



# Grade X Manual

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## **Introduction to Grade X**

**Name:**

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**Date Grade 1 passed:**

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**Instructor:**

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**Date of Grade 1 Check Drive:**

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**Instructor:**

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Congratulations on achieving the Grade 1 standard in 'The Under 17 Car Club'. An achievement you should be extremely proud of and one that is only achieved by relatively few members.

The Club Committee and the team of Instructors are pleased to see that you have decided to undertake the ultimate U17CC challenge - attempting to attain Grade X standard.

On the next page of this folder you will find a list of sections which have to be completed to reach Grade X. It includes a number of instruction sessions and tests during which you will have to consistently demonstrate a high level of driving skill, three tests requiring a high score in each, or maybe more if you cannot get the score first time. Another skid pan course and two further knowledge tests of the mechanics of the car and driving theory.

You must work through the manual and each section must be completed in order before you can progress to the next section.

Probably the most important attribute you will have to demonstrate is the appropriate attitude. You must be able to demonstrate responsibility and maturity that will enable the Instructor's to be totally convinced that you are the right Member to have your name added to the Club's Grade X shield.

As you are reading this you will more than likely have more pressing, but less pleasurable tasks ahead of you, namely your school examinations. Whilst attaining Grade X may be important and something you really want to achieve, the Club Committee would not support you in working for Grade X to the detriment of your education. Use attempting your Grade X as a welcome relief from your studies.

Remember the Instruction Team is there to help you. You know most of them very well by now, so if you need instruction, or help to solve a problem you are having with your driving, go and ask them. You will NOT be allocated any instruction unless you ASK. Good luck and enjoy your driving as you work towards Grade X.



## **Maintaining Standards and Discipline**

If in the opinion of any Club Official, a Member fails to maintain the standards for driving a car at speed, under control and demonstrating a safe responsible attitude, that Member may be prevented from continuing with driving at the Club. They may be required to undergo an intensive instruction session or sessions, or may be downgraded to a lower grade. Do not let it be you!

**It should be remembered that Advanced Driving is about demonstrating safe driving and is not racing. The track is not to be used for racing or exploring the vehicle's limits; any car driven in a manner that is considered racing or potentially dangerous will be removed from the circuit and will have to answer to the Club's Officers as appropriate. Any incident that occurs during AD which involves damage to any vehicle, course furniture or any injury to any person will result in an instant ban from AD and downgrading. Subject to any appeal to the Committee, other action may also be taken or imposed.**

**The reduction of grade will also apply to any incident that occurs during normal driving at any venue. Be safe, sensible and drive within YOUR ability not your perceived ability. Do not allow your peers to encourage bad habits or show off to them. If you are subjected to a downgrade from this level YOU WILL NOT BE ALLOWED TO CONTINUE WITH YOUR GRADE X. This means that as a Grade 1 you will be downgraded to Grade 2 and will have to complete all of the Grade 1 tests again. You would not have sufficient time to complete Grade X.**

**If you are successful at the Grade X and are downgraded, you will be downgraded to Grade 1 but will have to undergo intensive instruction before being permitted to drive solo again. Should the drive not be at the required standard when checked by the Chief Instruction team, you will be downgraded to a level that they consider appropriate.**

**This will be ratified by the Committee.**

## **The path to Grade X**

The following sections MUST be completed in order prescribed below:

### **Section 1**

Section 1 must be completed before any other Section can be attempted.

### **Section 2**

Section 2 can be completed whilst attempting Section 3 and must be completed before attempting Section 4.

### **Section 3**

Section 3 must be completed before any further Section can be attempted.



#### **Section 4**

Section 4 and Section 5 can be completed simultaneously.

Only one driving instruction sign off per meeting is allowed. If you fail to attain the standard for a Grade X sign off you may attempt this at the next suitable venue.

#### **Section 5**

Section 4 and Section 5 can be completed simultaneously.

#### **Section 6**

Section 6 must be completed before Section 7 can be attempted.

#### **Section 7 – *The Final Driving Tests***

This can only be taken after **all** other Sections have been completed.



