

# OAK PARK AND RIVER FOREST HIGH SCHOOL

## DRIVER EDUCATION AND TRAFFIC SAFETY DEPARTMENT

### SAFETY DRIVING PROCEDURES

#### PRE-STARTING

- A. To enter car, walk around front of car
- B. Unlock door
- C. Place proper key in ignition
- D. Check seat adjustment for comfortable, safe reach of controls
- E. Adjust mirrors for maximum view to rear
- F. Fasten and adjust safety belt

#### TO START ENGINE

- A. IF starting car for first time today:
  - 1. Do NOT press accelerator, if not fuel injected
  - 2. Place right foot firmly on brake
- B. IF car was running before:
  - 1. Press foot brake firmly
  - 2. Turn ignition to start position, release key when engine starts

#### MOVING CAR FORWARD FROM CURB POSITION

- A. Right foot should be pressed firmly down on foot brake
- B. Shift selector lever to "D" or drive
- C. Release PARK brake
- D. Check mirrors for about one block clear of traffic coming from rear
- E. Give correct signal
- F. Glance over correct shoulder to check if that "Blind" spot is clear
- G. Move right foot smoothly and gently to accelerator, press down gently
- H. Steer slightly as needed to move the car into the correct lane
- I. Cancel signal if still on
- J. Accelerate smoothly to safe speed

#### STOPPING and PARKING AT THE CURB ON RIGHT

- A. Signal your intentions with turn signal
- B. Make lane change to right lane next to curb parking spaces

- 1. Right signal on
- 2. Check traffic in inside mirror
- 3. Make right side "Blind" spot check
- 4. When clear to right and immediate rear, move foot gently to break, applying gently increasing pressing while
- 5. Steering smoothly to the right toward curb, straightening the car so that right side tires are about 6- 8 inches from the curb and make smooth
- 6. Continue firm pressure on foot brake and:
  - a. Shift selector smoothly to PARK position
  - b. Use left foot to firmly push the PARK BRAKE on
  - c. Turn ignition key to OFF
- 7. Exit car by curb side if heavy traffic

#### LANE CHANGE PROCEDURES

- A. Changing Lane to left
  - 1. Check for clear space in the left lane ahead
  - 2. Check inside and left outside mirrors for clear space (100 feet) in the left lane to the rear
  - 3. Turn left signal on
  - 4. Make one more quick "Blind" spot check to left
  - 5. Maintain speed while steering smoothly into left lane
  - 6. Position your car in center of lane
  - 7. Check speed for correctness
  - 8. Cancel signal if still on
- B. Lane change to right is same except you do not have a right outside mirror

#### GENERAL TURNING INSTRUCTIONS

- A. Practice on fairly level residential streets at first
- B. Plan early for:
  - 1. Turn is legal
  - 2. Signaling at least 100 feet in advance (1/2 block in advance)
  - 3. Correct lane position before starting the turn
  - 4. Control speed for slow, sure steering smoothness
  - 5. Looking well down the lane you are going to

look for:

- a. Any obstructions
  - b. Other vehicle positions
  - c. Pedestrian
- C. A light firm grip is best to avoid overly tight grip of steering wheel, this causes oversteer

### LEFT TURN PROCEDURES

- A. Check ahead and behind using both mirrors
- B. Signal 100 feet or more before turn if lane change is necessary (about one-half block)
- C. Position car in proper lane
- D. Brake to about 5 to 10 miles per hour and stay on the brake until approximately half way into intersection
- E. Look through to left for pedestrians, front for oncoming cars
- F. Begin accelerating and hand-over-hand steering when clear
- G. Begin to unwind the steering wheel hand-over-hand to move the car into the center of the correct lane
- H. Resume safe speed, make lane change, if necessary

### RIGHT TURN PROCEDURES

- A. Check traffic to front, sides, rear, using both mirrors
- B. Signal on for right turn at least 100 feet in advance
- C. Make sure the car is in proper lane position
- D. Look to left, then right for pedestrians, make quick glances again if your view is obstructed
- E. Smoothly brake to about 5 to 10 miles per hour
- F. Look through the turn to the lane you intend to move into
- G. Begin hand-over-hand steering as the car reaches the curb line, wheels are starting to enter the intersection
- H. Move foot gently back to accelerator and press down, while
- I. Starting to unwind the steering wheel hand-over-hand into the correct lane space
- J. Resume safe speed

