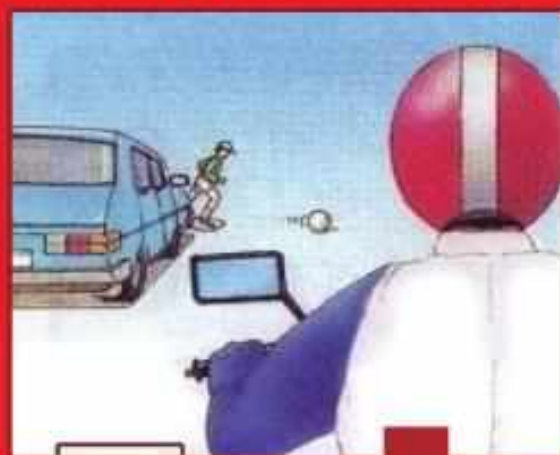
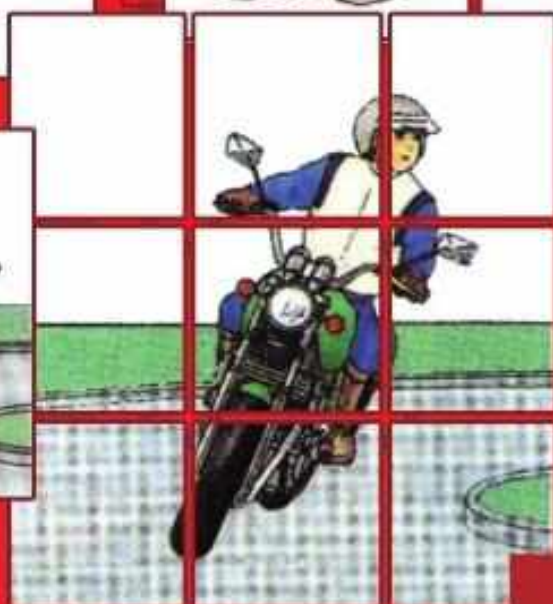




MOTORCYCLE PRACTICAL TRAINING HANDBOOK

FOR BEGINNER RIDER



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1.01 ORIENTATION

i) INTRODUCTION TO RIDING A MOTORCYCLE.

Protective clothing for riders.

Dress code for practical lessons - all motorcycle learners attending practical lessons must be dressed in:

- **Long sleeve shirt.**
- **Long pants.**
- **Shoes.** (Sandals/slippers are not allowed).

And to have with you:

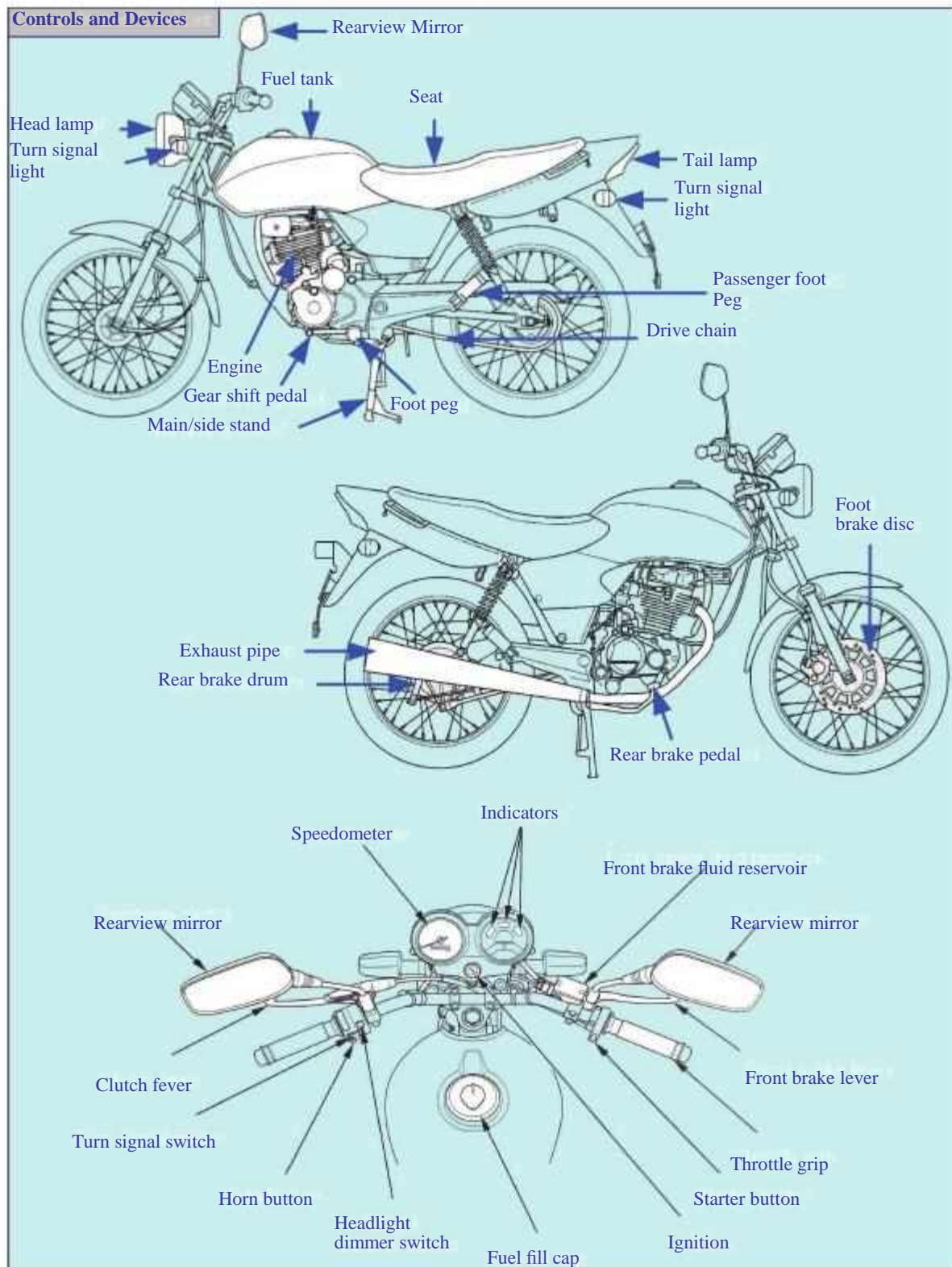
- **A pair of gloves.**
- **Helmet liner** (if you using the centre's helmets).

Your riding gear and clothing should fit comfortably and not restrict movement. Preferably, the material should be of light/bright colours and able to resist tearing easily.





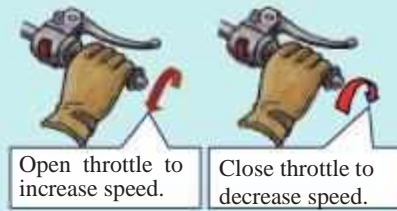
Principal parts of the motorcycle and basic controls.



Basic controls

THROTTLE – It controls the supply of fuel to the engine, to increase or decrease engine speed.

To operate - Hold throttle grip gently with right hand, turn gradually towards you to increase speed and turn away from you to reduce speed. (The throttle is a sensitive control – always make small changes progressively).



HAND BRAKE LEVER – It slows down and/or stops the rotation of the front wheel.

To operate – Hold handlebar and squeeze lever gradually with all four fingers. Pressure applied to the lever depends on speed of bike and distance available to slow down/stop.



FOOT BRAKE PEDAL – It slows down and/or stops the rotation of the rear wheel.

To operate – Press the pedal downwards gradually, with ball of foot using ankle movement.



CLUTCH LEVER - It connects and disconnects engine power to the gearbox and the rear wheel, used when changing gears and to prevent the engine from stalling when starting off or stopping in gear.

To operate - Pull lever towards handlebar quickly with four fingers to disengage clutch, just before selecting gear or stopping. Release clutch lever gradually to transmit power to the rear wheels after selecting gear, or moving off from standstill.



Clutch fully engaged, full power is transmitted to drive wheel.

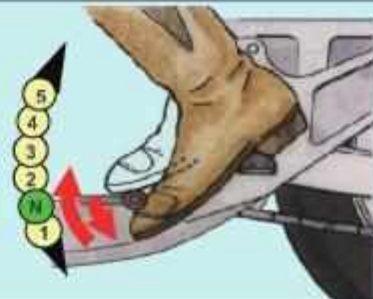
Clutch disengaged, power is not transmitted to drive wheel. Hold this position when changing gears or to keep engine idling when stationary (with gear selected).

Clutch engagement point (biting point or ½ clutch), only partial power is transmitted to drive wheel. Hold momentarily during moving off or after changing gears to gradually transfer power to the drive wheel.

GEARSHIFT PEDAL – It is used to select the best gears for acceleration, deceleration or fuel economy during different stages of riding.

To operate – Tap gear pedal downwards with ball of foot, using ankle movement, to select a low gear.

Or lift pedal up with toes, using ankle movement, to select a higher gear.



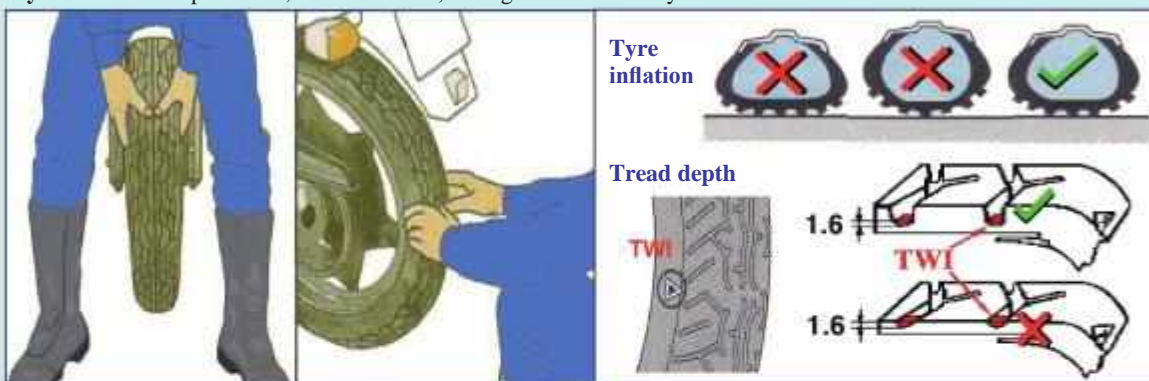
Pre-riding Checks.

Always perform a visual and operational check on your motorcycle before riding to minimize your risk and putting yourself in an unpleasant situation.

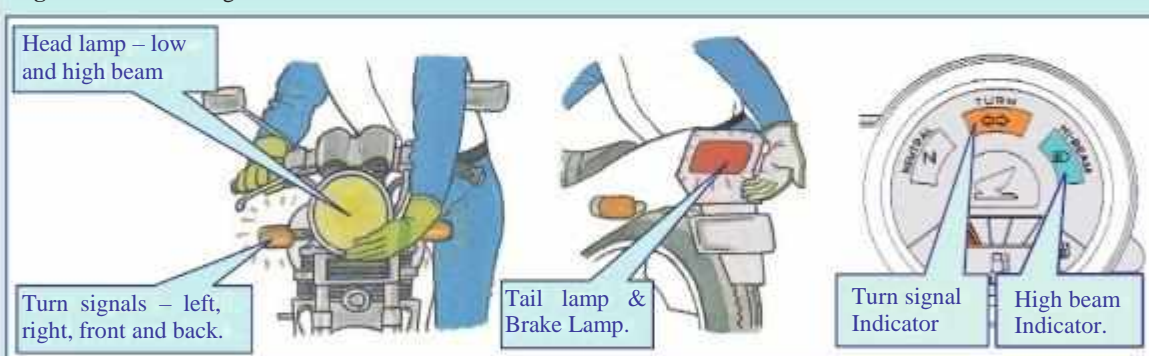
Fuel - Ensure that there is sufficient fuel for the journey.



Tyres - Check for punctures, under inflation, damaged or worn out tyres.



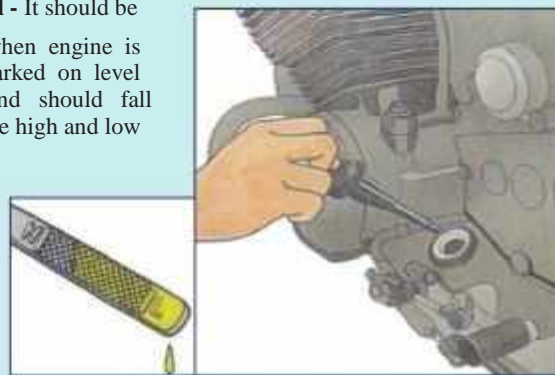
Lights - Turn on all lights to check for blown bulbs or electrical faults.



Horn - Test the horn.

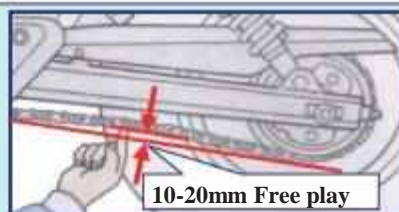


Engine Oil - It should be checked when engine is off and parked on level ground, and should fall between the high and low markings.



Chain – Ensure that the chain is lubricated.

Should have a free play of between 10- 20mm, too tight it will hinder rear suspension movement. It is unsafe to ride with a loose chain as it could slip out off the drive gear and get entangled with the rear wheel and cause you to fall off your motorcycle.



Throttle – Turn the throttle towards you and release the throttle grip. It should return to original position immediately by itself and with the engine speed dropping back to idle.



Throttle should snap shut, once grip on throttle is released.

Brakes - Test both front and rear brakes to ensure that they function properly.



Check brake fluid level and top-up if low.

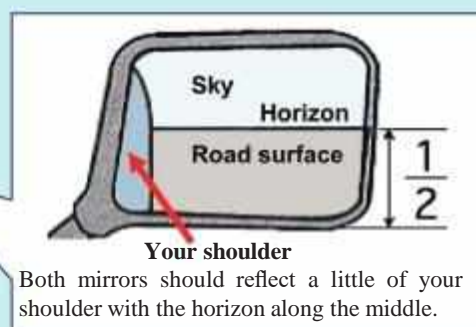
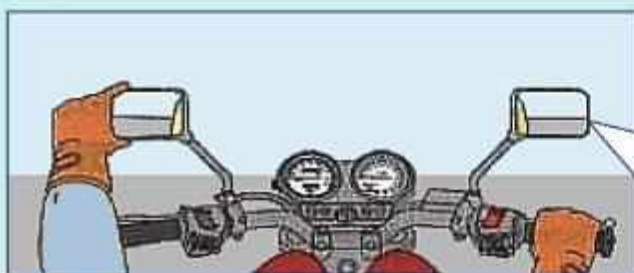
Check both brake lever and pedal free play.



Clutch – The clutch lever should have a free play of 10-20mm. Too much or too little free play will make changing gears difficult.



Mirror – Always check and adjust the mirrors prior to riding off. Do not adjust mirror while the motorcycle is on main stand.



Others



Check learner driver plates and vehicle registration no. plates are attached to the front and back of motorcycle.



Check road tax is valid. Starting from 15th Feb 2017 Displaying of road disc is not Required by LTA



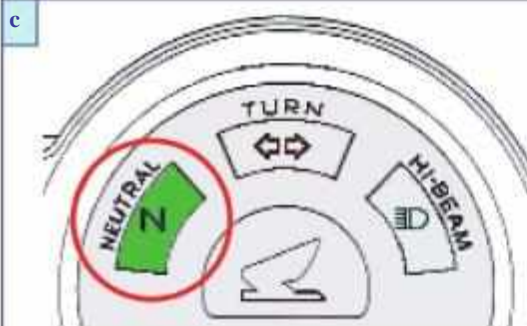
ii) OPERATING A MOTORCYCLE.

Starting and stopping the engine.

Starting a The engine stop switch is used to stop the engine in an emergency.



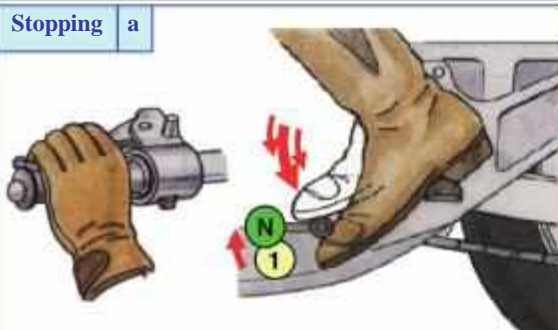
Set engine stop switch to the 'run' position.



Check that the gear is in neutral position.



Open throttle slightly and press starter switch to start engine. Release starter switch once engine fires up, to avoid damaging starter motor.



Pull in clutch lever & select neutral gear.



Turn ignition key to 'on' position.



Pull in the clutch lever to disengage the clutch (in case a gear was engaged or starting in gear).

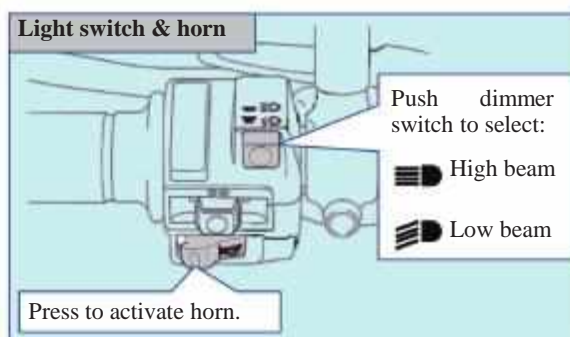
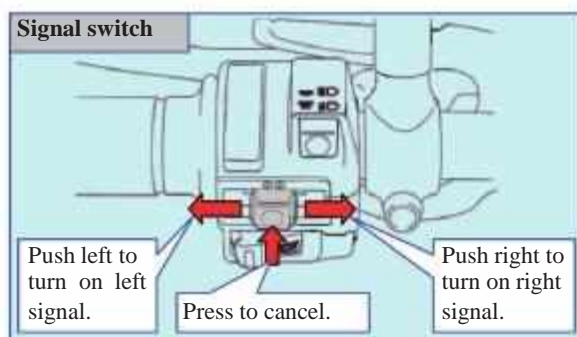


Close throttle and let engine run at idling speed.



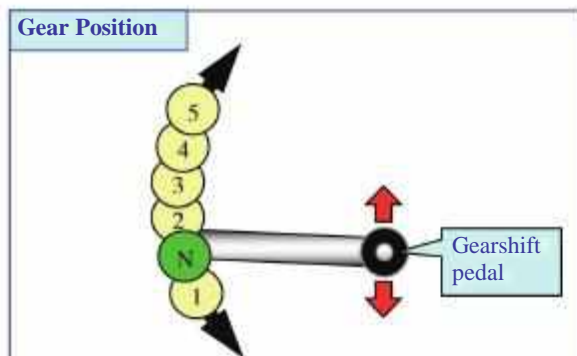
Turn ignition key to 'off' position.

Signal, high/low beam and horn operation.

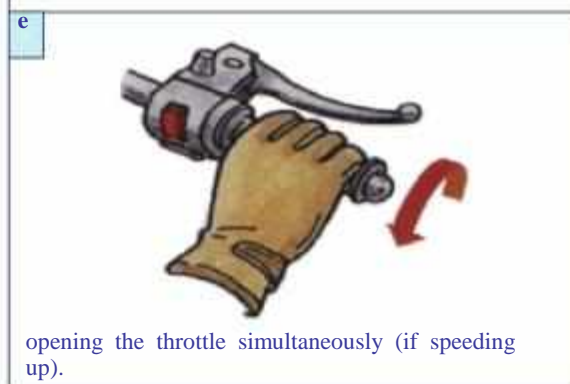
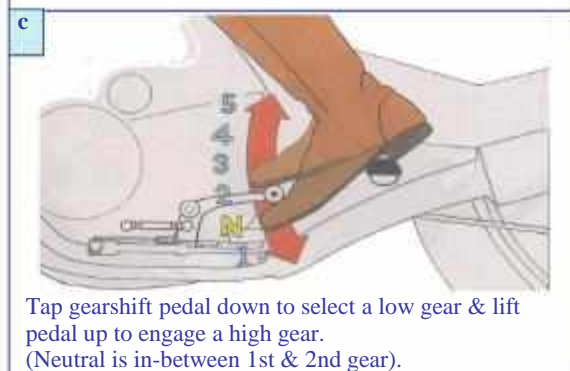


Selecting gears.

A smooth gear change requires good co-ordination of the gearshift pedal, throttle and clutch operation.



Pull clutch lever quickly back towards the handlebar.







Selecting gears for acceleration and deceleration.

Using the right gear gives you better **fuel economy** and a **smoother journey**.

Speed range of different gears under normal gradual acceleration.

speed range Gear	0-20km/h	15-35km/h	25-45km/h	35-50km/h	< 50km/h
5th					
4th					
3rd					
2nd					
1st					

Gear choice according to needs

5 th gear	Power for acceleration.	Weak=Fast						High	Speed (attainable)
4 th gear									
3 rd gear									
2 nd gear									
1 st gear		Strong=Slow						Low	
5 th gear	Engine brake for deceleration.	Weakest							
4 th gear									
3 rd gear									
2 nd gear									
1 st gear		Strongest							

Symptoms of unsuitable gear used.

Change up(gear used is too low)	Change down (gear used is too high)
Engine sounds loud.	Sound of Engine knocking.
Motorcycle surges violently When throttle is turned open.	Motorcycle takes very long to pick up speed When throttle is turned open.
Engine brake too abrupt when Close throttle to slow down.	Engine brake not effective when Close throttle to slow down.



iii) Procedures for practical lessons.

Motorcycle training is conducted in a group basis, your punctuality for lessons is essential so as not to miss any part of the lesson.

Before start of lesson

Prepare riding gear,

- Helmet
- Gloves
- Helmet liner (if using school's helmet).

Put on a number tag (according to the lesson you are attending).

Compulsory documents for all practical lessons,

- Identity Card (NRIC) or Passport and Valid 2B e-Provisional Driving Licence (e-PDL).

Rider will not be allowed to ride without the above mentioned documents.



Warming up exercise

Warming up prior to riding helps minimize the severity of injuries sustained during a fall - it promotes flexibility and helps prevent sprains, joint dislocation, muscle tear or even fractures.



Gearing up for the ride.

Put on elbow and knee guards for lessons requiring additional protection before commencing.



Check shoes laces (if any) are fasten securely and tuck away safely to prevent catching on to parts of the bike.



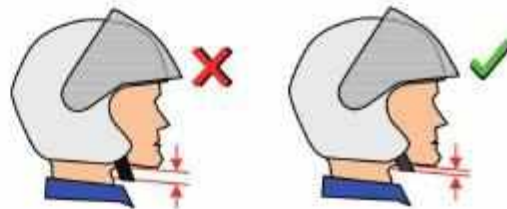
Wear a helmet that fits comfortably, without being too loose.



Fasten helmet securely through double 'D' rings.



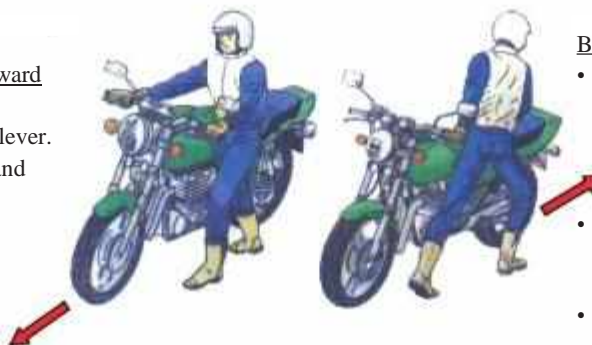
The strap should not be too loose or tight – 1-2 fingers spacing is recommended for comfort and safety.



iv) Pushing and lifting a motorcycle.

Pushing motorcycle.Forward

- Hold handlebar with both hands and cover the brake lever.
- Keep motorcycle upright and in contact with your body.
- Push motorcycle forward.
- Apply front brake to slow down and stop motorcycle.
- Lean it against your body.

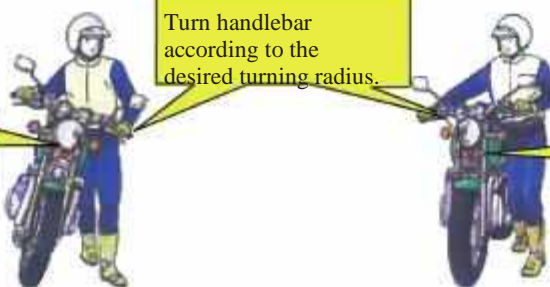
Backward

- Hold handlebar with your left hand with right hand holding on to the seat.
- Look towards the back and push motorcycle backwards.
- Keep the motorcycle upright & close to you.

Left turn - Lean motorcycle towards you.

Turn handlebar according to the desired turning radius.

Right turn – Keep motorcycle upright, close to your body.

**Lifting up a motorcycle**

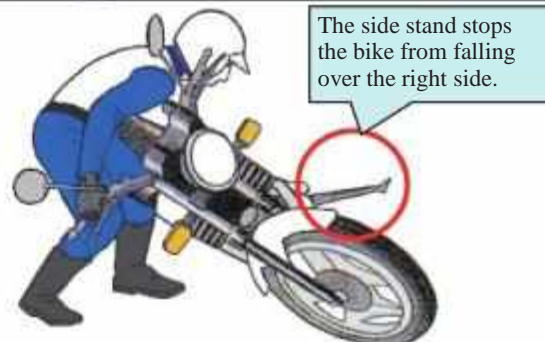
If the motorcycle is lying on its left;

- Hold handlebar with both hands and turn handlebar to the right.
- **Apply the front brake.**
- Lift motorcycle up in one movement, using your thigh and waist to support the motorcycle.



If the motorcycle is lying on its right;

- **Flip out the side stand.**
- Turn handlebar to the left.
- **Apply the front brake.**
- Lift motorcycle up in one movement, using your left thigh and waist to support the motorcycle.



v) **Release/park motorcycle on main and side stand.****Training objective:** To park and release motorcycle on main and side stand.**Lowering a motorcycle from its main stand**

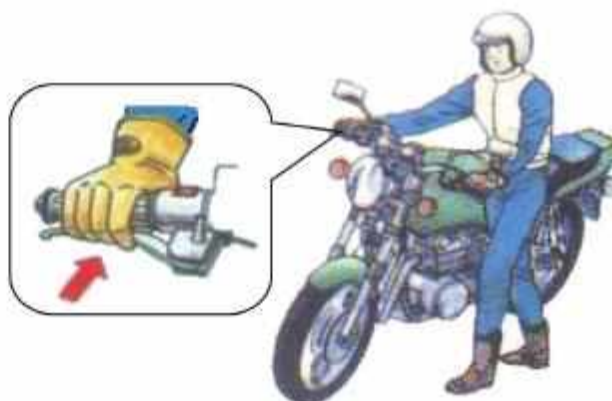
- Stand on the left side of the motorcycle with body positioned close to the fuel tank and handlebar.
- Left leg step forward, ahead of the right leg.
- Hold handlebar with both hands and maintain a straight-ahead position.
- Check back for passing vehicles.



- Lift the handlebar, and push the motorcycle forward.

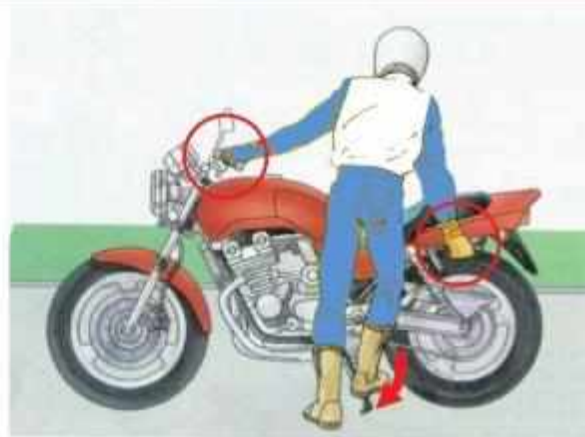


- Once the motorcycle is lowered from the stand, apply the front brake to stop it from rolling forward. Lean the motorcycle slightly towards you.

**Note:** Do not apply the front brake before the motorcycle is lowered from the main stand.

Setting motorcycle on its main stand

- Hold the handlebar with left hand and keep it at the straight-ahead position.
- Hold grab rail beneath pillion seat.
- Lower main stand with your right foot and set the bike upright.



- Ensure that the stand is set firmly with both the arms in contact with the ground with your foot pressing on the main stand to keep motorcycle stable.



- In one motion, lift the motorcycle up with your right hand and pull backwards, while transferring your body weight over to the main stand arm.

Keep handlebar pointing straight ahead and do not pull the handlebar when lifting bike.

Transfer body weight over to your right leg.



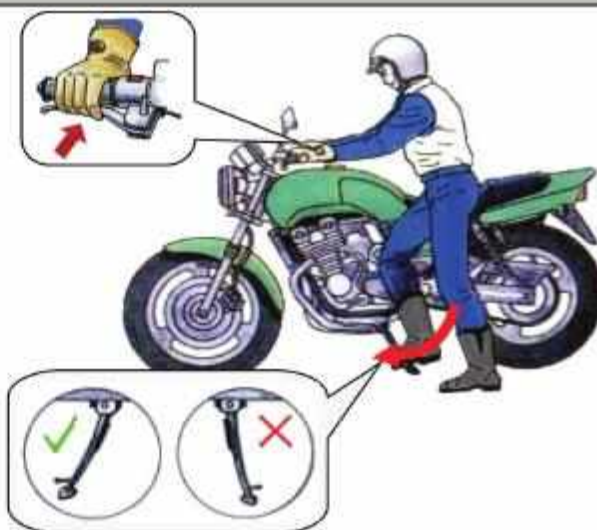
- After parking, turn the handlebar to the left.



Note: Always park your motorcycle on a solid and level ground.

Setting motorcycle on its side stand

- Hold the motorcycle upright with both hands on the handlebar.
- Apply the front brake to prevent the motorcycle from rolling.
- Lower the side stand with your right foot, all the way towards the left.



- Lean the motorcycle towards you gradually until side stand touches the ground.
- Ensure motorcycle is firmly supported and turn handlebar to the left.



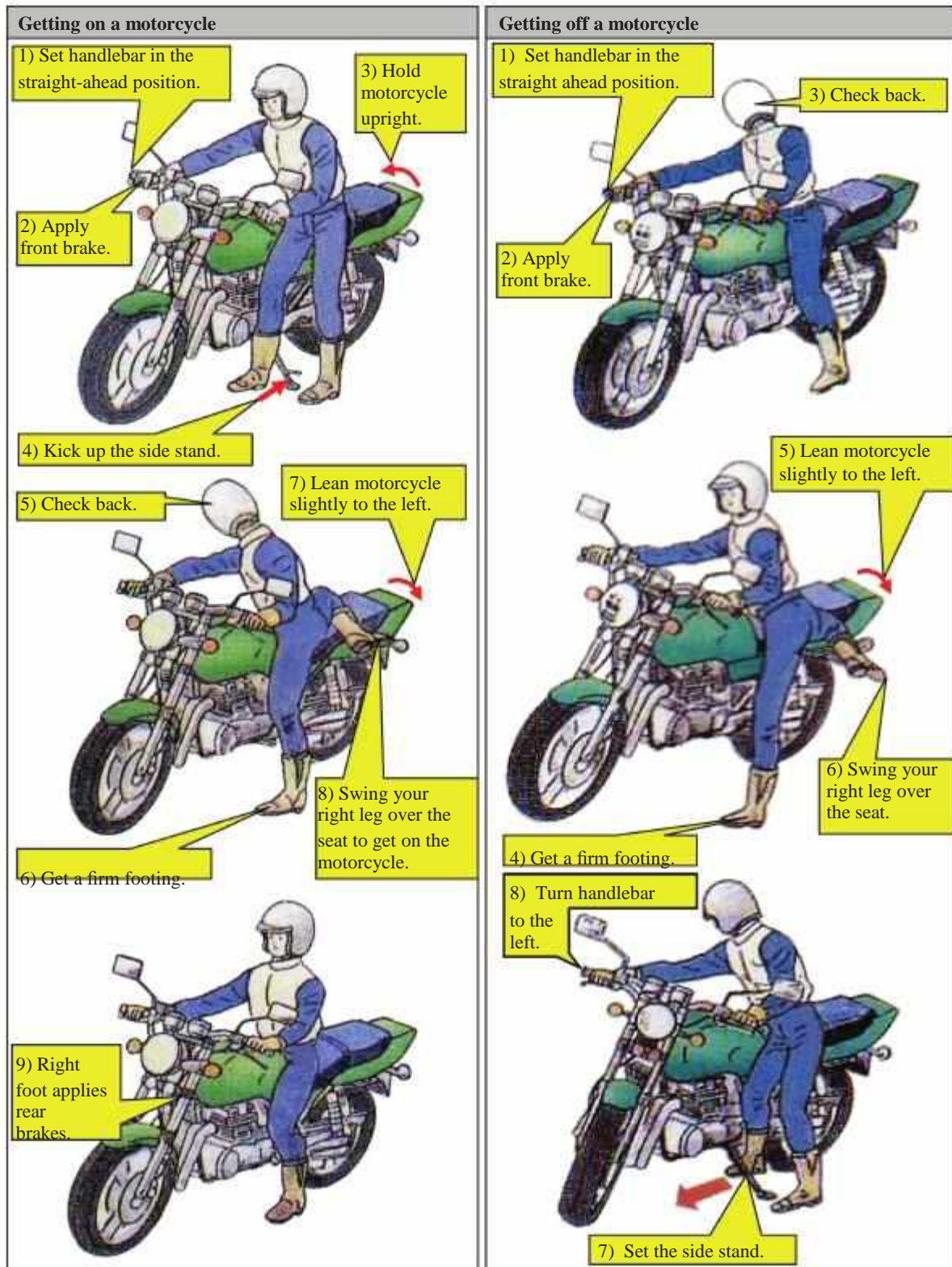
Note: Always park on a solid & level ground & engage 1st gear to prevent accidental movement.

Releasing motorcycle from its side stand

- Apply front brake, to prevent motorcycle from rolling, and set handlebar to its straight-ahead position.
- Check back (right side) for other road users - to prevent accident, should motorcycle fall over.
- Raise the motorcycle upright and kick the side stand backwards with your right foot.



vi) Procedures for mounting on and off the motorcycle.



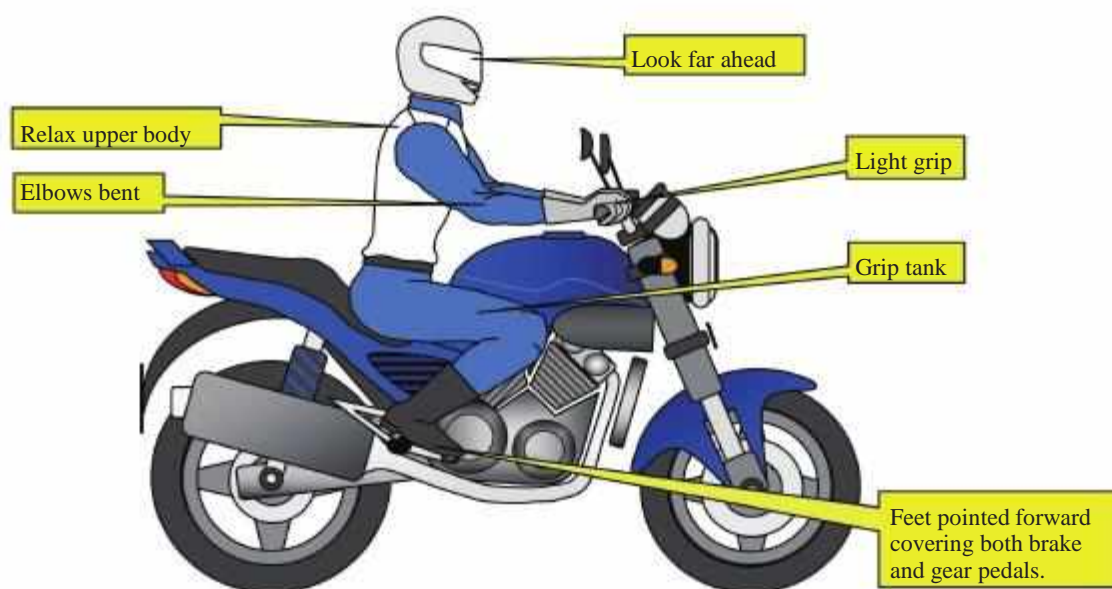
vii) **7 points of correct riding posture.**

Training objective: To adopt correct riding posture.

Riding posture

Advantages of a proper riding posture:

- Greater riding comfort.
- Improves machine control - easy reach of the controls and devices.
- Increased machine stability.
- Better awareness of changing road and traffic conditions.



- | | |
|----------------|---|
| • Eyes | Look ahead, in the direction where you intend to travel. This allows you to react to the changes in road and traffic situations. |
| • Shoulders | Relax your shoulders. |
| • Elbows | Bend them slightly and relax your arms. |
| • Hands/Wrists | Grip handlebar gently with hands forming an angle of approx. 120° with the arms. |
| • Buttock | Sit close to the fuel tank for your arms have a comfortable reach to the handlebar. |
| • Knees | Grip fuel tank for stability. |
| • Feet | Rest the arches of both feet on the footrests with toes pointing straight ahead, covering both the gear lever and brake pedal. This reduces reaction time when applying the brakes. |

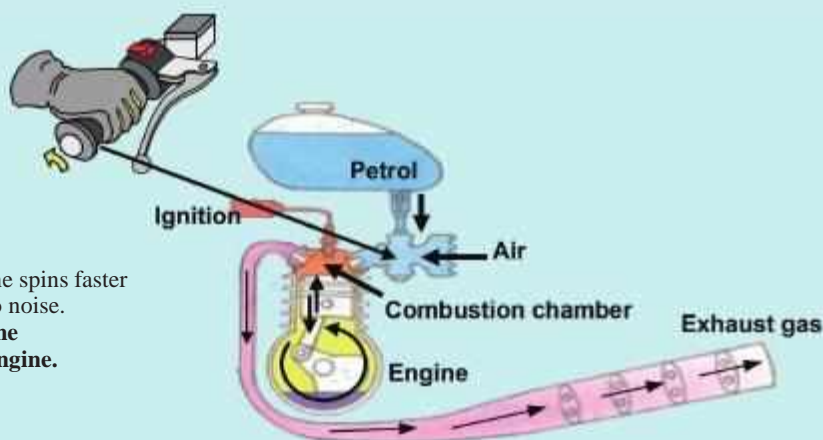
viii) Control of clutch, throttle and brakes.

Training objective: To co-ordinate and control clutch, throttle and brakes correctly.

Throttle control

More fuel is fed to the combustion chamber when the throttle is open.

With more fuel burnt, the engine spins faster producing more power and also noise.
Listen to the sound and feel the vibrations generated by the engine.



Practice with the engine running in neutral gear – open throttle in small incremental steps, 1/16 turn at a time, and listen to the changes in engine note.



Throttle closed (engine idling)

- engine hums softly.

Throttle open to 1/16 of a turn

- engine purrs (smooth).

Throttle open to 1/8 of a turn

- engine revs urgently (spinning fast).

Throttle open to 3/16 of a turn

- engine roars (spinning very fast).

Throttle open to 1/4 of a turn

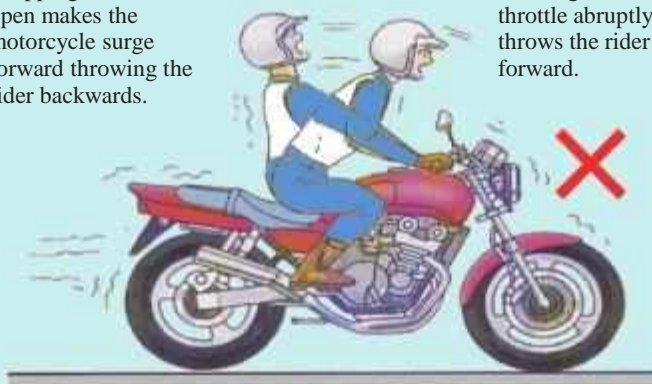
- engine wails (over revving).

The throttle is a very sensitive to your input especially in low gears – always make small progressive changes to the throttle.



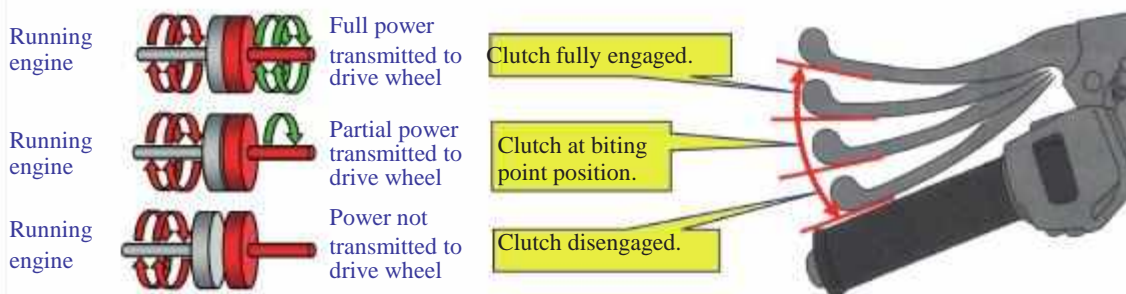
Snapping the throttle open makes the motorcycle surge forward throwing the rider backwards.

Shutting the throttle abruptly throws the rider forward.



