

# BTW Lesson 1

Basic Control and  
Introductory Tasks



## **Welcome to Lesson 1**

In Lesson 1 your student will be practicing the fundamentals of starting the car and will, with practice, be able to operate all the controls and devices without any hesitation when directed to do so.

In this lesson your student should practice rear and side visual referencing while moving the vehicle forward and backward in a simple straight line and backing left and right with smooth starts and stops. At the end of the lesson, your student should be able to demonstrate that he/she can properly secure the vehicle.

The first lesson should take place in a parking lot or residential area with little traffic (a place where you are comfortable). This will give you an opportunity to observe how your student responds to your directions and enable you to control the car from the passenger seat.

Give directions well in advance of when you expect your student to perform the maneuver. Be clear and calm. Be positive and give encouragement

Your student should be familiar enough to operate the vehicle controls without looking at them. In the car, ask your student to perform the cockpit drill. Review the vehicle familiarization worksheet with your student and ask your student to identify and adjust the vehicle control devices for you.

Focus on maintaining a steady speed and practice smooth starts and complete stops. Encourage early braking. This will help your student be comfortable and gain confidence.

# BTW Lesson 1 Checklist

Preentry/Approach  
 Key in Hand \_\_\_\_\_  
 Approach Vehicle \_\_\_\_\_  
 Visual Check \_\_\_\_\_  
 Walk Around the Vehicle \_\_\_\_\_  
 Vehicle Maintenance Check \_\_\_\_\_  
 Loose Article Check \_\_\_\_\_

Entry/Prestart  
 Loose Articles Secured \_\_\_\_\_  
 Unlock Door \_\_\_\_\_  
 Close, Lock Door \_\_\_\_\_  
 Key in Ignition \_\_\_\_\_  
 Adjust Seat \_\_\_\_\_  
 Head Restraint \_\_\_\_\_  
 Mirror Adjustment \_\_\_\_\_  
 Safety Belts \_\_\_\_\_

Gauges/Controls, Switches  
 Locate Gauges \_\_\_\_\_  
 Locate/Operate Controls \_\_\_\_\_  
 Locate/Operate Switches \_\_\_\_\_

Starting Engine  
 Check Park Brake \_\_\_\_\_  
 Check Selector Lever "N" or "P" \_\_\_\_\_  
 Set Choke (if needed) \_\_\_\_\_  
 Heel on Floor/Brake \_\_\_\_\_  
 Start Engine \_\_\_\_\_  
 Release Key \_\_\_\_\_  
 Check Gauges \_\_\_\_\_  
 Headlights on 24 Hours \_\_\_\_\_  
 Adjust Accessories (if needed) \_\_\_\_\_

Vehicle in Motion  
 Foot on Brake \_\_\_\_\_  
 Shift to Drive \_\_\_\_\_  
 Release Park Brake \_\_\_\_\_  
 Check Traffic \_\_\_\_\_  
 (mirror, blind spot) \_\_\_\_\_  
 Signal \_\_\_\_\_  
 Visualize Target \_\_\_\_\_  
 Gentle Acceleration \_\_\_\_\_  
 Recheck Traffic \_\_\_\_\_  
 Cancel Signal \_\_\_\_\_

Stopping  
 Check Rear/Front \_\_\_\_\_  
 Set Reference and Target \_\_\_\_\_  
 Control Brake Pressure \_\_\_\_\_  
 (heel on floorboard) \_\_\_\_\_  
 Apply Brake Gradually \_\_\_\_\_  
 Use Visual Reference to Determine  
 Stopping Point \_\_\_\_\_

Securing and Leaving  
 Foot on Brake \_\_\_\_\_  
 Shift to Park (automatic) \_\_\_\_\_  
 Park Brake Set \_\_\_\_\_  
 Accessories Off \_\_\_\_\_  
 Ignition Off \_\_\_\_\_  
 Remove Key \_\_\_\_\_  
 Release Belts \_\_\_\_\_  
 Leave Vehicle \_\_\_\_\_  
 Doors Locked \_\_\_\_\_

Backing Straight  
 Foot on Brake \_\_\_\_\_  
 Reverse Gear \_\_\_\_\_  
 Proper Position \_\_\_\_\_  
 Scan and Visualize Target \_\_\_\_\_  
 Use Appropriate Motion \_\_\_\_\_  
 Decrease Speed to Stop \_\_\_\_\_  
 (keep looking back until stopped)