### PROCEDURES FOR BACKING STRAIGHT

- A. With engine running
- B. Press firmly on foot brake
- C. Shift to REVERSE gear
- D. Release PARKING BRAKE
- E. Check for traffic, pedestrians, obstructions all around the car
- F. Turn "Head" as far to the right as you comfortably can and still be able to steer with the left hand approximately on top of steering wheel
- G. Place right hand wherever you can comfortably put it, however, it should not be helping to steer
- H. Look through rear window
- I. Ease pressure on foot brake to allow the car to slowly move back; if car does not move, then apply gentle

accelerator pressure to cause it to move slowly

- J. Move the top of the steering wheel slightly to left to go left and slightly to right to move the rear of the car to the right
- K. After stop, keep firm pressure on foot brake while shifting gears

### PROCEDURES FOR TURNING AROUND USING ALLEY OR DRIVEWAY

- A. Alley or driveway on right:
  - 1. Check for traffic from rear and in alley or driveway; if clear,
  - 2. Make right signal, brake carefully to stop about 4 feet from curb with your car past alley about 2 feet
  - 3. Hold brake firmly while shifting to reverse gear, look over right shoulder
  - 4. Ease up on brake to let car begin to roll back very slowly, steering fully to right, quickly, as rear of your car is at beginning curve of curb into alley (hand-over-hand)
  - 5. Accelerates just enough to move car as necessary while
  - 6. Straightening wheels with car about centered in alley and out of the street (hand-over-hand)
  - 7. Hold brake firmly; while looking forward, shift to drive gear, turn on left signal
  - 8. Ease brake pressure to allow your car to roll forward, while checking pedestrian or bicycle traffic on sidewalk, then street, to left and right for at least ½ block clear of traffic in both directions
  - 9. Move foot gently to accelerator and move car into correct lane of traffic and resume safe speed
- B. Using alley or driveway on left side of street
  - 1. Note traffic to rear, make left signal, start braking smoothly to
  - 2. Enter alley by making a proper left turn (after a quick left shoulder check)
  - 3. Centering your car in the alley or maybe even 3-4 feet from right side of alley (fence, power poles, etc.) with wheels straight
  - 4. Holding brake firmly, shift to reverse gear, check to left and looking back over right shoulder, let car roll back slowly
  - 5. Check pedestrian or bicycle traffic on sidewalk and stop with car about even with street curb
  - 6. After noting one block clear of traffic, ease pressure on brake pedal to let car start rolling back very slowly (move foot to accelerator and apply gentle pressure, if needed, to keep car moving) while steering quickly full right to straighten your car parallel to the curb on right side of street, about 4-6 feet from curb
  - 7. While holding brake firmly, face forward, shift to drive gear, check traffic front and rear
  - 8. Accelerate into correct lane and resume safe

speed

### **TURNAROUND IN MIDDLE OF STREET**

- A. Practice should be on a residential street where there is little traffic
- B. The turn should be performed about middle of the block
- C. Clearance of at least one block in both directions before start of turning maneuver
- D. When a turnaround is necessary:
  - 1. Make right signal, check mirrors, "Blind" spot check and move over to stop at right curb about one foot from curb with car parallel to curb
  - 2. Check for a block of clearance both directions
  - 3. Make left signal and start steering quickly full to left
  - 4. Speed should be very slow, not over 2 – 3 miles per hour
  - 5. About 3 – 4 feet from curb, steer quickly to right and stop smoothly without touching curb
  - 6. Shift to REVERSE gear
  - 7. Check for anything coming from left to right quickly
  - 8. Accelerate gently just enough to start the car moving back while looking over right shoulder
  - 9. Steer hand-over-hand full to right quickly
  - 10. When about halfway back across street, look over left shoulder for approaching curb, when about 3-4 feet from curb, steer quickly to left and stop car without touching curb
  - 11. Shift to DRIVE
  - 12. Check "Right & Left" if clear, accelerate gently and slowly to center the car in the correct space as you unwind the steering wheel hand-over-hand
  - 13. Resume speed after car is straightened

### **UPHILL PARKING AT CURB**

- A. Check for clear area in front at curb
- B. Check traffic in both mirrors
- C. Turn right signal on
- D. Make right side "Blind" spot check
- E. Apply brake smoothly
- F. Steer smoothly to position car about 6 inches from curb, both right tires parallel to curb
- G. Shift to neutral
- H. Steer hand-over-hand (full left)
- I. Ease up on brake until car starts to move back
- J. When car gently touches curb, press brake firmly while
- K. Shifting to PARK
- L. Place PARK brake on firmly

### **TO LEAVE UPHILL PARKED POSITION**

- A. Place foot firmly on brake and shift to DRIVE
- B. Release PARK brake
- C. Check for traffic from front
- D. Check for a block clear in both mirrors
- E. Move foot to gas, applying gentle pressure to move slowly from curb
- F. Straighten steering wheel quickly
- G. Resume safe speed