## Section 1

You must obtain the signature of a Committee Member to show attendance and commitment at Grade 1. We require six signatures before you can progress to Section 2 and only one signature per month.

1<sup>st</sup> Month:    Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

2<sup>nd</sup> Month:    Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

3<sup>rd</sup> Month:    Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

4<sup>th</sup> Month:    Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

5<sup>th</sup> Month:    Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

6<sup>th</sup> Month:    Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

**Please remember that it is your responsibility to obtain the signature!**

You must participate in all skill tests available to you on a regular basis, failure to do so will prevent you from achieving your Grade X award. This will be checked during Section 6 prior to final test submission.

The sections below are to be completed during the initial 6 meeting period and form part of Section 1.

### First Aid Certificate

This confirms that you have a current First Aid certificate obtained by either a Club First Aid Course, or run by a recognised First Aid Organisation.

Committee Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 1<sup>st</sup> Skill Test

Obtain a skill test score in excess of 95%. Obtain the signature of the Skill Test Co-ordinator.

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Venue \_\_\_\_\_ Score: \_\_\_\_\_ %

**Driving Theory Test and Hazard Perception Test (HPT)**

Undertake a computer based Driving theory test including the HPT and obtain a pass mark of 90% or higher. Obtain the signature of the Coordinator (or Committee Member) organising the test. Both parts must be passed at same time.

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_ %

Note: They can be taken at any meeting. It would help if you would contact the theory test coordinator and advise them of the meeting at which you would like to attempt these tests.

*The Club has experience, should a Member suffer from learning difficulties, and will arrange for these tests to be conducted, either verbally or by use of a computer.*



**Section 2 (cannot be started until section 1 complete)**

**2<sup>nd</sup> Skill Test**

Obtain a skill test score in excess of 95%. Obtain the signature of the Skill Test Coordinator.

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Venue \_\_\_\_\_ Score: \_\_\_\_\_ %

**Mechanical Knowledge Test**

Undertake a written mechanical knowledge test and obtain a pass mark of 80% or higher. The Chief Instructor or deputy will determine the number of questions and the time allowed. Obtain the signature of the Instructor organising the test.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Score: \_\_\_\_\_ %

Note: The mechanical test requires notice; you must contact the Mechanical Test Coordinator or the Chief Instructor to arrange this test. .

**Automatic Transmission Driving Instruction**

The member must be assessed whilst driving a vehicle fitted with automatic transmission. During this drive it is expected that the Member will drive to the same high standard as with all other X Drives. This is in addition to that previously carried out.

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Section 3 (This section can only be started after sections 1 and 2 are complete.)**

You may have many instruction sessions, but only one per meeting will count to satisfy this section. A Senior Instructor will sign this Section if they assess that your drive was worthy of a signature. To be worthy of a signature you will need to drive at an exceptionally high standard throughout your session. At this stage the Instructor is there to help and encourage you and these are Instruction sessions to help you to eradicate any bad habits or weakness either yourself or the Instructor identifies. Please also ask questions for example; "How can I improve my commentary technique?" These instruction sessions give you the chance to prepare yourself for the other Sections following.

1<sup>st</sup> Grade X Instruction

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Grade X Instruction

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The requirements below can be attempted at any time during this section, but only one discipline per meeting will count. You must complete all of these and any outstanding from Section 2 before you can move on to Section 4.

**3<sup>rd</sup> Skill Test**

Obtain a skill test score in excess of 95%. Obtain the signature of the Skill Test Co-ordinator.

Coordinator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Venue \_\_\_\_\_ Score: \_\_\_\_\_ %

**Skid Prevention and Control (Additional to Previous Skid Pan Requirement for AD)**

Attend and successfully complete another skid pan session. This cannot be done until sections 1 and 2 are completed but can be held until a suitable date is available. If the date is booked you may continue to section 4. But this section must be completed before section 5 is started.