Backing Left/Right  
 Scan Area \_\_\_\_\_  
 Foot on Brake \_\_\_\_\_  
 Reverse Gear \_\_\_\_\_  
 Release Park Brake \_\_\_\_\_  
 Visual Target \_\_\_\_\_  
 Steering Control \_\_\_\_\_  
 Traffic Checks \_\_\_\_\_  
 Counter Steer to Center \_\_\_\_\_  
 Look to Target Until Stopped \_\_\_\_\_

Lateral Maneuver (turns)  
 Check Traffic Areas \_\_\_\_\_  
 Signal, Check Left or Right Rear \_\_\_\_\_  
 Adjust Speed and Target to Lane  
 Position \_\_\_\_\_  
 Steer to Travel Path \_\_\_\_\_  
 Adjust Speed to Traffic or Curb \_\_\_\_\_  
 Cancel Signal \_\_\_\_\_

## NOTES

[illegible]

# BTW Lesson 1

**Title: Basic Control and Introductory Tasks**

Prerequisites:

- 1. Student has completed pre-drive/off street.**
- 2. Classroom:**  
**Module 2 includes vehicle entry; vehicle operating space; prestart; starting; moving vehicle forward and backward; front, rear, and side referencing; backing left and right.**
- 3. Simulation:**  
**“Starting Right” program or film.**

**Skills to be Practiced:**

- **Preentry and inspection.**
- **Entry and prestart procedures.**
- **Backing straight and stopping.**
- **Identify gauges, controls, switches.**
- **Backing left and right.**
- **Starting the engine.**
- **Front and rear visual referencing.**
- **Placing vehicle in motion—forward.**
- **Side visual referencing.**
- **Off target/on target.**
- **Stopping the vehicle.**
- **Securing the vehicle.**

## **BTW Lesson 1 Helpful Hints**

1. Be sure to check your student's understanding of the specific tasks that will be practiced.
2. Have your student tell you about the preentry tasks and inspection of the vehicle and why it's important to perform such tasks.
3. Review the checklist to evaluate performance on specific tasks.
4. When backing or pulling forward to a designated area, have your student describe which reference points he/she is using to accomplish the maneuver.
5. Have your student describe a target and visually set one to determine if you are on or off target.
6. Securing the vehicle is an important step in the driving process. Watch that all the steps are done correctly.
7. Encourage your student to tell you the procedures involved in these maneuvers. This will help you to determine if he/she is mentally engaged in the driving process.
8. If necessary, the diagrams and procedures that accompany this lesson could be referred to for clarification. Use them only when the vehicle is stopped and in a parked position.

## NOTES

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## Preentry/Approach



1. **KEY IN HAND.**  
(Be aware of possible carjackers.)
2. **APPROACH VEHICLE, BE AWARE OF SPACE AROUND VEHICLE.** (Objects under vehicle or in travel path.)
3. **MAKE VISUAL CHECK AROUND AND INSIDE THE VEHICLE.**  
(Look for loose articles.)
4. **WALK AROUND THE VEHICLE.**  
(Look for fluid leaks, damaged tires, hood closed, etc.)
5. **MAKE MAINTENANCE CHECKS AS NEEDED.**  
(Tire pressure, oil level, brake fluid, etc.)



# Preentry/Approach

## Objective

The student will walk around the vehicle and visually inspect for possible obstructions and mechanical problems without instructor assistance.

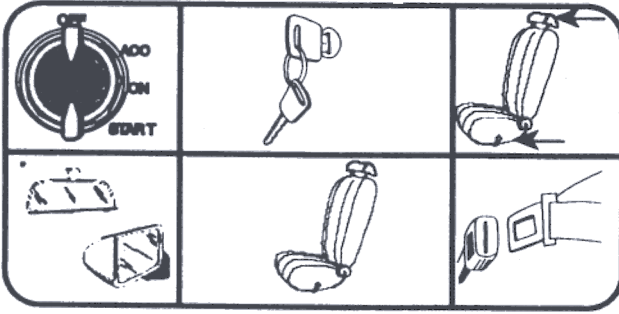
## Driving Environment

- Off-street parking area.
- Low-volume residential area.

## Common Errors

- Not walking around the vehicle.
- Visual checks not made.

