The Learner Driver's Manual

for those learning to drive cars and other light vehicles
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Foreword

The Learner Driver's Manual contains information and instruction for those learning to drive cars and other light vehicles. It sets the standard for driving training programmes, and all driving instructors must teach their students the skills and knowledge described here. Too many people are being needlessly killed and injured on our roads, and the major reason is driver error. Every day we see examples of dangerous behaviour by drivers, who either don't know the rules or just don't care about the safety of others.

It is our hope that this Manual will help to create a new generation of better, safer drivers. If you study the Manual well, get good-quality driving instruction, and always try to improve, you should have a long, safe driving career ahead of you.

Hon. Lawrence Masha MP
Minister for Home Affairs

Hon. Shukuru Kawambwa MP
Minister for Infrastructure Development
Introduction

This Learner Driver's Manual is the official guide to learning to drive cars and other light vehicles.

Driving a car properly and safely on our roads requires considerable skill, experience, and alertness. You must know:
• how to operate the controls of your car
• how to keep your vehicle in roadworthy condition
• when you are not fit to drive
• how to drive your vehicle safely
• the rules of the road and the meaning of traffic signs and markings
• what to do in the event of a breakdown or a crash.

This complex set of skills is not something you can easily learn from friends and relatives - you must get professional instruction from a licensed driving school.

This Learner Driver's Manual has been written to provide driving schools with guidance on the content of their learner driving programmes. They have a duty to train learners in all aspects of driving not just how to control the vehicle. The Manual shows what learners should be taught. Some of the advice is taken from The Highway Code, but learners should obtain their own copy of the Highway Code, as it contains details of all the traffic signs, and other useful information.

Where you see the words MUST or MUST NOT it means that you are required to follow this instruction by law. If you disobey any of these instructions you are committing an offence, and, if caught and convicted, you may be fined and disqualified from driving. You can also be sent to prison for up to five years. Traffic law will change in the coming years and you should check with your local police if you are in any doubt about the current rules.

The Learner Driver's Manual tries to explain things in simple language, but some of the terms used may be unfamiliar to you, or have a slightly different meaning to what you are used to. A short guide is given below:

“Driver” means any person who drives a motor vehicle or other vehicle (including a cycle) or who guides animals on a road
“Dual carriageway” means a road where the opposing flows of traffic are physically separated by a "median" or barrier.

“Give way” means that a driver must not continue if to do so would force the drivers of other vehicles to change speed or direction quickly.

“Lane” means part of a road which has been marked out for use by one moving line of vehicles.

“Road user” means anyone travelling, or present on a road, or in a vehicle on a road.

“Traffic” means moving vehicles.

“Vehicle” means any machine propelled along the road by any power, and includes pedal cycles, hand carts, and animal-drawn carts.

“Zebra crossing” means a pedestrian crossing marked by white stripes parallel to the flow of traffic.

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What makes a good driver?

A good driver needs **skill** and **experience**, and the **right attitude**. Your driving instructor will teach you the skills and you will develop them through practice. Experience will come over time as you do more driving and encounter more situations. The qualities that contribute to having the right attitude to driving are as follows:

**Responsibility - consideration for others.** A motor vehicle is a machine that can easily kill, so you must have a proper concern for your own safety, the safety of your passengers, and the safety of every other road user, especially pedestrians, cyclists and other vulnerable road users. You must always put safety first and never take risks that could put others in danger. Keep reminding yourself of the need to take great care, because a small mistake can result in a crash that kills someone.

**Concentration.** With responsibility goes concentration on the job of driving. You must concentrate all the time if you are going to be able to cope with the varied road and traffic conditions you will encounter. You should not drive if you are tired, upset or unwell. Do not let passengers distract you with their chatter, and do not use your mobile phone.

**Anticipation.** Concentration helps you to anticipate. You need to constantly observe what other road users are doing, and use your intelligence to assess what is going to happen next. In this way you are ready and able to react and respond safely to any situation that develops.

**Patience.** If you lose patience when another driver does something wrong or when you are faced with a long queue of traffic, you are well on your way to having a crash. Stay calm and in control of your temper. Follow the road rules.

**Confidence.** You need to be confident in order to drive well in modern traffic conditions. New drivers will of course be unsure of themselves, but confidence will come with growing skill and experience. Do not become overconfident however, as this can lead to dangerous driving. Always monitor your driving performance and try to correct any faults that you detect.
Your part in the traffic system

When you use the road you can think of yourself as moving within a system that consists of four elements:

**Vehicles** - cars (your own and others), lorries, buses, cycles, etc.
**Road users** - drivers of motor vehicles (yourself and others) and vulnerable road users (pedestrians, cyclists and motorcyclists)
**The traffic environment** - the road and its surroundings, including signs and road markings
**The rules of the road** (in the Road Traffic Act and the Highway Code) - which regulate the interaction between road users (including yourself), vehicles and the road environment.

Together, these four elements make up the **traffic system**. For the system to work well the four elements must be well adapted to each other and each of the elements should function without errors. The traffic environment is gradually improving, and the rules of the road have been set down (though not everyone knows them). Your responsibility is to see that both you and your vehicle function without error.

The law and learner drivers

**Learner drivers' licence.** Learners MUST have a valid learner drivers' licence before driving a motor vehicle on a public road. You apply for these at the offices of the Tanzania Revenue Authority(TRA). The licence is valid for three months but may be renewed for periods of three months at a time. The licence will not be renewed beyond 15 months unless you have taken and failed a driving test in that time.

You can apply for a licence to drive a moped as soon as you are 16 years of age. You have to be at least 18 years of age before you are allowed to drive a car, motorcycle or other light vehicle. You may be asked to provide proof of age.

When applying for a learner drivers' licence you may be asked to show that you have made arrangements to receive instruction from a licensed driving school.
You must declare any bodily defect or disability when applying for a learner drivers' licence.

**Learners must drive under the personal supervision of a registered driving instructor.** You MUST NOT drive without your instructor in the front passenger seat. However, learner motorcyclists can drive solo.

"L plates" to be displayed. A vehicle being driven by a learner driver MUST display "L plates" to the front and the back.

**Driving tests.** A learner driver may apply to the Police to take a driving test once he has been driving for at least one month after the learner drivers' licence was issued. If he passes the test, he will be issued with a certificate of competence, and this will enable him to apply to the TRA for a full driving licence. See later section for more information about the driving test.

**Vehicle.** A vehicle being driven by a learner driver must have a valid registration document, road licence, and motor insurance policy. It must also be in a roadworthy condition.
Know your vehicle and how to maintain it

It is important that you have a basic knowledge of how your vehicle works. You must know the functions of the different parts of the vehicle and where they are located. This knowledge will help you to keep the vehicle in a good, roadworthy condition.

The technical condition of your vehicle MUST conform to the vehicle regulations. A qualified motor mechanic will be able to assess whether your vehicle meets the required standard. If your vehicle needs to be repaired it is advisable to use an experienced and reliable workshop. Avoid using low-quality or fake spare parts; the saving you make when you buy cheap parts is often not worth the risk of them breaking suddenly or wearing out quickly.

The "Owners' Handbook" for your vehicle is a highly useful source of advice on how to operate the car and maintain it in good condition. Follow these instructions carefully. Remember that a well-maintained car will cost you less to run, will be less likely to break down, and will be safer.

**Key components**

**Engine.** The engine is the machinery which makes the car move. The power is transferred through the clutch to the gearbox and eventually to the wheels. Petrol engines are most common but some cars and many 4-wheel drive vehicles and pick-ups are fitted with diesel engines.

**Lubrication.** The engine must be lubricated with oil in order for it to run smoothly and without being damaged. The engine oil gets dirty and needs to be changed, usually about every 5,000km or after every six months (whichever comes first). You should check the oil level weekly. If the oil warning light on the instrument panel lights up while you are driving you should stop and check the oil level. It is a good idea to carry a spare can of engine oil in the car with you.

**Ignition.** The ignition system provides the petrol engine with sparks that make the petrol explode to produce power in the cylinders. If your car has spark plugs, they must be kept clean and properly adjusted, so that they give a strong spark. Diesel engines do not have an ignition system.
**Cooling system.** An engine gets very hot when working, so there has to be a system for cooling it. This usually works by circulating water (coolant) around the engine in pipes and hoses. Check the water level in the expansion tank weekly and look for any leaks in the water hoses. If the gauge on the instrument panel shows that the engine temperature is very high you must stop the engine to avoid damage. The water will be very hot and could burn you - so, if you need to refill the system, wait until the engine has cooled down.

**Fuel system.** Fuel is sucked from the fuel tank by a pump and then injected into the engine. The engine can be made to run faster by pressing on the **accelerator pedal** which adjusts the fuel/air mix.

**Gearbox.** The gearbox transfers power from the engine to the wheels so that sufficient driving power is available at different speeds. Some cars have a **manual gearbox.** These have 4 or 5 gears for forward driving, called the first, second, third, fourth and fifth gears respectively, and one gear for reversing. Sometimes the layout is shown on the gear lever in the shape of an "H" - see illustration.

