

## COURSE CONTENT

### Section 1

- Driving license
- Registration certificate
- Insurance cover note
- Pollution under control certificate

Before you start driving one needs a learner's license

- Age 18 years or more for obtaining a 4-wheeler learner's license
- Age proof – Attested copy - birth certificate/school leaving certificate/ passport etc. as mentioned in the website of Transport Department
- Address proof – Attested copy - ration card/voter ID card/electricity or telephone bill etc. verify at the website or check with the RTO

Contact the RTO office under whose jurisdiction you reside, apply for learner's license using application form 1, 1A & 2. Submit above mentioned documents along with 3 latest passport size photographs with fee as applicable. A theoretical test may be conducted on computer/paper depending upon facilities available with the RTO. Normally minimum 60%

marks are to be achieved for successful clearance. Approved list of identity/ age proof, no. of photographs, fee & minimum marks to be achieved may vary from state to state.

You will get a learner's license which is valid for 6 months. By possessing the learner's license you can:

1. Learn the specified class of vehicle throughout India but you can drive the car only with a person who possesses a permanent license and is in a position to control the vehicle in an emergency.
2. Your vehicle must display "L" sign in front & rear of the car as per dimensions given:

Before applying for permanent license you need to learn about:

1. Your responsibilities as user of the road.
2. Rules of the road.
3. Road signs & markings.
4. Traffic signals.
5. Accommodate other road users.
6. Mastering your vehicle controls.
7. Maintaining your vehicle to keep it fit & road worthy.

8. First aid.

Driving on a city road is a very complex process, merely knowing how to handle controls of a car and knowing rules of the road is not enough. Apart from points mentioned earlier following qualities are needed to be a good driver:

1. A good driver should be in sound health when he/she comes on road.
2. A good driver needs to be courteous and patient.
3. Must respect other's right of way.
4. Good concentration & must keep away from distractions like children or pet in the car.
5. Avoids loud music while driving.

Be a good driver

6. Refrains from smoking, drinking and using cell phone during driving.
7. Neither overconfident nor lacks confidence.
8. If under influence of drugs/liquor remains off the road.

9. Wear footwear and dress that does not prevent you to operate various controls.

Avoid loud music

Don't drink & drive

Don't talk on phone while driving

10. Luggage should not be loaded in your car in such a way that it obstructs mirror view or make you blind from certain angles.

Before you start to drive a vehicle on road you need to be well aware about controls of your vehicle. These are the devices through which you drive & control your vehicle. Without the knowledge and practice to use these controls, driving on road is hazardous.

All vehicle controls can be classified as:

1. Foot Controls 2. Hand Controls 3. Visual Controls

Essentially all manual transmission cars will have three foot controls:

## Accelerator

Increases or decreases the speed of the vehicle. This is operated by right foot of the driver. Pressing it down will increase the speed of engine and relieving it will reduce the engine speed. Accelerator control is critical as slight pressure on it will increase speed of engine or car very rapidly that it may go out of control. To control its movement one should support heel on floor and operate it with toe. To smoothly control accelerator one would require good practice on the car.

## Brake Pedal

Is used to reduce speed of vehicle or to bring the vehicle to a stop. This pedal is also operated by right foot. More you press the pedal, the braking effort increases. Since this pedal needs to be used in emergency, to apply brake quickly one has to lift foot from accelerator & press with force. Never switch off engine to stop the vehicle as it will render power assisted brake useless – brakes will fail.

## Clutch Pedal

To engage or disengage transmission from engine during gear changes & stopping of vehicle. This pedal is operated always by left foot, keep heel on floor and use it as a pivot to operate pedal with the toe. Clutch pedal may or may not be power assisted.

In case you use automatic transmission only accelerator & brake pedals are there. For both the controls only right foot is to be used. Do not use left foot to operate brake pedal.

Hand controls as name suggest are the controls which are controlled by driver's hands such as:

### 1. Steering Wheel

The most commonly recommended method of holding steering wheel is with both the hands on "Quarter to three" or "Ten to Two" as per your convenience. As far as possible hold the steering wheel with both the hands except occasionally when you have to shift gears or have to use other hand control for a very brief period. Hold the steering firmly gripping it with fingers and thumbs. Do not hold the steering with fingers and

thumb rolled around the wheel as this is not a safe practice. In case vehicle hits a boulder or divider etc. the steering wheel may rotate with great force and may break one of the thumbs. Never cross the hands while turning the steering wheel. You have to use Pull-Push method of turning the wheel without loosening the grip on wheel. This will facilitate you to use other controls while steering the vehicle like turn signal, horn, wiper control etc. With crossed hands it will be impossible to use other controls. Holding steering from any other position is dangerous as you will require more force and time to operate steering compared to "Quarter to Three" position. Do not operate head lamp/turn signal or wiper control switches by inserting your hand from steering spokes. Power steering can be hydraulic or electric. In case engine is switched off power steering will become very hard making it almost inoperable.

## 2. Gear Shift Lever

**Manual Transmission** – Generally most of the vehicles will have 5 forward and 1 reverse gear. Some of the vehicles may be equipped with 4 forward and 1 reverse gear. Gears are provided to improve the ability of engine to pull the vehicle. When you want, start rolling the vehicle use 1st gear. In this position, maximum torque

(turning force) will be provided to wheels. As the vehicle speeds up one starts shifting to higher gears. Higher gear ensure that engine

moves slowly thus giving more mileage from each liter/kg of fuel consumed. Use 5th gear (overdrive gear) at speeds above 40kmph. Avoid overtaking or accelerating in 5th gear as engine will have very little torque. Shift to lower gear, accelerate and come quickly to 5th gear again. During downshift ensure that you do not shift to lower gear at very high speeds this action may damage engine and gearbox. Avoid shifting to 1st gear while downshifting as it will reduce the life of synchronizer. **Automatic Transmission** – In case of automatic transmission the lever will have a knob attached to it, lever will not move till you press this knob. You can use D position and gears will change automatically as per pre defined program. Alternatively you can select 1st, 2nd or 3rd or higher gear as per your speed requirement, if equipped.

### 3. Parking Brake Lever

Parking brake lever is mounted between the front seats. This is used to secure the vehicle against accidental rolling while parking or stopping the vehicle. Parking brake lever is operated by pulling up the lever. To release the parking brake one has to pull the lever up a little and press the knob with thumb and release down. This will release the brake from wheels. Contrary

to its name, parking brake should be applied all times when you stop the vehicle more than few seconds

on the road e.g. on traffic signals. This ensures your vehicle does not roll accidentally as most of the roads are not plane but have a little slope. Always make it a practice to release parking brake every time you start to move.

### 4. Head lamp/Parking Light Switch & Fog Lamp

This lever is on the right side of the steering wheel to switch on parking lamp, head lamp in main or dipped position. Fog lamps are also operated by a ring on the lever. Turn signals are also operated by moving this lever up (for left turn) or down (for right turn).

### 5. Wiper Switch

Is used to switch on/off windshield wipers at various speeds like intermittent, slow and fast speed. By pulling it towards you wiper spray gets activated on windshield. Some cars are also equipped with variable speed intermittent position.

### 6. Horn

Switch is normally positioned in centre of steering wheel, in some cases switch may be on spokes also. With horn, you can warn others to avert potential hazardous situation.

### 7. Hazard Lamp Switch

This switch is used to switch on hazard lights whenever you want to park your vehicle on the road which may be hazardous to others. The switch may be located on steering column or the dash board.

#### 8. Mirrors

All vehicles are equipped with inside rear view mirror. Some vehicles may be equipped with day/night mirror – advantage of this mirror is the driver need not worry about glare. Outside rear view mirror is normally on right side of the door while some cars will be equipped with

left side mirror as well. These mirrors aid you in driving safely by apprising you of traffic around you. Adjustment of mirrors can be manual/internal or remote.

#### 9. Turn Indicators

These are signals to other road users to inform them of your intended action on road.

#### 10. Ignition Switch

Ignition switch helps you start/ stop the engine. This can be operated by key or some cars may have push button start switch.

#### 11. Demisters

Demisting is the function to remove mist that collects on the glasses on the inside in cold/rainy weather. Demister on the rear glass is a heating

element built into the glass to evaporate the moisture. To remove mist from front windshield and other glasses you can position the louvers and switching on the heater.

Instrument Panel – Some of these indicators may or may not be present in your car depending on variant and fuel option. Refer your car's Owner's Manual.

#### 1. Speedometer

Indicates speed in kmph.



2. Odometer

Records total distance covered by the vehicle.

3. Trip Meter

Records distance covered in a trip, can be reset by pressing of the knob. Some models are equipped with up to three different trip meters.

4. Tachometer

Indicates engine speed in RPM (Revolutions per Minute) – this helps you save fuel and guides when to change gears at most appropriate speed.

5. Fuel Gauge

Indicates amount of fuel left in the tank. It can be analog or digital.

6. Temperature Gauge Indicates temperature of engine coolant. In case engine temperature goes up it is indicated by needle going towards H mark or temperature lamp lights up.

7. Oil Pressure Lamp

Indicates insufficient oil pressure. If this lamp comes on, switch off the engine immediately as it may result in engine seizure.

8. Parking Brake/Brake Fluid Warning Lamp

This lamp warns of either the parking

brake is engaged or the brake fluid level has gone down. If parking brake is disengaged check the brake fluid level, top up if necessary.

9. Battery Charging Light

Indicates charging system is not working. Can also be a result of fan belt breakage. Vehicle can be driven but get it repaired urgently.

10. Turn cum Hazard Light Indicators Indicate if a turn signal or hazard warning switch is on.

11. High Beam Indicator Lamp Indicates headlamp is on in high beam. In cities with street lighting, main beam should not be switched on as it may dazzle the eyes of oncoming drivers.

12. Warm-up Coil Indicator You should not try to crank a diesel engine as long as this lamp is on.

13. Water in Fuel Filter Indicates presence of water in fuel. Immediately drain the water.

14. Service Vehicle Soon (SVS) Lamp

Get the vehicle checked by  
workshop.

15. Power Steering Fault Indicator

Indicates some problem  
with power steering system.

16. Engine Malfunction Indicator Lamp

If this lamp lights up it  
indicates problem with one of the engine sensors. Take the vehicle to workshop as early as possible.

17. Air Bag Fault

If this lamp does not go off indicates problem with air bag, contact workshop immediately.

18. Immobilizer System

If this light blinks, then your vehicle will not start, you have to contact workshop.

19. Driver Seat Belt Reminder

This lamp lights up when you do not buckle up safety belt and try to start the vehicle.

20. ABS Warning Lamp

If this lamp comes on it indicates problem in ABS system. Now the system will work as ordinary brake system without ABS.

21. Door Open Warning Lamp

If any of the door is open this indicator will come on.

## 22. Rear Fog Light Indicator

This comes on when rear fog lamp is switched on.

## Section 5

On seeing top red light glowing, slow down your vehicle, stop your vehicle in the lane you intend to follow. Stop well before stop line.

Do not come to other lane in order to get ahead of traffic.

Amber light gives time to vehicles to clear the road if the vehicle has crossed the stop line. In such a situation when you have already crossed stop line and amber light comes on, do not panic or increase speed, smoothly pass through. If you are behind stop line when amber light comes on you have to stop,

but warn any vehicle pursuing you closely.

Green light means you have to look around, if safe, move smoothly, do not tear through the traffic on seeing green light.

At cross roads you may be allowed to turn left all the times while in some cases it may not be allowed. At some crossings, straight & side moving traffic is allowed simultaneously while in some cases it is not.

