



User Documentation

Project 2

Information mapping:

*Georgia Department of Drivers' Services
Drivers Manual*

*Section 2- Rules Regulations, Laws and
Safety*

Melanie Allen

December 3, 2012

TCOM 3035

Southern Polytechnic State University



Table of Contents

Topic	See Page
<u>Audience Analysis</u>	3
<u>Source Documents Plan Sheet</u>	4
<u>Task Analysis Plan Sheet</u>	5
<u>Tables of Contents Plan Sheet</u>	6
<u>Graphics Plan Sheet</u>	13
<u>Access Aids Plan Sheet</u>	14
<u>Safety Messages Plan Sheet</u>	15
<u>Format Plan Sheet</u>	16
<u>Sample Chapters</u>	17
Index	



Audience Analysis

The drivers' manual user is all Georgia motorists. Most users of the manual will be applying for their Class C license, and therefore in the age range of 16-mid twenties.

The user needs to be able to pass two knowledge 20 question multiple choice exams, one on road signs and the other on the rules of the road. They must get 18/20 questions right on both exams. These rules of the road cover topics such as passing other drivers, pulling over for emergency vehicles, and other things that if you don't do, a police officer will pull you over.

Some users will have had a lot of this information explained to them by whoever drives them around in their dependent stage, while others may have had little to know rules of the road ever mentioned to them. However, extremely few readers will have never had an experience of being in a car or watching other people drive.

According to the US Census 83.5% of motorists are high school graduates and 27.2% are college graduates. However, most of the motorists using the manual are new high school students. So a middle school reading level is most effective to ensure an easy learner experience. Georgia has a high population of hispanics. The census reported that 12.6% of citizens speak a different language than English at home. However, if there isn't already a Spanish version of the drivers' manual, there should be.

Some users will be gutsy enough that their user environment will actually be the lobby of the DDS before their exam. Others will be studying the manual at home with or without parental guidance, or online at the web site. Still others may be studying the manual in the context of a Drivers Education class at school. The choice is largely up to the reader.



Source Documents Plan Sheet

I have a paper manual from 2007. I'm using it to have an idea of what direction the DDS may be taking with its information based on changes they decided to make in the interim. It is also nice to work from paper when your eyes have been staring at a screen for a very long time.

My other source is the 2012 version of the manual available at the DDS site:

<http://www.dds.ga.gov/FormsandManuals/index.aspx>.

Lastly, I converse all the time with drivers about their experience following the laws and taking the tests. The one source I don't have is having been able to take driving test myself, though I do remember taking the learner's examination.



Task Analysis Plan Sheet

They will perform the following tasks as they practice and during their driver's exam:

Task	When to Perform
Chapter 5 - Traffic Laws Part 1 Passing	
Laws Governing Right-of-Way	On Learner's Exam 1, Driving Test, Driving on the road
Georgia's Move-Over Law	On Learner's Exam 1, Driving Test, Driving on the road
The Laws of Passing	On Learner's Exam 1, Driving Test, Driving on the road
How to Pass on a Two-Lane Road	On Learner's Exam 1, Driving Test, Driving on the road
Passing is Prohibited on Two-Lane Roads	On Learner's Exam 1, Driving Test, Driving on the road
Passing is Permitted When	On Learner's Exam 1, Driving Test, Driving on the road
How to Pass on the Right	On Learner's Exam 1, Driving Test, Driving on the road
How to Let Someone Pass you	On Learner's Exam 1, Driving Test, Driving on the road
How to Pass Stopped Cars	On Learner's Exam 1, Driving Test, Driving on the road
How to Pass Bicyclists	On Learner's Exam 1, Driving Test, Driving on the road
How to Pass Motorcyclists	On Learner's Exam 1, Driving Test, Driving on the road
Preventing Weaving	On Learner's Exam 1, Driving Test, Driving on the road



Chapter 5 - Traffic Laws Part 2 Turning	
How to Use Turn Signals and Make Turns Safely	On Learner's Exam 1, Driving Test, Driving on the road
Illegal Signals	On Learner's Exam 1, Driving Test, Driving on the road
How To Make A Right Turn	On Learner's Exam 1, Driving Test, Driving on the road
How To Make A Left Turn	On Learner's Exam 1, Driving Test, Driving on the road
Watching for Pedestrians When Making Turns	On Learner's Exam 1, Driving Test, Driving on the road
How to make U-Turns	Driving Test, Driving on the road
How to Make Turns on Multi-Lane Highways	Driving Test, Driving on the road
Chapter 5- Traffic Laws Part 3 Other	
How to Stop, Stand, and Park	Driving Test, Driving on the road
How to Parallel Park	Driving Test, Driving on the road
How to Back Up	Driving Test, Driving on the road
Traveling Speed	On Learner's Exam 1, Driving Test, Driving on the road
Super Speeder	Driving Test, Driving on the road
Speed Limits	On Learner's Exam 1, Driving Test, Driving on the road
Driving Too Slowly	On Learner's Exam 1, Driving Test, Driving on the road
Railroad Crossings	On Learner's Exam 1, Driving Test, Driving on the road
Highway Work Zones	On Learner's Exam 1, Driving Test, Driving on the road
How to Obey the Signs	On Learner's Exam 1, Driving Test, Driving on the road
Reduce Your Speed	On Learner's Exam 1, Driving Test, Driving



	on the road
Obey Flaggers	On Learner's Exam 1, Driving Test, Driving on the road
Yield to Amber Lights in Work Zones	On Learner's Exam 1, Driving Test, Driving on the road
Adjust Your Lane Position	On Learner's Exam 1, Driving Test, Driving on the road
Yield to Mobile Work Vehicles	On Learner's Exam 1, Driving Test, Driving on the road
Driving Tips	Driving on the road
Georgia's Litter Control Law	Driving Test, Driving on the road
Chapter 6 - Signs, Signals, and Markings	
Road Signs	On Learner's Exam 1, Driving Test, Driving on the road
Shapes of Signs	On Learner's Exam 1, Driving Test, Driving on the road
Regulatory Signs	On Learner's Exam 1, Driving Test, Driving on the road
Warning Signs	On Learner's Exam 1, Driving Test, Driving on the road
Construction and Maintenance Warning Signs	On Learner's Exam 1, Driving Test, Driving on the road
Service Signs	On Learner's Exam 1, Driving Test, Driving on the road
Guide Signs	On Learner's Exam 1, Driving Test, Driving on the road
Traffic Signals and Signs	On Learner's Exam 1, Driving Test, Driving on the road
Lane Control Signals	On Learner's Exam 1, Driving Test, Driving on the road
Chapter 7- Teen Driving Laws	