You normally use first gear to start the car moving and then gradually move up the gears as speed increases. You depress the **clutch pedal** to disengage the engine from the gearbox while you change gear with the **gear lever.**

Other cars are fitted with **automatic transmission** that changes gear for you - all you have to do before setting off is to depress the brake
pedal, move the selector lever from "park" to "drive forward" or "reverse", then release the brake pedal.

Automatic transmission:

![Selector lever diagram](image)

**Selector lever**

- Park
- Reverse
- Neutral
- Drive
- 2
- L

![Layout of pedals](image)

**Layout of pedals**

- Brake
- Accelerator

**Brakes.** The car has a braking system that uses hydraulic fluid ("brake fluid") to operate pads that clamp onto the wheels and slow them down. These pads wear out and will need to be changed from time to time. The brakes are operated by pressing down on the brake pedal. It is important to check the level of brake fluid in the storage bottle every week. Always use proper brake fluid, not a cheap substitute. It is very important for your safety and the safety of other road users that the brakes are in good condition. If they do not operate smoothly and efficiently (the car pulls to one side, the brakes make a noise, or the brake pedal feels soft and spongy) you must get them checked immediately. Repair of the brake system should be done by a competent workshop.

All cars have a handbrake, which should be pulled on whenever you park. It must be capable of keeping the car stationary even on a steep hill.

**Steering and suspension.** Many cars are now fitted with power steering that makes the steering easier to operate. The steering mechanism must transmit the movements of the steering wheel to the driving wheels smoothly and reliably. There should not be too much slack in the mechanism. Check this by turning the steering wheel until you meet significant resistance - if you can turn the wheel more than 2-3cm there is too much slack. Check the steering by making sharp turns at slow speed - if there are any unusual noises or the steering does not
operate smoothly, you should take the car to a competent workshop for a thorough check.

The suspension system (springs and shock absorbers) absorbs the up and down movement of the wheels so that the ride is more comfortable. More importantly for safety it keeps the wheels in good contact with the road, especially when braking. The shock absorbers have a tough job and need to be replaced from time to time. When replacing shock absorbers do so on both sides, to avoid imbalance.

**Wheels and tyres.** The tyres are the contact your car has with the road, and the contact area for each tyre is approximately as big as your hand. If you need to brake or swerve suddenly the performance of this small area of tyre could be critical for your safety, so it is very important that you have good tyres. The tyres should:

- fit the wheel properly
- have adequate tread depth - 3mm is the recommended minimum
- have correct air pressure
- be free of deep cuts, bulges, or areas where the inner structure of the tyre is exposed
- be all of the same type and make.

Follow the tyre manufacturer's advice on when to change the tyres. Do not try to repair badly damaged tyres. The repair will probably give you trouble and could be unsafe. If you fit good-quality tyres and look after them you will reduce the risk of having a tyre blow-out while you are driving. Tyre blow-outs are a frequent cause of crashes.

A puncture can happen at any time. You should always have a spare wheel in the car, together with a jack to lift the vehicle, and a spanner to undo the wheel nuts. Make sure the tyre on the spare wheel is in good condition and is inflated to the correct pressure. You should practice how to change wheels.

**Battery and electrical system.** The battery provides the power for the starter motor and stores additional power generated by the alternator. Make sure the alternator is charging the battery when the engine is running (some cars have an indicator light on the instrument panel). Keep the battery in good condition - some types need to be refilled with distilled water occasionally. Check that the cables are securely attached
to the battery, as they often become loose causing the electricity to stop flowing.

**Lights, indicators and reflectors.** You MUST have:
- two white headlights that can be dipped (i.e. pointed downwards)
- two white front position lights plus two red rear position lights
- two orange flashing turn-indicators in front and two at rear
- two red rear stop lights that illuminate when the brake is applied
- at least one red reflector at the rear.

Make sure that the headlights are adjusted so that when dipped the light beam is downwards and to the left. Check your lights regularly - it is against the law to drive while one or more of these lights is not working.

**Exhaust system.** This takes the burnt gases away from the engine and pushes them through a silencer before releasing them into the air through the exhaust pipe. Do not let the exhaust system get into bad condition because this will result in excessive noise, and exhaust gas may leak into the car.

**Instrument panel.** The layout of the instrument panel varies between manufacturer and model, but the illustration shows a typical arrangement. Consult the "Owners' Handbook" if there are any lights or gauges you are not sure about.
**Vehicle checks**

It is important to have your vehicle serviced regularly by a competent workshop, but things can go wrong between services, so you must keep a check on it yourself.

**Before every trip you should check:**
- you don't have a flat tyre
- under the vehicle to see if there are any fluid leaks, pets, children, etc.
- your windscreen and windows are clean
- your mirrors are in the right position for you
- none of the warning lights on the instrument panel are illuminated.

**What you should carry with you in the car:**
- Driving licence, vehicle registration document, the road licence sticker, and insurance sticker (stickers to be fixed to the inside of the windscreen)
- First aid kit
- Spare tyre - inflated to the correct pressure
- Wheel spanner and jack
- Two red warning triangles (these are required by law)
- Torch

Also useful would be:
- a small selection of spanners and screwdrivers
- duct tape
- a foot pump
- a spare fan belt
- engine oil
- brake fluid
- spare coolant
- tow rope
- spare fuses for the electrical system
- "jumper cables" for boosting the battery
- a fire extinguisher of not less than 1kg.

**Every week you should check:**
- tyre wear and pressures
- wheel nuts
- oil level
• brake fluid level
• coolant level
• indicators and lights are clean and working
• the horn is working
• battery level and tightness of battery connections
• windscreen wipers are working and the wash bottle is full
• all glass is clean inside and out, and that the mirrors and reflectors are clean
• under the bonnet to see if there is anything obviously wrong
• check for abnormal noise when the engine is idling.

If you are travelling long distances every day, or your vehicle is old, you should do the above checks more frequently than once a week.

**Every month you should check:**
• tightness of fan belt
• for water hose leaks.

**Advice for drivers of four-wheel-drive vehicles**

Four-wheel-drive vehicles have the great advantage over saloon cars that they can more easily cope with rough roads and steep hills. Their safety performance is mixed however. The driving position is good, and they tend to protect the driver and passengers better in a crash, because of their larger size. But they have a higher centre of gravity, which makes them much more likely to overturn. Take care to steer and brake gently, especially when driving at high speed, or if a front tyre blows out. Remember too that if you hit a pedestrian, cyclist or motorcyclist with a four-wheel-drive vehicle they are likely to be more severely injured, so be extra careful when they are around. Driving a large vehicle does not give you the right to push others around - be considerate at all times.
Fitness to drive

Driving a car is a complex activity that is going on at a speed that is unnatural for human beings. Unexpected events occur that require you to act fast. So, you need to have good eyesight, quick reactions, and be fully alert and concentrating. If you are tired or have been drinking alcohol or taking certain drugs, you may not be fit to drive.

Eyesight

Most of the information a driver needs comes through his eyes. Good vision is therefore essential to safe driving. You must be able to read a vehicle number plate from a distance of about 20 metres in good daylight. If you need to wear glasses (or contact lenses) to do this, you must wear them at all times when driving. When you apply for a driving licence you will have to provide a certificate showing that your eyesight meets the required standard.

As people get older their eyesight tends to get worse. Sometimes the change is so gradual that they do not notice the change. Regular eye checks are essential.

Normal vision

Things that are directly ahead of you can be seen most clearly, but your side vision is normally good enough to detect movement over a wide area to the side of you. This side vision is important, because you need to quickly spot anything (vehicles, pedestrians) moving towards you from the side. When you drive at high speed you will not be able to use your side vision to its full extent. This means that you will come closer up to a potential danger before you are able to detect it. A similar

Reduced side vision after drinking alcohol or travelling at high speed
thing happens once you have drunk alcohol - your side vision becomes blurred and reduced.

**Tiredness**

Driving can make you feel sleepy, and this greatly increases the risk of you having a crash. You can help avoid sleepiness by making sure that there is a good supply of fresh air into the car, and that you have a comfortable driving position. Anything that makes the driving task more difficult, such as a dirty windscreen, will become tiring on a long drive.

It is recommended that you take a 30-minute break after every 3 hours of driving. Avoid starting a long journey late at night or after a day's work. Do not drive for more than 9 hours per day. Drivers of commercial vehicles must comply with the drivers' hours regulations.

If you feel tired when driving find a safe place to stop and rest. Get out of the car and go for a short walk. Drinking two cups of coffee may help. Never take drugs to stay awake.

**Drinking alcohol**

Never drink alcohol before driving. Alcohol reduces your coordination, slows down your reactions, affects your judgement of speed, distance and risk, and gives you a false sense of confidence.

You MUST NOT drive a motor vehicle if you have drunk so much alcohol that you are not capable of controlling it properly. It is prohibited to drive with a blood alcohol level higher than 80mg/100ml, but your driving may be affected long before you reach this limit. It is also impossible to predict how many drinks you can take before reaching the limit. So, it is best not to drink any alcohol before driving. Remember that it takes time for alcohol to leave your body, so you may be unfit to drive in the evening after drinking at lunchtime.

