



# Pass Plus - 1

## BUT I ALREADY KNOW HOW TO DRIVE!



Your *PASS PLUS* instructor knows that you have achieved the level of competence required to pass the driving test. But as a new driver, you have relatively little driving experience.

*PASS PLUS* is much more than just a few extra driving lessons. As well as gaining further driving experience under expert supervision, you'll be taught how to deal with situations you may not have faced before, such as

- driving in fog, rain, snow and ice
- driving in the dark
- motorway driving.

The course will show you some of the reasons why things can go wrong on the road and what you can do to prevent them from happening.

By completing the syllabus successfully you'll gain the satisfaction of driving safely, in a more positive and controlled way.



## POSITIVE DRIVING



Two key factors make up a positive approach to driving.

Your attitude

- responsibility for your actions
- consideration for others.

Your skills

- observation
- assessing what you see
- making decisions
- taking the right action.

These essential attitudes and skills are the same, whether you are driving

- on a busy main road
- in adverse weather conditions
- on a quiet country lane or road
- at night
- on dual carriageways
- on motorways.





# Pass Plus - 2

## MONEY MATTERS

save up to 40%  
on car insurance...



### Course fees

You'll have to pay for the course but, when you complete it successfully, you will usually be offered a discount on your car insurance by one of the companies taking part in the scheme. The amount you save will depend on the company you choose.

### Insurance discounts

Once you've successfully completed the course you will usually qualify for a car insurance discount. You should check which motor insurance company offers the best discount for your particular requirements.\*

You may even find that you recover more than the cost of the training!

Participating insurers will generally give you a one-step progression on their discount scale when you insure your own car.

This means a one-year's no-claims bonus for the following policies

- comprehensive
- third party, fire and theft
- third party.

You may be asked to pay for each session as you take it, or you may be offered a discount if you pay for the whole course in advance. It's for you to decide which suits you best and to agree terms with your instructor or school.

For an up-to-date list of insurance companies taking part

- ask your **PASS PLUS** instructor
- ring **0115 901 2633**
- visit **www.passplus.org.uk**

\* Subject to status.

The **PASS PLUS** course can be taken at any time in your driving career; however, the scheme is mainly aimed at new drivers within a year of passing their test.

New drivers who passed their test more than a year before and are seeking an insurance discount should check with participating motor insurance companies whether they will be eligible before taking part in **PASS PLUS**.



# Pass Plus - 3



You may be able to defer the no-claims bonus for up to two years if you currently drive under someone else's policy.

This means that if you buy a car within two years of successfully completing the course, and have not made any claims in this time, your first premium will be reduced by the extra one year's no-claims bonus.

Please check with your insurer as individual policies may vary.

To find out what's on offer, ask

- your existing insurer, if you have one
- one of the companies in the scheme
- an insurance broker.

## HOW TO TAKE PART IN *PASS PLUS*



- 1 You must have passed your driving test before taking part in *PASS PLUS*.
- 2 Choose a *PASS PLUS* instructor.
- 3 Take the six modules that make up the syllabus.
- 4 After successfully completing the whole syllabus to an achieved or exceeded level of driving competence, you'll receive a Certificate of Completion.
- 5 Call one of the participating insurance companies to claim your discount, quoting your Certificate number.



# Pass Plus - 4



The **PASS PLUS** course has been designed in six modules. The areas covered in each one are listed in the syllabus on pages 25-37.

Modules will not all take the same amount of time to cover. However, the course must consist of a **minimum of six hours' tuition**, five and a half of which are practical in-car driving sessions.

This does not necessarily mean six sessions – the number of sessions required will depend on the ability and progress of each pupil.

Theory sessions may take place indoors, using videos, films or slides, or in the car, using specially-prepared materials.

## Progress record

Your **Progress Record** is included with this Guide. Remember to bring it to each session, so you can keep your own personal record of your progress towards each competence.

## Training Report Form

Your instructor will supply a **Training Report Form**, which is used to record your progress.

Both you and your instructor will need to sign and date this too, after each module has been successfully completed.

The emphasis of the training is on **practical driving skills and all modules should be practical where possible.**

However, under exceptional circumstances some sessions may include theory work.

### No need to rush

There is no time limit for completing the course, but as a guide you should aim to do so in about four to six weeks. This will help you to keep the subjects covered fresh in your mind.

You and your instructor must sign and date it after each module has been successfully completed to an achieved or exceeded standard.

When the Progress Record has been completed, it will show that you have reached an achieved or exceeded level of driving ability in all the modules (see pages 25-37).

In order to successfully complete the course your instructor must be sure that all modules have been covered to an achieved (A) or exceeded (E) standard

Only then can you both sign and date the Training Report Form. Your instructor will then send the Training Report Form to DSA for your **PASS PLUS** Certificate of Completion to be issued.



