Welcome to the World of Teen Driving

Each year thousands of Hoosier teens receive learner's permits or driver's licenses from the Indiana Bureau of Motor Vehicles (BMV). Statistics continue to show that these young drivers are in more property damage and personal injury accidents than any other group of drivers. Studies show most of the accidents are caused by their lack of experience in various driving situations.

The bottom line is that teen drivers not only need to know the rules for safe driving, but they must actually drive a vehicle with guidance and direction from an experienced driver.

Teen drivers will also model their driving habits after their parents or other adult drivers. These influential adults should themselves be responsible drivers and show how attention to the road, courtesy, and safety awareness can prevent accidents. The BMV has prepared this guide for both teen drivers and their parents to assist with preparing for and obtaining an Indiana driver's license and being a safe driver at all times.

For complete information and requirements for obtaining an Indiana learner's permit or driver's license, refer to the Indiana Driver's Manual available on the myBMV.com website or at any BMV license branch.

Indiana law now requires that new teen drivers have 50 hours of practice driving before receiving a driver's license. The BMV provides a driving log on the myBMV.com website that can be used to track practice driving time.

Did you know…?

It will take more than 15 minutes of practice time every day for 6 months to complete the 50 hours of practice driving required on the driving log.

Table of Contents

For Parents

Indiana's Graduated Driver Licensing Law

Learner's Permit Restrictions 1
Driving Risks 2
High-Risk Driving Conditions 3

Supervising Your Teen Driver

Parent Tips for Training Your Teen Driver 5
Practice Driving Log 6
Recommended Activities for Practice Driving 6

Setting Family Rules and Guidelines for Driving

Driving Rules/Guidelines 7
Consequences for Violating Rules/Guidelines 8
Safe, Reliable Vehicles 8

For Teen Drivers

The Rules for Graduated Licensing 9
Driving Restrictions with a Probationary License 9
Top 11 Driving Errors 10
Aggressive Driving 11

Vehicle Functioning

Vehicle Controls 13
Vehicle Readiness 13
Blind Spots 14

Basic Driving Skills

Automatic or Manual Transmission 16
Steering Control and Hand Position 16
Speed Control 16
Lane Positions 18

Following Time 19
Searching Skills 20
Communication with Other Drivers 21
Use of Headlights 22

Step-by-Step Maneuvers

First Things First 23
Entering the Vehicle 23
Making Adjustments 24
Starting the Car 25
Secure the Car after Driving 26
Backing 26
Parking 29
Turns 35
Bicycles on the Roadway 39

Complex Driving Skills

Changing Lanes 40
Passing 41
Freeways 42
Railroad Grade Crossings 44
School Zones 45
Crosswalks 46
Night Driving 47
Skid Recovery 48
Driving in Bad Weather 48

Emergencies - How to Handle Them

Vehicle Malfunctions 49
What to Do After an Accident 51
Routine Traffic Stops by Law Enforcement 53
The Rules for Graduated Licensing 54
Driving Restrictions With a Probationary License 55

For Parents

Indiana's Graduated Driver Licensing Law

Indiana's Graduated Driver Licensing (GDL) program increases the safety of your teen driver by giving your teen more time to gain valuable driving experience before becoming fully licensed.

An applicant for a learner's permit must be:

- At least fifteen (15) years of age, enrolled in an approved driver education class and pass a Bureau of Motor Vehicle (BMV) knowledge examination; or
- At least sixteen (16) years of age and pass a BMV knowledge examination.

Learner's Permit Restrictions

With Driver Education

- If the driver is younger than 16 years of age, practice driving may begin only after beginning an approved driver education program.
- The driver may not drive unless supervised by a licensed instructor or a parent, stepparent or guardian with a valid driver's license.
- If the driver is younger than 18, no type of telecommunication device may be used while operating a motor vehicle, unless calling 911.

Without Driver Education

- At 16 years of age (but less than 18 years of age) practice driving may be with a guardian, parent, stepparent or other relative who holds a valid driver's license and is 21 years of age or older.
- If at least 18 years of age, practice driving may be with any individual holding a valid driver's license.

Driver Education

Driver education promotes critical life-long driving skills, proper safety belt usage, driving alcohol and drug free, not using electronic devices while driving, respect, courtesy and cooperation, healthy behaviors, and choices.

Parents, educators, state officials, students, and community members need to create powerful partnerships to support teaching and learning in every community. We need to guarantee young drivers acquire preventive behavior habits to manage risk. Remember, driving is a life-long skill and it is important to establish good habits early on.

If you choose to send your teen to driver education, ensure that the school is licensed by the BMV. A list of licensed schools may be found at myBMV.com. Your teen will still need to complete 50 hours of supervised driving with a licensed driver education instructor, another licensed driver over 25 years of age, or with the spouse of the driver who is at least 21 years old. At least 10 hours of the logged practice driving hours must be at night.

Driving Risks

What Parents Need to Know

Driving can be dangerous for anyone; however, it is more dangerous for young drivers. Novice teen drivers crash more than any other age group. There are many reasons for this, including:

Young Age/Lack of Maturity: Teenagers make more errors in judgment than other age groups. Be aware that your teen is likely to drive differently and take more risks when you are not in the vehicle.

Brain Development: Teens should be the world's best drivers. Their muscles are well toned, their reaction time quick, their eye-hand coordination at a peak. Yet car crashes kill more of them than any other cause — a problem, some researchers believe that is rooted in the adolescent brain. A National Institute of Health study suggests that the region of the brain that inhibits risky behavior is not fully formed until age 25.

Risky Driving Behaviors: Teenagers may engage in risky driving behaviors. These include speeding, running red and yellow lights, running stop signs, tailgating, weaving in and out of traffic, not keeping a safe distance for merging or changing lanes, misjudging gaps in traffic, and misjudging the capability of their vehicles

Distractions: Any new or inexperienced driver is challenged by driving distractions. Music, cell phones, pets, and passengers are best left at home while your teen is learning to drive. It is particularly important that new drivers not text or talk on a cell phone while driving. Not only does it increase the risk of a crash dramatically, it is against the law.

Driving Inexperience: Teenagers lack driving experience. It takes hours of practice to safely maneuver in everyday traffic situations and unexpected circumstances. Teens show the greatest improvement within the first year and 1,000 miles of driving. They continue to improve through their first 5,000 miles of driving.

High-Risk Driving Conditions

Driving under the influence of alcohol or drugs: Drinking any amount of alcohol produces impairment. Not only is the use of alcohol and illicit drugs illegal, the combination of alcohol or drugs and driving can be deadly.

High speeds: For teen drivers (especially males), most severe crashes occur at high speeds. Crash risk, severity, and force all increase as speed increases.

Passengers: For teen drivers, as the number of passengers increase, teen crashes increase. Driving is a "new skill" for teens, and they need to pay close attention. Teen passengers can be a major distraction. Teen passengers may intentionally or unintentionally encourage friends to speed, show off, or not pay enough attention to driving.

Nighttime driving: For teen drivers the most severe crashes occur at night and on weekends. Night driving is challenging for all drivers, but novice teen drivers do not have the experience to anticipate and react to nighttime conditions when visibility is reduced. Make sure your teen gets extensive nighttime practice driving with you in varied types of weather. Be aware that teenagers driving at night usually include a lack of adult supervision, carrying passengers, and driving at high speeds, all of which increase risk exponentially.

Safety belt non-use: Safety belt non-use is a problem for both drivers and passengers. Safety belts are important because they keep the driver and passengers inside the vehicle where they are the safest. Indiana law requires all occupants of a motor vehicle to be properly restrained.

Supervising Your Teen Driver

Driver education is the beginning of the process of learning to drive, but teens need many, many hours of practice to become safer drivers.

Parent Tips for Training Your Teen Driver

Set a Good Example

You should always model correct, legal driving behavior for your teen driver, such as:

- Always wear a seat belt.
- Do not use any type of telecommunication device.
- Obey the speed limits.

Also, make sure you and your teen are familiar with all controls and safety devices in each of the family vehicles.

Expect that Your Teen Will Make Mistakes

- Making mistakes is part of learning so be positive and calm.
- Try to separate physical errors (like turning the wheel too soon) from mental errors (like not detecting a problem) and coach your teen accordingly. Always praise correct driving behaviors.
- Explain why and how to do things in a soft, steady voice.
- DO NOT assume your teenager knows what you want him/her to do.

Stay Focused and Ready

Remember, you are the responsible driver of the car so constantly scan the driving scene and be ready to react to any driving situation.

- Make sure that you verbally guide your teen through situations well in advance of trouble.
- If necessary, be ready to react to any driving situation and assist with verbal or physical steering guidance.

Practice, Practice, Practice!

Practice as much as possible, even after your teen obtains a license.

Who: Practice with only you and your teen in the vehicle. Other people, pets, etc. can distract both of you and increase stress. Remember, remain calm and focused. Making mistakes is part of learning, and practice driving is serious, but it should also be interesting and engaging.

What: Practice the driving skills yourself that your teen is learning. Begin with basic skills such as turning, parking, and backing up. Then practice more complex skills such as changing lanes and merging.

When: In the beginning, practice during daylight hours with good weather. As your teen's skills increase, gradually increase exposure to different roads, weather conditions, and times of day.

Where: In the beginning, practice in safe, low-risk driving areas. Start out in empty parking lots or on remote roads. As your teen's skills increase, progress to quiet neighborhood streets and later to busier roads and highways.

Why: Learning to drive is a complex, ongoing process requiring responsibility and education from both parents and teens. New drivers need much practice to handle daily driving hazards and unexpected situations. Teens will show the greatest improvement in the first 1,000 to 5,000 miles of driving.

The leading cause of death among 15-18 year olds in Indiana is motor vehicle crashes.

Use a Practice Driving Log

Indiana law requires a student driver to have 50 hours of supervised driving before applying for a driver's license. Use the driving log available on the myBMV.com website under Driver Education/Student and Parent Resources. Filling out the log at the end of each practice drive will keep you informed about the amount of practice driving time your teen has completed and will save time later.

Recommended Activities for Practice Driving

Ensure your teen:

- Is in the "practicing mood". Practice when both of you are ready, in good moods, have sufficient time, and are well rested.
- Adjusts mirrors, safety belts, seats, and steering wheel position before starting the vehicle.

- Always wears a safety belt and uses headlights day and night!
- Comes to a complete stop at stop signs and for right turns at red lights. When proceeding from a stop, looks left, then front (straight ahead), then right, then left again before proceeding.
- Keeps eyes moving. Uses mirrors to check around and behind the vehicle every 6-8 seconds.
- Keeps at least a 2-4 second space between your vehicle and others in traffic flow. Stays centered in the lane of travel.
- Avoids the "No-Zone" with trucks or buses. This is about 15 feet on all sides of the truck. If the driver cannot see a truck driver in their mirrors, the truck driver cannot see the driver.
- Is aware—Speed increases braking distance. Doubling the speed will quadruple the braking distance. The faster the vehicle is going the longer it takes to stop.
- Is aware—Vehicle weight increases braking distance. Doubling the vehicle weight will double the braking distance. If the driver is driving a large vehicle or towing a trailer it takes longer to stop.

