



# Members Manual

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***It is important to read and understand this manual as it sets out what you need to know, understand and demonstrate to make progress through each grade on your journey to becoming a more complete driver.***

***This manual applies to everyone attending and should be understood by both the Member together with any signed in Associate.***

## **Copyright Notice**

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## **The Under 17 Car Club: Introduction**

Welcome to the Under 17 Car Club! We hope you will develop into an expert safe driver. There is a lot to learn. Sometimes it will be difficult and you will need to concentrate hard, but every step of the way is brilliant fun, shared with great people.

Don't overdo it, give yourself time and keep calm. Eat and drink throughout the day to keep up your energy level. You are a Member now: this is your Club.

**MEMBER NOTE: YOU MUST BRING THIS MANUAL, YOUR GRADING & PROGRESS MANUAL AND YOUR CLUB DRIVING LICENCE TO EVERY MEETING. INSTRUCTION & GRADE AWARDS ARE NOT POSSIBLE WITHOUT THEM.**

**Both your and your Associate's mobile phones must be switched off while you are driving. Hands free operation is not permitted.** All other occupants in the car must not use their mobile phones while you are driving. If you need to make a call or send a text, the car park is the safe place to do it.

**Make sure there is a second mirror in the car for your Associate and the Instructors, without one you must not drive and cannot be instructed.**

If you knock down a cone, stop the vehicle in a safe place, put on the hazard warning lights and apply the handbrake. Switch off the engine. Then get out and replace the cone. That is your job. Your Associate **must** stay in the car. Don't worry; everyone in the Club has knocked over a cone before!

Concentrate hard at all times. Don't listen to the radio or music when you are driving. Take frequent breaks, it improves concentration and it prevents your Associate from dozing off!

The speed limit for the venue is the maximum speed, not a target.

We have a colour system on driving licences, badges and certificates. Always make sure your badge is clearly displayed on the back of the vehicle. Grade 5 is Green, Grade 4 is Red, Grade 3 is Blue, Grade 2 is Yellow, Grade 1 is Gold and Grade X is Black.

Both you and your Associate **must** read this and the Grading and Progress manual. We record how well you are progressing at each of the skills in your Grading and Progress Manual. This means everyone can understand the level you have reached. Going from Ungraded to a Grade 5 is a simple "Yes/No" approach, either you can demonstrate the competency or you can't. Then, as you work towards Grade 1, there is a clear marking system for each grade as you make progress through the Club.

Until you meet the required standard to get onto the Grade ladder you are UNGRADED.

Your vehicle must be legally roadworthy and have a current MoT certificate, if applicable. (See the Club Rules)

Your Associate will need to sign off some of your progress during your time in the Club, together with an Instructor. That includes when you are ready to become a Grade 5 driver. So you will need to show them both that you have the ability and the maturity to move up.

## GRADE 5

The new driving experience will probably be a bit stressful for both you and your Associate. Take frequent breaks. Use those rest periods to chat about how the car works and what the various controls do. Talk about basic Highway Code knowledge. Discuss emergency procedures. This will be time well spent and it will improve your safe driving skills.

**To gain Grade 5 the following criteria must be met:**

### **Eyesight**

Before getting into the vehicle make sure you can read a number plate about 20 metres away from you.

### **First check**

As soon as you get into the car you must check that the handbrake is on i.e. the lever is pulled up. You should then check that the gear lever is in neutral, which is the centre position where it moves from side to side easily. Until you reach Grade 2 any car you drive must have a handbrake accessible from the passenger seat.

### **Correct seating**

Younger drivers sometimes need to use a cushion to be in the right seating position. Only one cushion is normally allowed. If you need more than one, ask for advice from a Club official, it might be unsafe for you to continue. It **must** be possible to fully depress the brake pedal and the clutch pedal without pushing your leg too far into the seat or raising your bottom or back off the seat. With your arms outstretched over the steering wheel, your wrists should rest on the top of the rim. There may initially be some variation to this, but the overriding factor must be safe control of the vehicle.

Where possible the head restraint should be adjusted for optimum protection. It is usually best to set the head restraint like this:

- Vertical adjustment - the top of the head restraint should be at the same height as the top of the head. The minimum height is just above the ears.
- Horizontal distance between head and restraint - as small as possible, less than 10 cm and preferably less than 4 cm.

Younger drivers may be too short, in which case the seat back may offer some protection.

### **Correct adjustment of the mirrors and seatbelts**

When the seat has been adjusted, the internal mirror should be moved to give maximum rear vision. Align the top of the interior mirror with the top of the rear window, so that you do not see any of the interior roof lining. Then maximise as much of the width of the rear window in the mirror as possible. Make sure you know what to look for. When adjusted correctly, you should see a little of yourself, the passenger head restraint. Hold the steering wheel with both hands, look up at the mirror without moving your head and make sure it is in the correct position. Now adjust the external mirrors so that the bodyline is just seen in both. Next, put on the seat belt. Make sure that it is adjusted appropriately for your position, which on many cars includes moving the height of the top mounting.