Throttle control

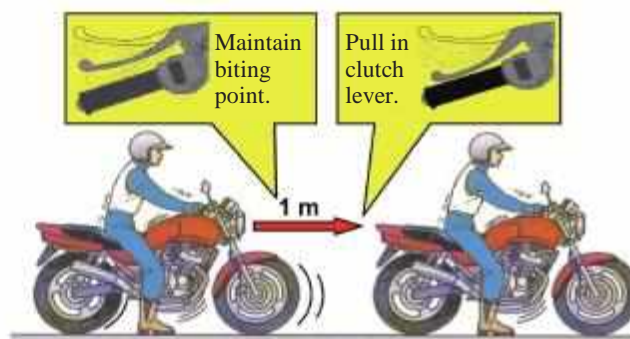
The clutch lever controls the amount of engine power transmitted to the drive wheel. Useful in: a) moving off, b) gear changing and c) low speed control.



The biting point of the clutch can be identified when the motorcycle starts to roll forward.

Practice with the engine idling (throttle closed) and 1st gear engaged. Look forward and both feet on the ground. Release the clutch lever gradually to biting point without the motorcycle jerking or engine stalling.

Maintain biting point position for approx. 1 meter, before pulling in clutch lever to cut off engine power.



Note: If the clutch lever is released beyond biting point too quickly, power transfer will be abrupt causing jerkiness or stalling the engine.

Tip: Know how much to release the clutch lever to get the biting point.

Brake control

Always apply braking pressure gradually to reduce speed or stop the motorcycle smoothly.

Tip: Apply the brakes early and come to a gradual stop.



Panic braking at the last moment is dangerous!

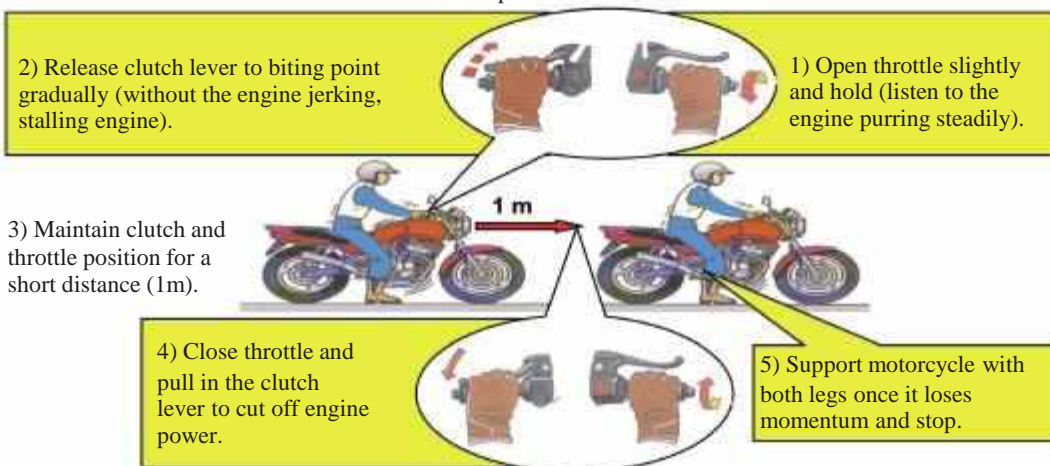
E.g. grabbing the front brake lever abruptly throws the rider off balance.

Or jamming the rear brake pedal causes the back wheel to lock and skid.



Practice: Step 1 - Throttle and clutch control

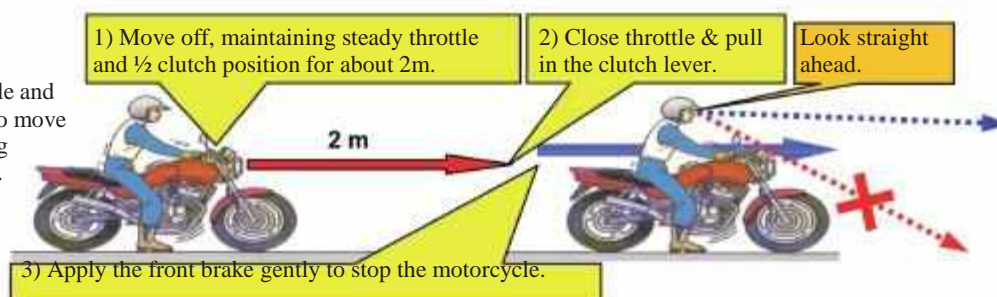
Combine throttle and clutch control to move off and stop.



❖ Return to starting position & repeat the above sequence several times till comfortable with the controls.

Step 2 - Throttle, clutch and front brake co-ordination

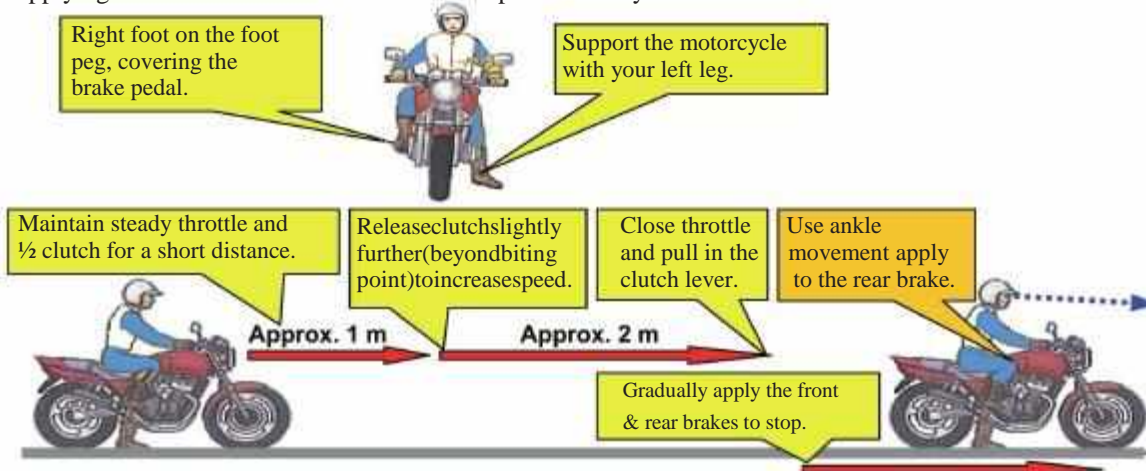
Combine throttle and clutch control to move off and stopping with the brakes.



❖ Repeat the above sequence several times until able to stop the motorcycle smoothly.

Step 3 - Throttle, clutch and both brake co-ordination

Applying both the front and rear brakes to stop the motorcycle.

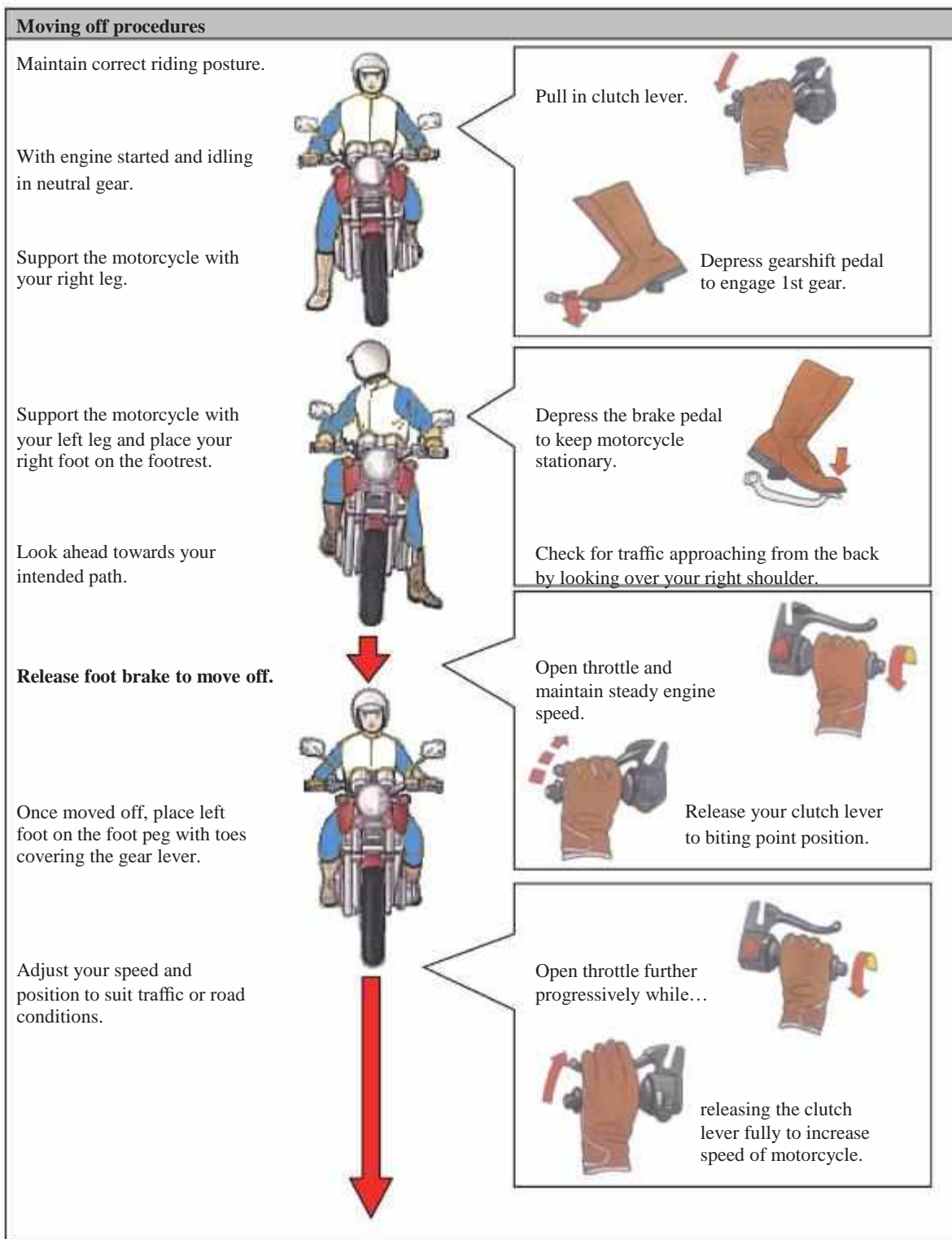


❖ Once Confident, practice with both feet resting on the foot pegs while moving.

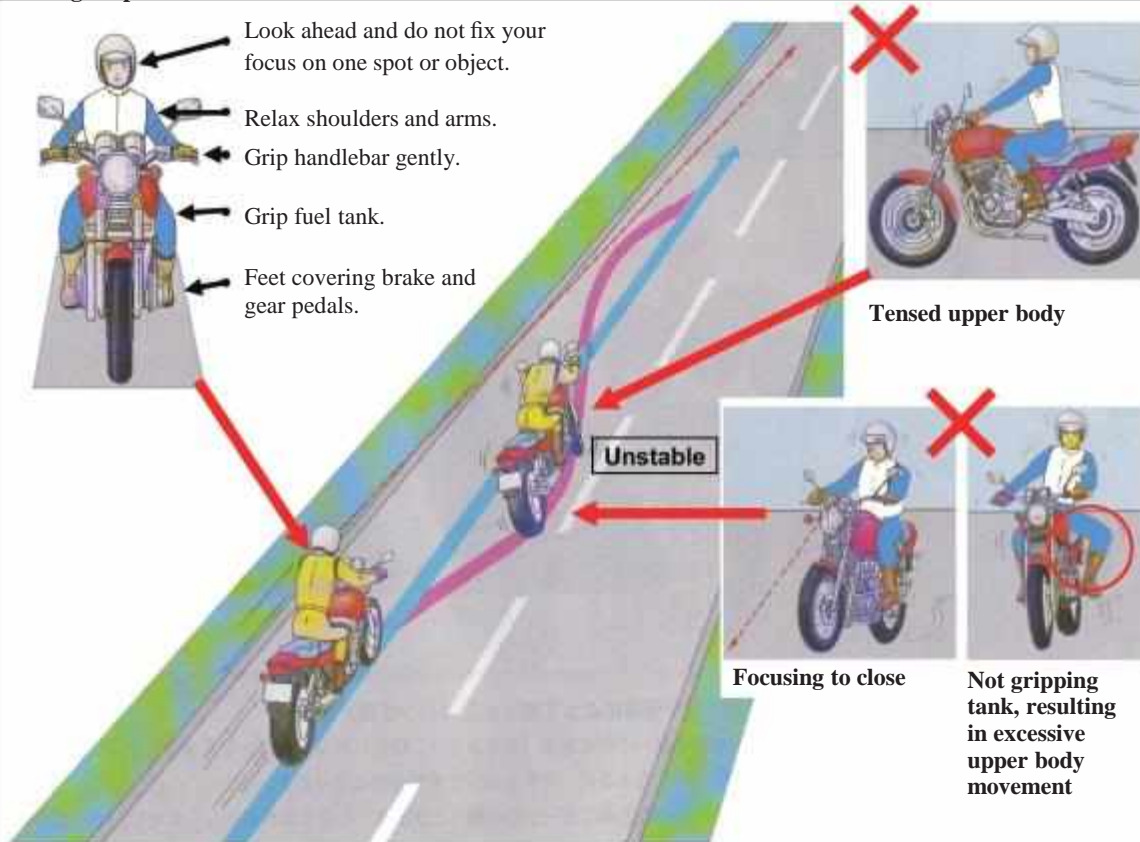
1.02 HANDLING OF MOTORCYCLE.

i) Moving off and stopping.

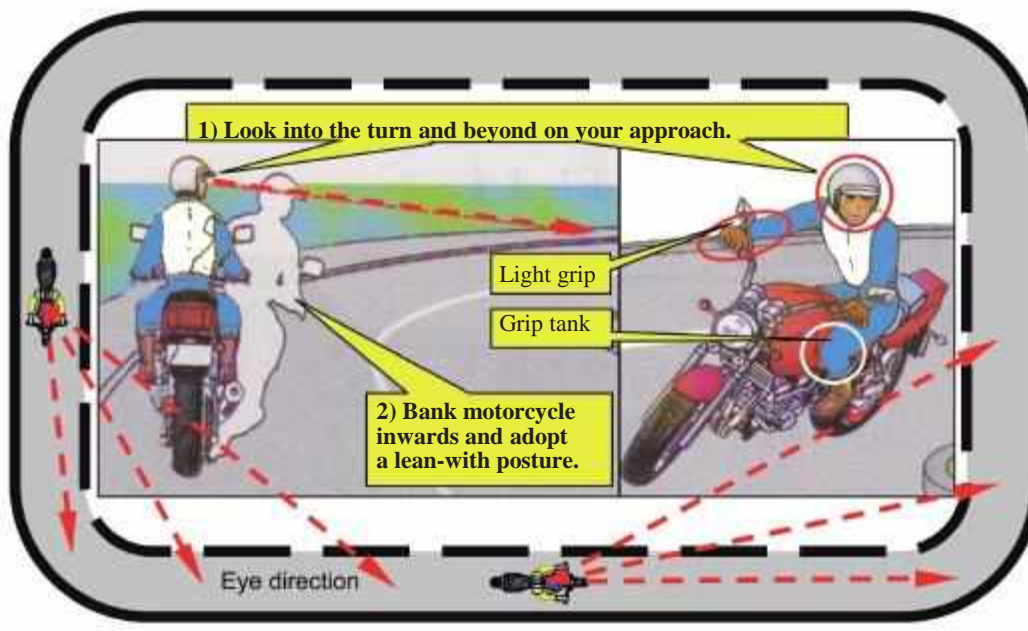
Training objective: To move off and stop safely without stalling engine.

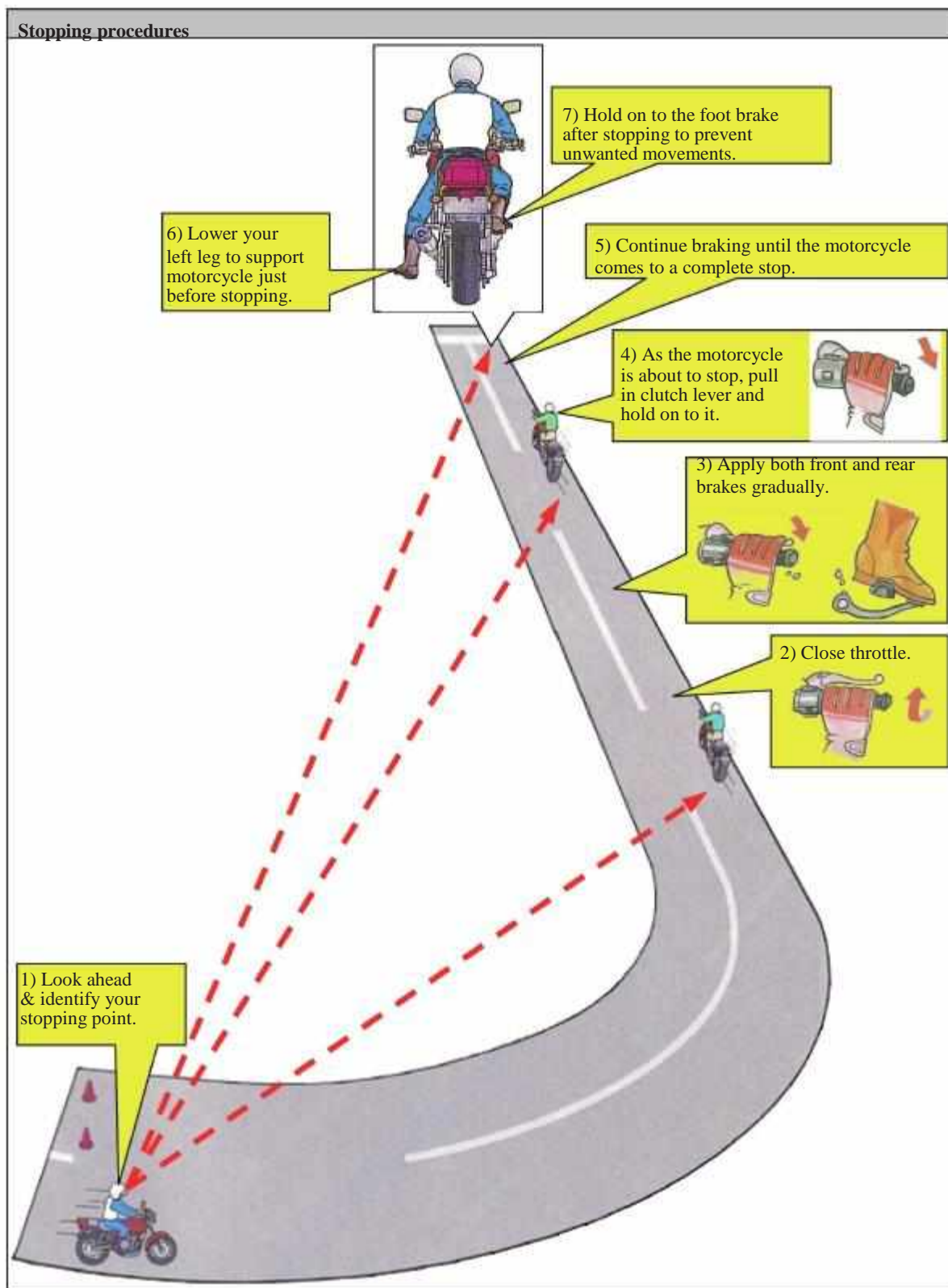


Moving off procedures



Making a turn.





ii) Procedures of shifting up and down gears.

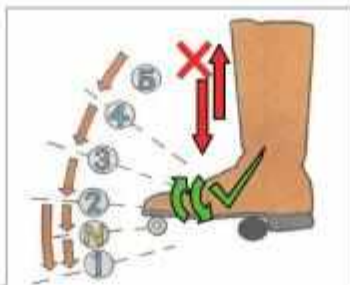
Training objective: To change gears correctly.

Shifting gears – dry run

Park motorcycle on its main stand with the engine off.

Selecting 1st gear.

1. Pull in clutch lever.



2. Select 1st gear by tapping gearshift pedal down, using ankle movement, several times to ensure the correct gear is selected.

3. Open throttle slightly and release clutch lever to 'half clutch' position to move off.



4. Increase throttle opening and release clutch lever further to gain speed.

Changing to 2nd gear.

5. Close throttle and pull in the clutch lever at the same time. And...



6. Lift gearshift pedal up to 2nd gear (bypassing Neutral gear) and position feet on top of the gear pedal.

7. Release the clutch lever to 'half clutch' position, while opening the throttle at the same time.



8. Increase throttle opening as you release the clutch lever fully to increase speed. Shift your fingers back to the handlebar grip (do not rest on the clutch lever) after changing to 2nd gear and onwards.

Shifting gears – dry run**Selecting 3rd gear.**

9. Close throttle and pull in the clutch lever and at the same time...



10. Lift gearshift pedal up to 3rd gear and position feet on top of the gear pedal.



11. Release clutch lever gradually while opening the throttle. Shift fingers back to the handlebar grip.

Shifting to a low gear to slowdown.

12. Close throttle and apply both front and rear brakes gradually to reduce speed.



13. Pull in the clutch lever while still maintaining light braking pressure. And...



14. Tap gearshift pedal down to select a low gear.

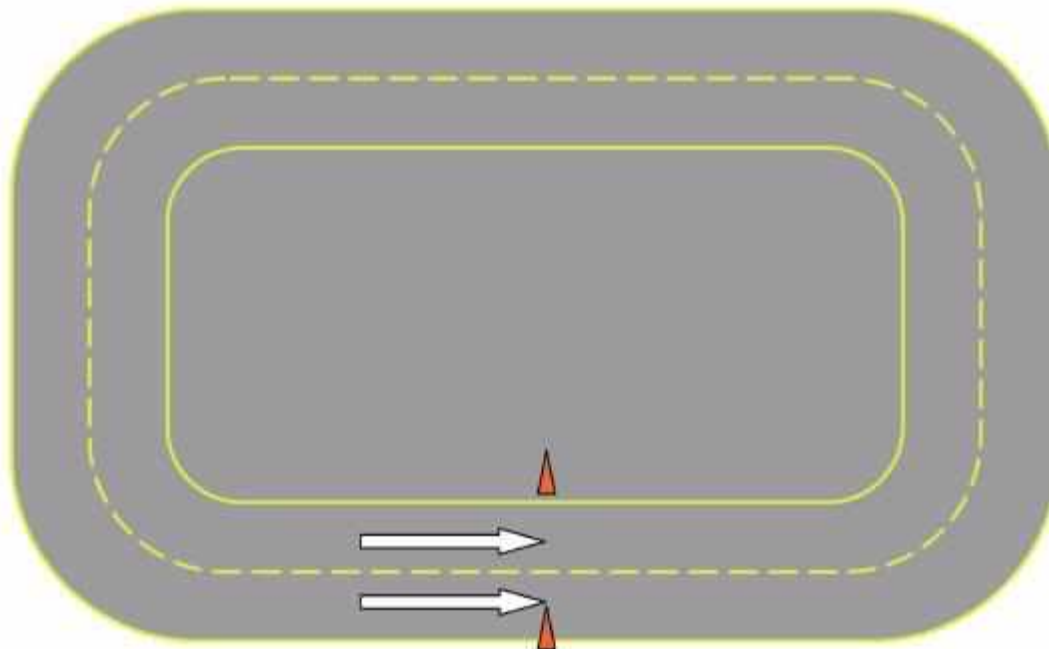


15. Release the clutch lever to 'half clutch' position, and gradually release it fully. Shift fingers back to the handlebar grip.

Note: If changing down from a high gear to a low gear because the motorcycle is too slow for the previous gear, do not apply the brakes before changing down.

Shifting gears – Practice 1

Practice shifting gears up and down.



Before move off, safety check by looking over your shoulders

Practice 1 - Move off in 1st gear (Fingers hold clutch lever).

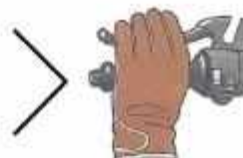
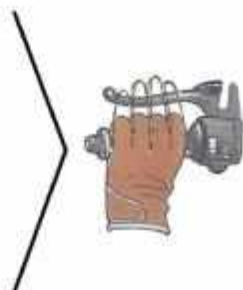
Practice 2 – Shift to 2nd gear. (After changing gear, move fingers back to handlebar grip. Position left foot on top of the gear pedal).

Practice 3 – Shift to 3rd gear. (After changing gear, move fingers back to handlebar. Position left foot on top of the gear pedal).

Practice 4 – Slowdown and shift to 2nd gear. (After changing gear, move fingers back to handlebar grip).

Practice 5 – Slowdown and shift to 1st gear. (Fingers cover clutch lever).

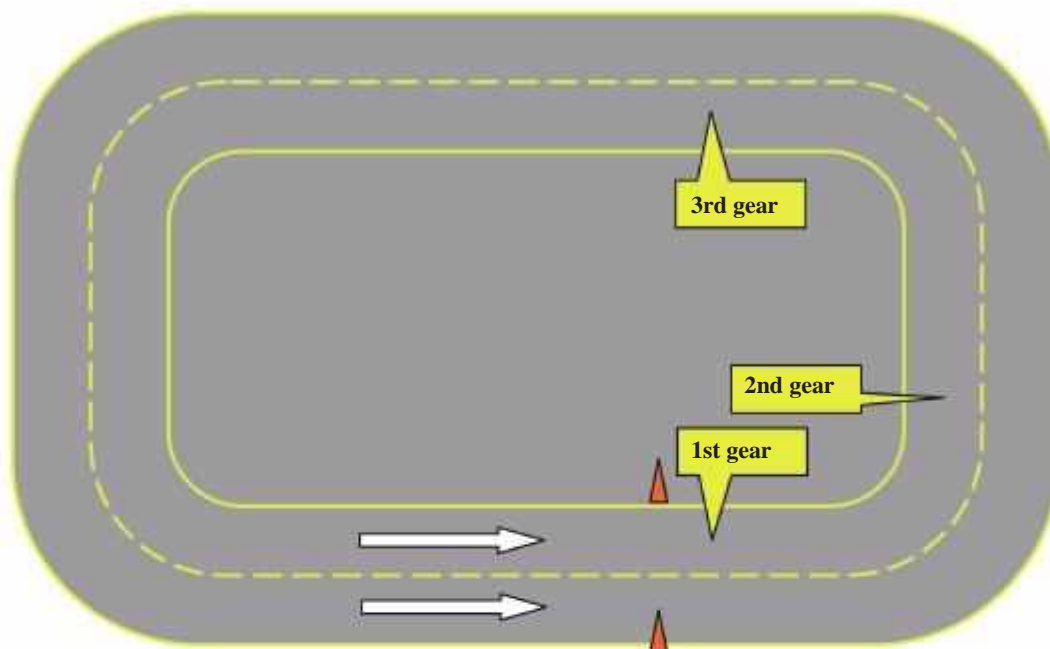
After gear change.



Note: For gear changes to be smooth, the clutch lever should be released to biting point and held momentarily before gradually releasing fully.

Shifting gears – Practice 2

Practice shifting up to 3rd gear and stopping in 1st gear.



1. Moving off.

- Check safety-look over your right shoulder.
- Open throttle & release clutch lever to biting point. Releasing brake pedal to move off.
- Place left foot on the footrest. Increasing throttle opening and releasing clutch lever further to increase speed of motorcycle.
- **Hold on the clutch lever, do not release fully.**

2. Shifting to 2nd and 3rd gear.

- Standby your left foot below gearshift pedal, close throttle and pull in clutch lever.
- Lift the gearshift pedal up to 2nd gear and **return left foot to the top of gear pedal.**
- Release clutch lever gradually and open throttle at the same time.
- **Move fingers back to the handlebar once clutch lever is fully released.**

3. Stopping in 1st gear.

- Close throttle and apply both brakes gently to slowdown gradually.
- Pull in clutch lever and tap gearshift pedal down 3-4 times, **with ankle movement**, to select 1st gear. (Speed of motorcycle should not be too slow to cause wobbling when shifting to first gear).
- Lower left leg, landing with heel first to support the motorcycle just before stopping. (Maintain handlebar in the straight-ahead position, with eyes looking ahead and not on the ground).



❖ Repeat practice until able to move off quickly with smooth progress and stop steadily.

1.03 RIDING POSTURE, SPEED CONTROL & CORNERING.

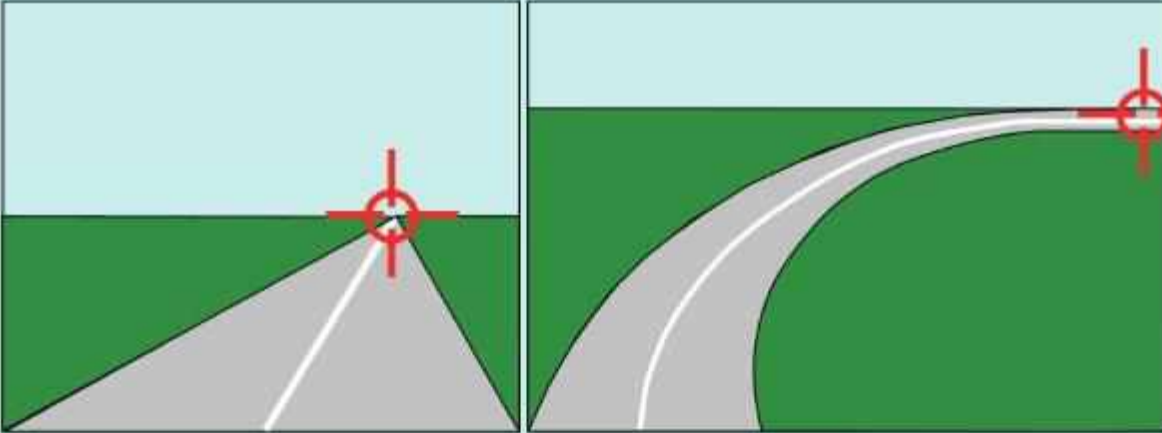
i) Riding posture.

Training objective: To consistently ride with correct posture.

Always ride with a relaxed upper body with both hands on the handlebar and fingers away from the clutch and brake levers until when required. Thighs should gently grip the fuel tank to control body movement and both feet resting on the footrest on top of the gearshift and brake pedal.

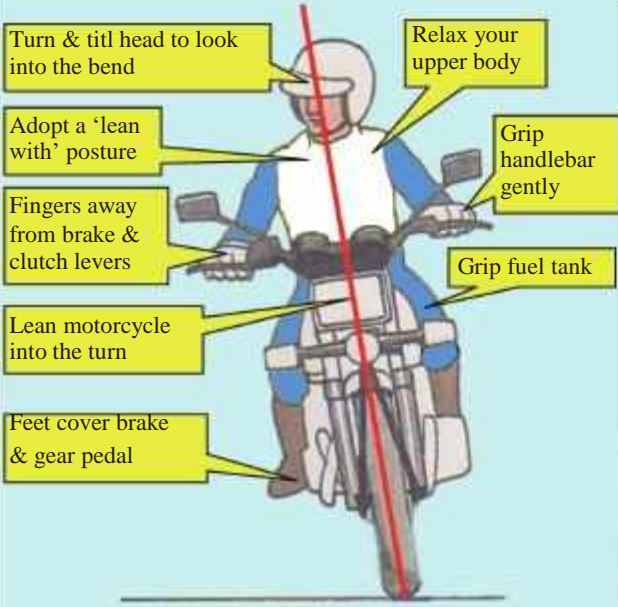
Riding posture

Line of Vision - When travelling on a straight road, you should look ahead (at least 3x your travelling e.g. 30 km/h look at least 90m down the road) to identify hazards and path of travel. Make early adjustments to your speed and position on the road.



Turning - Upon approaching a bend, look into and beyond the bend for traffic and road conditions e.g. obstacles, sharpness of bend and surface conditions to decide on a safe entry speed.

Slow down to a safe speed, completing tasks like braking and shifting to a lower gear, before turning.



Turn & tilt head to look into the bend

Relax your upper body

Adopt a 'lean with' posture

Fingers away from brake & clutch levers

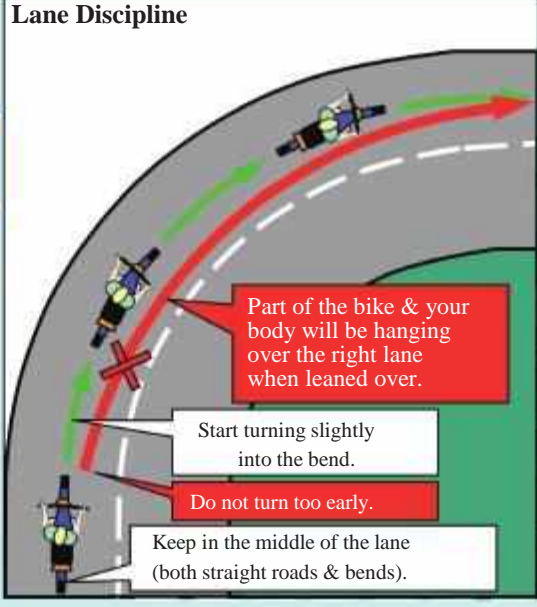
Grip handlebar gently

Lean motorcycle into the turn

Grip fuel tank

Feet cover brake & gear pedal

Lane Discipline



Part of the bike & your body will be hanging over the right lane when leaned over.







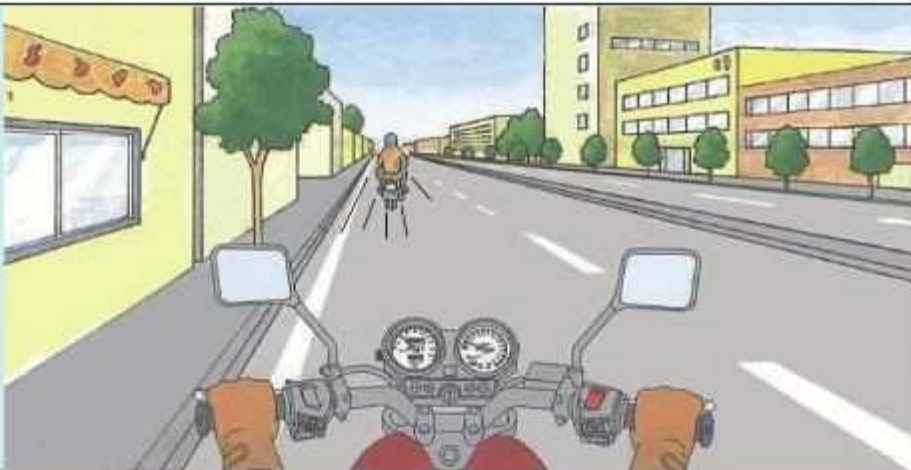

Start turning slightly into the bend.

Do not turn too early.

Keep in the middle of the lane (both straight roads & bends).

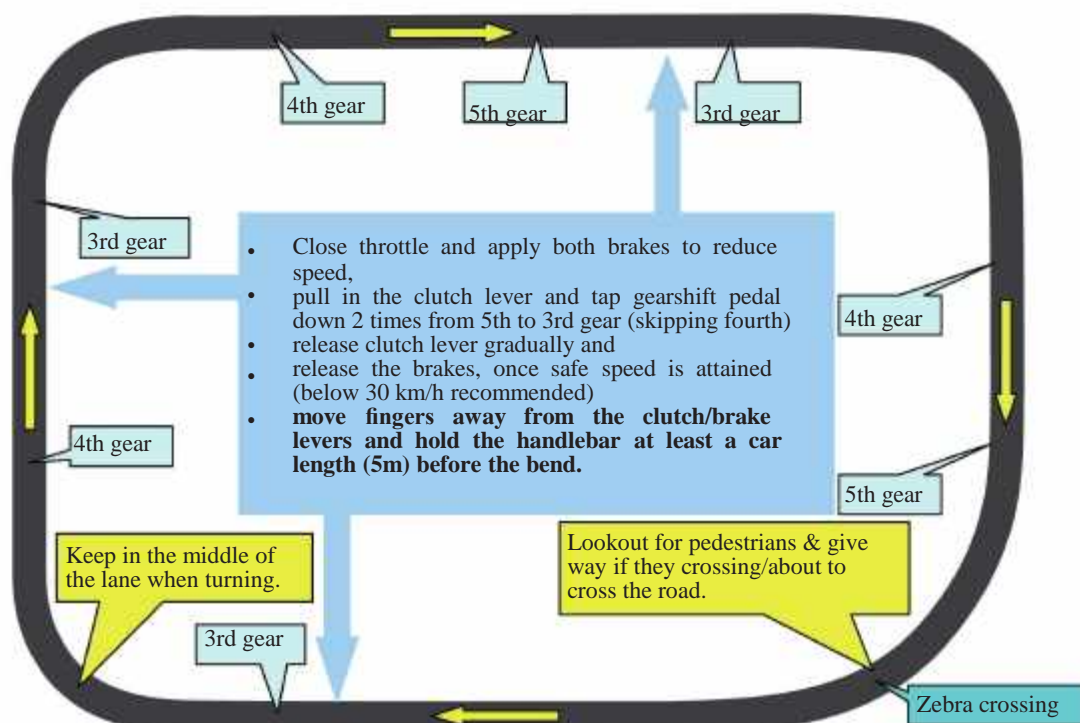
ii) Adjusting speed according to road and traffic conditions

Training objective: To select an appropriate gear and speed to suit road and traffic conditions.

Regulating speed according to traffic		
Rapid acceleration. In a shorter distance, increase speed of motorcycle.		
		
15-35 km/h change to 2nd gear	25-45 km/h change to 3rd gear	35-50 km/h change to 4th gear
Gradual acceleration. Gradually over a longer distance, increase speed of motorcycle.		
		
15-35 km/h change to 2nd gear	25-45 km/h change to 3rd gear	35-50 km/h change to 4th gear
Rapid acceleration Applies when traffic is light and fast flowing without apparent hazards ahead.		
Gradual acceleration Applies when traffic is moderate to heavy.		

Shifting gears for acceleration and deceleration – Practice

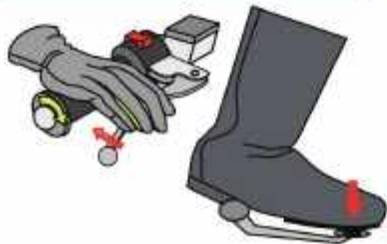
- Position your motorcycle in the middle of the left lane.
- **Apply rapid acceleration** and change up to the higher gear **if traffic condition permits.**
- **Apply gradual acceleration** and use lower gears **if traffic is slow moving.**
- Identify stationary/stopping vehicles and stop in 1st gear (about 1 motorcycle length behind the vehicle).
- Reduce speed and select a suitable low gear to negotiate sharp bends.



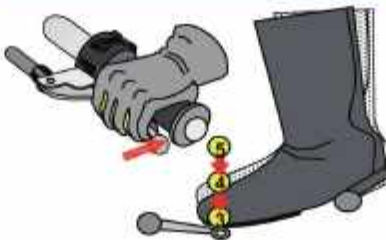
Beware:

- When the clutch lever is pulled in (clutch is disengaged), freewheeling occurs - causing the speed of the motorcycle to increase and lose control at the bend. You should:

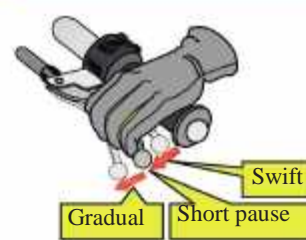
Apply the brakes to slowdown, when clutching in.



Quickly pulling in the clutch lever & tap gear pedal down to the desired gear....



Release clutch lever to **biting point** & then fully to avoid freewheeling.



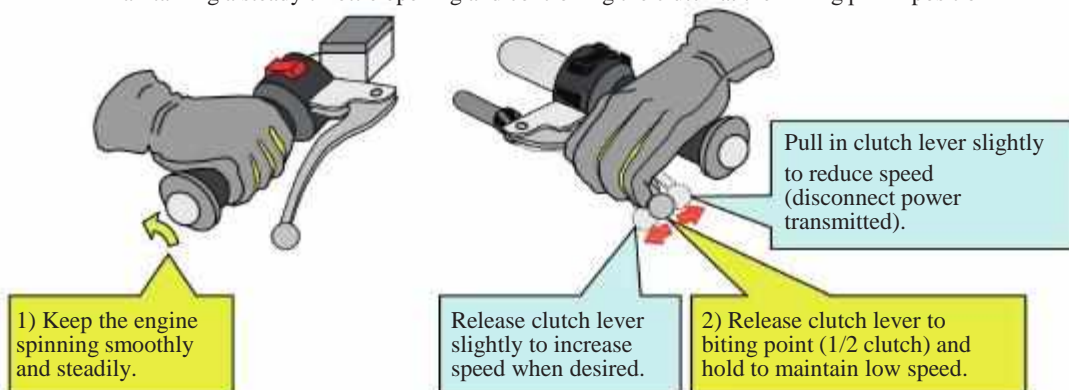
iii) Low speed control

Training objective: To move steadily in low speed and stop smoothly.