# Pass Plus - 5

## HOW YOU'LL BE EVALUATED

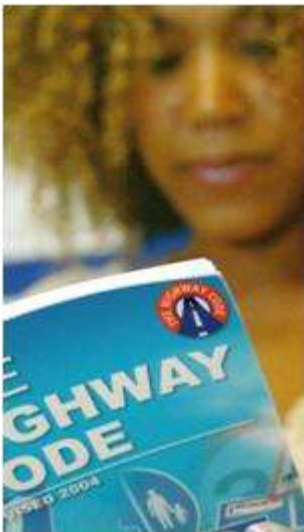


We have provided the syllabus and topic areas at the back of this Guide. Your instructor will be looking for you to demonstrate the required skills and knowledge in each module. All the modules need to be completed and assessed to an achieved or exceeded standard in order for you to receive your *PASS PLUS* Certificate.

**All six modules** must be practical sessions where possible. A theory session will only be carried out where the weather, road or traffic conditions or the geographical situation mean some or all of a module can't be covered in practice.

- **Achieved** - successfully reached the required standard for each of the competencies.
- **Exceeded** - exceeded the required standard for each of the competencies.

Any theory sessions need to be completed to an achieved standard. The highest level you can reach in a theory session is achieved, as you have not been able to demonstrate the relevant practical skills.



## GETTING READY

You will find it helpful to look at the syllabus before each session, so you know what you'll be covering.

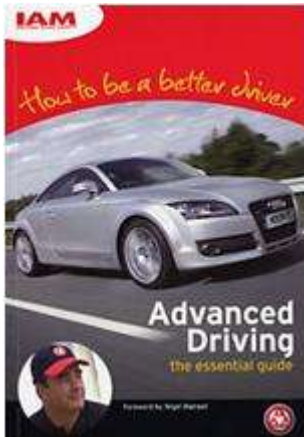
As well as reading this Guide, other preparation will help you. Useful books, videos and DVDs include

- The Highway Code
- The Official DSA Guide to Driving - the essential skills
- Know Your Traffic Signs
- What If? video for car drivers
- The Official Guide to Hazard Perception on DVD and video.



# Pass Plus - 6

## AFTER *PASS PLUS*



When you successfully complete *PASS PLUS* you will have demonstrated that you

- have developed your existing skills
- have acquired new skills and knowledge
- know how to anticipate, plan for and deal with hazards safely
- understand how you can reduce the risk of having a road accident
- can maintain a courteous and considerate attitude to other road users.

At this point, you and your instructor sign your Training Report Form. Once it is completed your instructor will then send the form to DSA.



### Well done

Do you feel good enough to move on to the next level?

If so, why not consider further training, leading to an advanced driving test.

DSA have approved and monitor advanced driving tests offered by:

- The Institute of Advanced Motorists  
Tel: 020 8996 9600  
[www.iam.org.uk](http://www.iam.org.uk)

DSA will then send you a *PASS PLUS* Certificate of Completion showing that you

- have successfully completed the course
- are entitled to an insurance discount from one of the companies taking part in the scheme.\*

When you get your *PASS PLUS* Certificate, remember to write the Certificate number on page 1 of this Guide in the box provided.

That way, you have a record of the number just in case you lose or misplace your Certificate.



- RoSPA Advanced Drivers' Association  
Tel: 0121 248 2099  
[www.rospa.co.uk](http://www.rospa.co.uk)
- DIAMond Advanced Motorists  
Tel: 0845 345 5151  
[www.driving.org](http://www.driving.org)
- RAC  
RAC Advanced Driving Course  
Tel 08457 276276  
[www.rac.co.uk/drivertraining](http://www.rac.co.uk/drivertraining)



# Pass Plus - 7

## THE *PASS PLUS* SYLLABUS



This section outlines the *PASS PLUS* syllabus and the areas you'll be covering. When you've had a look through it, ask your instructor if there's anything you don't understand or aren't sure about.

Remember to read the relevant module before each session so you know what to expect.

We have provided an example on each of the following pages of how one of the competencies that make up each of the modules might be completed. Above each illustration we have added the standard of performance that you will have had to demonstrate to be assessed as having achieved (A) or exceeded (E) the competency used in the example.

### MODULE 1: INTRODUCTION (PART 1)

This first module is split into two parts: the first part is an introduction to the course and the second part is a practical session on town driving.

Your instructor will check your driving licence and eyesight and begin your first session by explaining

- why the course was introduced
- what the course aims to do
- the challenge of safe, Positive Driving
- the importance of driver attitude
- the skills and knowledge to be covered by the course.

### TOWN DRIVING (PART 2)

This is the practical part of Module 1 and should immediately follow on from the introduction to *PASS PLUS* (see page 25). You will concentrate on

- observation, judgement and awareness
- eye contact
- consideration for vulnerable road users
- being cautious - but not over-cautious
- keeping space around your car.

You will be given advice about features of town driving such as

- multi-lane junctions
- unusual roundabouts
- trams and bus, cycle and taxi lanes
- under- and over-passes.





# Pass Plus - 8

## MODULE 2: ALL-WEATHER DRIVING



This module continues on from your first session on town driving.