School Attendance Requirements	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Joshua's Law	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Class CP Instructional Permit	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Class D Provisional License.	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Teens Moving to Georgia	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Motorcycle Operator's Instructional Permit/License	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Revocation of Minor's License/Permit	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
License/Permit Suspensions	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Suspension of Driver's License/Permit or Driving Privileges	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Convictions Other Than DUI	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Convictions for Driving Under the Influence of Drugs or Alcohol (DUI)	On Learner's Exam 1, Driving Test, Driving on the road while age 16-19
Chapter 8 - Safety Guidelines	
Entering the Car	Driving Test, Driving on the road
Safety Belts	Driving Test, Driving on the road
Safety Restraints for Children	Driving Test, Driving on the road, with children
Steering	Driving Test, Driving on the road
Fog	Driving Test, Driving on the road
Hydroplaning	Driving Test, Driving on the road
Skidding	Driving Test, Driving on the road
Curves	Driving Test, Driving on the road



Leaving the Roadway	Driving Test, Driving on the road, interstate driving
Tire Blow-Out	Driving Test, Driving on the road
Winter Driving	Driving Test, Driving on the road, winter
Carbon Monoxide	Driving Test, Driving on the road
Steering Locks	Driving Test, Driving on the road
Following Too Closely	Driving Test, Driving on the road
Speed and Stopping Distance	Driving Test, Driving on the road
Chapter 9 - Sharing the Road Part 1 Pedestrians	
Sharing the Road With Pedestrians	Driving Test, Driving on the road
Georgia's Law Concerning Pedestrians	Driving Test, Driving on the road
Crosswalks	Driving Test, Driving on the road
Blind Pedestrians	Driving Test, Driving on the road
Always Remain Alert for Pedestrians When Driving	Driving Test, Driving on the road
Turning Right at a Red Traffic Signal	Driving Test, Driving on the road
Passing Stopped Cars in Lanes of Travel	Driving Test, Driving on the road
Exiting and Entering Driveways.	Driving Test, Driving on the road, neighborhood
Vehicle Speed	Driving Test, Driving on the road
Chapter 9 - Sharing the Road Part 2 Other Transport and Cars	
Sharing the Road With Bicycles	Driving Test, Driving on the road
Important Reminders Concerning Bicycle Riders	Driving Test, Driving on the road
Arm Signals Used by Bicyclists	Driving Test, Driving on the road
Sharing the Road With Motorcycles	Driving Test, Driving on the road
Intersections	Driving Test, Driving on the road



Following Too Close	Driving Test, Driving on the road
Sharing the Road With School Buses	Driving Test, Driving on the road
Sharing the Road With Commercial Motor Vehicles	Driving Test, Driving on the road
Chapter 10 - Losing Your Driving Privileges	
Types of Withdrawals	Driving on the road
Reporting Convictions	Driving on the road
Types of Suspensions	Driving on the road
The Points System	Driving on the road
Points Reduction	Driving on the road
Points Avoidance	Driving on the road
Implied Consent	Driving on the road
Safety Responsibility Law	Driving on the road
Chapter 11 - Accidents	
Post-Accident Guidelines	Driving on the road
Aiding the Injured	Driving on the road
Moving Vehicles Following a Collision	Driving on the road
Deer – Automobile Collisions	Driving on the road

Tables of Contents Plan Sheet

The organization of the contents is largely unchanged except that I switched chapters 5 and 6 and will confess to removing a few sections from Ch 8 to lessen the amount of work I had to do. The rationale of the organization of the content is roughly organized chronologically first and importance second. For example, Chapter 5 Traffic Laws mirrors the content in the first test of the learner's exam, while Chapter 6 mirrors the content of the second test of the learner's exam. Originally Teen Driving Laws was in between Traffic Laws and Signs, Signals, and Marking, but I thought, why not just have it after the important information so that people who are not teens don't have to go through the trouble of skipping it until after they've read what they need to know



for the quiz. I could have had it at the beginning, but Traffic Laws fit better as the first chapter because the section is the rules section.

Table of Contents Heading	Graphic	Danger	Warning	Caution
Table of Contents	-	-	-	-
Chapter 5 - Traffic Laws Part 1 Passing	-	-	-	-
Laws Governing Right-of-Way	-	-	-	-
Georgia's Move-Over Law	-	-	-	-
The Laws of Passing	-	-	-	-
How to Pass on a Two-Lane Road	-	-	-	-
Passing is Prohibited on Two-Lane Roads	-	-	-	-
Passing is Permitted When	-	-	-	-
How to Pass on the Right	-	-	-	-
How to Let Someone Pass you	-	-	-	-
How to Pass Stopped Cars	-	-	-	-
How to Pass Bicyclists	-	-	-	-
How to Pass Motorcyclists	-	-	-	-
Preventing Weaving	G1	-	-	W1
Chapter 5 - Traffic Laws Part 2 Turning				
How to Use Turn Signals and Make Turns Safely	G2 -G4	-	-	-
Illegal Signals	-	-	-	-
How To Make A Right Turn	-	-	-	-
How To Make A Left Turn	-	-	-	-
Watching for Pedestrians When	G5	-	-	-



Making Turns				
How to make U-Turns	G6	-	-	-
How to Make Turns on Multi-Lane Highways	-	-	-	-
Chapter 5- Traffic Laws Part 3 Other	-	-	-	-
How to Stop, Stand, and Park	-	-	-	-
How to Parallel Park	G7	-	-	-
How to Back Up	-	-	-	-
Traveling Speed	-	-	-	-
Super Speeder	-	-	-	-
Speed Limits	-	-	-	-
Driving Too Slowly	-	-	-	-
Railroad Crossings	-	-	-	-
Highway Work Zones	G8	-	-	-
How to Obey the Signs	G9	-	-	-
Reduce Your Speed	G10	-	-	-
Obey Flaggers	G11	-	-	-
Yield to Amber Lights in Work Zones	G12	-	-	-
Adjust Your Lane Position	G13	-	-	-
Yield to Mobile Work Vehicles	G14	-	-	-
Driving Tips	G15	-	-	-
Georgia's Litter Control Law	-	-	-	C1
Chapter 6 - Signs, Signals, and Markings	-	-	-	-
Road Signs	G16	-	-	-