On some crossings right turning may be banned.

Flashing red signal means you have to come to a halt. Look around if it is safe to move ahead, priority is to be given to vehicles coming from your right side.

Flashing amber light indicates that you can move with care after slowing down.

To start one sided vehicles

To stop vehicles approaching from behind

To stop vehicles coming from front

To stop vehicles approaching simultaneously from front and behind

To stop vehicles approaching simultaneously from right and left

To start vehicles coming from right

To start vehicle approaching from left

To change sign

To start vehicles coming from left

To start vehicles on T-point

To give VIP salute      To manage vehicles on T-point

No entry

This sign indicates that it is a no entry or restricted area ahead and no traffic is allowed. The driver should obey it and divert the route.

One way

This sign indicates that traffic is allowed in only one direction. The way beyond this sign restricts traffic entry, however the oncoming traffic flow remains normal.

One way

This sign indicates that traffic is allowed in only one direction. The oncoming traffic entry is restricted, however the ongoing traffic flow remains normal.

Vehicles prohibited in both directions

This sign indicates that traffic flow is not allowed in this area.

All motor vehicles prohibited

This sign indicates that no traffic movement is allowed in this area.

Truck prohibited

This sign indicates that the area is a no entry zone for trucks and HMV (Heavy Motor Vehicles).

Right turn prohibited

This sign indicates that traffic is not allowed to turn right.

Left turn prohibited

This sign indicates that traffic is not allowed to turn left.

U-turn prohibited

This sign indicates that traffic is not allowed to take a U-turn at this juncture.

Overtaking prohibited

This sign indicates that overtaking or going past another vehicle is not allowed at this point.

Horn prohibited



This sign indicates that it is a silence zone and honking or using of horns is strictly not allowed in this area.

#### No parking

This sign indicates that parking of vehicles is not allowed in this area and that, the vehicles would be towed away if found parked here.

#### Speed limit

This sign designates the speed, as specified in the sign, of traffic on road. The limit specified must be invariably followed to avoid penal action and accidents on the road.

#### 4T

##### Axle load limit

This sign is usually installed before a bridge. It indicates the load a bridge can bear. The limit of this sign is 4 tonnes, this indicates that only vehicles with axle load of 4 tonnes or less can pass over this bridge.

#### Restriction end sign

This sign indicates that restrictions imposed by the earlier signs end here and are not meant to be followed from this point on. However, drivers should not be complacent and take care of all safety measures to avoid any accidents.

#### Compulsory left turn

This sign indicates that the driver has to take a compulsory left turn due to some diversion etc.

### Compulsory turn right ahead

This sign indicates that there is a compulsory right turn ahead and that the driver has to obey it.

### Compulsory ahead only

This sign indicates that the traffic has to move straight ahead without turning either left or right. Failure to obey this rule will lead to penal action or can pose a safety hazard.

### Compulsory ahead or turn right

This sign indicates that the traffic should either move straight or take a right turn. Turning towards left is not allowed.

### Right hand curve

This sign cautions you about a right hand curve on the road ahead. This helps you in manoeuvring vehicle accordingly and nullifies the possibility of an accident due to sudden appearance of turn.

### Left hand curve

This sign cautions you about a left hand curve on the road ahead. This also helps you in manoeuvring vehicle accordingly. You get time to slow your speed and set your eyes on the curve. It also reduces the possibility of an accident due to sudden appearance of turn.

### Right hair pin bend

Hair pin bends are sharp turns especially on hilly roads. This sign cautions you about a sharp right turn on the road ahead. It gives time to reduce speed to manage the turn and also sets eyes of the driver on the turn. Absence of this sign could lead to major accidents as sharp bends in hilly roads don't get sighted easily.

### Left hair pin bend

This sign cautions you about a sharp left turn on the road ahead especially on hilly roads.

### Narrow bridge

This sign indicates that the road ahead converges to a bridge which is of less width than the road. The driver should reduce the speed and watch for oncoming traffic for a safe drive.

### Slippery road

This sign indicates the slipper condition of the road ahead. This could be due to seepage of water or oil spill etc. The driver should slow down the vehicle at the sight of this sign to avoid any accident.

### Loose gravel

This sign indicate that lose earth or gravel keeps falling on the road. These signs mostly appear on hilly roads and the driver should slow down and drive carefully.

#### Cycle crossing

This sign indicates that there is a cycle path intersecting ahead. The drivers should slow down or stop and allow the cyclists to cross.

#### Pedestrian crossing

This sign indicates that there is a pedestrian crossing ahead. These are also called zebra crossing. Seeing this sign the driver should either slow down or stop the vehicle and allow the pedestrian to cross the road.

#### Gap in median

This sign indicates that there is a gap in the divider of the road and there is a provision of a U-turn. The driver should slow down and change the lane to avoid any accident.

#### Side road right

This sign indicates that there is a right side turn on the road in addition to straight movement of the road. This helps the driver in planning the route and cautious him/ her about the movement of other vehicles ahead.

### Y-intersections

This sign depicts the actual formation of road ahead. The road is divided into forming a shape of Y. This helps driver in managing the intersection carefully.

### Staggered intersection

These signs indicates that there is a left and right turns available on the straight road with small distance between them. It is an intersection which does not allow crossing of road.

### Side road left

This sign indicates that there is a right side turn on the road in addition to straight movement of the road.

### Guarded railway crossing (200 meters)

This sign indicates that there is a railway crossing 200 meters ahead which is guarded by a person. The driver should take extra precautions while approaching any railway crossing and should never rush to cross as it can be extremely dangerous.

#### Guarded railway crossing (50-100 meters)

This sign indicates that there is a railway crossing 50-100 meters ahead which is guarded by a person. The driver should take extra precautions while approaching any railway crossing and should never rush to cross as it can be extremely dangerous.

#### Unguarded level crossing (200 meters)

This sign indicates that there is a railway crossing

200 meters ahead and is not manned by any person. This unguarded railway crossing has to be crossed by the driver very carefully after ensuring that no train is approaching the crossing.

#### Unguarded level crossing (50-100 meters)

This sign indicates that there is a railway crossing 50-100 meters ahead and is not manned by any person. This unguarded railway crossing has to be crossed by the driver very carefully after ensuring that no train is approaching the crossing.

#### Eating place

First aid post

Public telephone

Hospital

Petrol pump    Resting place

No through road      No through  
side road

P P P P

Light refreshment

Parking lot autorickshaw

Parking lot cycles

Parking lot scooter and motorcycle

Parking lot taxis

P      P      P

Park this side   Park both side

Parking lot cycle rickshaws

200 cm



Advanced direction sign

Red White

Black

Red White

Flood gauge

160 cm

130 cm

100 cm

60 cm

30 cm

Re-assurance sign

Destination sign

Place identification sign

Direction sign

Centre line marking for a two lane road. Overtaking is allowed in any direction.

Centre barrier line marking for multiple lane roads.

Overtaking is discouraged.

Crossing the yellow line for overtaking is prohibited.

Centre barrier line marking for a six lane road.

Overtaking by crossing centre barrier (yellow) line is prohibited, right turn manoeuvre are not permitted.

Overtaking is permitted with care for traffic adjacent to the broken line, but prohibited for traffic adjacent to solid line.

Stop line

Give way line

Border or edge lines.

Continuous lines at the edge of mark the limits of which a road user can safely use.

Solid yellow line near the edge of road indicate no parking.

Yellow box junction.

You can cross stop line only if marked area is complete clear. You can not stop your vehicle on marked area.

Pedestrian crossing or zebra crossing.

## Section 6

All modern cars are equipped with sensors and features to forewarn you of any impending failure in the car but it is prudent to check certain important checkpoints on your part, to avoid any inconvenience on the road. These checks are called Pre Driving Checks. You can complete these checks once in the morning:

1. Before moving off take a round of your car and look for any punctured wheel, less air pressure in tyres, all registration plates are intact, no turn indicator is broken. Under chassis check for any fluid leakage and any pet animal who might have taken refuge under your car.
2. Under the hood check for various fluid level whether they are in right quantity – Engine oil, brake fluid, battery electrolyte, coolant level, windshield washer fluid level etc.
3. Never open radiator cap when engine is hot. Add water or coolant fluid in reservoir only if, needed.
4. While sitting on driver seat check for any malfunction indicator, function of clutch & brake pedal, parking brake.

5. Ensure that there is no bottle or other object which can roll under the pedals.
  
6. Parking brake area, dash panel etc. should be kept clear of any loose articles.
  
7. Adjust seat and mirrors as per your convenience. Never adjust driver seat with vehicle in gear and engine on, you may lose control of your vehicle. Head rest should be positioned in a way that your head if pushed towards it, remains in the centre. Too high or low head restraint can be fatal in case your vehicle is hit from behind.
  
8. Adjust steering column and seat belt pivoting point on centre pillar as per your comfort, if your car is equipped with these features.
  
9. Ensure you have all the necessary documents and driving license.
  
10. Check for fuel level, plan route in advance so that you save fuel and if required plan for refueling.

Sitting posture

Ensure comfortable sitting posture with firm lumbar support from seat's back. Hands at steering wheel, elbows should be slightly bent. Do not sit erect or slouch on seat. All the mirrors adjusted so that you can easily look in all directions.

Buckle up safety belt. Belt portion covering abdomen should be tight without any looseness. In case of collision this factor is very important. The upper portion of belt should be worn over the shoulder, never under the arm. Some persons have a tendency to keep shoulder belt pulled away from chest, this can be fatal in case of collision.

#### Pregnant women

Pregnant women have to wear belt carefully as shown.

#### Infants

Seat belt should never be worn around an infant in lap, infants to be restrained on rear seat only.

#### Children

Never allow children to stand between front seat & panel. Make sure that they are secure with belt on the rear seat.

#### Pets

Pets can divert attention as they may become very excited. Restrain them in the rear seat.

## Starting the engine

Before starting the engine ensure that hand brake is engaged, vehicle is in neutral. It is a good practice to press clutch during cranking of engine. While cranking do not press accelerator as starting will become difficult. Do not crank more than 3-4 seconds at a stretch. If engine does not start try again after few seconds. After engine has started look at instrument cluster to check if any warning light has come on.

## Moving off

Ensure that parking brake is engaged press clutch till floor with your left foot.

Apply 1st gear.

Start releasing clutch pedal till the point you hear the sound of engine changing. At this point when you see the hood portion of the car rising a bit, hold steady the clutch pedal.

Look around if it is safe to move, if safe, release clutch slowly while pressing accelerator smoothly, simultaneously releasing parking brake.

This synchronization of parking brake lever, clutch pedal and accelerator requires a good amount of practice, so be patient if your vehicle stalls or moves off with jerks.

A smooth take off without rolling back of vehicle indicates you have mastered the first step.

## Using steering

Start to practice turning the vehicle on an empty plot, you can keep two stones and try to make 8 around them. You will be able to experience the steering effect and how to return after completing turn on one side.

## Stopping your vehicle



To practice stopping you need to experience relationship of pedal pressure you put and the deceleration the car suffers. Once you are familiar you will be able to press brake pedal gently first and progressively increase the pressure.

Before stopping look into mirrors, over the shoulders if it is safe to stop. If needed give left turn signal slow down the vehicle and smoothly press the brake pedal. As the vehicle starts decelerating, engine starts giving knocking sound, at this point press clutch to prevent stalling. Bring the gear lever to neutral and engage parking brake.