### **PARKING DOWNHILL WITH CURB**

- A. Check for clearance in front at curb
- B. Check mirrors for traffic to rear
- C. Right signal on
- D. Right "Blind" spot checked
- E. Start braking down to 2-5 miles per hour
- F. Steer right to position car about 6 inches from curb
- G. Shift to neutral, steer hand-over-hand full right quickly
- H. Ease in to touch curb
- I. Shift to PARK gear
- J. Place PARK brake on

### **LEAVING DOWNHILL PARKING AT CURB**

- A. Place foot firmly on brake
- B. Shift to REVERSE gear
- C. Release PARK brake
- D. Look left to rear, then look over right shoulder to rear for clear space
- E. Move foot to accelerator, pressing softly to move care slowly back
- F. When right front tire comes away from curb, steer quickly to left two hand-over-hand steering moves and stop (car should not move back more than a foot or two)
- G. Keep firm pressure on foot break and shift to DRIVE gear:
  - 1. Check to front for clear space
  - 2. Check mirrors for clear traffic (about one block)
  - 3. Signal left
  - 4. Left "Blind" spot checked
  - 5. Ease foot pressure on brake
  - 6. As car starts to move slowly, note car direction and correct steering to move into right lane
  - 7. Accelerate to safe speed
  - 8. Cancel signal

### **ANGLE PARKING PROCEDURES**

- A. Check traffic to rear with both mirrors
- B. Signal; slow down; position car about 8 feet from rear of cars already parked
- C. When you can sight down the first line of the stall that you are going to park into, start turning slowly,

- maintaining very slow speed (cover brake)
- D. Center the car in the space between the cars, or between lines
  - 1. Straighten wheels and let the car roll slowly until the front tire is about one foot from the curb
- E. Secure the car

### **LEAVING THE ANGLE PARKING SPACE**

*(When Parked in Right Side Space)*

- A. Check traffic to rear. Check "Blind" spot. With foot on brake, shift to REVERSE and release PARK brake, if on
- B. Slowly move car back in straight direction ½ car length
- C. When car is backed enough to allow you to see down traffic lane, stop to check traffic and clearance from car on right
- D. When clear, continue backing. When your left front fender clears car on left, turn wheels sharply to the right, hand-over-hand (rear of car will go right)
- E. Back vehicle into lane and straighten vehicle in that lane. As you stop the car, make sure the wheels are pointed straight ahead
- F. Shift to DRIVE, check traffic, move forward and blend into traffic

### **PARALLEL PARKING PROCEDURES**

*(Right Side of Street)*

- A. Note following traffic in rear view mirrors (be alert for "tail-gaters")
- B. Put right signal on
- C. Cover brake and apply to stop
- D. Position your car about 2 feet from side of car in front of empty space
- E. Stop with your rear bumper about even with that of car at curbs rear bumper
- F. Maintain firm right foot pressure on brake, shift to REVERSE, turn to look back at the space you intend to park in
- G. When clear, ease pressure on brake so car will roll back very slowly
- H. When rear of your car is about 2-4 feet past rear of car on right, steer quickly hand-over-hand fully to right
- I. When your car has backed about ½ of the car length (7-9 feet) straighten steering wheel
- J. Check for safe clearance of about 2 feet at right front fender of your car from the car in front
- K. Then steer fully hand-over-hand to the left
- L. Continue to roll back, slowly, steering to the right twice hand-over-hand as you stop
- M. Stop as you lose sight of car behind headlights (you should now be about 1-2 feet away from touching car

- in rear
- N. Hold brake firmly as your turn forward, shift to DRIVE, ease pressure on brake to center your car on car in front (Note whether the front car is subcompact, if so, guide to line on curb side)

### **LEAVING THE PARALLEL PARKING SPACE**

- A. Check room behind your car
- B. Start engine
- C. If car is in front of you, shift to REVERSE, release PARK brake, look over right shoulder
- D. Ease pressure on brake to roll straight back, very slowly, stopping before touching car behind
- E. While holding brake firmly, shift to DRIVE, check for ½ block clear of oncoming cars and one block clear of approaching vehicles from the rear
- F. Move foot to accelerator and gently move car forward, steering rapidly, hand-over-hand to full left clearing the car ahead by 2 feet or more
- G. Straighten car by steering to the right, into the driving lane and resume safe speed (If parked on a 4-lane street, wait for clearance of one block in both lanes or until car in nearest lane stops to let you leave the space)

### **OVERTAKING and PASSING PROCEDURES**

- A. Check traffic forward for clear space in traffic to move into
- B. Check mirrors for safe space behind you
- C. Signal your intention
- D. Check "Blind" spot. USE WARNING HORN OR LIGHT, if necessary
- E. Accelerate as needed if under speed limit
- F. Slight left or right steer
- G. Position car in center of new lane
- H. Cancel signal