Shapes of Signs	G17	-	-	-
Regulatory Signs	G18-G21	-	-	-
Warning Signs	G22-G26	-	-	-
Construction and Maintenance Warning Signs	G26-G29	-	-	-
Service Signs	G30-G33	-	-	-
Guide Signs	G34-G37	-	-	-
Traffic Signals and Signs	G38-G39	-	-	-
Lane Control Signals	G40	-	-	-
Chapter 7- Teen Driving Laws				
School Attendance Requirements	-	-	-	-
Joshua's Law	-	-	-	-
Class CP Instructional Permit	-	-	-	-
Class D Provisional License.	-	-	-	-
Teens Moving to Georgia	-	-	-	-
Motorcycle Operator's Instructional Permit/License	-	-	-	-
Revocation of Minor's License/Permit	-	-	-	-
License/Permit Suspensions	-	-	-	-
Suspension of Driver's License/Permit or Driving Privileges	-	-	-	-
Convictions Other Than DUI	-	-	-	-
Convictions for Driving Under the Influence of Drugs or Alcohol (DUI)	-	-	-	-
Chapter 8 - Safety				



Guidelines				
Entering the Car	G41	-	-	-
Safety Belts	G42	-	-	-
Safety Restraints for Children	G43	-	-	-
Steering	G44	-	-	-
Fog	G45	-	-	-
Hydroplaning	G46	-	-	-
Skidding	G47	-	-	-
Curves	G48	-	-	-
Leaving the Roadway	G49	-	-	-
Tire Blow-Out				
Winter Driving	-	-	-	-
Carbon Monoxide	-	-	-	-
Steering Locks	-	-	-	-
Following Too Closely	-	-	-	-
Speed and Stopping Distance	-	-	-	-
Chapter 9 - Sharing the Road Part 1 Pedestrians				
Sharing the Road With Pedestrians	G50			
Georgia's Law Concerning Pedestrians	G51	-	-	-
Crosswalks	G52	-	-	-
Blind Pedestrians	G53	-	-	-
Always Remain Alert for Pedestrians When Driving	G54	-	-	-
Turning Right at a Red Traffic	G55	-	-	-



Signal				
Passing Stopped Cars in Lanes of Travel	G56	-	-	-
Exiting and Entering Driveways.	G57	-	-	-
Vehicle Speed	G58	-	-	-
Chapter 9 - Sharing the Road Part 2 Other Transport and Cars		-	-	-
Sharing the Road With Bicycles	G59			
Important Reminders Concerning Bicycle Riders	G60	-	-	-
Arm Signals Used by Bicyclists	G61	-	-	-
Sharing the Road With Motorcycles	G62	-	-	-
Intersections	G63	-	-	-
Following Too Close	G64	-	-	-
Sharing the Road With School Buses	G65	-	-	-
Sharing the Road With Commercial Motor Vehicles	G90	-	-	-
Chapter 10 - Losing Your Driving Privileges		-	-	-
Types of Withdrawals	G91	-	-	-
Reporting Convictions	G92	-	-	-
Types of Suspensions	G93	-	-	-
The Points System	G94	-	-	-
Points Reduction	G95	-	-	-
Points Avoidance	G96-105	-	-	-
Implied Consent	G106			



Safety Responsibility Law	G107-G110	-	-	-
Chapter 11 - Accidents				
Post-Accident Guidelines	G111	-	-	-
Aiding the Injured	G112	-	-	-
Moving Vehicles Following a Collision	G113	-	-	-
Deer – Automobile Collisions	G114			



Graphics Plan Sheet

The graphics used in the Drivers' manual follow:

Graphic	Title	Purpose	Type	Description
	Chapter 5			
G1	Passing Stopped Cars	To supplement information about pedestrians crossing the road with stopped cars on it.	graphic	Road, Crossing, Car, Person Crossing Road, Directional arrows.
G2	Stop	To show the Stop hand signal.	graphic	Stop sign, Hand down out of car.
G3	Right Turn	To show the Right Turn hand signal.	graphic	Right arrow, hand up out of car.
G4	Left Turn	To show the Left Turn hand signal.	graphic	Left arrow, hand out out of car.
G5	Watching for pedestrians when making turns	To show that pedestrians cross first.	graphic	Car, people crossing road from either side of road, turning, directional arrows, intersection marker.
G6	U-Turns	To show what a U-turn looks like.	graphic	U-turn.
G7	Parallel Parking	To show how to parallel park.	graphic	Five graphics representing the stages of parallel parking. Should really be G7-G15
G8	Highway Work Zones	To show what a work zone barrel looks like.	photograph	Work zone barrel
G9	Obey the Signs	To show what workplace warning signs look like.	photograph	Two signs: "Road Work Ahead" "Detour 1000 Feet"
G10	Reduce Your Speed	To show what a Reduce Your Speed sign looks like	photograph	WORK ZONE SPEEDING FINES INCREASED MINIMUM



				FINE \$100
G11	ObeY Flaggers	To show what a Flagger warning sign looks like.	graphic	Flagger sign
G12	Yield to Amber Lights in Work Zones	To show what an amber light looks like.	photograph	Amber light
G13	Adjust Your Lane Position	To show what an Adjust Your Lane Position sign looks like.	graphic	Adjust Your Lane Position sign
G14	Yield to Mobile Work Vehicles	To show what a Yield to Mobile Work Vehicles sign looks like.	graphic	Yield to Mobile Work Vehicles sign
G15	Driving Tips	To bring attention to the rhetorical message.	graphic	DO YOUR PART TO HELP PROTECT THE MEN AND WOMEN...
	Chapter 7			
G16	Stop	To show the shape and appearance of the sign.	graphic	Red background, hexagon, white text: "STOP".
G17	Yield	To show the shape and appearance of the sign.	graphic	Upside down triangle, red border, white fill, red text "YIELD"
G18	Railroad Crossing	To show the shape and appearance of the sign.	graphic	Yellow circle, black lines crossing, two Rs on the acute complementary angles.
G19	Divided Highway Ends	To show the shape and appearance of the sign.	graphic	Yellow diamond, text "DIVIDED HIGHWAY ENDS"
G20	Horizontal Rectangle	To show the shape and appearance of the sign.	graphic	Green background white text "THRU TRAFFIC"
G21	Vertical Rectangle	To show the shape and appearance of the sign.	graphic	White background, Red border, red text "NO PARKING ON PAVEMENT"
G22	Do Not Enter	To show the shape and appearance of the sign.	graphic	Red circle, Center align, "DO NOT", line break, thick white line, line break, "ENTER"