Alcohol is a factor in many road crashes, especially those happening at night. Consequently, driving with excessive alcohol in the blood is a serious offence, and, if caught, the penalties can be severe, including fines, disqualification from driving, and imprisonment. If the Police stop you on suspicion of having drunk alcohol they can quickly measure your blood alcohol level by getting you to blow into an instrument called an alcometer.
Alcohol and the risk of crashing

Source: based on the findings of studies in U.S.A. and Canada

Drugs and driving

Taking drugs can affect your driving ability in various ways. You MUST NOT drive a motor vehicle if you have taken drugs which make you incapable of controlling it properly. Many medicines have side effects, such as making you more sleepy than normal, so watch for these and stop driving if necessary. Your doctor or pharmacist should be able to advise you on whether it is safe to drive. Using stimulants, mind-altering drugs, and other illegal substances may be dangerous, especially when combined with alcohol.

Mood and illness

Do not drive when you are angry, over-excited or very upset about something. Do not drive when you are not feeling well. If you have a medical problem that makes you likely to faint or have seizures, or you develop a physical disability, you must ask your doctor whether it is safe for you to continue driving. If your doctor tells you to stop driving, you should surrender your driving licence to the Police. The same applies if your eyesight gets worse and falls below the required standard.
How to start, steer, stop and reverse

Preliminaries

Before approaching your vehicle to drive it is important to get into the habit of planning your route. Do you know exactly where you are going and how to get there? - if not, look at a map, or get advice from someone who knows the area. When planning your route take into account the likelihood of traffic congestion, roadworks, poor road condition, or other problems.

As you walk towards your vehicle start doing the **pre-trip** check:
- none of the tyres looks under-inflated (or completely flat)
- there is no fluid leaking from under the car
- your windscreen and windows are clean
- there are no obstructions preventing you from driving straight off
- you have enough fuel for the trip
- your seat is adjusted properly - see below for more details
- your mirrors are in the right position for you - see below for more details
- your seat belt is fastened - and all your passengers are wearing theirs (the law says you and your front seat passenger MUST fasten your seat belts)
- your head restraint is adjusted so that the top of it is in line with the top of your head and there is little or no gap between it and the back of your head - check your passengers’ head restraints too
- the doors are properly closed and locked
- that there are no loose objects that could interfere with your driving or fly about in the event of a crash
- that any parcels or other things being carried are securely fastened
- none of the warning lights on the instrument panel are illuminated
- you have your driving licence, vehicle registration document, road licence sticker, and insurance sticker (stickers to be fixed to the inside of the windscreen).

**Adjusting the seat to achieve the correct driving position.** Hold the steering wheel with one hand while using the other to release the seat-locking lever. Slide the seat forward or backwards until your right foot can comfortably push the brake pedal to the floor with your right leg still slightly bent, not stretching. It is important that you are able to control the pedals comfortably but with good pressure when needed. Your arms
should be slightly bent at the elbow, so that you can reach the steering wheel comfortably - you should not be so far away that you have to stretch to reach it, nor so close that your arms have to be very bent to hold it. The back of the seat must be in an upright position - not reclined. You must be able to see comfortably over the steering wheel. If you are a short person you may be able to raise the seat - if not, use a firm cushion.

**Adjusting your mirrors.** You need to use your mirrors a lot when driving. It is vital that they are adjusted so that you can see them easily, and they reflect the best view to the rear.

*Interior rear view mirror* - without moving your head from the driving position, grasp the mirror by the frame and adjusts its position so that you can see out the rear window with the right edge of the mirror aligned with the right edge of the rear window - you should have a clear view to the rear and right rear of the car

*Exterior right side mirror* - turn your head slightly from the driving position and align this mirror so that you can see just a little of the side of the car - the mirror will then reflect a view of the right rear

*Exterior left side mirror* - turn your head slightly to the left and align the mirror with a little of the side of the car showing in the mirror.

Remember to check the adjustment of your mirrors every time you set off. Remember too that some mirrors are convex and that objects seen in them are closer than they appear.

**Blind zones.** Despite the fact that you have adjusted your mirrors correctly there are several areas around your vehicle that you cannot see - these are called "blind zones". These areas are to the left and right rear of the vehicle outside the field of view of your mirrors.

Anytime you wish to change the position of your vehicle, you should first check your mirrors and then quickly turn your head to glance at the blind zone to the side where you wish to move. Practice this so that you can
do it quickly and comfortably. Avoid driving in other people's blind zones - drop back slightly or accelerate into a position where the other driver can see you more clearly.

**Starting the engine**

Before starting the engine, ensure that the handbrake is on and that the car is not in gear - check that the lever is at PARK (for an automatic) or in NEUTRAL (manual gearbox). Check also that there is no-one standing in front of or behind the vehicle. Put the key in the ignition switch and switch to the ON position - the instrument panel will start working. Turn the ignition key to the START position and listen to the sound of the engine - the moment you hear the engine start running release the switch (check your owner's manual for any special advice on using the accelerator pedal when starting). If you have a diesel engine you must wait for the GLOW PLUG indicator light (usually an orange colour) to go out before turning the ignition key from ON to START.

Never run the starter motor for longer than 10 seconds - if the engine does not start, release the switch and wait for 5 to 10 seconds, then try again.

When the engine is running check the indicator lights and gauges. They should indicate that everything is normal.

If you have been trying to start a petrol engine for some time, you have probably flooded the engine with petrol. When this happens you should press the accelerator pedal to the floor and keep it there while you turn the ignition switch to START. Try again if it does not work the first time. As soon as the engine starts, release the accelerator pedal quickly.

Consult the Owners' Handbook for more information on how to deal with starting difficulties.

**Steering**

Initially it is quite a challenge to make simple manoeuvres such as turns, and it will require your total concentration. With time and practice, you will be able to handle the car easily and with confidence. Turning the steering wheel to the right makes your car turn right - turning the wheel to the left makes your car turn left.
Do not try and turn the wheel while the car is stopped, as this causes premature wear on the tyres and steering system. Always have the car moving, even if very slowly, while moving the steering wheel.

Hold the steering wheel as shown in the illustration - if you imagine the wheel as a clock, your hands should be in the 9.15 or 10.10 position.

If you start from the normal driving position and want to make a sharp left turn, you start by gripping the top of the wheel with your left hand and pulling down. Then grip the bottom of the wheel with your right hand and push upwards. You grip the top of the wheel with your left hand again and pull down. If the turn is very sharp you may have to repeat this pushing with your right hand and pulling with your left hand several times.

When you want to go straight again you can turn the steering wheel back by hand using the same technique in reverse (pulling with the right hand and pushing with the left). However, when you are travelling at normal speed it is easier to let the steering wheel slide back through your grip while accelerating gently. Be ready to grip the wheel again to correct the final direction of the vehicle.

Never turn the steering wheel sharply when driving at high speed - the car will probably go into a skid or overturn.

**Moving off**

After you have started the engine in a car with a manual gearbox you depress the clutch, and put the car in first gear. Then release the handbrake. Slowly raise the clutch pedal until you reach the point where
the engine noise changes as the vehicle tries to move - apply a slight pressure on the accelerator, and then smoothly raise the clutch pedal at the same time as you start pressing more firmly on the accelerator. The car will start to move, and as more power is transmitted to the wheels the speed will gradually increase. Soon it will be necessary to change into second gear.

**To move off when your car is stopped on a hill**, use the handbrake. Depress the clutch pedal, put the car in first gear, and press on the accelerator a little. Then gradually release the clutch until you can hear the sound of the engine changing - when you release the hand-brake the car will stand still - and, if you press on the accelerator a little more and slowly release the clutch completely, the car will start to move forward up the hill.

In a car with automatic transmission you depress the brake pedal and then move the selector lever from "park" to "drive forward". Then you press the accelerator a little, release the handbrake and then the brake pedal - the car will start moving forward. The procedure for starting on a hill is the same as with a manual gearbox, except that you release the brake pedal instead of the clutch.

**Changing gear**

These instructions apply only when using a manual gearbox. Changing gears smoothly may take some time to learn.

**Changing gear (up).** In order to increase the speed of the vehicle without over-revving the engine you need to change up a gear. Listen to the engine and hear when it is starting to over-rev; this is the time to change gear. The procedure is:

- Push the clutch pedal right down whilst releasing the accelerator - the clutch should be depressed a fraction of a second before releasing the accelerator (the first ‘secret’ for a good gear change)
- Move the gear lever into the new gear (early on in the training this will mainly involve moving from first gear to second – via neutral) - do not force the gear lever - you should be able to smoothly move it into the new position with a minimum of effort
- Let the clutch pedal up smoothly, and at the same time (or very fractionally later) gradually press down the accelerator pedal (the second secret of good gear changing).
Changing gear (down). The procedure is similar:
- Release the accelerator and brake until the car is traveling at the required speed
- Push the clutch right down
- Move the gear lever to the required lower gear
- Release the clutch smoothly and increase pressure on the accelerator.

You can make very fine speed adjustments by applying constant pressure on the accelerator and pushing the clutch down just enough to partially disengage the engine. This technique is useful when you need to move at very slow speeds, such as when you are parking or moving forward in a queue. Do not use it excessively because you will quickly wear out the clutch.

