

# Light vehicles competency standards

## Outline of the standard

This section explains where the units come from and then summarises the units with their elements.

The 'standard in detail' part of the document then gives the whole structure: in units, elements and performance criteria. Most elements have further explanation and background information.

The concepts in Tables 1, 2 and 3 explain the structure of the standard.

## Table 1 Structure of a competency standard

There is a key purpose of the function or role that must reflect the needs of an industry or enterprise.

1. What must happen in order to achieve this key purpose ... is called a Unit of Competence. Units are worded in terms of an outcome.
2. What the individual must do to show they have achieved the unit ... is called collectively the Elements. They are oriented towards performance, and have a start and a finish. Elements should be unambiguous, measurable and describe performance in terms of results not procedures.
3. What level of performance is expected in each element ... is collectively called the Performance Criteria. They should be realistic, attainable and measurable.
4. When and where this is to happen ... is specified in the Range of Variables
5. Contexts for assessing and specifying evidence ... is specified in the evidence guide.

In the driver competency standard, the key purpose is for the individual to effect safe, efficient personal mobility by operating a motor vehicle in the public traffic system'.

## Table 2 - Units in the standard come from key issues of driver performance

### 1. Operate vehicle

These are the most basic skills you need so that you can safely operate the vehicle, move off and stop.

### 2. Guide/control vehicle

These are the things you have to be able to do to accurately drive and position the vehicle on the road. (They are separate from dealing with traffic.)

### 3. Drive in orderly traffic system

These are driving techniques you use in a traffic system where everyone is obeying the rules.

· Eventually you use these techniques almost without thinking.

### 4. Minimise conflict

Driving conditions will not always be ideal. People can make mistakes, or take chances in spite of the rules. Experienced drivers second-guess' what might happen. This helps them avoid getting hurt.

Experienced drivers can also control things about themselves that could cause danger.

Together, the elements in this unit help you to avoid trouble before it starts.

### 5. Manage crisis

It is possible to reduce conflicts on the road, but not get rid of them completely. Most drivers at some time find themselves in trouble.

Experienced drivers have yet another set of ways to do something about a crisis, or at least make it not quite so bad.

## 6. Evaluate and adjust driving

This unit describes how you can learn from experience and become a better driver.

It also mentions some important things you need to know about road safety.

**Table 3 - Summary of units and elements in the driver competency standard**

| <b>Unit</b>  | <b>Elements</b>  |
|--|--|
| To drive a motor vehicle in the public traffic system you must be able to:   | To perform the unit, you do this:  |
| <p><b>1. Operate the vehicle</b><br/>These are the most basic skills you need so that you can safely operate the vehicle, move off and stop.</p>   | <ol style="list-style-type: none"> <li>1. Make sure the vehicle is safe.</li> <li>2. Get ready to drive.</li> <li>3. Move off.</li> <li>4. Use instruments and switches.</li> <li>5. Stop.</li> </ol>  |
| <p><b>2. Guide and control the vehicle</b><br/>These are the things you have to be able to do to accurately drive and position the vehicle on the road. (They are separate from dealing with traffic.)</p>   | <ol style="list-style-type: none"> <li>1. Manoeuvre the vehicle.</li> <li>2. Manage the accelerator.</li> <li>3. Manage the brakes.</li> <li>4. Manage the steering.</li> <li>5. Use the gears.</li> <li>6. Match controls smoothly together.</li> </ol>   |
| <p><b>3. Drive in an orderly traffic system</b><br/>These are driving techniques you use in a traffic system where everyone is obeying the rules.</p> <p>Eventually you use these techniques almost without thinking.</p>  | <ol style="list-style-type: none"> <li>1. Use driving procedures.</li> <li>2. Navigate the road system. Pass through the road and traffic system.</li> <li>3. Travel with traffic and respond to it.</li> <li>4. Drive efficiently in the traffic system.</li> <li>5. Adjust driving for poor visibility.</li> </ol>   |
| <p><b>4. Avoid conflict</b><br/>Driving conditions will not always be ideal. People can make mistakes, or take chances in spite of the rules. Experienced drivers second-guess' what might happen. This helps them avoid getting hurt.</p> <p>Experienced drivers can also control things about themselves that could cause danger.</p> <p>Together, the elements in this unit help you to avoid trouble before it starts.</p> | <ol style="list-style-type: none"> <li>1. Adjust to the driving environment.</li> <li>2. Deal with situations in the driving environment.</li> <li>3. Avoid stressful or difficult driving environments.</li> <li>4. Make safe decisions in stressful situations.</li> <li>5. Manage motivations. (Control yourself when you want to drive in a way that might be dangerous.)</li> </ol> |
| <p><b>5. Manage crisis</b><br/>It is possible to reduce conflicts on the road, but not get rid of them completely. Most drivers at some time find themselves in trouble.</p> <p>Experienced drivers have yet another set of ways to do something about a crisis, or at least make it not quite so bad.</p>   | <ol style="list-style-type: none"> <li>1. Avoid a crash that is about to happen.</li> <li>2. Do the right things to keep control (or to get back control).</li> <li>3. Take the correct action after a crash.</li> <li>4. Take the correct action if your own vehicle breaks down.</li> </ol>  |
| <p><b>6. Review and adjust driving</b><br/>This unit describes how you can learn from experience and become a better driver. It also mentions some important things you need to know about road safety.</p>  | <ol style="list-style-type: none"> <li>1. Watch your own driving and improve it.</li> <li>2. Think about how you behave on the road, and change it if necessary.</li> <li>3. Watch how other road users behave.</li> <li>4. Watch out for things that cause risk, and do something about them.</li> </ol>  |

# Unit 1 - Operate vehicle

Operating the vehicle can be broken down into these five elements:

1. **Make sure the vehicle is safe.**
2. **Get ready to drive.**
3. **Move off.**
4. **Use instruments and switches.**
5. **Stop.**

## 1.1. Make sure the vehicle is safe

### 1.1.1. Make sure that the vehicle is legal to drive.

**Check all these:**

- current, valid registration sticker;
- inflation and valve caps - all tyres, including spare;
- all lights;- windscreen wipers;
- horn; and
- the vehicle's bodywork.

If you need further information read Section 1.4 of drive safe.

### 1.1.2. Check basic maintenance points.

Check these items:

- the windscreen is clear;
- there is enough air pressure in the tyres (look at the tyre sticker in the car to find out the correct amount.);
- There is enough fuel;
- the fluids under the bonnet are at their correct levels - engine oil, radiator coolant, brake fluid, steering fluid and windscreen washer bottle;
- the electrical connections under the bonnet are secure; and- fan belts are in good condition and correctly tensioned.