G23	Wrong Way	To show the shape and appearance of the sign.	graphic	Rectangle, red background, white text "WRONG WAY"
G24	One Way	To show the shape and appearance of the sign.	graphic	Rectangle, white background, black border, black text "One way", right arrow.
G25	Keep Right	To show the shape and appearance of the sign.	graphic	Median, redirected arrow, text "Keep Right"
G26	No U Turn	To show the shape and appearance of the sign.	graphic	Red circle with diagonal line stamped on an arrow curved into a downwards U.
G27	No Right Turn	To show the shape and appearance of the sign.	graphic	90 degree bent arrow stamped with Red circle with diagonal line.
G28	No Right Turn	To show the shape and appearance of the sign.	graphic	90 degree bent arrow stamped with Red circle with diagonal line.
G29	Speed Limit	To show the shape and appearance of the sign.	graphic	black border, rectangle, white background, black text "SPEED LIMIT 55"
G30	Reduced Speed Ahead	To show the shape and appearance of the sign.	graphic	black border, rectangle, white background, black text "REDUCED SPEED AHEAD"
G31	Slower Traffic Keep Right	To show the shape and appearance of the sign.	graphic	black border, rectangle, white background, black text "SLOWER TRAFFIC KEEP RIGHT"
G32	No Right Turn on Red After Stop	To show the shape and appearance of the sign.	graphic	black border, rectangle, white background, black text "NO RIGHT TURN ON RED AFTER STOP"
G33	School Zone	To show the shape and appearance of the sign.	graphic	black border, rectangle, white background, black text "SPEED LIMIT 20 WHEN FLASHING"
G34	No Bicycles	To show the shape and appearance of the sign.	graphic	black border, rectangle, white background, black



				text "NO BICYCLES"
G35	No Trucks	To show the shape and appearance of the sign.	graphic	black border, rectangle, white background, black text "NO TRUCKS"
G36	Sharp Turn to the Right	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G37	Curve to the Right	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G38	Winding Road Ahead	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G39	Side Road Enters Highway Ahead	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G40	Side Road Enters Highway Ahead At An Angle	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G41	Another Road Crosses the Highway Ahead	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G42	The Road You Are Travelling On Ends	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G43	Narrow Bridge	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G44	Dip	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.



G45	Bump	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G46	Soft Shoulder	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G47	Divided Highway	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G48	Divided Highway Ends	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G49	Two Way Traffic	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G50	Low Clearance	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G51	Merge	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G52	Hill	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G53	Stop Ahead	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G54	Yield Ahead	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.



G55	No Passing Zone	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G56	Number of Lanes Reduced	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G57	Slippery When Wet	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G58	Ped Xing	To show the shape and appearance of the sign.	graphic	Yellow background, diamond, black border, black arrow shaped like name.
G59	Deer Xing	To show the shape and appearance of the sign.		Yellow background, diamond, black border, black arrow shaped like name.
G60	Road Closed	To show the shape and appearance of the sign.	graphic	Orange and white stripes. "ROAD CLOSED" "DETOUR"
G61	Road Construction	To show the shape and appearance of the sign.	graphic	Big Orange, black border, black text "ROAD CONSTRUCTION 5 MILES"
G62	Road Construction 1500	To show the shape and appearance of the sign.	graphic	Orange diamond, black text "ROAD CONSTRUCTION 1500 FT"
G63	Flagman	To show the shape and appearance of the sign.	graphic	Orange diamond, black text "FLAGMAN 500 FT"
G64	Camping	To show the shape and appearance of the sign.	graphic	Green rectangle, white graphic, white text "CAMPING"
G65	Hospital	To show the shape and appearance of the sign.	graphic	Green rectangle, white graphic, white text "HOSPITAL"
G66	Roadside Park and	To show the shape and appearance of the sign.	graphic	Green rectangle, white



	Rest Area	appearance of the sign.		graphic tree and bench.
G67	Next Right	To show the shape and appearance of the sign.	graphic	Green rectangle, white graphic, white text "FOOD-PHONE-GAS"
G68	Highway	To show the shape and appearance of the sign.	graphic	State border, number
G69	Interstate 1	To show the shape and appearance of the sign.	graphic	Shield, number
G70	Interstate 2	To show the shape and appearance of the sign.	graphic	Shield, number
G71	Roads	To show the shape and appearance of the sign.	graphic	Green background, white text, rectangle
G72	Exit	To show the shape and appearance of the sign.	graphic	Green background, white text, rectangle , Exit
G73	Junction	To show the shape and appearance of the sign.	graphic	Green background, white text, rectangle , Junction
G74	Bike Route	To show the shape and appearance of the sign.	graphic	Green background, white text, rectangle, Bike
G75	Mile Marker	To show the shape and appearance of the sign.	graphic	reen background, white text, rectangle, 44
G76	Railroad Crossing	To show the shape and appearance of the sign.	graphic	Rail crossing, two lights, on vertical pole
G77	Caution	To show the shape and appearance of the sign.	graphic	Red and Yellow reflector emblem
G78	Parking	To show the shape and appearance of the sign.	graphic	Parking, arrow
G79	Red	To show the shape and appearance of the sign.	graphic	Red circle
G80	Yellow	To show the shape and appearance of the sign.	graphic	Yellow circle
G81	Green	To show the shape and appearance of the sign.	graphic	Green circle
G82	Straight Only	To show the shape and appearance of the sign.	graphic	Green arrow



G83	Turn Only	To show the shape and appearance of the sign.	graphic	Yellow arrow
G84	Clear Intersection	To show the shape and appearance of the sign.	graphic	Red flashing light
G85	Stop like Stop Sign	To show the shape and appearance of the sign.	graphic	Yellow flashing light
G86	Caution like Caution Sign	To show the shape and appearance of the sign.	graphic	Yellow flashing light
G87	Red Control	To show the shape and appearance of the sign.	graphic	Red X light
G88	Yellow Control	To show the shape and appearance of the sign.	graphic	Yellow X light
G89	Green Control	To show the shape and appearance of the sign.	graphic	Green X Light
G90	Left Turn Only	To show the shape and appearance of the sign.	graphic	Arrow, "ONLY", face left
G91	Straight/Left Turn Only	To show the shape and appearance of the sign.	graphic	Double-headed fierce arrow of the mountains
G92	Right Turn Only	To show the shape and appearance of the sign.	graphic	Arrow, "ONLY", face right
G93	Walk	To show the shape and appearance of the sign.	graphic	White "WALK"
G94	Don't Walk	To show the shape and appearance of the sign.	graphic	Orange "DONT WALK"
G94	Don't Start Walk	To show the shape and appearance of the sign.	graphic	Red "DONT WALK"
G95	Stop Lines	To show the shape and appearance of the sign.	graphic	Looks like Intersection
G96	Railroad Crossings	To show the shape and appearance of the sign.	graphic	Looks like a railroad crossing
G97	No Passing Lanes	To show the shape and appearance of the sign.	graphic	Lanes with a dotted line and a continuous line
G98	Lane Lines	To show the shape and appearance of the sign.	graphic	Lanes with dotted lines



