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# DRIVING SKILLS

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Module 3



## Module Objectives

By the end of this module you should;

- Be able to learn about Pulling Out System (the 4S).
- Be able to identify normal driving methods.
- Be able to identify crash positions.
- Be able to learn to avoid head on collisions.
- Be able to know about following distances.
- Be able to identify passing and lane changes.
- Be able to know all the roundabout signals and warning signs.
- Be able to know about all the intersection rules.
- Be able to know the skills required while driving a bus.
- Be able to know your pre-trip checklists.
- Be able to know emergency information and first aid.
- Be able to know your observation skills.
- Be able to know your PSV Drivers Code of conduct.

## 1 PULLING OUT SYSTEM (4S)

### 1.1 When to use the pulling out system

#### 1.1.1 1. Surrounding Check (Mirror)

- Scan for hazards ahead
- Scan for hazards behind

#### 1.1.2 2. Signal

- 3 seconds or more
- 30 meters or more where possible

#### 1.1.3 3. Shoulder Check

- Do a deep shoulder check (if pulling out from the kerb or side of the road  
Or

- 90-degree shoulder check, if the vehicle is moving; Used when:

a) Wanting to change lane

b) about to overtake

c) About to go back to your lane after overtaking and

d) whenever you are about to turn right.

This is to check your blind spots

#### 1.1.4 4. Safety Check

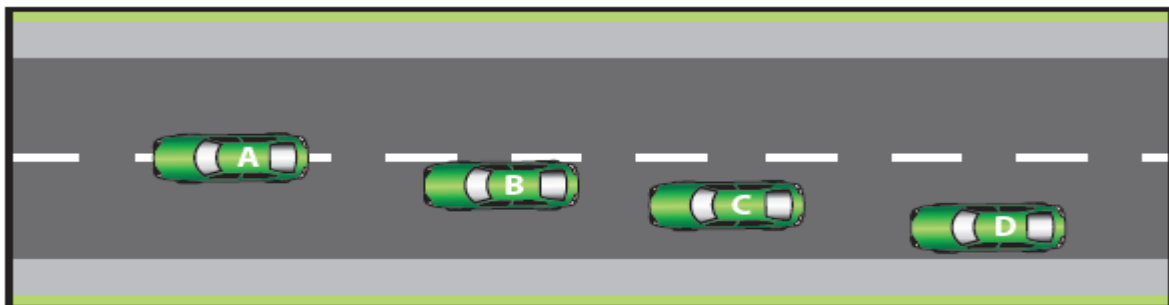
- Check your mirror again to reconfirm to yourself that it is safe to pull out!