Setting Family Rules and Guidelines for Driving

Indiana law sets requirements for teen driving, but families need to determine other rules and limits for their teen drivers. Make sure that family rules are very clear from the beginning. Talk to your teen about driving frequently.

Driving Rules/Guidelines for Your Family

- Require safety belt use
- Prohibit alcohol and/or drug use
- Prohibit riding with someone who has used alcohol or drugs
- Require compliance with speed limits
- Prohibit distractions while driving including cell phone use, eating, drinking, pets or changing radio or CDs while driving

Impose Consequences for Violating Rules/ Guidelines

- Make consequences relate to losing driving privileges: For a day, weekend, week, month, etc., depending on the violation.
- Consequences not related to losing driving privileges will not be as effective in sending the messages: "You must be a responsible driver" and "I am serious about your following the rules and limits for driving."
- Consider requiring your teen to complete additional supervised practice.

Make consequences known. Set consequences for common violations before they occur so that your teen knows what to expect.

- Getting a speeding ticket
- Coming home after curfew
- Lying about their whereabouts
- Violating passenger restrictions

In 2009, Indiana drivers age 20 and under made up six percent of all licensed drivers, but were involved in 17 percent of all collisions. That makes teen drivers three times more likely to be involved in a collision than the driving population as a whole. So, before you ever get into the car, make sure that both you and your teen understand the basics.

Provide a Safe, Reliable Vehicle for Your Teen

- Mid- to full-size sedans and station wagons with smaller engines and airbags are safest for teen drivers.
- Under certain conditions, small trucks and SUVs may be more prone to roll-overs than other types of vehicles.
- High-performance cars may encourage teens to drive beyond their experience level.

For Teen Drivers

Rules for Graduated Licensing

To qualify for a license you must

- Hold a valid Indiana learner's permit for at least 180 days;
- Be at least 16 years and 270 days old.
- Be at least 16 years and 180 days old, if you have passed an approved driver education program.
- Successfully pass a driving skills test with an approved driver education school in the BMV waiver program or with a state driver examiner.
- Submit a completed Practice Driving Log attesting to at least 50 hours of supervised driving practice with a licensed instructor, or a licensed driver who is at least 25 years old, or a spouse who is at least 21 years old. At least 10 hours of supervised driving practice must be nighttime driving. The log must be signed by a parent or legal guardian if the applicant is under 18 years old.

Driving Restrictions with a Probationary License

You have a probationary driver's license if you are younger than 18 years of age.

For 180 days after obtaining your probationary driver's license:

- You may not drive with any passengers unless one of the following individuals is seated in the front seat:
    - Your parent, guardian or step-parent who is 21 years of age or older;
    - An individual who is 25 years of age or older and has a valid driver's license, or
    - A certified driver education instructor.
- You may drive with your child, sibling, or spouse during the hours allowed by law.
- Every passenger in the vehicle must wear a seat belt or a child restraint system.
- You may not operate a motor vehicle while using a telecommunication device, such as a cell phone, unless the device is being used to make a 911emergency call.
- You may not drive between 10 p.m. and 5 a.m.

After you have driven for 180 days on a probationary driver's license, you may not drive during the following hours:

- Sunday through Thursday, after 11 p.m.
- Monday through Friday, before 5 a.m.
- Saturday and Sunday, between 1 a.m. and 5.a.m.

Exceptions to driving restrictions at night:

- Driving between home and work
- Driving between home and a school event
- Driving to or from a religious event
- When accompanied by a licensed driver who is at least 25 years of age

Your first 180 days of restrictions will end on _____ (date).

If you do not follow these rules you could get a ticket, pay fines, your insurance rates can go up or your license could be suspended. Driving comes with responsibility. Remember, driving is a privilege – not a right.

Top 11 Driving Errors

- Not attending to the path of travel
- Driving five or more miles per hour too fast for conditions
- Driving too fast through a curve
- Inadequate search at an intersection and failing to yield to cross traffic
- Lack of attention at an intersection and being struck by another driver
- Improper evasive action — quick turn not executed properly
- Failure to maintain a safe following distance and scanning the road ahead
- Failure to see action developing at side of the roadway
- Following too closely
- Willfully taking right-of-way
- Distractions

Aggressive Driving

Drivers who routinely speed, run red lights and stop signs, tailgate, and otherwise disregard the safety of other motorists are turning streets and highways into high-risk arenas. Aggressive driving can easily escalate into road rage. We are all too familiar with stories of motorists who have killed or injured other drivers for seemingly trivial reasons.

What is Aggressive Driving?

The following attitudes and behaviors indicate that problem driving behaviors are related to aggression rather than inexperience:

- Constant rushing, lane jumping, and the need to "get ahead"
- Ignoring road signs and regulations
- Constantly ridiculing and criticizing other drivers
- Denying entry into your lane or preventing passing
- Speeding past another car, revving engine
- Tailgating a driver to go faster or get out of your way
- Honking, yelling or making visible insulting gestures

When Confronted by Aggressive Drivers:

- First and foremost, make every attempt to get out of their way.
- Put pride in the back seat. Do not challenge them by speeding up or attempting to "hold-your-own" in your travel lane.
- Wear a safety belt. It will hold you in the seat and behind the wheel in case an abrupt driving maneuver is needed, and it will protect you in a crash.
- Avoid eye contact.
- Ignore gestures and refuse to return them.
- Report aggressive drivers to the appropriate authorities by providing a vehicle description, license plate number, location, and if possible, direction of travel.

If it is an emergency and it can be done safely, call 911. Keep in mind, for those under 18, that it is against the law to operate a motor vehicle while using a mobile communication device unless requesting medical or emergency help and there is no other person in the vehicle that is able to do it.

Vehicle Safety Features

It is important that you understand the safety features in each of your vehicles. Read your vehicle manuals for information on, and proper usage of, vehicle safety features.

Safety Belts

In 2010, 44,229 people were injured or killed in traffic crashes in Indiana. Of those injured or killed, 885 were wearing proper safety restraints. Of those killed, less than 485 were restrained. The National Highway and Traffic Safety Administration has identified safety belt use as the most effective strategy a person can employ to prevent injury and death resulting from traffic collisions. Indiana law requires that all motor vehicle occupants "properly" use safety restraints.

Each of the following can significantly reduce injuries in the event of a crash:

1. Read the manufacturer's instructions for the proper use of safety belts and car seats.
2. Wear safety belts.
3. Have children age 12 and younger sit in the back seat.
4. Place children correctly in appropriate child restraints.

Air Bags

Air bags and safety belts are designed to be used together. Air bags and safety belts keep you in the safest positions during a crash. Depending on your vehicle, you may have front and/or side air bags.

Proper Procedures for Use

1. Read your vehicle manual to learn where air bags are located and when and how they deploy.
2. Sit 10-12 inches from the steering wheel.

Vehicle Functioning

In addition to safety features, you need to be familiar with all vehicle controls and other indications that the vehicle is functional.

Vehicle Controls

You should practice and be able to operate each of the following without looking at the controls in any vehicle that you drive:

- Gear selector
- Turn signals
- Headlights, low and high beams
- Climate controls
- Defrost, front and back
- Door locks
- Window controls
- Parking brake, set and release levers
- Brake and gas pedals

Vehicle Readiness

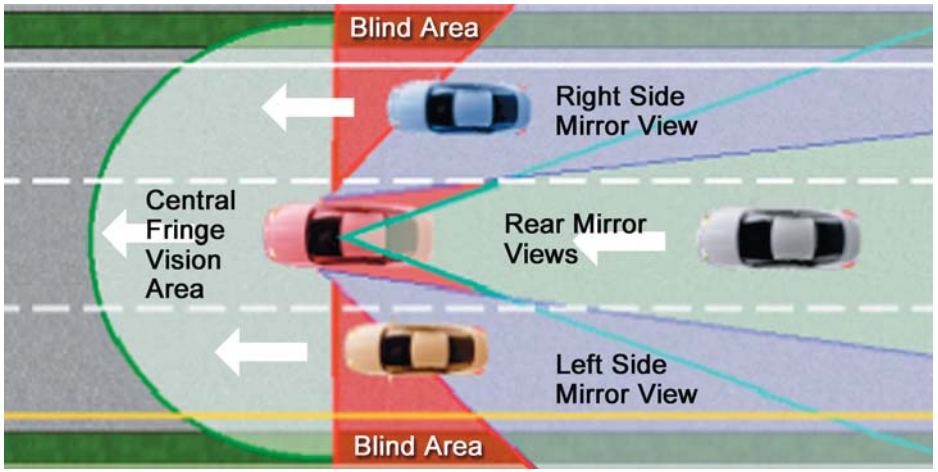
You should be able to determine the readiness of each of the following:

- Windows and headlights clear
- Tires properly inflated
- Mechanical condition checked regularly
- Loose objects secured in trunk
- Parking brake works
- Signal lights and brake lights work

Blind Spots

You must regularly monitor and be aware of blind spots.

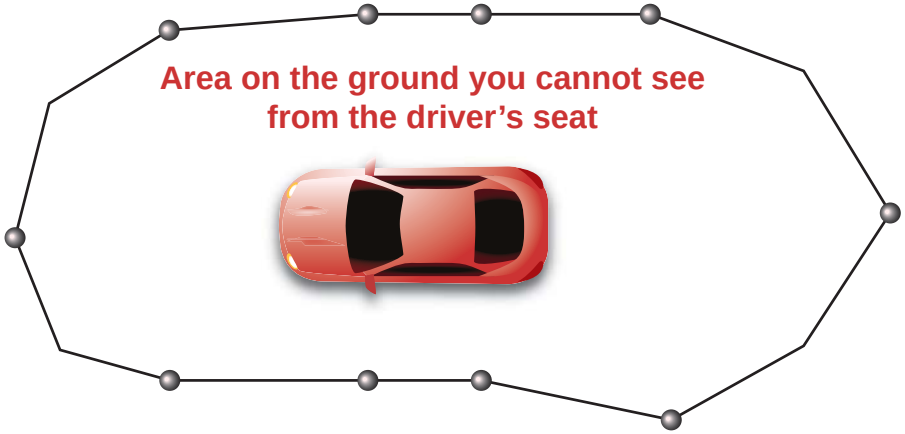
- Check to the rear with the inside rearview mirror.
- Check to the sides with the side view mirrors.
- Make a blind spot check in the area slightly beyond the driver's peripheral field of vision.
- Look out of the rear side windows, not the back window, when checking the mirror blind spot areas. (See the red areas beside and to the rear of the car in the example.)
- New drivers have a tendency to move the steering wheel in the direction they move their head.



An Exercise to Become Familiar with Blind Spots

The following exercise illustrates the area around the car the driver cannot see:

- While you are sitting in the driver's seat with the engine off, have your parent stand close to the front bumper facing you.
- As your parent begins taking steps backward, tap the horn when you can see your parent's feet. Place a cone or cup in that spot. This is the pavement area in front of the vehicle that cannot be seen when looking out of the windshield.
- Next, use the inside mirror and/or look over your right shoulder, and repeat this process to the rear of the vehicle.
- Have your parent walk backwards from the passenger doors on the left and right sides of the vehicle and place cups or cones to mark the side areas that you can see.
- Measure these distances and record them.