Remember that the car must always be brought to a complete stop before you put the gear lever into "reverse".

Staying in control

You must always be in complete control of the car. Watch your speed and adjust it to suit the road and traffic conditions ahead. Stay alert and anticipate what others are going to do, so that you never have to brake suddenly or swerve to avoid a collision. If you see a hazard ahead, such as a sharp bend, slow down before the bend, and then accelerate gently through it - this gives you positive control over the direction of the vehicle.

Never drive along with the car in neutral gear or with the clutch pressed down. It significantly reduces the control you have on the speed of the car - if you are going downhill, the car will increase speed quickly and you may have to use the brakes excessively to keep control. Before descending a steep hill, select a low gear, so that the engine can help prevent the car from speeding up too much.

Take extra care on unsealed roads, because your tyres will have much less grip on the road surface, making it more likely that you will have a skid if you try to speed. Keep your speed below 80km/h and steer gently.
Braking

If you want to reduce your speed just slightly, take your foot off the accelerator. This will make you lose some speed. When you want to slow down more quickly you have to apply the brakes. As the speed reduces you will have to change down into a lower gear.

The distance needed to stop the car depends primarily on how fast you are driving - see illustration. Note that as your speed doubles your stopping distance increase by three times. If you are driving on a wet road or an unsealed road your tyres will have less grip, so your stopping distance could be as much as double the distances shown here. If your car is fully loaded it will also take longer to stop. Remember too that large vehicles and motorcycles always take longer to stop than cars.

**Typical Stopping Distances**

<table>
<thead>
<tr>
<th>Speed (km/h)</th>
<th>Thinking Distance</th>
<th>Braking Distance</th>
</tr>
</thead>
<tbody>
<tr>
<td>30</td>
<td>12 metres</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or 3 car lengths</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>23 metres</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or 6 car lengths</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>53 metres</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or 13 car lengths</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td></td>
<td>73 metres</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or 18 car lengths</td>
</tr>
</tbody>
</table>

Average car length = 4 metres

**When you know you will have to stop, slow down gradually.** Don't wait until the last moment to apply the brakes. Press the brake pedal lightly at first and then more firmly as you begin to stop. Release the pressure just before the vehicle stops, so that you come to a smooth and gentle stop. Press the clutch pedal down just before you come to a halt, so that the engine does not stall. If you brake hard the wheels may lock.
(stop rotating) and skid along the ground - you will lose steering control and your stopping distance will increase. If you do skid, steer in the direction that the back part of the vehicle is sliding, and ease your foot off the brake pedal until you regain control.

**If you have to stop suddenly (an emergency stop)** depress the brake pedal firmly (but not so hard as to lock the wheels) and at the same time depress the clutch. This stops the engine from working against the brakes, and helps prevent the wheels from locking. It is also easier on the engine.

**Reversing**

Reversing is more risky than going forward, so you MUST NOT reverse more than is necessary. When you are going to reverse you first put the car into reverse gear - never do this unless the vehicle is completely stopped. You then put your right hand on the steering wheel in the 12 o'clock position and turn your head and the upper part of your body to the left. This will enable you to look over your shoulder and through the rear window - see illustration. Travel very slowly when reversing. If necessary control your speed by fine adjustments of the clutch pedal.

Before you start reversing you must make sure that no-one - a child perhaps - is hidden in the blind spots. Look in the direction in which you are traveling, but try to keep checking to the side as well. It is a good idea to get someone to stand near the back of the vehicle and guide you. This is particularly useful if you are driving a van or any vehicle with a limited view to the rear.

Remember that, if you are turning while reversing, the front of the vehicle will swing in the opposite direction to the turn. Look to see that the front will not hit anything during the turn.
Leaving the vehicle

Once your vehicle has stopped put on the handbrake. In a car with an automatic transmission move the selector lever to PARK. With a manual gearbox move the gear lever to neutral (some drivers may prefer to leave their cars in first or reverse gear). Then switch off the engine.

Turn off all lights, accessories, air conditioning etc., and close the windows. Turn the ignition key to the lock position and remove the key. Look over your right shoulder and, if there is no traffic coming, open the door and get out. Make sure you lock the vehicle. Walk towards the rear of the vehicle facing the traffic and then move off the road. Encourage your passengers to leave the vehicle on the left side where there is less risk of them being hit by moving traffic.
Safe driving in traffic

Driving along

**Drive safely.** The Law says you MUST NOT drive dangerously or recklessly. This is defined as behaviour which a competent driver would regard as dangerous - such as overtaking another vehicle on a sharp bend where there is limited forward visibility.

**Drive carefully.** The Law says you MUST NOT drive carelessly. You must be alert and cautious at all times. It is careless to let yourself be distracted while driving, or not look properly to see if the main road is clear before you turn into it.

**Be considerate to others.** Don't drive as if you are in a race against the other drivers. Drive calmly and be patient if others make mistakes. Never force smaller vehicles to move out of your way.

**Concentrate - don't get distracted.** Avoid talking or arguing with passengers. Don't eat, drink, read or smoke while driving. Never use a mobile phone while driving - even if you have hands-free equipment. Find a safe place to stop, and then use your phone.

**Keep shifting your glance.** Never stare at one place for more than 2 seconds - keep moving your eyes around to make sure you do not miss anything - look far ahead and to the left and right - and every 5 seconds check in your mirrors, even when you think there is no traffic around.

**Practice defensive driving.** Look out for possible problems ahead, such as a child chasing a ball, or a car approaching fast along a side
road. If there is a vehicle at the side of the road with a driver in it, expect it to pull out suddenly in front of you. If a bus has stopped ahead of you, be ready for passengers to cross the road from behind it. When you see a possible problem like this, slow down and be prepared to take action to avoid a collision.

**Use signals to warn and inform other road users.** You MUST use direction indicators or hand signals before changing course or direction, stopping or moving off. Give clear signals in plenty of time (5-10 seconds before the action), and remember to cancel them after use.

**Use the horn** only if you must warn other road users that you are there. If drivers use the horn too much, road users will stop taking notice of it. Don't use the horn to say "hello" or to show you are angry with someone, or to tell the driver ahead to hurry up and get going. Do not use the horn outside hospitals, courtrooms and schools, or between 11p.m. and 6a.m. in town. Avoid using the horn in National Parks and Game Reserves.

**Flash your headlights** only to let other road users know that you are there, in situations where the horn might not be heard or at night in town. Do not flash your headlights to show that you are angry or to try and claim the right of way. If another driver flashes at you, do not assume that it is a signal that they are letting you go first.
Obey the traffic signs. You MUST obey all traffic light signals, and traffic signs and road markings giving orders. Make sure you know and act on all other traffic signs and markings. Refer to the Highway Code for details of all traffic signs. You must also obey signals given by uniformed police officers and other authorised persons - see illustration on next page. Their signals have precedence over all other signs and markings.

Moving off. Before moving off, always use your mirrors, signal, and look over your shoulder to check that the road is clear. Move off only when you have satisfied yourself that it is safe to do so.

Keep to the left. You MUST drive on the left-hand side of the road. Slow-moving vehicles, such as tractors, must keep to the left-hand side and allow faster vehicles to overtake them.

You MUST NOT drive on footpaths, paved footways or other pedestrian areas.

Don't hold up traffic behind you. You MUST NOT drive unreasonably slowly. If you are driving a large or slow-moving vehicle and there is a queue of traffic building up behind you, you MUST find a place to pull in safely and let the other vehicles overtake.

Traffic queues. If there is a line of stopped traffic ahead, join the back of it. You must not "jump the queue". Be patient. Always stop your vehicle so that you can see the rear tyres of the vehicle ahead – it may run back a little when it starts off. If you come to a zebra crossing while in a queue, do not stop on the crossing - leave it clear for pedestrians to use.
Signals by Police Officers or other Authorised Persons

STOP
Traffic approaching from front

STOP
Traffic approaching from behind

STOP
Traffic approaching from both front & behind

STOP
Traffic approaching from the side

COME ON

COME ON
**Mirrors - signal - action.** Use your mirrors often so that you always know what is behind and around you. Use your mirrors well before you turn or change position, and then give the appropriate signal.

Motorcyclists are advised to look behind them before changing position and turning right.

**Keep in lane.** Where there is more than one lane in the same direction, use the left lane for going ahead and the others for overtaking, turning right, or passing stationary vehicles. Do not stay in the right-hand lane longer than is necessary. When changing lanes, remember mirrors - signal - action.
Speed

Drive at a safe speed. You MUST NOT drive at a speed that might be dangerous to others. Keep adjusting your speed to suit the circumstances. For example, slow down if you are approaching a bend, narrow bridge, or junction, or an area where there are lots of pedestrians. Select the gear that will give you the most control. Drive more slowly if the road is wet, or the visibility is poor. Drive more slowly at night, when it is harder to see pedestrians, cyclists, animals, and parked or broken-down vehicles.

Driving on unsealed roads. Always drive more slowly on unsealed roads, steer gently, and avoid hard braking. Unsealed road surfaces are more slippery than asphalt, and your tyres have 50% less grip.