G99	Turn Lanes	To show the shape and appearance of the sign.	graphic	Looks like a turn lane
G100	Traffic Striping	To show the shape and appearance of the traffic striping.	graphic	Looks like traffic striping.
G101	Skidding	To show what skidding looks like.	graphic	Looks like skidding.
G102	Speed and Stopping Distance	To be morbid.	graphic	Looks like cars driving off 1, 3, and 9 story buildings.
	Chapter 8			
G107	Turning Right at Red		graphic	Looks like turning right at red
G108	Passing Stopped Cars in Lanes of Travel		graphic	Looks like passing a stopped car
G109	Fatalities Based On Speed of Vehicle		graphic	Chart showing fatalities
G110	Sharing The Road With Motorcycles 1		graphic	Motorcyclist
G111	Sharing The Road With Motorcycles 2		graphic	Motorcycle on road



Format Plan Sheet

Element	Type	Reason
Paper Size	8 ½" by 11"	Easy print out
Paper Format	Orientation, 1 ½" margins	Best fit for the content
Paper Color	white	Easy print out
Paper Quality	normal	Easy print out
Letterhead	1" DDS Logo with extended stripe	Branding
Footer	Page number	For use with the Table of Contents
Columns	1 ½ inch thick left and 6 ½" right.	Information mapping style
Title Style	Arial Size 36 Bold Navy	Legible, appealing to the eye, branding color
Subtitle Style	Arial Size 24 Italics Grey	Legible, eye-catching, goes well with navy
Heading 1 Style	Arial Size 18 Bold Navy	Legible, appealing to the eye, branding color brings color to document
Heading 2 Style	Arial Size Bold Black	Legible
Heading 3 Style	Arial Size Bold Black	Legible
Body Text Style	Arial Size Regular 11	Legible



Binding	3-ring binder, plastic sheet protectors	Time and budget constraints
---------	---	-----------------------------



Access Aids Plan Sheet

The main table of contents will be largely unchanged from the original. The original design used colored tabs to distinguish the two sections and this would be maintained. Imagine all the pages of the sample chapters have a blue tab on the side that says "Safety Guidelines". Chapter 11 and 8 titles are highlighted in blue to reference this blue tab and that they are in the blue section. I added a chapter table of contents because I think this is easier than the index at pinpointing the exact location of the information. You asked us to provide indexes, but I don't really think an index is necessary.. The headings contain the important information, and are thus already referenced in the chapter table of contents. In an effort to be a good sport, I tried to reference a few additional key words.



Safety Messages Plan Sheet



Safety Message	Hazard	Risk
W1	Weaving	Injury, Death
C1	Littering	Monetary Fine



Table of Contents

Topic
Chapter 5 - Traffic Laws Part 1 Passing
Chapter 5 - Traffic Laws Part 2 Turning
Chapter 5- Traffic Laws Part 3 Other
Chapter 6 - Signs, Signals, and Markings
Chapter 7- Teen Driving Laws
Chapter 8 - Safety Guidelines
Chapter 9 - Sharing the Road Part 1 Pedestrians
Chapter 9 - Sharing the Road Part 2 Other Transport and Cars
Chapter 10 - Losing Your Driving Privileges
Chapter 11 - Accidents



Chapter 8

Safety Guidelines

Overview and Purpose

Traffic laws alone cannot regulate every type of driving situation that may occur. There are some general rules which drivers should understand and follow. Read this chapter with care. Someday these safety tips might help you avoid a crash, serious injury, or even death. These are only general statements and cannot dictate your actions in all situations. It is up to you to evaluate the situation and make a determination as to the best course of action.

Contents

Topic	See page
<u>How to Enter the Car</u>	42
<u>Safety Belts</u>	43
<u>Safety Restraints for Children</u>	44
<u>Steering</u>	45
<u>Fog</u>	46
<u>Hydroplaning</u>	47
<u>Skidding</u>	48
<u>Curves</u>	49



<u>Leaving the Roadway</u>	50
----------------------------	----

Continued...

<u>Carbon Monoxide</u>	95
<u>Steering Locks</u>	96
<u>Following Too Closely</u>	97
<u>Speed and Stopping Distance</u>	98



How to Enter the Car

Introduction

You should develop a routine like the one below for entering the car safely and preparing for your trip.

How to Enter the Car

Step	Action	Detail
1	Have your keys ready	Make sure you haven't left them where you're leaving.
2	Approach the vehicle	<ul style="list-style-type: none">• Approach the vehicle facing traffic.• See "How to Approach the Vehicle"
3	Adjust your mirrors	You should be able to tell what is behind you and passing by you.
4	Check Passengers	Make sure your passengers are seated and buckling their seatbelts.
5	Fasten your seatbelt	Buckle your seatbelt.
6	Start the ignition	Check that the car is working fine and that you have enough gas to get where you're going.
7	Check for hazards	Look for pedestrians, animals, and other cars that could potentially hit you.





Georgia Safety Belts Laws

Introduction

Safety belts are needed because they are the most effective occupant protection in all types of vehicle crashes. Using safety belts correctly are a preventable health care habit that:

- helps you keep control of the vehicle.
 - helps keep your head from striking the dash or windshield.
 - helps keep people in the vehicle from hitting each other.
 - helps spread the crash force across the stronger parts of the body.
 - helps protect you from injury.
 - helps keep you from being ejected from the vehicle.
-

Georgia Safety Belt Laws

The following laws apply to safety belt usage in Georgia:

- Each occupant in the front seat of a passenger vehicle traveling on Georgia roads and highways must be secured by a seat safety belt (lap and shoulder).
 - All occupants of any passenger vehicle must utilize a seat
 - safety belt if they are under the age of 18.
 - Officers may stop and cite violators without observing another violation.
 - No new private passenger automobile can be sold in Georgia unless it is equipped with two sets of safety belts for the front seat. The safety belts may be installed by the manufacturer prior to delivery to the dealer, or they may be installed by the dealer. Any person convicted of violating this law will be guilty of a misdemeanor.
-



Safety Restraints for Children

Introduction

Every driver transporting a child who is eight years of age or younger, with the exception of a taxicab or public transit vehicle, must properly restrain the child in a child passenger restraint system appropriate for the child's height and weight.

