 2 – Start and Stop	
Start and Stop continued ...	<p style="text-align: center;"><u>Driving Along the Road</u></p> <ul style="list-style-type: none"> • Look well along your intended path (“Aim high”) to ensure your vehicle is tracking properly. Make proper steering corrections to track in a straight line. • Use 9 & 3 hand positions on the steering wheel. (Placing your hands at 10 & 2 is permitted.) <p>Vision skills and habits:</p> <ul style="list-style-type: none"> • establish 12-15 second visual lead time • check inside and outside rear view mirrors approximately every 10 seconds • scan parked vehicles for people, exhaust, signal or brake lights, and movement • ground search for children, bikes, toys and animals • scan left-center-right at every intersection <p>Traffic control devices:</p> <ul style="list-style-type: none"> • Identify the type of control • Comply with the proper legal requirements • Establish the right-of-way • Identify and manage any hazards • Reduce your speed at an appropriate distance (approximately ½ block) from the intersection and according to the conditions. • If required to stop, indicate proper location. • Before entering or leaving an intersection, scan left, centre, right and left again. <p style="text-align: center;"><u>Returning to the Curb and Parked Position</u></p> <ul style="list-style-type: none"> • Reduce your speed as required. • Check your rear view mirror, shoulder check and signal. • Safely move into curb lane demonstrating proper steering methods to move the vehicle within the legal stopping distance of the curb. Point out your position from the curb and describe a method of judging the distance from the curb for a proper park. • While moving forward slowly, demonstrate a hand signal to stop and describe the proper braking technique to bring the vehicle to a smooth stop. • Keep your foot on the brake, select parking gear, apply the park brake.

B. PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Modules 3A and 3B - Turns	
<p>The client will teach the proper method for safely completing right and left turns.</p> <p>While all points need not be mentioned or taught during each turn, all information to successfully teach the maneuver must be covered by the fourth turn.</p> <p>Turns in one direction should be completed before turns in the other direction are attempted.</p> <p>Note: Applicant should be prepared, if requested, to explain proper traffic lane usage for left turns onto or off of one-way roadways, or as indicated by traffic lane directional arrows.</p> <p>Steering demonstrations must be appropriate for the nature of the intersection. The amount of steering on any turn will depend upon the radius of the curve and the speed required to safely complete the maneuver. For example, if the turn requires you to steer more than one-half a revolution of the steering wheel, the hand-over-hand method should be used. Recovery of the steering will be affected by the speed of the vehicle. If recovery is made by letting the steering wheel slip through the hands, contact with the wheel and control of the steering must be maintained.</p> <p>If using a vehicle with a standard transmission, the appropriate gear must be used prior to entering the intersection.</p>	<p style="text-align: right;">3A - RIGHT TURN</p> <p style="text-align: center;"><u>Approaching Turn</u></p> <ul style="list-style-type: none"> • Check your inside and outside rear view mirrors • Reduce speed approximately one-half (1/2) block from the intersection, or as required. • If required, changes lane and move into the proper lane (usually the curb lane) well in advance of the intersection (at least 15 metres from the intersection) or where appropriate. • Signal approximately one-third (1/3) block from the intersection. • Position vehicle approximately 1 metre from the curb. • Scan the intersection for traffic control devices, and identify the type of control and comply. • Scan left, centre and right. • Shoulder check to the right for cyclists and pedestrians. <p style="text-align: center;"><u>Preparing To and During the Turn</u></p> <ul style="list-style-type: none"> • Check to see if the intended lane of travel is free of obstructions such as parked vehicles. <p>NOTE: If there is no obstruction, such as a vehicle, within one-half (1/2) block, enter the curb lane.</p> <p>NOTE: If there is an obstruction within the first one-half block, then the lane to the left of the obstruction may be treated as a curb extension and should be entered.</p> <ul style="list-style-type: none"> • When the passenger side front tire is opposite the point where the curb begins to curve turn the steering wheel to the right, as required, and hold to approximately the half-way point of the turn. • While looking 12-15 seconds (approximately one block) along your intended path follow the curvature of the curb to maintain your position at a safe and controlled speed. • Recover your steering at approximately the three-quarter (3/4) point of the turn to enter the proper lane of travel. <p style="text-align: center;"><u>Completing the Turn</u></p> <p>Accelerate as required to move with the traffic flow, making sure that the signal light has cancelled. Re-establish your 12-15 second visual lead time.</p>

B. PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Modules 3A and 3B - Turns	
<p>Turns continued ...</p>	<p style="text-align: right;">3B - LEFT TURN</p> <p style="text-align: center;"><u>Approaching the Turn</u></p> <ul style="list-style-type: none"> • Check your inside and outside rear view mirrors • Reduce speed approximately one-half block from the intersection, or as required • If required, make a lane change and move into the proper lane to the right of the centre line well in advance of the intersection (at least 15 metres from the intersection). • Signal approximately one-third block from the intersection. <p>Traffic control devices:</p> <ul style="list-style-type: none"> • Identify • Comply • Right-of-Way • Hazards <ul style="list-style-type: none"> • Scan left, centre and right. • Check intended lane of the travel to establish the centre line (marked or unmarked). <p style="text-align: center;"><u>Preparing to and During the Turn</u></p> <ul style="list-style-type: none"> • Enter the intersection to a point approximately 3 metres from your intended lane and keep the front wheels straight. <p>NOTE: This procedure is relative to turns from a two-way onto a two-way. The turn must commence at a point that will result in a free flowing turn. If the turn starts closer than 3 metres to the intended lane, the resulting turn will become too square. If the turn commences too soon, the corner will be cut off. Slight steering adjustments may be made during the turn to maintain a proper position. Consideration must also be given to the turning point for left turns onto and off of one-ways, as well as other intersections in which left turn lanes have been engineered differently.</p> <ul style="list-style-type: none"> • Shoulder check to the left for vehicles possibly passing. • Yield to approaching traffic and pedestrians in the crosswalk when being entered. • Steer hand-over-hand as required, maintaining your proper position at a safe controlled speed. • While looking 12-15 seconds (approximately one block) along your intended path enter your intended lane at a safe and controlled speed. • At approximately the three-quarter point of the turn, start to recover the steering in an appropriate manner to enter the proper lane of traffic. <p style="text-align: center;"><u>Completing the Turn</u></p> <p>Safely accelerate as required to move into the proper lane, making sure the signal light has cancelled. Re-establish your 12-15 second visual lead time.</p>

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B. PHASE 3 – TEACHING MODULES

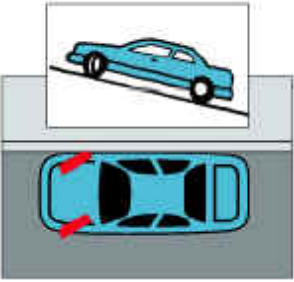
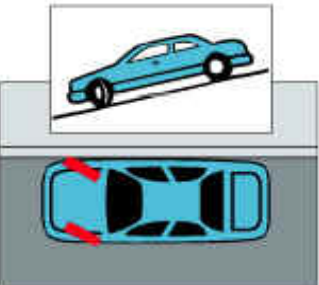
Instructions to Applicant	Expected Applicant Feedback
Module 4 - Backing	
<p>Teach straight-line backing with steering adjustments for slight deviations to the left and right.</p> <p>While the two-handed method of steering is acceptable, the preferred method in straight-line backing is with one hand.</p> <p>Backing can be a hazardous maneuver and the onus is on the driver of the backing vehicle to do so in safety. Caution must be used when teaching this manoeuvre.</p> <p><u>Choose a safe and traffic-free location.</u></p> <p>After demonstrating the ability to teach straight-line backing, the applicant will teach deviations to the left and right.</p>	<p align="center"><u>Straight Line Backing</u></p> <ul style="list-style-type: none"> • Scan around vehicle 360 degrees. What are the potential hazards? • With right foot on the brake, select reverse gear and release the park brake. • Place the left hand at the 12 o'clock position on the steering wheel. • Shift body onto the right hip for viewing through the rear window. • Place the right hand in a comfortable position to support you while looking out the rear window (on the console or on the back of the passenger seat). • Cover the brake with your right foot and when safe, ease up on the brake, maintaining contact with the pedal to keep a safe and controlled speed at approximately walking speed or 5 km/h. <p align="center">** NEW ** <u>Deviations Left and Right</u></p> <p>NOTE: Follow all the steps above for straight-line backing before proceeding to the next step.</p> <ul style="list-style-type: none"> • Turn the steering wheel in the direction you wish the rear of the vehicle to travel. Steering adjustments will be no more than one-quarter (1/4 turn or between 12 o'clock and 9 or 3 o'clock) to one-half (1/2 turn or between 9 and 3 o'clock) turn of the steering wheel. • During these maneuvers, scan occasionally around your vehicle but with particular emphasis to the rear until the vehicle is stopped. • Select 'Park' gear and set the park brake.