Controlling motorcycle at a low speed

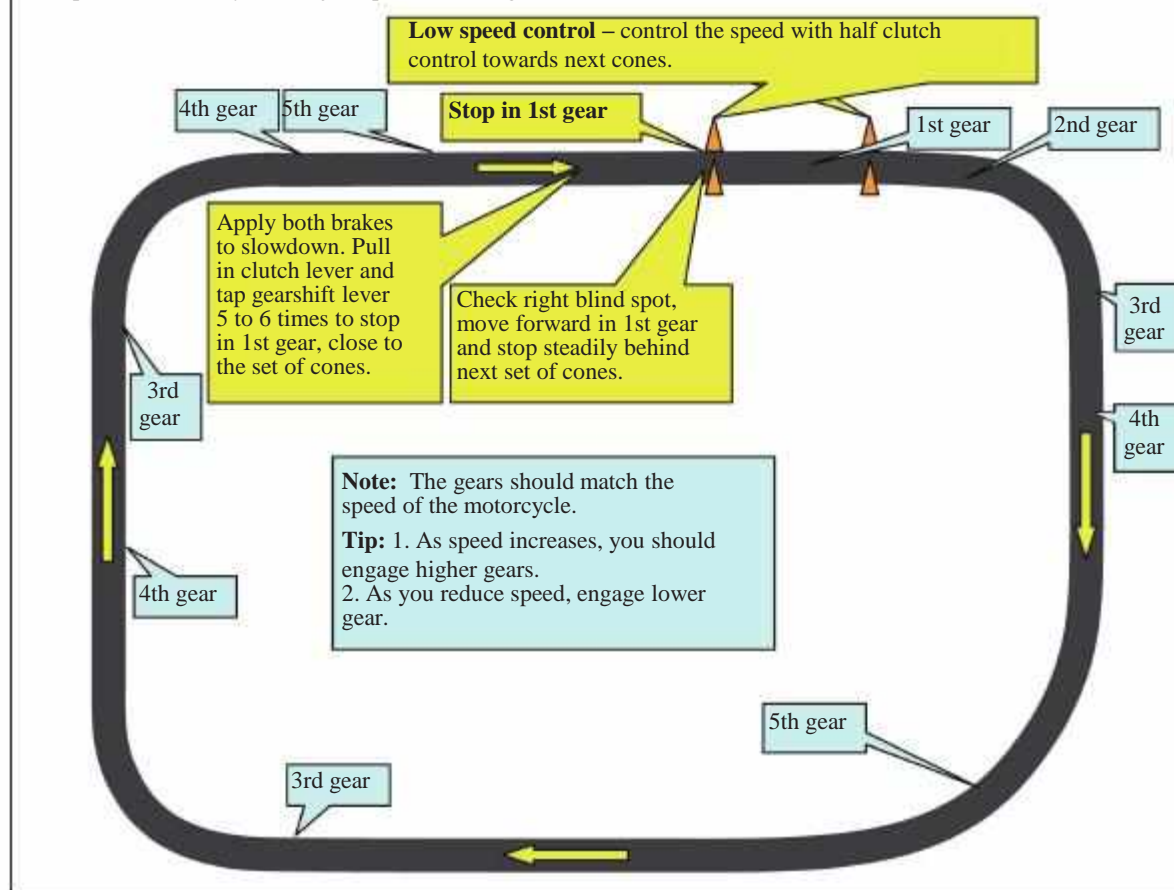
The motorcycle can be controlled at a constant low speed by:

- Maintaining a steady throttle opening and controlling the clutch at the 'biting point' position



Regulating of speed with correct gears and low speed control

This practice enables you to adjust speed according to road and traffic conditions.



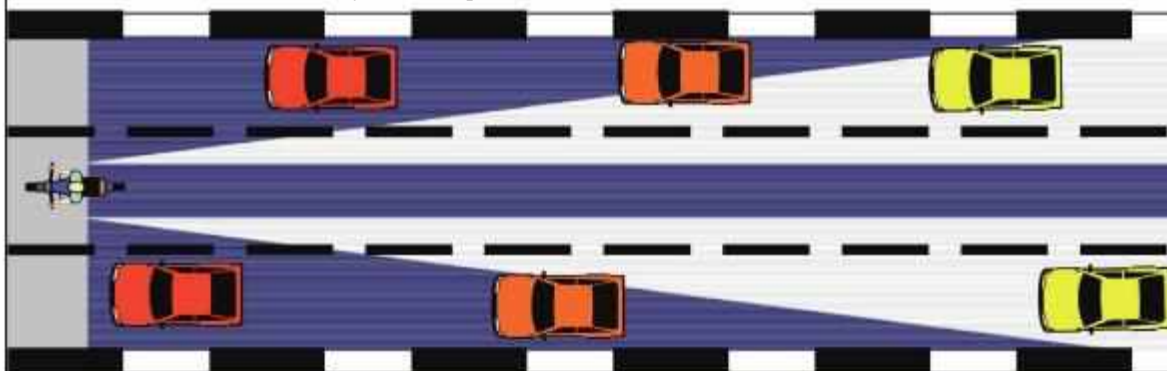
2.01 BLIND SPOT, TARGET STOPPING, SLOPE & LEFT TURN.

i) Blind Spot

Training objectives: To identify and check blind spot correctly.

Motorcycle's blind spot

Shown in the diagram below is your mirror's coverage and limitations even when properly adjusted. The areas shaded in blue are known as your blind spots, which the mirrors do not cover.



Blindspot check

How? To check blind spot for vehicles close to you - turn your head over the shoulder for a quick glance, taking no longer than one second (having your eyes off the road ahead is dangerous!).

When? After your consulting mirror, before:

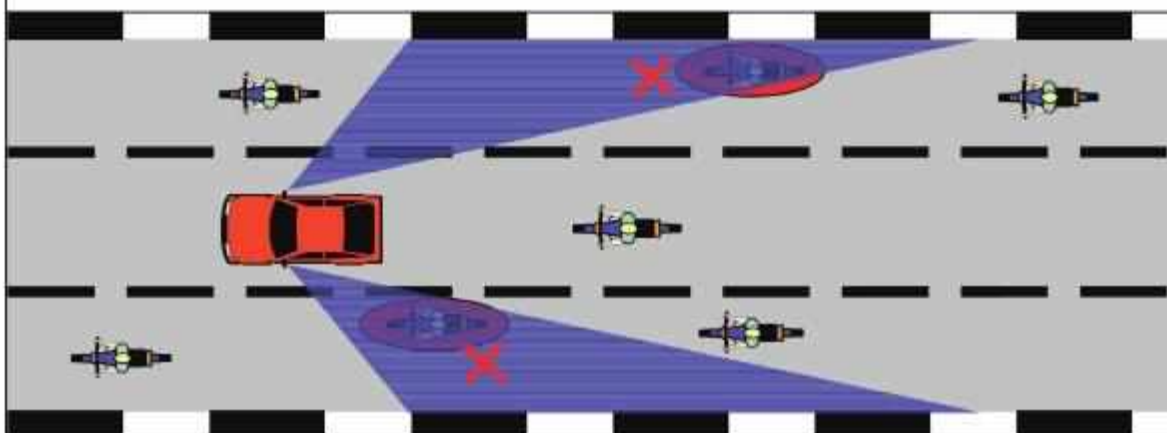
- Moving off
- Turning
- Changing lanes



Do not turn your body or shoulder otherwise the handlebar will follow the movement and cause your motorcycle to veer off course.



Other vehicle's blind spots. Other vehicles on the road have the same limitations with their mirrors. Therefore, should not stay in the blind spots of other vehicles.

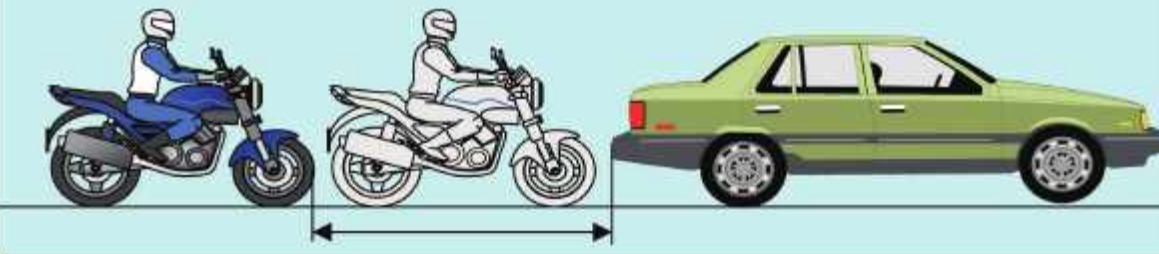


ii) Target stopping

Training objective: To stop within a safe distance behind other vehicles and stop line.

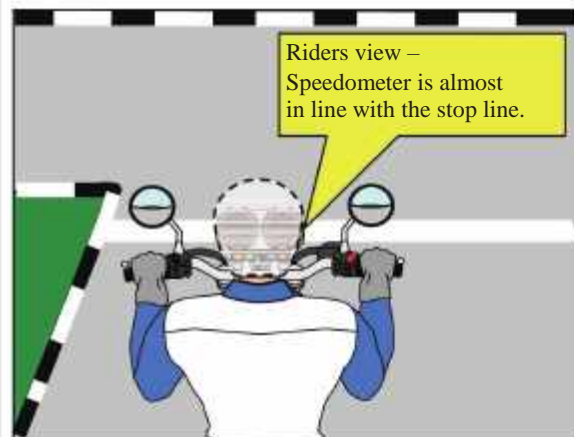
Stopping behind other vehicles

Always stop about a motorcycle length away from other vehicles.

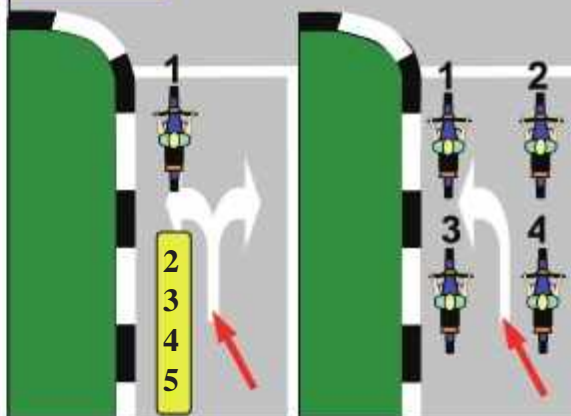


Stopping at junction

Stop motorcycle close to the stop line.



Positioning



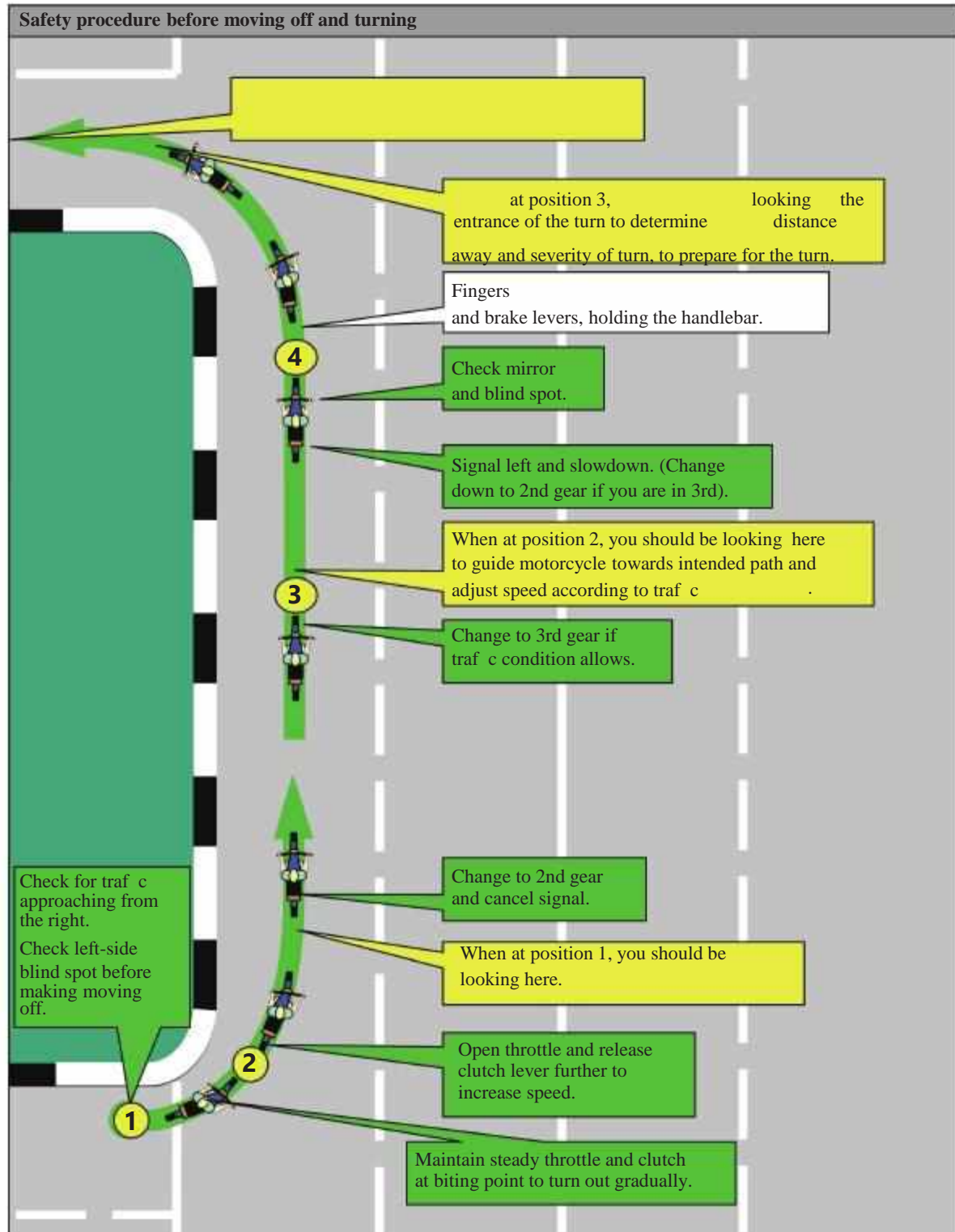
Turning

Proper control of the clutch & throttle and line of vision is important for a good turn



iii) Left turn.



Training Objective: To turn left safely without making wide or sharp turns.



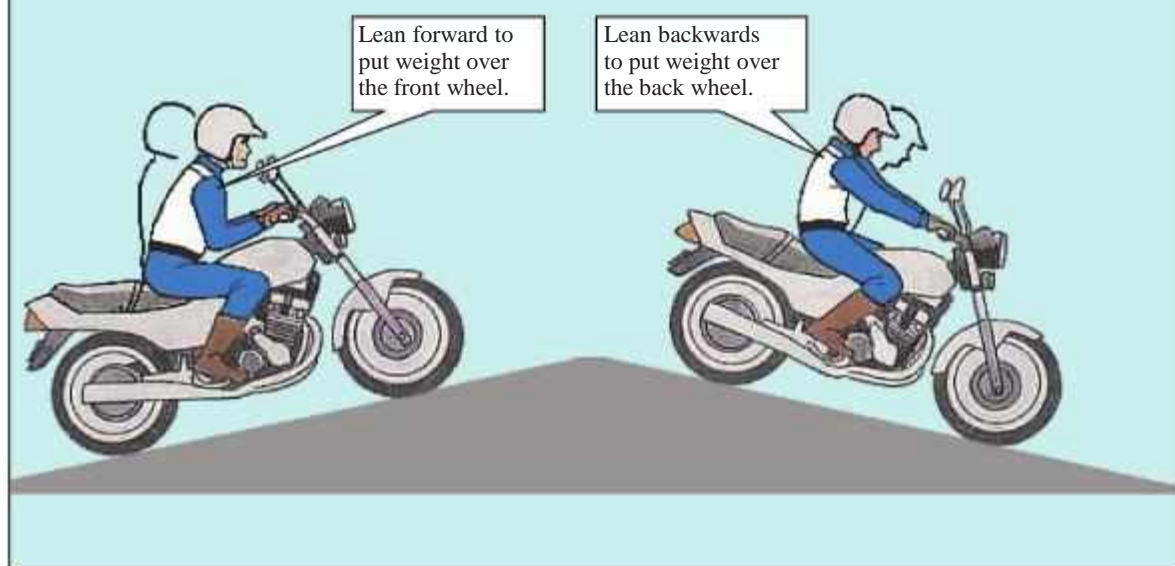
iv) **Stopping and moving off on a slope.**

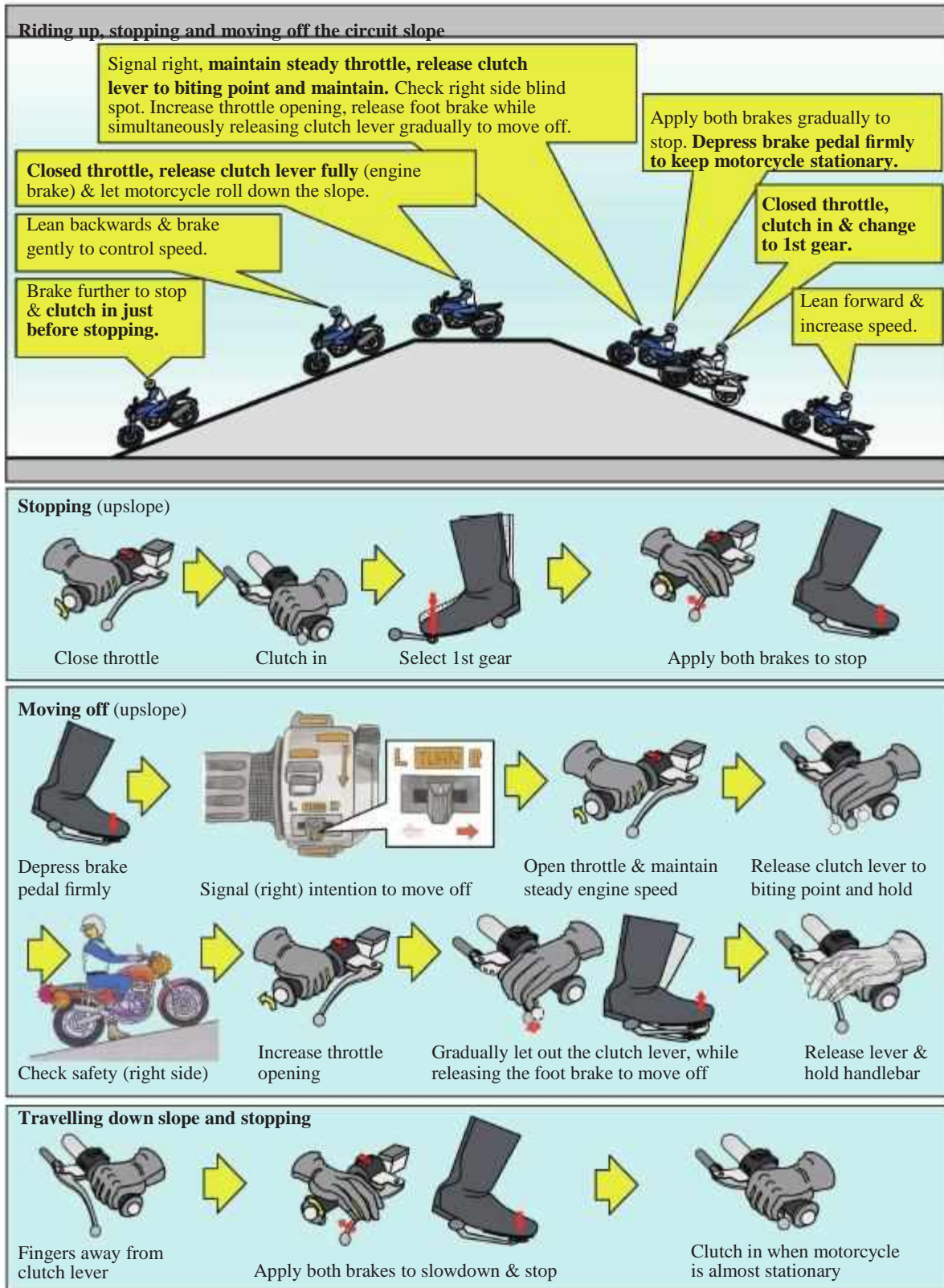
Training objectives: - Stop and move off from a slope smoothly without stalling engine or rolling backwards.
- Apply engine brake to control speed when going down a slope.

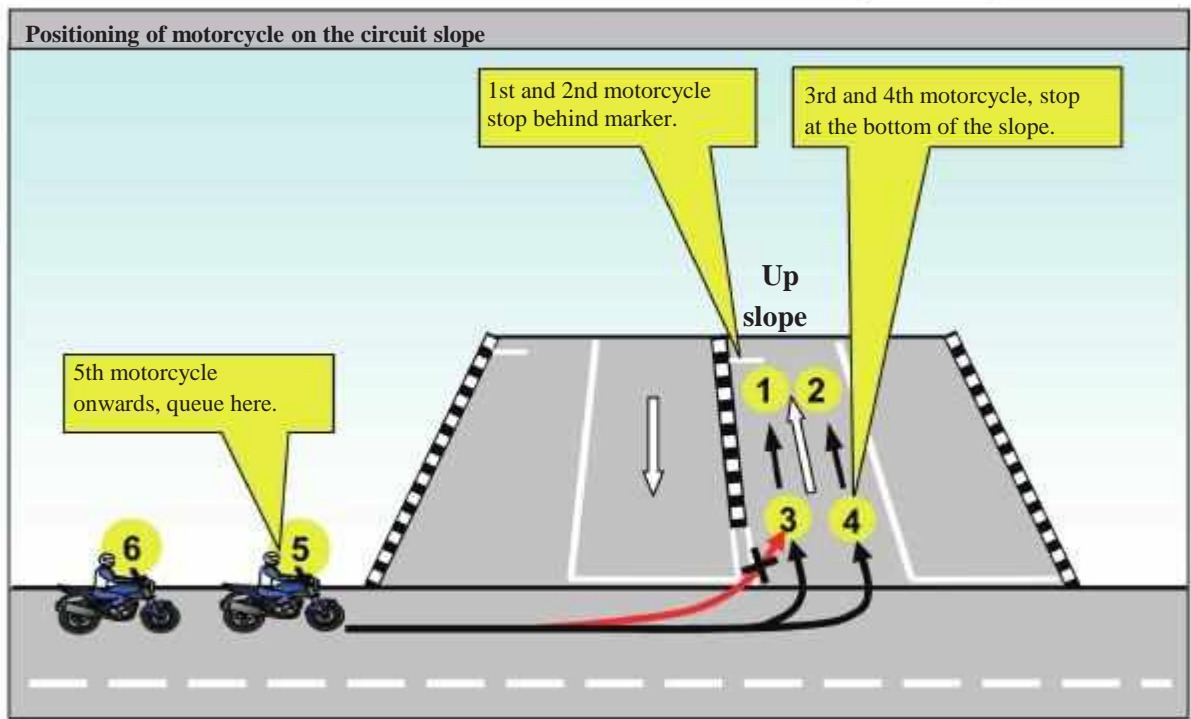
Gravitational force is constantly acting on all things, including the motorcycle. But its effects are more pronounced when riding up or down a slope and this force is greater, the steeper the slope is.

Gravity resisting vehicle moving up	Gravity assisting vehicle moving down
 <ul style="list-style-type: none"> • Speed decreases easily, therefore you must speed up before going uphill. • For power to accelerate, select low gears. • To slowdown – release accelerator. • To stop – brake later. • Clutch in first before braking if slope is steep or when speed is slow to avoid stalling engine. • If clutch lever is pulled in – engine power is not transmitted, speed of vehicle decreases. 	 <ul style="list-style-type: none"> • Speed increases easily, slowdown before going downhill. • For effective engine brake, select low gears. • To slowdown – engine brake & both brakes. • To stop – brake earlier. • Brake until vehicle is slow enough to stop and clutch in just before stopping. • If clutch lever is pulled in – engine power is not transmitted, speed of vehicle decreases.

Posture – Adopt correct riding posture when travelling up or down a slope to help balance the weight of the motorcycle to improve traction and control.





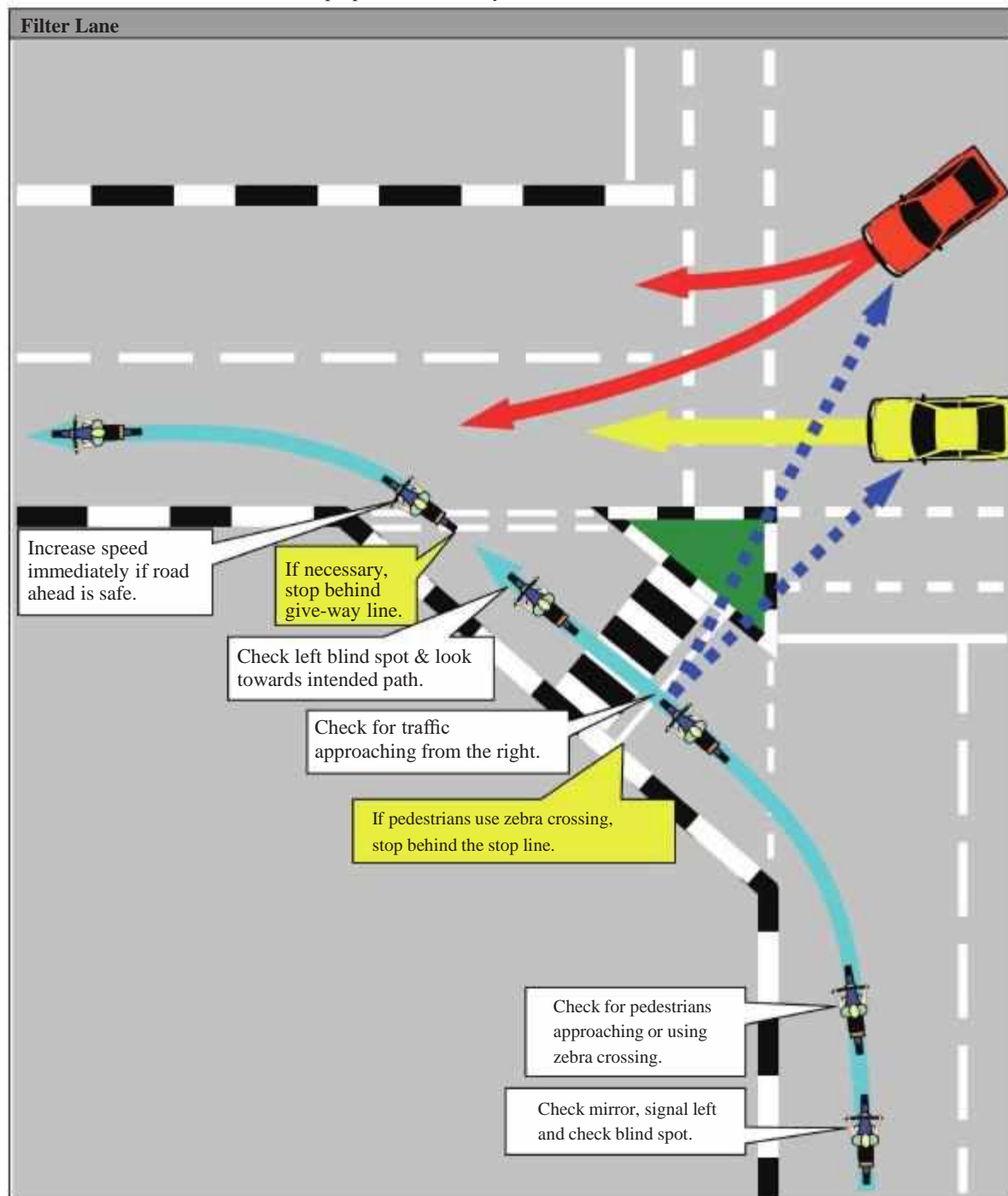


2.02 TURNING, LANE CHANGE & TRAFFIC RULES.

i) Left turn and filter lane.

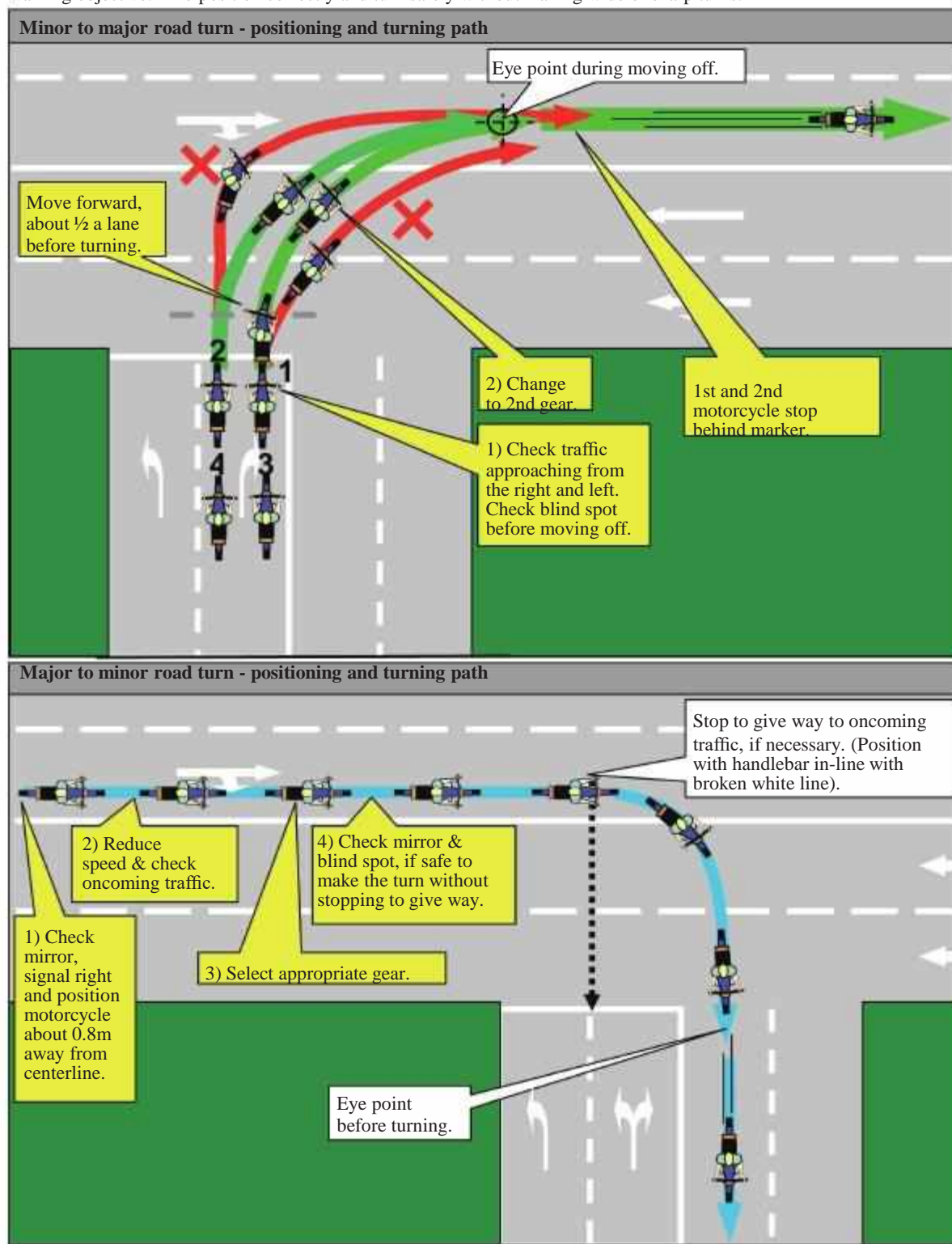
Training objective: To negotiate filter lanes and left turns safely.

Refer to lesson 2.01 on how to make a proper left turn safely.



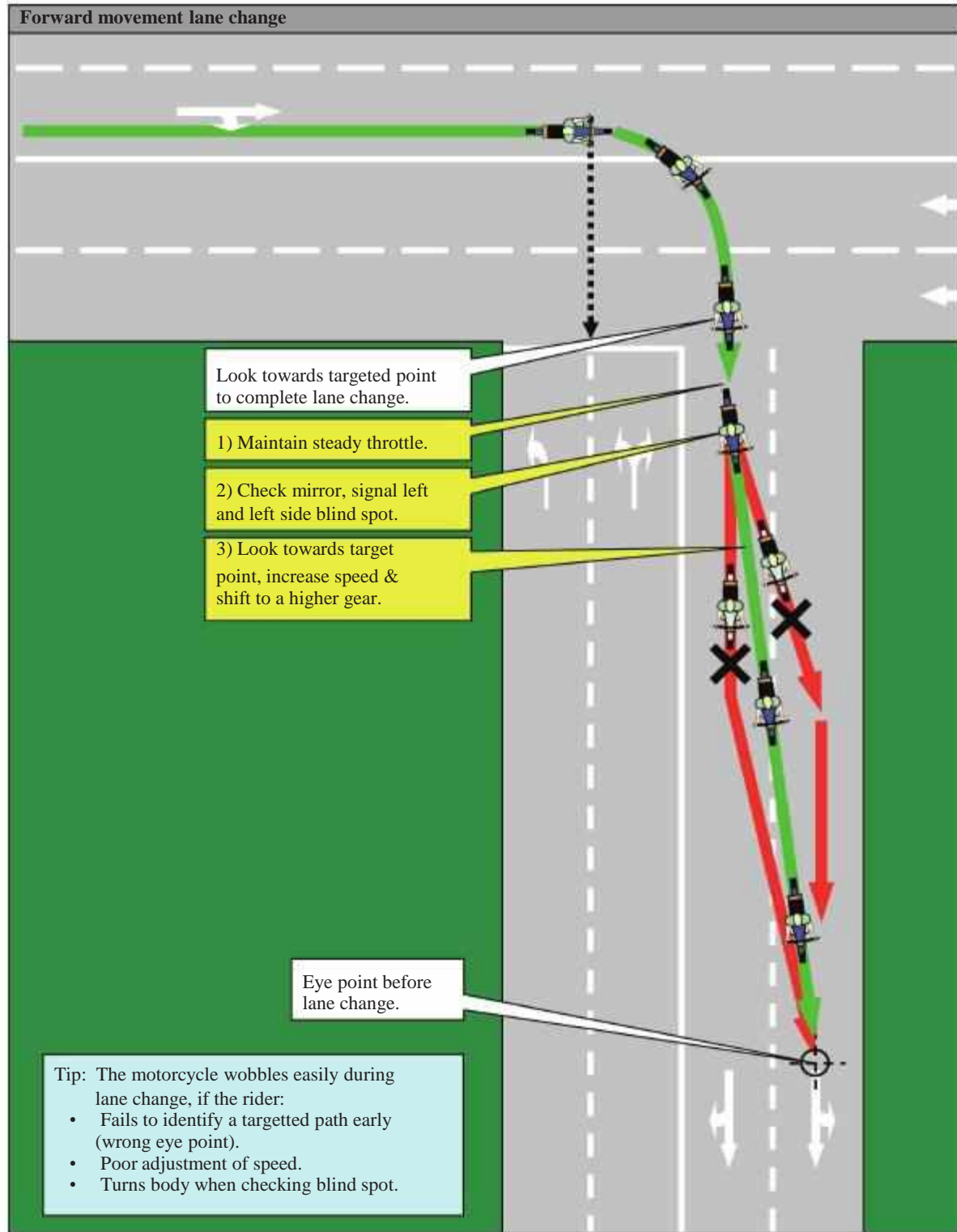
ii) Right Turn

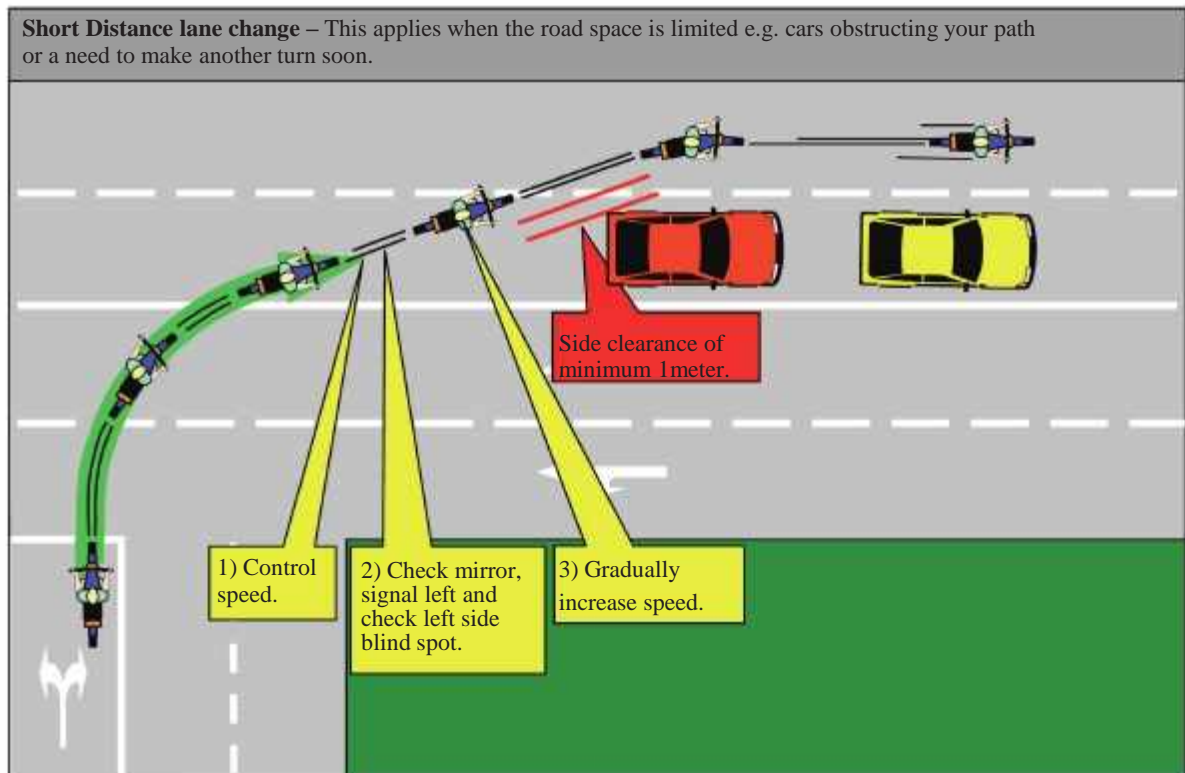
Training objective: To position correctly and turn safely without making wide or sharp turns.



iii) Lane change

Training objective: To change lanes safely without wobbling or sudden movements.