Every year, thousands of children are killed or seriously injured because a driver backing up did not see them. A back over incident typically takes place when a car is backing out of a driveway or parking space and the child is in a blind spot.

Basic driving skills

The basic driving skills in this section are fundamental to safe and responsible driving.

Automatic or Manual Transmission

You should first learn the basic controls in a car with automatic transmission and then transfer to a standard shift vehicle if you will be driving a standard shift vehicle.

Steering Control and Hand Position

Modern vehicles require very little steering to turn. Use hand positions that reduce the possibility of turning the wheel too sharply. To reduce forearm and hand injuries, hands should be placed on the lower half of the steering wheel, with knuckles on the outside and thumbs stretched along the rim of the steering wheel. Never wrap your fingers or thumb on the inside of the wheel. Make sure that you know and practice the following steering techniques:

Hand Position for Steering

Look at the steering wheel as a clock face. Keep your hands in either the 9 and 3 o'clock position or the 8 and 4 o'clock position. Keep your hands and thumbs on the outside of the wheel. Never place your fingers or thumbs on the inside of the wheel.

Hand-Over-Hand Steering

Use hand-over-hand steering when steering movements are critical, such as when (a) parking, (b) performing sharp right turns, and (c) for skid correction. Use quick movements on entry to the maneuver, and then use slow, smooth movements when straightening the wheel. Steering errors are directly related to vision errors.

One-Hand Steering

Use one-hand steering for backing maneuvers that do not require full left or right turns.

Speed Control

Speed control techniques are used to make smooth starts, stops, and turns. These techniques increase comfort in the vehicle as well as fuel efficiency. They also keep the vehicle balanced, which increases the controllability of the vehicle and decreases risk to yourself and others. Cruise control is not recommended for the beginning driver.

Make sure that you know and practice the following acceleration and braking techniques:

Light Acceleration

Light acceleration is light pressure on the gas pedal. It is used to (a) make smooth starts and (b) begin turns that require a stop.

Progressive Acceleration

Progressive acceleration is a steady increase in pressure on the gas pedal. It is used to get your speed up to the limit. Continue to apply the gas until you have reached your desired speed, then use steady even pressure to maintain it.

Cover Brake

Cover brake is when the ball of your right foot is "hovering" over the brake. It is used in anticipation and/or preparation for a braking application.

Controlled Brake

Controlled brake is firm, steady, even pressure on the brake pedal. It is used in non-emergency situations. Apply the brake to the point of resistance, then use steady even pressure.

Trail Brake

Trail brake is a slight decrease of pressure on the brake pedal. It is used (a) during the last two seconds of a stop in order to avoid any jerky sensations, (b) to back up, (c) to inch forward, (d) to "creep" or move at a walking pace, and (e) to begin a moving turn.

Threshold Brake

Threshold brake is applying maximum force to the brake pedal without locking the wheels. It is used in emergency situations.

Lane Positions

Lane positions refer to where your vehicle is in the lane (it does not refer to changing lanes). Lane positions are used to (a) communicate your intentions to other drivers, and (b) best position your vehicle for a driving maneuver. Make sure your teen learns, practices, and can demonstrate the following three lane positions:

Lane Position 1

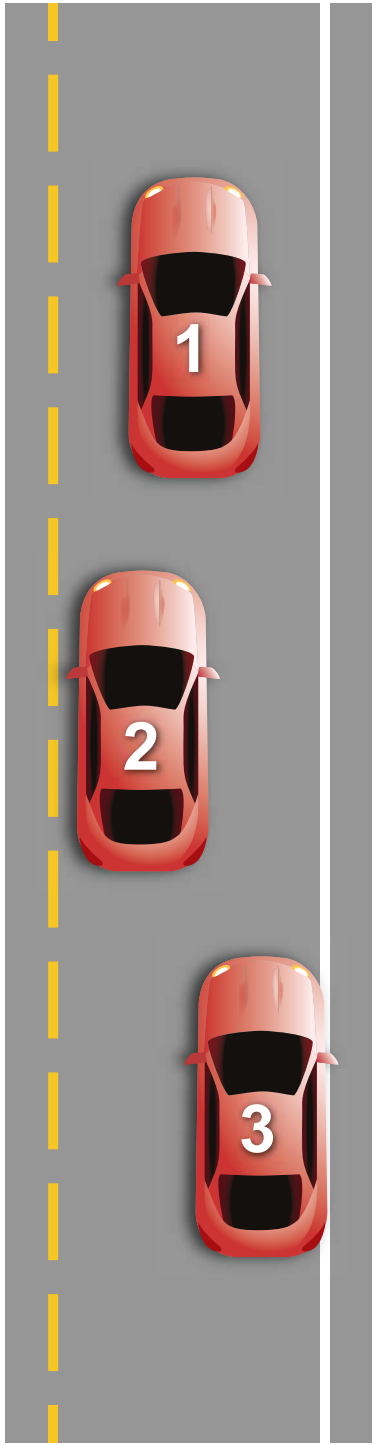
Lane Position 1 is in the center of the lane. This position allows for the best separation and distance from obstacles (such as cars, curbs, etc.) to the right and to the left. Use Lane Position 1 for normal driving conditions if you have no plan to change driving maneuvers.

Lane Position 2

Lane Position 2 is the left side of the lane. This position allows for the best separation from obstacles on the right and helps to improve your line of sight. Use Lane Position 2 for left turns and parking on the left.

Lane Position 3

Lane Position 3 is the right side of the lane. This position allows for the best separation from obstacles on the left and helps to improve your line of sight. Use Lane Position 3 for right turns and parking on the right.



Following Time

Following time is important for many reasons. You need adequate distance between vehicles so you can (a) see beyond the vehicle in front of you, and (b) have enough time to brake and stop safely.

Line of Sight: What you can see in any area you are looking. If you are going forward it is the area you can see in the front of the car. If you are backing up, it is the area you see behind the car.

Determine Following Time

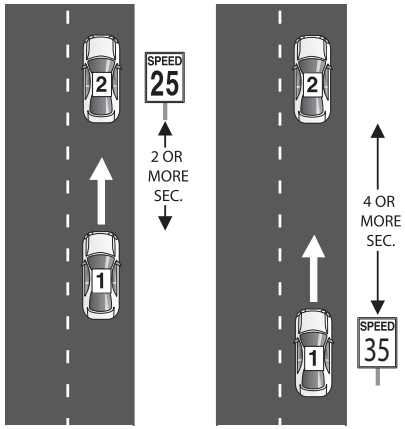
To determine following time, watch as the car in front of you passes a stationary object, such as a road sign. Then, start counting "one-one-thousand, two-one thousand, three-one-thousand, etc.," until you reach the same object. "One one-thousand" is approximately one second.

Maintain 2-4 Seconds of Following Time

Follow at 2 or more seconds when traveling under ideal conditions.

Follow at 4 or more seconds when traveling under the following conditions:

- In congested traffic
- In adverse weather conditions
- When behind a motorcycle, truck, or bus



Make Speed and Space Adjustments

- When possible, periodically scan up to 12-15 seconds ahead. This will help you identify potential conflicts long before you reach them.
- Anytime the driver in front of you reduces speed, adjust your following time so you can see at least 12-15 seconds ahead.
- When traffic or environmental conditions warrant, increase following time.
- Change position within the lane to increase line of sight.

Searching Skills

A common cause of poor driving and crashes is not seeing the problem. You need to know and practice searching skills including:

- Searching intersections – (1/3 of all crashes happen at intersections)
- Reading signs, signals, and markings; reading the dash (speedometer)

See a Clear Path

BEFORE you step on the gas, always (a) determine what your path of travel will be, and (b) that your path of travel is clear before moving the vehicle in that direction.

Turn Your Head

BEFORE turning the steering wheel, turn your head in the direction you intend to travel. When you look to see what is in your path of travel before you move the car in that direction, there will be no surprises or quick, unplanned maneuvers such as slamming on your brakes or sudden lane changes.

Check Your Blind Spot

Do a chin-to-shoulder-turn of your head in the direction you plan to move before you (a) pull into traffic, (b) make lane changes, or (c) make any lateral movements.

Do a 360-Degree Search

Physically turn your head and body to look all the way around your car before you (a) back the car or (b) parallel park.

Search Area for Potential Problems

Look for any changes or obstacles. Search 12 -15 seconds ahead of the vehicle to gather information about your path of travel and to plan your path of travel. Always keep 2-4 seconds of following time.

Check the Rearview Mirror

Check the rearview mirror (a) after seeing a change to conditions ahead of you, (b) before and after braking action, (c) while stopped in traffic, (d) before and after making turns, and (e) before and after making a lane change.

Communication with Other Drivers

Always communicate your intentions to other drivers.

Path of Travel: The area you want the car to go

Blind Spot: The area that is not visible to the driver without turning their head and looking.

Turn Signals: Use turn signals to communicate in which direction you plan to travel.

Lane Positions: Use lane positions to communicate your plans to change driving maneuvers.

Headlights: Use headlights to be more visible to other drivers DAY & NIGHT.

Horn: Use the horn to alert others to you or to emergency situations. Do not use it in anger.

Use of Headlights

A good practice is to ALWAYS use your low beam headlights during the DAY so that you are more visible to other drivers. The decision to use low or high beam headlights at other times depends on the circumstances.

Low Beam Headlights

Use low beam headlights when traveling:

- During the day, especially at dawn or dusk
- On heavily traveled roads with traffic going in both directions
- At night in well-lit areas
- In fog, rainy, snowy or misty conditions

High Beam Headlights

Use high beam headlights when traveling at night in dimly lit areas.

Switch From High to Low Beams

- Switch from high to low beams when a vehicle approaches you in the opposite direction at night. Indiana law requires you to dim or lower your high beams when an oncoming vehicle is within 500 feet.
- Switch from high to low beams when you are following another vehicle. Indiana law requires you to dim or lower your high beams when you are following another vehicle within 200 feet.

If the other driver fails to switch to low beams, you need to (a) slow down, (b) use Lane Position 3, and (c) move your eyes to the right edge of the road until the vehicle passes. DO NOT look into oncoming headlights or flash high beam lights at others. Headlight glare can temporarily blind you.

Lane Position 3:
The right side of the lane.

Step-By-Step Maneuvers

The step-by-step maneuvers in this section are similar to those taught in formal driver education courses.

First Things First

It is important to start at the beginning with proper procedures for entering the vehicle, making adjustments, starting the car, and securing the car.

Entering the Vehicle

Be well rested and alert. NEVER drive a vehicle when you are tired or sleepy, emotionally upset, or under the influence of alcohol or drugs (including prescription and over-the counter medicines).

Have key in hand

When you know you are going to your car, have your key out in your hand. For your personal safety, NEVER search for your keys through your clothes or purse at your car. The goal is to have your keys in a location where you can retrieve them quickly and spend as little time as possible trying to open your car.