## Smooth start

Before you start the car you should depress the clutch. Start the engine, without too much use of the starter motor. Let the engine tick over smoothly.

It may be wise at this point, while still in neutral, to practice using the accelerator pedal and learn the way it responds when you put pressure on it.

Depress the clutch and select first gear. Practice smooth control of the clutch. Find the "bite point" and try to move smoothly away. A good way to learn smooth control of the clutch is to get the vehicle to move very slowly without touching the accelerator pedal. Most modern cars can cope with this.

At this point the vehicle may stall, "kangaroo," or rush off like a rocket! So be prepared.

You will probably stall the car. This is a good time to learn the stalling and restart sequence. It serves two purposes:

- It stops a sudden rush for the ignition key to start an engine that will then jump the car forward creating panic and confusion.
- It calms you down, ready to have another go.

From the stall:

- Footbrake first, to show your brake lights and stop the vehicle rolling backwards or forwards
- Handbrake on
- Into neutral
- Turn the ignition key and start the engine
- Settle the tick over
- Select first gear
- Try again

**Associates:** Keep your Member calm and do not let them rush things. Other Members in the Club have a lot of patience and empathy for new members stalling. They have all been there!

### All round observation

Make sure you look where you are going! You need to know everything that is going on around you, in front, to both sides and behind you. Watch out for the "blind spot" – the space between what you can see in your mirror and the area you can see through your side windows. You don't need to look down at the pedals and you don't need to look down at the gear lever. Get used to feeling where they are instead of looking at them.

### Smooth speed control

Feel how the car reacts when you press just a little harder on the accelerator. Get used to the way your car's speed changes as you press the pedal more firmly and also when you press it more gently. Make the changes between speeds as smooth as you can.

### Smooth stop

Using the brakes, slow the car smoothly and steadily until you stop. Try not to brake harshly or stop with a sudden jerk – it makes your passengers uncomfortable! Just before the vehicle stops moving, use less pressure on the brake pedal, so the last little bit of your braking is gentler. That's how to make the perfect smooth stop. At the same time, don't forget to put the clutch pedal down because otherwise the engine will stall. When you have come to a complete stop, apply the handbrake and put the gear lever into neutral.

### Emergency stop

You must be able to stop very quickly. This is really important for your safety and for the safety of everyone else. Brake hard and put your clutch pedal down at the same time to avoid stalling.

**Associates:** Please use the single word "**STOP!**" It is important for Members to get used to responding at once to one-word urgent commands. Bashing the dashboard will not help the driver. Discuss the reason for this exercise with your Member before you do it. This must be done in a safe place with no other vehicle close to you. **Associates:** Always check your mirror first.

### Steering coordination

Now you can start the car, you can control the car's speed and you can stop the car. It's time to practice steering.

Find a safe, wide space away from other cars. Imagine the steering wheel is a clock; your hands should be at 10 o'clock and 2 o'clock. Now imagine there is a line between 12 o'clock and 6 o'clock. When you turn the wheel your hands should not cross that line. Remember to use all of the steering wheel - do not steer like you are using a PlayStation or X-Box!

Practice the "pull/push" technique, using all of the steering wheel. You pull the steering wheel with one hand from the 12 o'clock position then, you push it with the other. If you find it difficult, it's a good idea to try it with a round metal tray when you are at home.

## Reversing

Now it's time to try moving backwards. Find a clear space on a level surface. Check very carefully to make sure there is no traffic nearby.

Select reverse gear and then release the handbrake. Cover the brake pedal with your right foot – you might make a mistake and need to brake quickly to stop.

Now, slowly ease up your left foot on the clutch pedal until the vehicle starts to creep very gently backwards. At this stage, don't bring the clutch pedal all the way up because the car would increase speed too quickly. Get used to the "biting point" of the clutch when you reverse, until you are confident enough to release the clutch pedal fully.

Reverse is a very low gear. If you are not careful, the car will race off backwards!

Next, as you reverse, turn the steering wheel gently to the left and right to get used to the direction the vehicle moves. Try to look over your shoulder as you reverse. But for your first few attempts you may want to use your mirrors instead.

When you reach Grade 5, we expect you to "reverse park." This means you will usually move your car backwards into a parking space. So it's an important skill.

**Associates: You need to be especially aware of all other vehicles around you during this manoeuvre. Leave even more free space than usual.**

## Driving on circuit

When you are confident with these basic skills, an Instructor will take you to drive on a network of roads that we lay out for you. This is the first time you will drive with traffic coming towards you from different directions. You will make turns, you will enter and leave roundabouts and negotiate junctions. When you feel comfortable driving like this, the Instructor will be thinking about making you a Grade 5 Member.

## Understanding the responsibility of the Associate at Grade 5

If you are now driving at a Grade 5 standard, your Instructor will have a chat with your Associate. They must agree that both you and your Associate are ready for the next important step. That means your Associate is happy to accept responsibility for you driving the car in traffic with other Club members.

Then they will both sign your Grade 5 sheets. You'll be presented with a certificate and a badge for the vehicle. From now on, you will always have a Grade badge on the car.

