

DRIVER'S RECORD

The Driving Standards Agency have developed the Driver's Record to help you keep track of your progress and encourage you to become skilled in all the key areas below.

The Record is based on the official learning to drive syllabus and lists all the skills you need to drive safely. It will help you see how you're progressing and identify the skills that need more attention. Using this Record will help you to prepare for your practical test and become a safer driver.

It comes in two parts: this sheet is for you and the other part (free to download) is a more detailed record for your instructor or accompanying driver. If you choose to use this Record take it to each lesson and your test. We encourage you to gain as much practice on the road as possible (see EXPERIENCE overleaf).

Your instructor will be able to offer you further advice or visit www.direct.gov.uk/motoring

You need to be skilled in all the key areas below before taking your practical test



Essential reading for all road users. Defines every aspect of road safety. Includes the rules for all road users. Defines every aspect of road safety. Includes the rules for all road users. Defines every aspect of road safety. Includes the rules for all road users.

Available from many outlets and all good bookshops.
ISBN 978-0-11-552874-9 £2.50

EXPERIENCE

It is very important that you gain experience driving on different types of roads, in a variety of conditions. If you don't, you could find yourself in a situation that you don't have the experience to deal with safely.

You should drive in all types of weather conditions. Take some lessons or practice when it's dark or when the sun is very low. Make use of the local area to cover all types of roads in towns and out in the country.

If you can practise with a friend or relative get as much driving experience as possible.

Record this on the private practice form available from your instructor or the DSA website.

Use the list below to tick the areas that you have covered either with your driving instructor or during private practice:

DRIVING INSTRUCTOR		
PRIVATE PRACTICE		
<input type="checkbox"/>	WET ROADS	<input type="checkbox"/>
<input type="checkbox"/>	DARKNESS	<input type="checkbox"/>
<input type="checkbox"/>	DAYLIGHT	<input type="checkbox"/>
<input type="checkbox"/>	DUAL CARRIAGE	<input type="checkbox"/>
<input type="checkbox"/>	COUNTRY	<input type="checkbox"/>
<input type="checkbox"/>	TOWN AND CITY	<input type="checkbox"/>

PASS PLUS

After you pass your test, improve your driving skills and reduce your chances of having a crash. You may also get cheaper insurance.

For more information ask your instructor or call the Pass Plus hotline 0115 936 6504

Or send an email to the team at passplus@dsa.gsi.gov.uk



DATE OF CERTIFICATE RECEIVED / /

THEORY & PRACTICAL TESTS: visit www.direct.gov.uk/motoring for useful information and to book online or call 0300 200 1122 to book either test by phone

THEORY TEST

Studying for your test while you are taking driving lessons will help you to see how it relates to driving on the road. The theory test has two parts which you must pass at the same sitting:

1 MULTIPLE CHOICE

This consists of 50 multiple choice questions, some of which will be within a case study scenario, covering the topics on the right:

- ALERTNESS
- ATTITUDE
- SAFETY & YOUR VEHICLE
- SAFETY MARGINS
- HAZARD AWARENESS
- VULNERABLE ROAD USERS
- OTHER TYPES OF VEHICLE
- VEHICLE HANDLING
- MOTORWAY RULES
- RULES OF THE ROAD
- ROAD & TRAFFIC SIGNS
- DOCUMENTS
- ACCIDENTS
- VEHICLE LOADING



2 HAZARD PERCEPTION

This consists of a series of video clips which contain one or more hazards. You should press the button as soon as you realise, from the clues, that you may have to change your speed or position on the road. Before you take your theory test you need to develop skills in the following areas:

- LOOKING FOR CLUES
- MSM ROUTINE
- SCANNING & PLANNING
- PRIORITISING
- CUTTING DOWN THE RISKS
- RESPONDING

We recommend that you prepare for both parts of the theory test while developing your on road experience.