### 1.1.3. Make sure that when you leave the vehicle it is parked safely.

Check these points:- the handbrake is holding the vehicle;

- a manual vehicle is in first gear (if it is on the flat or facing uphill) or reverse gear (if it faces downhill);
- the tyres are turned towards the kerb;- an automatic is in park;- the ignition is locked;
- the windows are closed;
- the key is removed;
- all the doors are locked;
- the vehicle is legally and safely parked (read Drive Safe for full details); and
- the parking position is safe.

## 1.2. Get Ready to Drive

### 1.2.1. Check whether you meet the legal requirements to drive.

- You have a learner's permit or a driver's licence with you.
- The vehicle has the proper plates on it (L or P).
- You are following any special conditions on your licence or permit (for example, driving aids like special controls, contact lenses or glasses).
- Make sure you comply with any restrictions on your licence or permit.

### 1.2.2. Check that you can find the controls and that they work properly.

Check each one of these:

- security system and steering lock - find out how to operate them;
- handbrake - find it, put it on and make sure it feels firm;
- footbrake - should also feel firm;
- gears - where they are, and how many there are;- clutch - how its pedal feels to move;
- position of accelerator; and- instruments, switches and controls - where they are and how they work.

### 1.2.3. Sit in the driver's seat in a way that lets you control and operate the vehicle effectively.

Here are the important points for a good driving posture:

- Sit with your legs apart and your left foot on the brace if there is one.
- The seat supports your legs, and you can fully press the clutch pedal with your left foot.
- Your knees are slightly bent and will not lock into a straight position if you fully stretch them.
- Your hands can make a full turn of the steering wheel, and there is a slight bend in the elbows when your shoulders are against the seat.
- Adjust the head restraint (if you can) to suit the height of your head. It's usually about level with the top of your ear.
- Adjust the seat height and its base and back supports, to suit you.
- Adjust the steering wheel to suit you. Make sure it doesn't block the instruments or cramp your legs.

### 1.2.4. Adjust the mirrors to see as much as possible.

- The rear window shows evenly in the centre mirror.
- In the side mirrors you can just see the tip of your door handle in the lower edge of the mirror.

### 1.2.5. Put on and adjust the driver's seat belt.

These are the important points for correctly putting on your seat belt: the lower part of the belt fits below the stomach;

- there are no twists in the belt where it touches your body; make the belt firm - pull out any slack between the belt and your body; and adjust the shoulder height if the facility to do so is available.

### 1.2.6. Make sure the inside of the cabin is safe.

- Make sure nothing is loose inside the car - store things in the boot or glove box if you have to.
- In a station wagon or a van, make sure that any cargo cannot move about.
- Close the doors (and lock them if you feel safer that way).
- Make sure the passengers have put on their seat belts and adjusted them.

### 1.2.7. Set the climate control and demisters.

- Set them for the conditions you expect on this journey.

## 1.3. Move Off

### 1.3.1. Start the engine.

- Make sure you know the best way to start this vehicle so that it will run, and keep running. The vehicle should be standing still when you start the engine.
- Make sure you know what to do if the engine does not start the first time or if it does not keep running.

### 1.3.2. Select gear.

- Keep the vehicle stopped and hold it with the footbrake before you select a gear.
- The gear you select will be the one that lets the vehicle move off in the right direction without straining the engine.

### 1.3.3. Move off smoothly.

- You should move off without jerking the car.
- If you make a mistake while moving off you should be able to fix it immediately and not allow the mistake to affect other parts of your driving.
- You should ensure the handbrake is fully released.

### 1.3.4. Move off on a hill.

This can be either uphill or downhill.

- You should move off without rolling the wrong way. It is not necessary to use the handbrake if you can take off smoothly without it.
- You should be able to move off without jerking the car.
- If you make a mistake while moving off you should be able to fix it immediately and not allow the mistake to affect other parts of your driving.

## 1.4. Use instruments and switches.

### 1.4.1. Check the gauges and warning lights after the engine starts.

You must know what to do if warning lights do not go off at the proper times. You should also know what to do if the gauges tell you there is a problem.

### 1.4.2. While driving, respond to gauges and warning lights by taking the necessary action.

- You must know what to do when warning lights come on or gauges say there is a problem.
- You should respond to warning lights and gauges in less than thirty seconds.

### 1.4.3. Use switches and other controls as you need them.

The switches and other controls include:

- lights\* indicators, horn and hazard lights
- wipers
- climate and ventilation controls
- cruise control\* the side window
- equipment for entertainment and communications.

## 1.5. Stop

### 1.5.1. Stop the vehicle.

- When you stop, you should not strain any of the car's mechanical parts or jerk the vehicle.
- The vehicle should stand safely, with the engine running.

### 1.5.2. Use the park brake to hold the vehicle in place.

- If you are going to leave the vehicle, or if you will not be driving away again immediately, you must put on the handbrake.
- Pull hard enough on the handbrake to hold the vehicle still (as hard as if you were starting on a hill).

### 1.5.3. Switch the engine off.

- Do this in a way that suits the vehicle.

### 1.5.4. Select a gear that makes the vehicle safe.

- Place an automatic vehicle in 'Park'.
- Place a manual vehicle in first or reverse gear. When you are facing uphill on a steep slope, select first gear; when you are facing downhill, select reverse.

## Unit 2 - Guide and control vehicle

These are the skills you need to accurately drive and position the vehicle on the road:

1. **Manoeuvre the vehicle**
2. **Manage the accelerator**
3. **Manage the brakes**
4. **Manage the steering**
5. **Use the gears**
6. **Use accelerator, brakes, steering and gears smoothly and together.**

### 2.1. Manoeuvre Vehicle

You must be able to do these manoeuvres:

- straight reversing;
  - reversing left and right;
  - parallel reverse parking (from left and right sides);
  - parallel forward parking;
  - angle parking 45° and 90° (from left and right sides); and
  - U-turns, including 3-point turns.
- To do all these, there are some things you must do.

#### 2.1.1. Make the manoeuvre legal.

Making it legal includes:

- how and where you stop
- where you park.

*Read Drive Safe page 3.4.*

#### 2.1.2. Before you start the manoeuvre check in the mirrors, signal with the indicators and check the rear blind spot.

- To give other drivers enough warning, you need to signal at least 30 metres before you stop to park.
- The indicators should flash at least three times.