**Associates:** You will be responsible for the Member on the journey through the Club. This means you will always watch every move your Member makes and you will always watch every other vehicle around you – especially at the lower Grades. Your inexperienced Member will occasionally fail to spot important things, or be slow to react to them. You may need to react very fast, including reaching for the handbrake to avoid putting your Member in a position of risk. Your extra mirror should be fixed on your windscreen at all times; your Member won't be allowed to drive if you do not have one. If you leave it at home, we can sell you another!

## **GRADE 4**

At this Grade you will get a good grasp of all the basic driving procedures. All the skills you developed at Grade 5 will be improved here and there is some extra stuff!

### **Basic knowledge of how a car works**

You need to know how petrol or diesel is used to make the car move. Understand in simple terms the relationship between the engine, clutch, gearbox and wheels. You will need to do your own homework to find this out. But here's a tip, the Club website has an excellent guide to mechanical knowledge!

### **Knowledge of the instruments and controls**

Learn what all the gauges, dials, warning lights and switches do. Not just the everyday ones, try the fog lights and find which warning light tells you a headlamp bulb has failed.

When parked, practice finding all the controls with your eyes closed. You should never need to look at the gear lever when changing gear.

### **Cockpit check**

There is a sequence of checks that we always make before driving a vehicle. This will be expanded for Grade 3. At this level you need to do the following:

- Handbrake on, gear lever in neutral
- Seat and mirrors adjusted to suit you
- Clutch pedal down and start engine
- Seat belts on & check doors are closed
- Select first gear
- Look all around, if it is safe, move away

## Mirror – Signal – Manoeuvre (MSM)

You need to use this basic hazard approach sequence in all situations to check what is happening around you.

- Check all your **mirrors** so that you know what is behind you.
- **Signal** your intentions if you are changing direction.
- Then start your **manoeuvre**.

This sequence should be used on approach to junctions, crossroads, roundabouts, when overtaking and when slowing down.

In some cases the use of indicators may not be required because you are going ahead at the hazard or you may be just stopping. Then the "signal" would come from your brake lights. If you are changing direction remember "indicators" before "brake lights".

Poor use of mirrors is a common fault. You need to use all your mirrors properly to work out any risk from behind you. You really must be aware of what is going on around the vehicle at all times. Even if you are driving along a straight road, you still need know what's happening behind you.

When you move up to Grade 3, you will build on this hazard approach sequence, as you plan each driving manoeuvre.

## Correct use of the gears

**Be in the right gear at the right time.** You should be in the correct gear to negotiate a hazard before you reach it. You may need to use first gear when turning into a difficult side road. It may be narrow. It may be difficult to see clearly. If the turn is tight, you may need to move as slowly as possible while turning the steering wheel. When driving downhill, choosing a low gear will help to hold the vehicle back.

**"Brakes to slow – gears to go."** You should not slow the car by changing down through each gear as you approach a hazard. Instead, use the brakes to slow down to a safe speed to negotiate the hazard, then select the correct gear before you get to the hazard. Use **"block changing."** For example, you might approach a hazard in fourth gear, brake, then change to second gear ready to negotiate the hazard.

**"Palming"** or **"Thumb Up; Thumb Down"**. Place the palm of your left hand on the gear lever with your thumb facing downwards. Guide the gear lever towards the left to select first or second gear. Place the palm of your hand on the gear lever with your thumb facing upwards. Now guide the gear lever to third, fourth or higher gears. You will never need to look down at the gear lever again! Make your gear changes smooth, showing mechanical sympathy for the engine and gearbox. Not holding the gear lever correctly can be the start of gear changing problems – learn the technique now. If you have any doubts about this technique, please ask an Instructor to demonstrate it.

## Correct use of the brakes

Smooth progressive braking causes less wear on brakes and tyres and also avoids excessive fuel consumption. It's much more comfortable too! The first stage of



braking should be gentle. That is followed by the main braking effort. Finally a smooth gentle release of pressure on the brake pedal completes the movement.

When a minor reduction in speed is needed, lifting your foot off the accelerator pedal may be enough to slow the vehicle. But this "engine braking" only produces a small reduction in speed.

You **must** always be able to stop within the distance you can see is clear. If you can't, you are driving too fast.

### **Correct use of steering**

Your hands should be positioned at "ten to two" on the steering wheel. This gives you the greatest control in normal driving and any emergency.

Make changes in direction smoothly and gradually. Small direction changes can be made without changing your hand position. For making bigger changes in direction, use the "pull-push" method you learned for Grade 5. Use all of the steering wheel, but do not snatch at the wheel.

Don't let go of the steering wheel when you unwind the wheel after a change of direction. You should not rely on the self-centre mechanism to do the work for you. You need to keep control over the steering wheel at all times.

Avoid turning the steering wheel when a vehicle is stationary, which we call "dry steering." It strains the steering mechanism and increases tyre wear.

### **Correct use of signals**

Use signals at the correct time and place to make other road users aware of your plans.

Tell people you are about to start moving, change lanes, turn left or right. Inform others what you will do on a roundabout. But do not signal so early that it confuses others, or so late that they have no time to understand your intentions. Plan your signals.