DATE OF THEORY TEST PASS / /

COCKPIT CHECKS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

SAFETY CHECKS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

CONTROLS & INSTRUMENTS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

MOVING AWAY & STOPPING

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

SAFE POSITIONING

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

MIRRORS - VISION & USE

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

SIGNALS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

ANTICIPATION & PLANNING

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

USE OF SPEED

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

OTHER TRAFFIC

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

JUNCTIONS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

ROUNDBABOUTS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

PEDESTRIAN CROSSINGS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

DUAL CARRIAGEWAYS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

TURNING THE VEHICLE AROUND

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

REVERSING

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

PARKING

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

EMERGENCY STOP

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

DARKNESS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

WEATHER CONDITIONS

1	2	3	4
---	---	---	---

5	date
initials	
inst. no	

1 = introduced 3 = prompted 5 = independent

LEGAL RESPONSIBILITIES

1	3	5	initials		date
			inst. no		

ENVIRONMENTAL ISSUES

1	3	5	initials		date
			inst. no		

PASSENGERS & CARRYING LOADS

1	3	5	initials		date
			inst. no		

SECURITY

1	3	5	initials		date
			inst. no		

Use the Driver's Record to chart and record your pupil's progress.

The Driver's Record is based on the recommended syllabus for learning to drive and lists all the competencies necessary for safe driving. It will help a learner driver to see what progress they have made and identify the competencies yet to be covered.

Once the record is fully completed, it will show that all the skills linked to safe driving have been covered to a satisfactory level and that the pupil is ready to take the test.

The Driver's Record has two separate parts. The first part is designed for the instructor to record detailed progress on a lesson-by-lesson basis. The second part is designed for the pupil to keep, to show progress towards each of the key competencies.

Driver's Record (Instructor's Part)

This consists of loose A4 sheets detailing the skills that need to be developed while learning to drive. A loose-leaf format allows you to use continuation sheets as required. This means that you can add additional sheets to reflect the number of lessons that each of your pupils require, dependent on their experience, ability and progress.

Marking System

A pupil's progress (or regression) is recorded by writing a number in the box alongside the relevant competence that corresponds with the level of ability demonstrated on that lesson. There are five levels:

- 1 - Introduced
- 2 - Under full instruction
- 3 - Prompted
- 4 - Seldom prompted
- 5 - Independent

The marks should only reflect your pupil's skill in that particular topic. Some competencies require more than one skill. For example, reversing includes observation, control and accuracy. Therefore the level recorded should reflect the overall performance for each competence on that lesson.

Some of the competencies listed in the Driver's Record (pupil's part), such as other traffic, junctions, reversing and parking, are split into sub-topics in the instructor's part of the Record.

A 3-level marking system is used for some of the competencies (instead of 5 levels), because these are more likely to be covered as theoretical subjects. 'Under full instruction' and 'Seldom prompted' are therefore not required for these competencies.

Competencies

The key competencies that make up the official recommended syllabus are tabulated and linked to

the skills that a pupil should master to demonstrate competence in that area. Under-pinning knowledge for each competency is listed along with the relevant source material.

Private Practice

This sheet should be given to the pupil so that a record can be kept of any driving experience gained during any private practice sessions.

Research has shown that learner drivers who gain lots of experience in a wide variety of different situations and conditions, before taking a practical test, generally perform better on the test and go on to be safer drivers.

Driver's Record (Pupil's Part)

The pupil should bring their part of the Driver's Record to every lesson. It contains the same key areas of competence and uses the same 5 levels as the instructor's part to measure performance. The date and your initials should be entered at levels 1 to 4 at the point when a consistent performance is demonstrated over several lessons for that particular competence.

Once a pupil has demonstrated consistent independent performance of a particular competence over several lessons, you should enter the date, your initials and personal reference number in the last box against that topic. As with the instructor's part, some competencies use a 3-level marking system.

You should only complete the 'Declaration of Test Readiness' when you have completed the last box for every topic. The pupil should take the completed Driver's Record with them to the driving test centre.

All elements of the Driver's Record may be copied for your own use.