#### 5. Pull Out

- when safe to do so

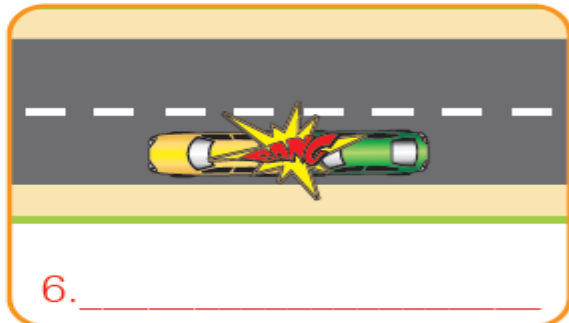
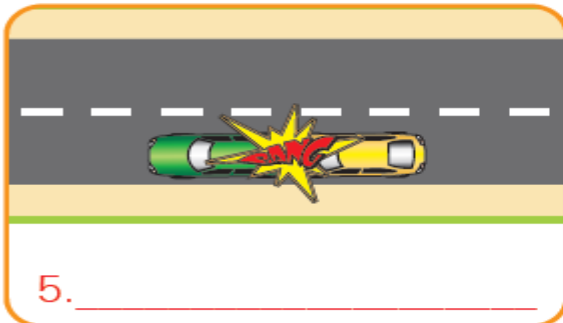
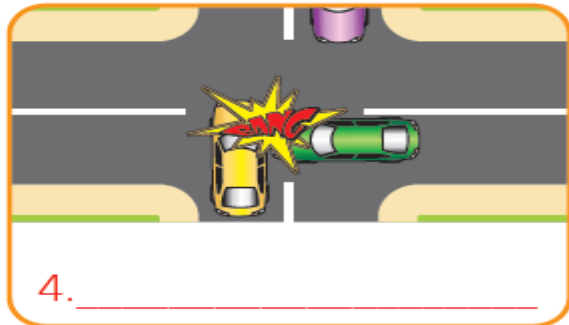
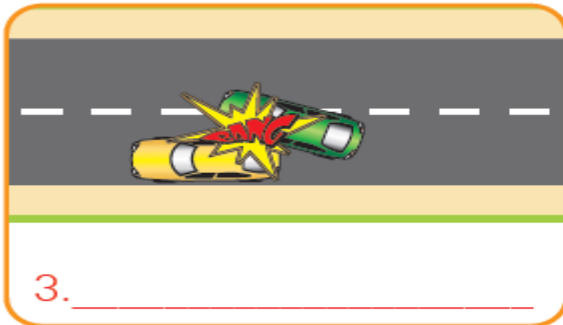
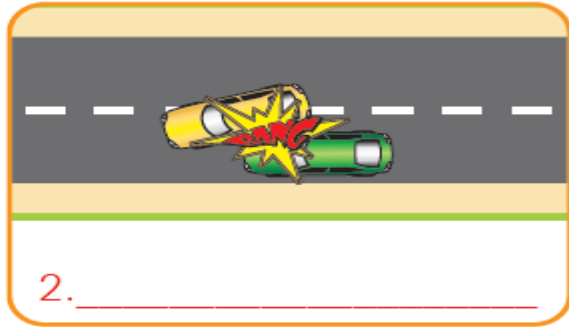
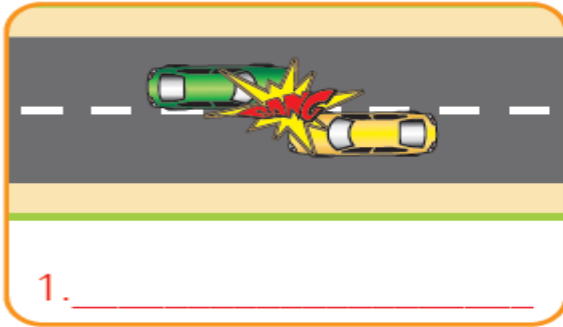
## 2 NORMAL DRIVING

Which position on the road should you drive your vehicle



### 3 SIX CRASH POSITION

Using the pictures below, identify the six car crash positions. You are in the yellow car.



## 4 HEAD ON COLLISION AVOIDANCE

### RULE NUMBER 1

#### **"Read the Road Ahead"**

- Read - Use the 12 Second search to identify clues that will warn you of a potential head on collision.



### RULE NUMBER 2

#### **"Reduce Speed"**

- Reduce your speed to lower the approach velocity.



### RULE NUMBER 3

#### **"Reacting by Moving Left"**

- React - by moving left if possible. Use your horn and flash head lights to warn the approaching driver.



### RULE NUMBER 4

#### **"Ride Right off the Road"**

- If there is no response than ride off the road. Remember almost anything is preferable to being hit head on.