Date of skid pan booked: \_\_\_\_\_ Signature of Coordinator \_\_\_\_\_

Report: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**Section 4 (This section can only be started after completing sections 1-3, except skid pan providing it has been booked. This section can be completed simultaneously with section 5.)**

Undertake three sessions of instruction at different meetings with different Instructors empowered to appoint Grade X. Three different Instructors must conduct these sessions.

**Instructors will only sign if they are satisfied that the drive was of the required standard.**

1<sup>st</sup> Instruction session

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Instruction Session (Castle Combe) Including Overtaking Demonstration

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3<sup>rd</sup> Instruction Session

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date	Comments	Instructor



**Section 5 (This can be completed simultaneously with section 4 only. This section cannot be started until sections 1-3 are complete.)**

Undertake two sessions of Advanced Driving instruction at different meetings with different instructors empowered to appoint Grade X. The Instructors can be the same as signed off in section 4.

A final AD for sign off at higher speeds is by the Chief Instructor or Deputy.

**Instructors will only sign if they are satisfied that the drive was of the required Grade X standard.**

The Member must have attended a X Grade AD classroom session before attempting this section. The Senior Instructor will run this session. You will be authorised to travel at speeds over 70 mph when under X Grade instruction only where appropriate.  
AD Classroom and Clearance  
 Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1<sup>st</sup> Instruction session AD

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Instruction Session AD

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Final Instruction Session AD

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date	Comments	Instructor



**Section 6 (This section cannot be started until sections 1-5 are complete.)**

Attend meetings at designated venues, on different dates and undertake two sessions of instruction with an Instructor empowered to appoint Grade X. Different Instructors should conduct these sessions.

**Instructors will only sign if they are satisfied that the drive was of the required Grade X standard. Please check the details in box below have been completed prior to attempting Section 6. At the end of this section the Member should be demonstrating all skills independently.**

1<sup>st</sup> Instruction Session

Instructor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2<sup>nd</sup> Instruction Session

Instructor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Skill Test Participation Check

Instructor’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date	Comments	Instructor



**Section 7 – The Final Driving Test**

This is the ultimate test of your driving ability in the U17CC.

The test will be conducted by an Instructor empowered to appoint Grade X and will be in three parts. A different Instructor will conduct each part of the test. The tests will take place at Castle Combe and another designated venue. The duration of each drive will be at the Instructor’s discretion, but will be a minimum of 30 minutes at one venue, minimum of 30 minutes normal driving at Castle Combe with at least three overtaking manoeuvres and at least 5 laps of the Castle Combe circuit, under Advanced Driving conditions. During the drive you will be required to give a running commentary, for a period determined by the Instructor.

The Instructor will be looking for a very high level of ability being consistently demonstrated of all aspects of driving, as well as a high level of competence in dealing with any specific tests that they may set. The test drives should be taken in order.

In order to attain the Grade X standard only **12 minor faults** will be permitted over the three drives. The number of faults allowed per drive is listed below. Any driving fault that is actually or potentially dangerous or, if committed on the Public Highway, would have been against the law, will result in immediate failure. Advanced Car Control at Castle Combe is not restricted to the National Speed Limit, but by the speed limit imposed by the Chief Instructor or Venue Coordinator on the day the drive takes place. It is also important to note that you should assess the appropriate speed to drive according to the conditions at the time.

**During the drive the Instructor will NOT inform you when you make a minor fault but will be adding to the total of faults made, you will not be told the total until the Instruction is over. This will be clarified by the Instructor prior to each driving starting.**

<p><b>Venue 1            maximum allowed = 6    No. of Faults:</b></p> <p>Instructor’s Signature: _____ Date: _____</p>
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<p><b>Castle Combe (Normal Driving) maximum allowed = 3    No. of Faults:</b></p> <p>Instructor’s Signature: _____ Date: _____</p>
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<p><b>Castle Combe (AD) maximum allowed = 3    No. of Faults:</b></p> <p>Instructor’s Signature: _____ Date: _____</p>
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**Total No of Faults: \_\_\_\_\_**

<p><b>Grade X</b> Awarded by: ..... Date: .....</p> <p>Signed by Chief Instructor .....</p>
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## Under 17 Car Club - Grade X Test Part 1