You are expected to indicate at every junction and roundabout. But you should only indicate to pull in and stop, or to pull out from parked, when signalling may benefit other road users. Check out the diagrams in the Highway Code for more help with this, especially for signals on approach to and exit from a roundabout.

## Mechanical sympathy

A simple guide: "if it sounds noisy, it probably needs more sympathy!"

Examples of mechanical sympathy are:

- Avoid revving the engine unnecessarily
- Smooth acceleration
- Block changing between gears
- Do not use the controls in a heavy-handed manner
- Push the button in when applying the handbrake, do not pull up the handbrake and make a "clicking" noise from the ratchet mechanism.

**Note – Check the mechanism has locked firmly before releasing the foot brake.**

## Overall car control

You should now show a reasonable level of car control and you should now have mastered the steering, both forwards and in reverse.

You may still stall the engine occasionally, but it shouldn't happen very often. You now need to consider where you have stalled. Ask yourself "Am I in a place where I am risk of being struck by another vehicle?" If the answer is "Yes" then do NOT use the standard restart procedure. Keeping your foot on the brake, then applying the handbrake if you are not on level ground, depress the clutch and restart the car, engage first gear and move off to safety.

## Reverse parking

You **must** reverse park your vehicle. It is an essential requirement. That includes arrival at a venue, when your Associate is driving.

You started reversing to achieve Grade 5, but find somewhere quiet to practice moving backwards into a parking bay several times before you try to squeeze into a tight gap between other cars!

Select reverse gear, then release the handbrake. Cover the brake pedal with your right foot – you might make a mistake and need to brake quickly to stop.

Now, slowly ease up your left foot on the clutch pedal until the vehicle starts to creep very gently backwards. In a car park, you are very unlikely to bring the clutch pedal all the way up, because the car would increase speed too quickly. Get used to the "biting point" of the clutch when you reverse.

Reverse is a very low gear. If you are not careful, the car will race off backwards!

As you reverse, turn the steering wheel gently to the left or right. Become familiar with the direction the vehicle moves when reversing and with how quickly the direction changes. Look over your shoulder as you reverse.



**Associates:** When parking between other vehicles, make sure the vehicle is reversing slowly enough for you to bring it under control if it becomes necessary.

Until you become very good at this, it's a good idea to park early at lunchtime, while there is plenty of space available and no queue to get into the car park. When you come back to your vehicle, there will almost certainly be cars in all the parking bays around you. But your car will be facing outwards, so it will be easy to drive out safely.

### **Emergency stop**

In an emergency stop, you need to have complete control of your car when another vehicle close to you may be out of control. You are expected to stop quickly in a straight line without skidding.

Most modern cars have an anti-lock braking system (ABS). This does not stop you more quickly, its job is to stop the wheels locking up and help you to steer during intense braking.

If your observation skills are at the Club standard, you should never be in a situation where the ABS is needed, but it is a good idea to experience how your ABS works. Only try this in an open space with no other vehicles close by!

### **Rectifying bad habits**

Bad habits creep in, even at this early stage. Catch them now!

### **Highway Code introduction**

You have been given a copy of the Highway Code, which you need to read and understand. Learning from a book is not a great deal of fun these days, so check out some of the on-line reference material that may be more interesting. Also try the Hazard Perception test online. It is a Club requirement to pass Hazard Perception tests at the higher grades and it is part of the DSA driving test.

But there is important stuff to learn. So take few moments to look at the Highway Code during the frequent breaks you should be taking during your driving. It also makes great bedtime reading (for your Associate)!

Become familiar with the different shapes of road signs, noting what each shape means. Learn your stopping distances, combining thinking distance and braking distance. Pace them out. Get to know the correct sequence of traffic lights. When the lights change from amber, what happens next?



## Achieving Grade 4

To achieve Grade 4 you need to sit a multiple choice theory paper based on the DSA's book 'The Official Theory Test.' You need to achieve 40% or above to pass. You will take the test again at each Grade – though the pass mark gets higher each time!

It's a good idea to take the test at the first opportunity. An Instructor cannot move you up to the next grade until you have passed the test at that level.

You will need to show an Instructor that you are meeting the standards for Grade 4 consistently. It's likely to take several Instruction sessions.

**There are no driving tests in the U17CC until you are attempting to attain Grade 1.** When the Instructor decides you are good enough, you will be upgraded.

Each skill will be assessed and marked with a value between 0 – 2.

- 0 = Not Assessed or Not Instructed on during the session.
- 1 = Introduced to the skill and working towards it at Grade 4.
- 2 = The Member is consistently using the skill unprompted, meeting Grade 4 standard.

In exceptional instances, if the Instructor feels you are consistently demonstrating skills in excess of Grade 4, you may get a higher score.

- 3 = Introduced to the skill and working towards Grade 3 level.



## **Your Club needs YOU!**

**Associates:** As your Member makes progress through the grades, they will become more competent. We hope you will want to put something back into the Club. We want Associates to get involved.