### Emergency stop

Before you start taking your vehicle to public roads, you need to practice emergency stopping of your vehicle. In case of emergency you need to respond very fast, apply brake first as the speed gets reduced then press clutch. Bring the vehicle to stop, bring gear lever to neutral, engage parking brake.

### Gear changing

You need to learn the skill of changing gears smoothly as demanded by the traffic condition on road. With little practice you will be able to upshift or downshift as per the sound of engine.

### Start – Stop traffic/Speed control

Speed control is important skill, you need to learn in the city traffic. During peak hour traffic you may have to drive your vehicle in start- stop condition. To control your vehicle you need to select the right gear and do not press clutch to reduce speed, this will increase fuel consumption and wear & tear of clutch system.

In India we are supposed to drive on the left side of the road. One should keep to the left side of the road and

allow on coming traffic to pass from your right side.

Keep left while entering a road. When turning right come to the centre of road, which you are leaving and keep into left lane of the road you are entering.

Hand signals can be used when there is failure of lamps in your car or you feel lamps may not be visible easily.

I intend to stop

I intend to turn left

I intend to turn right

I intend to slow down I allow to overtake

Lanes are marked on the roads to segregate traffic as per speed and category of vehicles. On city roads normally left most lane is reserved for buses. Buses have right of way in this lane and are marked by a continuous white line. This line has breaks in lane changing area.

One should drive within the lane markers, not over the markings.

Lane changing areas are identified with a sign board, markings on road and traffic has to move to different lanes depending upon their intended direction on the crossing.

Stick to lane reserved for your intended direction. Do not change lanes just to be ahead of other traffic. Do not weave on road approaching cross roads this is potentially dangerous activity.

On highways, lanes are used to segregate slow moving traffic from fast moving traffic. Highways can be two, four or six lane. Left most lane is for slow moving traffic, right most lane is normally reserved for overtaking. After overtaking manoeuvre is complete come back to your lane, looking into rear view mirror.

Do not change lane suddenly if you see a pot hole or other obstruction on road as traffic following you may collide with you.

To change lanes following method is to be practiced:

1. Look through all rear view mirrors, see that no vehicle is following you closely.
2. Look over your shoulder to cover any blind spot of vehicle and mirrors.
3. If it is safe to change lane, give turn signal.
4. Come to intended lane, switch off signal.
5. Maintain speed according to permissible speed or as per traffic whichever is lower.

MSM routine is used while intending to change lane or a turn.

1. Mirror – Look into mirror if it is safe to conduct the desired action of lane changing/turning.
2. Signal – Give signal so that all the users of the road are aware of your intention.
3. Maneuver – Complete the maneuver.

PSL technique is used in conjunction with MSM while negotiating a turn. PSL stands for:

1. Position – Position your vehicle as per your intention of right/left turn.
2. Speed – Keep your vehicle speed in control so that you feel secure.

3. Look – Look and assess the situation at crossing, decide accordingly to complete the intended maneuver.

Turning left or right is maneuver which requires speed control, awareness about other road user movements and anticipation about new scenario which will unfold on completion of turn. When taking turn do not cut corners, take the appropriate lane as shown in adjacent schematic.

Steps to follow:

1. Look through rear view mirrors, see that no vehicle is following you closely.
2. Look through left rear view mirror for any two-wheeler who may try to overtake you from left when you are in the middle of turning maneuver.
3. Do not trail near to edge of road as it may block your view on turn and front end of car will project more in the way of traffic coming from your right side.
4. If there is any vehicle, cyclists are ahead of you, let them pass else you may hit them because of error in calculation of time needed to complete the maneuver which includes reducing speed, looking around and then taking the turn.
5. Before taking left turn look for any traffic on your right that might be coming in conflict with your vehicle.
6. After emerging on road after turn, stick to left lane, look in mirrors if safe increase speed and merge with traffic.

Steps to follow:

1. Right turn is a riskier maneuver as you cut across the traffic coming from your right.
2. Look around in mirrors and over your shoulders.
3. If safe give right turn signal and come to the right lane.
4. On an unregulated crossing, it is advisable to come to a halt before taking right turn.

5. Wait for any vehicle on your right to pass. Ensure no vehicle is coming from left.
6. When clear complete the right turn maneuver, stay in left lane.
7. Look into mirrors merge with the traffic when safe.

Driving in reverse gear may be necessary when you are stuck in narrow lane or a road with a dead end. Driving in reverse gear has certain difficulties:

1. You have more blind areas as in reverse gear you actually come to rear of the driver cabin.
2. As you twist your neck your visibility is reduced to one side of the body.
3. Older drivers may experience temporary blackout due to reduced supply of blood to brain.
4. During driving in reverse gear, your vehicle's steering becomes more sensitive, turning radius actually gets reduced.

To safely drive in reverse gear, look around in all the three mirrors, look over both side shoulders, hold the back of left front seat and turn towards back and start moving. Occasionally take out your neck from the window to have clear view. It is advisable to take help of someone to guide you through the obstacles.

Always avoid reversing into a major road from a minor road as you will be able to see the road only after 75% length of your vehicle is already on the road. Ask for guidance from someone if you are stuck in such a tricky situation. Drive slower than you normally drive in 1st gear.

U-turn is the maneuver when you have to move your vehicle to other side of the road. This maneuver may have to be carried out on a road with or without a divider. On busy crossings normally U-turn is not allowed.

On a road with the divider it is easier to take U-turn as you have to look for other traffic from one side only but on a road without divider you have to ensure there is no traffic approaching on both sides, during the maneuver.

During U-turn follow these steps:

1. Look around in all mirrors, look over your shoulders, give right turn signal.
2. When absolutely sure there is no traffic on both sides of the road, start turning the steering while slowly moving off.
3. If the road is not sufficiently wide enough you have to stop while you reach to other side of the road. As you approach the end of the road, start turning steering to the left.
4. Put the vehicle in reverse gear start moving off backwards, as soon as you have reversed sufficiently start taking right turn.
5. Complete the maneuver and move off in opposite direction after looking carefully into mirrors.

All mirrors have blind spots as shown. In these location vehicles, bikes etc. will not be visible to you while turning or changing lanes one has to ensure that no vehicle/bike is in the blind spot.

To overcome these blind spots you need to look over your respective shoulder before completing the maneuver. You can use blind spot mirror also. You also have to ensure that you do not drive in the blind spot of other vehicles.

Each of us using the roads has right of way at particular situations or locations. To keep traffic smooth and in the interest of all road users we should be giving right of way instead

of assuming it. Pedestrians have right of way on zebra crossing

Cyclists on cycle track

Emergency vehicles like ambulance, fire tender, police vehicles or vehicles having red/ blue beacons are to be given way, in some states not giving way to emergency vehicles is punishable by law.

On hills, vehicles coming uphill are to be given right of way by vehicles going downhill. You must draw your vehicle towards left or stop to give way.

In city road crossings or roundabouts give way to traffic on your right.

Roundabouts are an example of one way traffic. To allow smooth flow of traffic we must respect the right of way to the vehicles on our right. Follow these steps while negotiating a roundabout:

1. Before entering a roundabout choose your lane according to your intended direction.
2. Maintain speed according to traffic around you.
3. If intending to go left, remain in left lane with left turn indicator on, give way to traffic on your right, when clear enter the roundabout.
4. If intending to go straight, stick to central lane, before entering roundabout stop if necessary for giving way to vehicles on your right. Move off in your lane when safe, after reaching to centre of road prior to your intended direction switch on turn signal.
5. Enter in the intended road, keep left while looking in mirrors. Merge smoothly with the traffic.
6. If going towards right or intending to take U-turn, stick to right lane, enter the roundabout by giving way to vehicles on your right. Stop if necessary, enter the roundabout, keep on following the right most lane, signal left turn on reaching the centre of road preceding the road you intend to take turn into. After entering the road, keep to left and slowly merge with the traffic on your right while looking through mirrors.

In Indian cities wherever speed limits have not been displayed, it is generally taken as 50kmph. Make sure you do not cross the prescribed speed limits on a road. Excess speed is the most

common cause of accidents on the road. Ensure that you keep following factors in mind while maintaining a particular speed (Of course within limit specified):

1. Road condition – May abruptly change, pot holes, speed breakers may emerge suddenly.
2. Traffic – Other road users may change lanes suddenly or appear from nowhere.
3. Pedestrians, cyclists or other slow moving traffic may cross to lanes meant for higher speeds.
4. Weather & lighting – These may hamper your vision at high speeds (Snow, dust, rains & fog).
5. Maintain speed according to your concentration, anticipation, experience level & road condition.
6. Reduce speed when passing through parked cars/buses as somebody or a child may suddenly emerge from between parked vehicles.
7. Any parked vehicle may come on road suddenly.



8. Drive slow & cautiously in right lane where central divider is not protected, a pedestrian or a pet may appear out of bushes suddenly on the centre verge.

9. In case animals like cows/goats etc. are there on road, reduce speed, do not blow horn as they may get panicked.

10. Reduce speed near schools, residential areas and market areas.

11. During night you may come across traffic without lights like cyclists, bullock cart, parked trucks etc. without reflectors and parking lamps.

When we try to bring a vehicle to a stop during emergency situations this activity includes time taken by our brain to notice an emergency situation on road, the brain decides the evasive action and executes, this is called reaction time. Since your vehicle is moving it covers

some distance depending on speed of vehicle, during the reaction time, this distance is known as reaction distance. Visibility on account of driver and weather also has a role to play.

The braking system also takes some time and covers some distance before your vehicle comes to a complete halt. This is called stopping distance which depends upon vehicle speed, weight of vehicle, efficiency of brake system, tyre conditions and road surface condition.

Alertness of driver and knowledge about vehicle capabilities can prevent accidents, thumb rule for drivers is to know the total stopping distance which they can employ easily is as given:

Speed of your vehicle (kmph)	Total stopping distance (m)	Equivalent car lengths (m)
30	12	3
50	23	6
65	36	9
80	53	13
100	73	20

To be safe on road one should keep in mind the above mentioned car lengths on various speeds. During rains or at night this distance needs to be increased to double.

One needs to maintain a safe following distance from the car in front so that one gets time to react and brake safely in case the vehicle in front slows down or stops.

The thumb rule for drivers is to maintain a 2 seconds gap from the vehicle in front. To know whether you are maintaining safe distance from a vehicle in front, mark any stationary object in front of the vehicle

you are following. This can be a bridge, pole or a tree on the road. As soon as the vehicle in front passes the identified mark start counting “One Thousand One – One Thousand Two” each rhythmic count is equivalent to one second. If you pass the same identified mark before you complete two seconds – you are following the

vehicle too narrowly. Immediately slow down to increase the following distance. In case of darkness, rainy weather etc. increase the following distance from 2 seconds to 4 seconds.

Overtaking is a potentially dangerous maneuver, if not done properly. You must allow other motorists to overtake you whenever requested. One should be cautious while allowing others to overtake. If you see that road ahead is not clear and you may have to come on the right lane, decide whether you allow the other person to overtake you or not. Signal accordingly. Some of the drivers have a compulsive attitude of overtaking, it is better to allow them overtake you in the interest of your safety and other road users.

Do not overtake in prohibited zone of the road, identified by the sign.

Avoid overtaking when it is raining or there is visibility problem due to fog. During night time keep your vehicle headlights dipped as these may dazzle the drivers of oncoming traffic. Many times

drivers may also put on their headlight beams in response to main beams of oncoming traffic and may blind each other, remember one blind person is better than two blind persons on the road.