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B. PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
** NEW ** Module 5 – Visual Aid Module ** NEW **	
<p>The client will teach and describe one or more of four (4) scenarios, as determined by the Driver Program Administrator.</p> <p>This will be done through the use of one or more of the following visual aids:</p> <ol style="list-style-type: none"> 1. Observation 2. Illustration 3. Demonstration <p>The client must provide a method that he or she will use in the vehicle to preview new activities with new drivers.</p> <p>The presentation will take approximately 5-10 minutes for each scenario.</p>	<ol style="list-style-type: none"> A. Four-way intersection with no control device with three vehicles at the intersection. B. Merge to the left at 80 km/h C. Enter then exit at the third exit of a traffic circle D. Left turn from one-way to one way at a red light. <p>The following areas will be assessed:</p> <ol style="list-style-type: none"> 1. Time management 2. Verifies client understanding (i.e., paraphrasing) 3. Well-organized 4. Provides clear information 5. Uses relevant diagrams and resource material 6. Chooses a safe and legal location 7. Identifies potential hazards

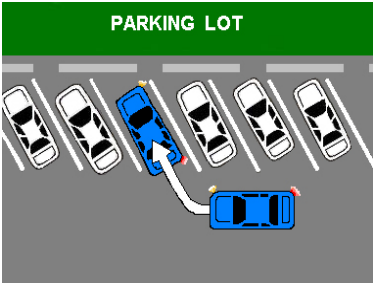
B. PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Modules 6A, 6B, 6C and 6D - Parking	
<p>Module 6A - Uphill Parking</p> <p>The client will teach an uphill and a downhill park in a location with a curb.</p>  <p>Module 6B - Downhill Parking</p> <p>A hill park may be simulated if no hill available.</p>  <p>NOTE: During hill parking manoeuvres, the vehicle may be kept in gear, or neutral may be selected. If neutral is used, it is required that the tire be in the proper position at the conclusion of the manoeuvre.</p>	<p style="text-align: center;"><u>Uphill Park with a Curb</u></p> <ul style="list-style-type: none"> • Lane change as required. • Bring the vehicle to a stop in a parallel position with the curb. To complete the park in a satisfactory position, it is necessary to start quite close to the curb (10-15 cm away). • Shoulder check to the left and when safe, move slowly forward a short distance (1 metre maximum) while steering sharply to a full left lock. • Stop and select reverse gear. • Look to the rear and allow the vehicle to move slowly backwards until the right front tire lightly touches the curb. • Select neutral, ease off the brake and allow the vehicle to settle against the curb. • Re-apply the foot brake, select PARK, and set the park brake. <p style="text-align: center;"><u>Leaving the Uphill Park</u></p> <ul style="list-style-type: none"> • Apply the foot brake, select DRIVE, then release the park brake. • Scan 360 degrees. • Shoulder check to the left. • When safe, signal and shoulder check again. • If safe, safely leave the curb. <p style="text-align: center;"><u>Downhill with a Curb</u></p> <ul style="list-style-type: none"> • Make necessary lane changes. • Bring the vehicle to a stop in a parallel position with the curb. To complete the park in a satisfactory position, it is necessary to start quite close to the curb (10-15 cm away). • Shoulder check to the left and when safe, move slowly forward a short distance (approximately ½ to 1 metre) steering no more than one-half turn to the left. As the vehicle is moving very slowly, steer sharply to a full right lock. Allow the vehicle to move slowly until the right front tire lightly touches the curb. • Select neutral, ease off the brake and allow the vehicle to settle against the curb. • Re-apply the foot brake, select PARK, and set the park brake. <p style="text-align: center;"><u>Leaving the Downhill Park</u></p> <ul style="list-style-type: none"> • Apply the foot brake, select reverse and release the park brake. • Scan 360 degrees. • When safe, back very slowly while looking to the rear and steer to the left until the wheels are straight. • Stop. Select forward gear and safely leave the curb.