Everyone who helps you here is a volunteer. Every Club official started in the same way as you and all of us have been either Associates or Members. Many of us have Members currently driving in the Club. Very few of us are driving professionals, we do this because we find it hugely rewarding.

As your Member reaches Grade 2, you will have time to spare. Please talk to any Club official about becoming an Instructor or taking on another role in the Club. We cannot run this wonderful organisation without you.

### **GRADE 3**

This Grade builds on the skills you have already established and you must be able to demonstrate that you can consistently safely control the vehicle and that you can manoeuvre it in tight situations. You have to show that you are safe and confident in close proximity to physical and moving hazards, at slow speeds. It will give you the basis for dealing with the more advanced techniques that you will be learning as you progress.

You will start to be introduced to some of the terminology that you will meet in the future.

#### **P.O.W.D.E.R.Y checklist**

These are the pre-drive checks carried out weekly unless otherwise indicated:

Use the mnemonic **P.O.W.D.E.R.Y.**

- |                  |   |
|------------------|---|
| <b>P</b> etrol   | Sufficient fuel for your journey (Daily).   |
| <b>O</b> il      | Engine oil, brake, power steering and clutch fluid levels.  |
| <b>W</b> ater    | Radiator and screen wash levels.  |
| <b>D</b> amage   | Is there any damage to the car and is all the glass clean (Daily).  |
| <b>E</b> lectric | All light bulbs and wipers are working.   |
| <b>R</b> ubber   | Tyre wear, pressure and damage. Minimum tread depth for a car is 1.6mm, over 75% of the central diameter of the tyre and 100% of its circumference. Condition of wiper blades and that they clean?  |
| <b>You</b>       | Your ability to concentrate and drive safely can be affected by many things. Alcohol, prescription or illegal drugs, illness, tiredness and mood changes can all impact on you. Even something as innocuous as a hay fever recipe can make you drowsy. Always read the label. If you're going to drive then don't drink. Be aware that alcohol from an evening drinking session could still be in your system the following morning. Schedule a regular optician appointment, and if you need glasses then wear them. |

## **Cockpit check**

This is a development of the cockpit check you were doing to achieve Grade 4.

### **Secure Vehicle**

Handbrake should be on; gears in neutral; doors are shut. Secure any loose objects inside the vehicle, or put them in the boot.

### **Driver comfort**

The seat and mirrors should be correctly adjusted.

### **Familiarisation of Controls**

- Awareness of the layout and function of all the controls
- Turn ignition key to first stage
- Check what warning lights remain light and understand why
- Depress the clutch and start the engine
- Check all the warning lights go out
- Check sufficient fuel for the journey
- Check the engine temperature (Hot? Normal? Cold?)
- Check there is firm pressure on the footbrake
- Check seat belt for wear or twists and that all seat belts on

## **Mirrors, Signal, Manoeuvre**

You have demonstrated that you understand the hazard approach technique of Mirrors, Signal, and Manoeuvre (MSM) in order to reach Grade 4. Now you have to demonstrate that you can consistently apply it to every hazard that you approach. (Refer back to Grade 4 section)

### **Brakes**

You have to demonstrate that on hazard approach you can apply the brakes at the appropriate time to slow the vehicle to the speed that you need to negotiate the hazard, smoothly and progressively. There should be no late or harsh braking, unless in an emergency.

### **Gears**

You should demonstrate that you hold the gear lever using the correct technique for smoothly selecting the gear you require.

You have to demonstrate that you select the appropriate gear for the speed at which you need to negotiate the hazard.

There should be no coasting through the hazard or riding the clutch.

### **Steering**

You should consistently demonstrate that you hold the steering wheel in the correct position. You should not be crossing hands or release the steering wheel to allow it to self-centre. Your thumbs should not be inside the rim.



### **Acceleration**

Your acceleration should be applied smoothly and progressively, without being harsh or excessive. You must always adhere to the speed limits.

**You must drive at a speed so that you can stop safely, on your side of the road, in the distance that you can see to be clear.**

### **Emergency stop**

You should demonstrate that you could perform an emergency stop, bring the vehicle to a complete stop, under control, without stalling the engine, on your side of the road.

### **Manoeuvres**

You must be able to perform ALL of the manoeuvres listed on the Standards Sheet and demonstrate that you can control the vehicle in a safe and competent manner.

### **Introduction to the System of Car Control**

When an Instructor assesses that you have reached the Grade 3 Standard, you will be given a copy of **Roadcraft, the Police Driver's Handbook** This is now your source of reference for the future.

Initially you should concentrate on the reading and understanding the following chapter in Roadcraft.

**Its has been referenced below;**

**the 2007 edition in blue**

**the 2013 edition in red**

**Chapter 3 The System of Car Control Chapter 2 The System of Car Control**, which will give you the overview of what it is and how to apply it.

During your first instruction as a new Grade 3, your Instructor will review this with you and focus on making sure that you understand the fundamentals of System of Car Control. If necessary the Instructor will demonstrate any aspect of it that you do not understand.