**Member name:**

**Date:**

**Instructor:**

### Roadworthiness Check – (Static)

Before the drive is commenced the you should ensure the vehicle is roadworthy:

- Visual examination of the exterior of the vehicle for damage or defects
- Vehicle jack and tools are present and in working order
- Wheels in good order and nuts secure (visual check for obvious problems)
- Tyres (including spare) check for damage/tread depth/pressure/compatibility of type
- Adequate fuel, oil, water, windscreen wash and other fluids for the journey
- Fan belt/drive belts in good order and correctly tensioned (where visible)
- Lights all in good working order (including the registration plate lights)
- Windscreen wipers and washers in good working order
- Horn working correctly
- Fire extinguisher/first aid kit (if fitted) in order (highly recommended but not essential)
- All glass clean and in good order; windows/mirrors

This is the POWDER check - **P**etrol **O**il **W**ater **D**amage **E**lectrics **R**ubber

*Note - Instructors are to ensure that a satisfactory realistic check is conducted – the order is not critical but you must be satisfied that the member knows what to look for and why. Some points may be discussion only. Remember this is a Grade X test and the highest standards of knowledge and practical application are expected.*

**Instructor comments:**

## Pre-driving check

Carry out this check when you enter vehicle and provide a full cockpit drill:

- Handbrake on, gear in neutral – immediate safety check, passengers getting in may cause the vehicle to move
- Identify engine type and type of drive (front/rear/4x4/AWD) & type of gearbox (auto/manual/DSG etc.)
- Identify any active safety features (ABS/Electronic Stability Control/Traction/Adaptive Suspension)
- Adjust seat position to give good all round vision and control; adjust steering wheel; adjust head restraint so the top is level with the top of the ears to protect from whiplash
- Adjust the mirrors for the best view (ignition may be needed for door mirrors, one third car/two thirds rear view)
- Static brake check – depress foot brake, release and reapply handbrake, note any variation in pressure (manual systems only)
- Note number of gears and importantly the position of reverse gear/detent/lift collar etc.
- I am familiar with the position and operation of controls and auxiliaries – talk it through, left to right
- Check doors are securely closed – use mirrors to note 'line of the vehicle'

### **Switch on the ignition, note warning lights; start the engine and continue with these checks:**

- After the systems become operational check the instruments, gauges and warning lights
- Ensure auxiliaries are working (heater/climate, heated screens as required etc.)
- Check and fit seat belts (passengers too) – not frayed or twisted, check inertia mechanism, check the buckle locks and releases, adjust the belt correctly
- Visually check 360 degrees around the vehicle, engage gear, release handbrake, move off when safe

### **As soon as possible carry out the moving brake check to ensure:**

The vehicle pulls up in a straight line/learn the responsiveness of the system/note any problems

### **Instructor comments:**

## Moving test

### Demonstrate the system of car control

#### Information:

- Correct use of mirrors
- Observation of traffic signs and other road users
- Road surface and prevailing conditions dry/wet/ice/bright sun taken into driving plan?
- Correct use of signals (demonstrate hand signals)

#### Instructor comments:

#### Position:

- At corners
- At roundabouts
- At traffic lights
- In a traffic queue (tyres and tarmac)

#### Instructor comments:

#### Speed:

- Hazard – speed on approach
- Correct use of brakes
- Demonstrate 'Acceleration sense'

#### Instructor comments:

#### Gear:

- Correct gear selection
- Appropriate use of overlapping the brakes/gears
- Good clutch control

#### Instructor comments:

#### Acceleration:

- Smoothness
- Progressive
- Makes progress where possible

#### Instructor comments:



**Demonstrate the following during the drive:**

**Speed:**

- Adherence to speed limits     Make reasonable appropriate progress through traffic

**Overtaking:**

- Positioning     Mirror and shoulder check     Correct choice of gear and speed

**Steering:**

- Correct grip     Relaxed and controlled     No crossing hands     Use all the wheel available

**Cornering:**

- Speed on approach     Limit point     Stability through use of a balanced accelerator

**Manoeuvres:**

- Turn in the road     Parallel park     Reverse round a corner     Hill start  
 Emergency stop     Kerbside halt and then resume

**Commentary:**

- For a period determined by the Instructor you should 'talk through' your driving plan, observations and actions

**Attitude:**

- To test preparation     To other road users     Mechanical sympathy  
 Did you handle distractions?     Did you handle the pressure?