# Entry/Prestart



1. PLACE LOOSE ARTICLES IN SECURE AREA (trunk).
2. UNLOCK DOOR.
3. CLOSE AND LOCK DOOR.
4. PLACE KEY IN IGNITION SLOT.
5. ADJUST SEAT, HEAD RESTRAINT, AND STEERING WHEEL.
6. ADJUST INSIDE AND OUTSIDE MIRRORS.  
(Able to check blind spots easily from driver's seat.)
7. FASTEN SAFETY BELTS.

# Entry/Prestart

## Objective

The student will perform all entry/prestart procedures at least once while seated in the car.

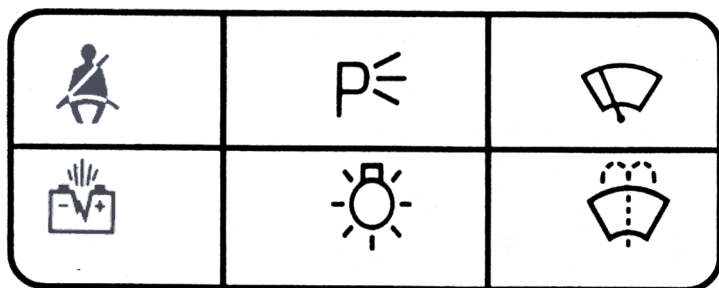
## Driving Environment

- This task can be performed in an off-street area or low-volume area with minimal traffic.

## Common Errors

- Procedures not in correct order.
- Door not locked.
- Safety belt not worn properly.
- Seat not adjusted properly.
- Mirrors not adjusted properly (leans and moves body for use).

# Gauges, Controls, and Switches



- 1 LOCATE OPERATIONAL GAUGES  
(fuel, oil pressure, speedometer, odometer, etc.).
- 2 LOCATE AND OPERATE CONTROLS  
(foot brake, park brake, steering wheel, accelerator pedal, hazard lights, directional signal, horn, headlights, gear lever, etc.).
- 3 LOCATE AND OPERATE SWITCHES  
(power door, window, etc.).

# Use of Controls and Switches

## Objective

While seated in the vehicle, the student will point to and/or operate relevant gauges, controls, and switches when requested with minimal assistance.

- Be able to operate without checking controls/switches.
- Be able to explain what is wrong and the correct action(s) to take for each warning light/gauge.

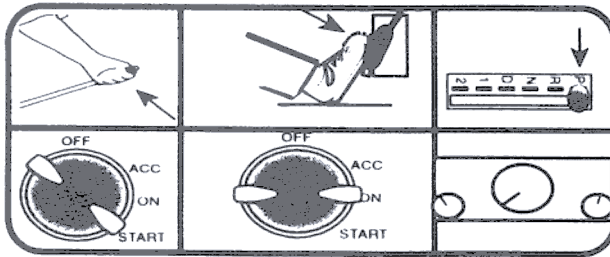
## Driving Environment

- Behind-the-wheel of the vehicle in an off street parking area. (Parked in parking lot or driveway.)

## Common Errors

- Not able to find and/or operate the control devices, gauges, or switches.
- Not using proper hand or foot position.
- Using central vision to locate gas, brake, signal, and steering wheel.

# Starting Engine



1. CHECK THAT PARKING BRAKE IS FIRMLY SET.
2. HEEL ON FLOOR/FOOT ON BRAKE.
3. CHECK SELECTOR LEVER "N" OR "P."
4. SET AUTOMATIC CHOKE IF NEEDED (fuel-injected engine not required).
5. START ENGINE (turn key, check gauges in "on" position).
6. RELEASE KEY WHEN ENGINE IS STARTED.
7. RECHECK GAUGES.
8. TURN HEADLIGHTS ON 24 HOURS DAY OR NIGHT.  
TURN ON ACCESSORIES AS NEEDED (lights, wipers, defroster, etc.).

# Starting Engine

## Objective

While seated in the car, the student will start and turn off the engine at least twice without assistance.

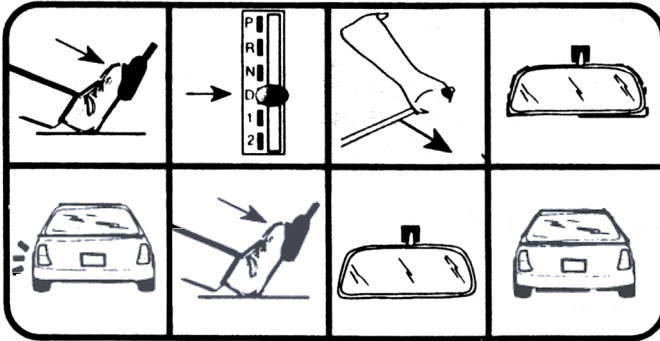
## Driving Environment

- Low-volume residential area.
- Off-street parking area.