One should not attempt to overtake a vehicle unless you have a clear view of road ahead. When it is absolutely safe to overtake, then only complete the maneuver. Similarly if the road ahead is taking a turn do not overtake till the view is complete.

Never overtake a vehicle from its left side. Also do not overtake a vehicle which is already overtaking another vehicle, wait for vehicle in front to complete the maneuver.

If the driver of the vehicle in front does not allow you to overtake, keep patience as his view of the road will always be better than yours.

If you intend to overtake the vehicle ahead of you, also starts accelerating, abort overtaking maneuver & wait for next safe opportunity.

Do not squeeze yourself between two heavy vehicles after overtaking as they require large distance to slow down to accommodate you.

Avoid overtaking VIP cavalcade as a VIP security staff get tensed up on seeing a vehicle coming near to a VIP car.

Whenever you need to park your vehicle following points are to be kept in mind:

1. Try to park vehicle in identified parking zone only.
2. Do not park in No Parking zone.

3. Parking near the gap in verge for taking U-turn may cause accidents as the vehicle taking U-turn will not be able to complete the maneuver.
4. In case it is to be parked in an area where there are no clear directions, park your vehicle in the direction of traffic, make sure it does not obstruct traffic, should not block passage to buildings.
5. Do not park your vehicle close to other vehicle that its passage gets blocked. You should be able to see tyres of vehicle in front while parking, this insures that you will have sufficient space to move out.
6. Park your vehicle as close as possible to the kerb.
7. Pull handbrake firmly and keep vehicle in gear so that it does not roll accidentally.
8. If parking on uphill ensure that you turn the steering towards right side, when parking downhill park the vehicle with wheels turned towards left side kerb. This will ensure that if vehicle rolls accidentally vehicle will come to an automatic stop immediately.
9. When parking in dark area, where it may be dangerous for vehicles coming from behind, switch on hazard lamp to warn other users of the road.
10. Do not park vehicles over heap of dry leaves as these may catch fire from catalyser heat.
11. Do not sit in parked cars with A/C on in closed spaces like garages.

Parking method can be classified as:

1. Parallel parking
2. Angular parking
3. Perpendicular parking

You need about 2 meters more space than the length of your car to safely park the vehicle. In tighter spaces it is advisable to use reverse parking method as it provides deeper steering angle. In tighter slots trying to park in front direction will prove difficult.

1. Locate the slot for parking, stop your vehicle parallel to the parked car by keeping a gap of 2-3 feet or ½ Meters.
2. Start reversing as your mirror reaches around rear of the parked car, turn steering wheel anticlockwise fully. Be aware that now your vehicle's right front end fully protruding on the road against traffic.
3. As your vehicle's rear right corner comes in line of right front corner of the car parked in rear, start turning the steering clockwise.
4. Stop the vehicle when your car reaches near to the car parked in rear.
5. Turn the steering to straight position and move the vehicle ahead so that your vehicle comes in centre of the available space while straightening up the wheels.

This kind of parking is normally employed in parking lots of offices, shopping malls etc. Normally you will get clear cut painted boxes to guide you. Try to park the vehicle in centre of the box. On locating a vacant slot you can easily park in the slot in one go.

While coming out of slot be careful as your vision of the road gets blocked due to parked cars.  
Very

slowly come out of slot, when your view of road gets cleared you can turn the vehicle if it is safe. Do not try to park in reverse.

It is advisable to park in reverse while entering perpendicular parking. This is also very common type of parking you will come across in offices, underground parking etc.

Pull up to the parked vehicle next to your intended slot, reverse slowly into the vacant slot while straightening up. If the vehicle does not come in the centre bring the vehicle forward, reverse into slot correcting the position.

During uphill drive one has to take care that while starting from stationary position, vehicle should not roll back. Use parking brake to prevent rolling back.

Engage 1st gear and come to the biting point, at this point set accelerator a bit high, release parking brake and clutch pedal smoothly.

Make sure parking brake is engaged, apply 1st gear, look into mirrors, over your shoulders if it is safe, release parking brake and clutch pedal and pressing accelerator smoothly.

These can be manned or unmanned. On unmanned railway crossings one has to be extremely cautious. Come to a complete halt before you try to cross the railway track. If you see the coming train let it

pass through. Most of the accidents happen when drivers try to squeeze through gates and passing trains. You should not cross the tracks even if the train is at a safe distance. Do not cross till your way is clear beyond the tracks including the length of your vehicle. Many vehicles get trapped on the track as the vehicle in front is not moving.

On manned crossings, wait in your lane for gates to open. Stop your vehicle behind other waiting vehicles. Do not overtake and cross to the lane of oncoming traffic. Traffic will get jammed inevitably in such a situation.

Most of the road rage cases happen over parking or overtaking. Following the rules of the road mentioned above will help you avoid most reasons of the road rage. If you come across an aggressive driver on the road following steps will help:

1. Allow such drivers to pass, do not try to argue or teach them a lesson.
2. Wave hand to express that you are sorry to cause the inconvenience and try to move off from the place.
3. If aggressor persists avoid eye contact and try to move to an area where you feel policemen will be present.
4. If you are up against a very aggressive person look for a nearest police station and ask for help.

## Section 8

Most of the roads we use in cities have mixed traffic i.e. it is a combination of pedestrians, cyclists, bullock carts, heavy vehicles like trucks, buses besides two-wheelers and cars etc. Since most of roads lack segregation, driving becomes a challenging task. Still you have to remain cool and save yourself and others to avoid unnecessary harassment later.

Statistics have proved that most of the victims of road accidents are pedestrians. Be careful with them as:

1. Pedestrians may come on road suddenly due to lack of footpaths.
2. Many pedestrians prefer to cross the road wherever they want on the road.
3. They may appear suddenly from behind parked cars, busses etc.
4. On traffic signal when you are waiting for light to turn green some people may try to run and cross the road. Children involved in begging may come out from between cars.

5. Ensure safety of elderly or handicapped people as they may not be fast enough to cross the road. Aged people tend to be indecisive on road, they may stop suddenly or turn back while children and younger people try to rush through. Allow pedestrians to cross.

6. During rainy season ensure you do not splash water on them.

7. In dark, many pedestrians may not be visible easily due to dark coloured clothes.

The second largest group involved in road accidents is cyclists. They normally lack any formal traffic education as Motor Vehicle Act does not apply on them so they may behave recklessly endangering their lives and other's. In absence of separate cycle track they also use the road meant for automobiles. Take following care:

1. Cyclists may come in your way while avoiding pot holes or other obstructions on the road.

2. On crossings they have a tendency to weave through stopped vehicles to come to front so leave sufficient space around your car to save it from scratches and damages.

3. They may turn suddenly without giving any signal or looking at traffic.

4. They being very unstable may fall on bonnet of your car so take care to keep safe distance when overtaking them.

5. As normally cyclists will remain on the left most lane, you have to be careful while negotiating a left turn. You may misjudge time taken to slowdown and they may collide with you. Do not overtake them while taking left turn, let them pass first.



6. During night they may not be visible on road easily as they do not use any lamp, reflector & reflective clothing.

Follow same set of precautions as mentioned for pedestrians and cyclists.

In motorized group maximum fatalities are faced by this group in case of accidents. Modern scooters and motorcycles are very powerful vehicles but they remain vulnerable due to lack of balance. Keep following in mind:

1. They can move very fast so they have a tendency to weave through lanes.
2. Be very careful while moving to left lane or taking left turn as they prefer to overtake from left side of the traffic.
3. A motorcyclist may suddenly swerve or may lose balance if encountered with rough road or punctured tyre.
4. They have tendency to drift towards you and other vehicles on the road. A mild sound of horn will warn them.
5. Sometimes they may surprise you with their horn as now they sound very similar to car's. Be mentally prepared to remain cool in case of harsh horn.
6. While overtaking sound them with horn as many of them may not have rear view mirrors installed on their bikes.
7. While overtaking also ensure you do not splash water on them during rains.
8. On rough roads overtake them carefully as they may fall or skid.

9. They may come from opposite direction suddenly at high speed, do not get surprised. This normally happens around petrol pumps or where there is no gap in verge to go to opposite road.

This class of vehicles are unstable, can swerve on road suddenly in front of you. These vehicles are fitted with low power engines so they may test your patience by continuously driving at slow speed in high speed lane. Drivers of these vehicles are normally not well verse with traffic rules so be very careful while overtaking them.

Many tractors are not equipped with hydraulic brakes, mechanical brakes are slow to react and take a longer distance to stop. Tractors are manufactured without any suspension so at speeds above 40kmph they become highly unstable if they have attached trolleys. This trolley may jump and hit your car while you are trying to overtake it. Keep good gap with them while overtaking.

Large heavy vehicles may be long, overloaded so will behave differently than your vehicle. You must have knowledge that they need larger turning radius, are slow and take longer distance to stop than your vehicle, so you need to be very careful while driving alongside with them or overtaking them. Keep sufficient gap in following them and while overtaking them. Be aware that the

driver's visibility may be very less due to extra loading and length of vehicle. On highways they expect you to overtake them from left so be very vigilant and look for driver assistant's hand signals. Make sure you make the truck driver aware of your intentions by blowing horn or flashing head lamps during night. During turning because of long length of trailer they may come in wrong lane before completing a turn. These may be parked on road without any warning light or triangle for repairs. Accidents happen routinely because of this.

Because of very heavy weight, long body and high speed they generate air turbulence on road which can make a car unstable. Keep your steering in tight control while overtaking or when overtaken by trucks/buses on highways.

## Section 9

Driving in darkness or in night time sometimes become challenging. Take following care during driving in night time:

1. Slow down as visibility reduces considerably.
2. When faced with blinding lights from other vehicles do not switch on your fog lamp or main beams.
3. Start looking towards left side kerb, this will help you prevent dazzling of eyes.
4. Do not switch on fog lamps to improve visibility on a clear day.
5. During fog do not continue to drive if you can't see road in front. Slow down or stop.
6. On city roads avoid switching on main beam, preferably use only parking lights if street lighting is good enough.
7. Keep your windshield sparkling clean and free from scratches caused by worn wipers.
8. Tilt down mirrors a bit if lights from vehicle in rear are dazzling you. Use day-night mirror if your car is equipped with one.
9. If you are using spectacles, anti-glare coated lenses will help reducing glare.

10. Be very cautious in overtaking vehicles as it is difficult to assess the fast changing situation on road.

Fogs are common in northern and central part of India. Fog is generally caused by presence of dust particles, moisture accompanied by low temperature and absence of winds. Fog generally starts developing around mid night and continues till noon. So plan your travel accordingly. Fog can reduce

visibility to just 1-2 meters. Take following cares:

1. Use fog lamps if your car is equipped else keep headlight on dipped position.
2. Switch on rear fog lamp to warn other vehicles following you.
3. Never switch on hazard lights while moving in fog – it can be confusing for other traffic as they may consider you a stationary vehicle.
4. Never use main beam as dust particles and moisture will scatter the light so much that visibility will get reduced further.
5. Start heater to demist your windshield and windows.
6. Keep following kerb stones or road markings to guide you. If both are not available on road, it is safe to stop journey, park the vehicle with hazard lights on and wait for visibility to improve.
7. Blindly following other vehicles in poor visibility is not a good idea as this can start chain of accidents.