U.S. Restraint Law

The restraint system must comply with the United States Department of Transportation Federal Motor Vehicle Safety Standard 213 (effective January 1, 1983). Under limited circumstances, a child under eight may be exempt from this requirement.



Gripping the Steering Wheel

Introduction

Good posture while driving is important because it allows a better view of hazards and more control of the vehicle.

Gripping The Steering Wheel

When gripping the steering wheel, place your left hand at the 9 o'clock position and your right hand at the 3 o'clock position on the wheel. Some manufacturers recommend placing your hands at 8 o'clock and 4 o'clock positions when the vehicle is equipped with air bags. Check your owner's manual or contact your vehicle manufacturer to determine which position is best for your vehicle. Always keep both hands on the wheel unless you are safely performing another driv-ing-related task, such as activating your turn signal.

Note to Dr. Smith: this is a concept map.



Not

How to Drive in Fog

Introduction

If possible, avoid driving in heavy fog.

How to drive in fog

Step	Action
1	Reduce driving speed.
2	Reduce speed further when you see headlights or red tail lights. These indicate the presence of another vehicle and, due to fog, it may be more difficult to accurately judge the distance between your vehicle and others.
3	Dim your headlights. Bright lights produce a glare in heavy fog, actually making it more difficult to see than when using regular headlights.
4	Turn off your parking or hazard lights.



How to Handle a Hydroplaning Situation

Introduction

Hydroplaning occurs when there is standing water on a roadway. At speeds up to 35 mph, most tires will channel water away from the tire similar to the way a windshield wiper cleans the windshield. As your speed increases, tires cannot channel the water as well, and your tires may start to lose contact with the road and ride over the water like a set of water skis. In a standard passenger car, partial hydroplaning can begin at speeds as low as 35 mph. At 55 mph, the tires may lose all contact with the road. If this occurs, there is no friction available to brake, accelerate, or steer. It is possible for the vehicle to go into an unpredictable and uncontrollable skid.

How to handle a hydroplaning situation

Step	Action
1	Take your foot off of the accelerator and allow the car to slow down.
2	To prevent hydroplaning, maintain good tires with adequate water-channeling thread on your vehicle. Most importantly, slow down when there is water on the roadway.



How to Stop Skidding

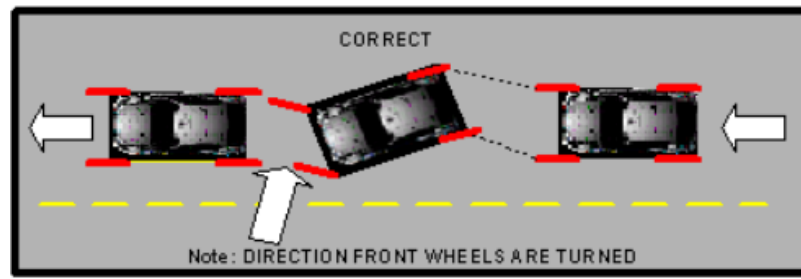
Introduction

A car skids when its tires lose their grip on the road surface. When a car skids, both the power that the engine sends to the wheels and the braking ability of the wheels are lost. Slick surfaces can exaggerate normal movements. If brakes are applied too hard, or the wheel is turned too sharp, a skid can occur.

How to Stop Skidding

Step	Action
1	Ease your foot off of the accelerator
2	Begin turning the steering wheel in the direction of the skid
3	Once you have regained control of the vehicle, you can lightly apply brakes and steer in a safe direction

Stop Skidding Graphic



Source: dds.ga.gov

How to Handle Curves

Introduction

Curves in a roadway are potential sources of hazard for drivers. Because of the maneuvering involved, it is more likely that a less cautious driver may fail to maintain their lane while driving through the curve. When roadways are slick because of rain or other hazards, curves can be especially dangerous and require much lower speeds than when the road is dry. Sharper curves are usually marked with a safe miles-per-hour sign. Usually less than the posted speed limit, these advisory signs indicate that the reduced speed shown will make driving through the curve safer.

How to Handle Curves

Reduce your speed before entering these curves. If, while driving through the curve, you realize that you are traveling too fast, do not forcefully apply brakes because this may cause your vehicle to skid. Instead, take your foot off the accelerator, carefully apply the brake, and continue steering in the lane of travel.





How to Handle a Car Off the Roadway

Introduction

Uneven terrain and obstacles make it difficult to safely maneuver a vehicle once it has left the roadway. Serious injury or death can result from a crash if this happens.

To avoid leaving the roadway while driving, pay attention to road conditions. Drive at or below the speed indicated on a regulatory sign or an advisory sign indicating potential hazards. Drive defensively, being mindful of the actions of drivers around you.

How to Handle a Car Off the Roadway

If your vehicle leaves the roadway, try to follow these guidelines:

- Don't panic.
 - Take your foot off the accelerator.
 - Grip the steering wheel tightly and be prepared to withstand sudden shocks.
 - Don't hit the brake pedal suddenly and hard; use your brakes carefully.
 - Don't try to turn back onto the pavement immediately.
 - Overcompensating ("jerking the wheel") when returning to the roadway can cause you to lose control of your vehicle by kidding or flipping, or may also cause your car to go into other lanes of traffic.
 - Wait until your speed has reduced, check the traffic, and look for a place to safely return to the roadway by merging into traffic. If necessary, come to a complete stop before re-entering the roadway.
-



How to React to a Tire Blow-Out

Introduction

Unlike a slow leak which may cause a tire to go flat over time, a blow-out occurs when the tire ruptures and goes flat immediately. If this occurs while your vehicle is in motion, it can cause you to lose control.

How to React to a Tire Blow-Out

If you experience a sudden tire blow-out, do not panic. Follow these guidelines to maintain control of the vehicle.

- Apply brakes lightly if necessary and safe to do so.
 - Grasp the steering wheel firmly and take your foot off the accelerator to allow the vehicle to roll to a stop.
 - Do not move to the shoulder of the road until the car has slowed greatly. If the blow-out causes the car to swerve on to the shoulder, do not try to get back on the pavement. Let the car coast to a stop. See above guidelines for what to do when your vehicle leaves the roadway.
-



Preparing for Winter Driving Guidelines

Introduction

Winter weather can create many driving hazards. Because of the usually mild climate, most Georgians are not experienced in driving in winter weather.