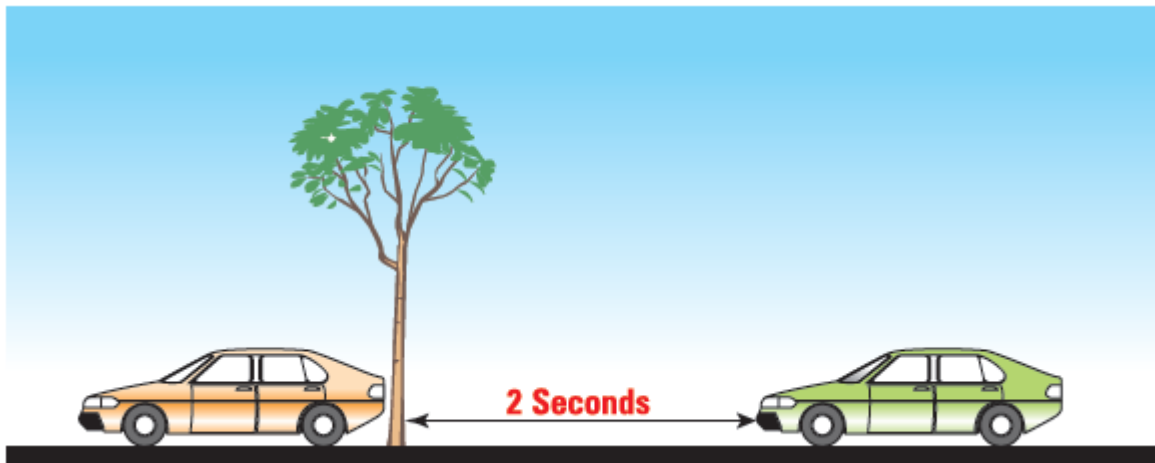
## 5 SINGLE CAR CRASH POSITION

Single Car Crashes normally occurs due to over speeding coupled with careless driving, fatigue and drink and driving.

## 6 FOLLOWING DISTANCE

### 6.1 The Two Second Rule

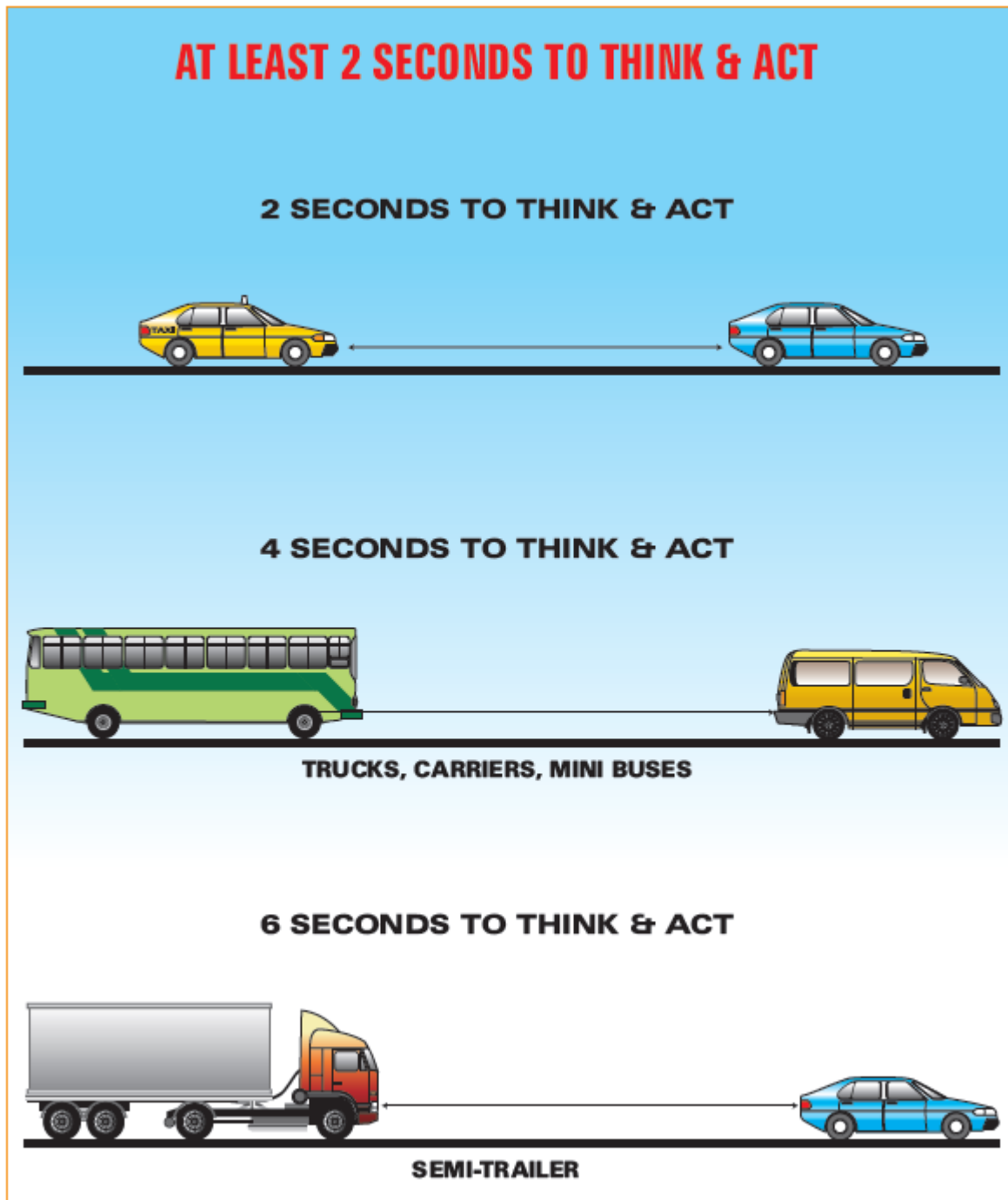
- The two second rule is a good way to learn to recognize safe following distance. Just watch the vehicle ahead of you pass some definite point on the highway, such as the tree in this illustration.



