**Outside Checks**

1. Walk around the vehicle and make a “circle check.” Look for objects around the vehicle and in the path you intend to take.
2. Glance at the tires to see they are inflated properly.
3. Make sure that the windshield, windows, headlights, and taillights are clean.
4. Check the back window ledge for loose objects. Remove them before driving.

**Getting Into The Vehicle**

1. Whenever possible you should enter the vehicle from the curb side. You lessen the risk of being struck by another vehicle. (It is, of course, the safest way, but very few people do this.)
2. If you enter from the street side, have your keys in your hand. This keeps you from searching for them s you stand near possible oncoming traffic. Also, if you enter from the street side, walk to the driver’s door from the front of your vehicle. You then will be facing oncoming traffic and this will reduce your risk of being hit.
3. If there is no approaching traffic, get in the vehicle quickly and close the door. Never open the driver’s door to enter or exit the vehicle if traffic is approaching you.

**Inside Checks**

It is not necessary to complete these checklists in this order. However, there are some steps that must precede others for logical reasons. **Example:** We must adjust our seat before we adjust our mirrors. If we put our seatbelt on before we adjust our seat – catch the drift?

1. Key in the ignition.
2. Lock all doors (most people don’t, especially if they don’t have electric locks – but collision studies have shown that in a crash, locked doors will not spring open as easily as unlocked ones).
3. Seat Adjustment. A driver needs to be comfortable to do a good job driving. You should be able to reach the pedal controls without complete extension of the leg. A slight bend at the knee is preferable. A slight bend in elbows is also preferred.
4. Adjust the Headrest. It should reach the middle of the back of your head. This could be critical in a rear end collision.
5. the bottom line of the rear glass and most of the horizontal expanse of the rear window is visible. The outside rear view mirror should show the driver a small part of the rear portion of the vehicle and most of the traffic lane you would be in while driving. If the vehicle has a right outside mirror, adjust it also, keeping in mind the correct adjustment you made on the left one. All the mirrors should be adjusted so the driver can use them by moving his eyes and only slight movement of the head.
6. Faster Safety Belts.
7. Push ON The Brake Pedal. If it goes all the way to the floor – Do Not Drive the Vehicle – it doesn’t have any brakes.

Starting the Engine
1. The safest way to start the vehicle is to set the parking brake, however, most people with automatic transmissions don’t do this.
2. Make sure the vehicle shift indicator shows the PARK position.
3. If the engine is cold, press the accelerator one time slightly and release it.
4. Place right foot on brake pedal.
5. Turn the ignition switch clockwise until the engine starts; then release the key as soon as the engine starts.
6. Look at the gauges, warning lights, etc. Be sure to check fuel gauge.

Putting the Car In Motion
1. Keep the right foot on brake pedal.
2. Move the selector lever to DRIVE.
3. Release parking brake if it is set.
4. If you are going to move away from the right side of the curb, turn the left turn signal on.
5. Check over your left shoulder again and if the road is clear place right foot on accelerator and gently accelerate smoothly.
6. Cancel left turn signal and when at desired speed, let up a little on the accelerator.

Stopping The Vehicle
1. Check traffic in mirrors before slowing down.
2. Letup on accelerator.
3. Tap the brake pedal lightly to signal for a stop.
4. Push down gradually and firmly on the brake pedal. When stopped leave the transmission in drive if you plan to start moving again immediately. (As at a traffic light in a place like Stillwater) Otherwise, shift to PARK.

Securing The Vehicle
1. Once you have stopped, continue to keep pressure on the brake pedal.
2. Make sure transmission is in PARK.
3. Set the parking brake – turn off accessories.
4. Turn off the ignition switch and remove the key. (It’s embarrassing to lock your keys in the car).
5. Take your foot off the brake pedal.
6. Release your safety belt.
7. Close the window, lock the other doors, open your door slightly and then push door lock button if it has electric locks.

**Leaving the Vehicle**

1. It’s always safest to leave the car from the curb side of the street, (if you have parked in the street) but there again most people don’t do this.
2. Glance over your left shoulder to look for approaching traffic before opening your door wide.
3. Make sure your keys are in your hands.
4. When it is safe, get out of the vehicle quickly
5. Close and make sure doors are locked. Walk towards the rear of your vehicle to face any oncoming traffic, and then exit the area.

**SIPDE**

The SIPDE process is an organized visual-thinking-doing process you should use when driving.

1. **SCAN** – The driving scene
2. **IDENTIFY** – Important information in the ongoing driving scene, especially potential hazards.
3. **PREDICT** – When and where possible points of conflict can develop
4. **DECIDE** – When, where and how to adjust speed and/or position to avoid conflicts.
5. **EXECUTE** – The correct actions to avoid the possible conflicts.

Using the SIPDE process then would be defined as **Defensive Driving**.

**THE SMITH SYSTEM**

An orderly visual search pattern is a process of searching critical areas in a regular sequence. This really is the IDENTIFY portion of the IPDE process. A man by the name of Harold L. Smith introduced a system for safe driving many years ago. The Smith System stresses eye discipline and the idea of a “space cushion.” In a nutshell, the Smith System has 5 “rules” to it.

