



RoSPA Advanced Drivers and Riders Hampshire Tutor Training Manual (Drivers)

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1 The Document

The purpose of this document is to formalise the training and qualification requirements for Driver Tutors in RoSPA Advanced Drivers and Riders Hampshire.

2 Need For Guidelines

By documenting the requirements and qualification criteria, it is expected that a consistent standard of training will be available to all Associates and that that, in turn, will ensure the Groups success rate in the test will be high and road safety enhanced.

3 Becoming a Tutor

The RoSPA Gold Test Pass is recognised as the highest driving award available to a civilian driver. However, some people have a desire to maintain and improve their driving skills even after achieving such success. A Gold Pass does not indicate that the test drive was perfect and most recognise that there is always room for improvement.

Becoming a Tutor requires continuous updating of knowledge, since the Tutor cannot relax for three years safe in knowledge, that he or she will not be asked to give a demonstration drive or answer questions on Roadcraft ThePolice Drivers Manual and the Highway Code.

The best drivers do not necessarily make the best Tutors and the best Tutors are not always the best drivers.

Tutors should be able to identify strengths and weaknesses and then find a way of encouraging and building on the strengths, while correcting the weaknesses with the Associate clearly understanding what is expected. This requires good communication skills.

4 Commitment

Nobody should underestimate the commitment needed when volunteering to become a Tutor. But neither should they underestimate the sense of satisfaction that comes with taking on an Associate, seeing them through their training and finally seeing their joy when they achieve a Test Pass.

5 Introduction

Introduce yourself telling the Associate your name and ask how they would like to be addressed.

6 Disclaimer

On the first drive, ensure the Associate is aware that they are in charge of their vehicle at all times, and all driving decisions are theirs and theirs alone.

Have sight of Driving Licence, Vehicle Insurance Certificate and MOT Certificate if vehicle requires one.

Request an eyesight check by asking the Associate to read an appropriate number plate.

Invite the Associate to read and sign the Disclaimer Form which is retained by the Tutor.

7 Explanation

Explain what is going to happen during the drive and what sort of drive it will be.

Make the first meeting an assessment drive to settle the Associate and ascertain their driving skills.

8 Awareness

Make sure the Associate is aware of the route you will use. Ask if there are any questions they wish to ask before moving off.

9 Running Brake Check

Introduce the Associate to the Running Brake Check:-

- 5 – 15 mph straight level quiet piece of road (remember a mirror check first) preferably a car park etc.
- With a loose grip of the wheel, declutch to remove any effect of engine braking, apply the foot brake firmly and keep the vehicle rolling. **(NB: This is NOT an Emergency Stop.)**
- Expected Associate comment: *“No adverse effect on the wheel, I am satisfied the brakes are working”*

10 LEARNING AIDS

To help the Associate through the RoSPA Course, it is to his / her advantage to have a copy of Roadcraft, The Police Driver's Handbook and the Highway Code.

Have they got them? Have they read them?

11 P.O.W.D.E.R. Check Drill

Familiarize the Associate with the pre-drive cockpit drill. Examiners like it to be kept to approximately 30 seconds.

For P.O.W.D.E.R. Check Drill, refer to page 256 of Roadcraft. (New Edition; Second Impression 2014)

12 System Of Car Control

What is the System of Car Control? Take time to explain to the Associate how the System works.

The system of car control is a way of approaching hazards that is methodical safe and leaves nothing to chance. It involves careful observation, early anticipation and planning and a systematic use of the controls to maintain vehicle's stability in all situations.



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13 The System In Sequence

Consider The System in sequence.

INFORMATION POSITION SPEED GEAR ACCELERATION; this runs throughout the system, each phase following the one before.

THE Information Phase: **TAKING, USING and GIVING** information; this runs through and feeds all the other phases. It is the framework on which **POSITION SPEED GEAR ACCELERATION Depend**

14 Training Plan

Your Training Plan will depend on the standard of driving that the Associate has obtained prior to joining the Group. Using Roadcraft cover:-

- Moving off and stopping
- System
- Positioning
- Bends
- Signals
- Reversing
- Progress
- Overtaking
- Speed
- Observation
- Commentary
- Motorway / Dual Carriageways
- Roadcraft and Highway Code

To assist with the Driving Plan, the Tutor can refer to the ROSPA Advanced Car Test Guidelines for Candidates and Tutors: <http://www.roadar.org/drivers/info/car-test-guidelines-march-2014.pdf>

This will provide a précis of requirements and, at the time of the production of this document, are the current guidelines.

15 De-Brief After Drive

On completion of each drive, take the opportunity to answer questions and give a positive feedback.

It is important that the Tutor is not overly critical. Obviously significant safety concerns must be addressed immediately.

During the early stages of training, picking faults in every action will only demoralise the Associate and leave them unlikely to continue.

Picking on three key areas for positive and three for negative reinforcement has proven a good way to approach the issue.

Important to remember: Always leave the Associate with praise and a positive.



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16 Commentary

Encourage the Associate to give a running commentary on the drive. Associates can find this hard so have patience.

17 Advice For Associates On Day Of Test

- Be early rather than late for appointment time
- Have vehicle clean inside and out
- The windscreen should be clean and free of objects
- Have enough fuel for the drive. Stopping at a fuel station to refill on test won't get you a Gold.
- Go easy on the perfume / aftershave. Remember you are in an enclosed space. The Examiner may not appreciate too strong a fragrance.
- The Examiner will ask to see the Driving Licence, Vehicle Insurance Certificate and if the vehicle is over three years old, an MOT Certificate.
- Remember the Test is voluntary. The Examiner will put you at your ease.

NB: Examiners' decisions on test results are FINAL.