Drive so that you can always stop in time to avoid hitting anything. Drive at a speed which will allow you to stop well within the distance you can see to be clear. Never speed into a corner or over the top of a hill - what if a vehicle has broken-down just out of sight?

Remember that, if you double your speed, your stopping distance increases by three times. The stopping distance will be much longer than this on wet or unsealed roads. Large vehicles and motorcycles always take longer to stop than cars.

As a general rule you should always keep a 2-second gap between your vehicle and the one in front. One of the methods used to measure this gap while driving is to count "one thousand and one, one thousand and two" when the vehicle in front of you passes a fixed point. If you pass the fixed point before your count is complete, you are too close.

Obey the speed limits. You MUST NOT exceed the maximum speed limit for your vehicle. Currently the legal limits are:

- **50km/h** for all vehicles in built-up areas (even if there is no traffic sign)
- **80km/h** for heavy goods vehicles (>3500kgs gross vehicle weight) and public service vehicles (buses, coaches, but not taxis) outside built-up areas
- **100km/h** is the advisory maximum speed for cars and other light vehicles outside built-up areas.
These limits may be varied by a local speed limit shown by a regulatory traffic sign. You must not exceed the maximum speed indicated on the sign. Remember that a speed limit does not mean that it will always be safe to drive at that speed. You must drive at a speed that is safe for the road, traffic, and weather conditions.

Overtaking

**Before overtaking** you MUST make sure:
- the road is sufficiently clear ahead
- the vehicle behind is not beginning to overtake you
- the vehicle ahead is not overtaking another vehicle
- there is a big enough gap in front of the vehicle you are about to overtake

Do not overtake unless you are sure you can do so without causing danger to other road users or to yourself. If in doubt do not overtake.

**You must not overtake** a moving or parked vehicle:
- if a vehicle is approaching from the opposite direction - unless you are sure you can do so without forcing that vehicle to slow down or swerve to avoid you
- where the vehicle to be overtaken is signalling to turn right
- where you cannot see far, such as at a bend or near the top of a hill
- at junctions
- at or near zebra crossings or other pedestrian crossings
- at or near railway crossings
- where you would have to enter a lane reserved for buses or cyclists
- where you would have to drive over an area marked with diagonal stripes or chevrons
- where overtaking is prohibited by the "No Overtaking" sign or road markings.

**Road markings that tell you when you can overtake.**
If the white centreline marking is broken (- - - - ) you may cross the line to overtake, if it is safe to do so. If the white centreline marking is unbroken ( ----- ), you MUST NOT cross the line, unless it is necessary to pass a stationary vehicle or turn into a side road. Where there are two centrelines it is the line nearest to you that applies to you.
Unsafe places to overtake

- Zebra crossing: You MUST NOT cross the centreline.
- Near top of a hill: You MUST NOT cross the centreline.
- At a sharp bend: You MUST NOT cross the centreline.
- Near a junction: You MUST NOT cross the centreline.
- At a bend with "no overtaking markings": You MUST NOT cross the centreline.
- At a rail crossing: You MUST NOT cross the centreline.

You may cross the centreline if it is safe to do so.
Basic procedure for overtaking. Before you start to overtake make sure that the road is sufficiently clear ahead to enable you to overtake and return to the left side without forcing any other vehicle to slow down or turn sharply to miss you. If in doubt – do not overtake. Use your mirrors to check that no-one is overtaking you. Signal before you start to move out [1]. Take extra care at night and in mist or heavy rain when it is harder to judge speed and distance. **Remember: mirrors - signal - action**

If you are unsure what the driver of the vehicle ahead is going to do, sound the horn.

Once you have started to overtake, [2] move quickly past the vehicle you are overtaking and leave it plenty of room. When overtaking cyclists or motorcyclists give them at least as much room as you would give a car. Move back to the left side of the road as soon as you can, [3] but do not cut in so sharply that the vehicle you are overtaking has to brake or make a sharp turn to avoid you. Check this by looking to see the vehicle in your mirror.

**If you are being overtaken.** Do not increase your speed when you are being overtaken. Move to the left if you can do so safely. Slow down if necessary to let the overtaking vehicle pass quickly and safely.

**Overtake on the right.** You MUST always overtake on the right, except when:
- the vehicle in front is signalling to turn right, and there is room to overtake on the left safely (do not drive onto the shoulder or footpath);
- traffic is moving slowly in lanes, and vehicles in a lane on the right are moving more slowly than you are.
When others signal you to overtake. Sometimes the driver of a vehicle ahead of you signals that the road is clear for you to overtake. Do not assume that the driver is right. Overtake only when you can see that the road is clear.

If the vehicle you are overtaking speeds up or resists in any way, stop trying to overtake. Never get into a race with another driver.

Junctions

Approaching a road junction. Many crashes happen at junctions, so take extra care. Look out for junctions ahead, and assess what action, if any, you will need to take. Make sure that your vehicle is positioned correctly for the move you are going to make and that you are travelling at an appropriate speed.

Get in the correct lane or position. If the road is marked into lanes, get in the correct lane in good time. Take note of arrow markings that show which lane is for which direction. Do not change lanes without good reason. If there is a queue of traffic ahead, do not try and "jump the queue" - be patient.

Obey the priority rules. At a junction with a "STOP" sign (it will also have an unbroken white "STOP" line across the road) you MUST come to a complete stop at the line. Look carefully to see if there is any traffic coming. Wait for a safe gap before you move off.

At a junction with a "GIVE WAY" sign or marking (a broken white line across the road) you MUST give way to traffic on the other road. Look carefully to see if there is any traffic coming. Wait for a safe gap before you move off - you must not force the other vehicles to slow down sharply or swerve to avoid you.

In the absence of any signs and markings, always remember to give way to traffic coming from the right.
Basic rights of way

**Look properly.** Don't just glance to see if anything is coming - look properly - look for motorcyclists and cyclists. If you spend longer than 2 seconds looking in one direction, you must then re-check the other directions to see if they are still clear.

**Where you have the right of way,** go forward cautiously and be ready, if necessary, to slow down and stop to avoid a collision.

**Do not enter a junction until your exit is clear.** Do not jam up the junction unnecessarily. Stay back and allow other vehicles to cross in front of you. If drivers are patient and use common sense, everyone will get to where they are going more quickly.
Turning right.
1. Well before you turn right, use your mirrors to check that the vehicles behind you are at a safe distance
2. Give a right turn signal and start to slow down
3. Move to a position just left of the middle of the road
4. As soon as there is a safe gap in the oncoming traffic make the turn - do not short-cut across the corner.

Watch out for cyclists, motorcyclists and pedestrians - if there are pedestrians crossing the road into which you are turning, you must stop and let them cross.

Look out for other road users, especially motorcyclists, cyclists and pedestrians, and let them know what you intend to do by signalling clearly.

Allow long vehicles room to turn. They may have to use the whole width of the road to make the turn.
Turning left.
1. Well before you turn left, use your mirrors to check that no-one is coming up behind you on your left
2. Give a left turn signal and start to slow down
3. If the way is clear make the turn keeping close to the left-hand edge of the road (drivers of long vehicles may have to move to the centre of the road in order to make the turn). Watch out for cyclists and motorcyclists who may have come up on your left-hand side – let them overtake you and get clear before you make the turn. Watch out for pedestrians - if there are pedestrians crossing the road into which you are turning, you must stop and let them cross.

NEVER overtake a vehicle and then cut in front of it to turn left.

Turning into a dual carriageway road. When crossing or turning right into a dual carriageway road, look to see whether the space between the two carriageways (the median) is wide enough to protect the full length of your vehicle. If it is, you should cross safely to the middle and then wait there until there is a safe gap in the traffic on the second
carriageway. If the area in the middle is not wide enough, you must wait until you can cross both carriageways in one go.

**Turning right at a cross roads when an oncoming vehicle is also turning right.** The normal procedure is to turn right in front of the other vehicle (see illustration below). The other vehicle may block your view of oncoming traffic, so proceed cautiously and do not make the turn until you are sure that the way is clear.

![Diagram of turning right at a crossroads](image)

**Obey the traffic light signals.** You MUST stop behind the white "STOP" line unless the signal is green. If the yellow light appears you may go only if you have crossed the stop line or are so close to it that to stop might cause a crash. Approach the signals at a speed that will enable you to stop quickly if the signal changes to yellow.

Only go forward when the signal is green if your exit is clear or you are taking up a position to turn right.

If the traffic lights are not working, and there is no police officer controlling the traffic, you should go forward carefully, and give priority to traffic coming from your right.

**Drive defensively.** For example, when waiting to turn into the main road from a side road, make sure that the vehicle coming from the right and signalling to turn left does start to turn before you proceed - in case the other driver has no intention of turning left, but has forgotten to cancel the turn signal after a previous turn.
Special advice for drivers at roundabouts

Well before you reach the roundabout reduce your speed, decide which exit you need to take, check your mirror, and get into the correct lane (see advice below). On reaching the roundabout give way to traffic already in the roundabout. Watch out for cyclists and motorcyclists, who can be difficult to see if there is a lot of traffic. Remember that there might also be pedestrians crossing the road – from the left as well as the right.