#### 2.1.3. Check that the manoeuvre is safe.

- Look over the whole area where the vehicle will go during the manoeuvre, and then check that it is safe to continue. You should not get in other road users' way any more than you have to while you are manoeuvring.

#### 2.1.4. Select the right place to start.

- Move to a starting position that suits what you want to do. For example, approach a forward angle park so that you can get in with the smallest possible number of movements.
- In parallel parking the starting position is between a half and one metre out from a vehicle that is already parked. Remember; don't get in other people's way if you can avoid it.

#### 2.1.5. Keep watching.

- You may use the mirrors to help you. But don't adjust the mirrors on the passenger's side while you are manoeuvring.
- You may look in more than one direction while you are manoeuvring, but you must look in the right direction at the right time. For example, when you are doing a reverse parallel park, you must check that as the front of your vehicle swings in, it will clear the parked vehicle in front.

#### **2.1.6. Control direction and speed precisely.**

- While you are performing the manoeuvre the vehicle has to go the way you want it to.
- The movements must be steady and smooth.
- Keep the speed slow enough so that you can compensate for any mistakes you make.

#### **2.1.7. Place the vehicle accurately at the end of the manoeuvre.**

- Do not touch the kerb or ride up on it. The number of car movements each manoeuvre should take are as follows:
  - reverse parallel park - three;
  - forward parallel park - one;
  - angle park - one;
  - U-turn - one; and
  - three-point turn - three.

## **2.2. Manage Accelerator**

### **2.2.1. Move the accelerator smoothly on and off to change speed.**

- 'Smoothly' means in small movements. When you use the accelerator it should not jerk the people in the vehicle.

### **2.2.2. Use the accelerator to keep a steady speed.**

- On a level road you must be able to keep a steady speed for a certain time by adjusting the accelerator smoothly.

### **2.2.3. Use the accelerator to deal with a hill.**

- When you meet a hill - up or down - where you don't need to change gears, you need to be able to adjust the accelerator to keep to the same speed.

## **2.3. Manage Brakes**

### **2.3.1. Brake efficiently.**

- Use the brakes as the main means for slowing the vehicle.
- Use the brakes mainly while the vehicle is travelling straight.
- Choose the best part of the road surface for braking.
- When going down hills use the engine braking to help the vehicle's brakes.
- Do not skid. Vary the brake pressure according to changes in the road surface.

### **2.3.2. Brake smoothly and steadily.**

- Brake gently at first, and then apply pressure smoothly until the vehicle is slowing as much as you want. Just before stopping, ease off the pressure (to avoid jerking your passengers), and then ease the pressure back on.
- Use your right foot on the brake pedal.

### **2.3.3. Stop accurately at a point.**

- Vary the brake pressure to make the vehicle come to a steady stop.
- The vehicle must stop within one metre of the chosen stopping point.

## 2.4. Manage Steering

### 2.4.1. Steer smoothly making the vehicle go exactly where it should.

- Steer with both hands unless you are using other controls.
- Don't grip the wheel any tighter than you have to.
- Sit so that you can properly control and operate the vehicle.
- When you are steering and 'straightening up' the vehicle, it should always be going exactly where it should. For example, if you are letting the steering wheel slip through your fingers, the car has to keep following the correct path. Use the steering method that best suits you, but you should always be able to turn the wheel further if you have to.

### 2.4.2. Steer an accurate course when driving in a straight line.

- Steer with both hands unless you are using other controls.
- The hands should be outside the wheel with the palms on the rim at about the ten to two or quarter to three position. Don't grip the wheel any tighter than you have to.

### 2.4.3. Steer an accurate course in curves.

- Steer with both hands unless you are using other controls. Don't grip the wheel any tighter than you have to.
- When steering through a turn or curve, sit so that you can effectively control and operate the vehicle.

## 2.5. Use Gears

### 2.5.1. Change gears smoothly.

'Smoothly' means that changing gears does not jerk the passengers.

- You must be able to finish selecting a gear in 5 seconds or less. (Time this from when you first move the clutch pedal to when you have fully released it again.)
- When you change to a lower gear, smoothly match the engine speed to the road speed.
- If your vehicle is an automatic, avoid 'kick down' by using the accelerator gently, and by selecting a lower gear yourself before you need it.

### 2.5.2. Use a suitable gear for the speed and driving conditions.

'Suitable' gear means the engine is not over-revving or straining.

- Pick a gear that will not cause the vehicle to skid.
- Select the gear before you need it, for example before going down a steep hill. (You do not always have to select gears in 'gearbox order'. For example, you can go straight from 5th to 2nd if necessary.)

### 2.5.3. Change gears mainly while the vehicle is travelling in a straight line.

A gear change is not over until you have released the clutch pedal.

- This means you should also release the clutch pedal while you are still travelling in a straight line.
- At an intersection or curve you should not change gears while you are turning the steering wheel.

You may change gears in a turn only if you are not turning the steering wheel at the same time and if the gear change does not unbalance the vehicle. You may sometimes need to do it this way when you are turning at intersections.

### 2.5.4. When changing to a lower gear, get the speed right first.

- Adjust your speed so that when you change gear it does not jerk the vehicle, or make the engine over-rev.
- Slow down first using the brakes before you change gear.

#### **2.5.5. When going down hills, select a suitable gear**

- A 'suitable gear' here is one which can help with braking if necessary. It can also mean that you do not have to use the brakes too hard, or for too long.

### **2.6. Match controls smoothly together**

#### **2.6.1. When braking into a turn, ease off the brake pressure to suit the increasing steering load.**

- If you are putting the brakes on firmly as you come into a turn, you must ease off the braking as you start turning the steering wheel, so that the tyres can have enough grip to steer.

#### **2.6.2. When you are holding the steering steady in a turn, keep the speed steady.**

- This means that the vehicle does not accelerate much.

#### **2.6.3. When driving out of turns, accelerate to match the steering straightening up.**

- Steering should be reducing as the car accelerates.

#### **2.6.4. Adjust steering, braking and acceleration to variations in the road surface.**

You should be able to adjust smoothly, and the vehicle should be able to safely handle major changes in speed or direction.

It will be unsatisfactory if:

- your adjustments jerk the passengers in the vehicle;
- you ask too much of the tyres (obvious noise from the tyres); or
- the tyres are about to lose grip.

#### **2.6.5. Combine braking and gear changing efficiently.**

- Brake and change gear, mainly while the vehicle is travelling straight.
- The action should not jerk the passengers.
- Finish each gear change in a reasonable time.
- The engine speed does not go too high as you finish selecting the gear.
- The wheels are driving again before you do any steering.