## Common Errors

- Holding the key on too long while starting.
- Not holding the key on long enough.
- Heel not on the floor.
- Procedures not in order.
- Failing to check gauges.
- Failing to turn on necessary lights and gauges before getting under way.

# Putting the Vehicle in Motion



1. PRESS THE FOOT BRAKE DOWN
2. SHIFT GEAR SELECTOR LEVER TO DRIVE.
3. RELEASE PARKING BRAKE.
4. CHECK TRAFFIC IN INTENDED PATH AND TO SIDES.
5. PERFORM MIRROR CHECK AND BLIND SPOT CHECK.
6. SIGNAL WHEN CLEAR.
7. VISUALLY TARGET YOUR INTENDED PATH
8. MOVE FOOT TO ACCELERATOR PRESSING GENTLY.
9. RECHECK TRAFFIC.
10. CANCEL SIGNAL.



# Putting the Vehicle in Motion

## Objective

When directed to do so and with minimal assistance, the student will place the vehicle in motion (smoothly) three times.

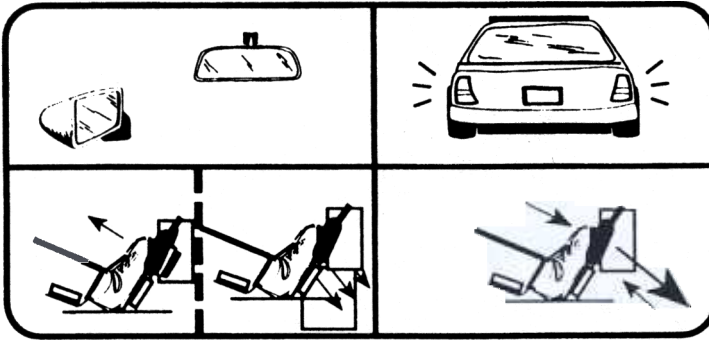
## Driving Environment

- Off-street parking area.
- Low-volume residential area.

## Common Errors

- Heel of foot not on the floor while braking or accelerating.
- Order of procedures not followed.
- Heavy and uneven acceleration.
- Not visually targeting (lane position 1).
- Not checking blind areas (spots and mirrors).
- Failing to signal/late signal.

# Stopping



1. CHECK MIRROR FOR REAR AREA.
2. VISUALLY SET REFERENCE AND TARGET AREA.
3. CONTROL BRAKE PRESSURE  
(heel of foot on floorboard).
4. APPLY BRAKE GRADUALLY  
(graphics show smooth braking by easing up on brake before stopping vehicle).
5. USE VISUAL REFERENCE TO DETERMINE STOPPING POINT  
(front or side).

# Stopping

## Objective

While directed to do so and with minimal assistance, the student will stop smoothly three times using proper braking and visual referencing procedures.

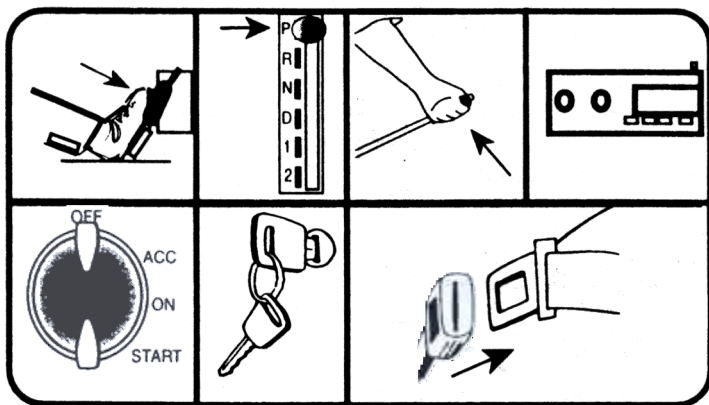
## Driving Environment

- Off-street area.
- Low-volume residential area.

## Common Errors

- Heel not on floor.
- Braking too hard/jerky stop.
- Failing to check rear area in mirror.
- Procedures out of sequence.

# Securing and Leaving Vehicle



- 1 HOLD BRAKE DOWN FIRMLY WITH RIGHT FOOT.
- 2 SHIFT TO PARK OR FIRST GEAR.
- 3 SET PARKING BRAKE
- 4 SHUT OFF ACCESSORIES.
- 5 TURN OFF IGNITION AND REMOVE KEY.
- 6 RELEASE SAFETY BELTS
- 7 CHECK REAR AND LEFT REAR AREAS (4 AND 6), EXIT, AND LOCK DOORS.