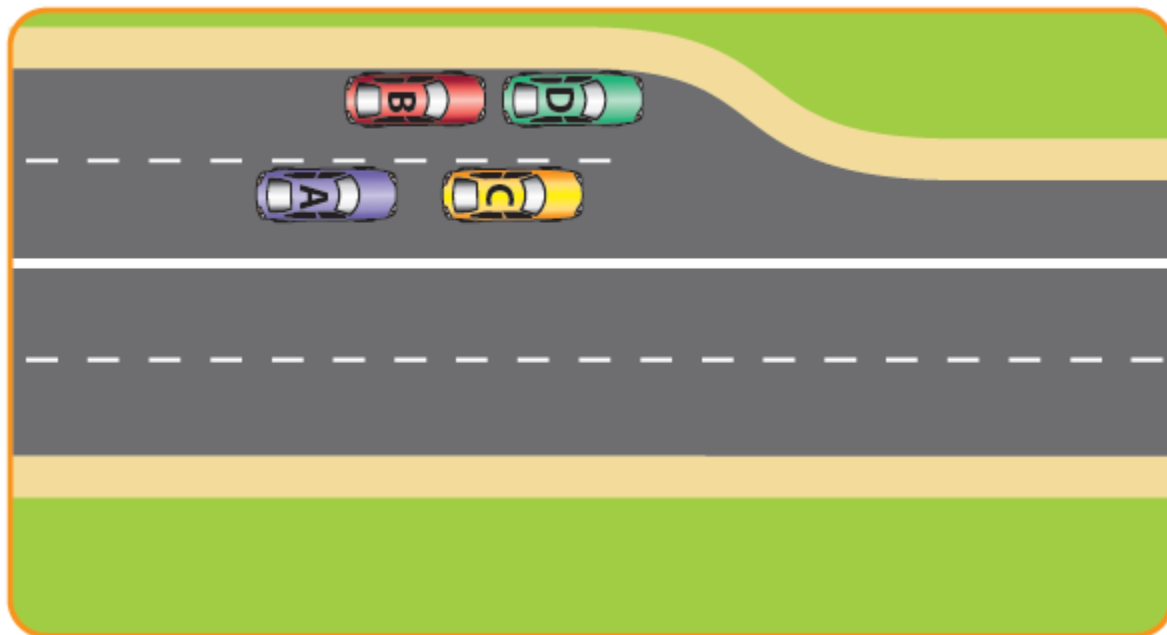
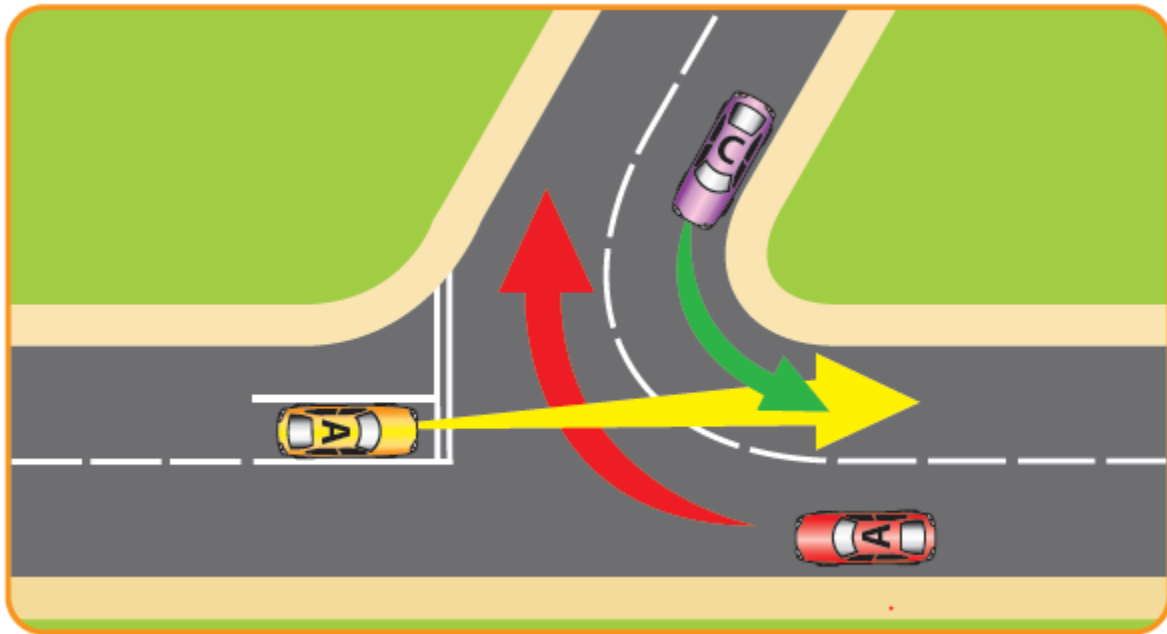
- then count to yourself one thousand and one, one thousand and two. That is about two seconds. If you pass the same spot before you finish those eight words you are following too close. Slow down and repeat the Two second rule until you have the required distance. This rule holds true at normal speed, under normal weather condition, in any vehicle and on normal road conditions.