1. **Aim High In Steering** – This means to look ahead as you drive. Keep your view up and not just in front of your car but “down the road.” Aim high while driving/not aiming low.
2. **Keep Your Eyes Moving** – Glances work the best. Glance near and far, right and left, in the mirrors and at the instrumental panel.
3. **Get The Big Picture** – Getting the big picture is the mental process of putting together the critical clues that our eyes selected and identified as they scanned.
4. **Make Sure Others See You** – This rule tells you to communicate with other drivers. Use lights, horn, eye contact, body movement and car position.

5. **Leave Yourself An “Out”** – This means you have identified an escape path in case of a possible conflict. You constantly adjust position to keep space around your vehicle. If you don’t have at least one available “out”, adjust your position until you do.

**Steering Straight Forward**

Use comfortable, balanced, hand position. Aim high with your visual search. Do not look at center line, hood ornament, hands or feet. Relax! Make slight steering corrections – don’t over or under steer.

**Steering Straight Backward**

(This will feel strange at first, but never fear, with a little practice you’ll do fine!)

1. Before backing any vehicle, look back to make sure your path is clear. Look over your shoulders – don’t use the mirrors.
2. Hold the brake pedal down and shift to REVERSE.
3. Turn your body to the right and put your right arm over the back of the seat.
4. Put your left hand at the top of the steering wheel.
5. Release pressure on the brake just enough to allow the vehicle to creep backward slowly.
6. Move the top of the steering wheel in the direction you want the back of the car to go.
7. Keep your foot on the brake pedal while the vehicle moves back. Glance quickly to sides and front to check traffic. Continue looking through the back window as you brake to a smooth stop.

**Signaling**

Turn signals are very important when you plan to turn, change lanes, enter traffic, slow or stop. Always signal well in advance of any maneuver so other drivers can react. If turn signals don’t work, you must use hand signals. If using hand signals, return your left arm to the steering wheel before actually turning the vehicle.

**Changing Lanes**

Follow these steps when making a lane change.

1. Check traffic ahead in both lanes and the rearview mirrors.
2. Signal and make a blind spot check over your shoulder. (Be careful when looking at right hand blind spot check. Do not pull the steering wheel or you may end up in a head-on collision).
3. Steer gently into the next lane if it is clear.
4. Cancel your turn signal and check your speed.

**Left Turns, Right Turns and Turnabouts**

Making turns properly depends on steering control, speed control and good visual habits.

1. Begin the turn from correct hand position.
2. The “shuffle” method provides better control than hand-over-hand steering.
3. Make left and right turns cautiously and only after checking the traffic situation around you.
4. Look for pedestrians, oncoming traffic and parked vehicles.
5. Obey all traffic signs, signals and roadway markings.
6. You must yield to oncoming traffic when preparing to turn left.
7. Be in the correct lane for the turn by planning ahead of your turn.

The Actual Procedure for Turning:

1. Position your vehicle in the correct lane for the turn. **Right Turn** – far right lane about for feet from the curb if there are no parked cars. **Left Turn** – be in the lane nearest to the center line. Check traffic to the rear and signal before the turn.
2. Brake gently to reduce speed.
3. Use your visual search pattern to continue to check traffic, pedestrians, etc. (IPDE process)
4. Slow to about 10 mph just before the crosswalk area.
5. For a right turn, check to the left again before turning. Then look right, in the direction of the turn. Turn the steering wheel when your vehicle’s front wheels are even with the bend of the corner.
6. For a left turn, check traffic to the right and then look left. Turn the steering just before you reach the center of the intersection. Continue looking left into the lane you will enter.
7. As you begin the turn, make a quick blind-spot check through the right side window. Check that the intersection is still clear. Turn into the nearest lane of traffic going in your direction. Accelerate gently about halfway through the turn. Return the steering wheel to the straight-ahead position.

**Backing Left and Right**

1. Before backing, check for traffic, pedestrians, parked cars, low hanging objects behind you. Turn your head toward the direction you will back. Look through the rear and side windows in that direction.
2. Pull the wheel to the left to back left. Pull the wheel to the right to back right. The back of the vehicle will go in the direction you turn the wheel.
3. Back slowly as you enter the turn. Keep your foot on the brake pedal. Begin to “unwind” the steering wheel to finish in a straight position.
4. Always be aware that the front of your vehicle swings out widely when backing. Be careful and also pay attention to the front to prevent striking a vehicle parked on the side of you.

**Turnabouts**

Turnabouts are very rarely used so we will only cover them when actually driving in behind the wheel training.

**Parking**

**Angle Parking**

1. Position your vehicle about five feet out from the row of parked cars. Signal a right turn and check traffic to the rear. Begin to brake.
2. Flash your brake lights to warn drivers behind you. Continue braking. Check your right blind spot.
3. When you can see down the right line of the parking stall, turn the wheels sharply to the right. *Slowly* enter the stall.
4. Straighten the wheels when you are centered in the space. Stop before the wheels strike the curb. (However, most people actually stop when the wheel is just touching the curb.)

