



Driving Instructor Structured Lesson Planner

Student Details

Name:	Licence Number:	Expiry Date:	
Logbook Lesson Topic 2: Vehicle Controls		Date:	Time:
Email:		Mobile #:	

Pre-Preparation

Learner driver Needs: (Discussion with the supervising driver and learner driver to determine lesson content)

During the previous lesson we learnt about Preparing to Drive. For this lesson we will recap on Preparing to Drive.

We will focus on Vehicle Controls for this lesson.

Lesson Preparation

Resources required: (i.e. learner driver logbook, A guide to the Driving Test, Road Users Handbook, other teaching materials and training aids)

- ✓ Suitable vehicle
- ✓ Learner driver logbook (or app)
- ✓ Road Users Handbook
- ✓ A guide to the Driving Test
- ✓ Diagrams and Photographs
- ✓ iPad / tablet
- ✓ Correctly Adjusted seating position

Planned Location/s for session: (route, location and environment appropriate for topic and the learners level of skill)

Location will be inside and outside of the training vehicle and on quiet back streets

Revision and basic knowledge test about this lesson topic

Suggested time: 5 minutes

Confirms what the learner must already know and do before attempting the lesson
(instructor tip: Confirm learning by questioning and through student practical demonstration of skills from previous lesson)

	Ask the student to demonstrate how to adjust the mirrors correctly
	Ask the student to demonstrate how to adjust to the correct seating position
	Ask questions about seat belts, mirrors and blind spots, and steering



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Ask appropriate questions from the RUH:

	What would be a good indication that your seating position is comfortable?
	What should be the position of the headrest?
	Where are the blind spots?
	What should you see when you look in the left-hand mirror
	What should you see right hand mirror?
	Identify 3 visual block outs

Introduction (Recap of previous topic, if applicable) Suggested time: 5 minutes

Learning Goals to be covered during the lesson: (Learning goals are to be taken from the Learner Driver Log Book) (Instructor tip: Ask the learner questions to confirm understanding of the topic before proceeding)

Learning Goal:

Locate and understand the function of controls, gauges and warning lights.
Ask the student suitable questions to understand their current knowledge of the subject.

Main Body (Recap of previous topic, if applicable)

Suggested time: 45 minutes

Reasons for learning - The importance of the knowledge and skills to be learnt:
(Instructor Tip: Engage the learner by challenging, paraphrasing and encouraging them to reflect on the lesson content)

The purpose of the lesson is to is to teach you how to locate and understand the function of controls, gauges and warning lights. The reason for this is so that you as a driver will be able locate to use all the controls in a vehicle to ensure you can drive it in a safe and effective manner.

By the end of the lesson the learner will be able to Understand and operate the following:

- ✓ Foot controls; Accelerator Brake and clutch (if fitted)
- ✓ Gear lever and gear positions
- ✓ Park Brake or Hand Brake
- ✓ Steering wheel
- ✓ Signals and Lights
- ✓ Ignition switch and steering lock
- ✓ Windscreen wipers and washers
- ✓ Mirror Adjustment and blind spots
- ✓ Gauges and warning lights Doors, locks and windows
- ✓ Boot, Bonnet and fuel cap release

Instructor demonstration and student practical application of skills:

Skills to be demonstrated by the instructor (what to do and how to do it, at a pace appropriate to the learner) (Instructor tip: Ask the learner questions to confirm understanding before the learner takes control of the vehicle)



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Demonstration given to the student on location and operation of all controls including: Foot controls: Accelerator, Clutch (if fitted) and Brake

Accelerator

	The accelerator pedal is situated on the right of the footbrake and is operated by the right foot with the heel on floor.
	Pressure on the accelerator feeds fuel to the motor, increasing the motor's revolutions and the vehicle's rate of progress.

Clutch [manual vehicles only] The clutch is a manually operated coupling enabling the driver to:

	Disconnect power from the motor to the drive wheels so that the motor continues to run.
	Take-off smoothly from a standing position.
	Change gears.
	Prevent stalling the engine prior to stopping the vehicle
	The clutch is operated by depressing the clutch pedal with the left foot separating friction plates.
	When moving from a stationary position the pedal is released until the plates make contact. This is called the friction point and the clutch pedal must be held in this position until the vehicle is moving. Only then is the clutch pedal fully released.
	When driving, do not coast with the clutch pedal depressed as vehicle control is lost.
	Do not use the clutch pedal as a footrest this causes slippage, overheating and damage to the clutch.

Brake

	The brakes are for slowing or stopping the vehicle.
	The footbrake operates on all wheels and allows the driver to slow and/or stop depending on the pressure applied.
	The right foot operates the footbrake. The footbrake also activates the stoplights.
	A warning light in the instrument panel shows brake failure in one or all sections. The vehicle braking system and tires must be kept in good order.
	ABS braking system consists of sensors mounted some or all wheels of the vehicle. The sensors detect wheel speed and send a signal to a control unit. The control unit decides whether wheel lock is about to occur and sends a signal to a solenoid control valve in the hydraulic/air lines for the brake attached to that wheel or axle. The brakes on that wheel are momentarily released so that wheel lockup is avoided. A feedback cycle then occurs where the brakes are repeatedly applied, up to the point of wheel lock-up, and released -this might be noticeable as chattering of the brakes.

Anti-Locking Brakes

	Braking with Anti-locking Brakes - If your vehicle has anti-locking brakes (ABS), in an emergency keep the pedal pressed down and steer away from danger. Do not pump anti-locking brakes when stopping in an emergency.
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Gear lever and gear positions

Gears provide power, speed and/or fuel conservation and braking assistance.

Auto		Manual	
	Selective Drive for normal motoring		Gear changing is divided into three sections: Use of hands, Tempo and Use of Feet.