Adopt the "FOUR SECOND  
RULE" for greater safety

## 7 OBSERVATION – FOLLOWING DISTANCE



## 8 SELECT LEGAL SEQUENCE





## 9 PASSING & LANE CHANGING

### 9.1 Passing Rules

- The road code gives a lot of emphasis to the rules, which govern passing, and it is important that you should learn and understand them.
- As soon as you have crossed the center line to overtake a slower vehicle, the danger to yourself, the occupants of the vehicle you are passing, the drivers behind you and in particular, the drivers of oncoming vehicles increase 10 fold.
- Before overtaking any vehicle, ask yourself whether you will gain an advantage by passing. Too many people pass other vehicles in busy traffic flows, such as holiday or rush hour traffic, and gain absolutely nothing.
- Make sure the way is clear ahead and that no one is passing you.
- The head-on collision is the least survivable vehicle crash position of the six.

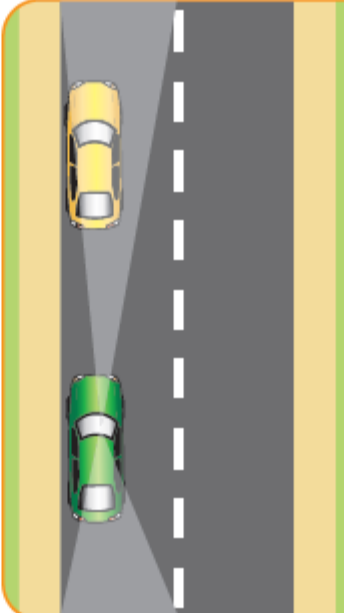
**There are 10 steps to safe and considerable overtaking:**



**1**

### Stay Back

Stay 2 seconds back from the vehicle in front



**2**

### Check Ahead

Check there is no traffic within your 12 second scan.