Approach with awareness

As you approach your car, check around and inside the vehicle. Look inside to ensure no one has entered your car and is waiting for you. You should park in well lit areas away from places where someone could be hiding (bushes, vans, etc.). Your personal safety could be at risk!

Lock all doors

Immediately after entering the vehicle, lock all doors before you insert the key into the ignition. Someone can easily jump into an unlocked car.

Insert the key into the ignition, but do not start the car!

Making Adjustments

Adjust seat position

1. Place the seat to where your torso is 10-12 inches from the steering wheel and your arms are bent less than 90 degrees at the elbow.
2. Put the ball of your right foot on the brake pedal. From your foot position, make sure you (a) have full range of motion in your ankle, (b) can fully depress the brake without your heel coming off the floor and (c) can pivot on your heel to put the ball of your foot on the gas pedal.
3. Make adjustments for best vehicle control and personal comfort.

Adjust safety belts

1. Put the seat back up straight. Move the seat to where you are at least 10 inches from the steering wheel.
2. Sit up straight with your hips and back against the seat back.
3. Adjust the lap portion of the safety belt low across your hips and pelvis — NEVER across your stomach.
4. Adjust the shoulder portion across your chest and collarbone —NEVER across the front of your neck or face, behind your back, or under your arm.
5. Make sure the lap and shoulder belts are snug.

Adjust wheel tilt

If you have an adjustable steering wheel, tilt it down so that the top of the wheel is no higher than the top of your shoulders.

Adjust head restraint

To correctly adjust a head restraint, the top of the head restraint should reach at least as high as the top of your ear and be set back no more than three inches from your head. Close head restraints can be twice as effective in preventing injuries as those which are set back too far.

Adjust the mirrors

This technique significantly reduces the size of typical blind spots. This setting is great for eliminating headlight glare too!

- To adjust the driver side mirror, place your head against the driver's side window and adjust the mirror out until you can just see down the left side of your vehicle.
- To adjust the passenger side mirror, lean your head to the right and in line with the inside rearview mirror. Then adjust the right outside mirror out until you can just see down the right side of the vehicle.
- To adjust the rearview mirror — sit straight up with your hips and back against the seat back and move the mirror to get a clear, full view out the back window.

NOTE: Mirrors do not completely eliminate blind spots. Always do a chin-to-shoulder turn of your head to check blind spots before ever making a lateral movement.

Blind Spot: The area that is not visible to the driver without turning their head and looking.

Starting the Car

1. Make sure the transmission is in "PARK".
2. Place your right foot on the brake and hold it down.
3. Turn the key halfway to the "ON" position and allow the onboard computer to boot up.
4. Check gauges and warning lights.
5. Then turn the key the rest of the way to the "START" position and release immediately
6. Turn your headlights on.
7. Turn on other necessary accessories – climate control, wipers, etc.
8. Before entering traffic, use your turn signal. Check mirrors, look over the shoulder to check blind spot, and go when clear.
9. For push button start and other information, refer to the vehicle manual.

Secure the Car after Driving

1. Place your right foot on the brake and hold it down.
2. Shift the transmission to "PARK."
3. Turn off all accessories – lights, wipers, climate control, etc.
4. Turn off the vehicle and remove your key from the ignition.

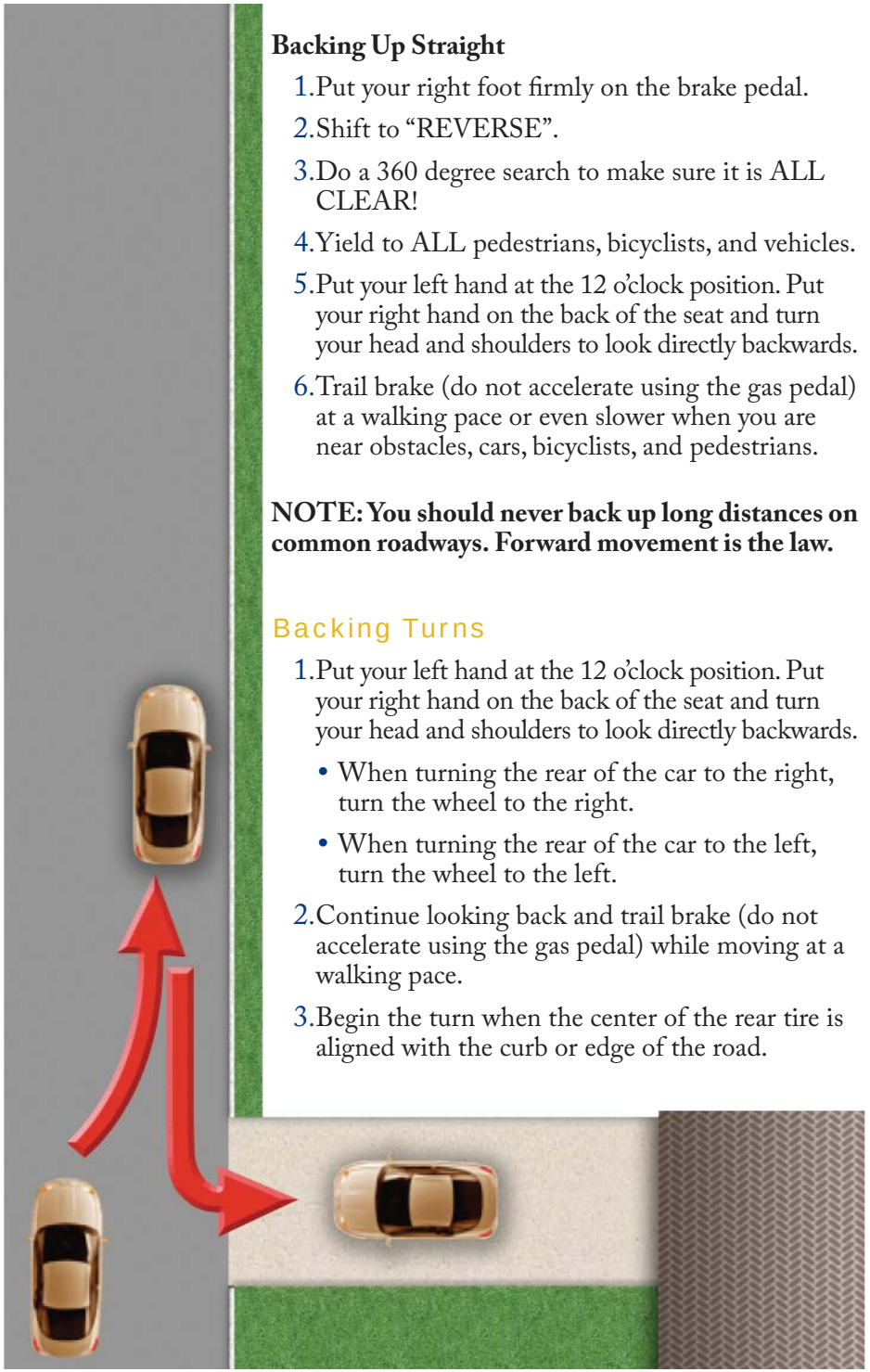
Backing

Backing increases the risk for crash because it is much more difficult to see obstacles behind you. In addition, backing up requires more space to maneuver because your back tires do not turn. When given the choice, position the car so you can pull forward instead.

Common errors

- Improper body position
- Speed too fast
- Failure to determine that path of travel is clear
- Failure to look back during the whole maneuver until the vehicle is completely stopped
- Incorrect steering

Some vehicles may have cameras and backing technology. Please refer to the owner's manual for this information.



Backing Up Straight

1. Put your right foot firmly on the brake pedal.
2. Shift to "REVERSE".
3. Do a 360 degree search to make sure it is ALL CLEAR!
4. Yield to ALL pedestrians, bicyclists, and vehicles.
5. Put your left hand at the 12 o'clock position. Put your right hand on the back of the seat and turn your head and shoulders to look directly backwards.
6. Trail brake (do not accelerate using the gas pedal) at a walking pace or even slower when you are near obstacles, cars, bicyclists, and pedestrians.

NOTE: You should never back up long distances on common roadways. Forward movement is the law.

Backing Turns

1. Put your left hand at the 12 o'clock position. Put your right hand on the back of the seat and turn your head and shoulders to look directly backwards.
   - When turning the rear of the car to the right, turn the wheel to the right.
   - When turning the rear of the car to the left, turn the wheel to the left.
2. Continue looking back and trail brake (do not accelerate using the gas pedal) while moving at a walking pace.
3. Begin the turn when the center of the rear tire is aligned with the curb or edge of the road.

Backing into a Driveway

1. Signal once you have identified a location to pull over.
2. Check your rearview mirror and blind spots for traffic and pedestrians.
3. Leave the traffic lane and stop within 18 inches of the curb.
4. Shift to "REVERSE" and complete a 360 degree search to make sure it is ALL CLEAR.
5. Assume the backing position and trail brake (do not accelerate using the gas pedal) while moving at a walking pace.
6. Begin the turn when the center of the rear tire is aligned with the curb.

360 Degree Search: Physically turn your head and body to look all the way around your car.

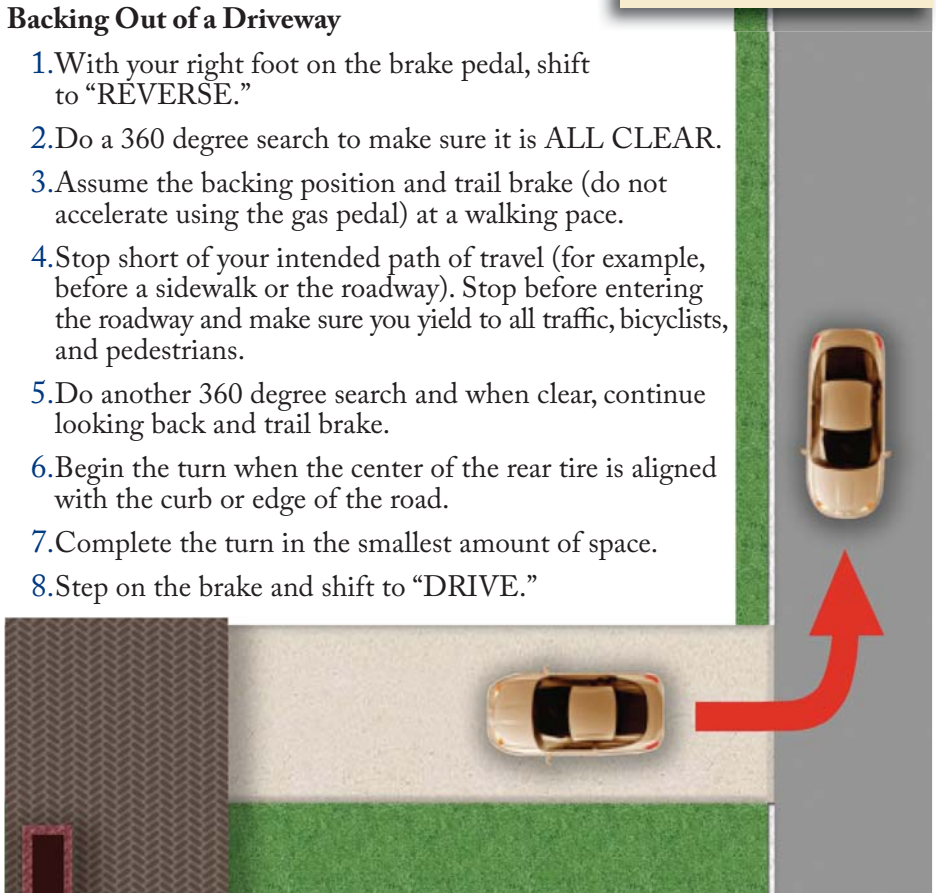
Trail Brake: A slight decrease of pressure on the brake pedal.

