



---

## STUDENT PROCEDURE SHEET

### FOR ANY LATERAL MOVEMENT YOU SHOULD: MIRROR, SIGNAL, HEADCHECK

(A head check is when you turn your head and look out of the rear side window in the direction you want to go.)

#### FORWARD MOTION

1. Apply the brake pedal with the right foot.
2. Set the selector lever in the "D" position, holding the brake pedal down.
3. Release the parking brake.
4. Check mirrors.
5. Check blind spots.
6. Move your right foot to the accelerator pedal and press it down gradually.

#### STOPPING (Forward)

1. Check traffic in the rear view mirror (watch for autos that may hit you in the rear).
2. Ease up on the accelerator pedal.
3. Apply the brake pedal until the car comes to complete stop (Brake pressure should be released slightly just before car stops. This will eliminate a jerk).

#### PARKING PROCEDURE

1. Check traffic.
2. Signal appropriately.
3. Stop vehicle.
4. Apply the parking brake.
5. Move the selector to "P" position.
6. Turn off all power accessories.
7. Turn off the ignition, remove the ignition key and lock the car when leaving it.

#### TURNS

1. Check traffic forward.
2. Check mirrors.
3. Signal intention (left or right).
4. Head check blind spot.
5. Position car for the turn.
6. Turn (hand over hand).
7. Recovery (palm pressure release method).

#### BACKWARD MOTION

1. Apply the brake pedal, with right foot.
2. Set the selector lever in the "R" position, holding the brake pedal down firmly.
3. Release the parking brake.
4. Check traffic conditions in all directions.
5. Look over your right shoulder.
6. Move your right foot to the accelerator and press it down gradually.
7. Straighten wheel, continue backing.

#### STOPPING (Backward)

1. Ease up on the accelerator pedal.
2. Apply the brake pedal until the car comes to a complete stop. Keep looking over right shoulder until car comes to a complete stop.



## **UP - HILL PARK, WITH CURB**

1. Check mirrors.
2. Give right turn signal.
3. Check blind spots.
4. Approach parallel to curb about 4 to 6 inches away.
5. Make a full stop.
6. Selector lever to "P".
7. Turn wheel sharply away from curb.
8. Complete parking procedure.

## **TO PULL AWAY FROM CURB**

1. Selector lever to "D".
2. Release parking brake.
3. Check mirrors for traffic.
4. Signal your intention to leave curb.
5. Check blind spots and hand signal.
6. Pull away from curb.
7. Cancel signal.

## **BACKING AROUND A CORNER**

1. Approach parallel to the curb 1 1/2 to 2' from curb.
2. Apply the brake pedal, with right foot.
3. Prepare for backing (hand over hand steering).
4. Check traffic conditions in all directions.
5. Look over your right shoulder.
6. Move your right foot to the accelerator and press it down gradually, backing parallel to the curb.
7. Make a full stop before rear bumper crosses the crosswalk.
8. Check traffic conditions in all directions.
9. Continue backing around the corner; hand over hand, right turn, bringing the car to a full stop when it is parallel to the curb and close to it.
10. Straighten wheel, continue backing.

## **PARALLEL PARKING-** Use all of your steering. The wheel moves fast, the car moves slowly.

1. Turn on the right signal.
2. Pull up beside car 3 to 4 feet away from its side.
3. Stop forward motion when the rear bumpers are flush.
4. Put car in reverse.
5. As you move backwards quickly turn the wheels to right as far as they go.
6. When you are at a 45 degree angle with car "B" straighten your wheels and continue backwards.
7. When your front bumper can clear the back bumper of car "B" turn the wheels as far as they go to the left.
8. When the car is parallel to the curb, straighten the wheels.
9. Position car in middle between car "B" and "C" or three feet behind car "B".
10. Secure car