Driving in rainy season may be quite challenging for an inexperienced driver. Take care of following points:

1. Before rainy season sets in, get your wipers inspected if they need replacement.
2. During rains road surface become slippery. Maximum accidents happen when it is drizzling.
3. During drizzle roads are more slippery because water gets mixed with oil on the road. Dry leaves on road also become very slippery with water.
4. Ensure that your car's tyres have good amount of tread. The tread in tyre is to squeeze out water between road and tyre. A worn tyre will start skidding on road similar to a water skier. If you experience aquaplaning remove your foot from brake, reduce speed and try to simply steer the vehicle.
5. If passing through a water logged road it is better to wait and see if other vehicles are able to pass through. Follow exactly the same path as the vehicle in front. Do not try different path as you are unaware of any big deep pot hole, open sewer or drain.
6. While passing through water ensure that you keep throttle at high rpm so that water does not enter in engine through silencer route. Water entry in engine can severely damage your engine called hydro lock. Do not reduce engine speed during  
  
the course, move slowly as water acts like solid when present in large quantity.
7. Rushing through water logged area will cause the water to enter areas like air cleaner or spark plugs. In both cases your engine will stall and serious damage may occur.
8. Immediately after you come out of water, do not forget to dry your brakes. Wet brake linings will have no friction. To dry the brakes put the vehicle in first gear, slowly race the engine and drive while putting slight pressure on brake pedal, frequently remove this pressure. Friction in brake linings will generate heat which will evaporate any water on brake linings.
9. Never cross a bridge on which water is flowing and road is not visible.

You may experience driving in snow/ ice if you are residing in such areas where it snows or you visit such an area. Before the winter sets in normal tyres are to be replaced with snow tyres. Areas with heavy snow fall may require chains to be strapped on tyres. In snow/ice braking distance increases multifold.

If your vehicle is not equipped with Anti Lock Brake System ensure that you use brake pedal softly and as soon as vehicle starts skidding release the brake. Fresh snow is less riskier than ice few days old.

Do not sleep in car in open as it may snow and cover the vehicle. This can result in suffocation and occupants may not be able to open the doors.

Do not allow more passengers than the class of vehicle is permitted. Most of the cars can accommodate 4/5 persons including driver. Check the registration certificate which will indicate the number of passengers allowed. Allowing more persons to sit in a car is punishable offence.

Sometimes a child or a person is accommodated in space between front seats over parking brake area. This can seriously jeopardize the safety as it may not be possible for driver change required gear or apply parking brake.

While you are in hills keep following points in mind:

1. In hills particularly while going downhill never press clutch first to reduce speed, apply brakes first then use clutch to downshift or stop.
2. Never go downhill with engine switched off. Brakes will wear down very fast.
3. Always use the same gear which you used while coming uphill, for downhill driving.
4. Always give way to traffic coming uphill.

5. Blow horn wherever horn sign is there.
6. Reduce your speed as your vehicles acceleration and braking is going to behave differently here.
7. Stop for rests more frequently while enjoying natural beauty of hills.
8. Do not overtake if the vehicle in your front does not allow, it may be potentially dangerous.

In the event of breakdown, park your vehicle on the side of road, switch on hazard lamp to warn other traffic. Place the warning triangle on road about 50 meters behind the vehicle. Do not tie the vehicle yourself by tying it to other vehicle. Call for the crane if vehicle can't be repaired immediately. You can contact Anytime Maruti at 1800 1800 180 indicating your location, call centre will arrange to send the repair team at the earliest.

Emergency situations during driving

## Section 10

In case of untoward incidence of an accident, immediately park your vehicle on the side. Use hazard lamp or warning triangle if it is not safe for other road users. Remain calm, by remaining calm & focussed demeanor you will remain in control & will be able to provide key information.

If somebody is injured give first aid or arrange for medical aid by calling Police and Ambulance on phone number 100 & 101 respectively. Collect the name and contact number of other people involved in accident and of few witnesses. Taking some photographs of accident site would be of immense use in settling claim.

In case there is nobody injured, get in discussion with the other party for amicable solution. Do not block traffic, do not get into argumentation mode or get involved in a trouble. Exchange driving license number, registration no., insurance co. with other involved party. There is no need of FIR to be lodged with the local police. Immediately inform the office of your insurance co. which will settle the claim without FIR.

Insurance company is to be reported with in 24 hours of the accident.

If somebody in the cars or a third person is injured, accident is to be reported to local police.

In case you got injury, do not drive yourself, ask or call for help. Always keep the important information like contact person in case of emergency, blood group or any other information important for a doctor, case you become unconscious. This information can be saved under ICE heading (In Case of Emergency) in your cell phone.

It is mandatory as per law to provide first aid or medical attention if one comes across a road accident victim. Anybody helping or providing help to an accident victim can not be harassed as per law.

In automotive accidents many times victim gets entangled in the wreck, do not try to pull out the victim if any body part is stuck.

Take following steps to deal with a medical emergency:

1. Make sure the area is safe.
2. Call for emergency relief by calling police & ambulance.
3. Check following:
  - a. Check if air way is open
  - b. Check for breathing
  - c. Start artificial respiration and check for severe bleeding



#### 4. Rest and reassure the casualty.

To help others you have to ensure your own safety first. Ensure that you are away from any fire or fume hazard which is common in case of an automobile accident. If not, shift the victim away to a safe location. It is suggested not to shift victim till expert help comes if site is not safe, then only consider shifting victim to other safe place. Also ensure that there are no glass pieces or sharp objects from accident. Ensure that there is no risk of oncoming traffic.

To facilitate breathing, if the victim is unconscious, should be turned to lie on his side (unless it appears that he has a severe injury of the back or of the neck) and his mouth cleared of any dirt, stones, or false teeth so that he can breathe easily through his mouth. Using a handkerchief, grasp his tongue and pull it forward, thus preventing it from falling back into his throat and interfering with breathing. If the chest has been seriously injured, examine it to see if there is an opening in the chest wall through which air is passing. If so, this wound should be covered at once with a cloth in case cloths is not available use newspaper and bind this firmly to the chest wall so that the patient will breathe through his mouth without losing air through this wound. If the victim still does not breathe, it may be necessary to give him artificial respiration, preferably mouth-to-mouth.

Keep the injured person's mouth and nose free from obstruction by vomit. Otherwise, fatal choking may ensue. Turn the victim on his side, or, if he is lying face down, turn his head to one side so that the vomit will flow away from his face.

#### Artificial Respiration

If you do not see chest movement or breathing sound is not heard, tilt the head backwards and check whether breathing starts. If not, keep a piece of cloth or handkerchief on victim's mouth, pinch nostrils by fingers. Blow four full breaths into victim's mouth

ensuring that you make a tight seal around victim's mouth so that air is not escaping out. After initial four breaths give one breath every five seconds. After every breath allow air to circulate by allowing it to escape from victim's mouth.

Keep on checking every few minutes whether breathing has re-established.

If the victim is bleeding, try to stop it by putting pressure on the bleeding point by pad made of cotton or handkerchief. Soon clotting will ensue and bleeding will stop.

In preparing an injured person for transportation to the hospital, handle the victim so that further damage will not be done as he is moved. His back or neck may have been broken, and moving him carelessly may permanently damage the spinal cord. Avoid moving or pulling out victim if it is not safe. Have three or four persons work together in moving the victim, avoiding bending or twisting his body. If it is probable that the neck has been broken, one person should be assigned to do nothing else but hold the victim's head, making sure that it does not change position. Do not try to straighten a fractured limb. Do not try to clean the wounds at accident site, simply cover them. Do not try to take any shrapnel or other object from victim's body.

When a person has been severely burned, the burned area should be covered lightly with whatever soft cloth may be available such as a handkerchief, a shirt, or a sheet. Never should a blanket be placed in direct contact with a burned area of the body.

While awaiting the ambulance, keep the victim's body warm by covering it with one or two blankets or extra coats. Do not give anything to eat or drink to victim.

## Section 11

1. Start the engine when you have to actually start moving, many times we keep on talking with friends before moving off with engine on.
2. Switch off engine on traffic signals where stop time is more than one minute.
3. Use following speed and gear selection:
  - a. 1st gear for moving off till 10 kmph
  - b. 11 to 20 kmph use 2nd gear
  - c. 21 to 30 kmph use 3rd gear

- d. 31 to 40 kmph use 4th gear
  - e. After 40 kmph use 5th gear
- 
- 4. Try to drive in 5th gear as much as possible.
  - 5. For overtaking use 3rd or 4th gear, do not try to overtake on 5th gear.
  - 6. Do not try to move off in 2nd gear.
  - 7. Do not ride clutch pedal.
  - 8. To control speed do not use clutch, this will increase fuel consumption and wear & tear of clutch. To reduce speed, if safe, simply remove foot from accelerator.
  - 9. On seeing a red signal for a distance do not press clutch or bring the vehicle to neutral instead keep as cruising in 4/5th gear till you reach stopping point.
  - 10. Keep tyre pressure to recommended level.
  - 11. Keep your air filter clean.
  - 12. For quick cooling on a sunny warm day, open all doors, roll down windows, switch on blower on full blow. Switch on A/C, close doors and windows. This method will reduce load on A/C compressor will thus save fuel.
  - 13. While moving off, switch off A/C, switch on again when you reach to speed of 10 kmph at traffic signals.
  - 14. Do not accelerate very hard as this action consumes lot of fuel.
  - 15. Do not carry unnecessary things in car, they increase the load on compressor.

16. Shift to “recirculation mode” while A/C is on. Keep all windows fully rolled up.
17. Avoid luggage & carrier on roof as it increases drag.
18. Always drive with window closed as open windows increase drag.
19. Plan your trips, combine multiple jobs, select the route with less traffic. Car pool is also a good solution.
20. Get your vehicle serviced regularly as per maintenance schedule.

## Questionnaire

### Section 1

Q1. Is it a good practice to give hand signal as well while turning?

1. Yes
2. No

Q2. While making a journey in foggy condition, you should?

3. Follow other vehicle's tail lights
4. Maintain good safe distance from vehicle in front
5. Switch on fog lamps
6. All of the above

Q3. Which of the following should be done continuously while driving a vehicle?

1. Making a visual check of all controls
2. Assessing road condition ahead at 6 sec interval

3. Focusing on audio system watch
4. Looking at reaction of other occupants in the car

Q4. You start to feel tired while driving. What should you do?

1. Increase your speed slightly
2. Decrease your speed slightly
3. Find a less busy road
4. Pull over at a safe place to rest

Q5. A red traffic light means

1. You must stop behind the white stop line
2. You may go straight on if there is no traffic ahead
3. You may turn left if it is safe to do so
4. You must slow down and prepare to stop if traffic has started to cross

Q6. You notice stray animals on the road. What should you do?

1. Signal right
2. Be prepared to slow down
3. Blow horn
4. Start flashing lights

Q7. You are driving past a lane of parked cars. You notice a ball bouncing out into the road ahead. What care you need to take?

1. Continue driving at same speed and blow horn
2. Drive slow as there may be children playing behind park cars
3. Drive fast and flashing lights to warn others
4. Stop, get down and check if it is safe to go.

Q8. What is the main hazard you should be aware of when following a cyclist?