**Perpendicular Parking**

1. Position your vehicle as far to the left of your lane as possible. Signal for a right turn, and check your right blind spot. Begin to brake.
2. Flash your brake lights. Check traffic to the rear and continue to brake.
3. When the front bumper of your vehicle passes the left rear taillight of the car to the right of the empty parking space, turn the wheels sharply right. *Slowly* enter the stall. Check to see that your right rear fender is not going to strike another car.
4. Straighten the wheels when you are centered in the space. Stop just as the wheels touch the curb.

**Leaving An Angle or Perpendicular Parking Space**

1. Your view often will be blocked as you begin to back into moving traffic. Back cautiously as you look to the rear and sides to search for other roadway users.
2. Creep straight back while you control speed with your brake.
3. When your front bumper is even with the left car’s rear bumper, begin to turn right.
4. Back into the nearest lane and stop with the wheels straight. Shift into a forward gear and proceed.

**Parallel Parking**
Successful parallel parking depends on steering and speed control. You must also be able to judge space and distance.

1. Flash brake lights, and signal a right turn. Stop two to three feet away from the front car with the two cars’ rear bumpers even. Shift to REVERSE. Check traffic. Look over your right shoulder. Back slowly as you turn right. Aim toward the right rear corner of the space. Control speed with foot brake.
2. When the back of your seat is even with the rear bumper of the front car, straighten your front wheels. Slowly back straight. Look over your shoulder, through the rear window.
3. When your front bumper is even with the front car’s back bumper, turn wheels sharply to the left. Back slowly, looking out the rear window.
4. When your car is parallel to the curb, straighten wheels, and stop before your car touches the car behind. Slowly pull forward to center your car in the space.

**Leaving a Parallel Parking Space**

Remember, you are responsible for avoiding a collision when entering or leaving a parallel parking space.

1. Back straight until your rear bumper is close to the car behind then stop. Turn the wheels sharply left.
2. Signal for a left turn. Check left blind spot. Move forward after shifting to DRIVE.
3. Check right front fender for clearance.
4. Turn wheels slowly to the right when about halfway out of parking place. Center car in the lane and accelerate smoothly.

**Hill Parking (Right-hand Side of Road)**

**Uphill Parking With a Curb** – People seem to have trouble when remembering which way to turn those darn front wheels on hill parks. The easiest way to conquer this is to remember that uphill parking with a curb is the only time the wheels are turned to the left or outward. All other hill parks – the front wheels are turned to the right or towards the passenger side of the car.

1. Position your vehicle close to the curb. (Within 18 inches) Just before stopping, turn the steering wheel sharply left.
2. Shift to neutral. Let the car creep back slowly until the back of the right front tire gently touches the curb.
3. Shift to PARK, and set the parking brake.
4. When leaving the parking space (after releasing parking brake) signal, check traffic, and accelerate gently into the lane of traffic.

**Uphill Parking – No Curb**
1. Pull as far off the pavement as possible. Just before stopping, turn the steering wheel sharply right.
2. Shift to PARK and set the parking brake.
3. When leaving the parking space, let the car creep backward while straightening the wheels. Stop. Signal and check traffic. Shift to DRIVE and accelerate gently into traffic.

**Downhill Parking – With a Curb**

1. Position your car close to the curb (within 18 inches). Stop.
2. Let the car creep forward slowly while you turn the steering wheel sharply right. Let the front tire rest against the curb.
3. Shift to PARK and set the parking brake.
4. When leaving the parking space, check traffic and back a short distance while straightening the wheels. Signal and check traffic again. Shift to DRIVE and accelerate into traffic.

**Downhill Parking – No Curb**

Same procedures as parking downhill with a curb, except your right front tire will not touch a curb.

**Starting On A Hill**

There are two methods for starting on a hill. One involves the use of the parking brake. The other is the best and easiest way which involves less movement and control. It is the one we will concentrate on.

1. Hold the foot brake down and slide your left foot onto brake pedal. Hold your left foot on the brake and accelerate gradually until the engine starts to pull.
2. Release the brake pedal gradually as you increase acceleration to move forward.

**INTERSECTIONS**

The chances of a collision are greater at intersections than at any other point on a roadway. About 40 percent of all collisions and 25 percent of all fatal collisions take place at intersections. There are three types of intersections.

1. Uncontrolled
2. Controlled
3. Rail Road Crossings
Uncontrolled intersections have no signs or signals to regulate traffic. These are usually in residential neighborhoods. In Oklahoma we have a particular type of dangerous uncontrolled intersection, which is our county road system.

Many times drivers fail to identify intersections as uncontrolled. Look for these clues when identifying an intersection:

1. Street signs and street lights
2. Parked cars on cross streets
3. Tree or shrub plantings
4. Power lines (especially useful on rural roads, but don’t always count on them)

**Procedures at Uncontrolled Intersections**

To proceed safely through uncontrolled intersections use the IPDE process.