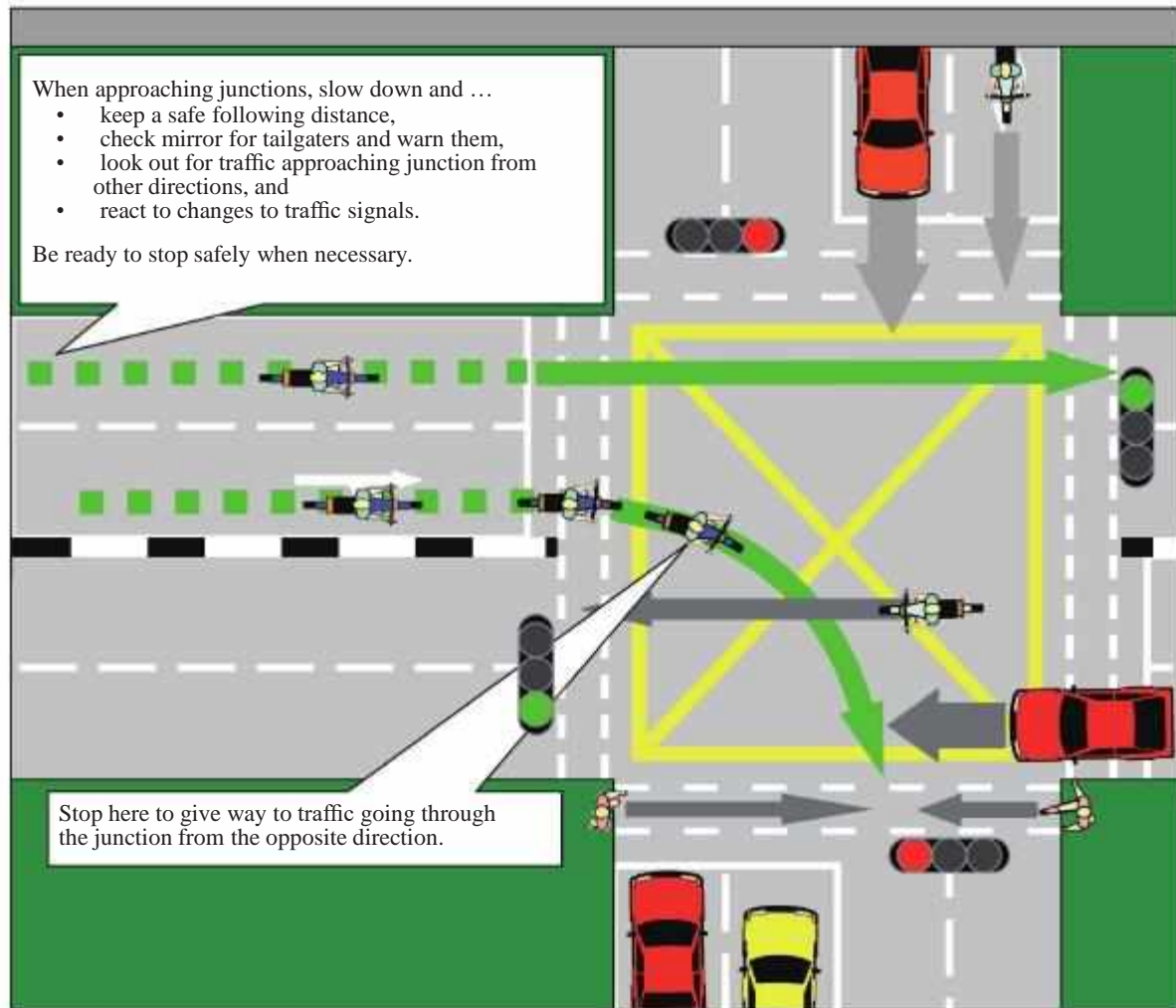


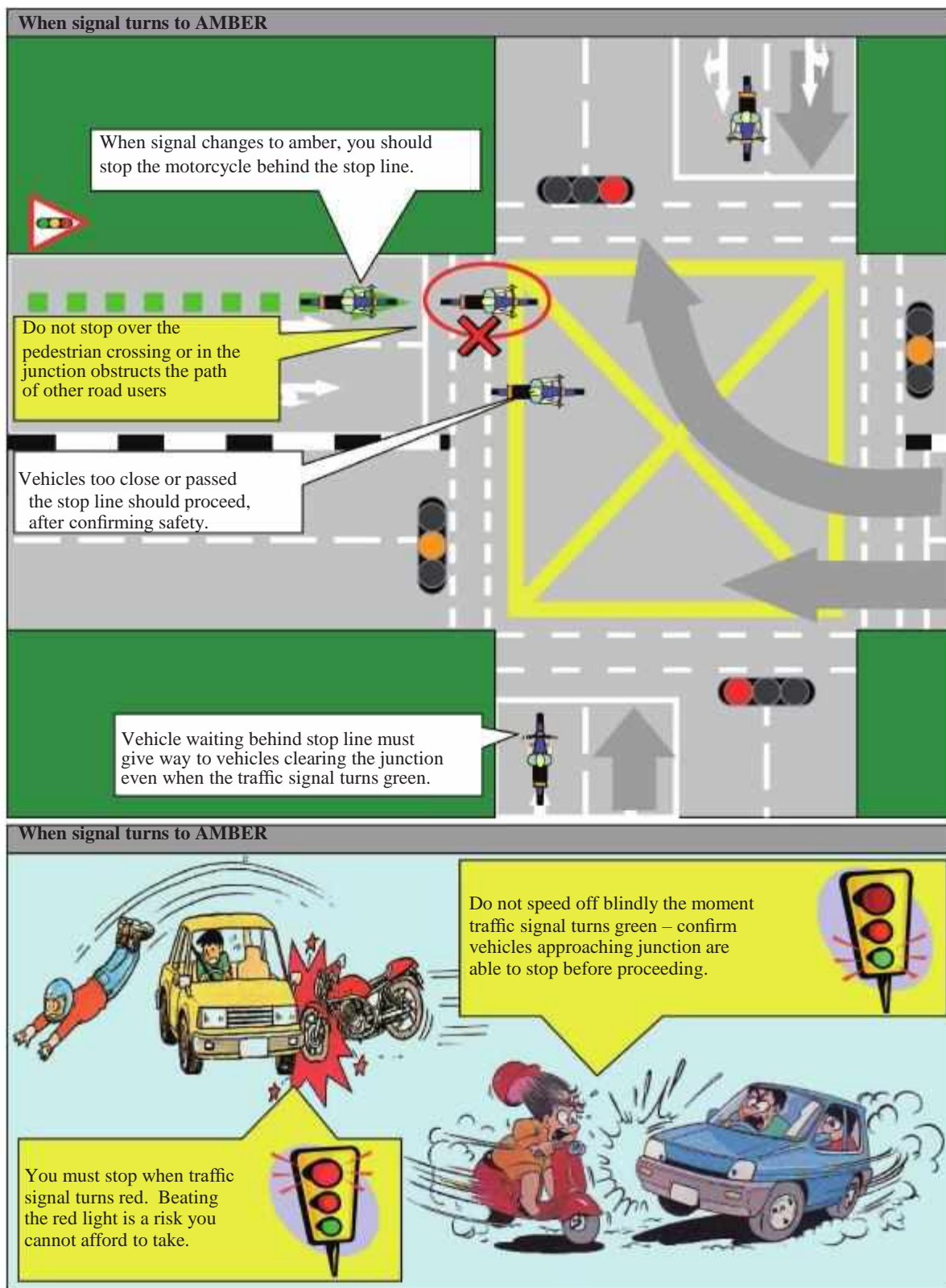
iv) **Observance of Traffic Rules.**

Training objective: To obey all traffic rules and regulations when interacting with road users.




It is essential that a rider comply with all the road markings, traffic signs and right of way rules to create a safe environment for all. Traffic light signals – precautions should be taken against those who may fail to comply and not give way to you.

Approaching a traffic light controlled junction.

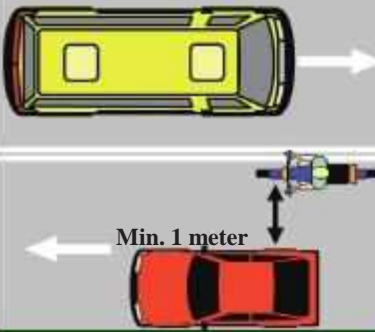
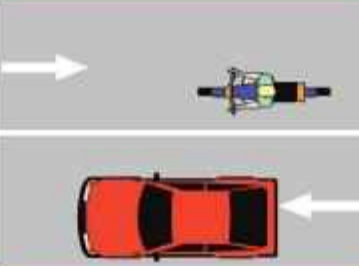

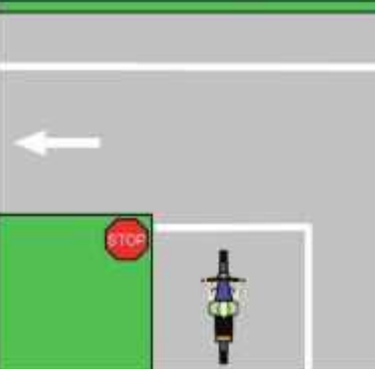

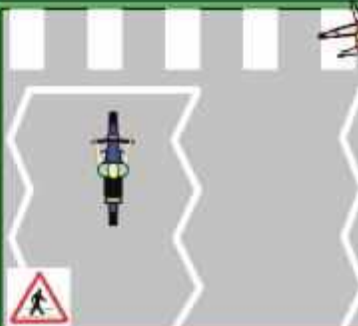




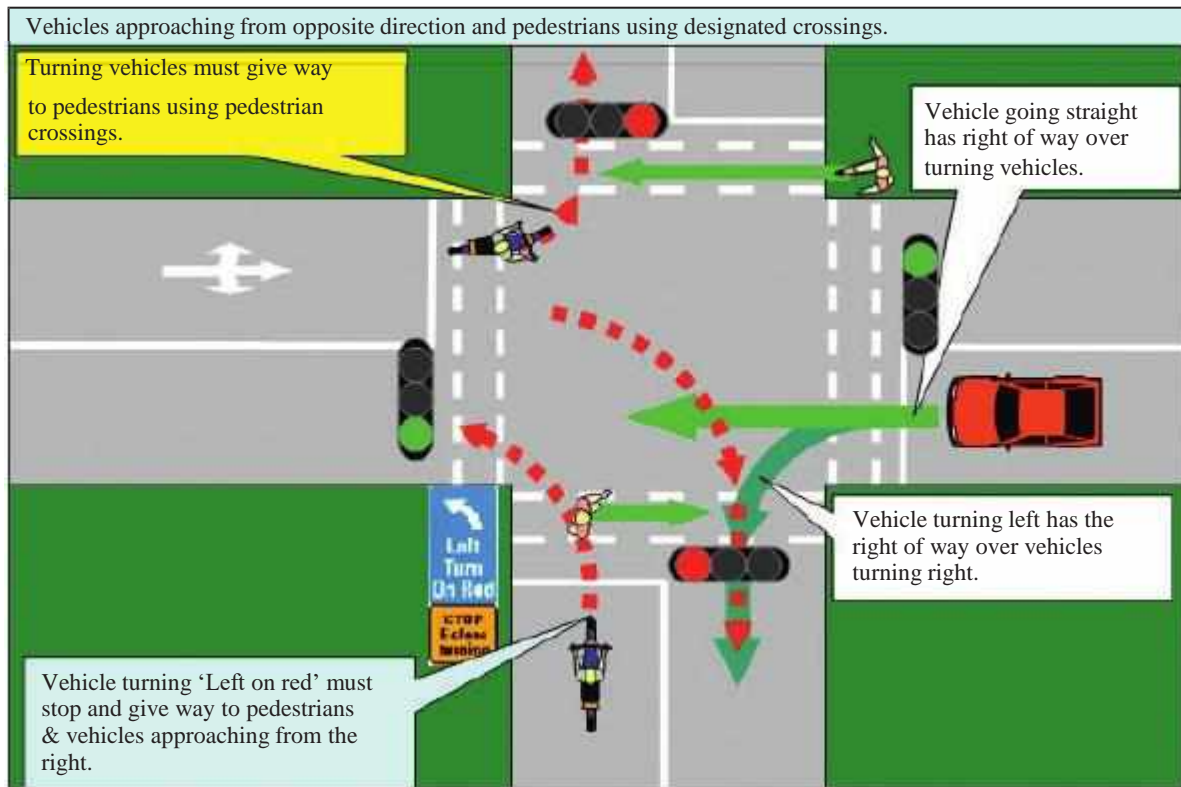
Traffic signs - there are three main types of traffic signs:

<p>Mandatory signs</p> 	<p>Mostly circular in shape - these are compulsory signs and it is an offence to disobey them.</p>
<p>Warning signs</p> 	<p>Triangular in shape - they warn of various road hazards or conditions ahead, for the rider to take the necessary precautions.</p>
<p>Information signs</p> 	<p>Rectangular in shape - they provide the rider with useful information of the road ahead.</p>

Common road markings and signs.

<p>Parallel continuous white lines</p>  <p>Center line of a two-way road. Do not cross these lines. You may pass a vehicle, without crossing the lines, if there is sufficient side clearance.</p>	<p>Single continuous white line</p>  <p>Center line of a two-way road. Allowed to cross the line when avoiding hazards or overtaking – provided that there is no oncoming vehicles.</p>	<p>Merging lanes</p>  <p>Lanes merging ahead. Give way to vehicle ahead of you and merge alternately.</p>
<p>Stop line or sign</p>  <p>Compulsory to stop behind stop line.</p>	<p>Give way lines and sign</p>  <p>Must give way to traffic on the major road. However, if traffic is clear, you can move out without stopping.</p>	<p>Zigzag white lines</p>  <p>Pedestrian zebra controlled area - vehicles approaching must be ready to stop and give way to pedestrians. No overtaking or parking allowed within this zone.</p>

Junctions and Pedestrian Crossings.



3.01 NARROW PLANK & PYLON SLALOM

i) Balancing in low speed on narrow plank.

The aim: To keep the motorcycle on a straight course when riding at very low speeds.

Training objective: To control the motorcycle on the narrow plank for 6 seconds or more.

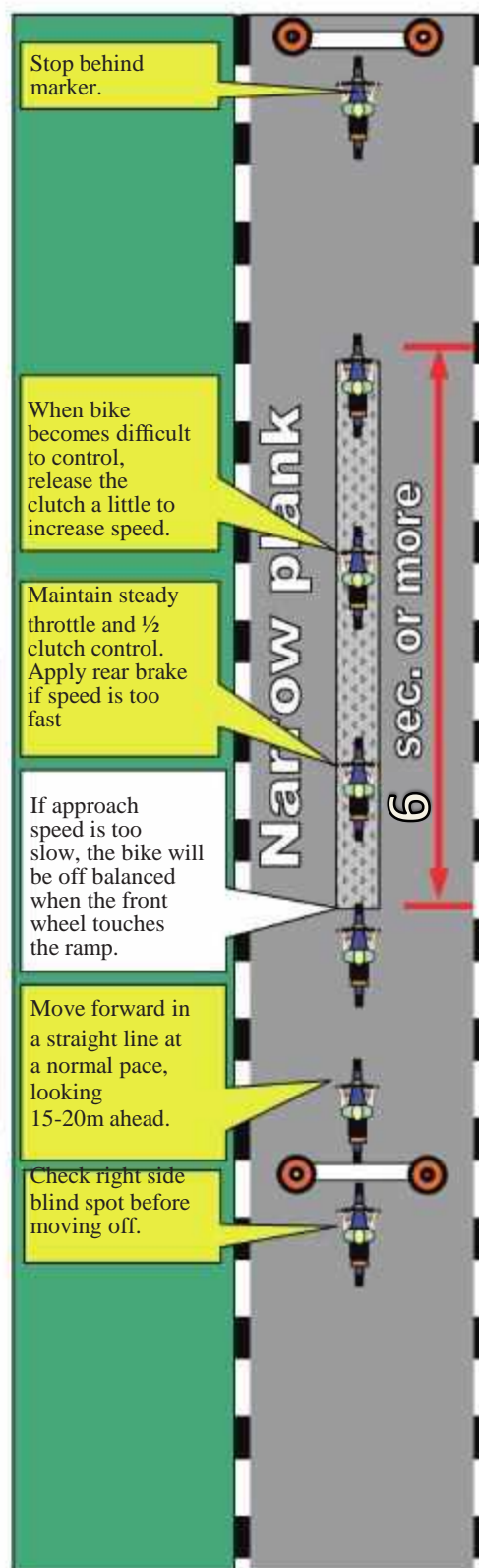
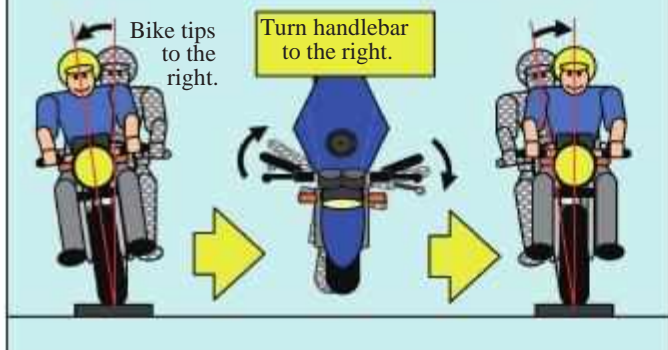
Low speed control – A motorcycle wobbles and falls to the side once it is too slow.

It is advisable to keep a constant speed on the plank.

The technique used is:

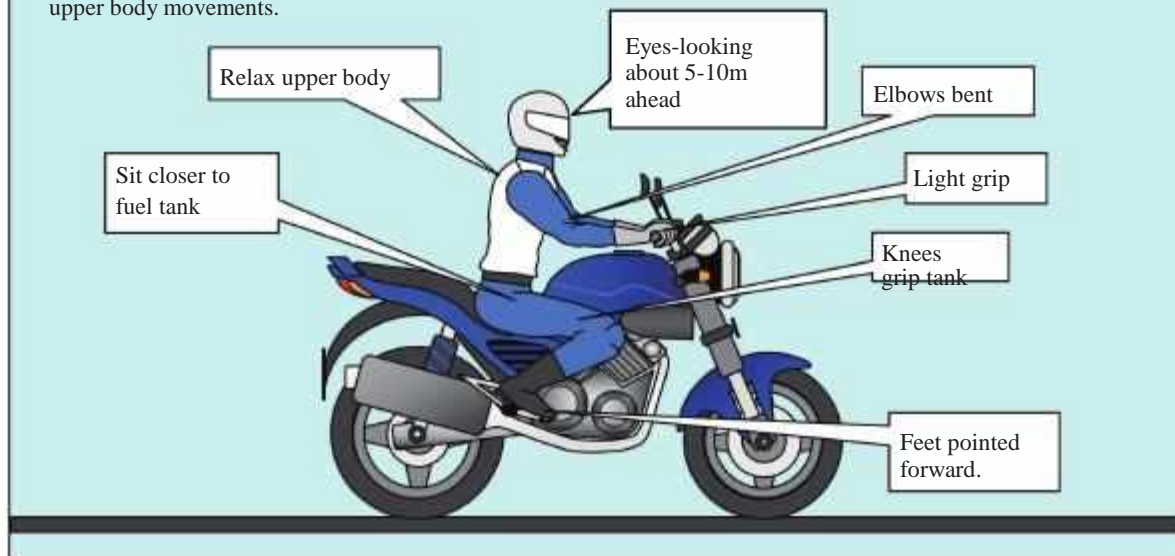
- To get the feel of balance, look ahead 15-20 meters.
- Maintain a steady throttle.
- Half clutch control - limits the amount of engine power to the rear wheel.
- Use the rear brake only if the speed is too fast. Do not apply the front brake.
- Adjust the handlebar to maintain a straight path.

E.g. when motorcycle starts tipping to the right >>> turn handlebar to the right. This will get the motorcycle upright, and **quickly** return handlebar straight.

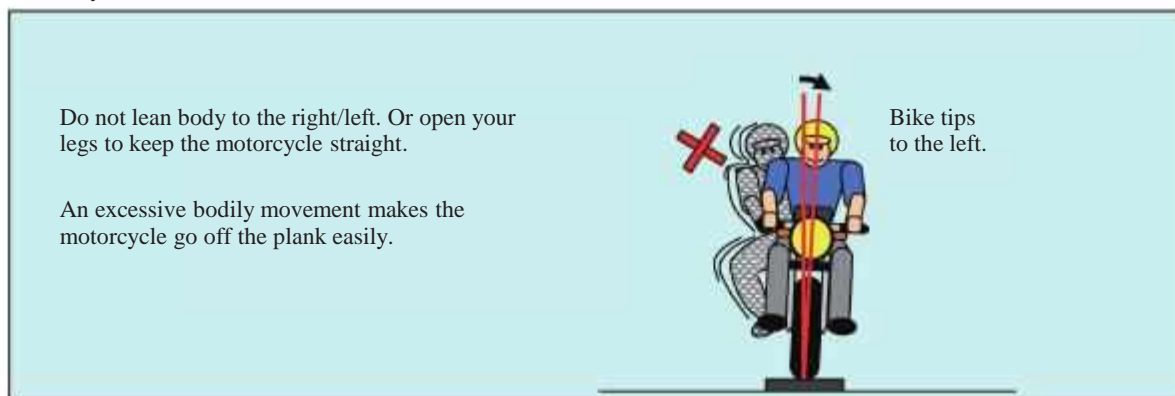


Riding posture on the plank.

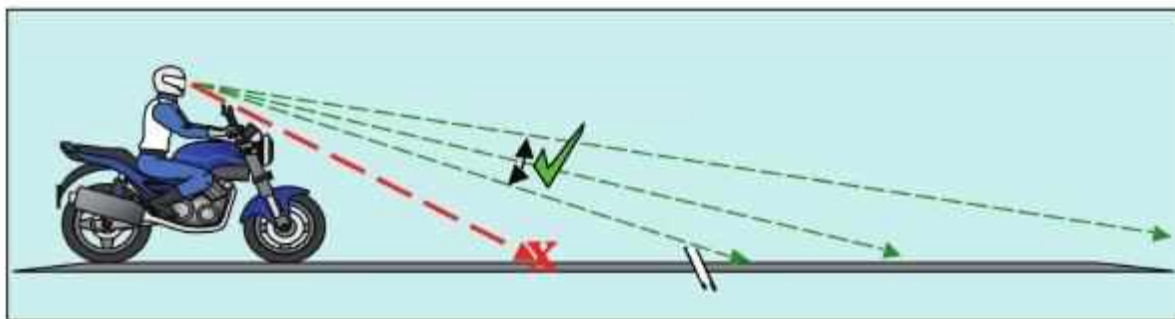
- Sit close to the tank to centralize weight and for a good reach to the handlebar to steer without unwanted upper body movements.



- Relax your upper body and grip the fuel tank with thighs. Do not use body as a counter weight to balance the motorcycle.



- Alternate your eyes focus between 5 to 10m to make early adjustment to keep the bike on course.
- **Looking down at the area just in front of you makes you lose your balance.**

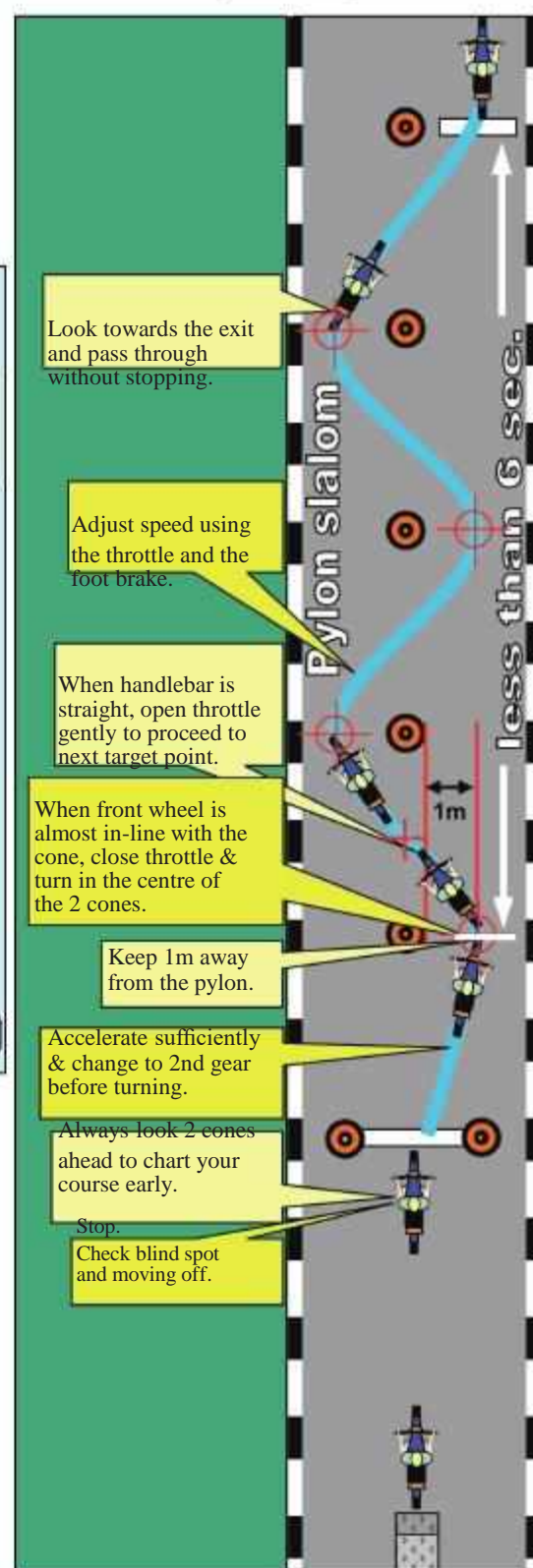
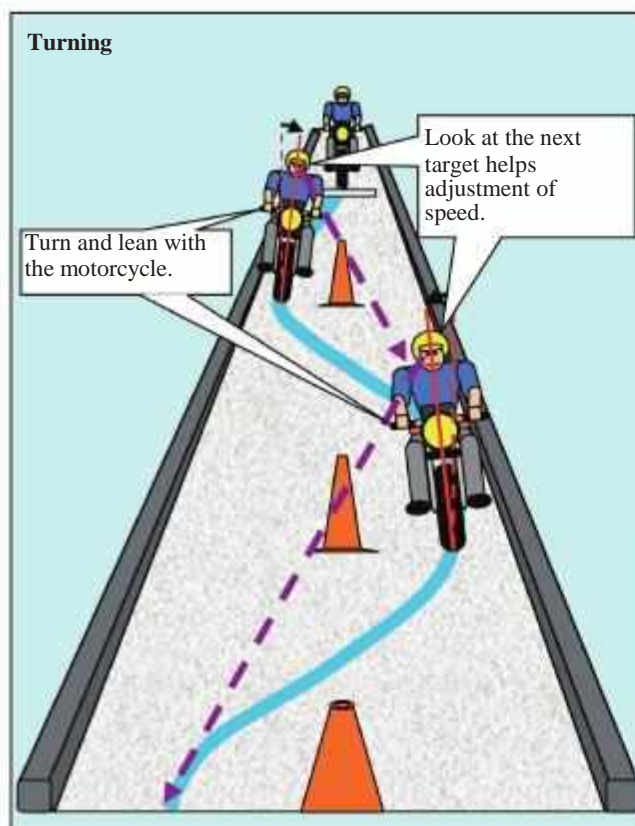


Note: Once the front wheel goes off the plank, do not attempt to get on it again, as you may lose control.

ii) Maneuvering technique for pylon slalom.

The aim of this course is to equip riders with the skills to avoid multiple hazards during an emergency.

Training objective: To negotiate the slalom course without touching the pylons and boundaries in less than 6 seconds.



3.02 EMERGENCYBRAKEONWETSURFACE

Demonstration braking using front only rear brake only and both brake. To understand to stopping distance of each braking.

Lesson 3.02

The aim of this course is to equip riders with the skills to stop the motorcycle in the shortest distance safely during emergencies.

Training objective: To stop within 11 metres at the speed of 30-35 km/h on wet surface with the correct technique and posture.

i. Rapid acceleration to attain 30-35 km/h.

Note: Start of lesson, practice at 20 km/h to get the correct braking technique before increasing speed to 30-35km/h.

To achieve 30-35 km/h, before the braking zone:

1st half of runway – Rapid acceleration.

Accelerate hard, from the starting line, using **1st & 2nd gear** to pull motorcycle to about 30 km/h.

2nd half of runway – Maintain speed.

Change up to **3rd gear** & to maintain speed between 30-35 km/h.

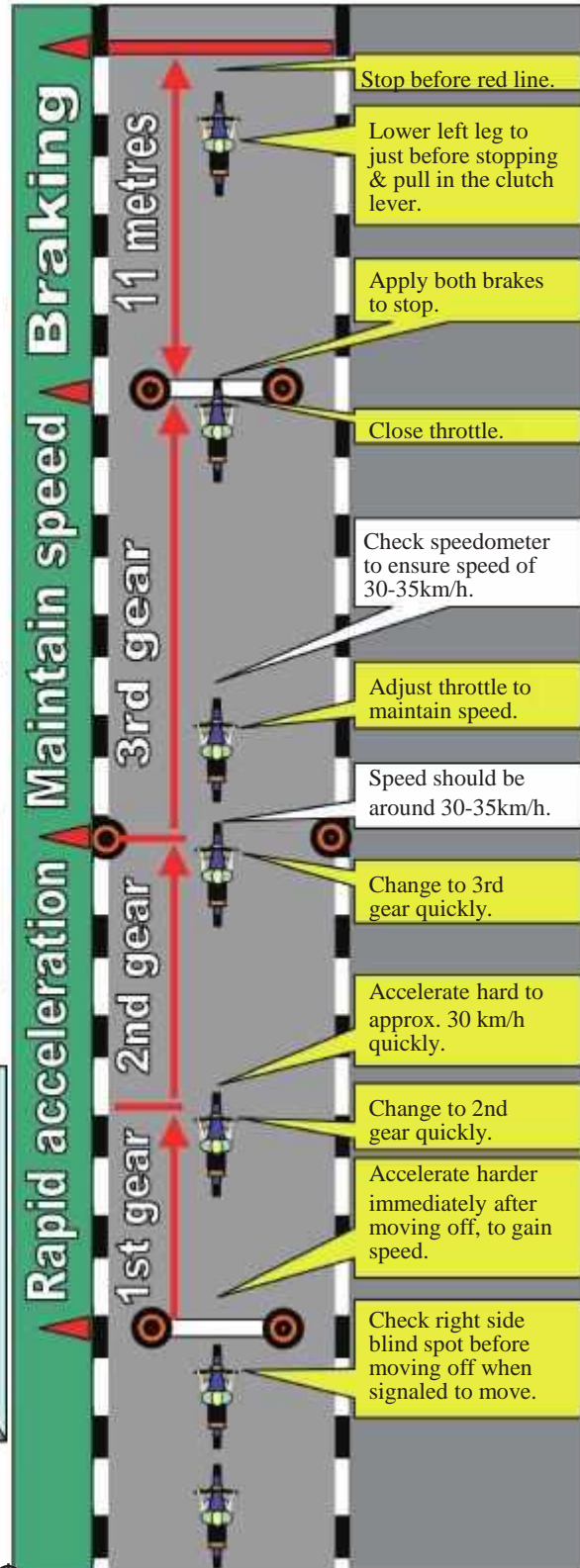
Take a quick glance at the speedometer. Make adjustments

with throttle, to stay between 30-35 km/h.

Close throttle - when the bike is just about to enter the braking zone (speedometer meets white line).

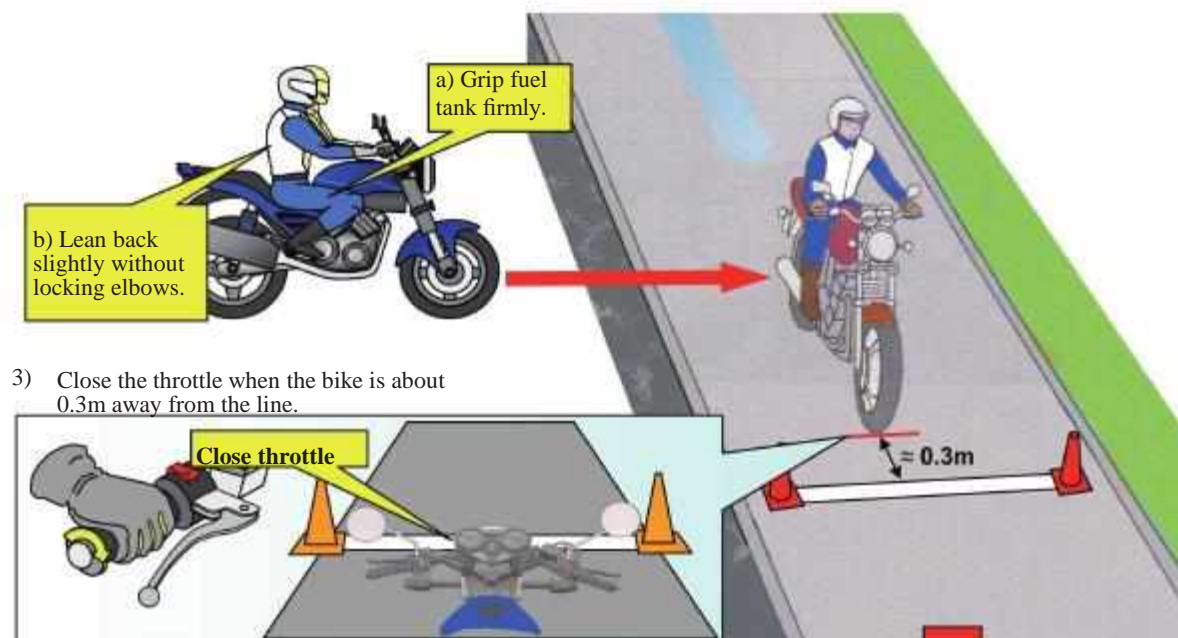


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ii) **Correct emergency braking procedure and technique.**

- 1) Maintain speed between 30-35km/h and keep handlebar straight-ahead approaching braking zone.
- 2) Maintain the correct riding posture and look ahead.



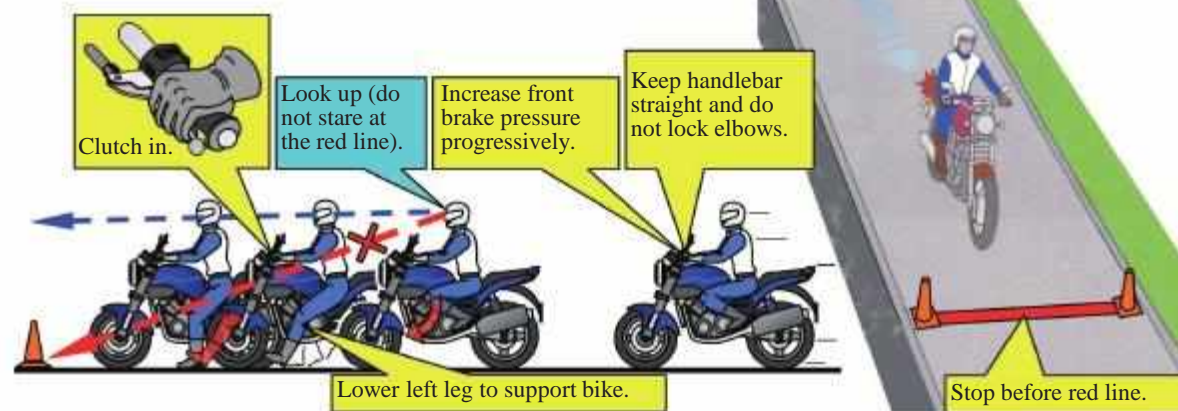
- 4) **Squeeze** the brake lever immediately. Depress the foot brake gradually and then firmly to stop before the red line.

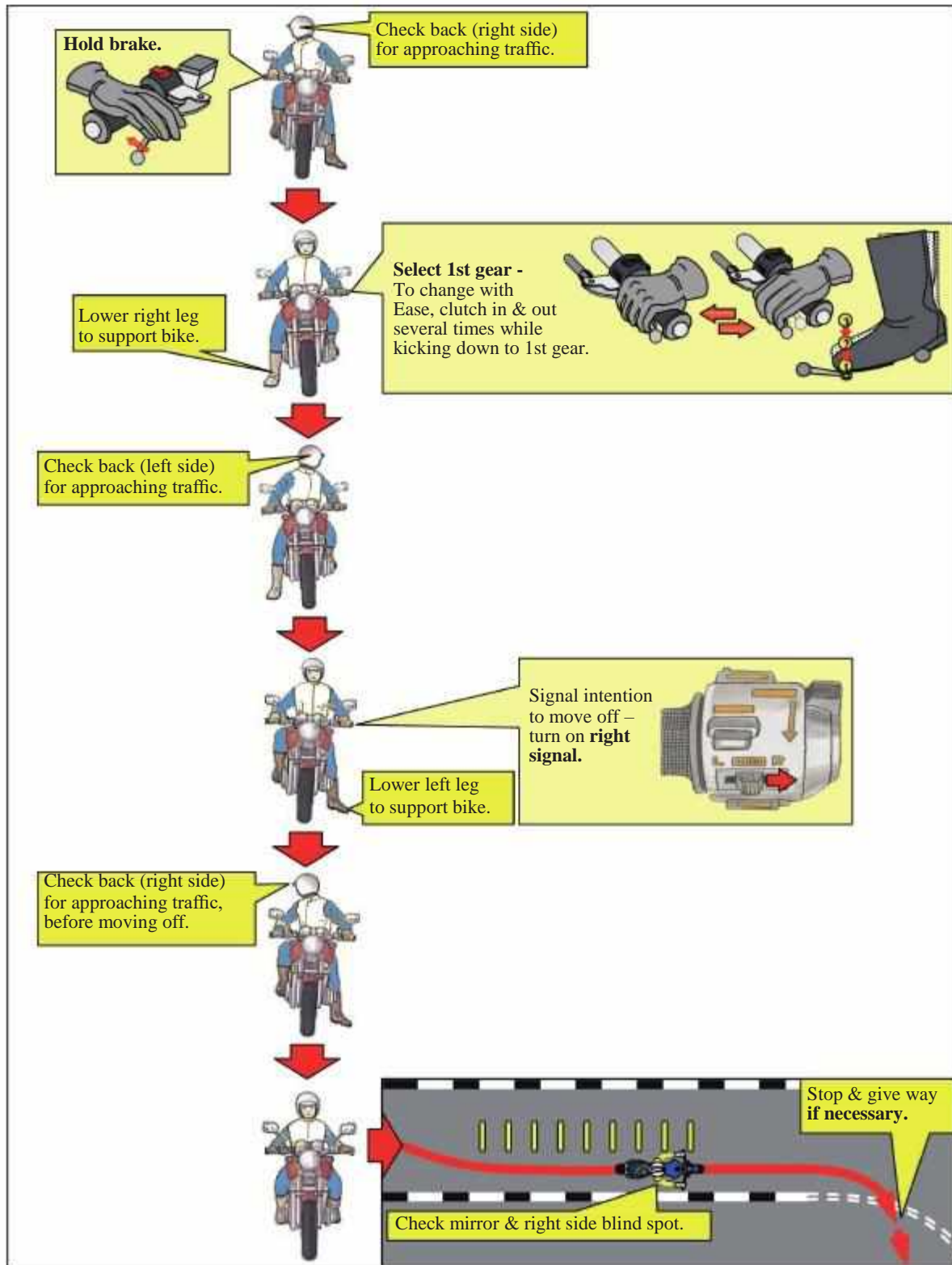
Tips:

- Use more of the front brakes than rear to stop.
- On wet surfaces, you should brake more gradually than when it's dry.
- Increase braking progressively. Do not apply the brakes too hard instantly. It will cause the wheels lock and the bike to skid.

- 5) Just before stopping, lower left leg and pull in the clutch lever.

iii) **Correct stopping posture.**



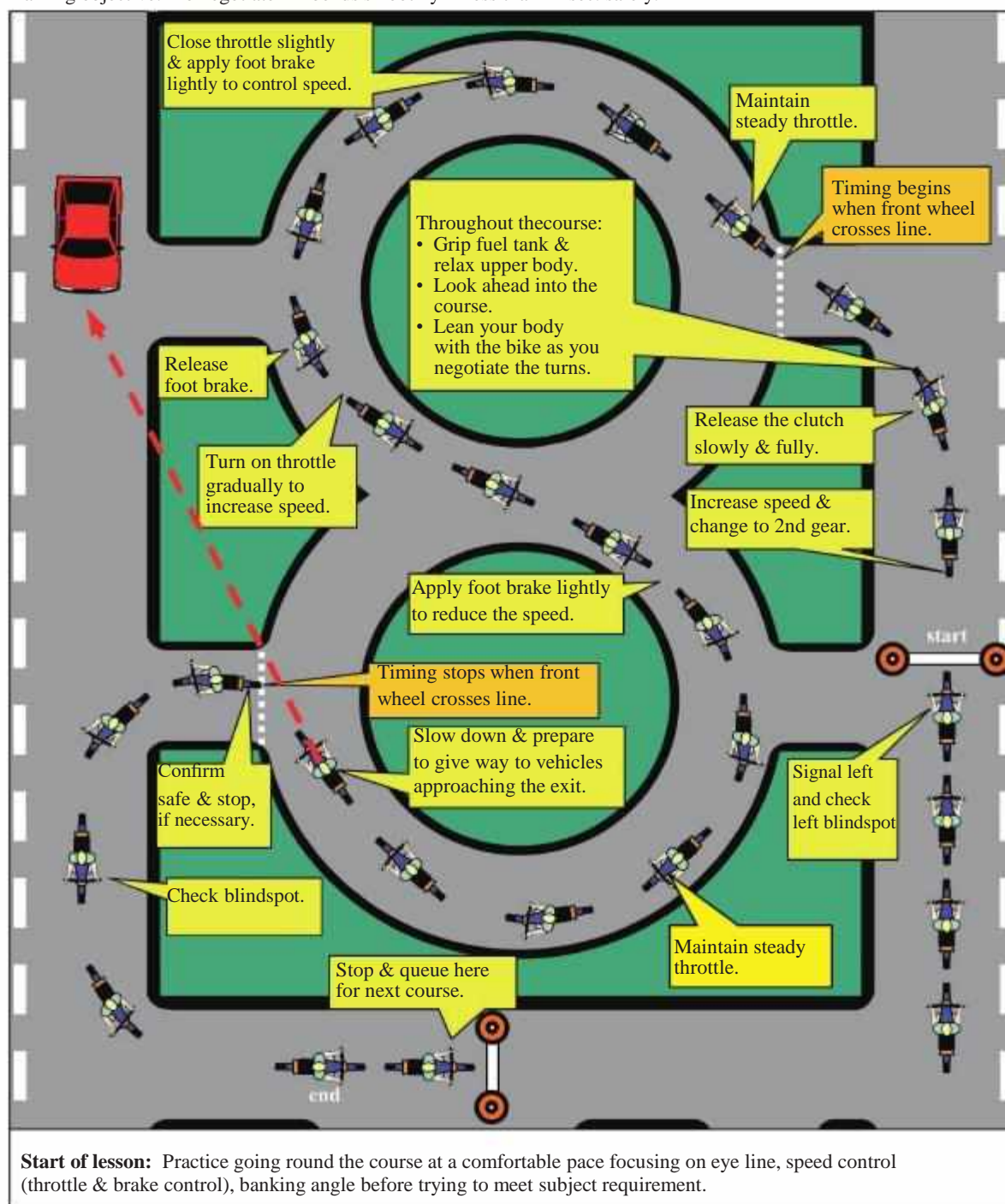


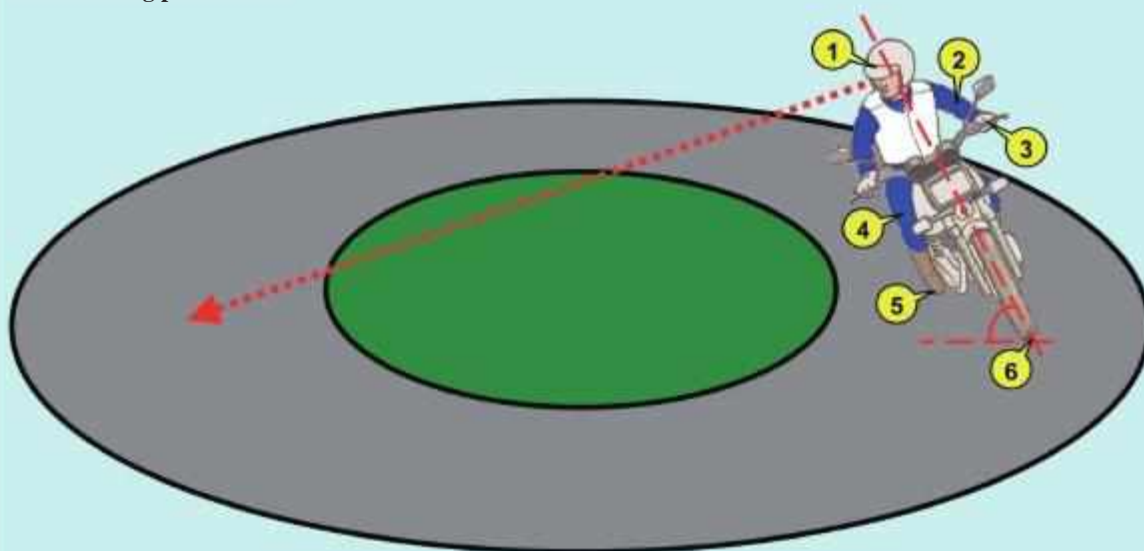
4.01 'S' & CRANK COURSES

The aim is to understand the vehicle's limits in speed, operation and banking angle when manoeuvre in tight spaces and to negotiate a series of turn safely.

i) 'S' Course.