Reverse Gear

Selecting reverse

Auto		Manual	
	When stopped, move gear lever from Drive to Reverse.		Position can vary and usually requires a push down or lever pull to engage reverse gear to ensure reverse gear is not selected in error.

Park Brake or Hand Brake

	The park brake is hand operated by a lever and is attached to the rear wheels either mechanically or electronically. It is used for holding the vehicle when parked. For manual vehicles it may be used to starting off on an incline. The park brake should always be applied when stopped.
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Steering wheel

	Both hands should be on the steering wheel to control the vehicle's direction. The position of the hands on the wheel should be opposite each other and slightly above center.
	There are two accepted methods of operating the wheel.
	They are the pull/push and the hand over hand. (to be demonstrated).

Signals and Lights

Turn Indicators

	A lever attached to the right/left side of the steering column operates the turn indicators. This activates the lights attached to the front, side and rear of the vehicle.
	They indicate the driver's intention to other road users.
	A Light is displayed on the dashboard and a clicking noise is audible while the signals are in operation.
	Where practicable, signals must be given at least 60 meters and for a minimum of 5 seconds before diverging or turning and must be cancelled on completion (or within 5 seconds).
	Indicators should self-cancel, however on completion of turns or deviations indicators should be checked to ensure they have cancelled.



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Headlights (Driving Lights)

	A vehicle's driving lights are generally operated from the main light control switch.
	Position one on the switch controls daytime running lights, including number plate and taillights.
	Position two controls headlights, and daytime running lights. High beam is controlled by pushing the lever forward or back.
	In many daytime situations driving with your vehicle's headlights on can improve the likelihood of being seen by other road users. This applies to both country and city driving situations. Your headlights must be on when: <ul style="list-style-type: none"> ○ Driving between sunset and sunrise. ○ At any other time when there is not enough daylight to be able to see a person wearing dark clothing at a distance of 100 meters.

Ignition switch and steering lock

	Many modern cars have "push" start functionality. In this situation the brake must first be depressed, before pressing the start button.
	In older vehicles, the ignition switch and steering lock are operated in association with one another by the ignition key
	When activated the lock prevents turning of the steering wheel. This lock must not be activated whilst the vehicle is in motion.
	The key activates the vehicle's ignition system. The final position, which is spring loaded, activates the starter.
	The key must be returned to the ignition position as soon as the motor starts.
	Accessories are also activated by this key.

Windscreen wipers and washers

	The wipers/washers are used to clear the outside of the windscreen so that the driver has clear vision in all weather conditions.
	In most cases. The wipers/washers are activated by lever on the side of the steering column. Position 1 Intermittent (variable) Position 2 constant slow Position 3 constant fast.
	Pulling back on the lever activates washers. The windscreen will be sprayed with water and the wipers will be activated to clear the windscreen.
	In vehicles with rear wipers, these are often located on the same lever as the front windscreen washers.



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Mirror Adjustment and blind spots

The vehicle is fitted with three mirrors:

	The left mirror must be adjusted so that vision to the rear is unobstructed
	The right mirror must be adjusted so that vision to the rear is unobstructed
	The centre mirror must be adjusted so that vision to the rear through the rear window is unobstructed
	Remember that mirrors do not give a complete picture, so the blind spot areas must be checked
	The left blind spot is to the left and is checked by looking to the left
	The right blind spot is to the right and is checked by looking to the right.
	Visual block outs such as the front and rear pillars

Gauges and warning lights

	<p>Temperature Light or Gauge</p> <ul style="list-style-type: none"> ○ If the temperature gauge registers high or the warning light comes on while the engine is running, the engine is overheating, and you should seek assistance immediately. ○ To continue driving the vehicle would damage the motor.
	<p>Oil Pressure Light or Gauge</p> <ul style="list-style-type: none"> ○ If the gauge is registering low or the warning light is on while the motor is running, the engine lubrication is not sufficient you should seek assistance immediately or a major breakdown could occur.
	<p>Speedometer</p> <ul style="list-style-type: none"> ○ The speedometer is located for ease of observation and is calibrated in kilometers per hour (km/h). ○ When driving, constant checking will enable you to maintain a speed under the prescribed limit.
	<p>Other Gauges or Warning Lights (if fitted)</p> <ul style="list-style-type: none"> ○ Brake system, warning light indicates a problem with the braking system the braking system you should seek assistance immediately. ○ Alternator warning light indicates that the battery is not charging the electrical system should be checked as soon as possible. ○ Tachometer, indicates the speed in revolutions of the motor and is used to assist with gear changing and fuel economy.

Doors, locks and windows

	Demonstrate the operation of Doors, Door Locks and Windows.
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Boot, Bonnet and fuel cap release

	Demonstrate the operation of Boot, Bonnet and Fuel Cap.
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Student practically applies knowledge and skills in a range of contexts and situations appropriate to the learner: Instructor Tip: Maximise student practice time

COMMENTS ON STUDENTS PERFORMANCE DURING THE LESSON:

Recap Learning Goals (Recap of previous topic, if applicable) Suggested time: 5 minutes

Lesson Summary: (Instructor Tip: After the lesson has actually taken place) During this lesson the student learnt Vehicle Controls, Gauges and Warning Lights.

Ask student:

- ✓ Is there anything in today's lesson which you are unsure about? Do you have any questions?

Identify student strengths:

- ✓ Comments on student's ability and give positive reinforcement

Identify areas for further development:

- ✓ Record and discuss with student the areas which they need to practice

Link to the learner driver logbook learning goals for next lesson.

Summary

Today we covered Learning Goal 2 – **Vehicle Controls.**

The next lesson we will review the topic and then move on to the next Learning Goal – **Moving off and Stopping.**

My areas for further development have been explained to me.

Learner signature _____ Date _____