#### **2.6.6. In turns and on poor surfaces prevent automatic transmissions from 'kicking down'.**

- Use the accelerator gently. You can also change manually to a lower gear before a turn or a bad surface.

## Unit 3 - Drive in an orderly traffic system

These are driving techniques you use in a traffic system where everyone is obeying the rules.

Eventually you can use these techniques almost without thinking.

**To drive in an orderly traffic system you do these things:**

1. **Use driving procedures.**
2. **Pick routes through the road system.**
3. **Pass through the road and traffic system.**
4. **Travel with traffic and respond to it.**
5. **Drive efficiently in the traffic system.**
6. **Adjust your driving for poor visibility**

### 3.1. Use Driving Procedures

Driving procedures are drills or routines that help drivers deal with things that they do regularly. Competent drivers have these as habits - which mean that they can do them almost without thinking.

**3.1.1. Before you move the vehicle more than one vehicle's width to the side: check in the mirrors, use the signals and look in the rear blind spot.**

Do this in situations like changing lanes, entering slip lanes or turning lanes when you come up to intersections, lanes ending and merging, entering and leaving traffic flow, U-turns, entering and leaving freeways, or responding to emergency vehicles.

- When leaving a parked position, the indicator should be on for 3 seconds or 3 flashes before moving off.
- Your indicators should start at least 30 metres before starting the manoeuvre; and stay on until you have finished it. You must turn them off within three flashes after completing the manoeuvre.
- Check the rear blind spot just before you start to move sideways.

**3.1.2. Before entering any zone where something could cause you to slow or stop: check in the mirrors, adjust your speed, and select the best gear.**

Do this especially at places like intersections, roundabouts and crossings (pedestrian crossings, pelican crossings, railway crossings). Other places where you should do it are where you find pedestrians, cyclists, parked vehicles and road works.

- Use the mirrors together with the brakes. This means you check the mirrors just before you brake.

**3.1.3. Before turning the vehicle at an intersection: check in the mirrors, use the signals, adjust speed, and change gears.**

Do this anywhere that roads meet: intersections, roundabouts and turning into driveways.

- Indicators should be on for a minimum of 30 metres before you start the manoeuvre. You must turn off the signals within three flashes after completing the manoeuvre.

#### **3.1.4. Before you enter a curve: check in the mirrors, brake as needed, change gears as needed.**

Do this at curves in city and country areas.

- Use the mirrors together with the brakes. This means you check the mirrors just before you brake.

#### **3.1.5. Before you overtake: check in the mirrors, use the signals, adjust your speed and change gears as needed.**

- Overtaking here means overtaking on the right-hand side on a two-way section of road.

### **3.2. Navigate the Road System**

#### **3.2.1. Plan a route for the journey.**

This is planning a general route to where you want to go: in the suburbs, between suburbs, and between towns or cities. This kind of navigating does not necessarily involve using maps. You may already know where to go, or someone may be directing you.

#### **3.2.2. Use information signs, and features of the landscape, to find the way.**

- You may need to do this during a journey, especially if you are not familiar with driving in the area. You must be able to spot signs (and know what they mean) while you are moving in traffic.

#### **3.2.3. Use road signs and road markings to help you get to where you are going.**

- You must be able to pick the correct lanes for particular manoeuvres so that you will get to your destination.

#### **3.2.4. After making mistakes in navigating, adjust the route safely.**

Experienced drivers can still make mistakes finding their way. This can be a problem, especially in one-way traffic systems.

- You should be able safely to 'get back on track'.

### **3.3. Pass through the Road and Traffic System**

To successfully move through the road and traffic system you must apply road rules, carry out your driving procedures, navigate, take in information and quickly decide what to do about it. Experienced drivers can do all these things together. Through lots of experience they have developed a range of mental programs that help them cope with a wide variety of situations. It is not possible to list these here.

This element describes what you have to do in three general situations; these three are then broken up further according to how much 'thinking' an experienced driver would need to do to deal with each.

#### **3.3.1. In every driving situation always follow road traffic laws.**

- You must do this in all driving situations whether they are mentioned in this document or not.

#### **3.3.2. Drive through a built-up area with not much traffic, dealing with situations in good time.**

This is a 'quiet' situation where:

- you need to decide about road user movements from only one direction at a time
- you do not need to be good at accurately selecting gaps to safely deal with situations
- most of the traffic travelling in your direction is moving at a similar speed to you.
- 'In good time' means:
- you can carry out your manoeuvres smoothly and steadily
- you do not have to act suddenly because you have made a late decision
- you do what other road users expect
- you do not have to drive through a quiet suburb to find this situation. Multi-lane intersections controlled by traffic lights, for example, would provide these conditions very early in the morning when there is little traffic about.

Locations include all those that you would normally find in a built-up area.

### **3.3.3. Drive through a built-up area with plenty of other road users, dealing with situations in good time.**

This is a 'busy' environment where:

- you need to decide about road user movements from several directions at a time;
- you must be good at accurately picking gaps in the traffic to deal safely with situations;
- the traffic going in your direction is moving at various speeds compared to you.
- 'In good time' means:
- you can take the right action and complete manoeuvres smoothly and steadily;
- you do not have to act suddenly because of late planning or late decisions; and you do what other road users expect.
- What makes this situation different from the 'quiet' one is not just the number of other road users; it is the amount of information you have to deal with, and the complicated decisions you have to make. A road that is normally 'quiet' may sometimes require you to deal with a lot of different things at once.

Locations include all those that you would normally find in a built-up area.

### **3.3.4. Drive through a country area with not much traffic, not much change in road conditions, dealing with situations in good time.**

This is an environment where:

- you need to make decisions about other road users who are coming from only one direction at a time;
- you do not need to be good at accurately picking gaps to deal safely with situations;
- most of the traffic going in your direction is moving at the same speed as you; and
- you will probably not have to make complex decisions about road blockages, the surface, the tightness of corners or the steepness of hills.
- 'In good time' means:
- you can take the right action and complete manoeuvres smoothly and steadily;
- you do not have to act suddenly because of late planning or late decisions; and
- you do what other road users expect.

The number of other road users and the type of roads are not as important as the amount of information you have to work with and the complexity of decisions you have to make.

Locations include all those that you would normally find in a country area.