All the competencies or topics broken down on these pages may require knowledge of particular legal responsibilities which need to be covered. For detailed information about this or any other area please refer to the source material listed below:

- Driving - the essential skills
- The Highway Code
- Know Your Traffic Signs
- Vehicle handbook

COCKPIT CHECKS

- DSSSM
- driving position
- head restraints
- seat belts
- doors
- gears and handbrake safety check
- mirrors

Underpinning knowledge

- order of adjustment
- best driving position
- mirror adjustment, including anti-dazzle
- variety of seat adjustments

SAFETY CHECKS

- POWER (petrol-oil-water-electrics-rubber)

Underpinning knowledge

- daily and weekly vehicle checks
- service intervals
- planning for journeys
- clear windscreens

CONTROLS & INSTRUMENTS

- accelerator, clutch and footbrake
- handbrake, steering, speedometer, horn, indicators and gears
- instrument panel warning lights
- wipers
- hazard, reversing, side, fog and headlights
- demister and heated windows
- manufacturer's options

Underpinning knowledge

- the function of each
- the effects of incorrect use
- how to read and understand them

MOVING AWAY & STOPPING

- MSM and PSL
- observation and blind spots
- control and co-ordination
- on level and on gradient
- at angle and straight ahead

Underpinning knowledge

- co-ordination of accelerator, clutch and footbrake
- handbrake and steering
- where and when to look and what to look for
- suitable stopping places
- signals when necessary

SAFE POSITIONING

- normal driving
- lane discipline
- passing stationary vehicles and obstructions
- bends

Underpinning knowledge

- MSM and PSL
- other vehicle's positioning (LGV, cyclists etc)
- wide and narrow roads
- one-way streets

MIRRORS - VISION & USE

- interior and exterior
- flat, concave and convex

Underpinning knowledge

- MSM and PSL
- when to use them
- why they should be used
- how to act on what is seen
- blind spots
- frequency of checks and why

SIGNALS

- by arm and by indicators
- brake, reversing and hazard lights
- by other road users and traffic controllers

Underpinning knowledge

- why signals are necessary
- when and how to signal
- unnecessary signals

ANTICIPATION & PLANNING

- risk awareness in connection with: drivers, cyclists, motorcyclists, pedestrians, animals, road works, emergency vehicles and any other road users

Underpinning knowledge

- MSM and PSL
- hazard perception
- visual warnings
- times and places of high risk
- weather conditions
- scanning and priorities

USE OF SPEED

- appropriate speed
- making progress
- hesitancy

Underpinning knowledge

- national speed limits
- restricted speed limits
- road and weather conditions
- traffic conditions
- pedestrian activity
- stopping distances

OTHER TRAFFIC

- meeting, crossing and overtaking
- one way and two way roads
- three-lane two-way roads
- major, minor and narrow roads
- dual carriageways

Underpinning knowledge

- MSM and PSL
- when and why to give way
- passing places and warning signs
- obstructions, parked vehicles...
- planning and anticipation
- how to act on what is seen
- motorways

JUNCTIONS

- T-junctions and Y-junctions
- crossroads and slip roads
- marked and unmarked junctions
- one-way streets
- urban, rural and dual carriageways

Underpinning knowledge

- MSM and PSL
- turning, entering and emerging
- advance warning signs and road markings
- zones of vision
- priorities

ROUNDBABOUTS

- mini and major
- multiple and satellite
- traffic light controlled
- approaching and entering
- leaving and turning
- straight ahead

Underpinning knowledge

- MSM and PSL
- lane discipline
- correct position
- zones of vision
- observation
- priorities

PEDESTRIAN CROSSINGS

- controlled eg. pelican
- uncontrolled eg. zebra
- school crossing patrols

Underpinning knowledge

- MSM and PSL
- visual warnings
- speed of approach and overtaking
- times and places of high risk
- waiting pedestrians
- central refuges and split crossings
- weather conditions
- scanning

