



Driving Instructor Structured Lesson Planner

Student Details

Name:	Licence Number:	Expiry Date:	
Logbook Lesson Topic 3: Moving off and Stopping		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 Vehicle Controls. For this lesson we will recap on Preparing to Drive and Vehicle Controls.

We will focus on Moving off and Stopping 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 or tablet

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

Location will be inside and outside of the training vehicle and on quiet back streets. The student will need to know the location and function of all the controls they will be using as well as where the blind spots are.

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)

We are going to do some revision on past lessons:

	Explain to me how you would fit and secure your seatbelt
	Foot controls: Accelerator Brake and clutch (if fitted)
	Explain to me how you would adjust your mirrors
	How should you position your hands on the wheel
	What checks should you make before leaving the kerb
	Tell me where the vehicle blind spots are
	Where is the tachometer and what is its purpose



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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 Logbook) (Instructor tip: Ask the learner questions to confirm understanding of the topic before proceeding)

Learning Goal:

Move the vehicle from and return to the kerb.

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 for this lesson is to teach you how to safely move off then return to the kerb.
- The reason for this is so that you as a driver, will be able to move the vehicle away from the kerb and then return to the kerb in a safe and effective manner, within the law and the guidelines
- We will practice the exercises frequently today, so if you have any questions please ask and we will clear up any issues.
- It is mandatory that you signal for 5 seconds before you move off from the kerb.

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

- ✓ Adjust and Secure Seatbelts
- ✓ Start up and shut down the engine safely
- ✓ Selecting Gear for moving off
- ✓ Co-ordination of clutch (manual) and accelerator
- ✓ Use of Mirrors before moving off and braking
- ✓ Use of signals before leaving, or returning to the kerb
- ✓ Check blind spots before leaving or returning to the kerb
- ✓ Choosing a safe gap to move from the kerb
- ✓ Use of two stage braking: Set up and Squeeze
- ✓ Use of park brake to secure vehicle when stationary or when moving off uphill

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)

Adjust and Secure Seatbelts

	Low - placed below your hips to fully secure your body weight
	Flat - no twists turn or folds
	Firm – every 15 minutes during the drive, pull the belt firm to remove any slack

Adjust Seat and Mirrors for Driving



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Start up the engine safely:

	Auto		Manual
	Ensure Hand/park brake is on		Ensure Hand/park brake is on
			Disengage Clutch by pressing in the clutch pedal
			Select Neutral
	Turn ignition key and warning lights check lights		Turn ignition key and warning lights check lights
	Start motor		Start motor
	Allow ignition key to return to On		Allow ignition key to return to On
	Recheck warning lights to ensure vehicle is safe to drive		Recheck warning lights to ensure vehicle is safe to drive
			REV to 1.5k, 2k, 2.5k

Co-ordination of clutch and accelerator (manual only)

	Auto		Manual
			The clutch is operated by depressing the clutch pedal with the left foot.
			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.
			Once the vehicle is moving, the clutch pedal is fully released.
			When driving, never 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.

Student to now practice starting and stopping 10-meter runs. Only gentle actions on all controls.

Use of braking systems:

	Vehicle with anti-skid braking (ABS)		Vehicle without anti-skid braking (ABS) "set up and squeeze"
	Firmly press the brakes. The ABS should stop the wheels from skidding.		In vehicles without ABS, correct braking is done in two stages; first put light pressure on the brake pedal and pause (set up the brakes), and then progressively apply the necessary braking pressure (squeeze).
	You may feel the brake pedal vibrate and hear a clicking sound – this is normal.		Two-stage braking (set up and squeeze) improves braking effectiveness, reduces the likelihood of skidding, and provides better control.



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	DON'T pump the brakes (this will deactivate ABS).		Harsh or excessive braking pressure may cause skidding and a loss of control, particularly on wet or gravel roads.
	Keep your foot firmly pressing on the brake pedal.		
	Keep steering to enable four-wheel ABS to work properly.		

Choosing a safe gap to move from the kerb

	A minimum gap of about 6 seconds should be allowed before pulling out from the kerb
	Scan for hazards to the front (pedestrians etc.)
	Check near left mirror, left blind spot
	Check rear view mirror
	Check right mirror, right blind spot
	Scan for hazards to the front (pedestrians etc.)

Selecting Gear and moving off

	Auto		Manual
	Hand brake on		Hand brake on
			Clutch in and select Neutral
	Start motor		Start motor
	Shift gear lever to Drive		Select 1st gear
	Signal (for at least 5 seconds)		Signal (for at least 5 seconds)
	Check mirrors and blind spots (Left Mirror Blindspot, Rear mirror, Right Mirror Blindspot)		Check mirrors and blind spots (Left Mirror Blindspot, Rear mirror, Right Mirror Blindspot)
	Hand brake off		Hand brake off
	Second check right blind spot		Second check right blind spot
	Move off		Move off
	Cancel signal		Cancel signal

Check Blind Spots before returning to the kerb

	Auto		Manual
	Check mirrors and blind spot		Check mirrors and blind spot
	Indicate intention		Indicate intention
	Steer to kerb		Steer to kerb
	Apply footbrake		Apply footbrake
			Depress clutch
	Stop close and parallel to kerb		Stop close and parallel to kerb
			Keep pedals depressed
	Apply hand/park brake		Apply hand/park brake
	Shift gear lever to Park		Select first or reverse gear
	Cancel indicator		Cancel indicator
	Switch off engine		Switch off engine
			Release pedals



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Use of park brake to secure vehicle

	The vehicle handbrake should be operated with sufficient force to prevent the vehicle moving.
	If a mechanical brake (not electronic) it may be necessary to apply more force on a hill than on a flat and even surface.

Hill start

The vehicle is to be correctly parked on an incline with engine switched off. The procedure is:

Auto	Manual
Hand/park brake on	Hand/park brake on
	Clutch in and select Neutral
Start motor	Start motor
Move gear level to Drive	Select 1st gear
Signal (for at least 5 seconds)	Signal (for at least 5 seconds)
Check mirrors and blind spots (Nearside Mirror /Blindspot / Rear mirror / Offside Mirror Blindspot)	Check mirrors and blind spots (Nearside Mirror /Blindspot / Rear mirror / Offside Mirror Blindspot)
	Clutch to friction point
Hand/park brake off	Hand/park brake off
2 nd blind spot check	2 nd blind spot check
Move off (Additional acceleration will be required)	Move off (Additional acceleration will be required)
Cancel signal	Cancel signal

Shut down the engine

Stop close and parallel to the kerb:

Keep pedals depressed
Apply hand/park brake
Select first or reverse gear
Switch off indicator
Switch off engine
Release pedals

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:



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

Lesson Summary: (Instructor Tip: After the lesson has taken place)

During this lesson, the student learnt how to:

- ✓ Start up and shut down the engine safely
- ✓ Check blind spots before leaving or returning to the kerb
- ✓ Co-ordination of clutch and accelerator
- ✓ Choosing a safe gap to move from the kerb
- ✓ Move off and return to the kerb
- ✓ Use of two stage braking
- ✓ Use of park brake to secure vehicle when stationary or when moving off uphill.

Quick quiz on today's learnings:

- ✓ What was the procedure to start?
- ✓ What is the procedure to shut down?
- ✓ Where are your blind spot checks?
- ✓ What is the engagement point called?
- ✓ What is the process of Setup and Squeeze?

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 3 – **Moving off and Stopping.**

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

My areas for further development have been explained to me.

Learner signature _____ Date _____