You must also start planning ahead for your development to Grade 2. Please refer to the Grade 2 section of your Members Grading & Progress Manual because First Aid, Speed Awareness and Skid Pan activities must be completed before Advanced Driving can be started. These prerequisite activities are not held at every venue, so planning is needed to avoid disappointment later.

## GRADE 2

**Now you have achieved Grade 3 you will have been given a copy of Roadcraft, the Police Driver's Handbook. The competencies that have to be achieved, as set out in on the Grade 2 Standard Sheet, can be found in Roadcraft and they have been referenced below, the 2007 edition in blue and the 2013 edition in red.**

You are likely to take some time to achieve Grade 2, at which you are expected to be able to demonstrate that you have understood the System of Car Control and can apply it consistently.

To reach **Grade 2** you **must** have:

- Received **four** instruction sessions from **three** different Instructors, in a manual gearbox vehicle, at **three** venue locations, **all** of which must be different.
- Received instruction for driving vehicles with an **automatic gearbox**.

*Chapter 4 Acceleration, using gears, braking & steering (Page 68)*

*Chapter 5 Acceleration, using gears, braking & steering (Pages 100-103)*

- Pass a **Theory Test** and pass a **Hazard Perception Test** both with a score of at least **70%**.
- Attend a **Motorway Driving Session**.

*Chapter 10 Driving on motorways & multi-lane carriageways*

*Chapter 12 Driving on motorways & multi-lane carriageways*

You **must** achieve the minimum mark for all disciplines before an Instructor may consider you for Grade 2.

### Competencies for Grade 2

All the requirements of these competences are set out in Roadcraft. You must be able to demonstrate and/or describe each of these to an Instructor in order to be assessed to Grade 2.

### POWDERY & Cockpit Checks

These checks are set out in the *Appendices pages 164-166 Appendices pages 254-258*

You will need to either demonstrate or describe these checks.

### Attitude & Mental Skills

*Chapter 1 Mental Skill for Better Driving Chapter 1 Becoming a better driver*

## **System of Car Control**

**Chapter 3 The System of Car Control Chapter 2 The System of Car Control**, which will give you the overview of what it is and how to apply it.

### **Information**

**Chapter 2 on Observation & Anticipation Pages 19-31 and Chapter 6 Driver Signals**

**Chapter 3 Information, observation and anticipation and Chapter 8 Driver Signals**

### **Position**

**Chapter 7 Positioning Chapter 9 Positioning**

### **Speed**

**Chapter 4 Acceleration, using gears, braking & steering**

**Chapter 5 Acceleration, using gears, braking & steering**

### **Gear**

**Chapter 4 Acceleration, using gears, braking & steering**

**Chapter 5 Acceleration, using gears, braking & steering**

Note special attention should be paid to the overlapping of braking and gear selection. Refer to **Pages 69-70**, carefully noting the first paragraph of this section.

**Chapter 2 The System of Car Control (Pages 37-39), carefully noting the first two paragraphs of this section**

### **Acceleration**

**Chapter 4 Acceleration, using gears, braking & steering.**

**Chapter 5 Acceleration, using gears, braking & steering**

## **Steering**

**Chapter 4 (Page 77-79) Acceleration, using gears, braking & steering**

**Chapter 5 (Pages 112-115) Acceleration, using gears, braking & steering**

However **do not use** or consider using Rotational Steering, as set out on **Page 80 Page 116** There is no clear preference between "Ten to Two" & "Quarter to Three" in Roadcraft, but it is **U17CC policy** that the "Ten to Two" is taught as the starting hand position and the pull push steering technique is used throughout.

## **Cornering**

**Chapter 8 Cornering Chapter 10 Cornering**

The wide open nature of many of the Club's venues make the application of "limit point" cornering techniques, **(Page 122) (Page 172)** difficult to adequately demonstrate, however you should be able to describe the process.

## **Overtaking**

**Chapter 9 Overtaking Chapter 11 Overtaking**



### **Manoeuvres**

You need to be able to demonstrate competency in performing any of the following manoeuvres:

- Reverse parking
- Parallel Parking (nearside or offside)
- Hill-start (up and down hill)
- Reverse round a corner (nearside or offside)
- Turn in the road, using forward & reverse gears

### **Mechanical Sympathy & Knowledge**

You should demonstrate that you understand the principles of mechanical sympathy and that you do **not**:

- Unnecessarily over rev the engine
- Ride or slip the clutch
- Brake harshly
- Steer without the road wheels turning
- Apply the handbrake without pushing in the button

You should demonstrate or describe that you know:

- The meaning of all warning lights on the dashboard
- What to do if a warning light came on when driving
- What to do if a red warning light came on while on a motorway
- The active safety features that are fitted to the vehicle and how they function ***Chapter 5 Maintaining vehicle stability (Page 89)***

***Chapter 7 Maintaining vehicle stability (Pages 137-140)***

### **Commentary**

You should be able to give a running commentary that describes the Information that you are "Taking and using". The Instructor will be able to see how you are responding to that Information. This commentary should last for at least five minutes of the assessment drive.



## **GRADE 1**

As a Grade 2 you are now permitted to drive with your Associate seated in the rear passenger seat. However, when participating in an Advanced Driving session, without a Senior Instructor in the car, your Associate **MUST** be seated in the front passenger seat.