1. The cyclist may move into the left and dismount

2. The cyclist may swerve out into the road
3. The contents of the cyclist's carrier may fall on to the road.
4. The cyclist may wish to turn right at the end of the road

Q9. A properly adjusted head restraint will

1. Make you more comfortable
2. Help you to avoid neck injury
3. Help you relax
4. Help you to maintain your driving position

Q10. You should only use a mobile phone when

1. Receiving a call
2. The vehicle is stationary and parked
3. Driving at less than 30kmph
4. Driving an automatic version of the vehicle

Q11. Be extra cautious while overtaking

1. 'L' mark vehicles
2. Slow speed vehicles
3. Old vehicles
4. Light vehicles

Q12. Be careful while overtaking 'L' mark (learner driver) vehicle because

1. Their intention is always to drive in right hand lane
2. This will reduce their confidence
3. They may get nervous and it may lead to an accident

4. Generally they are not medically fit

Q13. While driving, avoid

1. Reacting to wrong behavior of other drivers.
2. Getting distracted by hoardings
3. Getting distracted by phone calls
4. All of the above

Q14. To help concentration on long journeys you should stop frequently and

1. Have a rest
2. Fill up with fuel
3. Eat a meal
4. Have a drink

Q15. What is meant by 'defensive driving'?

1. Being alert and thinking ahead
2. Always driving slowly and gently
3. Always letting others go first
4. Pulling over to faster traffic

Q16. Wearing of front seat belt is exempted if

1. Occupant's height is less than 5 feet
2. Occupant is under influence of liquor
3. Occupant's weight is more than 80 kgs
4. None of the above

Q17. To drive on the road, learner's must

1. Have only the registration certificate of the vehicle
2. Have taken professional instructions
3. Have a learner's license and must be accompanied by a PL holder



4. Apply for a driving test within 12 months

Q18. You can park a vehicle in such a way that it obstructs other vehicle if, only

1. Someone is there in the car to move it whenever required
2. Not longer than 10 minutes
3. To pick up & drop passengers
4. There is a starting problem in the engine

Q19. We are meeting at 4 p.m. once a week; it is a 20-minute drive from our house/office. We should

1. Leave at 2 p.m. because sometimes we forget how to get there
2. Leave 25 or 30 minutes early to allow for possible delays
3. Leave exactly 20 minutes to four and try to make it on time
4. Leave at 3.50 and see how fast we can get there

Q20. Which of these can reduce your visibility in night?

1. Tinted goggles
2. Heavily tinted window glasses
3. Sun control films on windshield
4. All of above

Q21. Objects hanging from your interior mirror may

1. Restrict your view and distract your attention
2. Improve your driving
3. Help you to concentrate
4. May bring good omen

Q22. You are following a two-wheeler on a poor road surface.

You should

1. Make sure you stay well back
2. Look out as they may wobble
3. Be aware they may suddenly swerve
4. All of the above

Q23. What is the best way to prevent fatigue when driving?

1. Avoid night driving
2. Stop for rest
3. Don't carry on load
4. Drink two pegs of good quality whisky

Q24. You should not overtake when

1. Intending to turn left shortly afterwards
2. Approaching a junction
3. The view ahead is blocked
4. All of the above

Q25. Your overall stopping distance will be much longer when driving

1. In rain
2. In fog
3. At night
4. In strong winds

Q26. You should never attempt to overtake a cyclist

1. When approaching a roundabout
2. On a narrow road which is not wide enough
3. Just before you turn left

4. All of the above

Q27. You approach a junction. The traffic lights are not working.

A police officer gives this signal. You should

1. Turn left only
2. Turn right only
3. Stop next to policeman in the centre of crossing
4. Stop before the stop line

Q28. Which arm signal tells you that the car in you are following is going to turn left?

1. a
2. b
3. c
4. d

Q29. When you approach a bus signaling to move off from a bus stop, you should

1. Get past quickly before it moves off
2. Allow it to pull away
3. Flash your headlights as you approach near the bus
4. Signal left and wave the bus to move on

Q30. You have just been overtaken by this motorcyclist who is cutting in sharply. You should

1. Sound the horn & increase your speed
2. Apply emergency brakes
3. Slow down to create a safe gap for motorcyclist in front
4. Start flashing your lights vigorously

Q31. You are driving at high speed on an expressway. When passing large heavy vehicle you should

1. Increase your speed
2. Beware of sudden gust & keep firm control on steering
3. Start driving closely to this vehicle
4. Open your car's windows

Q32. You are driving upto an intersection where signal is not working, people are there on zebra crossing in front of you, you should

1. Continue driving into intersection without reducing speed
2. Slow down and be careful
3. Stop and allow pedestrians to cross
4. Sound horn rashly to stop people from crossing

Q33. You are driving on a two lane road, the vehicle in front of you is moving very slowly, and the road ahead is clear for overtaking, you should

1. Pass the vehicle from left hand side
2. Pass the vehicle from right hand side
3. Pass the vehicle from convenient side
4. Pass the vehicle even if the driver of car in front gives a signal to wait

Q34. You are driving your car in the night. To cut glare from the oncoming traffic you should

1. Keep your sunglasses on
2. Turn on your lights on low beam
3. Turn on your light on high beam
4. Turn on hazard warning lights

Q35. To drive safely, you need to concentrate and be able to monitor everything that is happening on the road. To do this, you

need to

1. Keep windows open
2. Turn all your attention only to road ahead
3. Continuously scan the road, looking ahead, to the sides, checking rear view mirrors and anticipate what may happen.
4. Ask other occupants in the vehicle to watch out for possible dangers

Q36. As you approach an intersection, you should check for traffic on your left and right

1. At all the times before entering an intersection
2. Only when the traffic is heavy
3. Only when you approach a stop sign
4. None of the above

Q37. To control the speed of a vehicle some drivers press clutch, this will result in

1. Reduced control as engine braking is eliminated
2. Vehicle speed will increase very quickly on downhill
3. Increased use of brake will make it less effective
4. All of the above

Q38. At road junctions which of the following are most vulnerable?

1. Motorcyclists
2. Cyclists
3. Pedestrians
4. All of the above

Q39. In what situation are other drivers allowed to flash their headlights at you?

1. To warn you of their presence

2. To warn you danger is ahead
3. To tell you they are giving way to you
4. To tell you they are not giving way to you.

Q40. You drive up to a corner where you see some loose gravel on the road. You should

1. Immediately change lanes and pass through the patch from a comparatively better position
2. Speed up and try to pass the patch as quickly as possible
3. Slow down
4. Apply emergency brakes, come out of car and check the road

Q41. What is the best way to avoid hitting other vehicles, people or animals when moving off from near the kerb?

1. Get out of car, look around and quickly drive off
2. Sound your horn continuously
3. Switch on turn signal, check mirrors and look over your shoulders before moving off
4. Switch on hazard lamps, flash lights and sound horn while coming towards centre of the road

Q42. It is important to scan while driving so that you can see everything that is happening around. What does scanning involve?

1. Continually looking ahead and to the sides
2. Looking into rear view mirrors while driving
3. Occasionally scanning the dashboard meters to ensure everything is fine
4. All of the above

Q43. Which of these statement is true?

1. Vehicular traffic has right over and above pedestrians on the road
2. Pedestrians have special rights on zebra crossing only
3. Pedestrians being vulnerable must get right of way on any part of the road

Q44. When you have started to overtake the car ahead, you notice that its right indicator has started flashing. You should

1. Accelerate quickly to get past
2. Immediately brake to a stop
3. Flash your headlights and try to accelerate past
4. Abort overtaking, look into mirrors, come to left lane if safe

Q45. You are driving in torrential rain and your vehicle begin to slide.

What is this called?

1. Ghosting
2. Coasting
3. Aquaplaning
4. Skiing

Q46. When may you sound the horn on your vehicle?

1. To warn other drivers of your presence
2. To give you right of way
3. To get a friend's attention
4. To warn others on a blind turn that you are coming

Q47. The road used to join and exit expressway is called-

1. Side lane
2. Slip road
3. Adjoining lane
4. Attached road

Q48. You are on a long downhill slope. How you should control the speed of the vehicle

1. Use the gear you used to come uphill
2. Constantly apply brake to control speed
3. Press clutch routinely
4. Select neutral gear

Q49. When applying brakes to stop

1. Press brake pedal very hard to stop quickly
2. Check your rear view mirror before applying brakes
3. Apply brakes then check in mirror
4. You must simultaneously pull the hand brake as well

Q50. Which of the following distract the driver

1. Listening to music
2. Using hands free mobile
3. Discussing news with co-passenger
4. All of above

Q51. When driving you start feeling sleepy or tired, you will

1. Find a safe place to stop and refresh
2. Try to reach your destination by driving faster
3. Drink tea or water while driving
4. Try to stay alert by looking around repeatedly or talking to a co-passenger

Q1. You must obey sign giving orders. These signs are mostly in

1. Black triangles
2. Red triangles
3. Blue rectangles
4. Red/blue circles



Q2. How many types of Road Signs are there

1. 3
2. 2
3. 4
4. 5

Q3. What does this sign mean?

1. No entry
2. One way sign
3. Compulsory straight ahead
4. Left turn prohibited

Q4. What does this sign mean?

1. Truck prohibited
2. All motor vehicles prohibited
3. Bullock cart prohibited
4. Cycle prohibited

Q5. What does this sign mean?

5. Vehicles prohibited in both directions
6. Left turn prohibited
7. Overtaking prohibited
8. Right turn prohibited

Q6. What does this sign mean?

1. Cycles prohibited
2. Truck prohibited
3. Right turn prohibited
4. Left turn prohibited

Q7. What does this sign mean?

1. Left turn prohibited
2. Right turn prohibited
3. U-turn prohibited
4. Overtaking prohibited

Q8. What does this sign mean?

1. Overtaking prohibited
2. Left turn prohibited
3. Right turn prohibited
4. Vehicle prohibited in both directions

Q9. What does this sign mean?

1. No smoking
2. Right turn prohibited
3. Cycle prohibited
4. Horn prohibited

Q10. What does this sign mean?

1. Length limit
2. Speed limit
3. Load limit
4. Height limit

Q11. What does this sign mean?

1. Load limit
2. Speed limit

3. Width limit
4. Height limit

Q12. What does this sign mean?

1. Axle load limit
2. Height limit
3. Width limit
4. Load limit

Q13. What does this sign mean?

1. Length limit
2. Speed limit
3. Load limit
4. Height limit

Q14. What does this sign mean?

1. Height limit
2. Speed limit
3. Width limit
4. Length limit

Q15. What does this sign mean?

1. No stopping
2. Restriction ends
3. No parking
4. Speed limit

Q16. What does this sign mean?

1. No parking
2. No stopping

3. Length limit
4. Speed limit

Q17. What does this sign mean?

1. Compulsory keep left
2. Compulsory ahead only
3. Compulsory turn left
4. Compulsory turn right

Q18. What does this sign mean?

1. Compulsory ahead only
2. Compulsory turn left ahead
3. Compulsory turn right ahead
4. Compulsory ahead or turn left

Q19. What does this sign mean?

1. Compulsory turn left
2. Compulsory turn right
3. Compulsory ahead or turn left
4. Compulsory ahead or turn right

Q20. What does this sign mean?

1. Compulsory ahead or turn left
2. Compulsory ahead or turn right
3. Compulsory turn right
4. Compulsory turn left

Q21. What does this sign mean?

1. Compulsory turn left
2. Compulsory turn right
3. Compulsory ahead or turn left
4. Compulsory ahead or turn right

Q22. What does this sign mean?

1. Compulsory cycle track
2. Cycle prohibited
3. Hand cart prohibited
4. Cycle crossing

Q23. Signs of this shape are?

1. Mandatory
2. Informatory
3. Warning
4. None of the above

Q24. Signs of this shape are?

1. Cautionary
2. Informatory
3. Mandatory
4. None of the above

Q25. What does this sign mean?

1. Stop
2. One way sign
3. No parking
4. No stopping

Q26. What does this sign mean?