Blind Spot: The area that is not visible to the driver without turning his/her head and looking.

Path of Travel: The area you want the car to go.

Backing Out of a Driveway

1. With your right foot on the brake pedal, shift to "REVERSE."
2. Do a 360 degree search to make sure it is ALL CLEAR.
3. Assume the backing position and trail brake (do not accelerate using the gas pedal) at a walking pace.
4. Stop short of your intended path of travel (for example, before a sidewalk or the roadway). Stop before entering the roadway and make sure you yield to all traffic, bicyclists, and pedestrians.
5. Do another 360 degree search and when clear, continue looking back and trail brake.
6. Begin the turn when the center of the rear tire is aligned with the curb or edge of the road.
7. Complete the turn in the smallest amount of space.
8. Step on the brake and shift to "DRIVE."



Parking

NOTE: Parking is ALWAYS prohibited in the following situations:

- In front of driveways
- Within 10 feet of fire hydrants
- In or near intersections
- Close to crosswalks or stop signs

Entering Angle Parking

Common errors for entering angle parking

- Failure to signal
- The vehicle is too close to parking space on the side
- Failure to see traffic in the rear
- Speed too fast
- Failure to target to the center of space

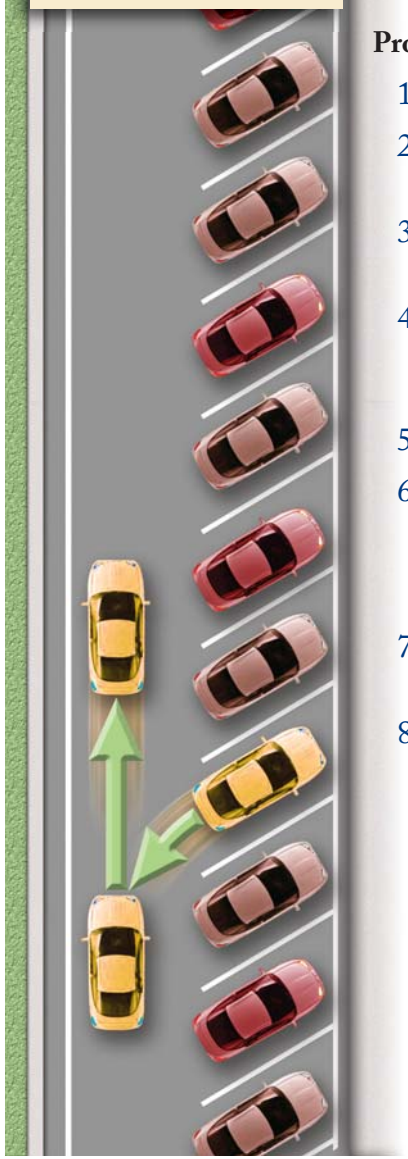
Proper procedures for entering angle parking

1. Use turn signal.
2. Slow or stop the vehicle at least 6-8 feet from the parking space.
3. Check your blind spot on the side of the parking space for traffic and pedestrians.
4. Begin turning when you can see the center of the parking space without your line of sight (or view) cutting across the parking line.
5. Creep (move very slowly) and turn the wheel sharply toward the center of the space.
6. Once you enter the space, straighten the wheels and center the vehicle in the space.
7. Stop even with the curb or parking line.
8. Secure your vehicle.

Blind Spot: The area that is not visible to the driver without turning his/her head and looking.

360 Degree Search: Physically turn your head and body to look all the way around your car.

Trail Brake: A slight decrease of pressure on the brake pedal.



Exiting Angle Parking

Common errors for exiting angle parking

- Failure to check rear
- Speed
- Failure to look back while backing
- Start turning before bumper is cleared

Proper procedures for exiting angle parking

1. Check to the rear for a clear path.
2. With your foot on the brake, shift to "REVERSE."
3. Do a 360 degree search and yield to all traffic and pedestrians.
4. Assume the backing position and trail brake (do not accelerate using the gas pedal) at a walking pace.
5. Check the front of your car for clearance.
6. Begin turning when your front bumper is even with the rear bumper of the parked car to your left or the dash of your car appears to clear the car to the side.
7. Continue to look to the rear while backing into the nearest lane.
8. Stop smoothly and shift to "DRIVE."

Pulling into a Perpendicular Parking Space

Common high risk errors

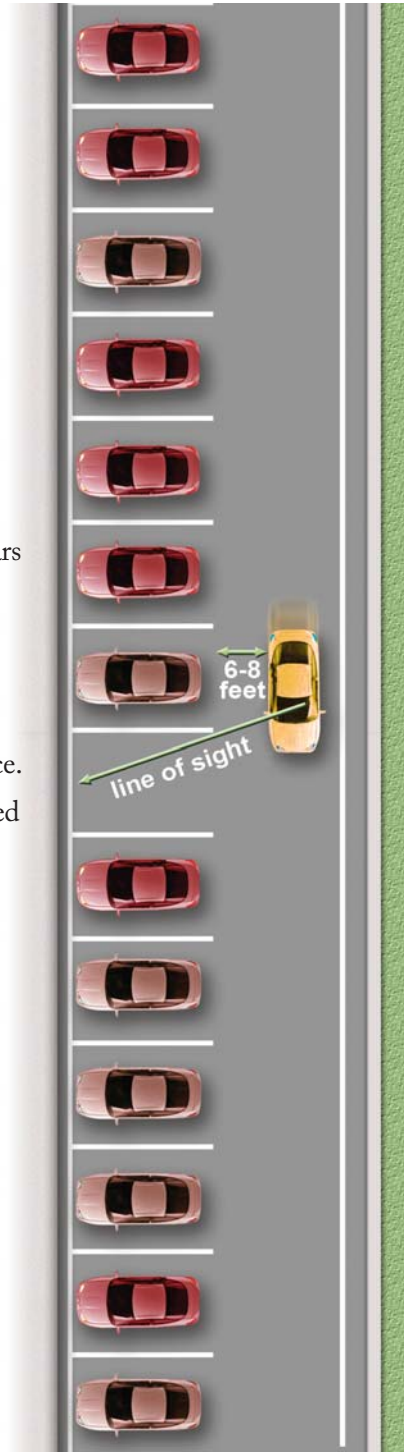
- Failure to approach and align to space correctly
- Failure to search for, communicate with, or yield to other traffic
- Speed too fast
- Failure to straighten wheels and align in middle of space

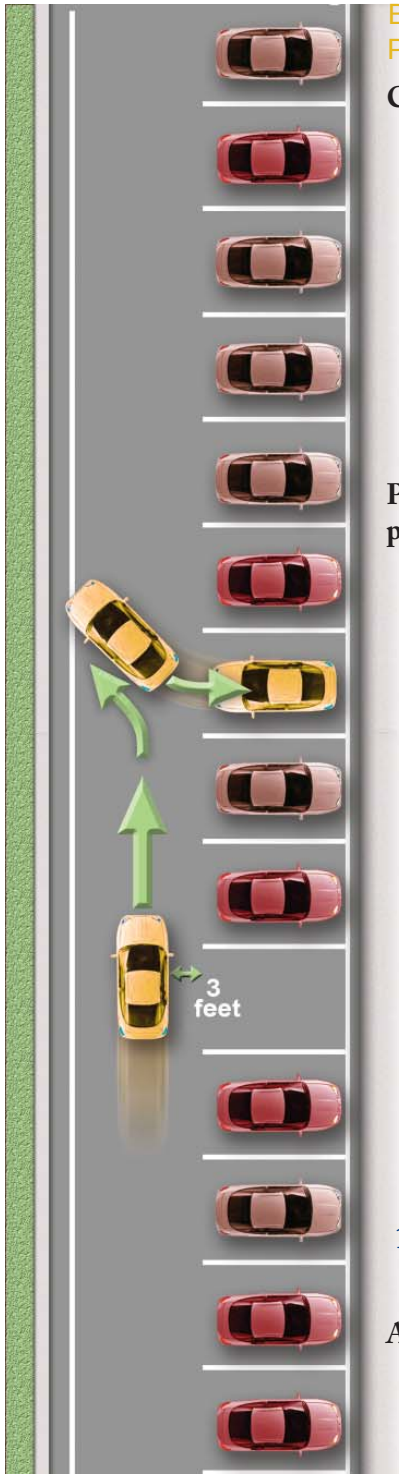
Proper procedures for pulling into a perpendicular parking

1. Signal and get 6-8 feet from the parked cars or as far to the left of the lane as possible.
2. Check traffic behind you.
3. Creep and turn the wheel sharp to the right of the space.
4. Check your right rear fender for clearance.
5. Straighten the wheel when you are centered in the space.
6. If necessary, shift to "REVERSE" and creep back slightly turning the wheel to the left.
7. Use a forward reference point to avoid hitting a curb.

Consider backing into the space

- It is safer to drive out of a space
- Requires less time and space
- Better view when leaving the space
- Avoids backing out into traffic
- Others are more likely to let you out





Backing into a Perpendicular Parking Space

Common high risk errors

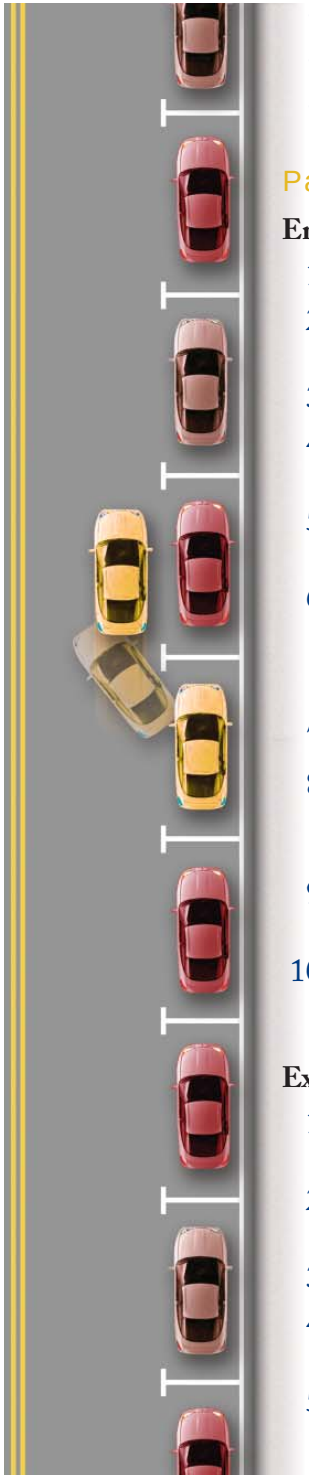
- Failure to approach and align to space correctly
- Failure to search for, communicate with or yield to other traffic
- Speed when turning or backing
- Failure to shift to "REVERSE"
- Failure to straighten wheels and align in middle of space

Proper procedures for backing into a perpendicular parking

1. Signal to the right.
2. Slow the vehicle and approach the space three (3) feet away from the parking space.
3. Stop when the driver's body appears to be aligned in the center of the parking space.
4. Signal to the left and check for traffic and pedestrians.
5. Creep (move very slowly) and turn the wheel fast to the left and move to a 45-degree angle to the space.
6. Stop. Shift to reverse.
7. Look over right shoulder to check alignment into space.
8. Creep and turn the wheel sharp toward the center of the space.
9. Once in the space, straighten the wheels and center the vehicle in the space.
10. Stop even with the curb or parking line.