**IPDE at approximately 12 seconds from Intersection:**
1. Check roadway conditions and any approaching traffic
2. Identify whether roadway is controlled or uncontrolled
3. Identify other roadway users in or near intersection
4. Search the view to each side of the intersection
5. Check rearview mirror for following traffic, then slow your vehicle

**IPDE Process at 100 feet or so from Intersection:**
1. Search left first. You will cross the path of a vehicle from your left before your right.
2. Cover your brake. Prepare to stop if a vehicle is coming from the left.
3. If no vehicle is within ½ block or so of the intersection, begin searching to the right.

**IPDE Process at Intersection**
1. Pause momentarily as you continue searching to the right. Recheck traffic to the rear and brake to stop if a vehicle is approaching from the right.
2. IF no approaching vehicle is within ½ block of you, search again to the left and right. Proceed through the intersection when your path is clear.

**Controlled Intersections**

Controlled intersections are ones that have signals or signs to show the right-of-way. Obey all signs and signals. Yield to through traffic if turning.

1. Check signal to see if it is about to change
2. Identify any vehicles stopped on cross streets
3. Cover your brake
4. Always yield to pedestrians

Procedure to take with protected and unprotected left turn:
1. Wait until light turns green. Move to the center of the intersection.
2. Keep your wheels straight until you are ready to turn. By doing so, you will not be pushed into oncoming lanes of traffic if you are rear-ended.
3. Stay close to the centerline. This allows others to pass on your right.
4. Wait until traffic is clear. Turn left into the lane nearest the center line after making a final check on traffic to the right.

**Multiple Lane Streets**

Four additional checks are needed.
1. Watch the traffic light cycle in case the light turns yellow.
2. Inside Lane – check the speed, distance and number of oncoming vehicles. Predict opening in oncoming traffic.
3. Outside Lane – *Very Important*. Check for hard-to-see-vehicles that might be hidden by vehicles stopped in the inside lane.
4. Turning Path – Check the path your vehicle will take. Look for pedestrians in or near the crosswalk. Begin your turn only when you know you can compete it. Do not block the outside lane while waiting for pedestrians to clear the crosswalk.

**What are three possible right-turn conflicts?**
1. Pedestrians
2. Conflicts to the rear
3. Conflicts with oncoming left turn vehicles

**Turns on Red** (if permitted by State law, or local ordinances)

1. Come to full stop
2. Move to where you can see clearly
3. Look left, then right, then left again
4. Turn to the nearest right lane

**Moving From Stop Sign Where View is Blocked:**

1. Look around and through the windows of parked cars. Continue to glance left, right, and ahead as you creep forward.
2. When the left is clear, glance right.
3. When clear from the right, proceed by accelerating to the proper speed.

**Judging Gaps Between Vehicles**

You must be able to judge time and distance at intersections. A gap is the distance between vehicles. Judging gaps is extremely important at uncontrolled intersections.
1. It takes around 4-5 seconds to cross a 2-lane street from a full stop.
2. To turn right and then accelerate up to 30 mph takes about 6 seconds.
3. To turn left and then accelerate up to 30 mph takes about 7 seconds,
When turning right or left a safe gap must be so that cross traffic does not have to change lanes or slow because of your turn.

**Determining Right of Way**

Remember these point in yield situations.

1. Your action should not cause those to whom you should yield the right of way to slow or stop.
2. Traffic signs and signals only show who should yield the right of way. **THEY DO NOT STOP TRAFFIC FOR YOU!**
3. Others can give you the right-of-way. NEVER assume others will always yield to you.
4. A safe action is to yield the right-of-way even when the law requires the other driver to yield.
5. Failure to yield the right-of-way is one of the most frequent violations in fatal accidents.

The most common situations regarding yielding the right-of-way:

1. From stop signs to pedestrians at crosswalks and all traffic on the through street.
2. At green lights to pedestrians finishing in crosswalks and vehicles still in the intersection.
3. To any blind person (carrying white can or seeing eye dog).
4. Coming from an alley, driveway or private road to pedestrians and all vehicles on the street or road.
5. From yield sign to pedestrians and vehicles in crosswalk or cross street.
6. Emergency vehicles with light and/or siren.
7. When turning left at any intersection to all pedestrians in your turn path and all oncoming vehicles.
8. The vehicle on the right at a 4-way stop sign.

**Railroad Crossings**

Take these actions when approaching a RR Crossing.

1. Slow Down.
2. If view is obstructed or weather is bad as fog, rain, etc. – turn off radio, air conditioner, etc. Open a window and listen for train sounds.
3. Stop at a safe distance before the tracks – not under the gate area.
4. Wait for train to clear and if more than one set of tracks – make absolutely certain another train is not coming from the other direction.
5. Don’t’ stop on tracks.
6. Don’t shift gears on the tracks.
7. Remember – All vehicles that carry flammable contents, or passengers must stop at all RR Crossings even if a train is not coming. Don’t go around them as they stop.
Urban Areas, Rural Areas, Expressways

Areas for Sudden Stops (Urban)

1. Unmarked intersections
2. Intersections with traffic signals
3. Lanes next to parked cars
4. Parking lot entrances and exits.