### **Grade 2 Solo Driving During Setup / Close Down**

Once a Member has attained Grade 2 and been at that grade for a reasonable time, they may request permission to drive solo during setup and close down. The rule that covers this is rule 4.7:

*"A Driving Member at Grade Two may request continuing permission from the Chief Instructor or his/her Deputy to drive solo during set up and close down. The Chief Instructor or his/her Deputy may grant such consent at their sole discretion and in agreement with their Associate. A record of granting such consent will be kept in the Driving Member's Manual."*

You will need to speak with the Chief Instructor or his/her acting deputy on the day at any venue, if you feel your Member is ready to be considered for this privilege. You will need to present your full driving record, (Instructor comment sheets), for review and following a discussion between the Member, Associate and Chief Instructor or Deputy, a decision will be made. Once agreed you will be presented with a form for all to sign that endorses the Associates understanding that they are happy to accept responsibility for their Member during setup and close down as a Grade 2 driving solo. This form **MUST** be kept with your Instruction marking sheets and available to be presented upon demand by any club official. Once permission is granted, the Grade 2 sign in sheets will be amended to include this information. If you do not have the form with you at any time, you may **NOT** drive solo during setup.

As guidance, this is unlikely to be granted until you have a reasonable amount of proven experience/instruction at Grade 2. You can always ask during an instruction session and your Instructor may be able to answer your questions. But in all cases the decision made by the Chief Instructor or their assigned Deputy will be final.



Before you can attempt the three-part Grade 1 Test you must have achieved the following:

- **Participated in a Skid Pan Course organised by the Club. These are usually held at Castle Combe**
- **Hold a current First Aid Certificate, which must be less than 3 years old. First Aid Courses are organised by the Club, usually at Castle Combe. A First Aid Certificate issued by a reputable organisation, for example St John's Ambulance, would be accepted, provided that it is current.**
- **Attend, with your Associate, who will be your tutor in the Advanced Driving sessions, a Speed Awareness Classroom Session. This will also review the Club Rules that apply to Advanced Driving Sessions.**

The above **MUST** be completed **BEFORE** you commence the Advanced Driving.

Then for Advanced Driving you **must** have:

- Had an Advanced Driving demonstration drive by a Senior Instructor.
- Had your Associate, who will be your Advanced Driving tutor, drive the circuit with a Senior Instructor.
- Been cleared for Advanced Driving without an Instructor. This will take as many instructed Advanced Driving Sessions as deemed necessary by the Senior Instructor(s), but **not less than three**, before you can take part in an Advanced Driving session with just your Associate in the car.
- Completed three Advanced Driving Sessions without an Instructor in the car.

Also you **must** have:

- Completed Theory Test achieving a mark of 85% or above.
- Completed a Hazard Perception Test achieving a mark of 62% or above.
- Completed three Skills Tests and achieved a score of 75% or above in all three.
- Received instruction from **three** different Instructors, in a manual gearbox vehicle, at **three** different venue locations.
- You **must** achieve the mark of 10 for all competencies before you can take your Grade 1 test.
- Consistently demonstrate the qualities and maturity that is required to permit you to drive a vehicle without any supervision.



**Grade 1** requires passing a **three-part** test with **three** different Instructors.

- **Part 1 General Driving**
  - At any location that the Chief Instructor, or deputy, consider to provide an adequate challenge for such a test.
- **Part 2 General Driving with overtaking**
  - At any location that the Chief Instructor, or deputy, consider to provide an adequate challenge for such a test.
- **Part 3 Advanced Driving**
  - At any location that the Chief Instructor, or deputy, consider to provide an adequate challenge for such a test.

Part 1 & Part 2 must be attempted at different venues. Failure of any Part will mean that all three Parts have to be taken again. The three Parts can be attempted in any order.

Achieving Grade 1 is not just about your technical driving skills. It is also about your attitude to other people. Even if your technical ability is outstanding, if your attitude is aggressive or disrespectful, you will not achieve Grade 1 status.

As a Grade 1 you are an ambassador for our Club, demonstrating car control, ability and attitude that are far above the average.

You may also have the opportunity to borrow other cars (with permission from the owners) and drive them on your own.

As with any Grade, should an incident occur that is deemed your responsibility, you would be downgraded instantly. This would include the privilege of driving solo until further notice.

You have to convince the Senior Instructors that take you for your tests that you can be trusted to drive their cars before they will pass you for Grade 1. So you may be technically competent to a very high standard, but you may still fail because of your attitude or lack of maturity.

By now you will be very familiar with the contents of Roadcraft, the Police Driver's Handbook. The competencies that have to be achieved, as set out in on the Grade 1 Standard Sheet, can be found in Roadcraft and they have been referenced below, the **2007 edition in blue** and the **2013 edition in red**

You will therefore not be surprised to find there is no fundamental change to the competencies required to achieve Grade 1 as there were for achieving Grade 2.