It takes 10 seconds to complete a passing manoeuvre

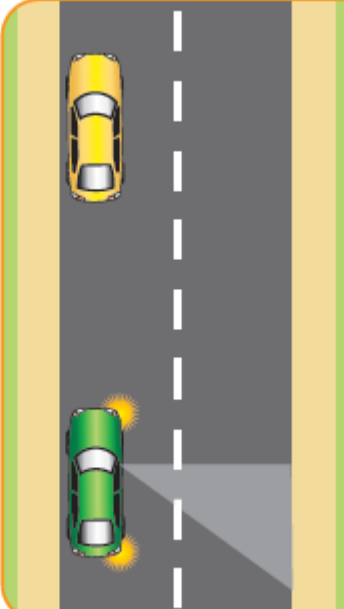


**3**

### Signal Right

Signal for at least 3 seconds before moving right.

Continue your 12 seconds scan



**4**

### Blind Spot

Do a shoulder check to check for blind spot using a shoulder check to make sure that no one is trying to pass you

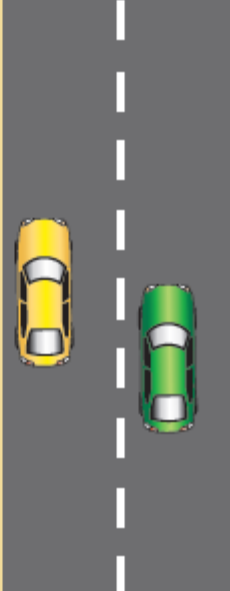


**5**

### Before Moving Right

(Safety Check)

Check your mirror again before you move. Consider a gear change. Use the gap to begin your acceleration.



**6**

### Accelerate

Remain within the speed limit



**7**

### Communicate

Sound your horn to warn the driver you are moving past when you feel that the other driver is not aware of you