Preparing for Winter Driving Guidelines

The following guidelines can help you drive safely in winter:

- Use chains or snow tires if road conditions require extra traction. Always check the manufacturer's instruction manual for your vehicle, the tires, and the chains before installing them on your vehicle and operating on a roadway.
 - Keep windows clear. Remove snow and ice from all window surfaces before operating the vehicle on a roadway.
 - When you first enter the roadway, and if it is safe to do so, get a "feel" for the road. Test your brakes gently. Determine how your vehicle will respond to turning the wheel by making slight adjustments. Never apply sudden braking. Instead, slow down gradually before you come to an intersection, make a turn, or stop.
 - Keep a safe distance between you and other vehicles.
 - Reduce speed according to conditions.
 - Watch for hazards or changing road conditions ahead.
-



Avoiding Death by Carbon Monoxide

Introduction

Cars produce carbon monoxide, a deadly odorless and colorless gas. Symptoms of carbon monoxide poisoning are sudden weariness, yawning, dizziness, and nausea.

Avoiding Death by Carbon Monoxide

You can avoid dying from Carbon Monoxide poisoning by following these guidelines:

- Don't leave the car motor running in a garage.
 - Don't leave the car motor running and the windows closed while the car is parked.
 - Don't operate the heater or air conditioner in a parked car with the windows closed.
 - Don't drive with a defective muffler or exhaust system.
-



Steering Locks

Introduction

Steering locks are anti-theft devices found in most cars manufactured since 1969.

Steering locks can cause dangerous situations for drivers who are not familiar with their operation.

Steering Locks

If	Then
a vehicle's ignition is placed in the lock position	the steering capability of the vehicle will be disabled

Carsafe.org

Further information concerning steering locks is available from the Automobile Safety Foundation at www.carsafe.org.



Following Too Closely

Introduction

Rear-end collisions are caused by following another vehicle too closely. When following another vehicle on any street or highway, there must be enough distance for you to safely stop if the vehicle in front of you suddenly slows down or stops.

Following Too Closely

One way to determine if there is enough distance between your vehicle and the vehicle in front of you is to measure the amount of time between when the vehicle in front of you passes a reference point and when your vehicle passes the same reference point. Watch the car ahead of you. When it passes a reference point, such as a telephone pole or street sign, count “one-thousand-one, one-thousand-two.” If you pass the same spot before you are through counting, you are following too closely.

Special Circumstances

During inclement weather, during construction, during heavy traffic, and always at night, the distance between your vehicle and the vehicle in front of you should be greater than in normal conditions.



Speed and Stopping Distance Factors

Introduction

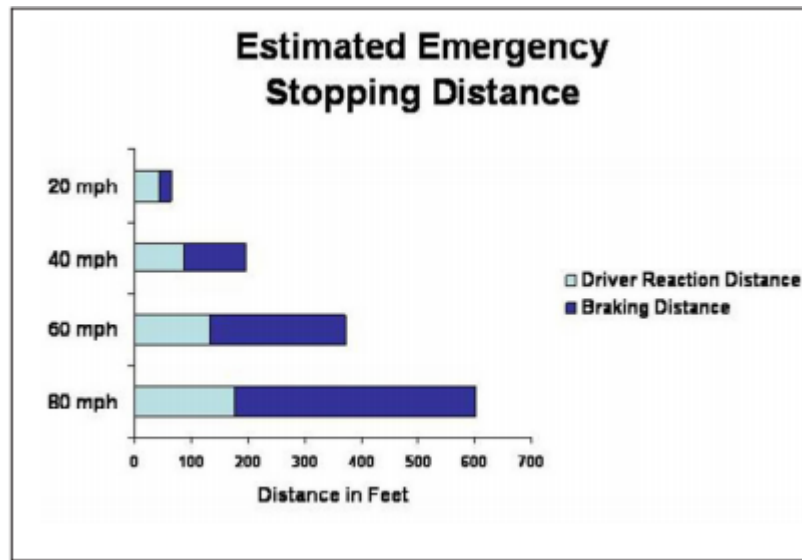
The distance it takes to stop your vehicle is important in determining a safe driving speed.

Speed and Stopping Distance Factors

The chart below may be used as a guide, but actual stopping distance can depend on the following factors in addition to vehicle speed:

- Mental and physical reaction of the driver.
 - Type and condition of the pavement.
 - Kind of tires and tread composition.
 - Chassis (frame) design.
 - Type of brakes, condition, and balance of brakes.
 - Wind direction and velocity.
-

Speed and Stopping Distance Chart

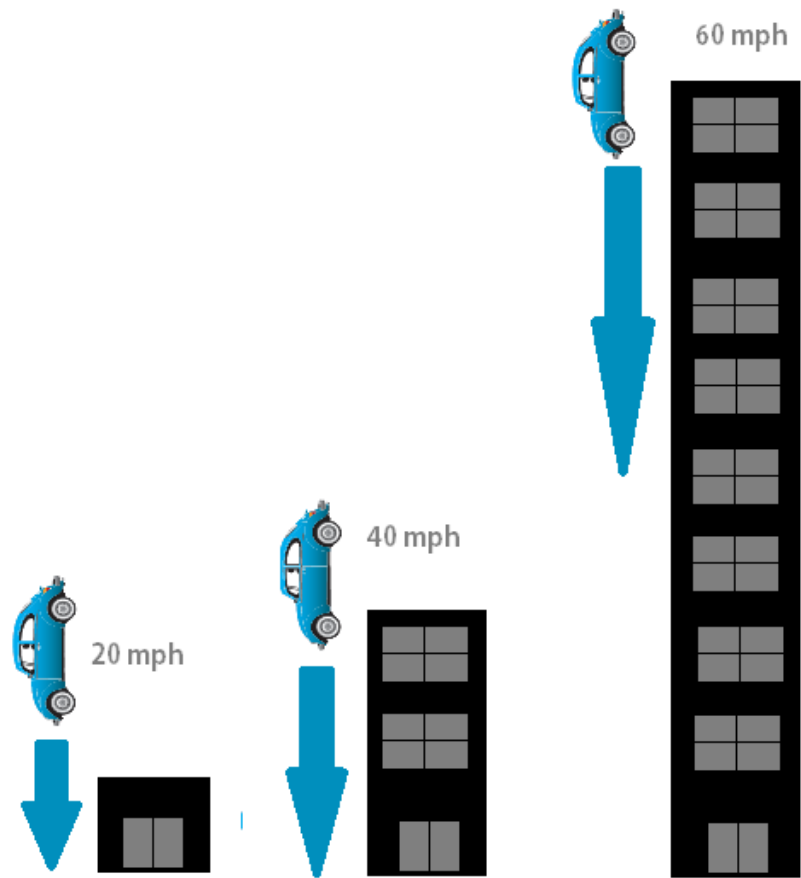


Source: dds.ga.gov

Continued...