### **3.3.5. Drive through a country area where there is a lot of other traffic and some variations in road conditions, dealing with situations in good time**

This is an environment where:

- you need to decide about road user movements from several directions at a time;
- you must be good at accurately picking gaps in traffic so that you can safely deal with situations;
- the traffic going in your direction is not all travelling at your speed; and

- you will probably need to make complex decisions about road blockages, surfaces, the tightness of curves or the steepness of hills.
- 'In good time' means:
- you can take the right action and complete manoeuvres smoothly and steadily.
- You do not have to act suddenly because of late planning or late decisions.
- You do what other road users expect.

The important thing here is the amount of information you have to deal with and the complexity of the decisions you have to make, not the number of other road users. A normally 'quiet' rural road may sometimes have a lot of activity on it, which means you will have to make complex decisions.

Locations include all those that you would normally find in a rural area.

### **3.3.6. Drive on special road systems, dealing with situations in good time.**

*Special road systems include:*

- freeways;
- highways requiring long-distance driving; and
- remote driving on sealed and unsealed roads

## **3.4. Travel With Traffic and Blend With It**

This element adds something extra to the previous element. Each section shows driving tasks and events that are 'special' - either because they are non-routine or because they require you to judge things very accurately.

### **3.4.1. Complete driving manoeuvres in traffic legally and in good time.**

You need to do this especially when:

- entering a traffic stream from a parked position, or from a driveway;
- leaving a traffic stream to get into a parked position or a driveway;
- changing lanes;
- merging;
- entering or leaving multi-lane roads and freeways;
- overtaking; and
- doing U-turns.

### **3.4.2. Deal with special events legally and in good time.**

Special events include:

- emergency vehicles;
- obstructions;
- roadwork's;
- big changes in the road surface;
- narrow bridges; and
- animals.

### **3.4.3. Respond to pedestrians legally and in good time**

Pedestrians may be:

- between or near parked vehicles;
- on a footpath;
- on a median strip;
- on the road; and
- at crossings.

### **3.4.4. Respond to low-speed vehicles legally and in good time**

Low-speed vehicles could include:

- cyclists;
- skateboarders, roller bladers;
- mopeds;
- powered wheelchairs; and
- tractors or other plant machinery.

### 3.5. Drives Efficiently in Traffic System

Experienced drivers can 'work in' with other drivers and co-operate with them to keep the traffic flowing. Their actions do not surprise other drivers or cause other drivers unnecessary trouble.

#### 3.5.1. Drive so that other road users do not have to change the way they are driving to fit in with you.

Situations include:

- picking the gaps in the traffic on an intersecting road;
- moving into the traffic stream;
- merging;
- changing lanes; and
- overtaking.

#### 3.5.2. Where your free flow is about to be interrupted and there are safe and legal options available, act in good time to get around the problem.

An example situation could be; where a driver in front is stopped waiting to make a right turn and it is safe to overtake on the left or a delivery van is blocking the left lane and it is safe to change lanes to pass the vehicle.

#### 3.5.3. Co-operate with other road users.

Example situations could include helping drivers merging, changing lanes, or vehicles entering traffic (especially when it is busy), helping others when they have 'got it wrong' (such as attempting a U-turn when there is not enough room), and waiting for pedestrian stragglers on crossings.

#### 3.5.4. When a situation may cause you to change speed, ease off the accelerator early and smoothly and use the brakes.

This is smooth driving. It also helps save fuel and cuts down wear on the brakes.

Situations could include: traffic lights in the distance turning red; hills and curves, and approaching slower-moving traffic.

### 3.6. Adjust Driving for Poor Visibility

#### 3.6.1. Adjust your speed so that you can stop inside the distance you can clearly see.

- At night, limit your speed so that the vehicle can stop inside the range you can see in the headlights.
- Reduce speed also in heavy rain, dust, mist, fog and smoke, so that you can stop inside the distance you can see.

#### 3.6.2. Use the headlights effectively.

- Dip the headlights within 200 m of approaching vehicles, or when driving less than 200 m behind another vehicle. (Read Drive Safe Section 3.6.1).
- At night, use high and low beams to give you the best view, but avoid dazzling other road users.
- Dip the headlights at crests of hills, intersections and before corners to help you see if there are other road users coming.

- In poor light conditions during the day, turn on the lights to make it easier for others to see your vehicle.

#### **3.6.3. Dealing with glare at night:**

- Adjust your speed and position, flip the mirrors to the night position, and turn your eyes down to the side of the road away from the other vehicle's lights.

#### **3.6.4. Prepare the vehicle for night driving:**

- Clean the windscreen, make sure the lights are working and correctly adjusted, and adjust the mirror for night.

## Unit 4 - Avoid conflict

Driving conditions will not always be ideal. In spite of the rules people make mistakes and take chances. Drivers need to avoid trouble before it starts.

**To avoid conflict you do these things:**

1. **Adjust to the driving environment.**
2. **Deal with situations in the driving environment.**
3. **Avoid stressful or difficult driving environments.**
4. **Make safe decisions in stressful situations.**
5. **Manage motivations (Controlling yourself).**

### 4.1. Adjust to the Driving Environment

As things change around you — the road conditions, the traffic, the weather you should change with them, so that you can deal with the types of things that can go wrong in that environment. We often call this 'driving to the conditions'.

This element looks at how you perform over a period, rather than just at one time or place. The driving environment can change quickly; but once it has changed it will usually stay the same for a while. For example, a narrow city street with cars parked either side is a particular type of environment. It might change to a different one, by becoming a wide open road on the other side of an intersection, and then stay like that for a number of blocks. You will be assessed where the environment stays the same.

#### 4.1.1. Adjust your general speed to suit the environment.

Travel at a speed that will allow you to:

- deal with anything that might go wrong in a particular environment
- work in with other road users. When you change your speed, it must suit the traffic, weather and road surface conditions.

If you're slowing down for an environment, you must do it before you enter it.

If you decide to go faster, you do it as you enter the environment.

If you are going to make these speed changes in good time, you will need to look, and think, ahead.

#### 4.1.2. Match your path (the course the vehicle is following) to the environment.

Think about the law, your distance from things that might be dangerous, and what you can see.

You need to position the vehicle safely for:

- parked vehicles (Leave at least 1.5m to allow for car doors opening);
- 'repeating hazards' (e.g. driveways) on either side of the road; and
- traffic coming the other way.

On a road where lanes are not marked, your path will usually take you the way most other drivers have gone; on roads with more than one lane, you should be in the left lane whenever you can.

### 4.2. Respond to situations in the driving environment

On the road there will be many hazards that you must deal with. For example, if another other road user doesn't obey the law, or doesn't drive safely and reasonably, their path might cross yours.

Even if other road users don't do the right thing, You can deal with it by keeping space between your vehicle and the other road user. This is true defensive driving.