## **Competencies for Grade 1**

All the requirements of these competences are set out in Roadcraft. You must be able to demonstrate and/or describe each of these to an Instructor in order to attain the marks required to demonstrate that you are ready for your Grade 1 Test.

### **POWDERY & Cockpit Checks**

These checks are set out in the *Appendices (pages 164-166)* *Appendices (pages 254-258)*

You will need to either demonstrate or describe these checks.

### **Attitude & Mental Skills**

*Chapter 1 Mental Skill for Better Driving Chapter 1 Becoming a better driver*

### **System of Car Control**

*Chapter 3 The System of Car Control Chapter 2 The System of Car Control*, which will give you the overview of what it is and how to apply it.

#### **Information**

*Chapter 2 on Observation & Anticipation (Pages 19-31) and Chapter 6 Driver Signals*

*Chapter 3 Information, observation and anticipation and Chapter 8 Driver Signals*

#### **Position**

*Chapter 7 Positioning Chapter 9 Positioning*

#### **Speed**

*Chapter 4 Acceleration, using gears, braking & steering*

*Chapter 5 Acceleration, using gears, braking & steering*

#### **Gear**

*Chapter 4 Acceleration, using gears, braking & steering*

*Chapter 5 Acceleration, using gears, braking & steering*

Note special attention should be paid to the overlapping of braking and gear selection. Refer to *Pages 69-70*, carefully noting the first paragraph of this section.

*Chapter 2 The System of Car Control (Pages 37-39), carefully noting the first two paragraphs of this section)*

#### **Acceleration**

*Chapter 4 Acceleration, using gears, braking & steering*

*Chapter 5 Acceleration, using gears, braking & steering*

### **Steering**

*Chapter 4 (Page 77-79) Acceleration, using gears, braking & steering*

*Chapter 5 (Pages 112-115 Acceleration, using gears, braking & steering*

However **do not use** or consider using Rotational Steering, as set out in Roadcraft. (*Page 80*) (*Page 116*) There is no clear preference between "Ten to Two" & "Quarter to Three" in Roadcraft, but it is U17CC policy that "Ten to Two" is the taught as the starting hand position and the pull push technique is used.



## **Cornering**

### ***Chapter 8 Cornering Chapter 10 Cornering***

The wide-open nature of many of the Club's venues makes the application of "limit point" cornering techniques (**Page 122**) (**Page 172**) difficult to adequately demonstrate, however you should be able to describe the process.

## **Overtaking**

This will be the primary competency that is tested in Part 2 of the Grade 1 Test. However, all aspects of your driving will remain under scrutiny.

### ***Chapter 9 Overtaking Chapter 11 Overtaking***

## **Manoeuvres**

You need to be able to demonstrate competency in performing any of the following manoeuvres:

- Reverse parking                      Parallel Parking (nearside or offside)
- Hill-start (up & down hill)      Reverse round a corner (nearside or offside)
- Turn in the road, using forward & reverse gears

## **Mechanical Sympathy & Knowledge**

You should demonstrate that you understand the principles of mechanical sympathy and that you do **not**:

- Unnecessarily over rev the engine      Ride or slip the clutch
- Brake harshly                              Steer without the road wheels turning
- Apply the handbrake without pushing in the button

You should demonstrate or describe that you know:

- The meaning of all warning lights on the dashboard
- What to do if a warning light came on when driving
- What to do if a red warning light came on while on a motorway
- The active safety features that are fitted to the vehicle and how they function **Chapter 5 Maintaining vehicle stability (Page 89)**

### ***Chapter 7 Maintaining vehicle stability (Pages 137-140)***

## **Commentary**

You should be able to give a running commentary that describes the Information that you are "Taking and using". The Instructor will be able to see how you are responding to that Information. This commentary should last for at least ten minutes of the assessment drive.

### **What happens after Grade 1 is achieved?**

Only a small proportion of Club members reach Grade 1. You are now the pride of the Club. You are a role model for younger Members. You will be permitted to carry passengers. You will be asked to drive new members to familiarise them with a venue. You will be asked to demonstrate your superb skills to distinguished guests. You will be expected to maintain your high level of responsibility. You will also have a huge sense of achievement and a great deal of fun.

You can drive without an Associate or an Instructor in the car. You will have complete responsibility for your own safety, for the safety of every other Club Member around you and for the car. That is a big step.

At the third venue attended after passing your Grade 1 Test you will be undertake a General Check Drive with a Senior Instructor. At the next available Advanced Driving venue attended, after the General Check Drive, you will undertake an Advanced Driving Check Drive with a Senior Instructor. You must demonstrate to BOTH Instructors that your driving standards have not fallen below that demonstrated when you passed your Grade 1 Test. Either Instructor may determine that you have not maintained standards and require you to retake all three Parts of the Grade 1 Test again. Solo driving privileges would also be removed.

You can still ask for instruction to help you improve. An Instructor will also join you occasionally to ensure that bad habits are not creeping in. With up to 300 other Members who all aspire to be as good as you, the Club will not always have enough Instructors to help you once every three meetings so it is your responsibility to request it.

Grade X is the next stage. The Club encourages you to attempt it. Only a tiny handful of people manage it.