1. Left hand curve
2. Informatory sign
3. Warning sign
4. Give way

Q27. What does this sign mean?

1. Right hand curve
2. Left hand curve
3. Hair pin bend right
4. Hair pin bend left

Q28. What does this sign mean?

1. Right hand curve
2. Left hand curve
3. Right reverse bend
4. Left reverse bend

Q29. What does this sign mean?

1. Hair pin bend right
2. Hair pin bend left
3. Right reverse bend
4. Left reverse bend

Q30. What does this sign mean?

1. Hair pin bend left
2. Hair pin bend right
3. Left hand curve
4. Right hand curve

Q31. What does this sign mean?

1. Right hand curve
2. Left reverse bend
3. Right reverse bend
4. Hair pin bend right

Q32. What does this sign mean?

1. Steep descent
2. Steep ascent
3. Slippery road
4. Hump or rough road

Q33. What does this sign mean?

1. Steep ascent
2. Steep descent
3. Narrow road ahead
4. Narrow bridge

Q34. What does this sign mean?

1. Narrow road ahead
2. Wide road ahead
3. Narrow bridge
4. Slippery road

Q35. What does this sign mean?

1. Narrow road ahead

2. Wide road ahead
3. Narrow bridge
4. Slippery road

Q36. What does this sign mean?

1. Narrow road ahead
2. Wide road ahead
3. Narrow bridge
4. Slippery road

Q37. What does this sign mean?

1. Slippery road
2. Loose gravel
3. Staggered intersection
4. Hump on rough road

Q38. What does this sign mean?

1. Narrow bridge
2. Slippery road
3. Loose gravel
4. Steep descent

Q39. What does this sign mean?

1. School ahead
2. Men at work
3. Cycle crossing
4. Pedestrian crossing

Q40. What does this sign mean?

1. Cycle crossing



2. School ahead
3. Loose gravel
4. Pedestrian crossing

Q41. What does this sign mean?

1. Barrier ahead
2. Dangerous dip
3. Men at work
4. Major road ahead

Q42. What does this sign mean?

1. Falling rocks
2. Steep ascent
3. Hump or rough road
4. Loose gravel

Q43. What does this sign mean?

1. Barrier ahead
2. Round about
3. Cross road
4. Railway crossing ahead

Q44. What does this sign mean?

1. Gap in the median
2. Side road right
3. Side road left

4. Staggered intersection

Q45. What does this sign mean?

1. Staggered intersection
2. Roundabout
3. Cross road
4. Side road left

Q46. What does this sign mean?

1. Dangerous dip
2. Staggered intersection
3. Y-intersection
4. Major Road ahead

Q47. What does this sign mean?

1. Dangerous dip
2. Major road ahead
3. Y-intersection
4. Staggered intersection

Q48. What does this sign mean?

1. Barrier ahead
2. Hump on rough road
3. Major road ahead
4. Staggered intersection

Q50. What does this sign mean?

1. Eating place
2. Petrol pump

3. Public telephone
4. First aid

Q51. What does this sign mean?

1. Petrol pump
2. Hospital
3. Resting place
4. First aid

Q52. What does this sign mean?

1. Hospital
2. No through road
3. First aid post
4. No parking

Q53. What does this sign mean?

1. First aid post
2. No through side road
3. Y – intersection
4. No through road

Q54. What does this road marking mean?

1. Cross it whenever you feel
2. Cross it when there is no traffic coming from the opposite direction
3. Not cross it under any circumstances
4. Cross it when it is safe to do so but

should come back to your lane after overtaking

Q55. A continuous yellow or white line in the centre of the road indicates that you may cross it

1. Whenever you feel it is safe to do so
2. When there is no traffic coming from the opposite direction
3. Under no circumstances
4. Avoid as far as possible

Q56. Speed limit signs indicate the maximum speed permissible.

1. True
2. False

Q57. While approaching a pedestrian crossing which is controlled by a traffic signal, the signal has turned green for you but the pedestrians are still crossing. You should

1. Slow down and give way to pedestrians
2. Speed up since the signal is in your favour
3. Speed up but take care of the pedestrians
4. None of the above

Q58. Under what circumstances you will not go forward when the signal lights are in your favour?

1. If road repair work is in progress near the intersection
2. If you want to give alms to a beggar who is a little away from you
3. If you see some animals resting on pavement
4. If a policeman on duty has signaled you to stop

Q59. You are driving a vehicle towards an intersection where there is a flashing yellow light, you should

1. Stop and proceed safely
2. Slow down and proceed with caution

3. Continue at the same speed keeping in view traffic conditions
4. Stop if maneuvering a right turn

Q60. A flashing red light at an intersection means

1. You should slow down and drive with increased caution
2. You should slow down and give right of way to vehicles approaching from left or right side
3. Signal light is out of order and as such you should proceed with caution
4. You should stop, give way to vehicles in the priority road and proceed only when the way is clear

Q61. When you have approached middle of an intersection, the green signal has just changed to amber, you should

1. Hurry up and cross
2. Apply brakes and cross
3. See, if you have crossed stop line or are so close to it that you can not stop safely, cross the intersection, cross the intersection with caution
4. See, if there is no policeman, cross otherwise stop

Q62. As you approach the stop line at intersection you see the light turn amber. You should

1. Prepare to go
2. Go if the way is clear
3. Go if no pedestrians are crossing
4. Get ready to stop before the stop line

Q63. What does this signal from a police officer, mean to oncoming traffic?

1. Go ahead
2. Stop
3. Turn left
4. Turn right

Q64. While driving, to make a right turn, the proper hand signal is

1. Extend right hand in a horizontal position outside and to the right of the vehicle with palm facing the front
2. Extend right arm and rotate in anti clock wise direction
3. Extend a right arm with palm downward, move up & down several times
4. Extend right arm vertically with palm facing the front

Q65. While driving you decide to stop immediately, the correct hand signal is

1. Extend right arm horizontal to the ground with palm downwards
2. Extend the right arm & bending the elbow at right angles and turning palm to the front
3. No signal required
4. None of the above

Q1. When turning your vehicle on the road you should

1. Check all around for other road users
2. Continuously use horn for warning other road users
3. Keep your hand on the handbrake throughout
4. Switch on your headlights

Q2. Your mobile phone rings while you are travelling. You should

1. Stop immediately
2. Answer it immediately
3. Pull up at suitable safe place
4. Pull up at the nearest kerb

Q3. You are most likely to lose concentration while driving if you

1. Switch on the AC
2. Use a mobile phone
3. Look at the rear view mirror
4. All of the above

Q4. You are approaching a zebra crossing on an uncontrolled crossing.

Pedestrians are waiting to cross. You should

1. Give way to elderly and disabled only
2. Slow down and prepare to stop
3. Use your headlights to indicate that they can cross
4. Wave at them to cross the road

Q5. Which of the following should you do before stopping?

1. Sound the horn
2. Use the mirrors
3. Select a higher gear
4. Flash your headlights

Q6. When you are moving off from behind a parked car you should

1. Look around before you move off
2. Use all the mirrors on the vehicle
3. Give a signal
4. All of the above

Q7. When being followed by an ambulance showing a flashing beacon you should

1. Pull over safely as soon as possible to let it pass
2. Accelerate hard to get away from it
3. Maintain your speed and course
4. Brake harshly and immediately stop on the road

Q8. What should you do when leaving your vehicle?

1. Put valuable documents under the seat
2. Remove all valuables
3. Cover valuables with a blanket
4. Leave the interior light on

Q9. When parking and leaving your vehicle you should

1. Stop the vehicle on a safe place without obstructing others
2. Apply hand brake
3. Lock the vehicle by engaging steering & door lock
4. All of the above

Q10. While overtaking two wheelers, you should

1. Squeeze them on road to get more space
2. Cross them very closely
3. Leave as much room as you would for a car
4. Cut in quickly as you are in a larger vehicle

Q11. On a three lane motorway which side should a car driver normally use?

1. Left
2. Right
3. Centre
4. Either the right or centre



Q12. In which of these places you not park or wait?

1. At a bus stop
2. In such a way that another parked car gets obstructed
3. In front of someone else's gate
4. All of the above

Q13. What is the right hand lane used for on a three lane express way?

1. Emergency vehicles only
2. Overtaking
3. Vehicles towing
4. Heavy vehicles only

Q14. When leaving your vehicle where should you park if possible?

1. Opposite a traffic island
2. In a secure car park
3. On a bend
4. Near a tunnel

Q15. In which of these places must you not park or wait?

1. In no parking zone
2. At or near a bus stand
3. Within 10 meters of a junction
4. All of the above

Q16. At a crossroad there are no signs or road markings. Two vehicles approach. Which has priority?

1. Neither vehicle
2. The vehicle travelling the fastest
3. The vehicle on a widest road
4. Vehicle approaching from the right

Q17. On which of these occasions must you stop your vehicle?

1. When involved in an accident
2. At a red traffic light
3. When signaled to do so by a police officer
4. All of the above

Q18. Pedestrians are waiting to cross at a zebra crossing.

They are standing on the pavement. You should normally

1. Go on quickly before they step onto the crossing
2. Stop on the zebra crossing and let them cross
3. Stop before the stop line, let them cross, wait patiently
4. Ignore them as they are still on pavement

Q19. You must not reverse

1. On a busy road
2. On a one way road
3. On a roundabout
4. All of the above

Q20. When you are sure that it is not safe to reverse your vehicle you should

1. Use your horn
2. Rev your engine
3. Get out and check
4. Reverse slowly

Q21. When may you reverse from a side road into a main road?

1. Only if both roads are clear of traffic
2. Not at any time
3. At any time
4. Only if the main road is clear of traffic

Q22. You are signaling to turn right in busy traffic. How would you confirm your intention safely?

1. Sound the horn
2. Give an arm signal
3. Flash your headlights
4. Position over the centre line

Q23. When traffic lights are out of order, what precaution should you take?

1. Slow down and move
2. Stop, look right and left and proceed cautiously
3. No precaution is necessary
4. Move at the same speed

Q24. Why should you make sure that you have cancelled your indicators after turning?

1. To avoid flattening of battery
2. To avoid misleading other road users
3. To avoid dazzling other road users
4. To avoid damage to indicator relay

Q25. When approaching a roundabout give way to

1. Cyclists
2. Slow moving vehicles
3. Traffic on your right
4. Traffic on your left

Q26. You are reversing. While reversing you should mainly look

1. In the rear view mirror
2. Through the rear windscreen
3. In the left side view mirror
4. In the right side view mirror

Q27. How much distance should you keep from a vehicle travelling in front of you?

1. 15 meters
2. 10 meters
3. Depends on the speed of the vehicle travelling in front of you
4. A distance sufficient to avoid collision if the vehicle in front of you suddenly slows down or stops

Q28. To move off safely from a parked position you should

1. Use your mirrors and look around for a final check
2. Signal for others to slow down
3. Not look around if there is a parked vehicle close in front of you
4. Give a hand signal as well as use your indicator.

Q29. What is the correct procedure if you want to stop on the left side of the road?

1. Apply brakes gradually after giving a signal for stopping
2. Give appropriate signal, slow down and stop on the left side of the road
3. Check rear view mirror & look over your shoulder and if it is safe to do so, give appropriate signal, slow down and stop on the left side of the road
4. Check rear view mirror, slow down and stop on the left side of the road.

Q30. Which is the best reason for not following other vehicles too closely?