**When turning left**
Signal left
Keep to the left lane
Give way to traffic on the roundabout
Keep to the left on the roundabout
Proceed to your exit, still signalling left

**When going straight ahead**
Keep to the left lane (unless the left lane is marked for left-turning vehicles only) - do not signal
Give way to traffic on the roundabout
Merge with traffic, staying in the left lane
Signal left after you have passed the exit before the one you want
Proceed to your exit, still signalling left

The correct lane to use at roundabouts

![Diagram of roundabout with correct lane markers](image-url)
**When turning right or going full circle**

Signal right  
Keep to the right-hand lane  
Give way to traffic on the roundabout  
Merge with the traffic, keeping to the right  
Continue to signal right until you have passed the exit before the one you want, then signal left  
Proceed to your exit  

NEVER stop or park within a roundabout. When in the roundabout do not overtake a long vehicle – it might crush you against the centre island.

**Driving at night or in bad weather**

**Drive at a speed which will allow you to stop within the distance you can see to be clear.** If you dip your headlights, or are blinded by the headlights of oncoming vehicles you must slow down - in the darkness ahead there may be a broken-down vehicle or a cyclist.

**You MUST use headlights at night** (from half an hour before sunset to sunrise) or when visibility is seriously reduced by smoke, mist, fog or heavy rain. As a general guide switch on your headlights when you cannot see clearly for more than 100 metres. Do not be slow to switch them on - they make you much more visible to others.

**Check your headlights are clean, working and properly adjusted.** The headlights must be correctly set so as to provide maximum illumination without blinding other drivers - a qualified motor mechanic can check this for you.

**Use dipped headlights:**  
• when vehicles are coming towards you  
• when driving behind, or overtaking, another vehicle  
• when driving in towns with good street lighting.
Do not dazzle other road users. Do not switch on fog lights or other lights unless it is very foggy or misty.

**Reversing**

You MUST NOT reverse more than is necessary.

Before reversing make sure that there are no pedestrians or objects in the road behind you - remember that small children may be hidden by the rear of the vehicle. Reverse with care and never for longer than necessary. If you cannot see clearly, get someone to guide you. This person can also warn other road users to keep clear. Use reversing lights to attract attention during the day, and to see better at night. Do not wander across the road - you should keep your vehicle a constant distance from the edge of the road.

Be particularly careful when you are reversing out of a building, a yard, or a house plot – the walls or fences may hide pedestrians who are about to walk across the opening. If possible reverse in, so that you can drive out forwards.

Never reverse from a minor side-road onto a main road. Never reverse through a major junction. Never reverse over a pedestrian crossing, or a rail crossing.
It is strongly recommended that all commercial vehicles be fitted with buzzers that sound automatically when the vehicle is reversing.

**Taking care with pedestrians and other vulnerable road users**

**Watch out for pedestrians.** Pedestrians don’t have much of a chance when hit by vehicles. And many pedestrians, especially those in rural areas, are unused to traffic and do not know how dangerous the road is. Drive extra carefully and slow down to 50km/h or less when there are pedestrians about, particularly in crowded town centres, markets and near bus stops. Watch out for pedestrians stepping suddenly into the road from behind a parked or stopped vehicle (a bus perhaps).

Be extra careful when children are around, and when driving near schools. Don’t expect children to behave like grown-ups. Their eyesight and hearing is more limited, and they cannot judge speeds very well.
They have difficulty concentrating, and when they get into danger they may stand still in fright, instead of getting out of the way. Where there are children around slow down and take extra care.

Be friendly to old people and disabled persons when they are having difficulty crossing the road. Let them cross if it is safe to do so. Always slow down near schools and hospitals.

If there are pedestrians crossing the road into which you are turning, you must stop and let them cross in front of you.

**Zebra crossings.** When coming to a pedestrian crossing marked with white stripes (a "zebra crossing") be ready to slow down and stop to let people cross. You MUST stop if anyone is on the crossing or about to cross. You MUST NOT overtake any vehicle that has stopped to give way to pedestrians. And you MUST NOT park your vehicle on a pedestrian crossing - or within 5 metres of one.

**Signal-controlled pedestrian crossings.** Some pedestrian crossings are controlled by traffic lights. Obey the traffic light signals. Pedestrians may cross the road in front of you when your signal is at RED.
Watch out for motorcyclists and cyclists. Two-wheelers are more difficult to spot than larger vehicles. Always look out for them when entering and leaving junctions. Give motorcyclists and cyclists plenty of space when overtaking them, especially if you are driving a long vehicle or towing a trailer. Never overtake and turn close in front of them. Treat carts and barrows with the same care.

Turning round in the road

Sometimes you will want to go back in the direction where you came from. In town you should do this by turning left (or right) and going round the streets until you get back to the road you started from - this avoids you having to do any reversing. You can also safely use a roundabout to reverse direction. You may also be able to turn off the road into a car park or an area of open ground where you can turn round safely out of the way of moving traffic.

If you cannot do any of these things you will have to make a U-turn or turn by reversing. If the road is wide enough you can make a U-turn, but note that U-turns are often prohibited on wide roads and dual carriageway roads (look for a regulatory traffic sign) because they disrupt the flow of traffic and are unsafe. In this situation turn off the main road into a less busy side road and turn round in that road.

If you have to turn by reversing choose a place where you can see a long way ahead and behind. If possible use a side road on the left - drive past it, reverse into the side road, then turn right to change direction - see illustration. Don't do this if there is a lot of traffic on the side road - find a quieter road.

If it is a very quiet road you can do a three-point turn. You start by driving close to the left side. Then you turn the steering wheel completely to the right and cross the road. Next, you turn the steering wheel to the left and reverse to the opposite side of the road. Remember
not to turn the wheel when the car is stopped. Then cross over and drive on in the right direction.

Whether you make a U-turn or turn by reversing, remember that these are dangerous manoeuvres that have to be done with great care. You are at risk of being hit by other vehicles. Choose your turning place carefully, use your indicators, and watch for other traffic.

**Rail crossings**

At rail crossings without barriers, signals or someone controlling traffic, you should slow down before entering the crossing in order to check whether trains are coming. Drivers of buses, and vehicles carrying inflammable materials, MUST stop and look before proceeding. Listen for a train hooter. Never race against trains – they always have right of way. Make sure it is safe before crossing, and be particularly careful where there is more than one rail track.

Where the crossing is controlled by barriers, signals or an authorised person, you MUST obey them. Never try to speed up and get through a crossing while the barriers are coming down. Never set off until the light signals go off and the barriers are fully open. Let pedestrians and cyclists go first.

Never drive onto a rail crossing until the road is clear on the other side, and do not get too close to the vehicle ahead. Never stop or park on, or near, a crossing. If your vehicle breaks down on a crossing, get everyone out of the vehicle immediately and away from danger. Inform the crossing-keeper, if there is one, and follow his instructions. Otherwise, phone the Police. If there is no train coming get help to push the vehicle off the crossing. If you hear or see a train coming get clear of the crossing immediately, and try and warn the train driver without putting yourself in danger.
Parking

When you want to stop or park, remember **mirrors - signal - action.** Move off the road where possible onto an area suitable for parking. If you have to stop on the road, stop as close as you can to the left-hand side. Always check whether it is safe to park and whether parking is permitted. Before you or your passengers open a door, make sure it will not hit anyone passing on the road or footpath - watch out for cyclists and motorcyclists. Remember that it is safer to get out of the vehicle on the left-hand side next to the kerb or road edge.

You MUST NOT park:

- carelessly or without reasonable consideration for others
- on or within 5 metres of a pedestrian crossing
- within 5 metres of a junction or rail crossing
- at a bus stop or 15 metres to each side of the sign “bus stop”
- on a footpath or paved footway
- in front of vehicle entrances to properties
- on a road marked with double white centre lines, even if one of the lines is broken
- where there are parking restrictions shown by the No Parking sign and / or yellow lines along the edge of the road.

Do not park at any other place where it would be dangerous or cause problems for other road users, for example:

- near a school entrance
- near the top of a hill
- on a sharp bend
- alongside another parked vehicle (double parking)
- opposite a traffic island
- where your vehicle will obstruct a taxi stand
- where your vehicle will block the view of a traffic sign or traffic signals.

Do not park at night on busy roads or where there is fast-moving traffic. If you cannot avoid doing this, switch your parking lights on. At night only park on the left-hand side of the road.
You must be able to park your vehicle neatly, efficiently and safely. You need good control of your speed and steering as well as accurate judgment of space. Choose your parking space carefully -

- is there sufficient space?
- is the ground suitable - are there any obstacles?
- will your vehicle be secure?

Remember to always keep the car moving slowly while you are steering - do not turn the steering wheel while the car is stopped. Steering the car backwards requires concentration, but do not forget to look out for other traffic and pedestrians. Remember that as the back of your car turns the front will swing in the opposite direction. Use your indicators to tell other drivers what you are doing.

### 90° parking

Try and park where you can drive forward into and out of the space. In most car parks however you will have to do some reversing - either into or out of the space. It is normally best to reverse into the space, because this enables you to drive forward when you leave - giving you the best view of other traffic and pedestrians. Do not put your car so close to the next vehicle that its driver or passenger will have difficulty getting into it. Do not park in spaces marked for disabled people unless you are entitled to use them.