Do a Surround Check again

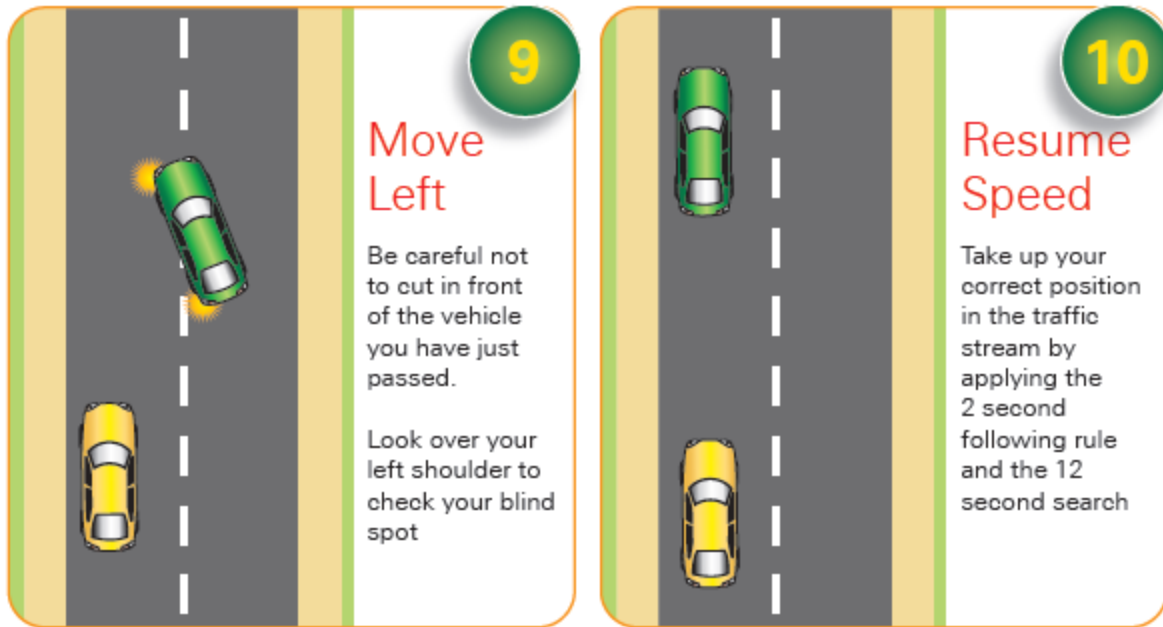


**8**

### Signal Left

Signal for at least 3 seconds before changing direction

Do a Shoulder Check and Safety Check



## 10 MULTILANE ROUNDABOUTS

### IMAGE

## 11 ROUNDABOUTS

### Turning Left and Turning Right Positions

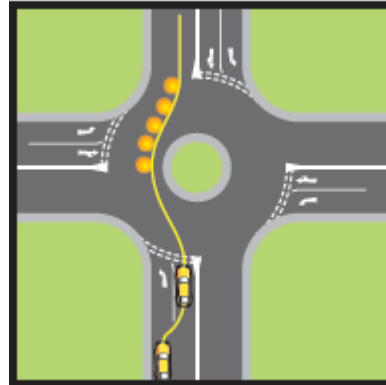
#### 11.1 Leaving the Roundabout

Use the same lane to enter and leave the roundabout.

## 11.2 Signaling at the Roundabout

### Single Lane Roundabout

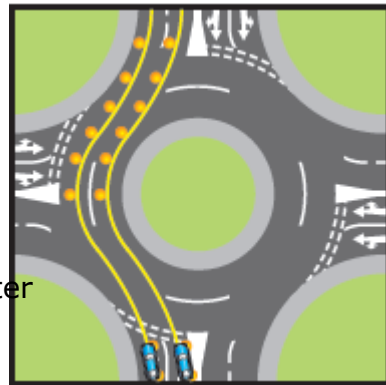
- It is necessary to let others know what your intentions are:-
  - If you need to turn left, signal a left turn on the approach and proceed through the roundabout.
  - If the exit is the first exit, give a signal indicating a turn to the left.
- Signal your intentions to turn when approaching the roundabout.



### Slow down if necessary STOP

### Multi - Lane Roundabout

- Give way to traffic approaching from right to avoid collision at a roundabout.
  - Be prepared to give way to pedestrians, on approaches and departures.
  - Large vehicles like buses and trucks may need more than one lane to enter or leave the Roundabout.



### Keep well clear from them.

- Keep your car in the same lane as you drive on the roundabout:-
  - If you are on the left, stay on the left.
  - If you are on the right, stay on right.

**your ARRIVING ALIVE HOME will  
always bring a smile from your  
LOVED ONES**

### 11.3 Approaching the Roundabout

- Unless signs or arrows on the road approaching the roundabout indicate otherwise, you should: -
  - If you wish to turn left approach in the left lane
  - If you wish to go straight ahead approach in the left or right lane
  - If you wish to turn right approach in the right lane

### 11.4 Roundabout

- Signs and arrows on the road approaching the roundabout will help you to position your vehicle correctly and guide you where you want to go.

### 11.5 “Give Way”

- Signs together with give way line marking are placed at the intersection of each road with a Roundabout.

### 11.6 “Roundabout Warning Signs”

- Advise that you are approaching a Roundabout.

### 11.7 “Painted Arrows on the Road”

- Directional arrows are painted on the road to indicate the direction you should travel.



**Remember the LIVES of other road users DEPENDS on YOU the DRIVER**

## 12 INTERSECTIONS... KEEP CLEAR

### 12.1 RULE ONE (KNOW)

Know in advance, where you want to turn or what you want to do. Your decision at an intersection may confuse other drivers and cause an accident. Know your "give way" rules, but do not expect all other drivers to know and obey them. Be prepared to give way.

### 12.2 RULE TWO (SHOW)

Show other drivers what you intend to do at an intersection. Get (SHOW) in the proper lane, and signal your turn well in advance.

### 12.3 RULE THREE (SLOW)

You should slow down for intersections. Slow down gradually; (SLOW) "INTERSECTIONS are not places for speed". Your speed should be such that if you have to stop you can do so.

### 12.4 RULE FOUR (GO)

After you've done all these things, go through the intersection without hesitation or over caution.