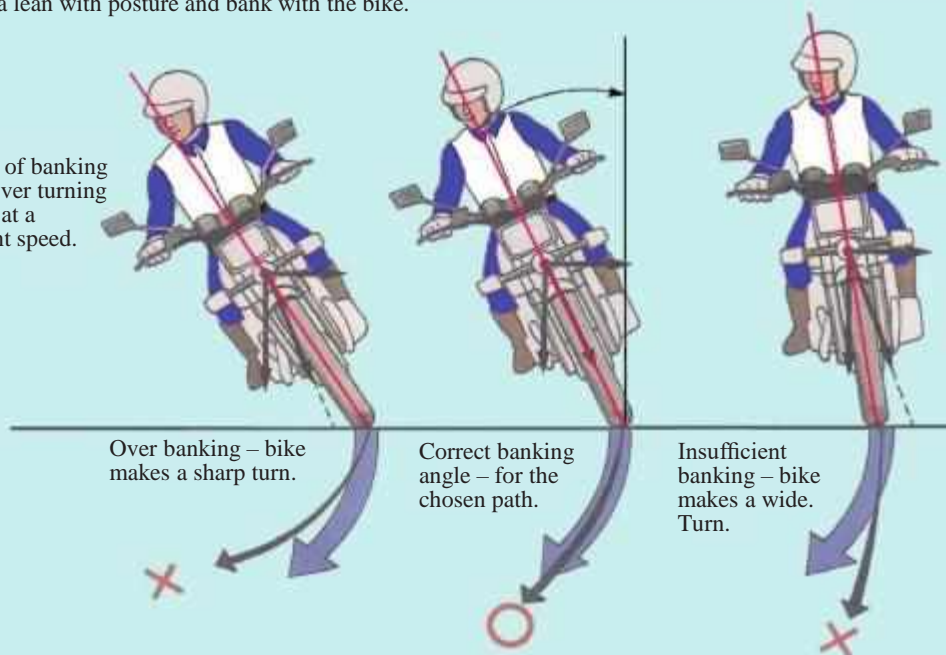
Training objective: To negotiate 'S' bends smoothly in less than 11 sec. safely.



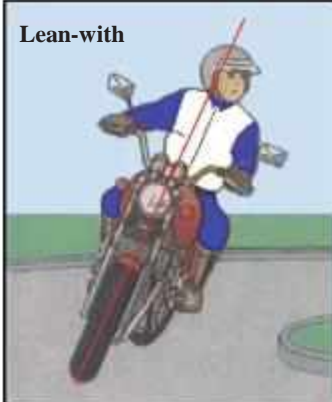
Correct riding posture.

1. Look ahead into the course. This helps you to prepare & react to conditions (curves) in front.
2. Loosen arms to absorb road shock.
3. Hold handlebar gently (fingers away from the brake & clutch levers) for smooth throttle & steering control.
4. Grip fuel tank with the thighs for stability as you and the machine will act as one.
5. Place both feet on the foot pegs, covering the brake & gear pedals with toes pointing forward.
6. Adopt a lean with posture and bank with the bike.

Effects of banking angle over turning radius, at a constant speed.



Note: You can vary speed and/or banking angle of the motorcycle to adjust turning radius.

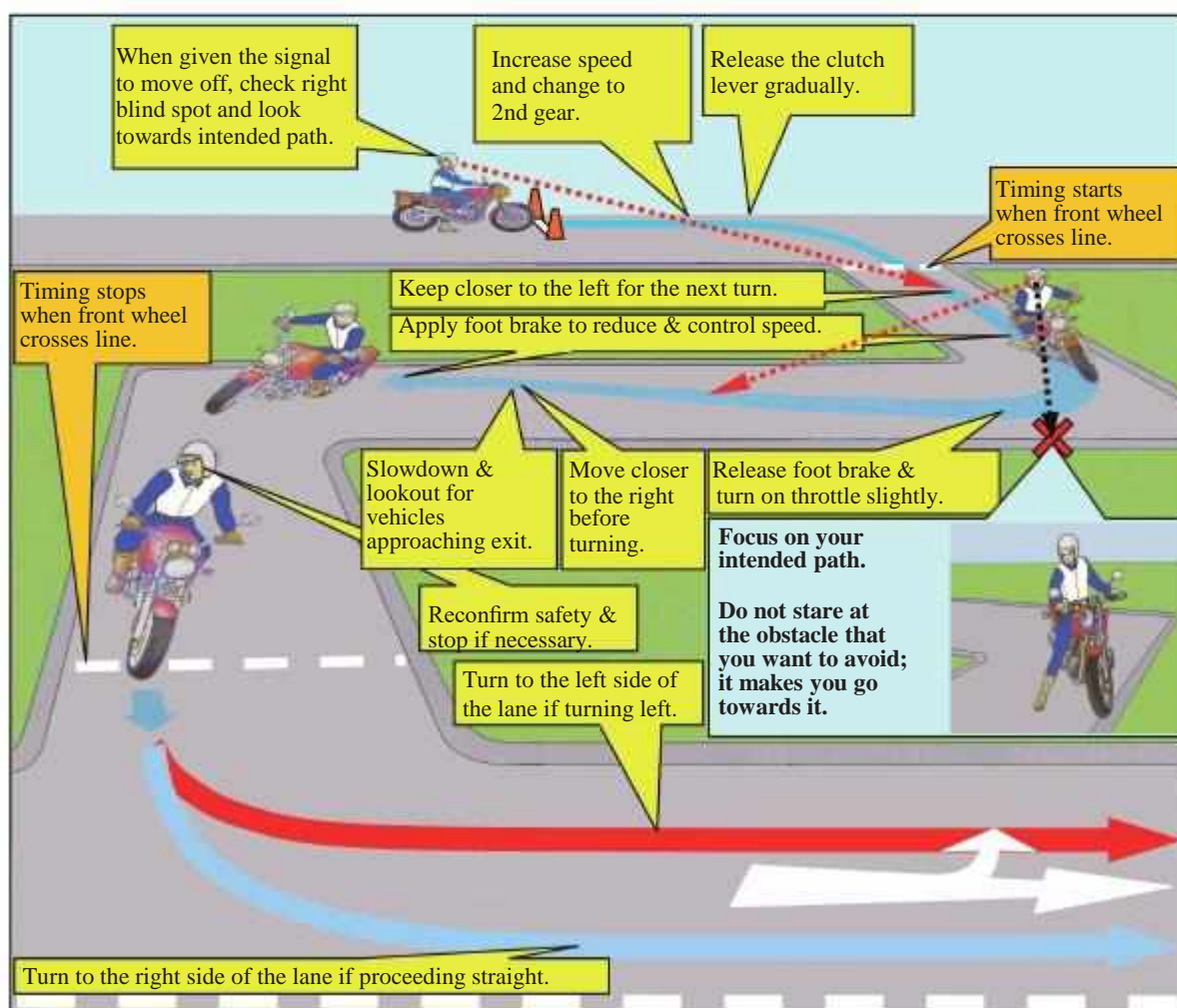
Lean-with

The **lean-with posture** - leaning the body with the motorcycle at the same angle - is recommended for most situations and is considered the safest.

However, there is a limit to how far the motorcycle can bank before the foot peg scrapes the road or the tyres to lose grip when road is slippery (e.g. wet). At this point, it is unsafe to bank the motorcycle any further, as the wheels will lose traction easily.

ii) Crank course.

Training objective: To negotiate right angled turns smoothly in **less than 6 sec. safely.**



Circuit Training Review

Training Objective: To achieve all circuit courses requirements and move from course to course safely, abiding by traffic rules.

i) Review all stage 1 to 4 subjects:

- Training route sector 1 repeat several rounds.
- Training route sector 2 repeat several rounds.

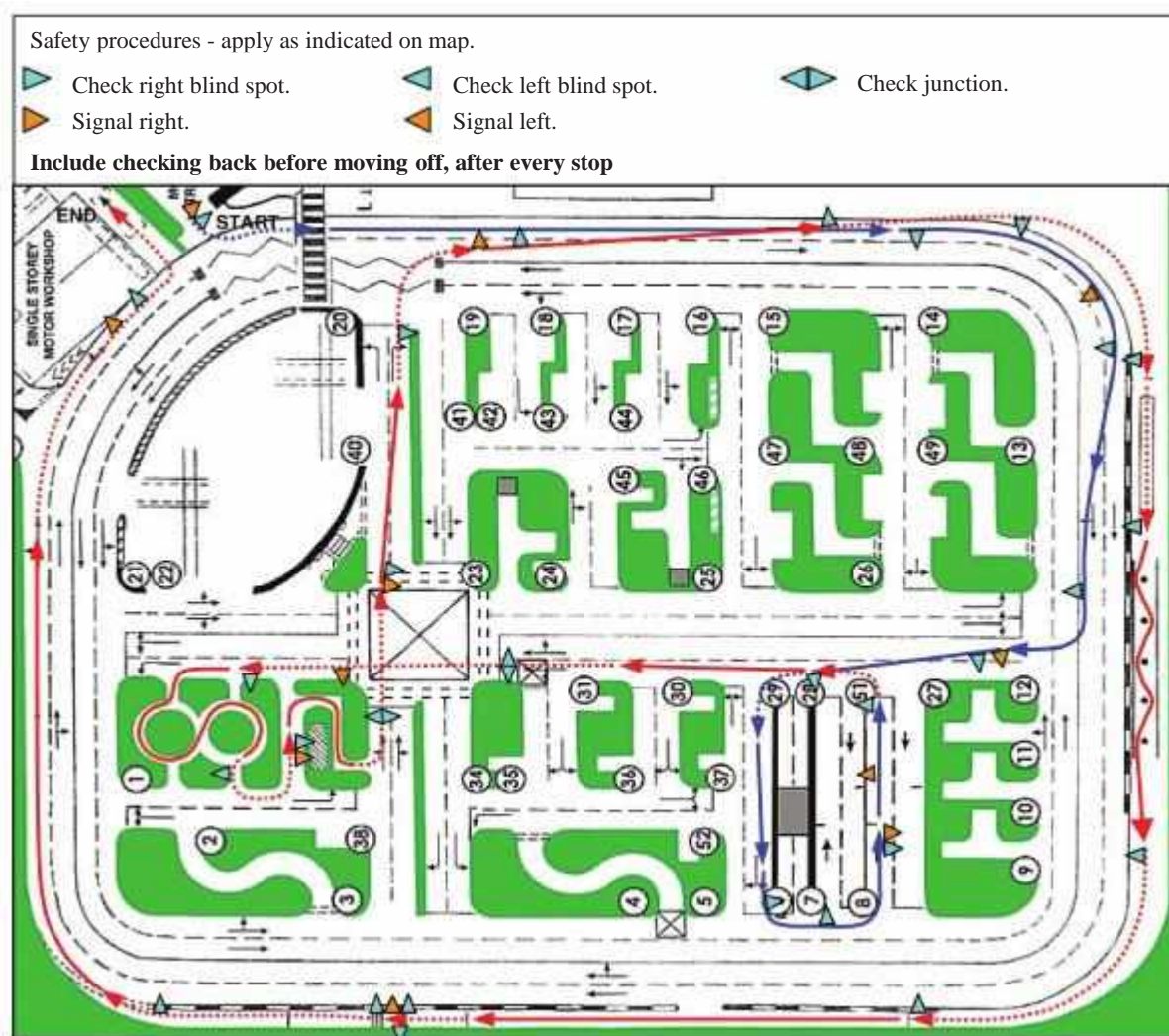
ii) Improve on weak subjects.



5.01 INTRODUCTION OF CIRCUIT TEST ROUTE, PILLION RIDING AND U-TURN

- Training objective:
- i) Familiarize the circuit test route
 - ii) Understand evaluation requirements

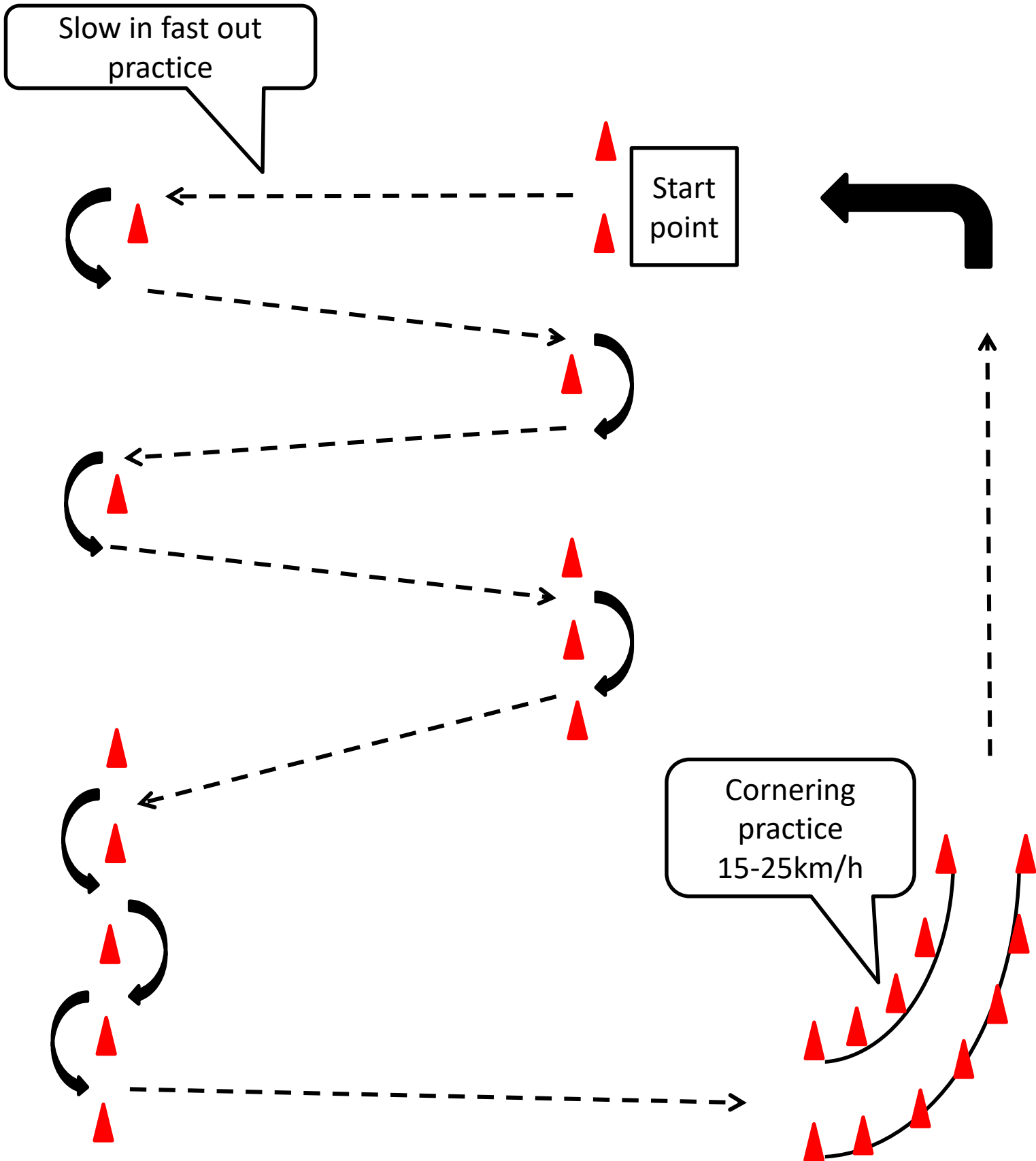
i) Circuit Test Route



ii) Understand of evaluation requirements

Refer to Riding Assessment Checklist page no. 88

Cornering Practice



iii) Basic rules of pillion riding

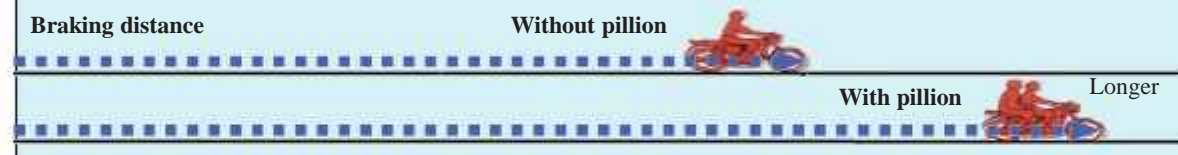
Training objectives: Understand and able to apply the do & don't in pillion riding.

Riding with a pillion and as a pillion.

When a passenger or any additional load carried will alter the behaviour of the bike and compromise its handling. If a passenger shifts around, the motorcycle's handling can be unpredictable. Therefore the rider must experience how the extra load affects the motorcycle and make adjustments to suit and advise his passenger accordingly.

Points to note when carrying a heavy load:

- Weight distribution is shifted backwards – affecting front wheel traction.
- Braking distance is longer (esp. when fast) - it is more difficult to stop.
- Steering response is slower – more effort is required to initiate a turn or change direction.
- Ground clearance is reduced e.g. foot pegs touch ground earlier when turning – limiting banking angle and corner speed.
- The bike is unstable and wanders easily at low speeds - making it harder to track a straight line.
- Harder to move off steadily from standstill and takes longer to increase speed (small capacity bike).



Notes for Riders



- Inform the pillion of the dos and don'ts.
- Avoid any communications.
- Apply the front brake when the passenger mounts/dismounts.
- Adjust the suspension and increase tyre pressure if necessary to handle the additional weight.
- Check and adjust the mirrors after your passenger is seated on the bike with you.

- Ride at a slower pace, especially when taking corners, going over bumps and uneven surfaces.
- Start slowing down earlier than usual when stopping.
- Maintain a larger cushion of space from other vehicles.
- Wait for larger gaps to cross, enter, or merge into traffic.
- Be smooth when braking, shifting gears and accelerating.

A smooth and relaxed ride with few surprises creates confidence in the pillion and helps reduce rider effort in handling the motorcycle.

Advice for pillion.

- The pillion's main responsibility is to remain as neutral as possible to avoid destabilizing the bike.
- Inform the rider before getting on the bike - only after the bike is started and the rider is ready.



Sit too far back



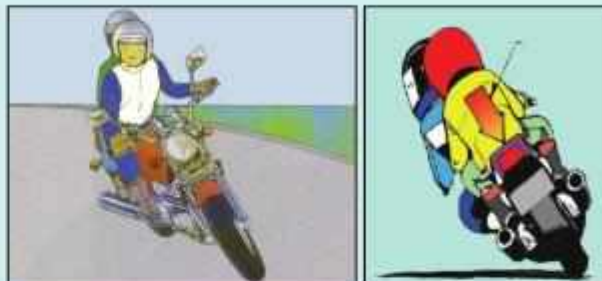
- Sit close to the rider with the knee pressed against the rider's hip and hold the rider by the waist.
- Keep both feet on the foot pegs at all times and keep legs away from the exhaust pipe.
- Relax and look over the shoulder of the rider. Watch traffic/road conditions to prepare for a turn, and anticipate any sudden acceleration or deceleration.



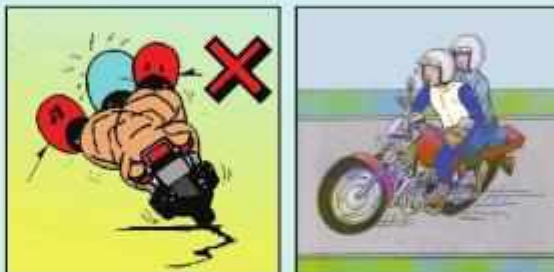
- During braking, prepare yourself by gripping the rider's hips with your thighs and leaning your body backwards slightly to stop yourself from sliding into the rider's seat.
- During acceleration, hold on to the rider and lean forward slightly.



- A bike leans into a turn. Stay directly behind the rider, lean with the bike but don't do it deliberately. Just relax and go with the bike, avoiding any unnecessary motion.



- Should the pillion bank away from the rider, the bike will wobble and lose stability.

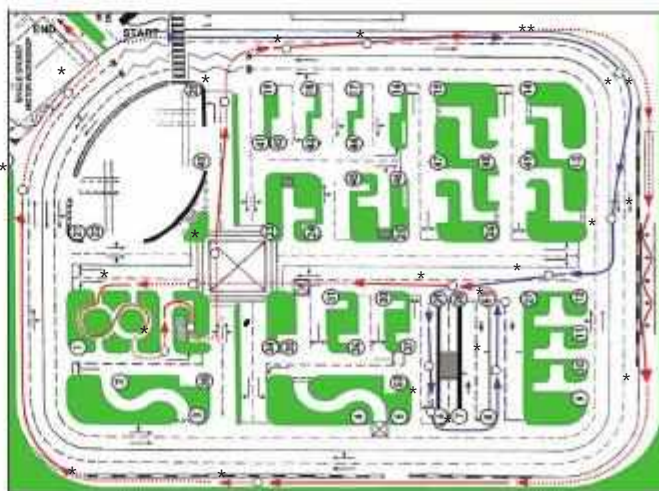


- Don't forget at high or low speeds.
- If your rider is filtering through traffic, remember that the bike is harder to handle at low speeds, so the less movement you make will help steady the bike.
- Don't distract the rider whilst moving. They need their concentration on the road. Avoid talking or moving when the bike is in motion.
- Signal the rider to slow down or stop if you are uncomfortable.
- Don't get off the motorbike until the rider has both feet on the ground and is aware of your intend.

Practice

Pair up and apply the above mentioned advice to ride through the circuit test route safely.

- Switch roles after completing each route.
- Focus on smooth steady progress, course requirements i.e. timing, speed & braking distance are secondary.



5.01 PILLION RIDING ON CIRCUIT TEST ROUTE

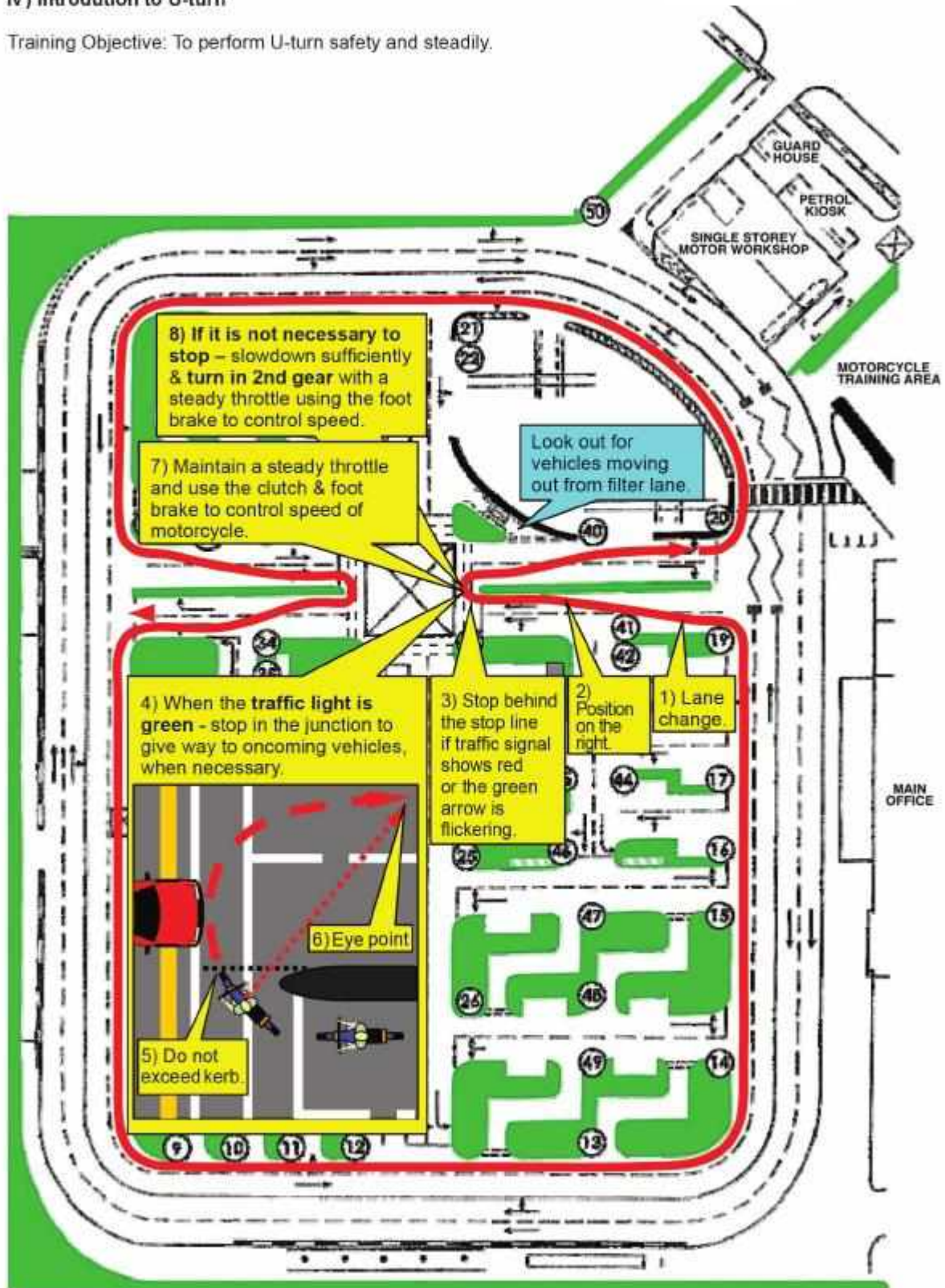
Training objectives: Able to through the test route with a pillion



Note: Check junction left & right when approaching and before proceeding after traf c lights turn green.

iv) Introduction to U-turn

Training Objective: To perform U-turn safety and steadily.



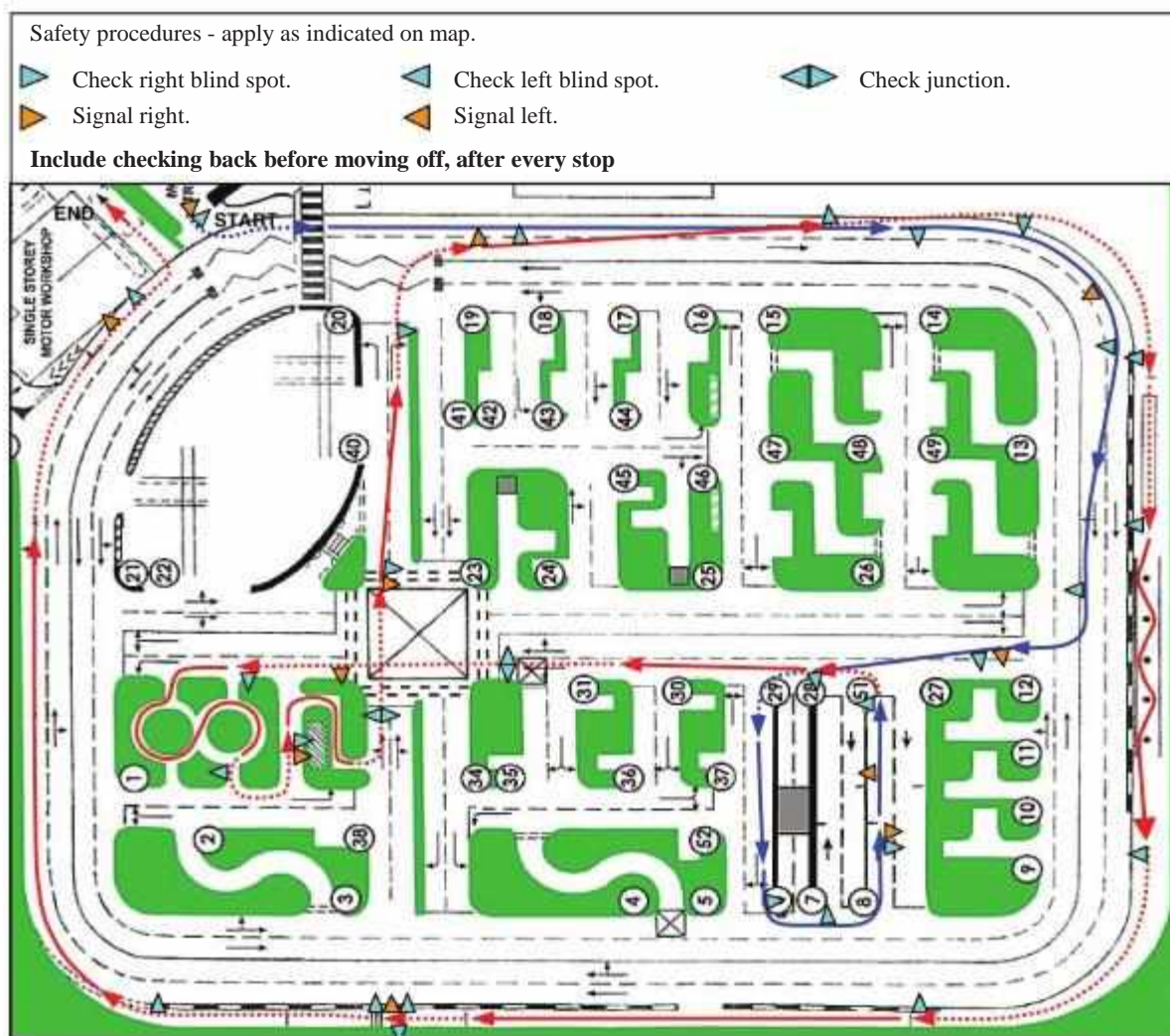
5.02 CIRCUIT EVALUATION

i) Circuit assessment accordance with Riding Assessment Checklist.

Training objective: To complete the circuit test route with **less than 18 demerit points** and **no immediate failures** in accordance with riding assessment checklist. (on page 88)

- Warm up round - go through the evaluation route once.
- Briefing – take note of evaluation requirements & mistakes made during warm-up round.
- Evaluation – **less than 18 demerit points** and **no immediate failures** to pass.

Evaluation course - Circuit Test Route.



Note:

- Passed Riding Theory Test (valid for 1 year from day of passing).
- Provisional Driving Licence (PDL) valid for 6 months only.

6.01 INDEPENDENT RIDING IN LIGHT & MEDIUM DENSITY TRAFFIC

i) Pre-ride checks.

- a) **Motorcycle** (refer to lesson 1.01 pre-ride check).
- Lighting, valid road tax disc, L-plates etc.

Practice:

- Applying the horn (use to warn others)
- Flashing the high beam (use to capture attention or as a warning signal)
- Using the kick-starter to start engine (in case electric starter fails).

Change another motorcycle if it is not road worthy.

b) Rider

- Identification Card (NRIC) or Passport & Valid Provisional Driving Licence (PDL)
Rider will not be allowed to ride on public roads without the above mentioned documents.
- Physical fit (fatigue, alcohol consumption etc.)
Rider will be barred from taking lesson (including circuit training) if he is not in the condition to ride safely.

ii) Riding in observance of Traffic Rules.

Training objective: To ride according to traffic rules and regulations.

Judgement of speed and distance.

A good judgement of your travelling speed and distance from other road users is needed for a rider to regulate speed for smooth flow and interact with other road users safely.

Example 1

Taking too long to pick-up speed is considered **too slow** if the road ahead is clear.

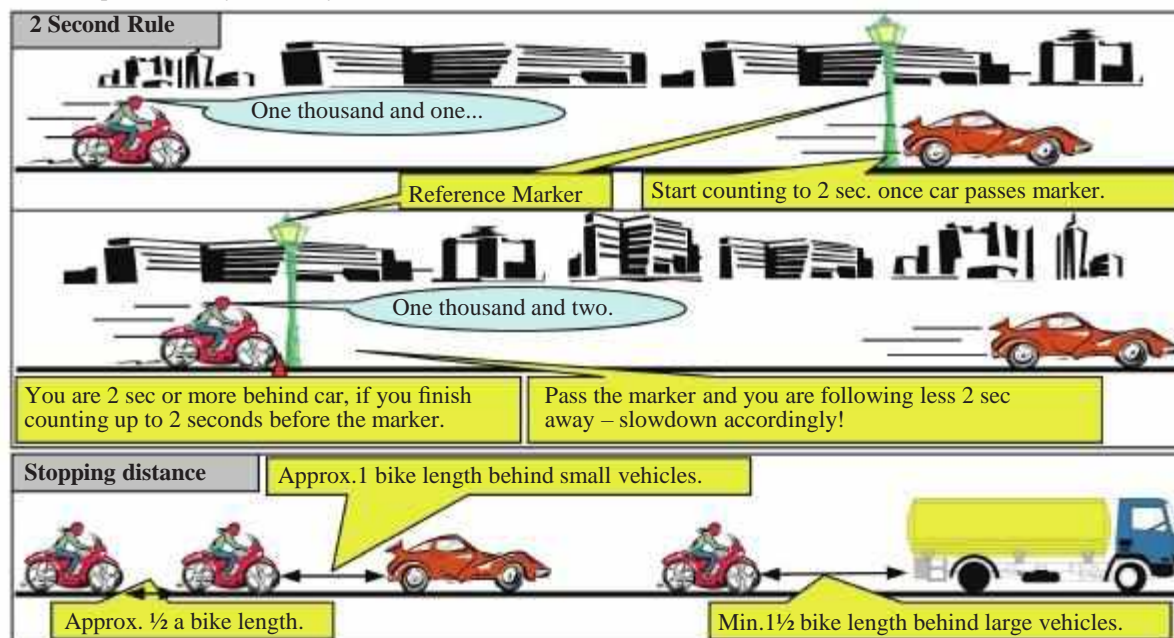
Example 2

On the other hand riding **too fast** if there is an obstruction ahead is also dangerous.

Tip General rule: Accelerate briskly to the speed limit when it is safe.
Slowdown when approaching hazards.

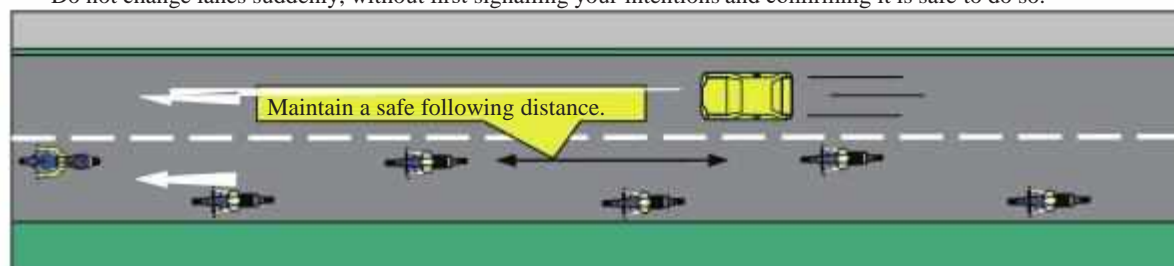
Following and stopping distance.

Always keep a safe following distance of at least 2 seconds behind another vehicle to react and stop safely during emergencies. Increase following distance to at least 4 seconds when conditions are unfavourable e.g. wet road, poor visibility or when you are tired.

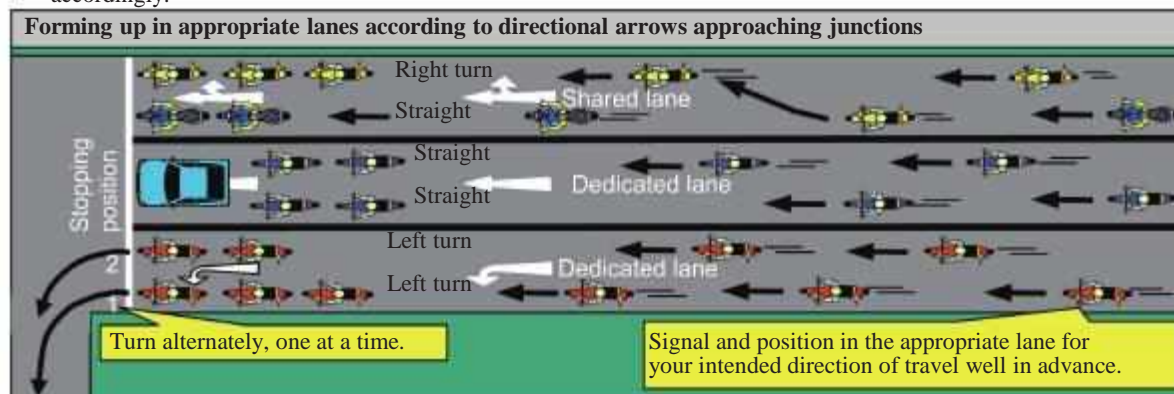


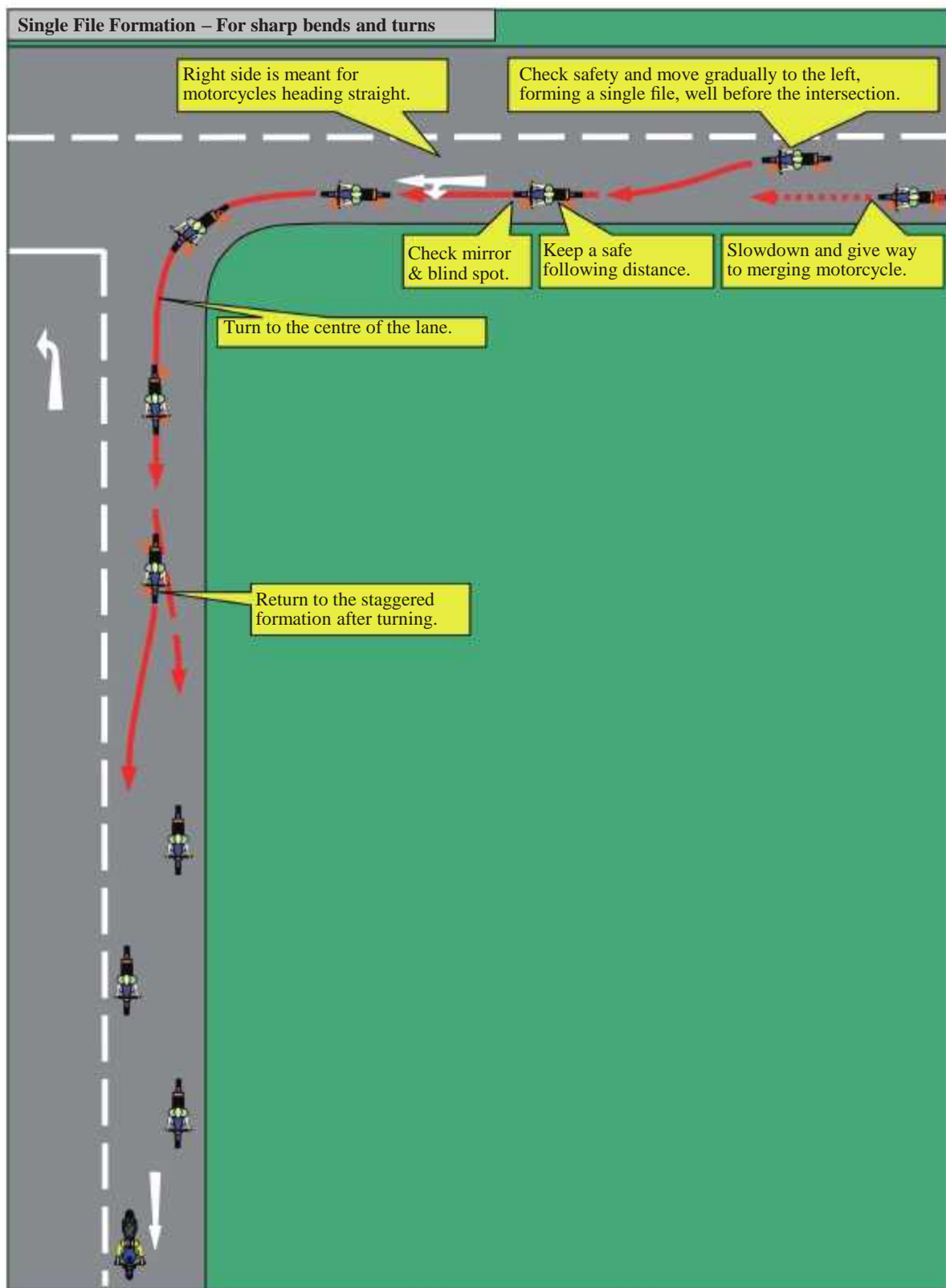
Lane discipline.