To drive defensively you must try to predict and adjust your driving for what might happen.

When you can't see what could be ahead, for example as you approach a blind corner, try to be ready for another's mistake. On the blind corner you would slow down and move away from the centre of the road to allow for a driver cutting the corner from the opposite direction. This is called being 'proactive'.

When you can see other road users but you are not completely sure what they are going to do, you again try to predict what those people might do. As you come closer you continually adjust your driving based on what you see them doing. This case is being 'interactive'.

In both situations you are dealing with the situation with a 'just in case' approach.

Where one situation after another arises (for example, in busy streets), you will be a very busy driver. But if you're doing it well you will not look busy—you will be responding very early to hazards, long before you have to make big wheel movements or do any hard braking.

You will always keep enough space to avoid a crash - even though you may never need the space.

#### **4.2.1. Turn your eyes to things that could become an immediate threat.**

'Immediate threats' are situations where other road users' paths may cross yours — in other words, where things could hit you, or you could hit them:

- places like blind intersections and curves;
- pedestrians and cyclists;
- vehicles blocking your view;
- vehicles manoeuvring (coming the other way and turning right, pulling out from the side of the road, waiting at give way signs);
- vehicles closing in from behind; and
- railway crossings.

#### **4.2.2. Position your vehicle so that you can see as well as possible.**

If it is safe and legal, you move your vehicle on the road so that you can see more and so that others can see you better.

Example's:

- Drop back from a large vehicle (like a bus) to see more of the road ahead.
- When you are coming up to a blind intersection on your left, you move towards the Centre of the road so that you can see further 'round the corner'.

#### **4.2.3. Match your speed to the distance you can see to be safe in front of you and to the sides.**

This is particularly important at:

- blind intersections
- blind curves
- hill crests
- vehicles parked on the side of the road.

When you come up to a blind intersection, brake until you can see it is safe to keep going. It is safe when you can see down the side road that there are no road users who could enter the intersection at the same time as you.

Do the same on blind curves and hill crests; you should be able to stop in the distance you can see in the clear space ahead.

#### **4.2.4. Move your vehicle about on the road to keep you away from things that may be dangerous.**

This response may be proactive or interactive.

Examples of proactive responses would be moving to the left when coming up to a hill crest, or moving more towards the centre of the road before a row of parked vehicles.

An interactive response would be moving to get more space between you and another road user - like a pedestrian on the side of the road or a vehicle coming the other way which is hugging the centre line.

#### **4.2.5. Do the right thing in good time when other people do something that may be unsafe.**

'In good time' means you would have time to brake, accelerate or move smoothly to another part of the road to avoid a crash.

Here you need to plan ahead. This means looking at the situation, predicting how it might change and taking action ahead of time.

- Actions you might take include:
- backing off the accelerator
- starting to brake
- smooth, steady braking
- steering away from the hazard to put space between you and it. In some situations the right thing may even be to accelerate (for example, when a vehicle is closing in quickly from behind).

#### **4.2.6. When you make a mistake and you put yourself in an unsafe or illegal situation, correct it immediately**

Competent drivers make mistakes, but they fix them before they cause trouble.

### **4.3. Avoid stressful or difficult driving environments**

#### **4.3.1. Stop the vehicle until conditions improve.**

You might do this in very bad weather, or in very bad road or traffic conditions, if you are finding it impossible to cope.

#### **4.3.2. Go by a different route.**

You might do this for any of several reasons:

- to avoid bad weather and road surface conditions;
- to avoid particular environments that you think are difficult or unsafe because of the traffic conditions (for example, a tricky intersection); or
- to avoid environments that you feel you can't 'handle'.

### **4.4. Make Safe Decisions in Stressful Situations**

#### **4.4.1. When you are in a new or complicated driving situation, slow down and make cautious decisions.**

'New' situations are ones that are very different to anything you have dealt with before. (For example, driving in mud, deep pools of water or slippery gravel would be a new experience for a lot of drivers.) Slow down as much as you need to, to be able to take in what's happening and do the right things — and do it early and smoothly, to give yourself more time to deal with the situation.

#### **4.4.2. When you are driving a vehicle that is unfamiliar to you, familiarise yourself with it.**

- Practise finding and using controls and switches before you move off. Keep speed down. Make cautious decisions.
- Be more careful when overtaking, cornering and picking gaps in traffic. (The unfamiliar vehicle might be more or less powerful than you think.)

#### **4.4.3. If something inside the vehicle is distracting you, do something about it.**

This can include:

- turning the radio/cassette down or off;
- asking passengers to be quiet;
- stopping a conversation;
- pulling over to deal with any problems.

#### **4.4.4. If you are uncertain about a driving situation, make a cautious decision.**

Typical things you might be uncertain about are an overtaking manoeuvre or a gap in the traffic. Cautious decisions are ones that make the risk as small as possible:

- Hang back instead of overtaking.
- Wait for the next gap in the traffic.

#### **4.4.5. When other road users put you under pressure, do the right thing.**

A typical example of this might be a driver behind who seems to want you to go faster. Responding the wrong way to other road users can cause conflict.

- 'Right things to do':
- Talk to yourself to remind yourself to stay calm.
- Breathe deeply.
- Concentrate on other driving tasks.
- Avoid criticising other road users' behaviour. Pull over to let the other driver past.
- Go a different way.

#### **4.4.6. When frustrating things happen in traffic, deal with them appropriately.**

Things you can do:

- Go another way.
- Keep safe following distances.
- Do some deep breathing and try to relax your jaw and shoulders.
- Avoid criticising other road users' behaviour.
- Talk to yourself about what's in it for you if you behave cautiously, and what it might cost you to behave in a risky way.

### **4.5. Manage Motivations**

'Motivation' means the feelings and thoughts inside us that make us do things. It is something we cannot see; we just know that people act in certain ways for certain reasons. The reasons why we behave the way we do are part of what makes us 'good' or 'bad' drivers. You should use the motivations that help you drive well and try to control the motivations that make you drive unsafely.

#### **4.5.1. Drive so that it shows you value life and property.**

Safe drivers value life and property. They want to avoid being harmed and they want to avoid causing harm.

#### **4.5.2. Stop your emotions from interfering with safe driving.**

Emotions which might interfere with safe driving could include:

- aggression
- depression
- unhappiness (or happiness!)
- frustration
- impatience
- anxiety from worries.

A useful technique is talking to yourself to work out the situation. Ask yourself if you are benefiting from letting your emotions affect your driving. Look at the adverse affect it is having on your safety.

