

# Procedure Sheet

## Walk around the car looking for:

- Air in the tires, Dented panels, Broken glass

## Enter the car:

- Close the door and lock it
- Put the key in the ignition
- Adjust the seat and mirror
- Put on seatbelt

## Starting the engine

- Place your right foot on the brake
- Turn the key to the on position
- Turn the key to the start position and release the key after the car has started.  
(Note... do not push the gas prior to starting the car. That messes up the car's computer)

## Backing:

- Place your right foot on the brake
- Put the car into reverse
- Keep both hands on the wheel
- Look backwards over your right shoulder with quick checks to the left, right, and forward.
- Be sure to be looking back out the back window while you are stopping.

## Pulling away from the curb:

- Place your right foot on the brake.
- Put car in drive
- Release the park brake
- Check windshield mirror
- Check side mirrors (The direction you are intending to go)
- Turn on signal. (To turn on the signal take your left hand completely off the steering wheel then activate the signal. Up for a right turn and down for a left turn.)
- Head check out the rear side window. (Head check the same direction you have your signal on.)
- When safe proceed with a smooth progressive acceleration

## Pulling to the curb:

- Begin coasting the car 2/3 of a city block before the parking place.
- Place the right foot on the brake.
- Check windshield mirror and side mirror
- Turn on signal. (To turn on the signal take your left hand completely off the steering wheel then activate the signal. Up for a right turn and down for a left turn.)
- Head check out the rear side window. (Head check the same direction you have your signal on.)
- Keeping both hands on the wheel pull to the curb. (It should only take two parallel parking spaces to do a pull to the curb)
- After stopping the car secure the car. Set the park brake, put the car in park, and ask the question. Am I parked up hill with a curb? Yes = turn your wheels away from the curb. No = turn your wheels to the curb.

## Parallel Parking

- *Reference point #1* Pull up beside the parked car you are using for the park procedure, front doors straight across from each other, three to four feet away from the side of the car.
- *Reference point #2* Move your car backward until the rear side window is even with the back bumper of the parked car your are using for the park procedure, then turn the steering wheel as fast as you can to the right, using hand over hand steering.

- *Reference point #3* When your car reaches a 45 degree angle to the parked car straighten your tires with the body of your car. You will straighten the wheels by turning the steering wheel one full revolution to the left.
- *Reference point #4* When our front bumper can clear the back bumper of the parked car turn your steering wheel as fast and as far as you can to the left, using hand over hand steering.
- *Reference point #5* When your car is parallel to the curb stop your car, put it in drive, and then move your car straight forward and stop when you are three feet from the parked car in front of you. After stopping your car secure the car. Set the park brake, put the car in park.

#### Backing around the corner

- Pull your car into an alley.
- Stop when you can see the sidewalk in the rearview mirror
- Put the car into reverse
- Keep both hands on the wheel
- Look backwards over your right shoulder with quick checks to the left, right, and forward. You might have to shift your body weight into your right hip in order to see out the back window.
- Be sure to be looking back out the back window while you are stopping.
- Move backwards until the back bumper is about to enter the sidewalk. You can tell where the sidewalk is by doing quick checks out the right rear side window looking for the sidewalk.
- As you reach the sidewalk stop the car and look in all directions. Whenever you leave an alley, parking lot or driveway you must stop before the side walk and then yield to cars on the road.
- When safe to do so continue moving across the sidewalk. When the rear bumper of your car is even with the curb turn your wheel to the right.
- Straighten the car and then continue moving the car backward, parallel to the curb, in the parallel parking spaces until asked to stop.

#### Angle Parking - Entering the Angle Park

- When the first line of the parking spot you want to use is even with the windshield support turn the wheel as if you are doing an intersection turn.
- When the car is centered between the two parking lines straighten the car as if you were straightening from an intersection turn.
- Stop and secure the car. You are not parked parallel to a curb so setting the wheels is not necessary.

#### Leaving the Angle Park

- After checking in all directions look back over your right shoulder through the center of the car and out the back window. You might have to shift your body weight into your right hip in order to see out the back window.
- Back the car straight for one half of a car length.
- Check the opposite side front fender from the way you are backing. (If you are backing right you will check the left front fender.)
- When the front fender can clear the vehicle beside you turn the wheel. Be sure to look backwards out the rear window with good checks in all directions. Remember to back only as much as needed
- When you can clear all of the vehicles around you shift to drive and proceed forward.

#### Right Turn - From a stopped position

- At 25 mph you will coast one third of a city block and then brake smoothly to a stop. Keep the car in the center of the lane until just before you stop the car. Just prior to completely stopping the car point the car to the right.
- When it is safe to go, proceed forward until the front bumper is even with the curb line then turn the wheel to the right using hand over hand. Start the hand over hand motion with the left hand at 10 and right hand at 2. Hanging on to the wheel push the left hand

from 10 until the left hand reaches 4 and then return the left hand to 10. While you are pushing with the left hand the right hand must release the 2 position and move to the 10 position and then pull the wheel so that the right hand moves the wheel to the 2 position. Your hands are now at 10 and 2 with the car turning to the right.

- As the front of the car lines up with the center of the lane reverse the hand over hand wheel motion.
- Start the hand over hand motion with the right hand at 2 and left hand at 10. Hanging on to the wheel push the right hand from 2 until the right hand reaches 8 and then return the right hand to 2. While you are pushing with the right hand the left hand must release the 10 position and move to the 2 position and then pull the wheel so that the left hand moves the wheel to the 10 position. Your hands are now at 10 and 2 and the car traveling straight.

#### Right Turn - Without stopping

The difference between the right turn from a stop and the motion right turn is the amount of brake you use. You will not stop the car unless needed. You will need to use less brake at the beginning of the turn and ride the brake until you are ready to straighten the car. When you are ready to straighten the car release the brake, push the gas and then straighten the car using the reference points and hand motions described in the right turn from a stopped position.

#### Left Turn - From a stopped position

- At 25 mph you will coast one third of a city block and then brake smoothly to a stop. Keep the car in the center of the lane and stop just prior to the stop line with the car pointing straight ahead.
- When it is safe to go, proceed forward until the front bumper is about even with the centerline then turn the wheel to the left using hand over hand. Start the hand over hand motion with the right hand at 2 and left hand at 10. Hanging on to the wheel push the right hand from 2 until the right hand reaches 8 and then return the right hand to 2. While you are pushing with the right hand the left hand must release the 10 position and move to the 2 position and then pull the wheel so that the left hand moves the wheel to the 10 position. Your hands are now at 10 and 2 with the car turning to the left.
- As the front of the car lines up with the center of the lane reverse the hand over hand wheel motion.
- Start the hand over hand motion with the left hand at 10 and right hand at 2. Hanging on to the wheel push the left hand from 10 until the left hand reaches 4 and then return the left hand to 10. While you are pushing with the left hand the right hand must release the 2 position and move to the 10 position and then pull the wheel so that the right hand moves the wheel to the 2 position.
- Your hands are now at 10 and 2 and the car traveling straight.

#### Left Turn - Without stopping

- The difference between the left turn from a stop and the motion left turn is the amount of brake you use. You will not stop the car unless needed. You will need to use less brake at the beginning of the turn and ride the brake until you are ready to straighten the car. When you are ready to straighten the car release the brake, push the gas and then straighten the car using the reference points and hand motions described in the left turn from a stopped position.