A long following distance has these major advantages:

1. You are better able to see down the road.
2. Other drivers will be able to see you better.
3. You have more time to use the IPDE process.
4. You are in a better position to avoid the vehicle ahead if it stops suddenly.

Looking Away Safely (like looking for a house number)

1. Make sure the situation ahead has no immediate hazards before you look away.
2. Lower your speed in close situations.
3. Take split-second glances rather than one long look.
4. Ask a passenger to help look for a street name or house number.

Managing Tailgaters

If you are being tailgated, take these actions to avoid being hit from the rear:
1. Increase your following distance to 3 seconds or more.
2. Move slightly to the right to give the tailgater a better view ahead.
3. Signal early for turns, stops, or lane changes.
4. Flash your brake lights ahead of time to warn the tailgater that you plan to slow or stop.
5. In extreme situations, change lanes or pull out of the traffic flow to avoid the tailgater.

Oncoming Traffic

If a driver crosses the centerline toward you, you must react instantly. If a car comes towards you, take these actions to avoid a collision:

1. Slow so the other driver can return to the normal lane.
2. Turn on or flash your headlights and blow your horn.
3. Move to the right and give the oncoming driver more room. You may have to swerve sharply.
Cover The Brake

Take your foot off the accelerator and hold it over the brake pedal. This reduces your reaction time and helps prepare you to execute most evasive maneuvers. Use this technique when approaching most “all urban” intersections.

Take these actions to identify and react to the hazards of parked cars:

1. Increase your following distance to more than 2 seconds when you are in heavy traffic. (Nearly impossible to do – but try.)
2. Adjust your speed and/or position to stay out of other driver’s blind-spot areas. (Critical to do this.)
3. Move to an opposite lane if you encounter another hazard.
4. Center your car in your lane and be prepared to slow or stop if you encounter more than one hazard at the same time.

Changing Lanes

Once you start driving in a lane, try to stay in that lane. If you must change lanes, follow these steps:

1. Check traffic in both lanes and in your mirror.
2. Signal your lane change early.
3. Look into your blind-spot area by quickly checking over your shoulder.
5. Cancel your signal upon entering the new lane you are in.

Overtaking

At times you will want to overtake a vehicle ahead. To overtake another vehicle, use the lane changing procedure just described and drive past the slower vehicle.

Passing Another Vehicle-Urban Area

Passing in an urban area can be dangerous. You must be alert for pedestrians, cross traffic, signals, and oncoming traffic. If you have to pass another vehicle on a two-lane, two-way street, it must be done legally. It is illegal to pass at intersections or over double yellow lines. Follow these steps to reduce your risk:

1. To be sure you can see clearly ahead, start your pass when you are following at a safe distance.
2. Check your mirrors for traffic behind you.
3. Signal your lane change and, if needed, tap your horn to alert the driver ahead.
4. Look over your shoulder to check your blind-spot area.
5. Check traffic once more as you accelerate to pass. If you have any doubt, do not pass.
6. Signal briefly and return to your lane when the front of the car you have passed appears in your inside rearview mirror.

Rural Areas

Determining safe speed is the most important decision you can make in rural driving.

Speed affects:
1. How far ahead you must look.
2. Stopping Distance
3. Vehicle Control
4. The amount of damage and injury, as well as survival rate in a collision.

Always follow the Basic Speed Rule in regard to your speed:
**Do not drive faster than road or traffic conditions permit.**

Traffic controls are especially important in rural driving situations. They warn us of:

1. Location of hazards we cannot yet see.
2. Areas of high-speed cross traffic.
3. Unusual and unexpected highway features, such as sharp curves.
4. Channeling of traffic into reduced space, such as detours in construction zones.

Two-Lane Roads – Curves

When you approach a curve, take the following steps:
1. Take quick glances across the curve to identify oncoming traffic. Be alert for drivers who have crossed the centerline into your lane.
2. Maintain proper lane travel by glancing ahead at your intended path of travel.
3. Identify the advisory speed sign. Slow to a suitable speed before entering the curve.
4. After entering the curve, accelerate gently.
5. Once out of the curve, resume a safe speed.

Hills

A hill is not generally marked unless it is steep and long. The uphill lane is a no-passing zone. **DO NOT PASS** on a hill.

Intersections

Rural intersections vary greatly. Cross roads will usually have stop signs. However, vandals sometimes destroy the signs so caution is advised at any cross-road, private drive, or field entrance. Never assume the other person will stop. Always be ready to cover the brake. **IPDE** is extremely important on rural roads with intersections.
On rural roads longer following distances are necessary when you are:

1. Being tailgated.
2. On a steep downhill slope.
3. Following a motorcycle.
4. Pulling a trailer.
5. Following a truck or bus.
6. Driving on wet pavement.