Try deep breathing; pulling over, stopping and making a phone call; or going another way.

#### **4.5.3. Notice yourself taking risks.**

When this happens think about the benefits and costs of both risky driving and cautious driving, and make decisions you can live with.

If you want to be safe, but are a bit short of skill, your 'safety motivation' will make up for the lack of skill. But it doesn't work so well the other way. You may be very skilful, but if you have a tendency to take risks you will not be a safe driver.

## Unit 5 - Manage crisis

You can reduce conflicts on the road but you cannot get rid of them. Most drivers at some time find themselves in trouble. Experienced drivers have yet another set of ways to do something about a crisis, or least make it not quite so bad.

**To manage a crisis you do these things:**

1. **Avoid a crash that is about to happen.**
2. **Do the right things to keep control (or to get back control).**
3. **Take the correct action after a crash.**
4. **Take the correct action if your vehicle breaks down.**

### 5.1. Avoid a crash that is about to happen

Crashes don't happen often, which is why they can catch you out. Even defensive drivers are surprised when other road users actually break the rules of the road. Because it's hard to predict when crashes are going to happen, defensive drivers always keep enough space in reserve to avoid a crash in case one day someone makes a mistake — either themselves or someone else.

#### 5.1.1. Let other road users know that a situation is dangerous.

- You could sound the horn or flash your headlights.

#### 5.1.2. Keep enough stopping space in front of you so that you can avoid crashing whenever other road users look like they will do the wrong thing.

If you are trying to avoid a crash, it is safer to try to stop than it is to swerve — as long as there is enough space to stop.

The table below shows how much space you need to stop (with reasonable brakes, tyres and driver, on a reasonable and flat road) at various speeds. To help with judging these 'braking distances' while you are driving, the time each one takes is also shown. Just as you can use a two-second gap to judge the right following distance, you can use these times to judge braking distance.

For example, at 60 km/h, if your foot is ready on the brake pedal and a car has pulled out one and a half seconds in front of you, you will be able to stop to avoid a collision. If your foot is not ready on the brake it will take you much further to stop. An extremely quick reaction on to the brake pedal will take about half a second. Studies have shown that when drivers aren't expecting something it takes them about two and a half seconds to react. This is why you must always be ready to brake when a situation looks risky.

| Speed                 | 40 km/h | 60 km/h | 80 km/h | 100 km/h |
|-----------------------|---------|---------|---------|----------|
| Distance (Metres)     | 10      | 22      | 38      | 60       |
| Travel Time (seconds) | 1       | 1.5     | 2       | 2.5      |

#### 5.1.3. When you do not have enough stopping space to avoid the threat of a crash, choose the best escape route.

Caution, swerving is not reliable. Consider, is the road slippery? Is there anything else to hit? Swerving also takes just about as much space as stopping, and you need to think about what may happen if you swerve. You have choices about where to swerve to, and you will need to pick the best one:

- into the next lane
- onto the shoulder of the road
- off the road.

**5.1.4. If you accidentally drive off the road on a straight, take the right action to get safely back on the road.**

Do this:

- Stay at a steady speed and keep in a straight line parallel to the road.
- Find a smooth road edge to get back onto the road.
- Steer gently back to the road — no big swerve.

**5.1.5. When you find yourself going into a curve too fast, take the right action to fix your mistake.**

Do this:

- Brake firmly if the vehicle is still travelling straight, then ease off the brakes as you go into the turn.
- If you are already in the turn, ease off the accelerator and brake gently.
- Try to look towards the end of the curve, as this will help you know where to steer.

**5.2. Keep Control (or Get Back Control)**

This element is all about avoiding skids and escaping from them. A skid means the vehicle has lost the grip of one or more tyres, so that you no longer have complete control over the vehicle.

If you watch the changes in your driving environment and do things in good time, you should never get into a skid. If a tyre does skid it means you have made a serious mistake. It's a sign of bad driving.

However, mistakes do happen, and a good driver needs to know how to deal with them. Don't think you need to be able to control skids to be a safe driver. These skills are only one tiny part of being fully competent. Some people get advanced training in skid control, but this can make them over-confident. If you want to do advanced driver training choose a course that teaches you about risks and how to avoid them.

**5.2.1. Keep some extra tyre grip in reserve.**

If something bad is about to happen, you will have to do something to avoid it. Often you will brake or swerve. When you do, the tyres should not skid.

You can keep some extra grip in reserve by driving smoothly. This diagram helps to explain the business of driving smoothly.

Let's say that a tyre has ten units of available grip, and you keep four in reserve. That leaves six units to be shared out between acceleration and steering. As the vehicle leaves the turn, you will match the acceleration and steering so that the two combined never need more than six units. This is how you avoid skidding on corners.

**5.2.2. Identify a front-wheel skid, and do whatever is necessary to get a reserve of grip back.**

**5.2.3. Identify a rear-wheel skid, and do whatever is necessary to get a reserve of grip back.**

**5.2.4. Identify a four-wheel skid, and do whatever is necessary to get a reserve of grip back.**

**5.2.5. Use the Anti-lock Braking System (if the vehicle has one) in 'avoidance' manoeuvres: where you have to brake, and where you have to brake and steer at the same time.**

An anti-lock braking system senses when a wheel has reached locking point; it automatically releases brake pressure—no matter how hard the driver is pushing the brake pedal—and then reapplies the pressure as soon as the wheel starts to rotate again. The main use of ABS is to help the driver to keep control of the steering during 'avoidance' braking and steering.

**5.2.6. Know when the vehicle is aquaplaning, and take the right action to get back a reserve of grip.**

Aquaplaning happens on wet roads when the tyre's tread can't get rid of the water between the tyre and the road. This results in the front wheels skidding.

### **5.2.7. In bad conditions switch on Traction Control (if the vehicle has it).**

Traction control senses when the driver has accelerated too hard for the conditions; it prevents too much wheel spin.

Normally where traction control is fitted it is armed automatically when the vehicle is started. What we are discussing here is a vehicle where it can be remotely armed.

## **5.3. Take the correct action after a crash**

### **5.3.1. You take the correct action immediately to prevent any more injury or damage.**

Do this:

- Stop and switch off the engine.
- Turn on your hazard warning lights.
- Protect the area [using warning devices like triangles].
- Care for the injured.
- Carry out the required procedures if you are carrying dangerous goods.