1. To avoid exhaust fumes
2. To avoid getting dirty from wheel spray
3. To get increased angle of vision of traffic conditions ahead and to avoid hitting vehicles in front, if they stopped suddenly
4. As it will require less attention for the operation of your vehicle

Q31. When approaching from the rear where two lanes of traffic have stopped at a signal, you should

1. Pass all the vehicles and stand in front of them
2. Pass between all the vehicles standing in the two lanes
3. Stop behind the last vehicle in appropriate lane
4. Stop anywhere

Q32. A pedestrian is crossing the street at an intersection you should

1. Yield to pedestrian the right of way
2. Proceed with care
3. Reduce speed and warn pedestrian
4. Wave to pedestrian to cross quickly

Q33. While driving, you wish to change from one lane to another, you should

1. Give the proper turn signal
2. Change lanes only when it is safe to do so by giving the proper turn signal
3. Never change the lanes as it is against the law
4. Lane should not be changed

Q34. You approach an intersection that does not have traffic lights, a policeman or traffic signs, you should

1. Slow down and use caution
2. Come to a full stop
3. Not change speed if the way is clear
4. Wait for the policeman to arrive

Q35. What must you do if you miss your exit on express way?

1. Continue until you reach the next appropriate exit
2. Stop and reverse back to the exit you missed
3. Stop immediately and turn around
4. Look into the rear view mirror and reverse

Q36. You are about to take a right turn at an intersection. The signal is green for you. You hear a siren and see a fire brigade about to overtake you. You should

1. Continue to make the turn since you have the right of way
2. Stop and let the fire brigade overtake you
3. Speed up and beat the fire brigade
4. Any of the above

Q37. At a junction where traffic lights are not working

1. Vehicles have right of way at all the times
2. Pedestrians have right of way
3. Right of way is determined by first come first served basis
4. Vehicles have right of way provided they either flash their lights or honk

Q38. A bus at the bus stop signals the intent of moving off, you will

1. Slow down and give way
2. Speed past it
3. Honk and suggest you have the right of way
4. Flash lights and go past the bus

Q1. What does the temperature gauge indicate?

1. Outside temperature
2. Engine temperature
3. Oil pressure
4. None of the above

Q2. Can the trip meter be reset?

1. Yes
2. No

Q3. What does an odometer show?

1. Speed of the vehicle
2. Total distance covered by the vehicle
3. Both of the above
4. None of the above

Q4. While driving, engine oil pressure low warning light comes on.

You should

1. Continue if the engine sounds alright
2. Hope that it is just a temporary electrical fault
3. Deal with the problem when there is more time
4. Stop the engine immediately and call your workshop

Q5. Which of these must be in good working order for your car to be road worthy?

1. Speedometer
2. Horn
3. Windscreen wiper
4. All of the above

Q6. Rear view mirror is

1. For viewing the traffic approaching from behind

2. For keeping an eye on the passengers on the rear seat
3. Not necessary in the vehicle
4. A hazard as it causes distraction

Q7. Hand brake is to be used to

1. Reduce speed
2. Park the vehicle
3. Brake suddenly
4. Control a skid

Q8. The most effective device for protecting passengers when in an accident, is

1. Seat belts
2. Safety door latches
3. Padded instrument panels
4. None of these

Q9. You borrow a friend's car and find that the position of driver's seat puts you sitting a long way from the steering wheel and controls. What should you do?

1. You should never borrow another person's vehicle
2. Put up the discomfort, you should not adjust another person's seat
3. Adjust the seat so it's right for you.
4. Ask your friend for a cushion to place behind your back

Q10. Mirrors are often slightly curved (Convex) so that

1. They totally cover the blind spots
2. They give a wider field of vision



3. They make it easier to judge the speed of following traffic
4. They make following traffic look bigger

Q1. What should be the color scheme for number plates for private vehicles?

1. Black base and white numerals
2. Yellow base and white numerals
3. White base and black numerals
4. None of the above

Q2. If you have a valid driving license for a light motor vehicle, what are you allowed to drive?

1. Motor car only
2. Motor car and motorcycle above 50 cc
3. Every motor vehicle
4. None of the above

Q3. If you meet with an accident while driving a vehicle, without a valid driving license, the insurance company will

1. Compensate partly for damages
2. Compensate fully for damages
3. Not compensate for damages
4. None of the above

Q4. Learner's license is valid

1. For 30 days
2. Till permanent license is issued
3. For six months
4. For one year

Q5. PUCC stands for

1. Primary unlicensed car & carrier

2. Pollution under control certificate
3. Pollution uncontrolled cancellation certificate
4. None of the above

Q6. Minimum age to obtain a car driving license is

1. 20 years
2. 15 years
3. 16 years
4. 18 years

Q7. Your car is involved in an accident hurting people, you should

1. Take the persons to nearest hospital and report to police
2. Need not report to police station
3. Need not report to police station but should take the persons to the hospital
4. Run away

Q8. Is it an offence to obstruct clear vision of your number plate?

1. Depends on the type of obstruction
2. Yes
3. No, you are allowed to cover your number plates if you want to
4. Yes, but it is legal for a bumper guard etc to cover the front number plate

Q9. Are you allowed to use a hand held mobile phone while driving a car?

1. Yes, but only when you stop at intersections
2. No
3. Yes, but you must hold the steering wheel with at least one hand

4. Only at night

Q10. A minimum which type of insurance every person using motorized vehicle should have

1. Comprehensive
2. Fire & theft
3. Third party cover
4. Any

Q11. A motor driving license issued in any state of India

1. Is valid throughout India
2. Is valid throughout the world
3. Is valid only in the state
4. Not valid anywhere

## Section 6

Q1. Which of the following steps one has to take after an accident?

1. Protect the area
2. Notify authorities
3. Care for the injured
4. All of the above

Q2. You arrive at the scene of an accident. What is the first thing you should do?

1. Call the police
2. Warn other traffic
3. Call the ambulance

4. None of the above

Q3. Most dominant cause of accidents?

1. Due to negligence of drivers
2. Due to vehicle failure
3. Because of difficult road and climatic conditions
4. None of the above

Q4. Which age group of drivers is most likely to be involved in a road accident?

1. 36 to 45 year old
2. 55 year old and over
3. 46 to 55 year old
4. 17 to 25 year old

Q5. In the event of an accident what phone no will you dial to get assistance from the police?

1. 197
2. 102
3. 101
4. 100

Q6. What phone no. will you dial in case of a medical emergency to get assistance by the ambulance?

1. 197
2. 100
3. 102
4. 101

Q7. What is the most common factor in causing road accidents?

1. Driver error
2. Weather conditions

3. Road conditions
4. Mechanical failure

## Section 7

Q1. An older person's driving ability could be affected because they may be unable to

1. Understand road signs
2. Obtain car insurance
3. React very quickly
4. Give signals correctly

Q2. You should not use a mobile phone whilst driving

1. Until you are satisfied that no other traffic is near
2. Unless you are able to drive one handed
3. Because it might distract your attention from the road ahead
4. Because reception is poor when vehicle is moving

Q3. You are taking drugs that are likely to affect your driving.

What should you do?

1. Seek medical advice before driving
2. Limit your driving to essential journeys
3. Only drive if accompanied by a permanent license holder
4. Drive only for short distances

Q4. While driving you approach a large puddle that is close to left hand kerb. Pedestrians are close to the water. You should

1. Ignore the puddle

2. Brake suddenly and sound your horn
3. Slow down before the puddle and try to avoid splashing the pedestrians
4. Wave at the pedestrians to keep back

Q5. What action would you take when elderly people are crossing the road?

1. Wave them across so they know you have seen them
2. Be patient and give them sufficient time to cross
3. Rev the engine to let them know that you are waiting
4. Tap the horn in case they are hard of hearing

Q6. As a new driver, how can you decrease your risk of accidents on the road?

1. By always following a car in front
2. By never driving over 30kmph
3. By always driving in the left most lane
4. By taking further training

Q7. You have been involved in an argument before starting your journey. This has made you feel angry. You should

1. Start to drive, but open a window
2. Drive slower than normal and turn your radio on
3. Have an alcoholic drink to help you relax before driving
4. Calm down before you start to drive

Q8. A driver's behavior has upset you. It may help if you

1. Stop and take a break
2. Shout abusive language
3. Gesture to them with your hand
4. Follow their car, flashing the headlights

Q9. What should you use your horn for?

1. To alert others of your presence
2. To allow you right of way
3. To greet other road users
4. To signal your annoyance

Q10. Before driving a new vehicle the driver should

1. Be familiar with the position of controls
2. Take a bath and make oneself fit for driving
3. Always use choke before starting
4. Check its number plates

Q11. The first thing that alcohol affects is

1. Vision
2. Speech
3. Balance
4. Judgement

Q12. You are invited to a dinner party. You know you will have to drive in the night. What is your best course of action?

1. Have only two pegs of alcohol
2. Not drink any alcohol at all
3. Have some milk before drinking alcohol
4. Eat a hot meal with your alcoholic drinks

Q13. What advice should you give to a driver who has had a few alcoholic drinks at a party?

1. Have a strong cup of coffee and then drive home

2. Drive home carefully and slowly
3. Go home by public transport
4. Wait for a short while then go home

Q14. What else can affect your concentration, other than alcoholic drinks?

1. Drugs
2. Loud music
3. Tiredness
4. All of the above

Q15. Generally, if you hear the siren of an emergency vehicle you should

1. Sound your horn
2. Immediately come to a stop
3. Let the emergency vehicle pass and follow it closely
4. Pull over to the left until the emergency vehicle passes

Q16. When driving near children playing or walking near the edge of the road, you should

1. Wait for them to finish their game
2. Sound your horn to warn them of your presence
3. Slow down, and be ready to make a safe stop
4. Continue at the same speed and drive around them

Q17. When driving in an area where there are many pedestrians (e.g. a bus stop) it is important to

1. Sound your horn repeatedly
2. Put your headlights on high beam so they can see you better
3. Increase your speed to avoid the chance of hitting them
4. Slow down and watch for an indication that they will enter the road

Q18. You arrive at the scene of a motorcycle accident. No other vehicle is involved. The rider is unconscious, lying in the middle of the road. The first thing you should do is to



1. Move the rider out of the road
2. Warn other traffic
3. Clear the road of debris
4. Give the rider reassurance

Q19. Which of the following attitudes are most likely to make you a safe driver?

1. When I drive, I am responsible for my safety as well as safety of others
2. Crashing or not crashing is a matter of luck
3. Other road users must ensure their safety
4. Other drivers are rash, I am safety conscious.

Q20. A vehicle ahead of you has stopped at a pedestrian crossing. You

1. Must not overtake the vehicle
2. May overtake the vehicle if there are no pedestrians on the crossing
3. May overtake the vehicle if there are no other vehicles coming the other way

Q21. Your vehicle has broken down on a highway, what is the first thing you should do?

1. Warn other traffic
2. Stop the following traffic and ask for help
3. Attempt to repair vehicle quickly
4. Call for a towing vehicle

Q22. Which of the following may help to deter a thief from stealing your car?

1. Always keep the headlights on
2. Fitting reflective glass windows
3. Always keeping the interior light on

4. Etching the registration no on the windows

Q23. Which of the following should not be kept in your vehicle?

1. A first aid kit
2. A road atlas
3. Inflammable material
4. Tool kit

1. Safe driving practices

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Notes

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Maruti Suzuki India Limited

DTS Department

1, Nelson Mandela Road, Vasant Kunj New Delhi - 110070

Toll Free No. 1800 1800 180

[www.marutidrivingschool.com](http://www.marutidrivingschool.com)

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