The aim of the module is to cover all aspects of driving in different weather conditions, including speed and stopping distances in

- rain
- sleet, snow and ice
- mist and fog
- bright sunshine.

You will need to

- make sure that you can see and be seen
- decide what speed to drive at
- apply the rules in practice.

You will also look at skidding

- the causes of skidding
- prevention of skids
- correcting slow-speed skids
- braking on poor surfaces
- aquaplaning.



## MODULE 3: OUT OF TOWN DRIVING & RURAL ROADS

This session will cover

- the main differences from town driving
- observing the road ahead
- making progress safely
- bends, hills, uneven roads and dead ground
- keeping a safe distance from the vehicle ahead
- safe overtaking.

With special emphasis on

- consideration for pedestrians on roads with no pavement
- horse riders
- sharp bends
- use of the horn
- farm entrances and buildings
- slow-moving vehicles
- livestock and wild animals
- mud and other debris on the road
- use of passing places.



# Pass Plus - 9

## MODULE 4: NIGHT DRIVING



This session covers all aspects of driving in the dark, including

- the importance of headlights
- adjusting to the dark
- driving at dusk and dawn
- judging speed and distance
- the correct use of lights and cleanliness of lights
- dazzle
- anticipation and awareness of pedestrians, cyclists etc.
- parking.



## MODULE 5: DUAL CARRIAGEWAYS

Dual carriageways are high-speed, multi-lane roads where the two carriageways are separated by a central reservation. They demand particular skills, including

- effective observation (use of all mirrors, blind spots, scanning the near, middle and far distance)
- judgement and planning (safe distances and the two-second rule)
- joining and leaving dual carriageways - use of slip roads
- overtaking and lane discipline
- correct use of speed.



# Pass Plus - 10



## MODULE 6: MOTORWAYS

As a new driver, you may never have driven on a motorway. They are unlike any other road, not just because of the number of lanes, the high traffic volumes and vehicle speeds, but also because there are rules and signs that only relate to motorways. **PASS PLUS** will give you invaluable training and experience in driving on motorways.

If there's no motorway nearby, this session will have to be covered in theory (while you can gain some helpful experience on dual carriageways, this won't cover aspects specific to motorways).

Topics covered will include

- planning journeys in advance
- joining and leaving motorways
- safe speeds in different circumstances
- effective observation (use of all mirrors, blind spots, scanning the near, middle and far distance)
- signs, signals and markings
- overtaking and lane discipline
- courtesy to other road users
- motorway fatigue
- breakdown procedures
- use of lights, including hazard warning lights
- debris on the carriageway
- crosswinds.

In this case, you should plan to drive on a motorway as soon as possible after the course, so you can put the knowledge into practice. As with any theory session, it would need to be completed to an achieved standard.

MOTORWAYS	Joining/Leaving	Date:	Instructor's initial:	Pass/grade:	A1	Total hours/minutes
		16/01/04			E	
	Forward Planning & Observation	Date:	Instructor's initial:	Pass/grade:	A1	
	Decelerating	Date:	Instructor's initial:	Pass/grade:	A1	
Breakdowns & Safety Procedures	Date:	Instructor's initial:	Pass/grade:	A1		

**Achieved** - Demonstrated theoretical knowledge and understanding of the principles of joining travelling and leaving that was consolidated on dual carriageway roads.

**Exceeded** - A practical motorway session that demonstrated safe, correct control and judgement when joining, travelling along and exiting a motorway.



# Pass Plus - 11

## SUMMARY OF *PASS PLUS*



- 1 The *PASS PLUS* course can be taken at any time in your driving career; however, the scheme is mainly aimed at new drivers within a year of passing their test. New drivers who passed their test more than a year before and are seeking an insurance discount should check with participating motor insurance companies whether they will be eligible before taking part in *PASS PLUS*.
  - 2 Minimum completion time for the course is six hours.
  - 3 All *PASS PLUS* training must be taken **after** passing your test.
  - 4 All practical modules are to be completed to an achieved or exceeded standard.
  - 5 All theory modules are to be completed to an achieved standard. The highest level a pupil can reach in a theory session is achieved, as they have not been able to demonstrate the relevant practical skills.
  - 6 The pupil and instructor must sign off each module on both your Progress Record and the Training Report Form when an achieved or exceeded standard has been reached.
  - 7 When the syllabus is successfully completed, the pupil and instructor must sign the relevant section on both the Progress Record and the Training Report Form to indicate that all aspects of the *PASS PLUS* course have successfully been completed.
  - 8 The *PASS PLUS* Certificate may be kept on hold for two years.
  - 9 The Certificate can only be presented for the holder's first discount.
- Any false declaration in regard to the above requirements could lead to an insurance policy being null and void. Your instructor could also be removed from the ADI Register.

### Remember...

A Positive Driver is always learning

The next challenges are to

- put what you have learned into practice
- continue to develop your skills
- enjoy safe driving - for life!