### Parallel parking

You must be capable of parking your vehicle in a line of others parallel to the edge of the road - this is called parallel parking, and it is common in towns. Look for a space about one and half times the length of your vehicle. It is best to reverse in, unless the space available is quite long. Drive past the empty space and stop alongside the first car after the space - at about 1m from it. Then reverse very slowly until the back of your car has passed that of the car in front of you, Then you give a full left turn of the steering wheel and go on creeping backwards. When your back left-side wheel is close to the kerb or road edge and at an angle of about 45° to it, turn the steering wheel fully to the right, and keep
moving slowly backwards until your car is parallel to the kerb. You may then need to drive forward a little to position the car mid-way in the space. Never touch the other vehicles with your car.

When you are reversing into a space on the right-hand side of the road follow the same basic procedure.

**Diagonal parking**

There are some places where you have to park diagonally to the road edge. Driving into the space is simple: check your mirrors and blind zones, signal left, reduce speed to a crawl, and then steer sharply into the space. Straighten up the wheels and stop with the front of the vehicle close to the road edge. Leaving the space is not so easy, because you have to reverse, and the other parked vehicles may obstruct your view of the oncoming traffic. Try to get someone to stand behind the vehicle and guide you out. Reverse very slowly and keep checking for traffic - once the front of your vehicle comes level with the rear of the vehicle parked in the next space, start turning sharply - check that the front of your vehicle will clear the rear of the next vehicle on the other side - then straighten up and stop - you are then ready to drive off.

**Parking on a hill**

When parking on a hill leave the vehicle so that the front wheels are turned towards the side of the road. If the handbrake fails the car will run off the road. If your car has a manual gearbox leave the car in first or reverse gear, as this will help prevent it moving if the handbrake fails.
Traffic signs

Traffic signs serve to warn, regulate, guide and inform road users. They include road signs on upright poles, traffic light signals, and road markings.

There are four groups of road signs:
- **Regulatory Signs** telling drivers what they must do or must not do
- **Warning Signs** warning drivers of dangers or difficulties on the road ahead
- **Information Signs**
- **Guidance Signs** helping drivers to find the way to their destination

The signs in some groups have a special shape and colour to help drivers recognise them quickly. Two very important signs, the “Stop” and “Give Way” signs, have their own unique shapes.

Where there is a need to qualify or expand the message on the main sign the additional information is contained on a supplementary plate beneath the main sign.

Traffic signals are used to control traffic and pedestrians at junctions and crossings.

Road markings are subdivided into regulatory, warning and guidance markings.

Refer to the Highway Code for details of all traffic signs.
The driving test

Applying for the driving test

When you think you are ready to take a driving test you must:

• Obtain a certificate from a licensed driving school that shows you have completed a course of instruction
• Have a valid learner driver's licence
• Obtain an application form from the Tanzania Revenue Authority and pay the test fee
• Write an application letter to the Traffic Police stating on which day you want to be tested; attach copies of the certificate from your driving school, your learner driver's licence, and a vision test certificate from an approved eyesight tester
• Have a roadworthy, insured vehicle of the right type for the licence you are applying for.

Preparing for the test

As a new driver you need proper instruction before presenting yourself for the test. If you are fully prepared you can pass the test at the first attempt.

If you are learning to drive you MUST take lessons from a registered driving instructor who is working for a licensed driving school. When choosing a driving school, try to get recommendations from past clients, check the condition of the training vehicle, and check how many other learners will be sharing the vehicle with you. Some schools offer courses that have been approved by the Government. The school must teach you all aspects of driving safely, not just how to pass the driving test.

The vehicle in which you take the test must be clean and roadworthy, and be properly registered, licensed and insured. It must also have a manual gearbox - you will not be allowed to take the test in a car with automatic transmission. The front seats must be fitted with seat belts that are in working order.
Content of the test

The purpose of the test is to see if you are competent to drive. You have to satisfy the driving examiner that you can handle your vehicle safely, show courtesy and consideration to other road users, and observe the Highway Code. You must also have a good knowledge of the Road Traffic Act [Cap.168 R.E. 2002] and all the road signs and markings described in the Highway Code.

The Road Traffic Act states that the test is to check your ability to:
- control the vehicle in traffic
- bring the vehicle to a stop from normal speed
- to turn corners on main roads, cross roads, and turn from side roads into main roads
- to pass other vehicles on the road
- to drive the vehicle backwards along a straight road and around corners
- to turn around in a road
- to understand and obey the rules and advice in the Highway Code and the Road Traffic Act.

The test

The test is designed to check whether you are competent to drive and whether you know the road rules and traffic signs. It is in two parts: the theory test, and the practical test.

The theory test may be oral or written. The questions will cover all aspects of driving, including basic driving techniques, traffic signs and markings, the Highway Code, and the Road Traffic Act. The examiner will mark your answers, and, if 70% or more are correct, you will have passed the test.

If you pass the theory test you will then be allowed to take the practical test. This is carried out on the road, with the examiner sitting in the front passenger seat. The examiner will be looking to see that you:
- make effective use of mirrors
- give the necessary signals correctly and in good time
- take prompt and appropriate action on all traffic signs, signals and road markings
- control your speed so that it is always safe and appropriate for the situation and the manoeuvre you are making
• take care and make effective observation before you move into, or
cross, any junction
• show awareness and anticipation of the actions of pedestrians, cyclists
and other drivers
• position the vehicle correctly on the road - when driving along and
when turning at junctions.

The practical test is marked using the point deduction method. You start
with 100 points and the examiner deducts points for every mistake you
make. The number of points deducted depends on the seriousness of the
mistake - 10 points for each major mistake and 5 points for every minor
error. If you still have 70 or more points at the end of the test you will
have passed.

It is natural that you should feel a little nervous when taking your test,
but the more practice you have had the more confident you will be. Try
to drive normally in the way you have been taught. If you feel you have
made a mistake, do not worry about it. The examiner will not talk
unnecessarily while you are driving because this might distract your
attention. Make sure that you fasten your seat belt while driving.

If you have a physical disability the examiner will understand your
difficulties and be as helpful as he can. You can choose whether the
examiner speaks to you in Kiswahili or English. The use of interpreters is
discouraged.

It is important that you demonstrate to the examiner that you are
confident (but not over-confident) about driving in traffic. You should
drive smoothly and not hesitate too much, or be unwilling to take safe
gaps in the traffic when turning. Do not be so polite that you give up
your right of way for no reason - this causes confusion and may obstruct
following traffic needlessly. Never wave to pedestrians to cross the road
in front of you - you could put them at danger from other vehicles.

Anyone offering a gift or payment or other inducement to an examiner
with a view to influencing his decision is liable to be prosecuted for the
serious offence of "attempted bribery".
**After the test**

**If you pass.** By passing the test you will have shown that you are basically a competent driver. However, you are still inexperienced, and have a lot to learn. You should try to continually improve your driving skills with more experience and close attention to your driving technique. This should go on throughout your driving life - there is always scope for improvement.

**If you fail.** You will fail only if you make too many driving mistakes or your knowledge of driving is poor. The examiner will give you a Statement of Failure on which he will mark the aspects of your driving that need more attention. The faults marked will be the ones that caused you to fail the test, but there may well have been other, less serious, faults as well. So, while the Statement of Failure should help you and your instructor to correct these main faults, you should try to improve all aspects of your driving.

If you fail you must wait for at least four weeks before you can be re-tested. The examiner may extend this period up to 9 weeks if he thinks you will need more time to improve your driving.
Breakdowns

If your vehicle breaks down or you have a puncture, try and move the vehicle off the road. If this is not possible get the vehicle close to the left-hand edge of the road and away from junctions, bridges and bends and other dangerous places.

If you cannot avoid stopping on the road you MUST warn other traffic by putting a red reflective warning triangle near the edge of the road not less than 30m behind the vehicle - plus another warning triangle at the same distance in front of the vehicle. You should also use your hazard warning lights (double indicators – both flashing together). If you have stopped on a bend or near the top of a hill get someone to walk back along the road to warn the approaching traffic.

You MUST try and remove the vehicle as soon as possible. A police officer has the power to arrange for the removal of any vehicle if he considers it a danger to traffic. You will be made to pay the bill for this.

Try not to stand or work on the vehicle where you are at risk of being hit by passing vehicles. While repairing the vehicle never spill diesel or oil on the road, as they can make the surface slippery and cause permanent damage.

Make every effort to get the vehicle repaired or removed from the road before dark. If you have to leave a broken-down vehicle in the road at night, switch the parking lights on and make sure there are warning triangles on the road well before the vehicle to warn other drivers. Inform the Police.