### **5.3.2. Carry out the requirements of the law and of the insurance regulations.**

Do this:

- Notify police when: someone has been injured, or property damage is more than \$1,000, or the owner or any property damaged is not present at the scene of the accident.
- Exchange names, addresses, registration numbers and insurance details as appropriate.
- Find witnesses.
- Note accident details as required for insurance report.

## **5.4. Take the correct action if your vehicle breaks down**

### **5.4.1. You notice that something is wrong with the vehicle, and stop it safely:**

Things that might go wrong include:

- brakes failing;
- tyre(s) failing; and
- broken windscreen.

### **5.4.2. After a breakdown, act immediately to make sure that you are safe, and so are other road users.**

Consider doing these:

- Move off the road if possible;
- Turn on your hazard warning lights;
- Place your warning signs legally;
- Let your employer and local authority know about the breakdown;

### **5.4.3. Carry out minor running repairs.**

This may include changing a flat tyre or clearing a broken windscreen.

## Unit 6 - Review and adjust driving

This unit describes how you can learn from experience and become a better driver.

**To review and adjust driving you do these things:**

1. **Watch your own driving and improve it.**
2. **Think about and change how you behave on the road.**
3. **Watch how other road users behave.**
4. **Watch out for and remove things that cause risk.**

### 6.1. Watch Your Own Driving and Improve It

#### 6.1.1. When your driving is getting poor, do something to improve it immediately.

Drivers start to drive badly when too much is happening at once for them to take in. Symptoms that show your driving is getting worse include:

- sudden braking or steering movements
- not responding to other road users
- not responding to environmental conditions
- staring straight ahead
- a clenched grip on the wheel
- sweating
- shallow breathing
- sitting stiffly.

Things you can do about it include:

- more scanning of what's happening around you
- doing nothing else but driving (not eating, smoking, drinking, using mobile phone)
- stopping distractions (asking passengers to be quiet, turning down radio/ sound system)- taking a rest break.

#### 6.1.2. After making a mistake get your driving back to normal.

'Mistake' means that your performance slips below an acceptable standard. You need to be able to tell that you have made a mistake, and describe how you have changed your driving as a result.

#### 6.1.3. Do not repeat your mistakes.

The steps to avoid repeating a mistake are:

- Spot the mistake.
- Know why it happened: was it lack of skill, not paying attention, not knowing how to do it, or was it not wanting to do it correctly?
- Work out the difference between what happened and what should happen.
- Take action to avoid repeating the mistake.

#### 6.1.4. Compare yourself to this Standard when rating your performance.

Don't judge yourself against other drivers. If you compare yourself to your opinion of other drivers, you can end up thinking you are better than you really are. This can make you overconfident.

## 6.2. Think about how you behave on the road, and change it if necessary

### 6.2.1. Look out for yourself taking an unacceptable risk, and change your driving to avoid doing it again.

An unacceptable risk is one that could have a result that you would be unhappy about.

### 6.2.2. Know when you are likely to be breaking the law on the road, and change your driving to stop it.

### 6.2.3. Show by the way you drive that you know you are at least partly responsible for any driving incident that happens to you.

A 'driving incident' is any event that you would prefer not to happen. When people explain these events in a way which recognises that they are at least partly responsible for any driving incident, they are taking a 'my mistake' view of driving. A 'my mistake' view can help you learn from your mistakes.

The way you describe a driving incident will show the way you think. Generally you will have either the 'my mistake' view or the 'I had nothing to do with it' view. Obviously, if you think you had nothing to do with it, you are unlikely to learn anything from it.

### 6.2.4. No matter how often you may have 'got away with' risks in the past, be still cautious about risks and risky driving.

Driving can be dangerous, but crashes, and even near misses, are very rare events for most drivers. The result is that most drivers do not feel that driving is dangerous. They have become 'hardened' to the risks, because they have been in so few crashes.

You should be cautious about risks, no matter how often you have 'got away with them' in the past.

### 6.2.5. No matter how many safety features your vehicle has, still drive cautiously.

Safety features may include things like airbags, anti-lock brakes, traction control and high-performance roadholding and handling features.

Some drivers believe that because their vehicle is 'safe', they themselves don't have to try so hard. Studies have shown that some drivers with anti-lock brakes (ABS) fitted to their vehicles drive faster in wet conditions, and follow closer to other cars, than they did before they had ABS. They end up at the same level of risk as they were before.

## 6.3. Watch How Other Road Users Behave

### 6.3.1. Watch how other road users behave, and think about why they do things.

Don't rate other drivers as 'good' or 'bad' — especially not 'bad', as this can make you too confident about your own driving.

Watch what other drivers do, and think about why they do it. A driver who makes a gap to let you out into the traffic, for example, is being courteous. If you add some of that courtesy to your own driving, you will gain something from it, and so will the next person. If you see someone being impatient, think about why they are impatient, and watch for it in your own driving. Take note of all the drivers who are doing the right thing (and you'll see that most of them do, most of the time).

### 6.3.2. When you see another driver make a mistake, remember it so that you can avoid the same mistake in the future.

Mistakes, no matter who makes them, can be learned from. The more you use mistakes, the more chances you will have to improve.

## 6.4. Watch Out for and Remove Things That Cause Risk

### 6.4.1. Be aware that risk is higher when you drive at night - particularly on Thursday, Friday and Saturday night.

**6.4.2. Do not drive with alcohol, or any drug that can affect your driving, in your body.**

**6.4.3. When your friends are in the vehicle with you, keep up your safe driving. Don't show off.**

**6.4.4. Know when you are tired and do something about it.**

Symptoms of tiredness include:

- not keeping the vehicle on a steady speed or course
- constantly adjusting ventilation
- constantly adjusting radio/tape/CD
- rubbing your face
- moving around in your seat
- yawning often
- heavy eyelids
- dry mouth
- sore eyes
- shivering
- double vision.

Things you can do about tiredness include:

- stopping as soon as possible;
- resting; and
- sleeping.

**6.4.5. Take action to avoid getting tired.**

Things you can do to avoid getting tired while driving include:

- stopping and taking a rest break at least every two hours or 200km;
- eating light meals rather than heavy ones;
- drinking plenty of water;
- keeping the vehicle cool inside;
- scanning (looking around) your driving environment as much as possible;
- keeping the fresh air coming in; and
- paying attention to the way you sit.
- Things you can do before driving include:
  - planning to avoid driving during normal sleeping hours;
  - avoiding driving after a long period of hard work - either physical or mental;
  - getting enough sleep; avoiding heavy meals;
  - improving your physical fitness;
  - arranging regular eyesight checks;
  - not drinking alcohol; and
  - cutting down vehicle noise inside the cabin.