## 13 SKILLS REQUIRED WHEN DRIVING A BUS

As a bus driver you are responsible for the safety of your Passengers whenever they are getting on to, travelling in or getting off your bus. Good driving, care and courtesy are important, because you are the face of the organization for which you work.

If you drive a bus, there are procedures you need to know and follow that will help make your passengers' journey a safe one.

## 14 Before starting the Trip

Before you start your journey, make the following special checks to see that the equipment is working:

- Passenger seats are secure and not moving on their hinges
- Mirrors are properly adjusted.
- Steps and walkways are clear of anything which might cause problems for passengers.

#### 14.1 What you need to do before you pull in at a Bus Stop

- Indicate correctly
- Slow down smoothly
- Stop close to the kerb so that passengers can get on and off easily- if possible, passengers should be able to step onto the footpath without having to step onto the road.
- If picking up or dropping off school children, you must turn on your Hazard Warning Lights.
- Check mirrors before opening doors to make sure that a door will not strike any passengers.
- Make sure the bus does not move while passengers are getting on and off.

#### 14.2 What you need to do before you pull out from a Bus Stop

##### 14.1.1 Mirror checks:

- Near side mirrors for passengers getting on
- Rear door mirrors for passengers getting off.
- Internal mirrors for standing passengers.
- Driver's side mirrors for overtaking vehicles

##### 14.1.2 Passengers

- Watch that passengers get on and off safely.
- Make sure any passenger having difficulty getting on and off the bus has assistance.
- Scan the road ahead, so that you see passengers waiting at a bus stop so that you can slow down to pick them when still afar.



### 14.1.3 Driving a Bus

- Regularly scan the internal mirrors to make sure that passengers are in no danger.
- Drive smoothly and avoid sudden changes in direction when accelerating or braking.

### 14.2 Nine rules for safe reversing a bus

- Clear the rear
- Sound the horn before you start to moving
- Back immediately... never trust the scene you checked to stay the same
- Reverse slowly
- As you reverse check both side mirrors
- Don't reverse further than necessary
- Always reverse to the driver's side
- Use a ground guide!
- Always park so the first move in the vehicle is forward
- Use your signal to indicate which side you are reversing in.

## 15 FIRE DRILL

Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.

Three things must be present at the same time to produce fire:

1. Enough Oxygen to sustain combustion
2. Enough Heat to reach ignition temperature
3. Some Fuel or combustible material

Together, they produce the chemical reaction that is fire. Take away any of these things and the fire will be extinguished

### 15.1 Fuel Classifications

Fires are classified according to the type of fuel that is burning. If you use the wrong type of extinguisher on the wrong class of fire, you might make matters worse. It is very important to understand the four different fire (fuel) classifications:



**Class A:**

Wood, paper, cloth, trash, plastics—solids that are not metals.



**Class B:**

Flammable liquids—gasoline, oil, grease, acetone. Includes flammable gases.



**Class C:**

Electrical—energized electrical equipment. As long as it is “plugged in.”



**Class D:**

Metals—potassium, sodium, aluminium, magnesium. Requires Metal-X, foam, and other special extinguishing agents

## 15.2 How to use a Fire Extinguisher?

It is easy to remember how to use a fire extinguisher if you remember the acronym, "PASS."



### **Pull the pin**

This will allow you to discharge the extinguisher.



### **Aim at the base of the fire**

Hit the fuel...if you aim at the flames, the extinguishing agent will pass right through and do no good.



### **Squeeze the top handle**

This depresses a button that releases the pressurized extinguishing agent.



**Sweep from side-to-side until the fire is completely out.** Start using the extinguisher from a safe distance away and then slowly move forward. Once the fire is out, keep an eye on the area in case it re-ignites.



**For further information, contact  
National Fire**

## Module Summary

This module summarizes on pulling out systems and highlights on driving methods. It identifies crash positions and head on collision avoidance techniques. The module also emphasizes on following distances as well as passing and lane changes. It highlights on roundabout signals and warning signs as well as on intersection rules. The participant is able to learn about the skills required to drive a bus, pre-trip inspection checklists and on PSV driver code of conduct. It also provides information on emergency information and first aid as well as on observation skills.