Advantages of backing into the space

- It is safer to drive out of a space
- Requires less time and space



- Better line of sight while leaving the space
- Avoids backing out into traffic
- Others are more likely to let you out into traffic flow

Parallel Parking

Entering a parallel parking space

1. Check the rearview mirror and signal.
2. Stop two (2) to three (3) feet beside the front vehicle and line up rear bumpers.
3. Shift to "REVERSE."
4. Assume the backing position and trail brake (do not accelerate using the gas pedal) at a walking pace.
5. Look back while creeping back and turn wheel fully toward the curb.
6. When the vehicle is 45 degrees to the curb, and front wheels align with the back wheels of the other car, straighten the tires and slowly back up in a straight line.
7. Check the front of the car to make sure it clears.
8. When the left rear bumper is even with the rear vehicle left front bumper, turn wheels sharply left and continue to inch back.
9. When parallel to the curb, straighten wheels and center your vehicle in the space.
10. Check the owner's manual if the vehicle is equipped with self-backing technology.

Exiting a Parallel Parking Space

1. Reverse and inch back until you can see the front car's rear tires.
2. Check the blind spot for bicyclists, pedestrians, and traffic.
3. Signal and yield to other traffic.
4. Search the intended path of travel and enter the nearest travel lane when clear.
5. Cancel signal and check rearview mirror.

Common parallel parking errors

- Approaching too close or too fast
- Failure to shift to REVERSE
- Failure to look back while moving back
- Begin turning too early
- Failure to check the front of the car for clearance

Trail Brake: A slight decrease of pressure on the brake pedal.

Blind Spot: The area that is not visible to the driver without turning his/her head and looking.

Path of Travel: The area you want the car to go.

Parking on Hills

Common errors for parking on hills

- Failure to search for, communicate with, or yield to other traffic, bicyclists, and pedestrians when entering or exiting the roadway
- Excessive speed on approach
- Failure to set parking brake when securing the vehicle

Good habits/proper procedures for parking on hills

1. Choose a legal space and signal.
2. Check your rearview mirror and blind spots.
3. Apply the brake and approach parallel to and 12 inches from the curb.
4. Make a smooth stop.
5. Turn the wheels in the proper direction.
6. If facing up hill with curb, turn wheels left, toward the roadway (FIG 1.).
7. If facing down hill with curb, turn wheel right, away from the roadway (FIG 2.).
8. If there is no curb, turn wheels right, away from the roadway (FIG 3.).
9. Secure vehicle by shifting to "PARK" and setting your parking brake.

Turns

When you practice turns, remember:

- Stop at intersections at the legal stop line. If there is no line, then stop at the crosswalk/sidewalk. If there is no crosswalk/sidewalk, then stop before the imaginary line extending from the curb line or edge of roadway.
- ALWAYS look to the left, to the front, to the right, and then to the left again before entering any intersection.
- Make ALL turns from the nearest legal lane into the nearest legal lane!

Right Turns with a Required Stop

Common errors for right turns with a required stop

- Failure to check for bicyclists or pedestrians before starting forward motion
- Stopping beyond the legal stop area (crosswalk, stop line or even with stop sign)
- Failure to turn head before turning wheel
- Turning wheel before starting forward motion
- Turning into wrong lane
- Traveling in or cuts across the bike lane marked with a solid white line
- Traveling in on-street parking spaces

Blind Spot: The area that is not visible to the driver without turning his/her head and looking.

Path of Travel: The area you want the car to go.

Progressive Acceleration: A steady increase in pressure on the gas pedal.

Trail Brake: A slight decrease of pressure on the brake pedal.

Proper procedures for right turns with a required stop

1. Signal, check mirrors and blind spot. Check the right blind spot to move right and the left blind spot to move left.
2. Use controlled braking and allow sufficient space on the right to avoid hitting the curb when turning, approximately 3 feet from the right edge of the roadway. Be careful not to drive in parking spaces or bike lanes.
3. Stop at the legal stop area and search the intersection for vehicles, pedestrians, bicyclists, and potential hazards. Be careful not to stop in a bike lane or parking space.
4. BEFORE turning the wheel, turn your head in the direction you intend to travel.
5. Use light acceleration and begin to turn when the dashboard is aligned with the curb.
6. Straighten and use progressive acceleration to reach your targeted speed.
7. Check rearview mirror.

Right Turns without a Required Stop

Common errors for right turns without a required stop

- Late or no signal
- Confusion on right-of-way, failure to yield
- Failure to search intersection in all directions
- Failure to search before turning wheel
- Turning into wrong lane
- Accelerating prematurely
- Failure to yield to bicyclists going straight

Proper procedures for right turn without a required stop

1. Signal, check mirrors and blind spots. Check the right blind spot to move right.
2. Use controlled braking in a position approximately 3 feet from curb, parked car, parking space or bike lane.
3. Search intersection in all directions for vehicles, pedestrians, bicyclists, and potential hazards.
4. BEFORE turning the wheel, turn your head to the right. Yield to pedestrians and bicyclists.
5. Begin the turn when the dashboard is aligned with the curb line.
6. Trail brake until halfway through the turn.
7. Straighten and use progressive acceleration to reach your targeted speed.
8. Check rearview mirror.

Progressive Acceleration: A steady increase in pressure on the gas pedal.

Trail Brake: A slight decrease of pressure on the brake pedal.

Left Turns with a Required Stop

Common errors for left turns with a required stop

- Failure to make a complete stop
- Stopping over the legal stop area
- Stopping too close to vehicle ahead
- Failure to yield to pedestrians and bicyclists
- Cutting across the center yellow line when beginning or negotiating a left turn

Proper procedures for left turns with a required stop

1. Use controlled braking and approach in Lane Position 2.
2. Stop at the legal stop area, which is the stop line, pedestrian cross walk, or imaginary line extending from stop sign.
3. Search the intersection for vehicles, pedestrians, bikes, and potential hazards.
4. BEFORE turning the steering wheel, turn your head in the direction of the turn.
5. Begin turn when your line of sight (or view) to the center of your intended lane does not cut across the curb line.
6. Use light acceleration and turn the steering wheel simultaneously.
7. Straighten and use progressive acceleration to reach your targeted speed.
8. Check rearview mirror.

Left Turns without a Required Stop

Common errors for left turns without a required stop

- Confusion on right of way
- Late or no signal
- Failure to check blind areas
- Forgetting to search intersection for traffic, bicyclists, and pedestrians
- Too much steering
- Late steering recovery
- Turning into incorrect lane
- Braking too hard
- Accelerating too soon or too much

Proper procedures for left turns without a required stop

1. Signal, check mirrors and blind spot.
2. Use controlled braking and use Lane Position 2.
3. Search the intersection for vehicles, pedestrians, bicyclists, and potential hazards.
4. BEFORE turning the wheel, turn your head in the direction you intend to travel.
5. Begin turning when the front bumper is even with the curb line.
6. Turn into the nearest legal lane of travel.
7. Trail brake until halfway through the turn.
8. Straighten and use progressive acceleration to reach your targeted speed.
9. Check rearview mirror.

Controlled Braking: Firm, steady even pressure on the brake pedal.

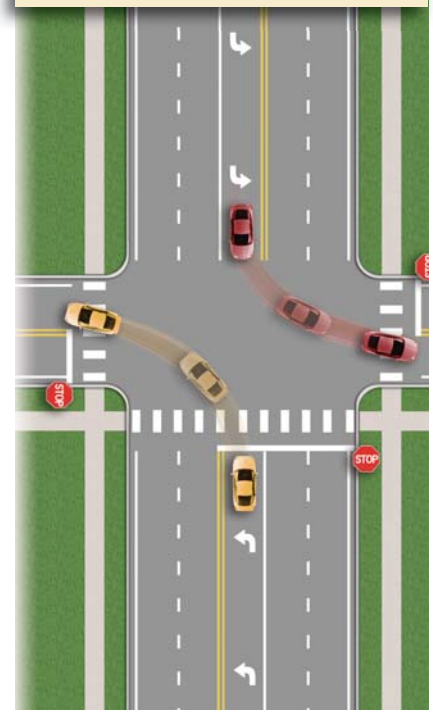
Lane Position 2: The left side of the lane.

Light Acceleration: Light pressure on the gas pedal.

Progressive Acceleration: A steady increase in pressure on the gas pedal.

Blind Spot: The area that is not visible to the driver without turning his/her head and looking.

Trail Brake: A slight decrease of pressure on the brake pedal.

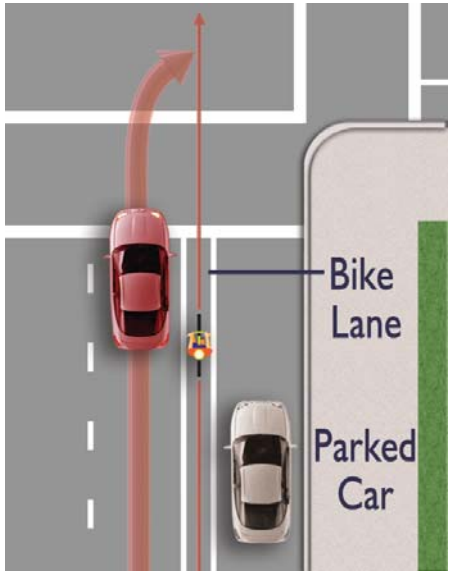


Bicycles on the Roadway

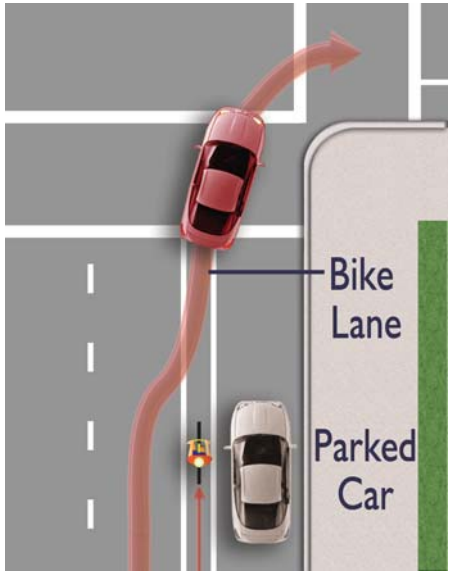
1. Obey speed limits. Excessive speed is a factor in a high number of crashes involving cyclists.
2. Be aware of how wide your car is and pass cyclists carefully.
3. Cyclists can travel at high speeds, often as fast as other traffic. Do not assume that there is more time to turn in front of a cyclist than in front of a car.