**Entering a Multilane Road**

1. For a right turn, first look for a 6 second gap in traffic. Enter the nearest lane that is going in your direction. Accelerate promptly to safe speed. Change lanes only after clearing the intersection area.
2. For a left turn, first cross the lanes on the near side of the roadway. (6 second gap) Try to choose a time when no traffic is approaching in the lane across the line or median. Accelerate more promptly after left turn than for a right turn. Left turns require greater gaps than right turns.

**Passing on Rural Two-Lane Roads**

Before deciding to pass you must be able to answer “yes” to these questions:

1. Is passing legal?
2. Is passing here safe?
3. Is passing worthwhile?

**Preparing To Pass**

1. Realize that you are rapidly closing the distance between your car and the car approaching, if there is one.
2. Check roadway and signs ahead.
3. Determine if there are other reasons why you should not pass. Example: the sight distance ahead might be limited.
4. Look far ahead of the vehicle you intend to pass. You must have room to return to your lane after passing.
5. Check roadway shoulders ahead. Make sure the vehicle ahead should not have to swerve to the left, for abandoned cars on the shoulder, etc.
6. Check rearview mirrors for fast-approaching vehicles behind you.
7. Glance over your left shoulder for a blind-spot check.
8. Check oncoming lane again for vehicles.
9. Watch for driveways and intersections and make sure no one is about to enter the road.

Now, after you have done all of this, you are ready to pass, if conditions permit.
Use These Steps to Pass On Two-Lane Roads.

1. When it is safe and clear, tap the horn gently to warn the driver ahead of you. If at night, quickly flash the headlight beam from low to high to low again.
2. Signal for a lane change to the left. Check the blind spot over your left shoulder.
3. Change lanes smoothly.
4. Cancel left turn signal.
5. Pass at a speed at least 10 mph faster than the car you are passing. All passing must be done within the speed limit.
6. At this point, you can still change your plans. You can return to the right lane if any unexpected problem occurs ahead. If all is clear, continue to accelerate to the proper speed.
7. Maintain speed. Remain in the left lane until you can see in your inside rearview mirror both headlights of the car you have passed.
8. Signal for a lane change to the right. Check the mirror again and over your right shoulder.
9. Return smoothly to the right lane. Do not slow down during the return.
10. Cancel the signal. Adjust your speed.

No-Pass Situations

1. Sight distance ahead is limited.
2. Space is narrow. Escape routes do not exist.
3. Cross-traffic is a hazard. In these situations, passing is unsafe even if no warning signs or lines are present. (Great example of this is our country roads in Oklahoma)

Other No-Pass Conditions

1. The car ahead is near the speed limit.
2. Sight distance is limited by fog, snow or rain.
3. Roadway is slick.
4. Several vehicles are ahead of you.
5. You cannot complete passing before a no-pass zone.
6. You will stop or turn.
7. Oncoming traffic is too close.

Expressways

Five reasons why expressways have fewer collisions:

1. Cross traffic is eliminated since there are no intersections.
2. Expressways have a median strip or barrier between opposing lanes of traffic.
3. Pedestrians, slow-moving vehicles and domesticated animals are not permitted.
4. The design of expressways helps prevent vehicles from hitting fixed objects.
5. Expressways are designed to help drivers anticipate conditions ahead.
Strategies To Become a Good Expressway Driver

1. Prepare yourself and your car.
2. Build experience gradually.
3. Concentrate on the driving task.
4. Cooperate with other drivers.

Expressway Entrances have These Three Parts:

1. Entrance Ramp
2. Acceleration Lane
3. Merging Area

Steps For Entering

1. Be sure the entrance is the one you want and that the ramp is an entrance ramp. Look for a WRONG WAY or DO NOT ENTER sign.
2. Once on the entrance ramp, be alert for vehicles ahead and behind. Take quick glances through your left outside mirror and over your left shoulder. Signal your intention to merge well in advance. Look for a gap in traffic that your car will fit in safely.
3. Once in the acceleration lane, adjust your speed to the flow of traffic. Continue to glance quickly in the mirror and over your shoulder to decide the time and place to enter a gap.
4. Before entering the merging area, decide which vehicle to follow in the traffic flow. As you enter the merging area, adjust your speed to match the flow of traffic. Position your car at a safe interval behind the car you plan to follow. Merge smoothly.
5. Once in traffic, cancel your signal and adjust to the speed of traffic. Try to keep a safe space cushion around your car.

Remember; make every effort to enter an expressway without stopping. If you must stop take these precautions.
1. Flash your brake lights to warn drivers behind you. Drive the entire length of the acceleration lane.
2. Pull onto the shoulder at the end of the acceleration lane or merge area.
3. You are now in an emergency situation. Wait for a safe gap, signal left, and accelerate quickly as you join traffic.

Other Points of Expressway Driving

1. Watch the volume of traffic in different lanes.
2. Watch for brake light sin all lanes.
3. Avoid making sudden, unexpected decisions or changes in direction.
4. Avoid changing lanes too often.
5. On Multi-lane expressways, change lanes one at a time.
6. Make these two actions automatic when you overtake or pass – signal your lane change and check traffic behind you and to the sides of you.