**Final instructor comments:**

**Result:**             Successful     Unsuccessful

Total Major Faults: \_\_\_\_\_ Total Minor Faults: \_\_\_\_\_

**Maximum of 6 Minor Faults Allowed – 4 of the same Minor = 1 Major**

**Instructor to sign and date:**





## Under 17 Car Club - Grade X Test Part 2 CC

**Member name:**

**Date:**

**Instructor:**

### Pre-driving checks

To be carried out to the satisfaction of the Instructor noting any previous comments from the Part 1 Test. The very comprehensive demonstration need only be demonstrated in the Part 1 Test. Q&A with you on relevant mechanical or a safety matter is encouraged.

**Instructor comments:**

### Moving test

#### Demonstrate the system of car control

**Information:**

- Correct use of mirrors     Observation of traffic signs and other road users
- Road surface and prevailing conditions dry/wet/ice/bright sun taken into driving plan?
- Correct use of signals (you may be asked to demonstrate hand signals)

**Instructor comments:**

**Position:**

- At corners     At roundabouts     At traffic lights     In a traffic queue (tyres and tarmac)

**Instructor comments:**

**Speed:**

- Hazard – speed on approach     Correct use of brakes     Demonstrate 'Acceleration sense'

**Instructor comments:**

**Gear:**

- Correct gear selection     Appropriate use of overlapping the brakes/gears  
 Good clutch control

**Instructor comments:****Acceleration:**

- Smoothness     Progressive     Makes progress where possible

**Instructor comments:****Demonstrate the following during the drive:****Speed:**

- Adherence to speed limits     Make reasonable appropriate progress through traffic

**Overtaking:**

- Positioning     Mirror and shoulder check     Correct choice of gear and speed

**Steering:**

- Correct grip     Relaxed and controlled     No crossing hands!     Use all the wheel available

**Cornering:**

- Speed on approach     Limit point     Stability through use of a balanced accelerator

**Commentary:**

- For a period determined by the Instructor you should 'talk through' your driving plan, observations and actions

**Attitude:**

- To test preparation     To other road users     Mechanical sympathy  
 Did you handle distractions?     Did you handle the pressure?

**Final instructor comments:**

**Result:**             Successful     Unsuccessful

Total Major Faults: \_\_\_\_\_ Total Minor Faults: \_\_\_\_\_

**Maximum of 3 Minor Faults Allowed – 2 of the same Minor = 1 Major**

**Instructor to sign and date:**



## Under 17 Car Club - Grade X Test Part 3 Advanced Driving

**Member name:**

**Date:**

**Instructor:**

### Pre-driving checks

To be carried out to the satisfaction of the Instructor noting any previous comments. A check of the vehicle and discussion relevant to its use in AD is required.

**Instructor comments:**

### Moving test

A demonstration drive to the very highest standard is required to satisfy this final part of the Grade X Test. A high performance vehicle should be used where at all possible and you are required to demonstrate that you have the highest standards of aptitude and ability. The number of laps is at the discretion of the Instructor but must be no less than 5.

This part of the test is completely subjective. The Instructor is to be satisfied that you have demonstrated an advanced drive at speed but under full control at all times.

**Attitude:**

To test preparation     To other road users     Mechanical sympathy

Did you handle distractions?     Did you handle the pressure?

**Final instructor comments**

**Result:**             Successful     Unsuccessful

Total Major Faults: \_\_\_\_\_ Total Minor Faults: \_\_\_\_\_

***Maximum of 3 Minor Faults Allowed – 2 of the same Minor = 1 Major***

**Instructor to sign and date:**