Right turns across a bike lane

Get as close as is practical to the right curb or edge of the road without interfering with pedestrians or bicyclists. A bicycle lane is considered the edge of the roadway. Do not move into a bicycle lane in preparation for a right turn. Always check for bicycles going straight in a bike lane before making a right turn.



Correct



Incorrect

Complex Driving Skills

Changing Lanes

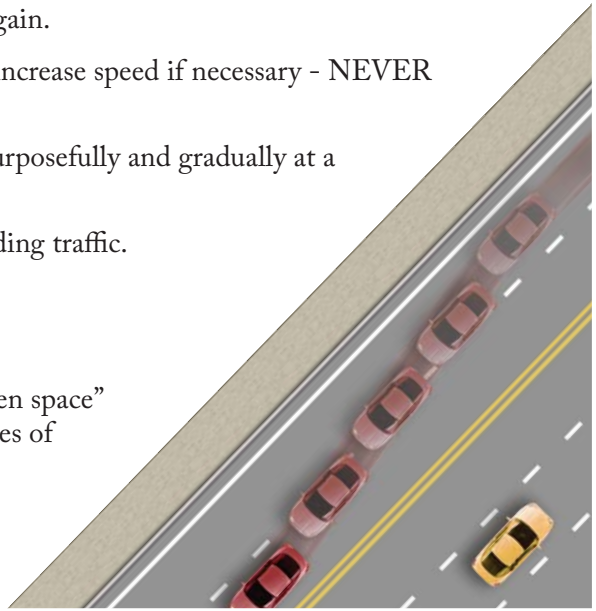
Blind Spot: The area that is not visible to the driver without turning his/her head and looking.

Common errors when changing lanes

- Failure to check front, rear, and sides for a stable gap
- Insufficient space or time to move into the new lane
- Failure to signal
- Steering too quickly, too much or not smooth and gradual into the new lane
- Unnecessary slowing
- Failure to cancel signal
- Exceeding speed limit
- Crossing multiple lanes at one time
- Drifting while checking blind spot

Proper procedures for changing lanes

1. Check (a) mirrors, (b) to the front, (c) to the back, (d) to the side, and (e) blind spot for a stable gap.
2. Signal and use the proper lane position.
3. Check your blind spot again.
4. Maintain your speed or increase speed if necessary - NEVER slow unnecessarily.
5. Move to the new lane purposefully and gradually at a slight angle.
6. Adjust speed to surrounding traffic.
7. Cancel turn signal.
8. Check rearview mirror.
9. Create separation or "open space" to the front, rear, and sides of your vehicle.



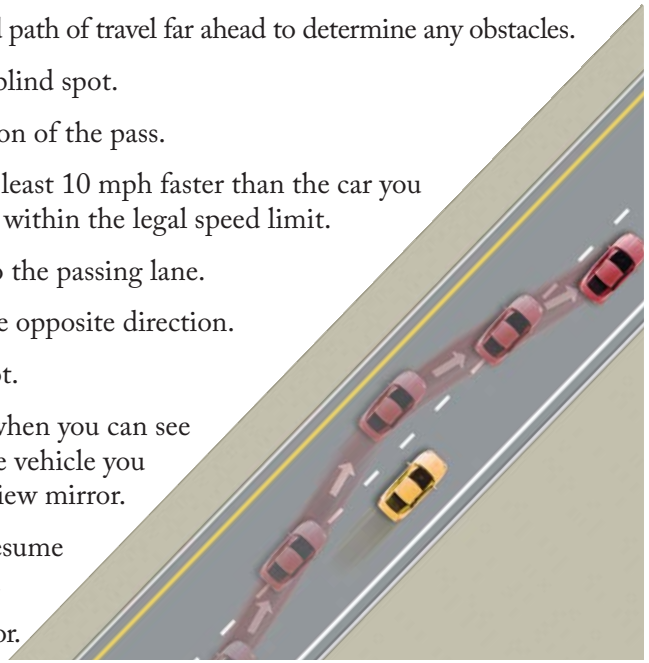
Passing

Common errors when passing

- Not looking ahead for a clear path
- Failure to signal
- Accelerating too soon
- Tailgating vehicle to be passed
- Speed too slow while passing
- Steering too quickly or too much into the passing lane
- Returning to lane too soon
- Failure to cancel signal
- Exceeding speed limit
- Passing unnecessarily
- Passing in a no passing zone

Proper procedures for passing

1. FIRST, ask yourself if passing at the time is necessary, legal, and safe.
2. Search your intended path of travel far ahead to determine any obstacles.
3. Check mirrors and blind spot.
4. Signal in the direction of the pass.
5. Increase speed to at least 10 mph faster than the car you are passing, but stay within the legal speed limit.
6. Move smoothly into the passing lane.
7. Change signal to the opposite direction.
8. Check the blind spot.
9. Return to the lane when you can see the headlights of the vehicle you passed in your rearview mirror.
10. Cancel signal and resume safe and legal speed.
11. Check rearview mirror.



Freeways

Common errors when entering the freeway

- Speed too slow
- Failure to signal
- Failure to yield to other vehicles already on freeway
- Failure to check traffic to front and rear
- Drifting while checking traffic
- Poor gap judgment
- Turning steering wheel too sharply
- Failure to cancel signal

Proper procedures for acceleration lane

1. Check ALL mirrors.
2. Keep 4+ seconds of space to the front of you.
3. Accelerate smoothly and briskly to match the flow of traffic.

Proper procedures for merging

1. Communicate your intentions with signal and lane position.
2. Check front, rear, and blind spot for a stable gap in traffic in your intended path of travel.
3. Merge smoothly into the gap in traffic.
4. Adjust speed to surrounding traffic.
5. Cancel turn signal.
6. Check rearview mirror.
7. Create separation or "open space" to the front, rear, and sides of your vehicle.

Blind Spot: The area that is not visible to the driver without turning his/her head and looking.

Path of Travel: The area you want the car to go.

Controlled Braking: Firm, steady even pressure on the brake pedal.

Velocitation: The effect that you are going faster than you think you are when you exit the freeway. Make sure you do frequent speedometer checks to help adjust your speed.

Common errors when exiting the freeway

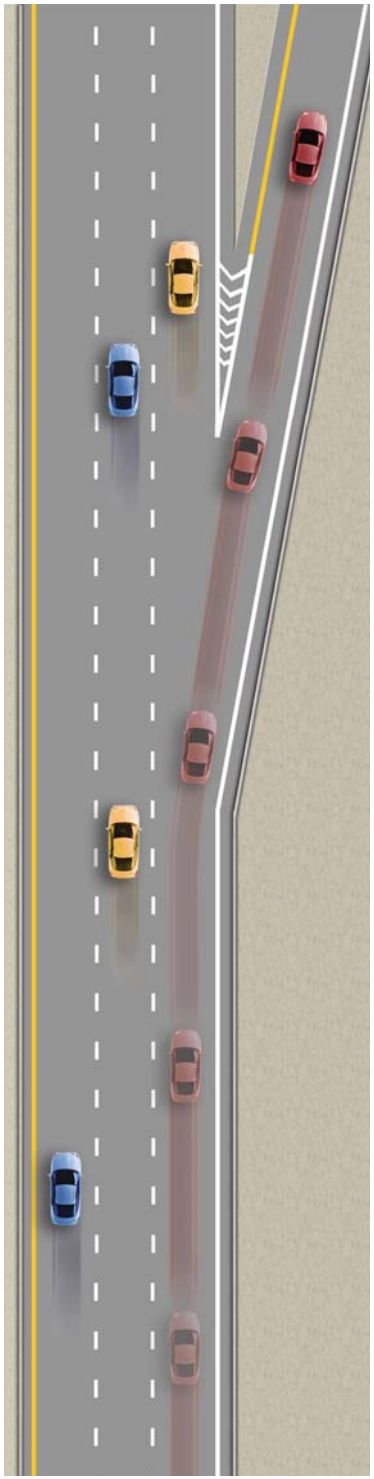
- Failure to see exit ramp in advance
- Reducing speed before exit ramp
- Failure to signal
- Failure to check rearview mirror
- Failure to reduce speed on exit ramp
- Failure to cancel signal
- Cutting over from left lane at the last minute

Proper procedures for exiting the freeway

1. Plan for the exit – read the signs.
2. Move to the appropriate lane well in advance.
3. Signal and check rearview mirror.
4. Maintain speed until you enter the exit lane.
5. Enter the exit ramp and use controlled braking. Reduce speed to posted speed or less.
6. Beware of velocitation and adjust your speed and lane position in preparation for stopping and/or turning.
7. Check rearview mirror.

NOTE: Adjust procedures for the following

- Traffic stopped on the exit ramp
- Short deceleration lane
- Very slow ramp speed
- Other drivers following you at high speed or close distance



Railroad Grade Crossings

Common errors for railroad crossing

- Not taking railroad crossing seriously
- Failure to LOOK and LISTEN for oncoming trains
- Failure to ensure ALL tracks are clear
- Stopping too close to the tracks
- Racing to beat crossing arms when lights flash

Proper procedures for railroad crossing

1. SLOW DOWN, whether the lights are blinking or not, and check the rearview mirror for traffic behind you.
2. LOOK and LISTEN for oncoming trains.
3. Determine the number of tracks and check EACH track in both directions.
4. If a train is approaching or the crossing lights are blinking, STOP at least 15 feet from the tracks or at the stop line. You should be able to see the tracks in front of you when stopped.
5. When the tracks are clear as far as you can see in both directions, cross the tracks.

School Zones

1. Stop and remain stopped when a traffic patrol member (school crossing guard) signals you to stop.
2. Be alert at all times for children, bicyclists, and pedestrians in a school zone.
3. Pay attention to the signs or flashing lights that warn you that you are approaching a school or school crossing.
4. Obey the slower speed limits.
5. Signs may be posted in school zones notifying drivers that traffic fines are higher in a school zone.

These signs mean school zone or crossing ahead:

Crosswalks

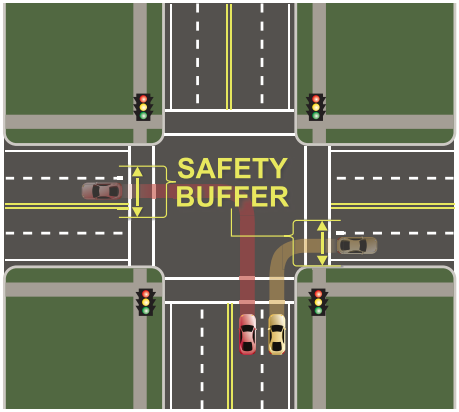
Pedestrians are vulnerable users of the roadway, and drivers must use responsible driving behavior at all crosswalks. There is a crosswalk at every intersection, even if it is not marked by painted lines (unmarked). Drivers must not stop with any portion of their vehicle overhanging the crosswalk and must not block the crosswalk when stopped at a red light or stop sign.