Speed and Stopping Distance Graphic

Striking something at these speeds is like driving off a 1, 3, or 9 story building.





Chapter 11

Accidents

Overview and Purpose

Traffic laws alone cannot regulate every type of driving situation that may occur. There are some general rules which drivers should understand and follow. Read this chapter with care. Someday these safety tips might help you avoid a crash, serious injury, or even death. These are only general statements and cannot dictate your actions in all situations. It is up to you to evaluate the situation and make a determination as to the best course of action.

Contents

Topic	See Page
<u>If You Are Involved In An Accident.</u>	116
<u>Aiding the Injured.</u>	117
<u>Moving Vehicles Following a Collision</u>	118
<u>Deer – Automobile Collisions</u>	119





Post-Accident Guidelines

Introduction

Accidents can happen at any time. It is important to know what to do.

Post-Accident Guidelines

If you are involved in an accident there are several guidelines to follow.

- Stop immediately in a safe place.
 - Notify the nearest law enforcement agency immediately if anyone is injured or killed, or if property damage exceeds \$500.00.
 - Provide reasonable assistance to any person injured.
 - Warn approaching motorists if you can do so without jeopardizing your own safety or that of others. Activate your hazard lights, if possible, and use reflective triangles, when available.
 - Give your name, address, license plate number, and driver's license number to any-one else who was involved in the accident. Get the same information from the other driver.
 - If you damage an unattended vehicle, you must either locate the owner or leave your name, address, and the name of the owner of the vehicle you were driving, in a con-spicuous place where the owner will find it.
-



Aiding the Injured

Introduction Accidents often cause injuries. You will want to make sure that anyone injured gets care.

Guidelines

There are important guidelines to follow to make sure the person is not further injured and gets appropriate care.

- Do not assume that a person is not injured simply because that person says he/she is not.
 - Send for professional help as soon as possible. Unskilled handling can cause further and more severe injuries.
 - Do not move or lift the victim unless it is absolutely necessary.
 - If the victim is moved, get help and try to maintain the victim in the position in which they were found.
 - Stop serious bleeding with thick cloth pads, as clean as possible, applied with pressure by hand.
 - Keep the victim warm.
 - Cover the victim with blankets or coats, if necessary.
-

Good Samaritan Law

Georgia has a Good Samaritan Law. This law holds any person harmless for civil damages arising as a result of any act or omission in rendering emergency care.



Moving Vehicles Following a Collision

Introduction

When a traffic accident occurs on a multilane highway or expressway, and if there is no apparent serious injury or death, it is the duty of the drivers of the vehicles involved to move their vehicles from the roadway to a safe location along the shoulder, emergency lane, median, or any other safe refuge.

Moving Vehicles Following a Collision Guidelines

- Drivers should only do this if the vehicles are capable of being driven normally and successfully, and driving the vehicles will not present any further hazard or harm to the vehicles themselves, to the driver, to persons nearby, or to the roadway.
 - If the persons involved in the accident are incapable of moving the vehicles, they are authorized to request any other driver in the vicinity who has a valid license of the appropriate class to move their vehicles, and the other driver is authorized to comply.
 - Drivers who take these important steps will not be considered at fault simply because they moved the vehicles, nor does moving the vehicles affect their ability to file a written report with a local police agency. Moving a vehicle in this situation does not allow for the driver to be accused of failing to stop and provide information.
-



Deer – Automobile Collisions

Introduction

Each year, deer cause thousands of collisions in Georgia. Understanding common habits of deer and knowing what to do when a deer runs out in front of the car can help to avoid serious accidents. Automobile collision statistics from the Georgia Department of Transportation indicate that though deer-automobile collisions are on the rise, they still account for less than three percent of automobile collisions reported each year.

It is important to remember that deer are wild animals and their actions are unpredictable. The deer you see calmly standing on the side of the road may bolt toward the road rather than away from it if startled by a car.

Avoiding Deer Guidelines

- In areas with known deer populations, drivers should constantly scan the road and road shoulders for deer movements and sightings.
 - Always slow down when a deer crosses the road in front of you or another car. Deer usually travel in groups and it is likely that there is another one following closely behind.
 - If a deer is spotted on the road or roadside at night, the driver should slow down immediately, blink his/her headlights and switch to low beam so as not to blind the deer.
 - Also, short horn blasts may help scare the deer from the road.
 - Should the deer or other animal run out in front of your car, slow down as much as possible to minimize the damage of a collision. Never swerve to avoid a deer. This action may cause you to strike another vehicle or leave the roadway, causing more damage or serious injuries. If you do have an accident, police should be alerted as soon as possible. Most insurance companies will require an accident report from the police before paying claims for this type of accident.
-

Continued...



Deer Peak

Times

Sometimes deer are out more than other times.

Facts

- Drivers should be alert for deer during the peak hours of early morning and late evening.
 - Deer are most active in the fall months of October, November and December during the peak breeding season.
 - Late February and early March are also critical months for deer-car collisions. During this period they concentrate along road shoulders to feed on new green food available following winter. However, deer are often spotted at mid-day during summer months.
 - It is important for drivers to remain cautious when traveling on rural roads or areas known to have a high deer population.
-



Index

Avoiding Deer Guidelines, 38
Carbon Monoxide
Avoiding Death by Carbon Monoxide, 30
Curves
Handling Curves, 26
Deer – Automobile Collisions, 38
Entering the car, 18
Georgia Safety Belt Laws, 20
Good Samaritan Law., 36
Gripping the Steering Wheel, 22
Driving in Fog, 23
Car Off the Roadway, 27
Tire Blow-Out, 28
Skidding, 25
Hydroplaning, 24
Post-Accident Guidelines, 35
Preparing for Winter Driving, 29
Rear-end collisions, 32
Safe driving speed, 33
Safety belts, 20
Safety Restraints for Children, 21
U.S. Restraint Law, 21
Speed and Stopping Distance Factors, 33
Steering Locks, 31
Traffic accident, 37