Exiting Expressways

Most expressways provide a deceleration lane that leads into an exit ramp. If you do not slow down enough in the deceleration lane, you might enter the exit ramp at too high of a speed. If, by chance, you miss the exit you want, go on the next exit. Never stop or back up if you go past your exit.

Steps For Exiting

1. About ½ mile before the exit, signal and move into the lane that leads into the deceleration lane. Avoid last-second decisions and sudden moves.
2. Move into the deceleration lane. Do not slow down until your car is out of the expressway traffic flow.
3. Cancel your signal. Flash your brake lights to warn drivers behind you that you are slowing down. Check mirrors so that you know the speed of following traffic.
4. Identify the exit – ramp speed sign. Check your speed and adjust.

SKIDDING

Your car is moving because of reduced traction. Whenever you skid – one of three things has happened.
1. Traction was reduced or
2. You tried to change speed too quickly, or
3. You changed direction too quickly.

Four Basic Types of Skids

<table>
<thead>
<tr>
<th>Reason</th>
<th>Braking Skid</th>
<th>Power Skid</th>
<th>Cornering Skid</th>
<th>Blowout Skid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brakes</td>
<td>Brakes are applied so hard that one or more wheels lock</td>
<td>The gas pedal is pressed suddenly, too hard</td>
<td>Tires lose traction in a turn</td>
<td>Tire suddenly loses air pressure</td>
</tr>
<tr>
<td>Conditions</td>
<td>What Can Happen</td>
<td>What To Do</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>----------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A sudden stop, a wet, slippery or uneven road</td>
<td>Steering control is lost. If front wheels lock, the car skids straight ahead. If only rear wheels lock, they slide sideways. The car might spin around.</td>
<td>Take foot off brake pedal. STEER. When wheels start turning again, steering control will return.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A sudden hard acceleration. A slippery road surface</td>
<td>A car with front wheel drive plows straight ahead. In rear wheel drive, the back end can skid to the side. The car might spin around.</td>
<td>Ease up on the gas pedal until the wheels stop spinning. Steer to straighten car. Counter steer if car starts to spin.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A turn made too fast. Poor tires or a slippery road surface.</td>
<td>Steering control is lost. The rear wheels skid away from the turn. The car keeps going straight ahead.</td>
<td>Take your foot all the way off the accelerator. Steer to straighten car.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Punctured, worn or over inflated tires. An overloaded tire.</td>
<td>There is a strong pull on the side on which a front tire has blown out. A rear tire blowout might cause a pull toward the blowout, side to side swaying or fish tailing.</td>
<td>DO NOT BRAKE. Make firm, steady steering corrections. Do not change speed suddenly. Slow down gradually and drive off the road.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ICE ROADWAY SKID**

1. If you have time, ease off the gas and shift into neutral, stay off the brake.
2. With foot off pedals, steer in the direction you want the car to go.
3. Each time the skid changes, turn the wheel smoothly and quickly in the direction you want the car to go.
4. Keep steering until you are out of the skid.
VISION COMPENSATION TECHNIQUES

COLOR BLINDNESS

A color-blind driver can compensate by using these strategies:
1. Remember the order of the lights in a traffic signal. If the lights are vertical, the red light is at the top. If the lights are horizontal, the red light is on the left.
2. Know what traffic signs are by their shapes.
3. Read all signs that appear with traffic signals.
4. Check all traffic, especially cross-traffic, before proceeding at traffic signals.

DEPTH PERCEPTION

A driver can compensate for poor depth perception by:
1. Using a following distance greater than 2 seconds.
2. Allowing for additional clear distance ahead before passing.
3. Allowing greater distances at night than at daytime.

NIGHT VISION

Use these guides to improve your ability to see at night:
1. Travel at slower speeds, beginning at sunset.
2. Use a following distance greater than 2 seconds.
3. Glance to the shoulder of the roadway to avoid looking at bright lights.
4. Keep the instrument panel lights on.
5. Keep the windshield and the headlights clean.
6. Keep the interior lights off.
7. Use high-beam headlights in rural areas, but switch to low beam near other vehicles.

CARBON MONOXIDE

Take these action to prevent carbon monoxide exposure:
1. If your car is parked in a garage at home, open the garage door before starting the engine.
2. In traffic jams, turn off the engine when possible.
3. If stranded by weather conditions, face your vehicle into the wind and crack window while running engine.
4. Check exhaust system regularly.
ALCOHOL, DRUGS, AND DRIVING

Consider these facts about alcohol and driving:

1. Alcohol is a major factor in nearly 50 percent of all traffic deaths.
2. The highest rates for intoxication are found in drivers in their early 20’s.
3. Over 40 percent of drivers ages 21 through 24 involved in fatal crashes had been drinking.
4. Of drivers ages 16 through 20 involved in fatal crashes, about 21 percent were intoxicated.
5. Nearly half of those killed in alcohol-related collisions had not been drinking, but were victims of drunk drivers.
6. Between 10:00 pm and 3:00 am on Friday and Saturday nights, at least one of every ten drivers is legally drunk.
7. Nearly 60 percent of all fatalities during holidays are alcohol related.