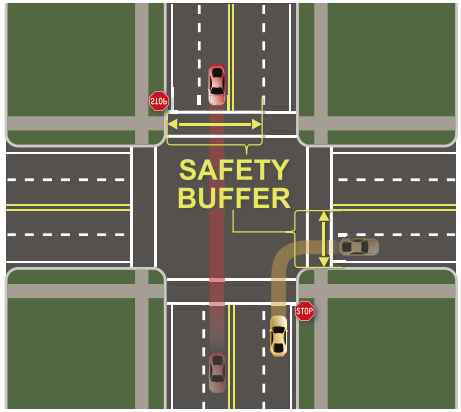
Never pass another car that is slowing or stopped at a crosswalk. The driver may be waiting for a pedestrian to cross the road. This is a frequent cause of death to pedestrians. Stop and remain stopped for a pedestrian crossing a crosswalk when the pedestrian is:

- Crossing where a traffic patrol member (school crossing guard) signals you to stop,
- In your lane of travel,
- In a lane next to your lane of travel, or
- In the lane you are turning into.

AND

- If you are turning at an intersection that has a traffic signal, the pedestrian must be six feet or more past the lane you are turning into before you begin your turn.
- If you are turning at an intersection that does not have a traffic signal, the pedestrian must be past the lane you are turning into, plus the next lane, before you begin your turn. A "lane" includes a bicycle lane and the part of the roadway where a vehicle stops, stands or parks that is next to that lane.





Night Driving Preparation

Make sure that you have had adequate night driving experience.

Night driving and headlights

Understand the limitations of the high and low beam headlights and how those limitations affect the ability to gather critical information, make the best speed choices and understand the space and time required to stop the vehicle.

Switch to low beam when approaching another vehicle. If the other driver fails to switch to low beam, slow and move to the right side of the lane. Do not look directly into the headlights and look to the right edge of the road until the vehicle passes.

You need 2-4 seconds to stop. If you can't see beyond your vehicle's headlights during this range, slow down. You may be "driving blind".

High beam headlights in good condition illuminate approximately 350 feet.

Low beam headlights in good condition illuminate approximately 182 feet.

- Traveling at 50 mph with low beam headlights a driver is able to see approximately 2½ seconds of illuminated roadway (182 feet) and needs a total of 190 feet to stop the vehicle.
- At 30 mph a driver is able to see a little more than 4 seconds ahead with low beam headlights and 8 seconds ahead with high beam headlights.
- Traveling at 60 mph with high beam headlights a driver is able to see only 4 seconds ahead.
- To gather critical information drivers need to see 12 to 15 seconds ahead. Look well beyond the headlights in illuminated areas. In rural areas choose speeds that afford you the best opportunity to get the information you need to make critical decisions.

Skid Recovery

Skidding can happen at any time, on any surface, during braking, accelerating or steering. If you begin to skid, steer toward the target area. This allows you to focus on the front of the vehicle and the path that you want your vehicle to travel.

Proper procedures for skid recovery:

1. As you drive, you should always focus on the target area.
2. The instant you detect the vehicle skid, turn the steering wheel back toward the target area without hesitation.

Target Area: Actual space you intend the vehicle to travel on the roadway.

Path of Travel: The area you want the car to go.

NOTE: It is important to get the vehicle back on its path of travel before it gets more than 15 degrees off. That is your point of no return. Once the skid reaches that angle, the vehicle is going to keep going in the direction of the skid.

Do not give up - stay off the pedals, keep your eyes on the target area, and keep working to get the car back under control.

Driving in Bad Weather

1. Drive at reduced speeds.
2. Leave more space between your vehicle and those ahead.
3. Drive with your headlights on.
4. Do not use cruise control.
5. Check weather conditions on your travel route. Ensure that the tires have good traction for the weather.

Emergencies — How to Handle Them

Vehicle Malfunctions

Hood Flies Up

1. Look through the space at the bottom of your windshield to maintain an open line of sight.
2. Steer to the side of the road.
3. Secure the hood.

Engine Fails

This could happen when the engine quits running completely, becomes flooded, overheats or is simply out of gas. In the event of an engine failure:

1. Stay off the brake – you may need the momentum to pull off the road – steer firmly.
2. Keep eyes on open target area.
3. Use an open palm to shift to neutral and attempt to restart – if that fails take an open escape path.
4. Turn off ignition.

Accelerator Sticks

This could be caused by a broken spring, or the pedal being stuck in the down position. In either case:

1. Shift to neutral – use an open palm.
2. Search for an escape path.
3. Steer smoothly.
4. Brake gently.
5. Pull off the roadway.
6. Turn off the ignition.

Brakes Fail

A brake failure can be a complete loss of brakes or only the power brakes fail. If the brakes quit working:

1. Keep eyes on target area.
2. Control steering.
3. Rapidly pump the brakes.
4. Shift to a lower gear.
5. Use the parking brake to slow or stop.
6. Find a soft crash area if necessary.

Tire Blowout

Blowouts can cause serious damage to vehicles and injury or death to occupants.

1. Aim to the target area - where you want the car to go.
2. Apply a QUICK burst of acceleration to restore direction.
3. Reduce speed gradually:
   - Maintain balance
   - Stay off brake
4. Control steering.
5. Find a safe place to pull off the road.

Engine Fire

If the car catches on fire:

1. Steer the vehicle out of traffic and away from buildings and people.
2. Have all occupants leave the vehicle immediately and move away.
3. Do not open the hood.

What to do after an Accident

Drivers and passengers can be injured anytime, anyplace. That is why such occurrences are called accidents – an unexpected, unfortunate situation in which one is rarely prepared. Knowing what to do after an accident can make the experience a less frightening one and decrease the chance of unnecessary complications.

Stop. If you are involved in an accident, you must stop and provide information to others involved in the accident. It is a serious crime to leave the scene of an accident which can result in the suspension of your driving privileges.

Alert other drivers that an accident has occurred. Turn on your emergency signals or use another means to let people know that there has been an accident.

Move to the shoulder of the road if possible. Indiana law states that drivers involved in crashes that do not result in injury or death should not obstruct traffic more than necessary. Off the roadway or on the shoulder is a much safer place to exchange information or wait for law enforcement to arrive. Your insurance coverage will not be compromised if you move your vehicle to the shoulder.

Exchange information with other drivers. If there are no injuries, exchange information such as your name, address, license plate number, driver's license number, and insurance information with other drivers involved in the accident. Write down the names, addresses, and phone numbers of anyone who witnessed the accident. Write down details regarding the accident, such as the location, weather conditions, and visibility. Write down the names and badge numbers of all police officers at the scene. Ask the investigating officer how to obtain a copy of the police report.

Do not sign any document unless it is for the police or your insurance agent.

Take pictures of the accident scene. Keep a camera in your glove compartment to record the accident or use a cell phone camera.

Notify your insurance agent immediately. Ask the agent to electronically file a Certificate of Compliance with the Indiana BMV proving insurance coverage for the date of the accident and the vehicle involved.

If the driver of a vehicle involved in an accident resulting in injury, death or entrapment is physically incapable of helping other people who were injured or entrapped during the accident or contacting law enforcement about the accident, then passengers in the vehicle who are at least 18 years old, or who are at least 15 years old and hold learner's permits or driver's licenses, and who are capable of helping other people or contacting law enforcement should immediately help injured or entrapped people involved in the accident.

This assistance should include removing any entrapped passenger from the vehicle, and may include taking injured people from the scene of the accident to a physician or hospital for medical treatment.

Capable passengers must also immediately give notice of the accident by the quickest means of communication to the local or state law enforcement.

In a single-vehicle accident that causes damage to another vehicle or property and the owner is not present, you must leave your name, address, and telephone number on a note where the owner will see it. If the damaged property is in a location where a note would not be easily found, you must notify law enforcement with your name, address, and telephone number.

Routine Traffic Stops by Law Enforcement

A routine traffic stop can be stressful. However, to law enforcement it can be dangerous. Law enforcement officers do not know if an individual in a routine stop for a violation is a criminal with intent to harm the officer. Follow these simple rules if you are signaled to pull over by law enforcement:

1. Signal your intentions to pull safely to the shoulder of the road.
2. Remain in your vehicle and roll down your window.
3. Wait for the officer to approach.
4. Turn on the dome light if you are stopped at night.
5. Keep your hands on the wheel and instruct your passengers to keep their hands in view.
6. Do not dig in the glove compartment or under the seat.
7. Keep your vehicle's registration and insurance information, and your driver's license, easily accessible.

The Rules for Graduated Licensing

To qualify for a license you must

1. Hold a valid Indiana learner's permit for at least 180 days.
2. Be at least 16 and 270 days old.
3. Have passed an approved driver education program, and be at least 16 years and 180 days old.
4. Successfully pass a driving skills test with an approved driver education school in the BMV waiver program or with a state driver examiner.
5. Submit a completed Practice Driving Log attesting to at least 50 hours of supervised driving practice with a licensed instructor, or a licensed driver who is at least 25 years old, or a spouse who is at least 21 years old. At least 10 hours of supervised driving practice must be nighttime driving. The log must be signed by a parent or legal guardian if the applicant is under 18 years old.

To help you and your teen know the details, and keep the restrictions for a probationary driver's license handy, we have included the following page that may be cut out and posted in a convenient spot in the home.

Post this page for reference

Driving Restrictions With a Probationary License

License is considered probationary if you are younger than 18 years of age.

For 180 days after obtaining your probationary driver's license:

1. You may not drive with any passengers unless one of the following individuals is seated in the front seat:
   - Your parent, guardian or step-parent who is 21 years of age or older;
   - An individual who is 25 years of age or older and has a valid driver's license, or
   - A certified driver education instructor.
2. You may drive with your child, sibling, or spouse during the hours allowed by law.
3. Every passenger in the vehicle must wear a seat belt or a child restraint system.
4. You may not operate a motor vehicle while using a telecommunication device, such as a cell phone, unless the device is being used to make a 911 emergency call.
5. You may not drive between 10 p.m. and 5 a.m.

After you have driven for 180 days on a probationary driver's license, you may not drive during the following hours:

- Sunday through Thursday, after 11 p.m.
- Monday through Friday, before 5 a.m.
- Saturday and Sunday, between 1 a.m. and 5.a.m.

Exceptions to driving restrictions at night:

- Driving between home and work
- Driving between home and a school event
- Driving to or from a religious event
- When accompanied by a licensed driver who is at least 25 years of age

The first 180 days of restrictions will end on _____ (date).

If you do not follow these rules you could get a ticket, pay fines, your insurance rates can go up or your license could be suspended. Driving comes with responsibility. Remember, driving is a privilege – not a right.