- Always keep left whenever possible - leave the outer lane clear for overtaking or emergency vehicles.
- Do not change lanes suddenly, without first signalling your intentions and confirming it is safe to do so.



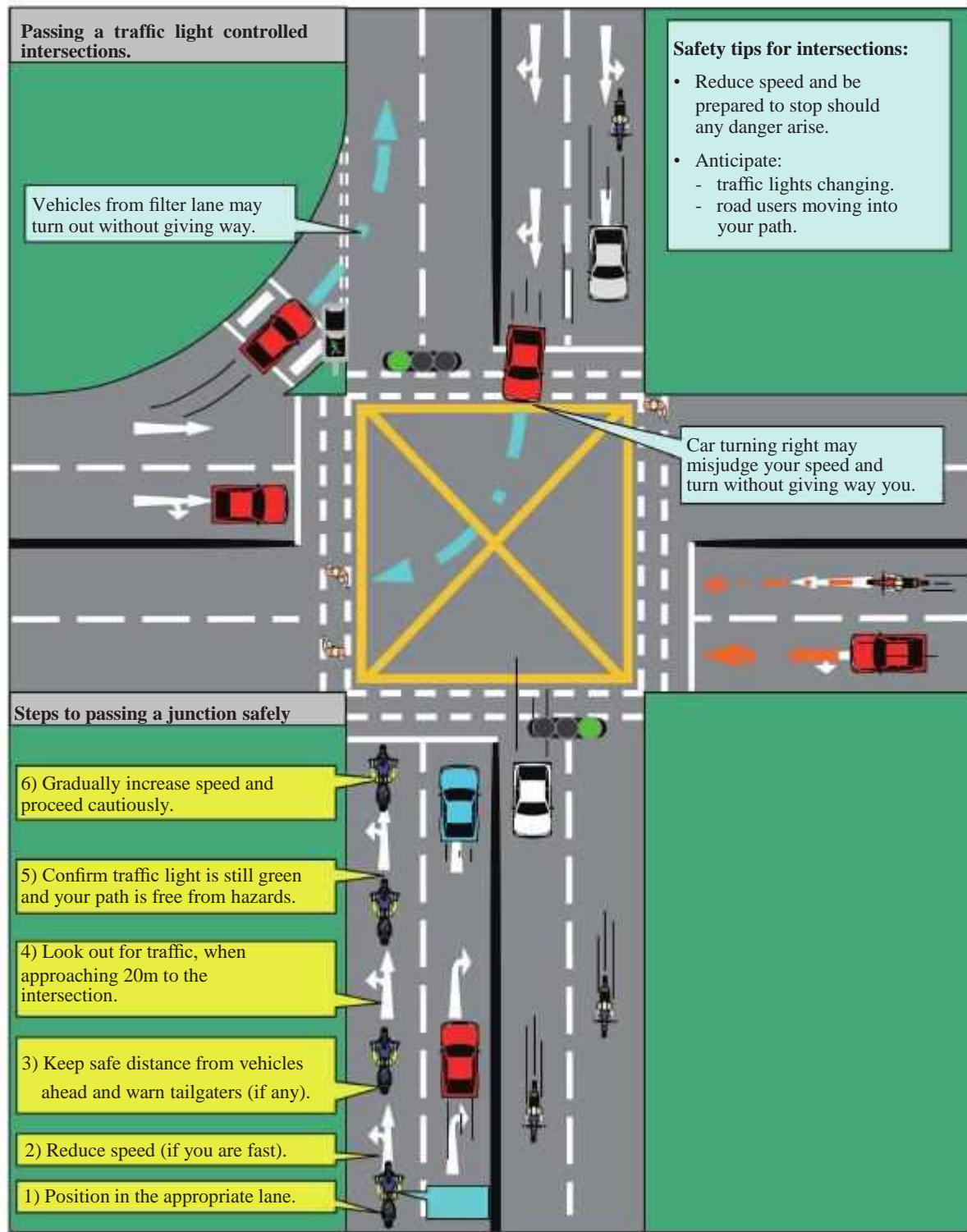
- Obey the directional arrows marked on the lanes, signal your intention early and position in the correct lane accordingly.





Passing intersections.

One third of all traffic accidents occurred at or near intersections simply because it is where road users converge and meet. Always abide by the rules and be ready of those who don't.



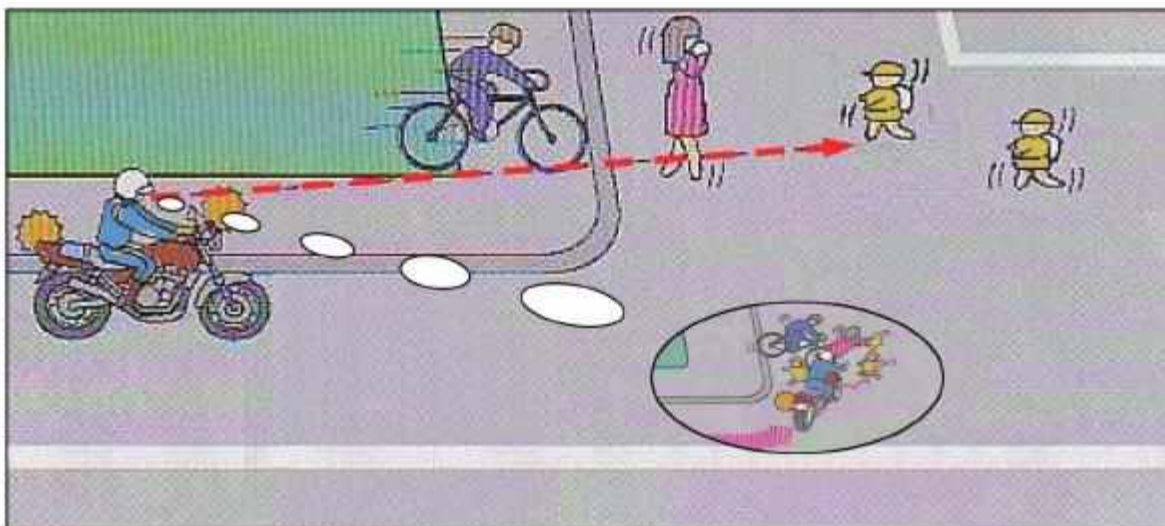
iii) Protection of pedestrians.

Training objectives: To keep a safe gap from pedestrians when passing them.
To give way to pedestrians at pedestrian crossings.

Characteristics of pedestrians.

A large portion of pedestrians, especially those who do not drive/ride, are clueless to the;

- Traffic flow – they may not be aware of directions from which a vehicle can be traveling and fail to check before crossing the road.



Accidents involving pedestrians often result in serious injury or even death. It is your responsibility to ride cautiously!



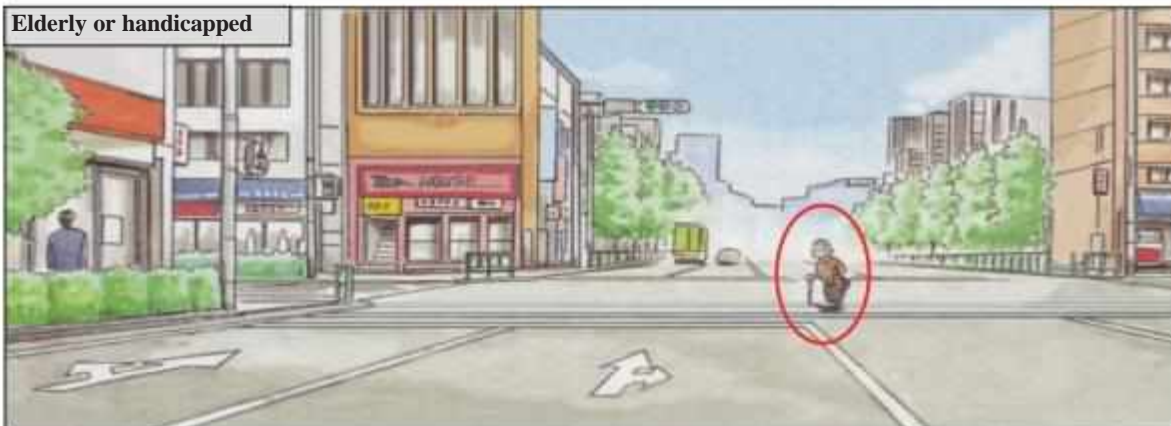
Safety precautions.

Young children



Children may just dash across the road without checking. Their small built and fast movements make them difficult to spot. Be alert and careful when riding in residential areas, school zones or when they are spotted near the road.

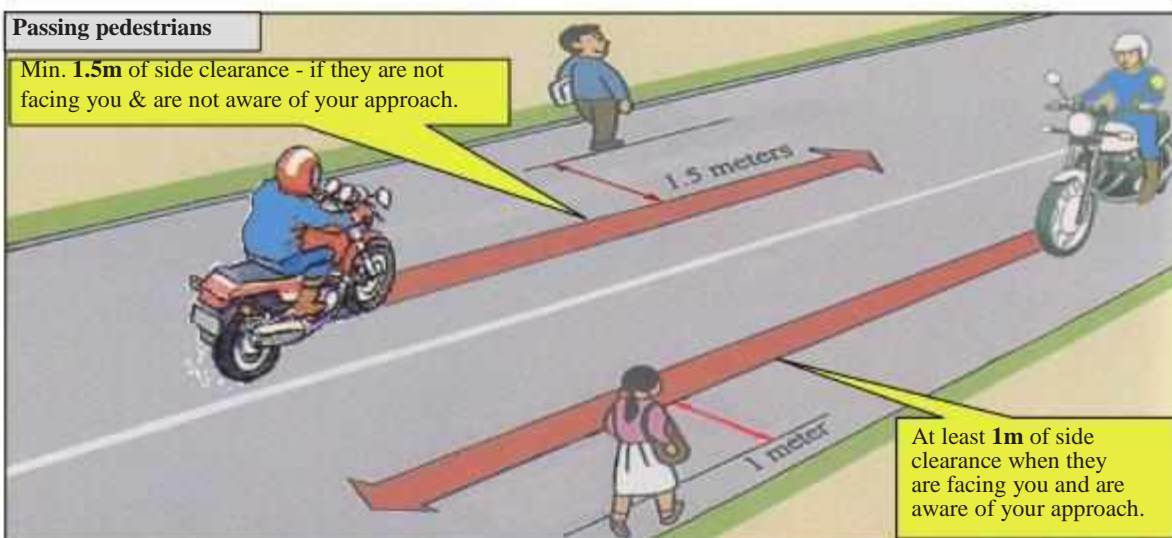
Elderly or handicapped



The elderly needs more time to get across the road as they are physically weaker. Their hearing and vision also deteriorates with age – making their judgement of your speed and distance inaccurate. **Always be ready to give way and stop, if necessary, when they are in your path.**

Passing pedestrians


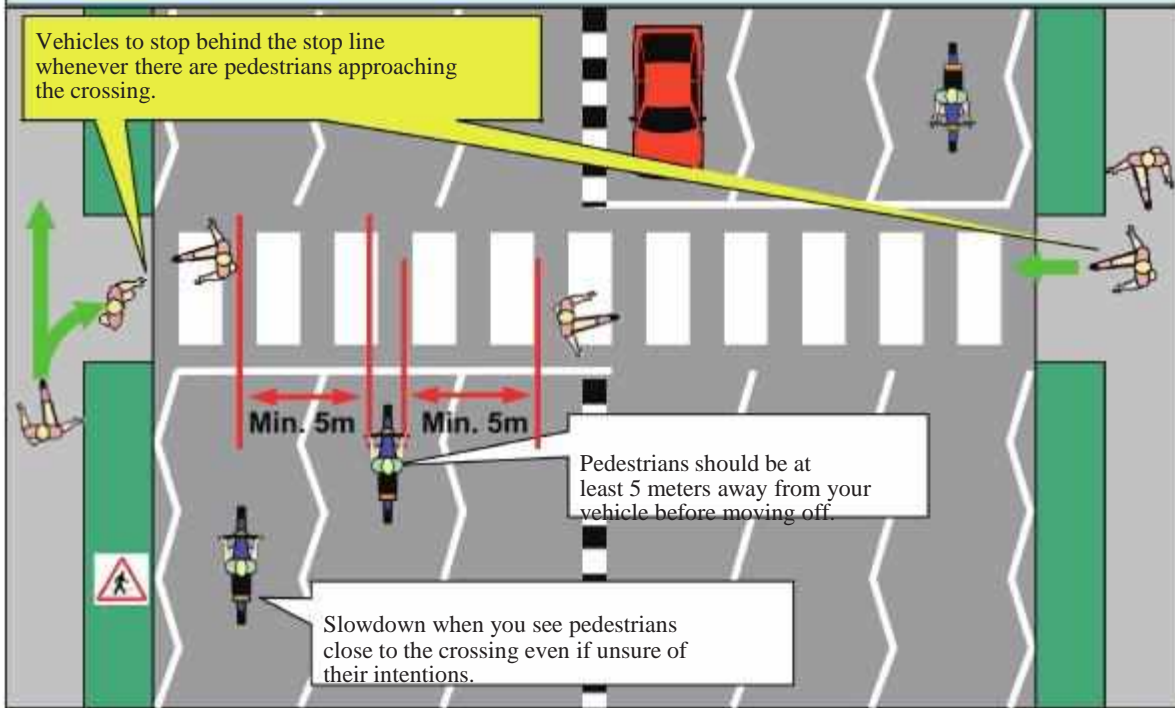

Min. **1.5m** of side clearance - if they are not facing you & are not aware of your approach.



At least **1m** of side clearance when they are facing you and are aware of your approach.

Always maintain a safe clearance when passing pedestrians.

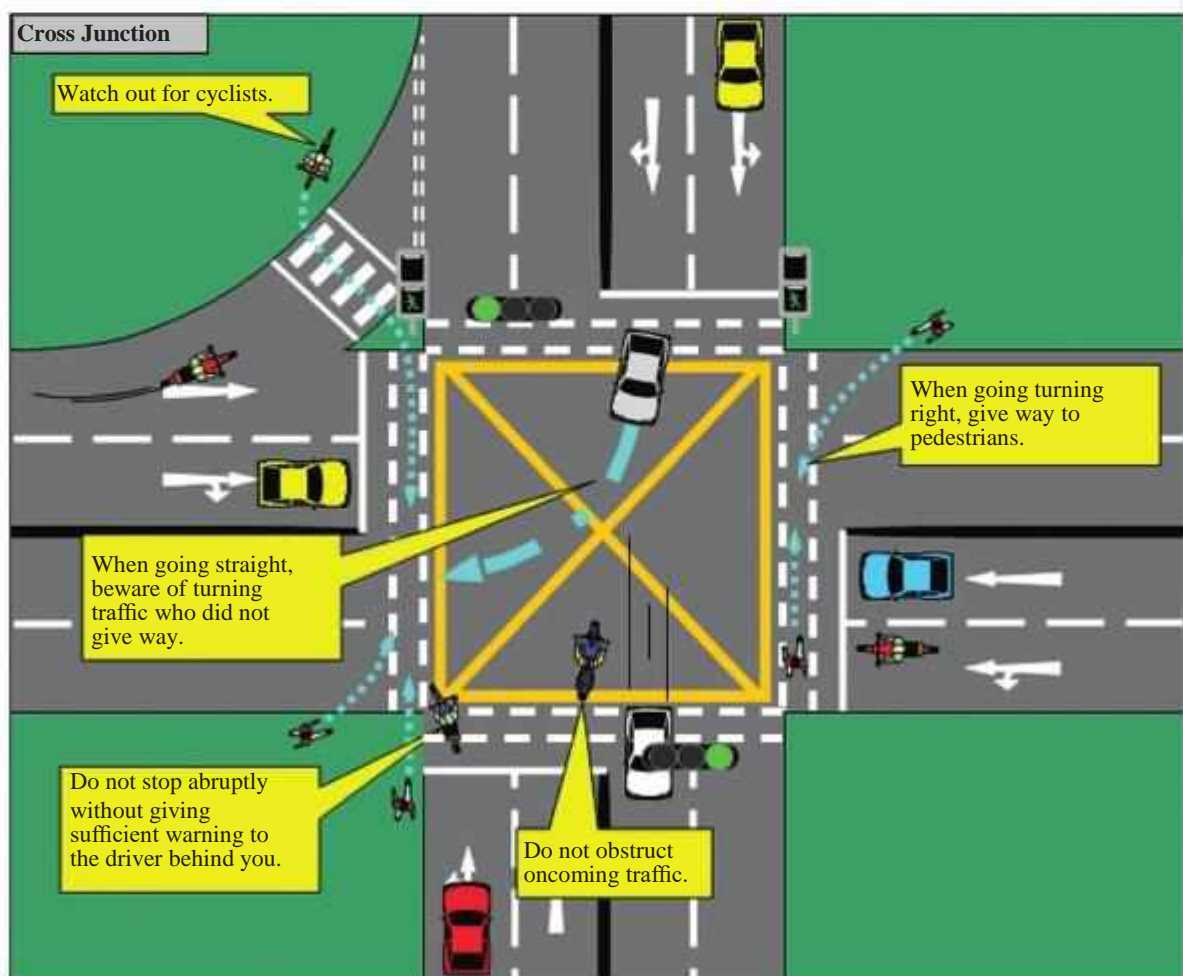
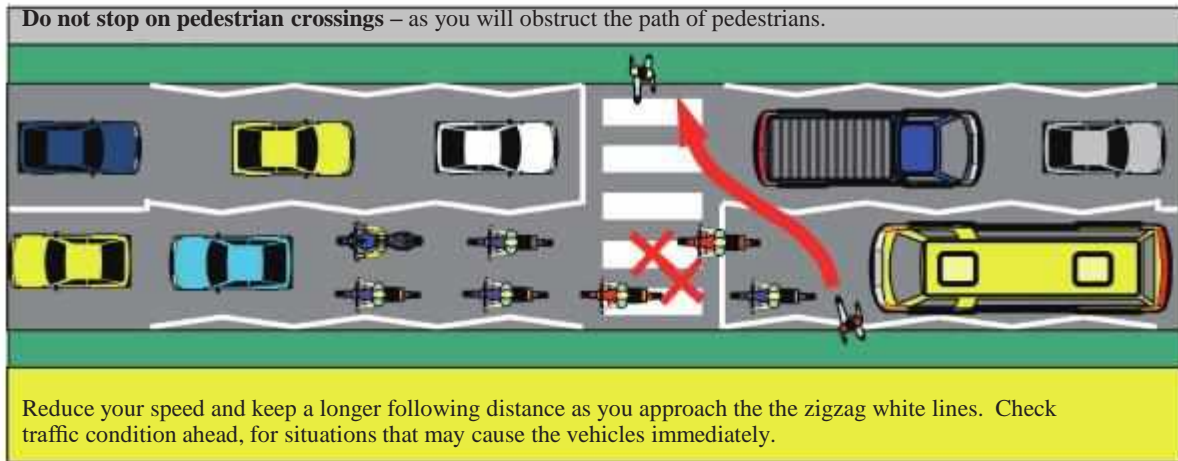
Types of pedestrian crossings.

<p>Raise zebra crossing</p>  <p>Approach cautiously and reduce speed regardless of the presence of pedestrians.</p>	<p>It is constructed over a hump to restrict the speed of passing vehicles and is indicated by the words "SLOW X-ING AHEAD" marked on the road before the crossing or the yellow checkered boxes.</p>
<p>Giving way to pedestrians at crossings.</p>  <p>Vehicles to stop behind the stop line whenever there are pedestrians approaching the crossing.</p> <p>Min. 5m Min. 5m</p> <p>Pedestrians should be at least 5 meters away from your vehicle before moving off.</p> <p>Slowdown when you see pedestrians close to the crossing even if unsure of their intentions.</p>	
<p>Signalized pedestrian crossing (Red and Green Men Crossing)</p> 	<p>When pedestrians are spotted around the vicinity, slow down and prepare to stop as traffic signal may be changing soon.</p>

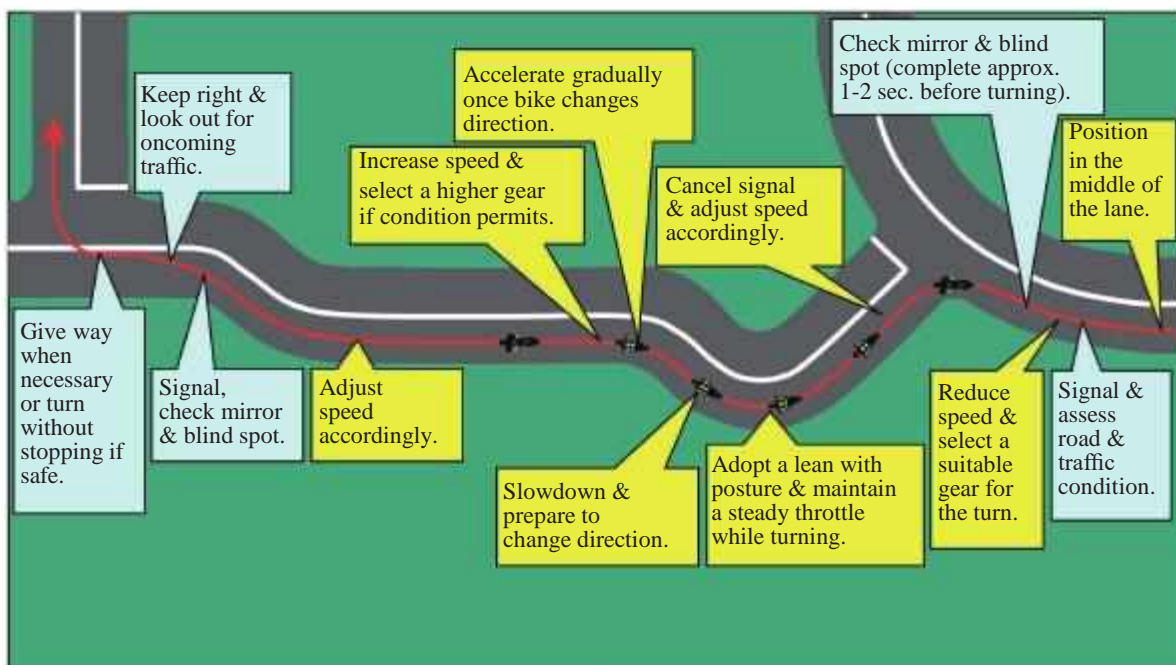
Note: Failing to stop and give way to pedestrians using designated pedestrian crossings is a major (immediate failure) offence.

Stopping position.

Always stop before the stop line when giving way to pedestrians.



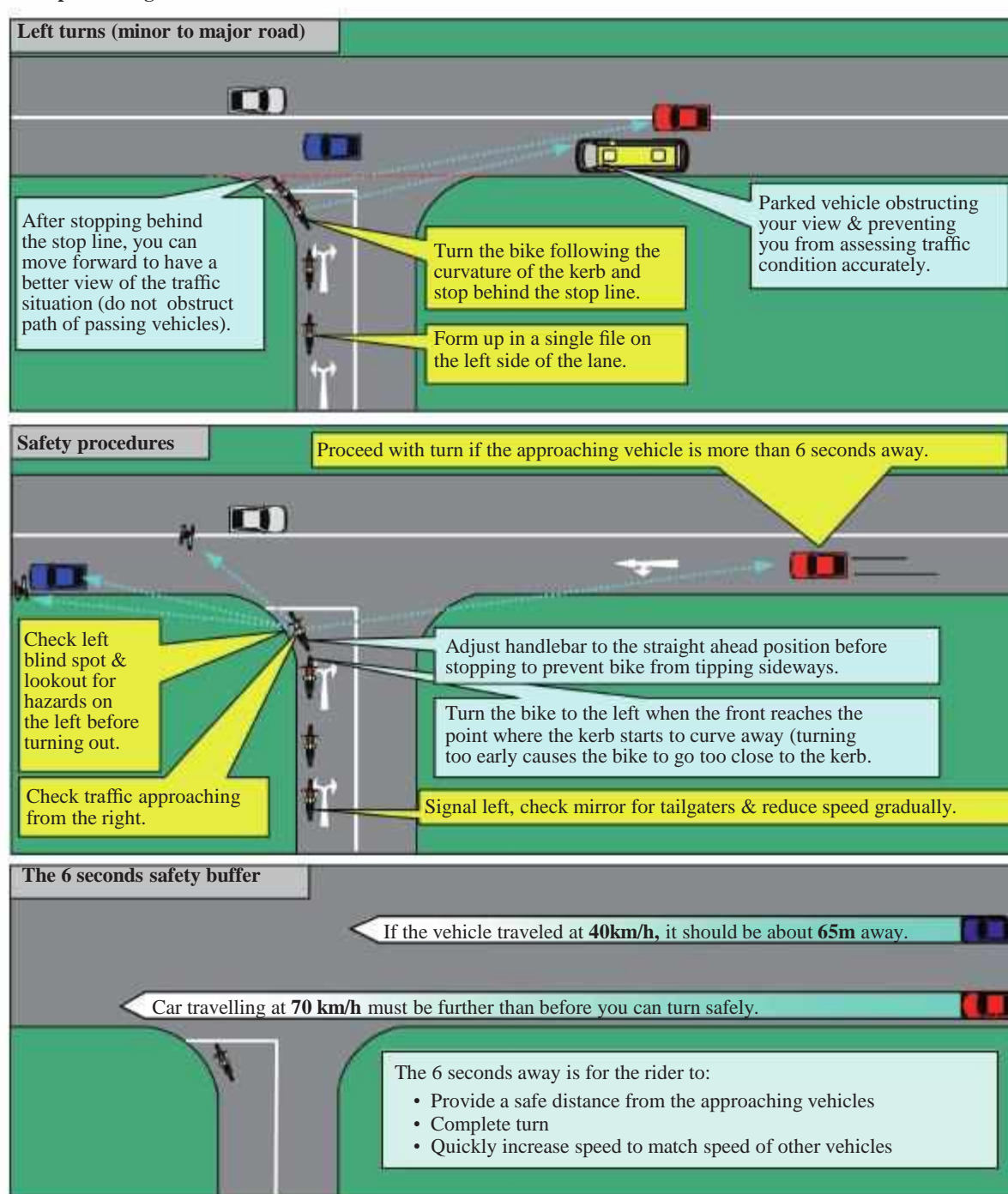


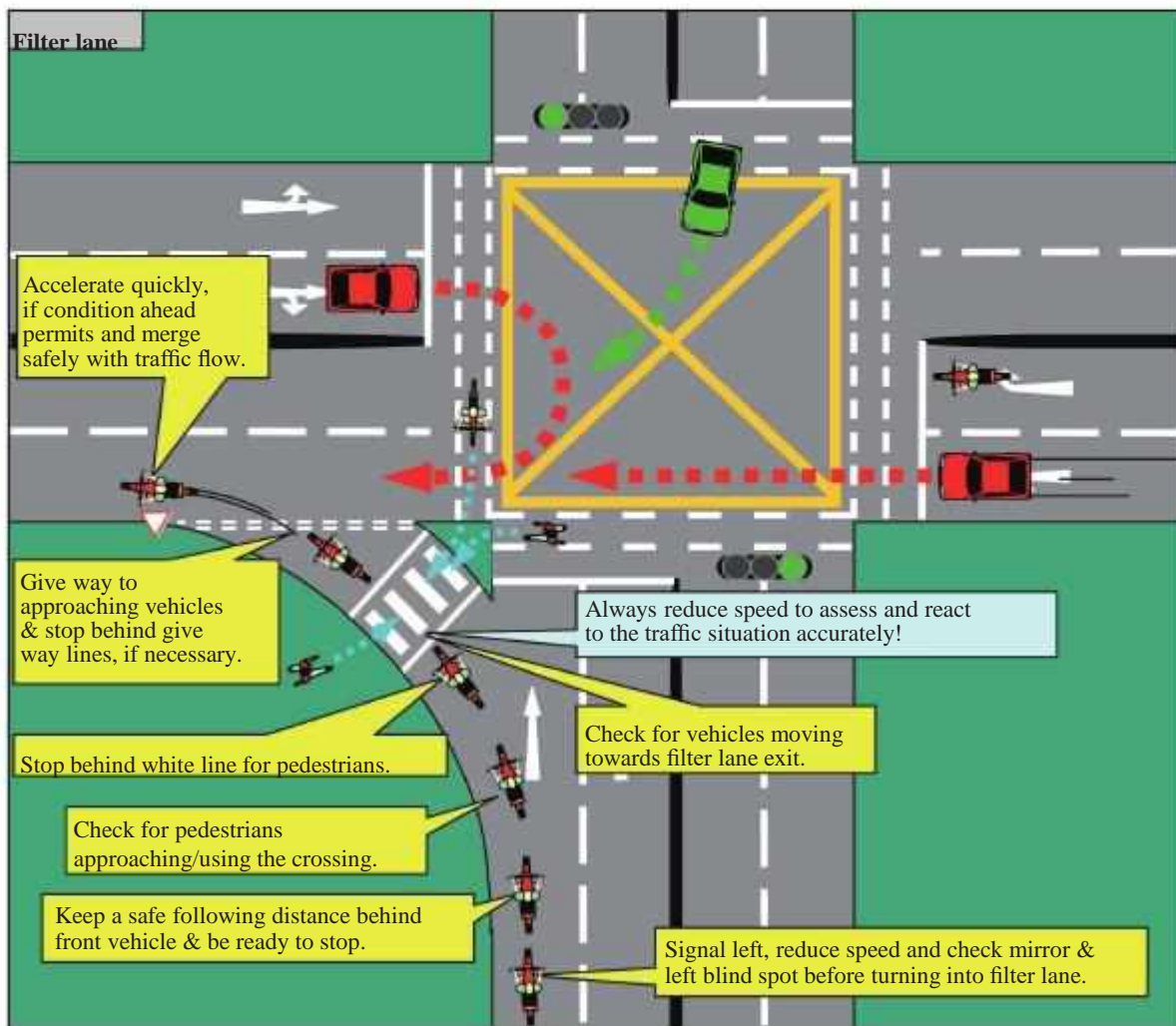
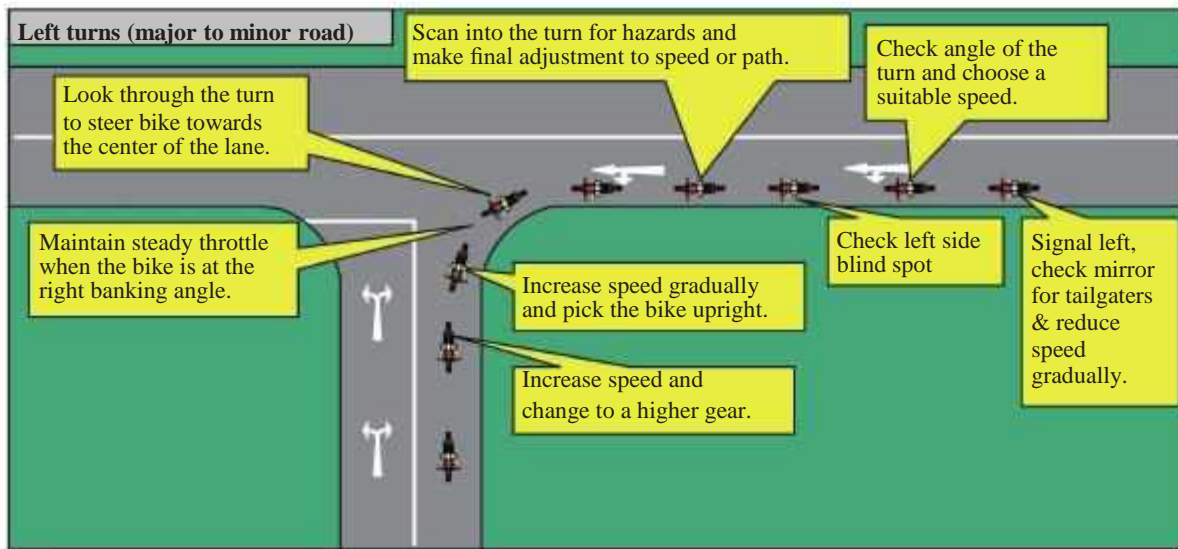


v) Left turns and filter lanes.

Training objective: To negotiate left turns smoothly with proper speed regulation and vehicle positioning.

Road positioning.

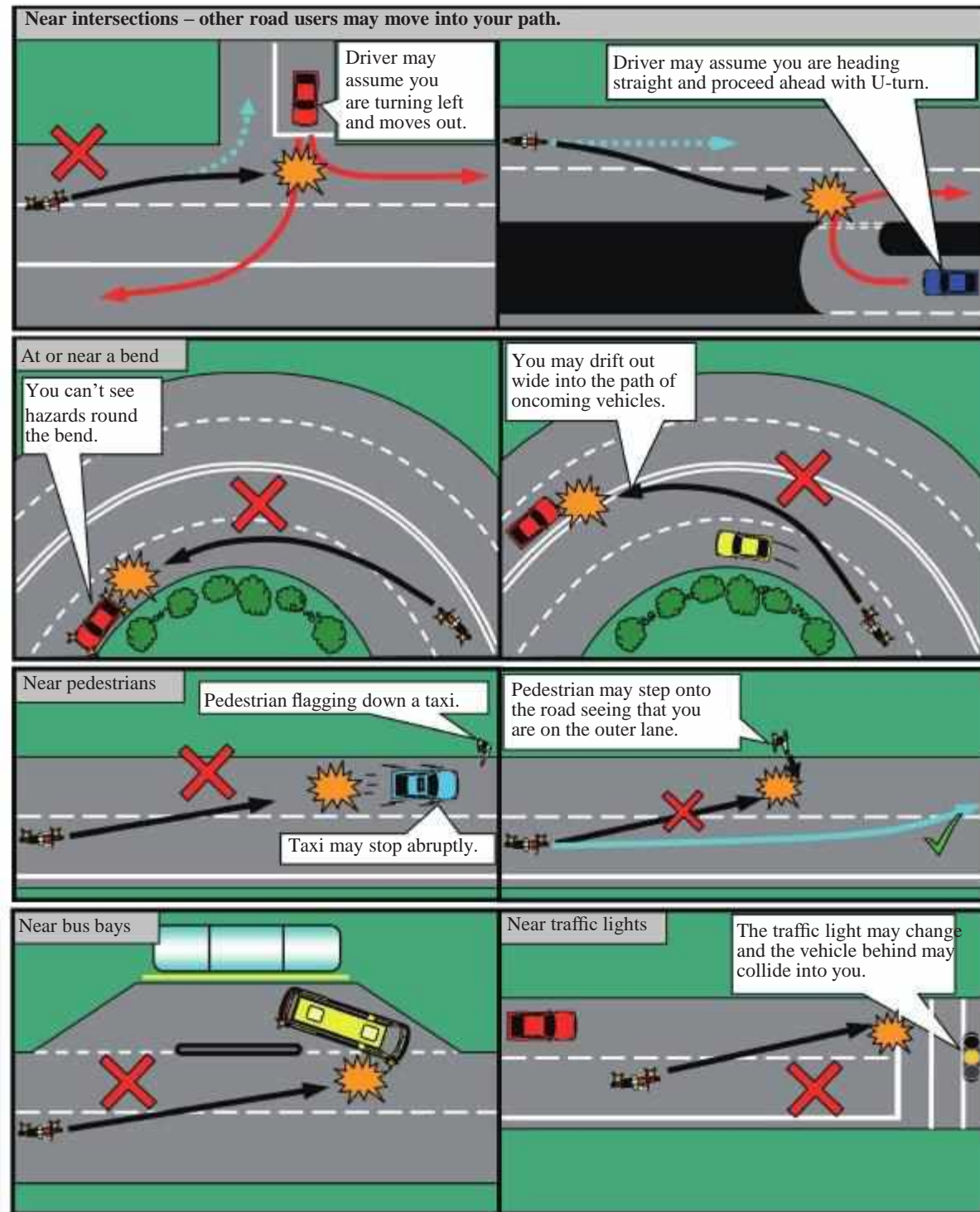




vi) Lane change and right turn.

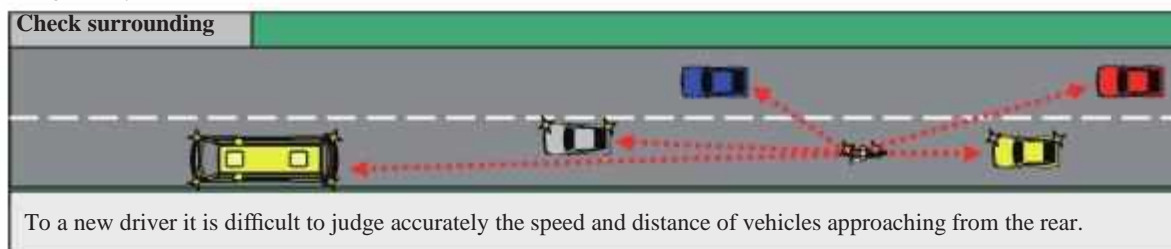
Training Objectives - Judge the speed & distance of approaching vehicles to change lanes safely.
 - Negotiate right turns smoothly with proper speed regulation & positioning.

Safety precautions – Areas and situations to avoid when making lane change, for example:



Judgment of speed and distance of front and rear vehicles.

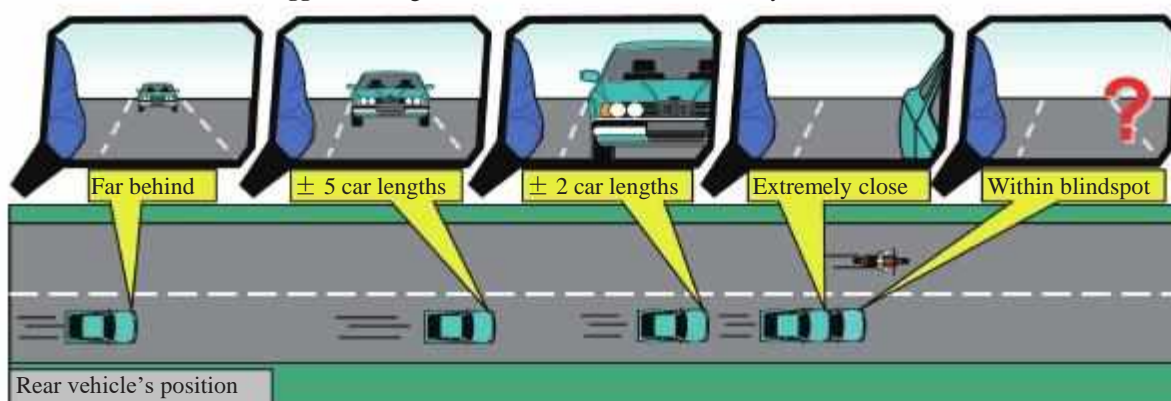
A good judgement of the traffic and road conditions around you is the most important factor to make a lane change safely.



Reading the mirror.

Distance of vehicle behind yours can be judged by the size of the vehicle's image in the mirror i.e.

- The **smaller** the image = the **further** the vehicle is behind you
- The **bigger** the image = the **closer** the vehicle is behind you.



Speed of the vehicle behind you (relative to your travelling speed) can be estimated by the rate of change in size of image, in the mirror.

Size of vehicle's image	Speed of vehicle	What it means to you
Image size is small and constant (no change)	The vehicle is travelling at the same speed as yours.	Safe. Accelerate & move out.
Image grows bigger	The vehicle is faster than you are.	Not safe, let it pass and look for another opportunity.
Image stops 'growing' (no change)	The vehicle's speed is maintained.	Driver may be giving way to you. Double check, accelerate & move out.
Image gets smaller	The vehicle is reducing speed or you are faster than it is.	Safe to move out.