One 12 oz. Can of beer = ½ glass of wine = 1 ½ ounces of whiskey

MYTHS ABOUT ALCOHOL

1. You cannot burn off alcohol by strenuous activity.
2. Black coffee and a cold shower will not sober you up.
3. One can of beer contains the same alcohol as one drink.
4. You cannot build up a tolerance to the effects of alcohol.
5. You cannot drive better after a few drinks.

The chances of a driver with a Blood Alcohol Content of .05 being involved in a collision is more than double that of a sober driver. A driver whose BAC is .10 is 6 times more likely to have a collision.
TIPS FOR NEW DRIVERS

FROM: Responsible Driving Textbook (AAA)

IDENTIFYING INFORMATION:

Listed below are some objects and conditions to identify as you drive.

- Vehicles, pedestrians, or objects that are in or could enter your path
- Roadway surface conditions
- Vehicles and objects that may limit your visibility or conceal other objects
- Signs, signals, and roadway markings
- Pedestrians, objects or vehicles close to the sides or back of your vehicle

Driving At Night:

- Drive more slowly than in the day. You could over drive your headlights
- Use high beams when legally OK to do so

Fighting Fatigue

Before you drive
- Get plenty of rest
- Avoid heavy foods
- Don't drink alcoholic beverages

While You Drive
- Plenty of fresh air
- Sunglasses for sun glare, etc.
- Stop regularly on long trips
- Use radio, sing or talk to yourself

Other Drivers Under the Influence
- Erratic Speeds – too fast or too slow
- Running over curbs, etc.
- Weaving from side to side
- Over-shooting traffic signs or signals
- Failure to dim lights

Stopped By Police
- Stay Calm
• Remain in car unless directed otherwise
• Be courteous
• Don’t lie, cry, or make excuses

**Slowing When Brakes Fail**
• Pump Brakes
• Down Shift
• Use Parking Brake
• Pull off Road

**Problem Behavior of Other Drivers**

When scanning the roadway observe behavior of other drivers for clues to potential problems. Watch for drivers,
• Taking their eyes off the road while talking to others
• Using cell phones
• Eating, map reading, etc.
• Signaling later or not at all
• Going too slowly or too fast or tailgating
• Drifting from side to side (weaving)
• Whose view is obstructed by packages, etc.

**Other Suggestions for Night Driving**

• Avoid looking in headlights of oncoming vehicles. **Glance** down at the right edge of your traffic lane beyond the oncoming car.
• Flick your headlights from low-high-low if oncoming car has high-beams on.
• If you must stop alongside road, use emergency four-way flashers.
• Watch for animals, bicycles, etc.

**Dealing With Skids**

• The most important thing you must do is respond quickly and correctly. Concentrate. Don’t Panic.
• Do not brake. This will make the skid worse.
• Look in the direction you want to go.
• Make steering corrections quickly but smoothly.
• Don’t give up. Keep steering.

Statistics from the National Safety Council show that a person’s chances of dying in a 55 mph crash are **1 in 50**, at 65 mph – **1 in 20**, at 75 mph **1 in 8**.

**Safety Belt Usage**
Reasons people say No –

1. **Reason:** I don’t need a safety belt when I’m traveling at low speeds or going on a short trip.

   **FACT:** Of all fatal accidents, 50% involve impact speeds of less than 35 mph, 80% of all collisions occur at speeds less than 40 mph, and 3 out of 4 fatal collisions occur within 25 miles of the victim’s home.

2. **Reason:** I might be saved if I’m thrown clear of the car in a collision.

   **FACT:** Statistically your chances of being killed are 25 times greater if you’re ejected from the car. Why? Because one of three things often happens:

   (1) Unbelted passengers are ejected through the windows, (2) they are partially ejected and scraped along the ground as the car continues to move, or (3) they are thrown out the door and crushed by their own car.

3. **Reason:** If I wear a safety belt, I might be trapped in a burning or submerged car.

   **FACT:** Less than half of 1% of all collisions involve fire or submersion. Also, if you are protected by a safety belt, you are much less likely to hit the windshield or dashboard and be knocked unconscious. Your chances of escape are much better if you remain alert.

**SAFETY TIPS**

It takes about 8 seconds for a tractor trailer to stop and about 4 seconds for a car to stop at 50 mph. If a truck is following you too closely, either change lanes or allow the truck to pass you.

Be especially careful when you see elderly pedestrians. Persons 75 years of age and older have the highest pedestrian death rates.

When you are on a side street approaching a well-traveled road, stop at the intersection even if a stop sign is not present. Proceed when you are sure you have enough time and space to do so.

Be aware that more than one-third of all collisions occur at intersections.

Fifty percent of all teenage motor vehicle fatalities occur between 9 p.m. and 6 a.m.