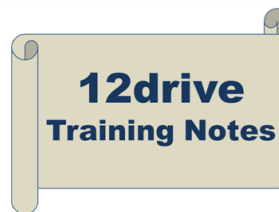


Training Notes & Driving Information Matrix

Here is a list of the subjects I try to cover while I'm teaching you to learn to drive. I would ask my students to give themselves a grade to help decide what the best topics are going to be needed to look at to prepare them for their test or the next lesson. We might not have time to talk about all of them but you can read from the Website & then ask any questions that the Training Matrix generates. May I wish you many years of safe driving having passed with me?

Marking Scale	
1 – I do not know what to do I need to be told / shown	
10 – I feel confident I can do this without help or guidance	
Basic Car / Driving Knowledge	
Cockpit Checks & Vehicle Controls	
Controlling the Car	
Car Instruments & Warning Lights	
Moving off & Stopping	
Use of Mirrors	
Vehicle Checks	
Junctions	
Turning into a Side Road Turning Left	
Turning into a Side Road Turning Right	
T Junctions Turning Left	
T Junctions Turning Right	
Crossroads Turning Left	
Crossroads Going straight on	
Crossroads Staggered	
Crossroads Turning Right	
Roundabouts Turning Left	
Roundabouts Going straight on	
Roundabouts Turning Right	
Driving on the Road	
Meeting	
Adequate distances / 2 second Rule	
Speed Limit / Stopping Distances	
Emergency Stop / Skidding & Coasting	
Dealing with Corners	
Planning Assessment - eye mapping - bends -safe space	
Parking	
Traffic Lights / Pedestrian Crossing / Railway Crossings	
Road Signs & Markings	
Overtaking	
Eco Driving	
Manoeuvres	
Left Reverse	
Parking in a Bay	
Parallel Parking	
Turn in the Road	
Independent Driving	
Practiced	
Mock Test	
How is the Test Marked?	
Mock Test Results []

Useful Knowledge from the Highway Code	
Documents for the Car	
Other Road Users	
Driving in Different weather Conditions including Floods	
Driving on Dual Carriageways & Motorways	
Dealing with Emergency Vehicles to write	
New Drivers Act & Code	
Penalties	
Planning A Journey	
Accidents how to deal with them & what to do	
Actual Route Planning. Traffic Calming & Tidal Flow Dealing with Tunnels	
Appropriate mode of Transport	
Are you fit to drive? Are you Tired?	
Basic Faults	
Breakdowns what to do & not do	
Carrying Loads – passengers, animals, goods	
Driver Distractions	
First Aid on the Road	
Is the Car Roadworthy?	
Difference between Rural & City Driving	
Safe Driving & Tailgating	
Some Ideas that may lead to Dangerous Driving	
Useful information for after the Test	
Avoiding Congestion	
Basic Maintenance	
Breakdowns	
Buying a Car	
Car crash scam	
Cost of Running a car	
Dangers of using a Mobile Phones	
Dealing with being Old (Sage Training) or Disabled	
Driving Alone for the first time	
Driving an Automatic	
Driving in Europe	
Environmental issues related to driving a car	
History of the Driving Test	
Insurance	
Learning with families & Friends	
Mobility Scooter	
Non UK Drivers European & Non European	
Other Tests & becoming a Driving Instructor	
P Plates	
Police Stop procedure VOSPA	
Risk Assessment concerns for Companies	
Rules regarding the use of Tinted Windows	
Security, Car Parks, Home on the Road	
Towing & weight distribution	
Tyres & Changing Tyres	



Customer Charter

- I aim to offer the best possible instruction I can.
- I agree to abide by the code of practice as laid down by the Driving Standards Agency.
- I will aim to provide a clean road-worthy vehicle for your lessons and test weather permitting.
- The lessons will be door-to-door and last for at least one full hour.
- I do not smoke. I am only allow customers to smoke while they are not driving this will mean they have to leave my car to smoke so I can comply with the current legislations.
- Lessons are available between 9.00am and 8.00pm Monday to Saturday.
- Intensive practical training can be available with a test at the end. Depending on the client having completed the theory test before taking the practical test. –
 - An assessment lesson will be required to determine how many hours are needed and training can be offered depending on being able to find mutually agreeable times within the limits required. Also having taken a Mock Test to prove their readiness for the Practical test & I Agree the student is ready for the test.
- All Students taking a Practical Test will need to prove to me their ability to pass the test by taking a Mock Test & passing a Mock Test with me as the examiner.
- **I reserve the right to withhold my car for the test if after the Test has been Booked if I feel in my Professional Opinion the Client is not ready for the Test. I will agree to give at least 7 Days notice so a customer can rebook or move their test.**

This what a client can expect from me.

This is what I expect from a Client.

- That they agree to give me 24 hours notice of cancellations or they pay for a lesson.
- That they agree to be fit to drive when I pick them up from the arranged place and time. If not then the lesson will be cancelled and they will have to pay for the lesson.
- Should there be a dispute that we cannot agree on then we will use the Driving Instructors Association as Arbitrator

AGREEMENT

I Name

Have read this Customer Charter above & Agree to abide by these Conditions

Signed

Dated