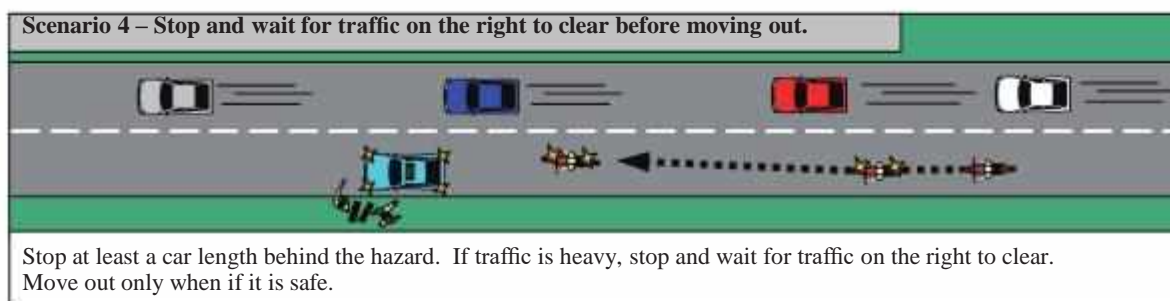
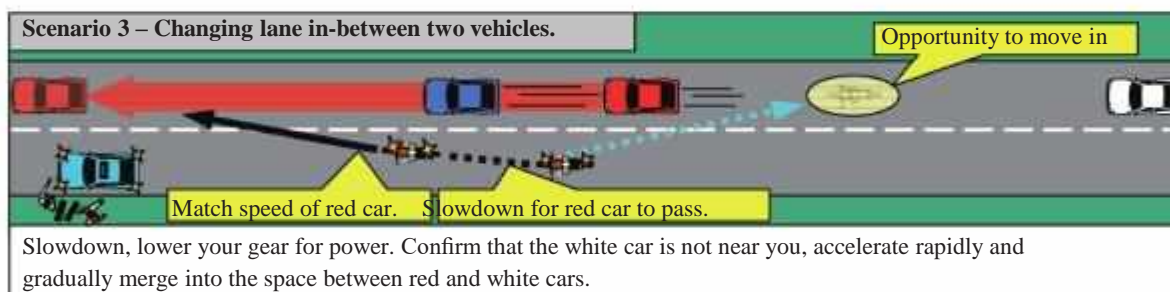
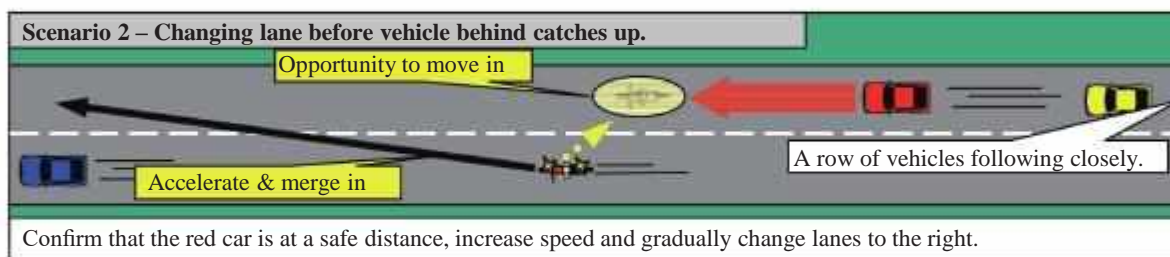
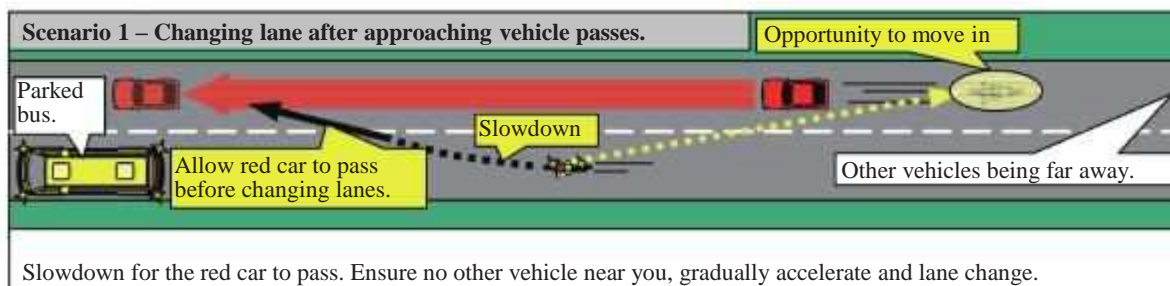
Note: Looking into the mirror takes your attention off the road ahead and is dangerous, but it can be far worst if you fail to consult the mirror and blindly move into the path of another vehicle. You should,

- Plan ahead for the lane change and not wait till the very last moment
- Before checking mirror & blindspot;
 - Be aware of the traffic & road condition ahead
 - Keep a minimum following distance of at least 2 seconds from vehicle ahead
- Never look at the mirror longer than a second – take several quick glances instead.

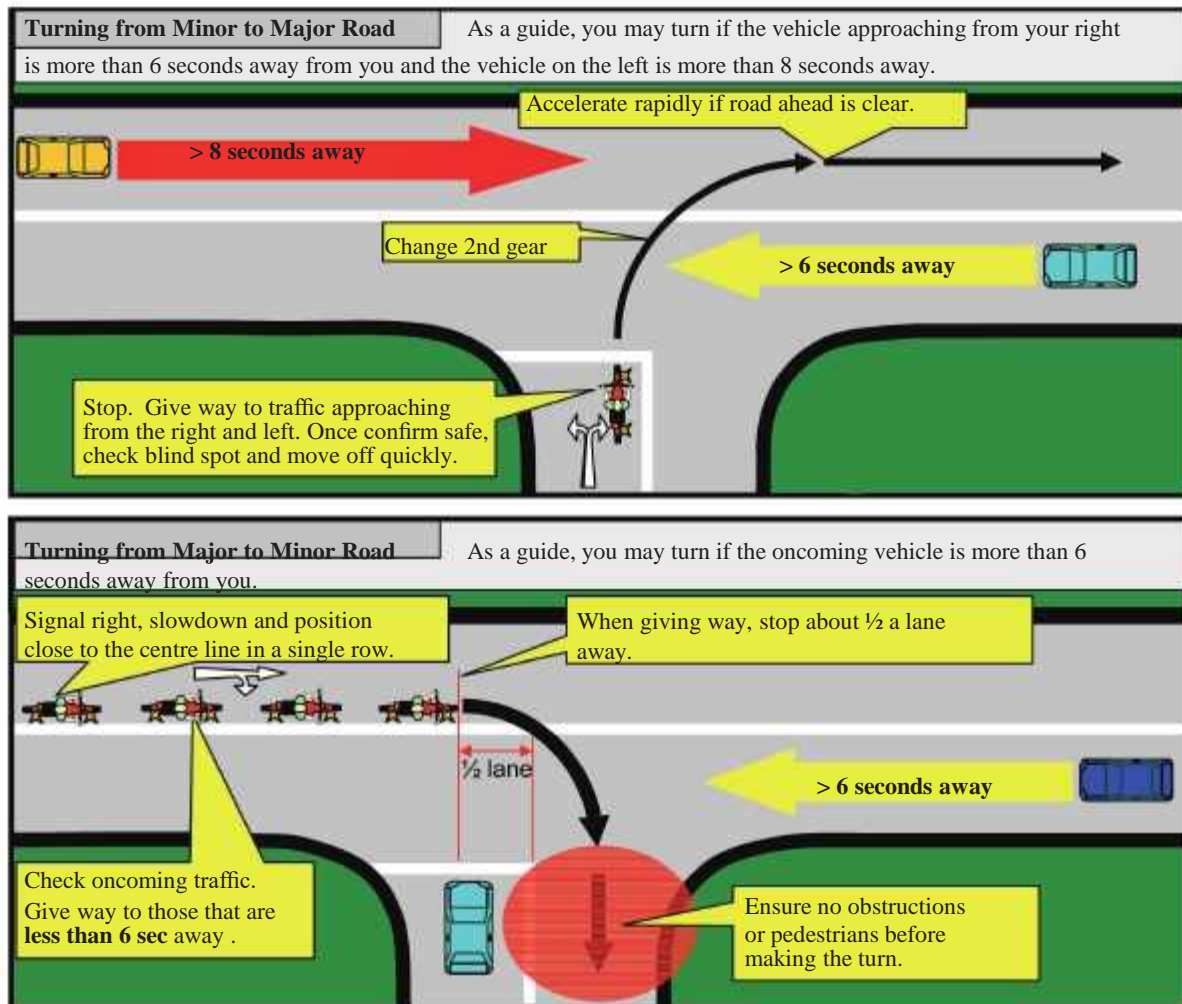
Regulation of speed.

After gathering information of the traffic and road condition around you, the next step is to adjust the speed of your motorcycle according to the flow of traffic and space available, to successfully change lanes safely.

Adjusting speed and identifying opportunity to lane change.



Right turn - Regulating speed, Road positioning & Safety procedure

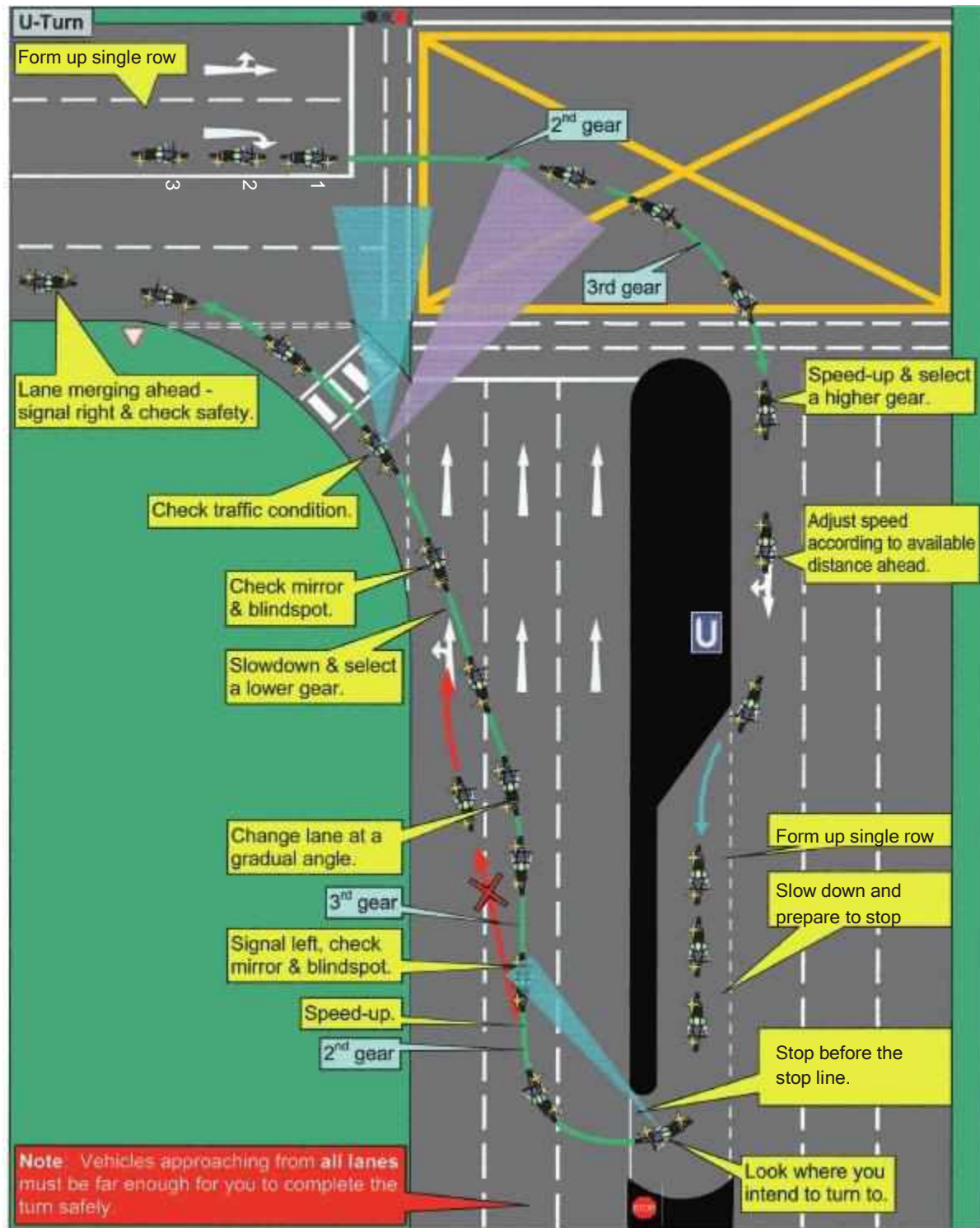


vii. Human Perception, Judgement & Reaction

7.01 INDEPENDENT RIDING IN LIGHT & MEDIUM DENSITY TRAFFIC

- i) **U-turn** – Road positioning, safety procedures and speed adjustment.

Training objective: To negotiate U-turn smoothly with proper positioning and speed control.



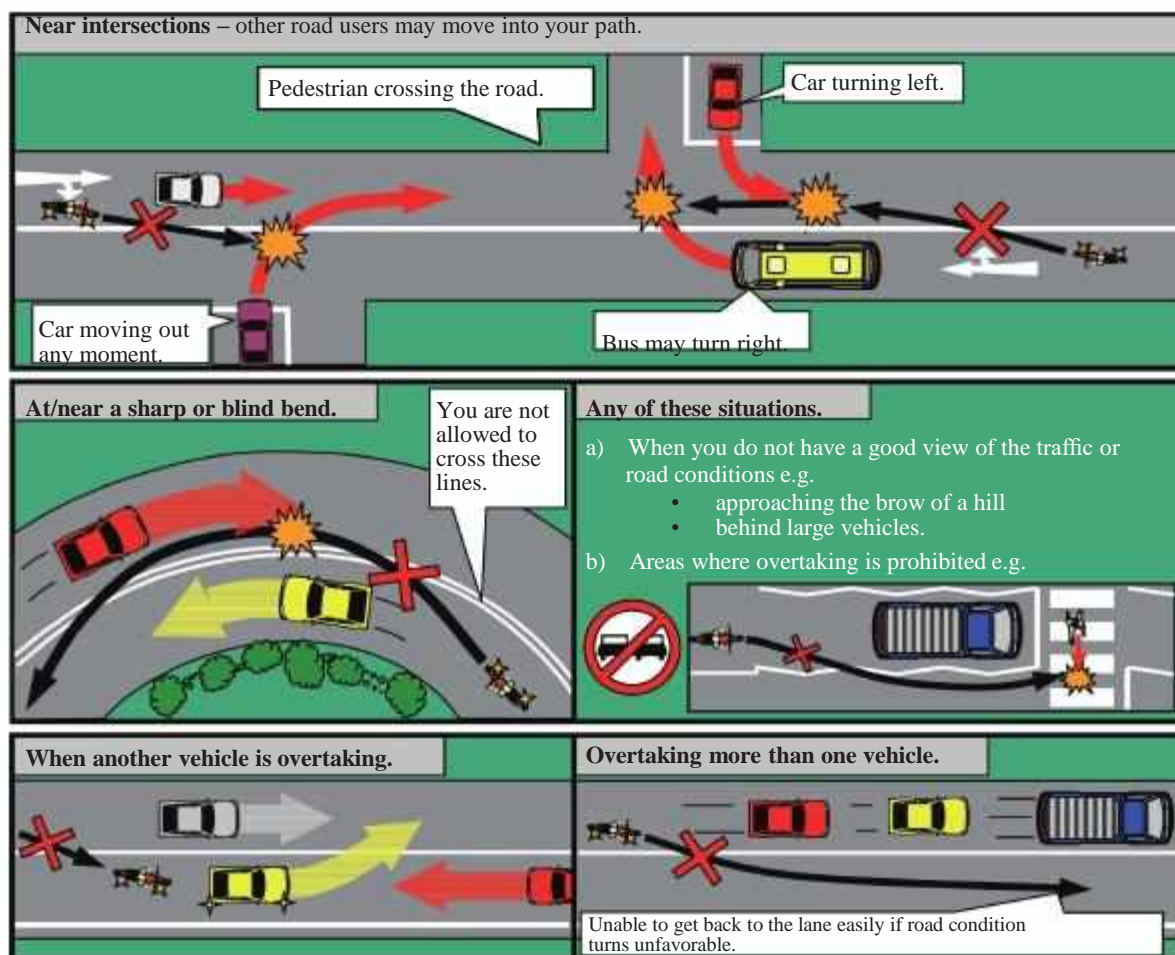
ii) Overtaking.

Training objectives:

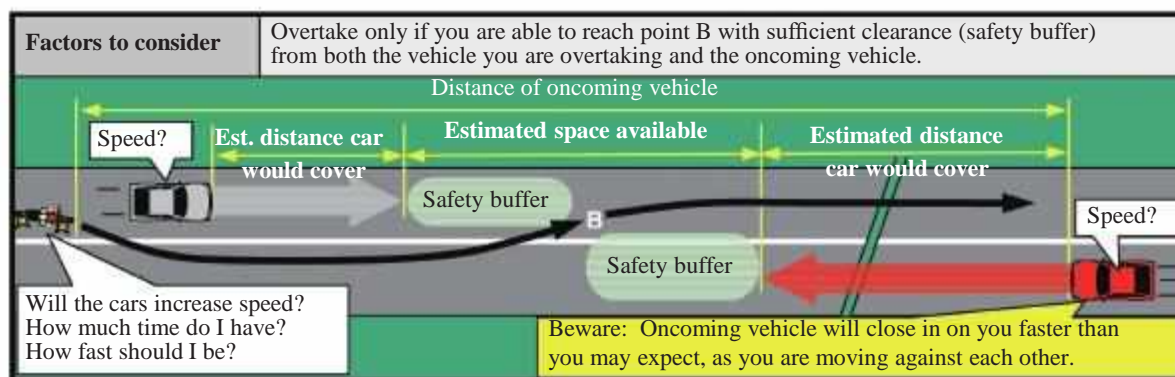
- Overtake other vehicles safely.
- Slowdown and move to the left when being overtaken.

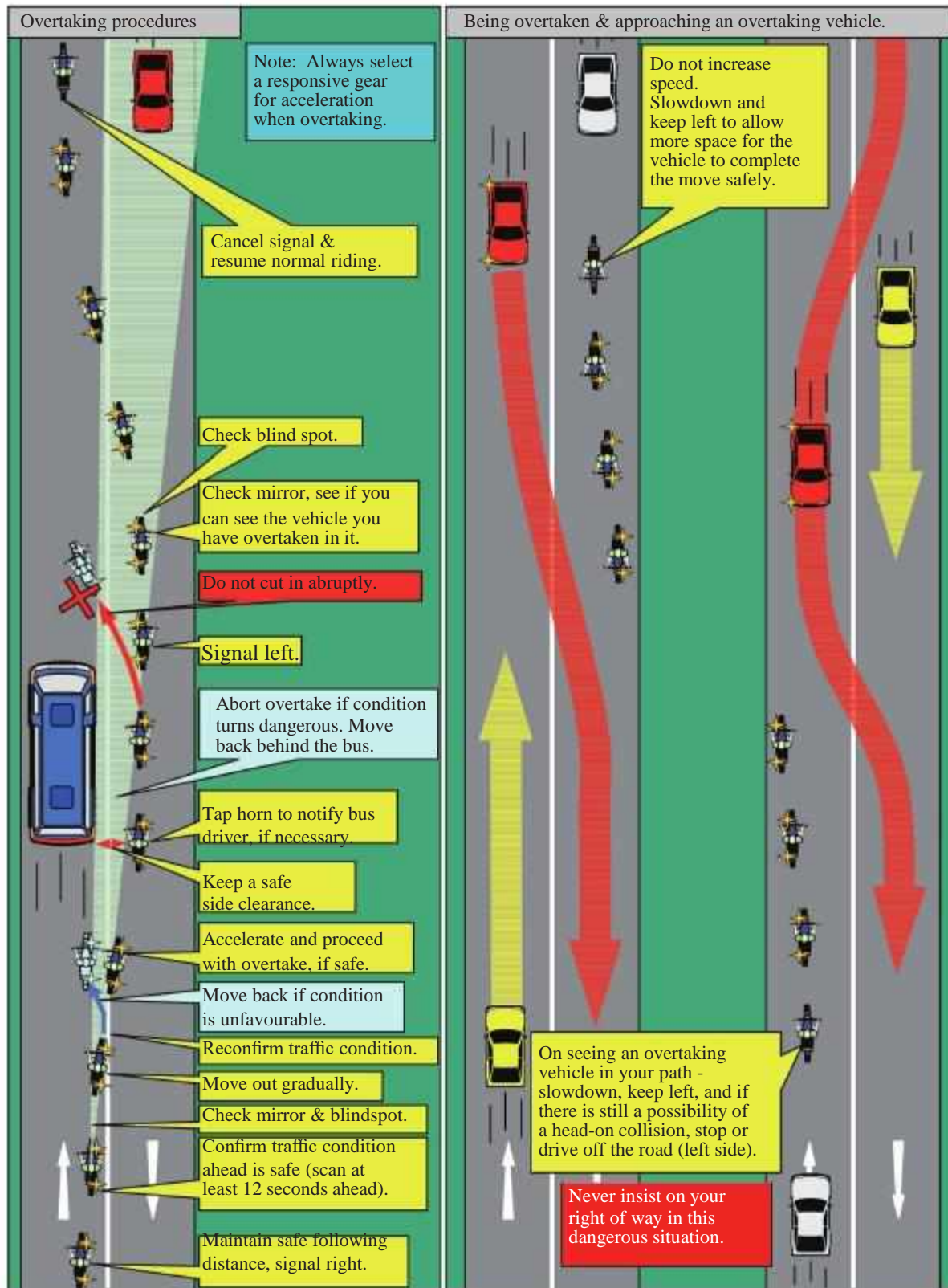
Overtaking is about passing a slower moving vehicle to get ahead and the manoeuvre is almost similar to changing lanes, except that the risk is higher due to the presence of oncoming vehicles and a miscalculated move may result in a fatal accident. Do not overtake or abort and fallback whenever in doubt.

Safety precautions – Areas or situations to avoid overtaking, for example:



Judgement – Time and space required/available to overtake vehicles safely.



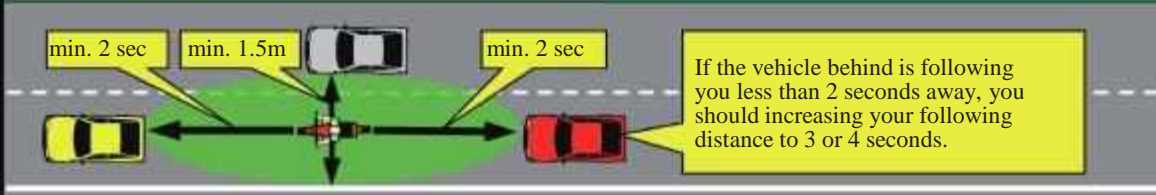


iii) Defensive riding, risk forecast and reacting to hazards.

Training objective: To identify hazards, anticipate potential dangers and react safely.

Safe riding rules.

Create a safety cushion, of space, around yourself.



Passing obstacles. Prepare for the unexpected when passing stationary vehicles. Slow down and be prepared to stop.

Stationary vehicles. *Too close* (indicated by a red X). *Min. 1m* (indicated by a green checkmark).

Fixed obstacles. *Min. 0.5m* (indicated by a green checkmark).

Be aware of your surrounding.

Scan for hazards 12 seconds ahead from where you are. Move your eyes or turn head to cover a wider area.

Check for traffic condition behind you every 5-10 seconds or whenever slowing down.

Never look at a particular spot for too long.

Look far & wide.

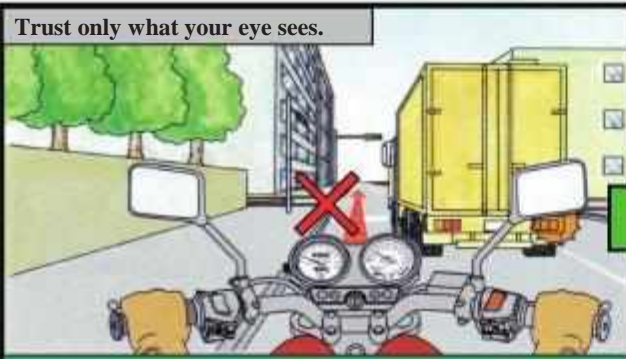
Use peripheral vision for perimeter scans.

Check mirror regularly.


Others can't see you if you position this way. (indicated by a red X).

Position yourself to see & be seen. (indicated by a green checkmark).

Trust only what your eye sees.




Assume the worst if you can't see. Never entrust your safety to the hands of others, remember, if you can't see them, they can't see you.




Reduce speed; be ready to stop even if the lights are in your favour.

Move forward cautiously and cover your brakes till there is a clear view ahead.

Confirm that the vehicle has seen you and is giving way before passing the junction.



If the vehicle turning into your path stop and let it pass.




Communicate Others can react, if they know your intentions.

Look like going straight.

I'm stopping for a right turn.

Communicate by positioning, signals and brake light.

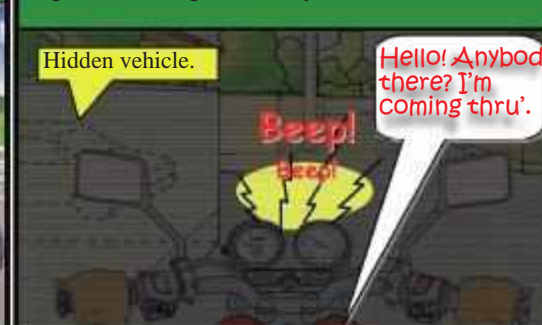


In blind junctions, sound the horn/flash the high beam (at night) to notify road users.

Hidden vehicle.

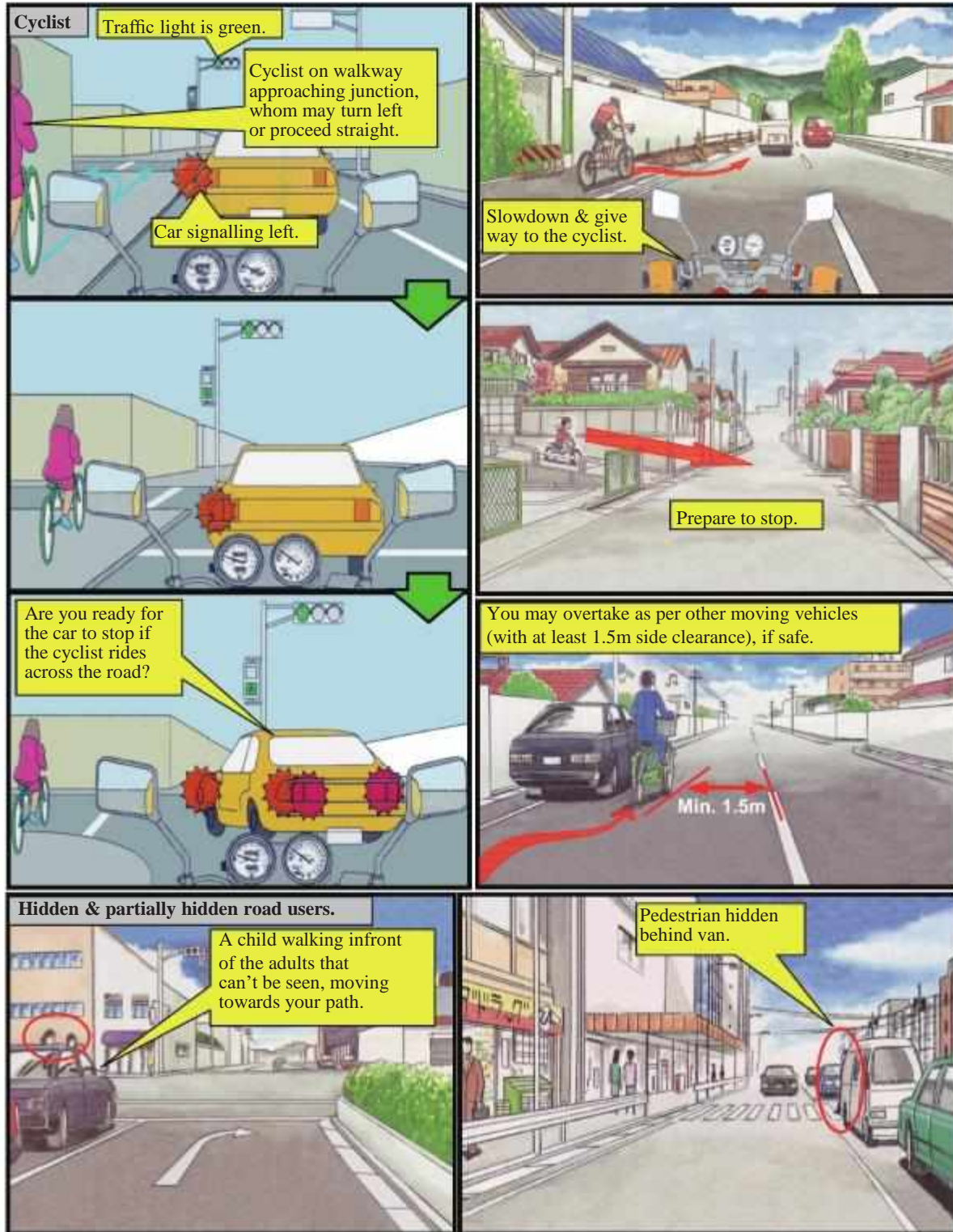
Beep! Beep!

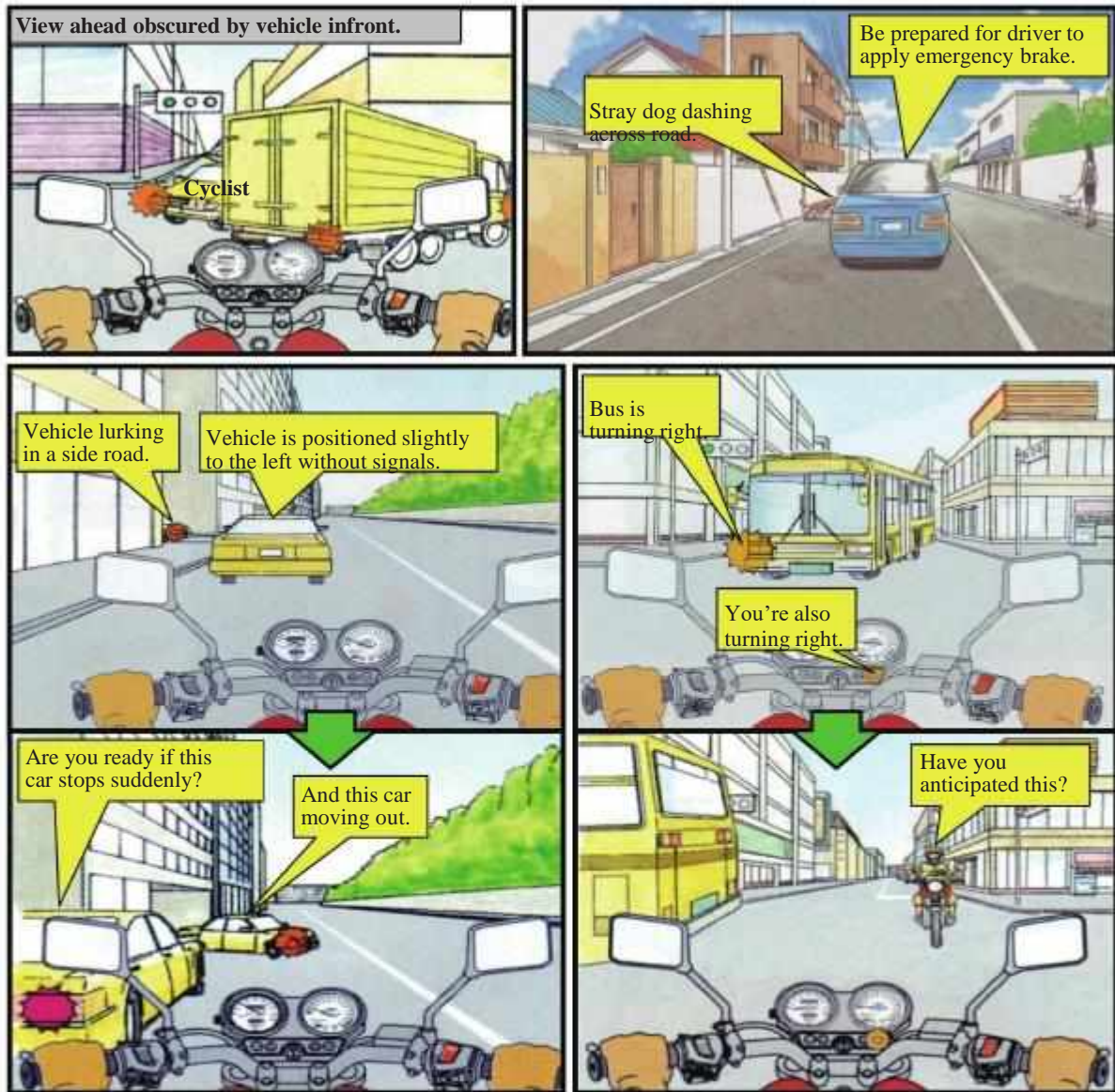
Hello! Anybody there? I'm coming thru'.



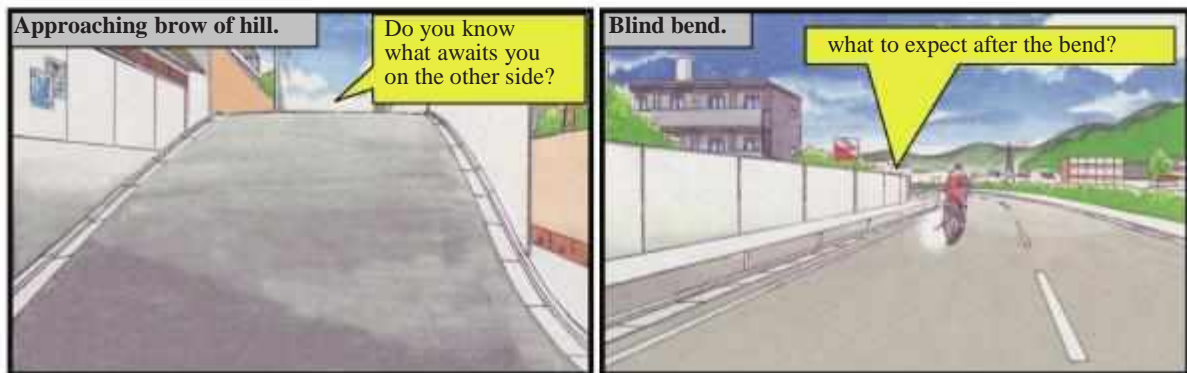
Identifying potential dangers.

Analyse available information, think of the worst probable outcome and be prepared for it.

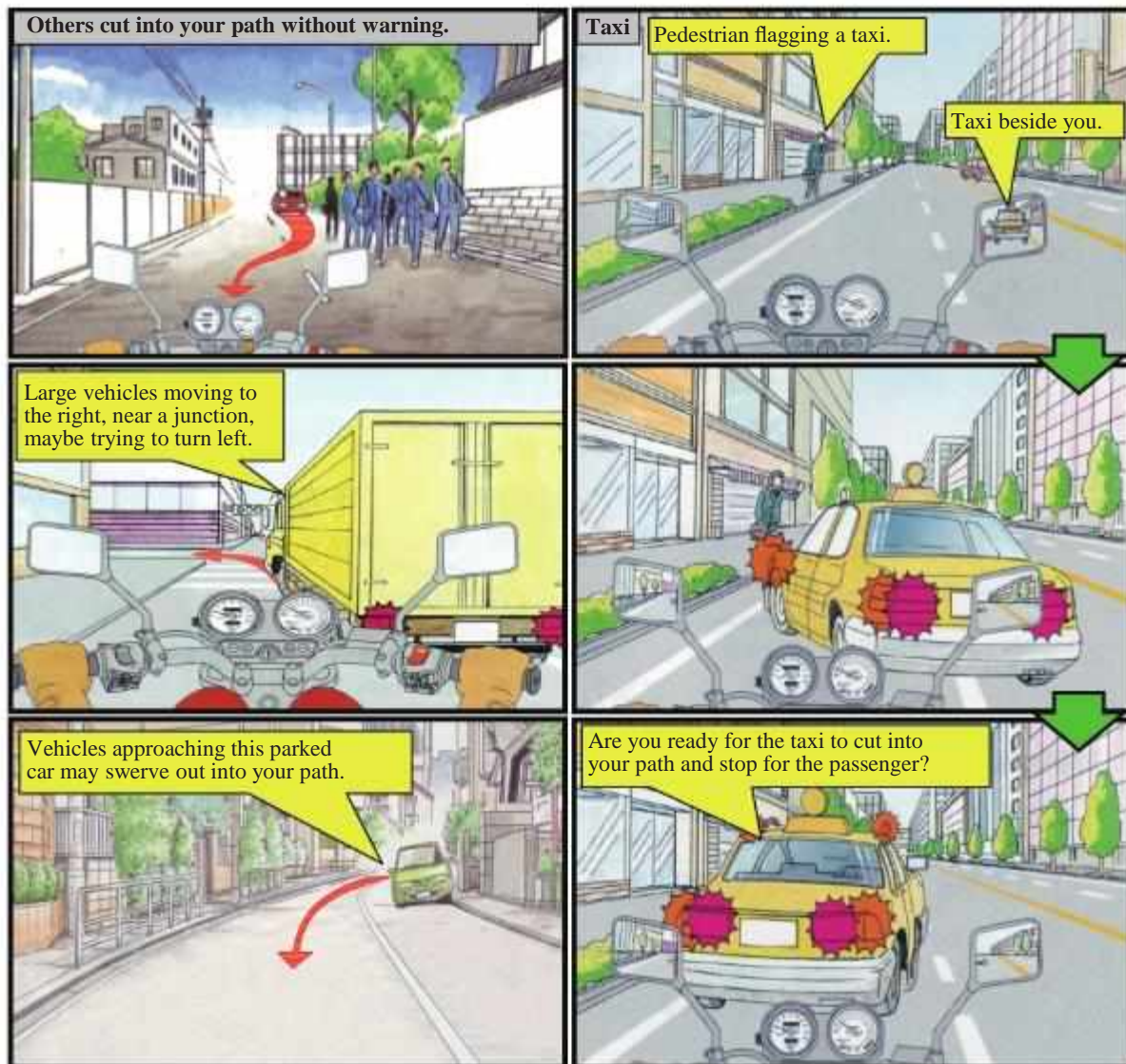




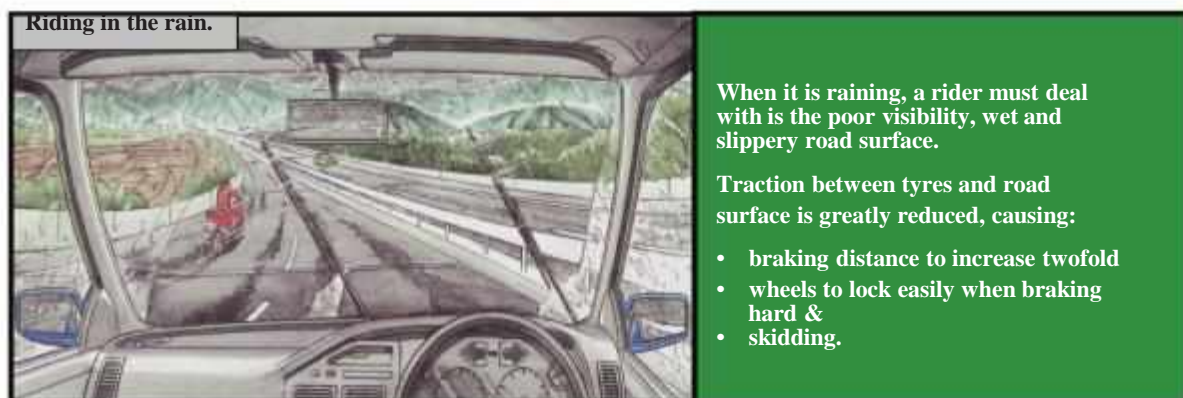
Be cautious when approaching areas where your view is limited.



Anticipate the next move of others.



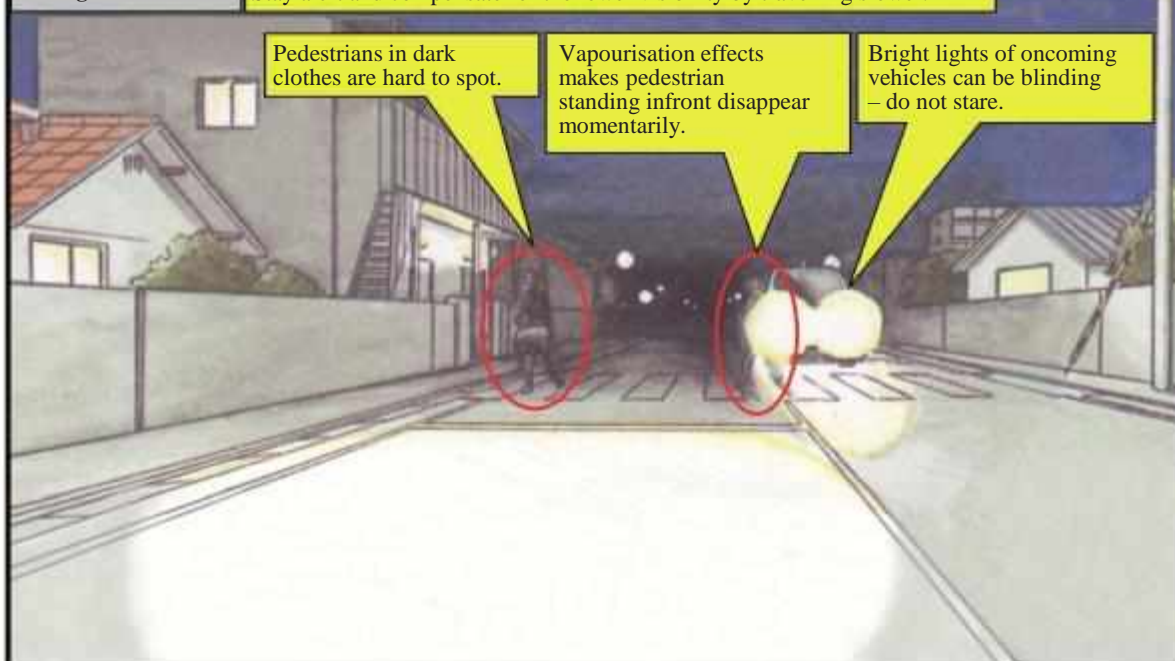
Environmental hazards.