Make sure that any stones you have used to chock the wheels are removed from the road when you drive away.
If you have a crash

If you are involved in a crash, or stop to help:

- warn other vehicles by switching on your hazard warning lights (double indicators) and, if necessary, wave to other drivers to slow down
- control the traffic so as to avoid a second collision - ask other drivers and local people to help with this
- ask drivers to switch off their engines and put out any cigarettes
- arrange for the Police to be called immediately - state the exact location of the crash and the numbers of vehicles and injured persons involved - ask several people to do this in order to make sure the message gets through
- be prepared to give first aid
- if the injuries are serious, and there is little chance of getting help quickly, make arrangements to take the injured to the nearest hospital
- respect the victims and their property – and encourage everyone else to do the same - discourage mob justice.

When you see stopped vehicles ahead, slow down and be ready to stop. If you think there are enough people helping already do not stop and add to the blockage. When passing the crash do not get distracted – concentrate on the road ahead. Obey the commands of police officers who are at the scene and be patient if there are long delays.

If you are involved in a road crash in which someone is injured you MUST give your name and address (and the name and address of the vehicle owner, if different) to any other person involved and you MUST report the crash to the nearest police station or police officer as soon as possible.

You MUST stop and assist persons injured in a road crash, unless you fear for your own safety. If you are involved in a road crash in which no-one is injured you need not inform the Police, but you MUST give your name and address (and the name and address of the vehicle owner, if different) and registration number of your vehicle to any other person involved.
Appendix A - Official Syllabus for Training Drivers of Cars and Other Light Vehicles (Licence Classes B & D)

1. The vehicle
The learner must:
   a) Have a basic understanding of how a motor vehicle works
   b) Know the use and function of the controls of the vehicle (e.g. steering wheel, brakes and gears), the engine, ignition and other technical parts.
   c) Be able to read and understand the vehicle’s instruments (e.g. speedometer) and their importance
   d) Be aware of the risks due to the failure of different vehicle parts and how to locate faults
   e) Know how to make pre-trip, weekly and monthly safety checks
   f) Have an understanding of how different types of light vehicles (e.g. cars, pick-ups, four-wheel drive) feel like to drive, and how to drive them safely.

2. Fitness to drive
The learner must:
   a) Have the correct attitude to driving: - responsibility, concentration, anticipation, patience, and confidence
   b) Understand how alcohol affects driving ability, know what the law is on drinking and driving, and how it is enforced
   c) Understand the importance of not driving when tired, and know the guidelines on how often to take a break from driving
   d) Understand that some medications can affect driving ability, and know how to check
   e) Understand how mood and illness can affect driving ability
   f) Understand the importance of good eyesight, and how to check it.

3. The driver and the vehicle
The learner must:
   a) Know what is a good driving position, and how to achieve it
   b) Know how to adjust the mirrors, know their limitations, and know about the blind zones
   c) Know how to adjust head restraints correctly
   d) Understand the importance of wearing seat belts, how to wear them correctly, and what the law says
   e) Know how best to carry children safely
   f) Know how to carry luggage, loads and animals safely.
4. The driver and the law
The learner must:

a) Know the key laws, including those on causing injury through dangerous driving and careless driving, driving while under the influence of drink and drugs, speeding etc.
b) Have a basic understanding of the vehicle fitness requirements
c) Know the driver licencing requirements, including those concerning learner drivers
d) Know the legal responsibilities following a collision
e) Know the motor vehicle insurance requirements, and the importance of having adequate insurance cover
f) Have a basic understanding of how the traffic laws are enforced (including on-the-spot fines) and what the penalties for driving offences are.

5. Control and coordination
The learner must:

a) Be able to start the engine, move off and steer the vehicle, accelerate, change gear, reverse, drive uphill and downhill and around bends, and brake to a stop - in a safe, smooth and competent manner
b) Be able to stop and move off on a hill smoothly and without running back
c) Know how driving style affects fuel consumption, passenger comfort and safety.

6. Safe driving in traffic
The learner must:

a) Be able to drive in a way which demonstrates care, consideration and patience
b) Know the importance of concentrating on the driving task and avoiding distraction, and knowing what things can distract the driver
c) Be able to continually scan the road ahead and behind (making good use of the mirrors) and anticipate and react correctly to the movement of other traffic and hazardous situations
d) Use the mirror-signal-action process
e) Be able to pass stationary vehicles and obstructions safely
f) Know how and when to signal - using indicators and arm signals
g) Know who has priority when vehicles meet in turning or overtaking situations
h) Position the vehicle on the road correctly and maintain lane discipline
i) Know how to judge what is a safe distance from the vehicle in front and be able to maintain this distance in traffic
j) Know how to use the lanes on multi-lane roads
k) Understand why commonly-seen bad behaviour, such as queue-jumping, and driving off the road onto footways and pedestrian areas, is dangerous and inconsiderate.

7. Speed
The learner must:
   a) Know that crash risk increases rapidly as speed increases
   b) Be able to maintain a safe speed in changing situations, so that he can always stop his vehicle in time to avoid hitting anything
   c) Know how best to avoid skidding, and what to do if a skid occurs
   d) Have a general understanding of stopping distances, and how these vary with road conditions and other factors
   e) Know the national and local speed limits, their importance, and how they are enforced
   f) Know that a speed limit does not mean that it will always be safe to drive at that speed.

8. Overtaking
The learner must:
   a) Know when it is safe to overtake
   b) Know the places where it is not safe to overtake - and where the road markings make it an offence to overtake
   c) Be able to overtake another vehicle in a safe and competent manner, without causing a vehicle coming in the opposite direction to slow down or change course to avoid a collision.

9. Junctions (other than roundabouts)
The learner must:
   a) Be able to negotiate all kinds of junctions in a safe and competent manner, including those on dual carriageway roads, one way streets, and those controlled by traffic signals
   b) Know the importance of approaching the junction at an appropriate speed, getting in the correct lane and position, obeying the priority rules, looking properly, and not blocking the movement of other traffic streams
   c) Make correct use of signals.

10. Roundabouts
The learner must:
   a) Be able to negotiate roundabouts in a safe and competent manner
   b) Know which lane to use when entering and turning and leaving a roundabout
   c) Make correct use of signals
   d) Know who has priority.
11. Pedestrian crossings
The learner must:
a) Know the different types of pedestrian crossings - traffic islands, zebra crossings, signal-controlled - and how they are signed
b) Know the rules for the use of each type of pedestrian crossing
c) Understand the importance of not overtaking or parking on the approach to a zebra crossing
d) Know the times and places of high risk.

12. Driving at night and in bad weather
The learner must:
a) Understand the importance of driving at a speed which will allow him to stop within the distance that he can see to be clear
b) Know when to switch on headlights
c) Know when to use dipped headlights
d) Understand how wet conditions will affect stopping distances
e) Know how to cope with heavy rain, flooding, fog, ice, and high winds.

13. Breakdowns and emergencies
The learner must:
a) Be able to use the brakes and gears to bring the vehicle to a stop quickly without skidding and without stalling the engine
b) Know what to do if they are involved in a crash, or stop to help
c) Know what to do if they breakdown on the road, and in particular how to avoid putting other road users at risk.

14. Risk awareness
The learner must:
a) Know the times, places and weather conditions when the crash risk is higher than normal
b) Know the most common types of collisions and why they occur
c) Know the particular risks faced when: overtaking a stopped bus; when entering a roundabout where two-wheelers are present; turning left where two-wheelers are present; entering a main road when the side visibility is poor; turning right into a dual carriageway road; overtaking a long vehicle in a roundabout; reversing out of a building or through a gate in a wall; approaching a rail crossing; there are small children at the side of the road.

15. Turning the vehicle round in the road
The learner must:
a) Be able to judge whether it is safe, legal, and considerate to turn around in the road
b) Know when to turn around by doing a U-turn, reversing into a side road, and doing a 3-point turn

c) Be able to turn round in a safe and competent manner, with good co-ordination, accurate steering, and careful observation of other road users.

16. Parking
The learner must:

a) Be able to judge whether it is safe, legal and considerate to park in any place

b) Be able to parallel park, $90^\circ$ park, and diagonal park in a safe and competent manner, with good coordination, accurate steering, and minimal interference with other traffic

c) Be able to park safely on a slope (uphill and downhill).

17. Reversing
The learner must:

a) Be able to judge whether it is safe, legal and considerate to reverse

b) Be able to reverse in a safe and competent manner in a straight line, around left and right corners, and on level roads and on slopes.

18. Signs, signals and markings
The learner must:

a) Know the four main groups of road signs and their characteristic shapes and colours

b) Know the meaning of all regulatory signs, markings, and traffic signals, and how to comply with them

c) Be able to correctly identify 80% of other signs and markings

d) Know the signals given by police officers and other authorised persons, and how to comply with them.

19. The road system
The learner must:

a) Have a general understanding of which roads are the responsibility of the Tanzania National Roads Agency (TANROADS), which belong to the District Councils, and which are private

b) Know the importance of not obstructing or damaging our roads, or stealing or vandalising signs or other road equipment.

20. First Aid
The learner must:

a) Know the procedure: danger-responses-airway-breathing-circulation

b) Know how to stop heavy loss of blood (without putting themselves at risk)

c) Know how to treat victims for shock
d) Know how to get help

e) Know how to put a casualty into the recovery position.

21. **Preparing for the driving test**
The learner must:

a) Know how to apply for a driving test, and what the test requirements are

b) Know the structure of the driving test, and how it will be marked.