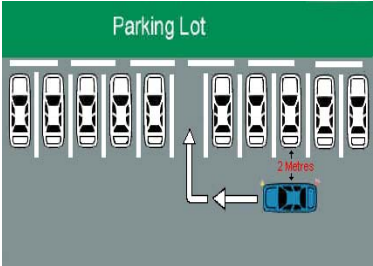
PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Modules 6A, 6B, 6C and 6D - Parking	
<p>Module 6C - Parallel Parking</p> <p>Using an appropriate space, the applicant will teach a parallel park, breaking the procedure into the various components.</p> <p>If a space is not available with a vehicle parked to the rear, the applicant must treat the manoeuvre as if a vehicle is parked.</p> <p>NOTE: When completing the park you may find that the positioning is not proper, e.g., rear tire not touching the curb and vehicle on a slight angle, or being too far from the curb. The applicant must be prepared to discuss the reason(s) why this occurred and teach how to correct the positioning.</p>	<p style="text-align: center;">Parallel Parking</p> <ul style="list-style-type: none"> • Check the parked vehicles for movement or doors opening as you approach a suitable space. • Safely change lanes as required. • Check the vehicle that you will be stopping beside for size and position. • Stop alongside this vehicle leaving an appropriate distance (minimum 1 metre) between the vehicles. Your vehicle should be parallel with the curb. • Stop when the rear bumper of your vehicle is in line with the rear bumper of the other vehicle. • Select reverse, scan 360 degrees. What are the potential hazards? • When safe, back very slowly approx. ½ to 1 metre while looking to the rear then begin steering sharply to the right. • Stop when your vehicle is in an angle of approximately 45 degrees to the curb. Scan 360 degrees once more. • When safe, look to the rear and continue backing very slowly while straightening the front wheels by turning quickly to the left. Back straight until the right front bumper of your vehicle is just clear of the left rear bumper of the other vehicle. Stop and scan 360 degrees. What are the potential hazards? • When safe, continue backing slowly and steer to the left. Continue looking to the rear with short glances to the front as required. • As your vehicle comes to a parallel position with the curb, straighten the front wheels and stop. • Select forward gear and move slowly ahead centering your vehicle in the parking space and within legal distance of the curb. • Place the vehicle in park gear and set the park brake.

PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Module 6 – Parking	
<p>Module 6D - Angle or Perpendicular (to the right)</p> <p>The client will teach an angle or perpendicular park.</p> <p>If unable to park between two vehicles, the applicant must treat the maneuver as if vehicles are parked to the left or right of the space being entered.</p>  <p style="text-align: center;">PARKING LOT</p>	<p style="text-align: center;">Angle Park – Right</p> <ul style="list-style-type: none"> • Watch for vehicles preparing to back out of nearby spaces. • Safely change lanes as required and signal as you approach the space. • Position your vehicle approximately 1.5 metres away from the rear of the parked vehicle. • Check your blind spot and if safe, when you can see down the left side of the vehicle begin steering to the right. • Moving at a safe and controlled speed, check your left front and right side to ensure that your vehicle clears the vehicle you intend to park beside. • Continue moving slowly into the space, straightening the front wheels to ensure your vehicle faces directly into the angle space, midway between the lines. If there are no lines you should position your vehicle equal distance from the other vehicles. • Stop within the legal limit from the curb and complete your parking procedures. • Place the vehicle in park gear and set the park brake. <p>Be aware of high curbs to avoid damaging the front bumper.</p> <p style="text-align: center;">Leaving an Angle Park</p> <ul style="list-style-type: none"> • Apply the brake, select reverse and release the park brake. • Scan 360 degrees. • Looking to the rear, begin moving very slowly straight back until you can see past the vehicle on your right and down the first traffic lane that you will be entering. • Stop. Check to the left for approaching traffic, to the rear for other vehicles backing, and for vehicles approaching from the right. • When safe, continue backing slowly until your left front bumper clears the vehicle to your left then turn sharply to the right. • Continue backing until your vehicle is in the proper position in your intended lane. • Straighten the wheels and stop. • Select a forward gear and proceed.

PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Modules 6A, 6B, 6C and 6D - Parking	
<p>Perpendicular Park (to the Right)</p> <p>The minimum distance from the parked vehicles should be approximately 2 metres.</p> 	<p style="text-align: center;"><u>Perpendicular Park</u></p> <ul style="list-style-type: none"> • Position your vehicle approximately 2 metres from the parked vehicles as you approach your intended parking stall. • Check your blind spot. While you are moving slowly, start turning your steering wheel when your front bumper is aligned with the left side of the vehicle parked just before your selected parking space. • Moving at a safe and controlled speed, check your left front and right side to ensure that your vehicle clears the vehicle you intend to park beside. • Continue moving slowly into the space, straightening the front wheels to ensure your vehicle faces directly into the space, midway between the lines. If there are no lines you should position your vehicle equal distance from the other vehicles. • Stop within the legal limit from the curb and complete your parking procedures. • Place the vehicle in park gear and set the park brake. <p style="text-align: center;"><u>Leaving a Perpendicular Park</u></p> <ul style="list-style-type: none"> • Apply the brake, select reverse and release the park brake. • Scan 360 degrees. • Looking to the rear, begin moving very slowly straight back until you can see past the vehicle on your right and down the first traffic lane that you will be entering. • Stop. Check to the left for approaching traffic, to the rear for other vehicles backing, and for vehicles approaching from the right. • When safe, continue backing slowly until your left front bumper clears the vehicle to your left then turn sharply to the right. • Continue backing until your vehicle is in the proper position in your intended lane. • Straighten the wheels and stop. • Select a forward gear and proceed.

PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Module 7 – Standard Transmission	
<p>The client will teach the proper procedure for starting the vehicle, moving off, shifting gears up and down, and moving away on an uphill grade with a standard transmission vehicle.</p>	<p style="text-align: center;"><u>Starting the Vehicle</u></p> <ul style="list-style-type: none"> • Apply the parking brake • Fully depress the clutch pedal • Select neutral gear • Start the engine <p>Explain what gauges should be checked before and after starting the vehicle, as well as the correct procedure to start. Once the vehicle is started, the clutch may be released.</p> <p style="text-align: center;"><u>Selecting the Gear</u></p> <ul style="list-style-type: none"> • Apply the foot brake • Fully depress the clutch pedal • Select the appropriate gear • Release the park brake <p style="text-align: center;"><u>Moving the Vehicle</u></p> <ul style="list-style-type: none"> • Perform the necessary safety checks and signal • Slowly ease the clutch pedal up to the friction point • Move your right foot to the accelerator and press gently • Slowly raise the clutch to the friction point, momentarily pause • Increase pressure slightly on the accelerator pedal and continue releasing the clutch • Accelerate as required. Remove your left foot from the clutch pedal and place it on the floor or foot pad <p style="text-align: center;"><u>Shifting Gears – Up</u></p> <ul style="list-style-type: none"> • Accelerate gradually to reach the appropriate shifting range • Gently ease off the accelerator, and depress the clutch pedal • Shift to the next higher gear • Slowly and smoothly release the clutch to the friction point and momentarily pause • Increase pressure on the accelerator pedal and continue releasing the clutch pedal • Accelerate as required. Remove your left foot from the clutch pedal and place it on the floor or foot pad

PHASE 3 – TEACHING MODULES

Instructions to Applicant	Expected Applicant Feedback
Module 7 – Standard Transmission	
<p>Standard Transmission continued</p>	<p style="text-align: center;"><u>Shifting Gears – Down and Stopping</u></p> <ul style="list-style-type: none"> • Reduce your speed by easing off the accelerator pedal, and braking if necessary, to reach the appropriate shifting range • Depress the clutch pedal • Shift to the next lower gear • Release the clutch pedal slowly and smoothly, and continue at the reduced speed • Brake to a stop and depress the clutch pedal before the motor starts to lug or stall • Keep your foot on the brake, select neutral, apply the park brake, release the clutch pedal <p style="text-align: center;"><u>Starting on an Uphill Grade</u></p> <ul style="list-style-type: none"> • After stopping, keep your foot on the brake, set the park brake, select the proper gear • Apply light pressure to the accelerator pedal • Release the clutch pedal slowly to the friction point • Release the park brake slowly when you feel the vehicle pulling against the brake • Increase pressure on the accelerator pedal while releasing the park brake fully and at the same time fully releasing the clutch pedal