DUAL CARRIAGEWAYS

- urban, rural and clearways

Underpinning knowledge

- MSM and PSL
- speed limits
- lane discipline
- advance warning and information signs
- joining, leaving and turning
- breakdowns, hazard lights and triangles
- motorways
- road and weather conditions

TURNING THE VEHICLE AROUND

- flat and cambered roads
- wide and narrow roads

Underpinning knowledge

- safe, legal and convenient
- co-ordination of foot and hand controls
- steering (position and method)
- judgement and accuracy
- observation
- signal options

REVERSING

- left, right and straight
- flat and cambered roads
- square and radius corners
- wide and narrow roads
- on level and on gradient

Underpinning knowledge

- safe, convenient and legal
- co-ordination of foot and hand controls
- steering (position and method)
- judgement and accuracy
- observation
- signal options

PARKING

- In a bay and parallel
- on level and on gradient

Underpinning knowledge

- safe, legal and convenient
- co-ordination of foot and hand controls
- steering - position and method
- judgement and accuracy
- observation
- signal options

EMERGENCY STOP

- quick reaction
- control and skidding

Underpinning knowledge

- hazard perception
- clutch and brake co-ordination
- ABS
- front and rear wheel skid control
- defensive driving
- road and weather conditions
- moving away safely

DARKNESS

- fog, ice, snow, wind and rain
- urban and rural areas
- single and dual carriageways

Underpinning knowledge

- speed and stopping distances
- vehicle condition and characteristics
- visibility
- skidding and aquaplaning
- warning signs and signals
- use of lights, horn and hazard lights
- parking

WEATHER CONDITIONS

- fog, ice, snow, sun, wind and rain
- urban and rural areas
- single and dual carriageways

Underpinning knowledge

- speed and stopping distances
- vehicle condition and characteristics
- visibility
- skidding and aquaplaning
- warning signs and signals
- use of lights, horn and hazard lights
- parking

LEGAL RESPONSIBILITIES

- driver and vehicle requirements

Underpinning knowledge

- drink and drugs
- mobile communications
- tiredness and rest periods
- dealing with accidents
- licence requirements and accompanying drivers
- health and eyesight
- vehicle condition and registration
- tax, MOT and insurance
- traffic rules and regulations

ENVIRONMENTAL ISSUES

- noise and pollution

Underpinning knowledge

- driving styles and impact on environment
- green issues
- vehicle maintenance
- disposal of vehicle waste
- health and safety of drivers and others

PASSENGERS & CARRYING LOADS

- drivers' responsibilities regarding adults, children, babies and animals
- carrying loads on and in the vehicle
- loading trailers and cycle racks

Underpinning knowledge

- use of seatbelts
- doors, guards and restraints
- airbags and seating
- load and luggage stowage
- weight distribution

SECURITY

- vehicle, contents and personal security
- when parking, driving at night and daytime
- in event of breakdown and accident

Underpinning knowledge

- personal and vehicle security systems
- safe places for parking
- minimising opportunities for theft of and from vehicle, and attack

PRIVATE PRACTICE

Driver name

When you go out driving with a friend or relative we would encourage you to record the type of driving experience that you have gained.

You can use this form to record what you did by ticking the appropriate boxes. You'll probably tick several for each drive, for example, it may have been light when you started to drive but dark by the time you finished.

Take note of the time and mileage when you start so that you can fill in how much time you spent on the road and how many miles you covered. Fill in the time in hours (0.5h, 2.5h) and the distance in miles (20m, 47m).

Date of lesson																										
WET ROADS																										
DRY ROADS																										
DARKNESS																										
DAYLIGHT																										
DUAL CARRIAGWAY																										
COUNTRY																										
TOWN AND CITY																										
OVERALL TIME IN HOURS																										
DISTANCE TRAVELLED																										
COMMENTS...																										

Date of lesson																										
WET ROADS																										
DRY ROADS																										
DARKNESS																										
DAYLIGHT																										
DUAL CARRIAGWAY																										
COUNTRY																										
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OVERALL TIME																										
DISTANCE TRAVELLED																										
COMMENTS...																										