Riding in the dark.

Stay alert and compensate for the lower visibility by travelling slower.

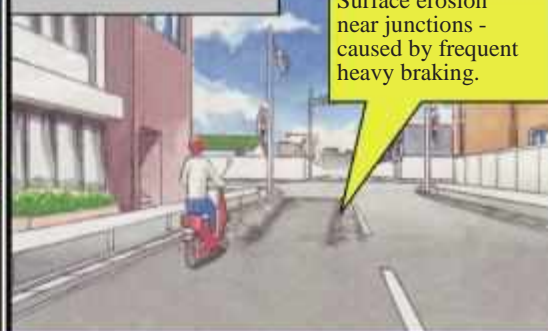


Road surface.



Beware of slippery surfaces e.g. oil spills, fallen leaves, sandy, muddy areas etc. And stay away from the edge of the road where loose contaminants accumulate.

Uneven road surfaces.

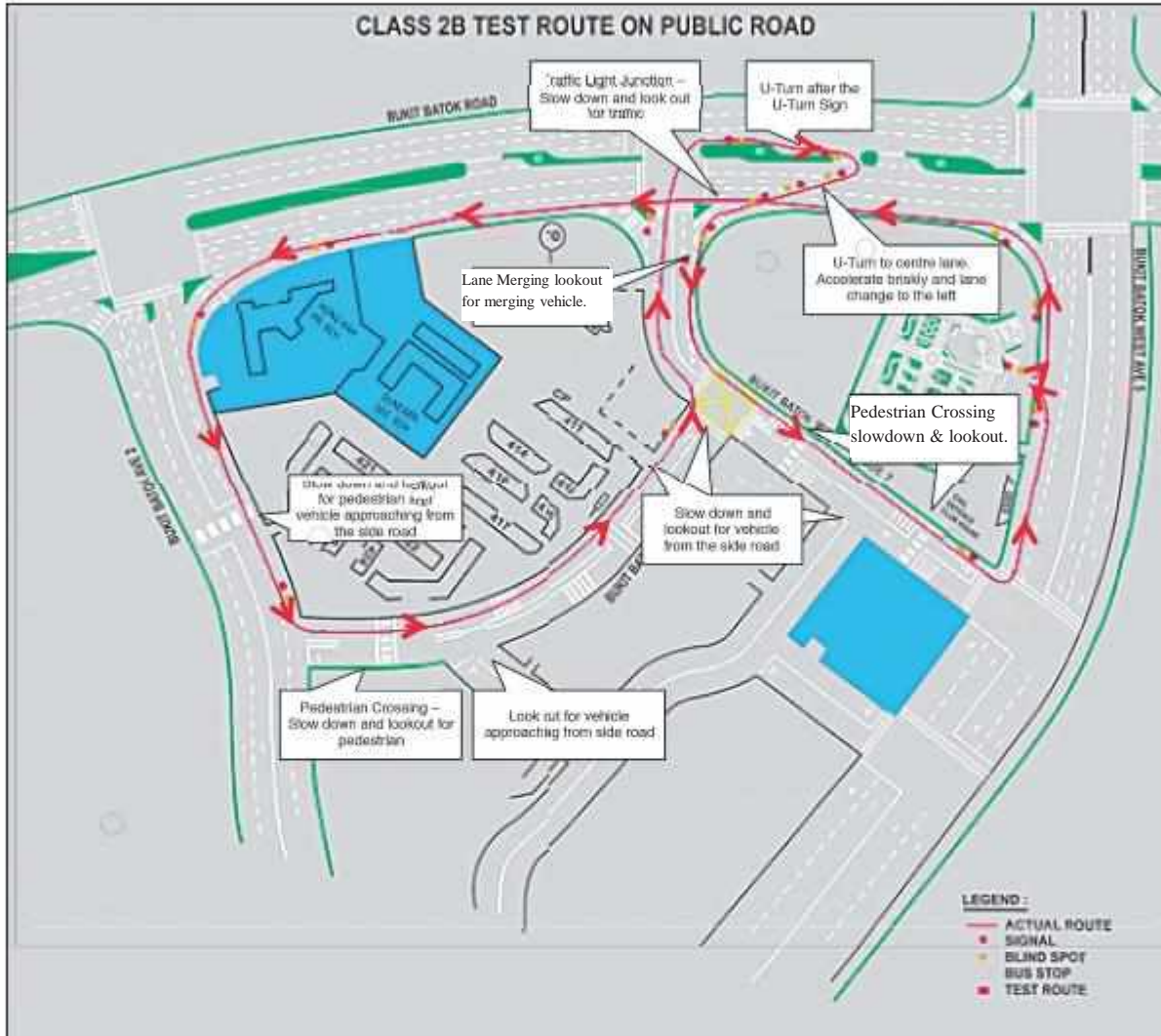


Surface erosion near junctions - caused by frequent heavy braking.

Watch out for damaged road surfaces like sunken or push-up areas. Go slow and avoid sharp steering angles if you can't avoid them.

iv) **Public Road test route.**

Training objective: To ride on the intended test route safely and independently



8.01 DEFENSIVE RIDING TRAINING

- i) Risk Forecast
- ii) Apply Defensive Rules

Training objectives: To ride sole and be independent with defensive applications

i) Risk Forecast (Identify, Predict, Decide, Action [IPDA])

Identify – by using 12 second rule and observation habits already detailed, the rider should be scanning ahead and identifying all hazards which could be potentially dangerous.

Predict – able to see one danger and think of possible potential danger.

Decide – rider to decide an escape path which will allow the rider to safely negotiate the hazard.

Action – Act upon your decision by employing the system or vehicle control.

ii)

Apply Defensive Rules:

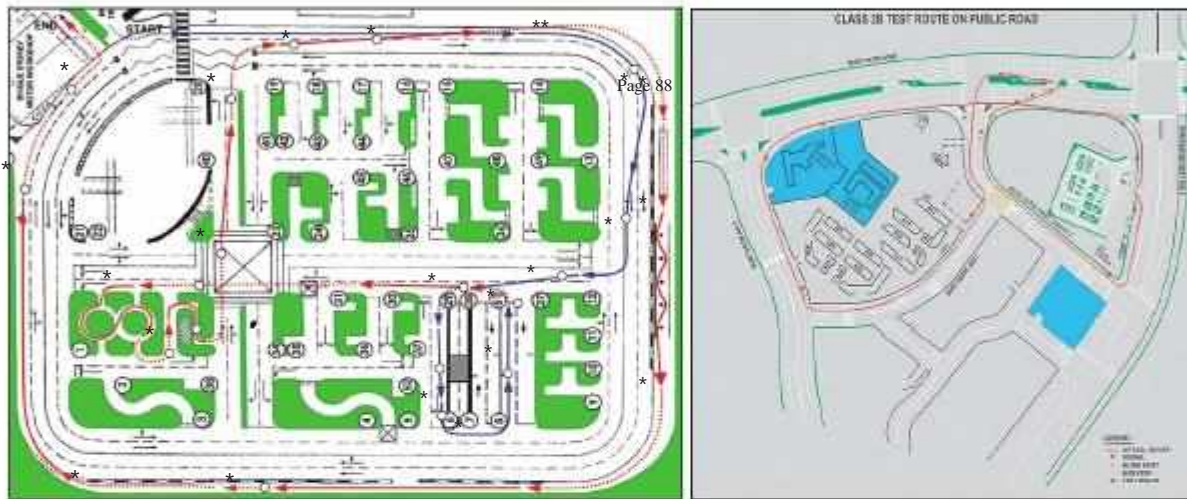
- **Two seconds rule.**
 - o Maintain good spacing in normal riding situations at all speed.
- **Four seconds rule.**
 - o Being tail-gated.
 - o The driver in front is tail-gating another vehicle.
 - o When riding in adverse conditions.
- **Twelve seconds rule.**
 - o Scanning the ahead hazards
 - o Assist in judging a safe overtaking distance.
- **Passing rule.**
 - o To overtake or being overtaken.
- **Head on collision avoidance rule:**
 - o Read traffic condition 12 seconds ahead
 - o Reduce speed to create more time to respond
 - o React by maneuvering the vehicle according to situation.
 - o Ride off the road to avoid head on collision
- **Intersection rule.**
 - o Know your route and plan ahead.
 - o Expect the unexpected.
 - o Show your intention by position and signals
 - o Go with care.

8.01 FINAL EVALUATION.

- i) Review all circuit and road subjects.
- ii) Identify and improve on weak areas.
- iii) Circuit and public road assessment according to Riding Assessment Checklist.

Training objectives: To ride independently through the circuit and public test route without accumulating more than 18 points or make any “immediate failure” according to the assessment checklist. (on page 88)

Please refer to the riding assessment checklist for the required standards for both final evaluation and Traffic Police test.



Note: To prepare yourself for Traffic Police Practical Test, please attend revision or self practice sessions.

Compulsory documents to produce when reporting for practical test:

1. Valid NRIC/Passport.
2. Valid Provisional Driving Licence (PDL).
3. Valid FIN Card for foreigner.
4. Valid Class 2B e-PDL.

Please report punctually for test, failing which, you will not be allowed to take the test.

RIDING ASSESSMENT CHECKLIST	
Trainee/Tag No.: Date:	
<p>Apentalyisindicatedbyatick✓.Atickinacircle✓ indicates“ImmediateFailure”. Atickinabox✓ carriesthenumberofdemeritpointsshownbetweenthebox. OneImmediateFailureoraccumulationof20demeritpointsconstitutesafailure.</p>	
<p>DEMERIT ITEM PENALTY</p> <p>A. NARROW COURSE</p> <p>(a)(b)(c)(d)(e) SCrankBumpy CourseCourseSlalomPlankCourse</p> <p>1. Runoffcourse/Strikekerb/ Foottouchesground/ Fallfrommotorcycle.....</p> <p>2. Strike/SlipPylon.....</p> <p>3. Failtomaintain“half-standing”posture.....6</p> <p>(a)(b)(c) 4. Takemorethanthe stipulatedtimeat11sec12sec13sec SCOURSE.....46</p> <p>5. Takemorethanthe stipulatedtimeat6sec7sec8sec CRANKCOURSE.....46</p> <p>6. Takemorethanthe stipulatedtimeat6sec7sec8sec SALOM.....46</p> <p>7. Takelessthanthe stipulatedtimeat6sec4sec3sec PLANK.....CLASS2B.....46</p> <p>8sec6sec5sec CLASS2A.....46</p> <p>10sec8sec7sec CLASS2.....46</p> <p>8. Takelessthanthe stipulatedtimeat6sec4sec3sec BUMPYCOURSE.....CLASS2A.....46</p> <p>8sec6sec5sec CLASS2.....46</p> <p>B. SLOPE(a)Lessthan(b)0.5metre 0.5metreormore</p> <p>1. Rollbackwards.....2</p> <p>2. Excessivevibratingofengine.....2</p> <p>C. EMERGENCY STOP</p> <p>1. Failtoattaintherequiredspeed.....6</p> <p>2. Incorrectposture.....4</p> <p>3. Incorrecttechnique.....2</p> <p>4. Unabletostopwithinstipulateddistance.....</p> <p>5. Losecontrolofmotorcycle.....</p> <p>D. MOVING OFF/STOPPING</p> <p>1. Incorrectposture.....2</p> <p>2. Delayinmovingoff.....2</p> <p>3. Pooracceleration.....2</p> <p>4. Wobblewhenmovingoff/stopping.....2</p> <p>5. Stallenginerepeatedly.....2</p> <p>6. Slowinrestartingstaleengine.....2</p> <p>E. FORWARD DRIVING</p> <p>1. Failtokeepupright(roadhogging).....6</p> <p>2. Failtokeepasafefollowingdistance.....6</p> <p>(a)Straightroad(b)Bend</p> <p>3. Failtokeepwithinalane.....4.....6</p> <p>4. Changelaneatbend.....6</p> <p>5. Changelaneabruptly.....4</p> <p>6. Wobblewhenchanginglane/negotiatingbend/turning...4</p> <p>7. Changelanewithoutducare.....</p> <p>8. Speedtooslow.....2</p> <p>9. Failtovertakewhennecessary.....4</p> <p>10. Failtoslowdownwhenapproachingroadhazard.....6</p> <p>11. Notenoughsideclearancegiventootherroaduser.....8</p> <p>12. StoponPedestrianCrossing.....10</p> <p>13. Failtotakeprecautionagainstpedsatrian/cyclist.....8</p> <p>14. FailtogivewaytopedestrianatPedestrianCrossing.....</p> <p>15. Causeothervehicletoslowdownortakeevasiveaction...8</p> <p>16. Failtogivewaytovehiclewithright-of-way.....</p> <p>17. Failtochangeappropriategearbeforereturning/stopping.4</p>	<p>18. Brakewhilestnegotiatingbend/turning.....2</p> <p>19. Unnecessarystopping.....2</p> <p>F. JUNCTION</p> <p>1. Incorrectpositioning.....2</p> <p>2. Causeinconveniencetocrosstraffic.....6</p> <p>3. Failtoformupcorrectly.....</p> <p>4. Remaininthejunctionandcauseobstruction.....</p> <p>(a)Wideturn(b)Sharpturn(c)Incorrectlane</p> <p>5. Improperturning.....2.....2.....4</p> <p>6. ProceedonAmberLight/FlickeringGreenArrow.....8</p> <p>7. ProceedonRedLight.....</p> <p>8. FailtoobeyMandatory/ProhibitorySign.....</p> <p>9. Failtostopatstopline.....</p> <p>G. SAFETY CHECK</p> <p>1. Failtocheckblindspot.....4</p> <p>2. Impropercheckingofblindspot.....2</p> <p>(a)Sideroad(b)Junction</p> <p>3. Failto lookoutfortraffic.....2.....4</p> <p>H. SIGNALLING</p> <p>1. Failtosignalingoodtime.....4</p> <p>2. Failtosignal/Givewrongsignal.....4</p> <p>3. Failtocancel signal.....4</p> <p>I. GENERAL</p> <p>1. Slowreactioninavoidingdangercausedbyothers.....10</p> <p>2. Improperactioncausingaccident/nearaccident.....</p> <p>3. Proceedonwrongcourse.....</p> <p>4. Unabletoliftmotorcycle/pushmotorcyclereoundafigureof8...4</p> <p>5. Unabletoparkmotorcycleonitscentrestand.....4</p> <p>SCOREInstructor'sStamp</p> <p>NumberofNumberof</p> <p>ImmediateDemerit</p> <p>FailuresPoints</p> <p>[]Congratulationoncompletingourtraining successfully. Togainmoreridingexperience andbetterresult, weadviseyoutotake self-practise/revisiontrainingbeforetest.</p> <p>[]Weadvise thatyouneedtoimproveyour ridingskillfurtherinordertobeready forTrafficPoliceTest. Pleasebookfor asubsequentlesson.</p> <p>TESTEETOTAKENOTE:- Testeeshouldbringalongthefollowingdocumentsfortheir TrafficPolicePracticalTest:- 1)NRIC/PASSPORT 2)TRAINEERECORDBOOKLET 3)QDL(IFANY) 4)Forclass2and2A, testeeshouldproduceofficialdocument (expiredlicence)toproofthattheirQDLisoveroneyear'speriod 5)TrafficPoliceTestreceipt.</p> <p>*LATE COMERS WILL NOT BE ENTERTAINED. *PLEASE REPORT AT MOTORCYCLE TRAINING OFFICE FOR YOUR PRACTICAL TEST.</p>



Bukit Batok Driving Centre Ltd
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 Website: www.bbdc.sg
 Company Registration Number.: 198801155R

TERMS AND CONDITIONS OF LEARNER'S COURSE AGREEMENT

The following **Terms and Conditions** apply to all and any person (the "Learner") who applies to the **BUKIT BATOK DRIVING CENTRE LTD** (hereinafter called the "Centre") for any lessons or courses as selected from the Centre's enrolment form, which shall together constitute the "**Learner's Course Agreement**" (also referred to as the "**Agreement**")

Words importing the singular shall include the plural and vice versa and words importing the masculine gender shall include the feminine gender.

1. DEFINITIONS

- In this Agreement the following words shall have the meanings as set out below unless specified otherwise or unless the context clearly requires otherwise:
- 1.1 Agreement refers to and is constituted by both the completed and signed enrolment form of the Centre as well as this Terms & Conditions. This Agreement will endure for such periods as specified in the enrolment form.
 - 1.2 "Learner" means the person applying for and desiring to undergo the training and instruction course, or any course as selected from Centre's enrolment form, and who agrees to these Terms & Conditions and is accepted by the Centre as a Learner.
 - 1.3 "Extension" means that this Agreement will continue for a further period of time as specified in the enrolment form after expiry, and an extension fee is payable in accordance with Clause 3.7a.
 - 1.4 "Deposit Account" means the account designated and maintained by the Centre for the purpose of debiting amounts payable by and crediting amounts due to the Learner to whom a PIN will be issued on the application of such Learner under these Terms & Conditions.
 - 1.5 "Booking Transaction" means any payment transaction effected by the Learner with the Centre by the use of his 'PIN'.
 - 1.6 "PIN" means the personal identification number for login entry that is assigned by the Learner and/or Centre for the purpose of authentication.
 - 1.7 "Deposit Account Statement" in respect of any Deposit Account means the statement of account prepared by the Centre setting out the amounts debited and credited to the Deposit Account as at the statement date.
 - 1.8 "System" shall refer to the Centre's computerised system, records and database, and associated electronic and computer equipment. It will be used interchangeably with the term "computer system" unless the context prevents such usage.

2. USE OF PIN

- 2.1 All records should refer to the Centre system's database record in the event that there are any discrepancies.
- 2.2 The use of the PIN shall be in accordance with the system or any other arrangements as may be authorised by the Centre from time to time.
- 2.3 At no time and under no circumstances shall the PIN holder (the Learner) inform any person of his Personal Identification Number. The Learner agrees not to hold the Centre liable for any loss or damage suffered by the Learner where the Learner's PIN has become known to some other person or has as a result of such disclosure lost its confidentiality and become open to abuse.
- 2.4 The Learner shall notify the Centre immediately in writing or in person should the PIN be lost, misplaced or made known to another party. An administrative fee shall be imposed for the issue of a new PIN.
- 2.5 The Learner shall in all circumstances accept full responsibility for and fully indemnify the Centre in respect of all transactions processed by the use of the PIN, whether or not processed with the Learner's knowledge or by his authority, or howsoever the default may occur.

3. PAYMENT/ DEPOSIT ACCOUNT

- 3.1 All payments into the Deposit Account must be made by cash, or cashcard, or NETS, or cheque. All cheques must be issued in favour of BUKIT BATOK DRIVING CENTRE LTD.
- 3.2 Cheques bearing the words "non-transferable" or "not transferable" or which are postdated will not be accepted.
- 3.3 All cheques accepted by the Centre will be entered into and reflected in Learner's Deposit Account 5 days later.
- 3.4 Receipts for any payments and top-up accounts are not valid unless they bear the Centre's computer terminal's printing.
- 3.5 The Learner shall at all times ensure that his Deposit Account has sufficient funds to pay for charges, fees and other payments.
- 3.6 In the event that the Learner has insufficient funds in the Deposit Account for one or more payments to be made, the Centre may at its absolute discretion reject the Learner's application for any course or booking transaction or terminate or refuse to renew the Agreement, and the Learner shall be wholly responsible for and shall have no recourse whatsoever against the Centre for any losses occasioned thereby.
- 3.7 The Centre may charge and the Learner hereby fully consents and authorises the Centre forthwith to debit his Deposit Account for any of the following matters without prior notice or consent of the Learner (all fees shall be for amounts to be periodically determined by the Centre at its absolute discretion without prior notice to the Learner):
 - (a) Where the selected Course has not yet been completed or it is necessary for the Learner to continue with the Course for one reason or another, and it becomes necessary then for this Agreement to be extended upon expiry, the Centre shall (as hereby authorised by the Learner) automatically extend the Agreement and accordingly automatically debit the Deposit Account for payment of the requisite extension or renewal fees on or before expiry unless otherwise notified in writing / in person by the Learner at least ten (10) days prior to the date of expiry.
 - (b) For an administrative charge for further processing cheques tendered by the Centre or tendered on behalf of the Learner, which have been dishonoured on presentation or are returned for any reason whatsoever.
 - (c) For Goods & Services Tax imposed and payable in respect of any fees charged or expense/ cost incurred by the Learner.
 - (d) For amount(s) due for booking(s) made according to the Centre's record of transaction.
 - (e) For an administrative fee for the issue of replacement of each PIN.
 - (f) For a Fixed Group Instructors' surcharge, where applicable.
 - (g) For the monthly insurance fee on the Learner's Deposit Account should the outstanding balance not be withdrawn upon graduation, termination or expiry of this Agreement. Upon reaching a zero balance in the account, the account shall be automatically closed, and Learner agrees not to make any subsequent claims or engage in any disputes against the Centre over this matter.
 - (i) For an administrative fee for the production of any originals or copies of records, statements or any other services rendered by the Centre to the Learner from time to time at the request of the Learner or other administrative expenses incurred or inconvenience suffered by the Centre in relation to the Learner.
 - (j) for expired course back dated extension fees.
- 3.8 All fees paid are non-refundable and non-transferable, except as stated in Clause 6.2



4. NON-CANCELLATION OF BOOKING TRANSACTION

- 4.1 The Learner shall not be entitled to cancel or postpone any booking transaction or hold the Centre responsible or demand for any refunds under any circumstances whatsoever regardless of whether the Learner is affected by any unforeseen circumstances, medical condition or problem, illness or emergency that prevents Learner from being present or punctual for any training session or test booked by him.
- 4.2 The booking transactions for all training sessions (excluding Warm-up and Test which cannot be cancelled) can only be cancelled if the cancellation complies with the minimum specified period, i.e. the minimum period before commencement of training date and time. The cancellation is done through the Centre's self-service terminal during the counter-operation hours or via internet. This 'specified period' is subject to change from time to time and shall be posted on the notice board at the Centre and/or its website. Once cancellation is successfully effected, the Centre shall immediately credit such paid fee to the Deposit Account of the Learner.
- 4.3 The Centre may impose an administrative fee for excess cancellation of booking transactions in due course, at which time such information will be posted on the website and/or Centre's notice board.
- 4.4 The Centre is entitled to reschedule any booking transactions made in the event of any system error or default, or any unforeseen circumstances.

5. ONLINE SERVICE/BOOKING SYSTEM

- 5.1 The Centre will not be liable for any fault, loss and/or damage to Learner's computer or other electronic system or consequential loss therefrom resulting directly or indirectly from using, connecting to, or accessing Centre's online service or booking system.
- 5.2 Learner agrees not to hold the Centre, its agents and staff liable for any loss arising from its website and other electronic databases and access points, in terms of any inability to book or cancel bookings, any data inaccuracy, any error or omission, any delay, or if the Learner is unable to access Centre's website for whatsoever reason and Learner will keep and hold Centre, its agents and staff harmless from all claims and expenses due to any faults or defaults arising in connection with the foregoing.
- 5.3 As information transmitted through the Internet is generally not confidential, the Centre does not guarantee the protection of Learner's privacy. Learner will take all necessary measures (including changing Learner's password from time to time) to protect the secrecy of Learner's PIN. The Centre is not liable for any loss suffered by Learner or any third party due to any wrongful or fraudulent use of Learner's account by Learner or any other person.
- 5.4 The Centre endeavours to ensure the accuracy and reliability of the information provided but does not guarantee its accuracy or reliability. The Centre does not warrant that any of the Course Materials or this website will be provided uninterrupted or free from errors or that any identified defect will be corrected; further, no warranty is given that this website and the Course Materials are free from any virus or other malicious, destructive or corrupting code, programme or macro.
- 5.5 The Centre reserves the right to modify, delete or replace the information on its website from time to time.
- 5.6 The Centre reserves the right to deny or restrict access to its website to anyone at any time without giving any reasons whatsoever.
- 5.7 Learner agrees to indemnify the Centre and its employees, servants and/or agents from and against all claims and expenses arising out of Learner's use of its website/ booking system.

6. FIXED GROUP INSTRUCTORS SCHEME

(This Clause 6 and part therein will not apply to Learners and person enrolled in P3, P3A and motorcycle courses)

- 6.1 Any Learner applying under Fixed Group Instructors Scheme (with surcharge) agrees to book for practical lessons under the booking chart of the said scheme – for the entire duration of the course. The Centre will assign any instructor from this Fixed Group to the Learner on a lesson by lesson basis.
- 6.2 A Fixed Surcharge will be imposed upon booking confirmation. The fixed surcharge will only be refunded or credited to the Learner's Deposit Account at the end of the session, if none of his preferred Fixed Group Instructors is allocated. The refund will be made once the system is updated.
- 6.3 Learner is aware that he needs to schedule and book the practical sessions well in advance to avoid disappointment in not getting his preferred training slots.
- 6.4 Should the system is unable to allocate any preferred Fixed Group Instructors in the specified session due to whatever reason, Learner is willing and agrees to accept any instructor and vehicle that is assigned to him instead.
- 6.5 Learner is aware that in last minute bookings the system will not allocate any one of his preferred Fixed Group Instructors and vehicles to him.
- 6.6 Learner agrees to accept any instructor and any model of vehicle assigned to him for warming –up session and on practical test day.
- 6.7 The Centre has the right to replace or appoint another instructor(s) to Learner's preferred Fixed Group Instructors. The preferred Fixed Group Instructors' surcharge will still be payable.
- 6.8 In the event of a termination or change in the current preferred Fixed Group Instructors, for any reason whatsoever, an administrative fee will be payable by the Learner. In which event Learner also agrees to cancel all the existing bookings (if any) and re-book the practical lessons under the new Group's booking chart, including the re-assessment lesson(s) on the training progress, and lessons will then commence according to the new training status as assessed by the New Fixed Group Instructors.
- 6.9 Learner is required to change his preferred Fixed Group Instructors if his preferred Fixed Group Instructors no longer exists due to unforeseen circumstances.

7. DISCLAIMERS FOR THEORY TEST AND PRACTICAL TEST

- 7.1 Learner agrees to comply with the following, failing which the Learner shall be disqualified from the test.
- For Final Theory Test or Riding Theory Test, Learner must possess valid Basic Theory Certificate.
 - For Class 2B, Learner must possess valid Provisional Driving Licence and valid Riding Theory Certificate.
 - For Class 2A, Learner must possess valid Class 2B QDL for at least one (1) year based on licence issue date.
 - For Class 2, Learner must possess valid Class 2A QDL for at least one (1) year based on licence issue date.
 - For Class 3 and Class 3A, Learner must possess valid Provisional Driving Licence and valid Final Theory Certificate.
 - For Class 3A upgrade to Class 3, Learner must possess valid Class 3A QDL Licence and valid Provisional Driving Licence.
 - Learner must not be under suspension or disqualification or revocation of licence under any class of driving licence.
 - Learner must not have more than 12 demerit points for any class of driving licence, inclusive of any pending offences and/or offences that acquired before and/or after enrolment, failing which, it will lead to revocation of his newly acquired licence.
 - A latecomer will be disqualified from taking the Theory or Practical Test.
 - Learner must produce the above valid documents and NRIC or Passport. Learners who are foreigners must produce valid documents, FIN card and Passport.
- 7.2 Female Learner who is pregnant shall not be allowed to attend any practical test unless each time she is able to produce a valid original medical certificate issued by a medical doctor stating that she is fit to attend the practical test and the validity date. The medical certificate must be approved by the Traffic Police Testing Branch.
- 7.3 Learner agrees that all test bookings and fees paid will not be refundable or transferable on any grounds whatsoever which included (but is not limited to) any traffic offence charge, cancellation, test rejection and any disqualification from taking the test.
- 7.4 Learner agrees not to hold the Centre, its agents and staff liable for any loss or damage and for all claims and expenses resulting from test disqualification, test rescheduling, test changes, test obligations, and for any inaccuracy, delay, error or omission in connection with the foregoing, or the test or Centre's information to and notification to the Learner of the test.
- 7.5 Learner will be disqualified by court from holding or obtaining a driver licence upon conviction if learner is under investigation and will be charge or have been charged for any serious traffic offences. The disqualification will be imposed on all classes of driving licence including any newly acquired licence.
- 7.6 New driver who has two cases of not displaying distinguishing mark (triangular sign) against them, whether the cases are concluded or otherwise, will not be allowed to take a theory/ practical test.



8. RULES FOR LEARNER

(TAKE NOTE: Clauses 8.14 to 8.23 will not be applicable to Learners undergoing the P3, P3A courses)

- 8.1 Learner is not allowed to enter the training circuit except for training and test purposes only.
- 8.2 Children are barred from the training circuit and classrooms at all times. Learners will be permitted to bring their children into the canteen and customer service area, provided that they exercise proper supervision over them at all times. However pets are barred from the Centre.
- 8.3 No smoking is allowed on the premises except at particular designated "smoking" areas.
- 8.4 This Agreement will be terminated and Learner expelled immediately from the Centre if found vandalizing, or committing an offence, or to have misconducted himself or to have behaved inappropriately in the Centre.
- 8.5 Learner shall not attend any lesson or training or test session while under the influence of alcohol or drugs and shall not be permitted to consume the same during any lesson or test or training session, and in any such default fees will not be refunded.
- 8.6 The Centre shall be entitled to refuse to conduct a lesson or training session for the Learner if the Centre is of the view that the Learner is physically unfit or is suffering from any infectious and/ or communicable disease or diseases which may endanger the safety, health or lives of the Learner, other Learners, the instructor, the Centre's employees or any member of the public.
- 8.7 In lieu of disqualification under Clause 10, the Centre may at its absolute discretion suspend the Learner for such period or periods of time as it thinks fit for breach of the Rules and Regulations herein.
- 8.8 The Centre reserves the right to disqualify Learner should he not satisfy test requirements after enrolment or during the test.
- 8.9 During Theory Test and Test Evaluation, talking, chatting, eating are strictly prohibited.
- 8.10 During any test, a dictionary is not allowed except for foreigners and only the consent of the invigilators on duty.
- 8.11 Any suspicious cases of cheating will be handed over to the Police immediately.
- 8.12 All communication and electronic devices, such as mobile phone, pager must be switched off during Theory and Practical Tests and Theory Lessons.
- 8.13 The Centre reserves the right to reschedule the test date or test evaluation date in the event of any disruption due to unforeseen circumstances.
- 8.14 Learner will be liable for all traffic offences and/ or fines incurred while the vehicle is driven by Learner, and Centre accordingly disclaims all responsibility and liability in this respect.
- 8.15 Learner must be in proper attire when attending any lesson or test (theory/ practical). For safety reasons, high heels and sandals are not allowed during practical training and test session. For riding course (Class 2B, 2A and 2), long-sleeved shirt, long pants, gloves, helmet liner, and boots/ shoes are required.
- 8.16 Learner has to accept any instructor, vehicle model and vehicle allocated to Learner at all times.
- 8.17 Learner must attain the minimum requirement of each subject or stage as decided by the instructor(s) before proceeding to the next subject or stage. He has to complete the sessions/ revisions as recommended by his instructor.
- 8.18 Learner is aware that he has to schedule and block book his own training sessions upon enrolment to ensure the availability and reservation of training slots (Class 3A and/ or Class 3).
- 8.19 Learner must complete all the theoretical lessons, driving / riding simulator and pass the final stage of practical lessons within the stipulated period before taking the Traffic Police Practical Test. Failing which, the centre shall cancel the Learner's test date and no refund of test fee, vehicle rental and warm up fees.
- 8.20 Female Learner who is pregnant shall not be allowed to attend any practical training session unless she is able to produce before the practical training session a certificate issued by a medical doctor stating that she is fit to attend the practical training session. The said certificate may be issued in respect of one session or a period of time covering several sessions. The medical certificate must be approved by the Centre.
- 8.21 In the event the Learner fails or is unable to attend the practical test under any circumstances, the Learner shall be required to book for two (2) compulsory revisions (training sessions) before booking the subsequent test date. He will not be entitled to any cancellation, postponement or refund for any such booking.
- 8.22 It is agreed that the Centre or its instructor, at its absolute discretion, may require the Learner to undergo revision of any previous lesson, and the Learner shall bear the fee thereof.
- 8.23 No Learner shall be allowed to undergo the training session in the driving circuit and on a public road without first showing his instructor or trainer, each and every time, a valid Provisional Driving Licence for that particular course he is in and his NRIC.

9. FETCH AND SEND SERVICE

- 9.1 This service is provided for any Class 3C, 3A, 3AP and 3P Learner who wishes to start and/ or end their practical lesson at a designated point. Application for this service requires 3 days' prior notice.
- 9.2 An administrative fee may be imposed and will be stated in the application form for such service.
- 9.3 Learner agrees that time spent and cost incurred in fetching from the designated point and/or sending to the destination and returning to the Centre will be included in Learner's training hours. It depends on the traveling time and distance needed by the Learner and the Instructor.
- 9.4 Learner will not hold the Centre, its agent or staff responsible for any claims or disputes arising directly or indirectly from any disruption to this Fetch and Send service which will include time loss from any traffic jam, communications breakdown, and accident.

10. DISQUALIFICATION

- 10.1 The Centre shall at its absolute discretion be entitled to disqualify the Learner on the occurrence of one or more of the following events:-
 - (a) violation by the Learner of the Terms & Conditions herein and all Rules and Regulations of the Centre.
 - (b) any misrepresentation by the Learner to the Centre.
 - (c) the accumulation of more than 12 demerit points under the Driver Improvement Point System (DIPS) for the period of 24 months immediately before or after enrolment by the Learner, or any applicable demerit-points aggregate/ scheme in force at the material time.
 - (d) the Learner's failure to possess the required Singapore Qualified Driving Licence for Class 2B or 2A for at least one (1) year before undergoing the course for Class 2A or 2 respectively.
 - (e) the Learner's possession of Qualified or Provisional Driving Licence of any one or more classes with being under disqualification or suspension or revocation.
 - (f) having multiple bookings of test dates for the same course, whether in this test centre or at other test centres.
 - (g) Unable to pass the eye-sight test required for Provisional Driving Licence application.
 - (h) Unable to produce the medical certificate of fitness issued by a medical doctor upon request from the centre
- 10.2 The Learner shall not hold the Centre, its employees, servants, and/ or agents responsible or liable in the event of any loss due to the Learner's disqualification and/or termination of this Agreement or failure to attend any training session or lesson or cancellation of any training session or lesson or Traffic Police Theory and Practical Tests.

11. CANCELLATION/ TERMINATION AND EXPIRY

- 11.1 The Learner may terminate the Agreement by giving ten (10) days' notice either in writing or in person informing the Centre together with all necessary documents (NRIC / Valid Passport & FIN Card / Work permit)
- 11.2 Bookings made prior to the termination will have to be cancelled in accordance with Clause 4.
- 11.3 Cancellations of Traffic Police Theory and / or Practical Tests shall not be allowed, test fees, vehicle rental fees and warm-up fees are non-refundable and transferable to any other dates or persons.
- 11.4 Except as provided in Clause 11.5, and where there is unsettled claim against the Learner by the Centre, enrolment or extension, renewal fees or any sums or fees shall not be refunded to the Learner upon termination by the Learner or the Centre.

- 11.5 Upon termination, expiry or graduation, Centre shall be entitled immediately to delete from its records the entire Learner's particulars and data.
- 11.6 An administration fee and backdated extension / renewal fees shall be imposed for Learners who wish to terminate, re-enrol or cancel of course regardless of course type.
- 11.7 A Statement of Account shall be issued to Learner upon closure of his Deposit Account. Learner shall be under a duty to examine the entries in every statement with respect to the Deposit Account and to inform the Centre not later than 7 days from the date of the statement of any irregularities or discrepancies in the contents of such statement(s), failing which the Learner shall be deemed to have accepted and approved the statement(s).
- 11.8 The Centre shall refund by cheque, the balance in account to the registered address in our system, 2 weeks from the date of graduation, termination or cancellation.
- 11.9 Upon termination or graduation, the Learner shall bank in the cheque within six months, failing which clause 3.7(h) shall apply. Upon closure of the deposit account, Learners shall not make any claims or engage in any disputes against the Centre. An administrative fee shall be imposed for re-issue of cheque.
- 11.10 The membership for class 3C, 3A, 3T, 3P, 3AP, 2B, 2A & 2 is valid for one year only and for P3, P3A, R3P is valid for six months only.
- 11.11 All payments into the deposit account shall not be withdrawn fully or partially before Termination or graduation of membership.
- 11.12 It is the Learner's sole responsibility to ensure termination of this agreement is effected if request is done in writing.

12. LIMITATION & EXCLUSION OF LIABILITY

- 12.1 The Centre shall not be liable or be held in any way responsible to the Learner for any loss or damage which may be suffered by the Learner, or sustained to any property of the Learner on the premises where such loss or damage is caused by any breakdown, failure or malfunction of the computer system, disruption in shuttle service, machinery or equipment whether or not due to any acts or omissions of the Centre whatsoever.
- 12.2 Where death or personal injury occurs to Learner as a result of Centre's or Centre's agents' or servants' negligence, recklessness, or fault or to a breakdown and malfunction in any part or parts of the training equipment or vehicle, whether on the premises or on the road, then in all such cases, Centre's liability will be limited to Centre's insurance coverage.
- 12.3 The Centre excludes all liability whatsoever for property damage or loss to the Learner or Learner's friends, servants and agents ("associates") howsoever caused, and therefore Learner and associates bring their property onto the premises at their own risk, and Learner agrees to indemnify Centre for all losses arising in this respect, and if this exclusion of liability clause should fail to apply for whatever reason, the Centre nonetheless limits its liability to \$100 compensation for any one (1) occurrence or incident or accident.

13. LEARNER'S INDEMNITY

- 13.1 The Learner agrees to indemnify the Centre and its employees, servants and/ or agents for all losses, damages and expenses which the Centre may incur, suffer, sustain directly or indirectly as a result of any act, omission, fraud, accident, negligence and/ or misconduct or breach of this Agreement by the Learner or the Learner's servants and or agents.
- 13.2 The Learner shall ensure before and/ or after enrolment that he does not suffer from epilepsy, mental disorder, sudden attacks of giddiness, chest pains, neck pains, back pains, fainting, inability to read at a distance of 25 metres, colour blindness or suffer from any defects or handicap of his limbs which could or may adversely affect the driving and/ or riding of a motor vehicle in any manner, whether in the Centre or on public or private roads and Learner should inform the Centre of such matter before or during the training/ driving sessions as soon as Learner is aware of it. In respect of the foregoing, Learner shall indemnify Centre for any injury or disability sustained by Learner as a consequence of any accident or incident that might occur as a result.
- 13.3 The Centre reserves the right to reschedule the training session or to make alternative arrangements or to cancel any training session and the Learner shall not hold the Centre, employees, servants and/ or agents responsible or liable in the event of any loss or claim or expense incurred due to Centre's rescheduling of training session or Centre's cancellation of any training session or system error or system problem or omission or system malfunction or vehicle breakdown.
- 13.4 The Learner is responsible for his own insurance coverage and agrees to purchase any relevant insurance whenever he deems necessary.

14. DISCLOSURE

- 14.1 The Learner consents to the disclosure of his personal particulars and data given by the Learner to the Centre and any information in respect of the Learner obtained, recorded or stored by the Centre in the course of the Learner's enrolment with the Centre to the police, the Land Transport Authority, the insurance company or its agent issuing insurance coverage for the Learner and to any other interested persons or bodies.

15. COMMUNICATION

- 15.1 The Learner shall notify the Centre of any change in address or other particulars stated in the Enrolment Application Form. All cards, notices, cheque or any other communications to the Learner if sent by post or left at the last known address of the Learner shall be deemed to have been received by the Learner on the day following such posting or on the day when it was left at the last known address. All notices or communications may be communicated through any media chosen by the Centre and the Learner shall be deemed to have notice on the date of such communication.

16. DISCLAIMER OF WARRANTIES

- 16.1 The Centre expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to the implied warranties of merchantability, fitness for a particular purpose and non-infringement in respect of any services, equipment, vehicles and machinery it provided or utilizes at the Centre or elsewhere.

17. VARIATION/ ADMENDMENT TO TERMS AND CONDITIONS

- 17.1 It is agreed that the Centre shall have the right at any time to change, vary or amend any of these Terms and Conditions, or any part thereof, or to impose new Terms and Conditions, or impose any fees including but not limited to for use of online terminals or use of electronic equipment or any fee hikes or any new or additional fees whatsoever, at any time and from time to time without prior notice and the Learner shall be bound by any such fees or variation or amendment or addition to the Terms and Conditions provided that:
- A notice referring to the changes will be posted on the Centre's website and/ or notice board or mailed to the Learner. Any such notice will take effect immediately, without delay, and such notice can also be given at a later time after the amendment(s) have been made, taken effect or been applied.
- 17.2 In any event, notwithstanding the abovementioned, Learner's continued use of Centre's facilities, services and equipment, shall be deemed to constitute Learner's acceptance of such changes, modifications and/ or additions.

18. SEVERABILITY

In any term, phrase or clause of this Agreement, or any part thereof, should prove inapplicable, void, invalid or otherwise inoperable, it will be struck out or ignored, and its severance or otherwise will not affect in any way the validity or enforceability of the rest of this Agreement. This Agreement is subject to the Laws of Singapore.

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