# Securing and Leaving Vehicle

## Objective

When directed to do so and with minimal assistance, the student will secure and leave the vehicle following proper procedures.

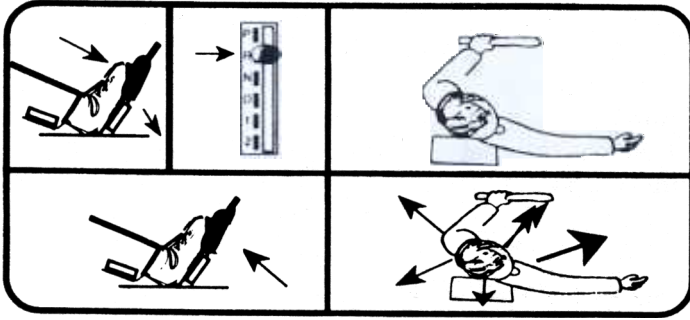
## Driving Environment

- Off-street area.
- Low-volume residential area.

## Common Errors

- Failure to check traffic.
- Not taking keys from the ignition.
- Procedures not in sequence.
- Failure to set park brake.
- Failure to turn off lights and accessories.

# Backing Straight



1. HOLD BRAKE DOWN AND SHIFT TO REVERSE, RELEASE PARK BRAKE.
2. SCAN THE AREA, LOOK OVER RIGHT SHOULDER, SEARCH PATH OF TRAVEL AND TO THE FRONT. PLACE RIGHT ARM ON SEAT FOR STRAIGHT BACKING.
3. PLACE LEFT HAND AT TOP OF STEERING WHEEL (12 o'clock).
4. VISUALLY TARGET REFERENCE POINT TO THE REAR AREA (6).
5. DECREASE BRAKE PRESSURE AND SMOOTHLY MOVE VEHICLE FROM STOPPED POSITION.
6. CHECK TRAFFIC, AREAS LEFT REAR, RIGHT REAR, AND REAR (4-5-6).
7. ACCELERATE GRADUALLY, LOOK AT TARGET, KEEP LOOKING BACK UNTIL STOPPED.

# Backing Straight

## Objective

While directed to do so and with minimal errors, the student will back the car straight toward a specific target at least three times using proper moving and stopping procedures.

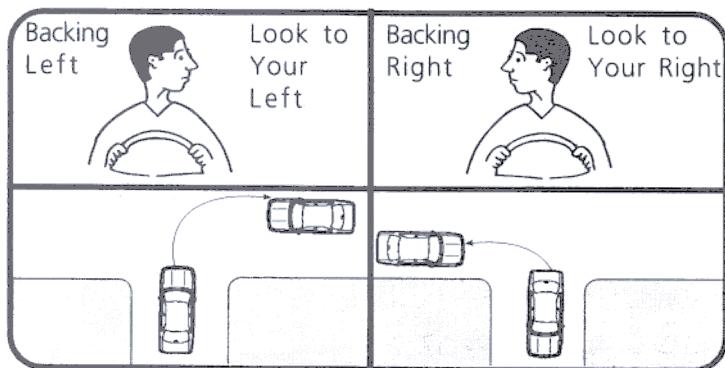
## Driving Environment

- Off-street parking area.
- Low-volume residential area.

## Common Errors

- Speed control too fast or too slow.
- Not looking back until vehicle is stopped.
- Not targeting visually will result in:
  - Path of travel not constant.
  - Incorrect steering techniques.
- Not checking rear areas left rear, rear, right rear (4-5-6).
- Improper body position.

# Backing Left and Right



- 1 SCAN AREA (MIRROR CHECK, BLIND SPOT CHECK) AND USE CORRECT SIGNAL.
- 2 DEPRESS BRAKE, SHIFT TO REVERSE.
- 3 PLACE BOTH HANDS NEAR TOP OF STEERING WHEEL.
4. TARGET AREA TO REAR.
- 5 DECREASE PRESSURE ON BRAKE.
- 6 STEER DIRECTION TOWARD TARGET.
- 7 CHECK TRAFFIC.
- 8 COUNTERSTEER TO CENTER POSITION.
- 9 CONTINUE TO TARGET AREA UNTIL STOPPED.



# Backing Left and Right

## Objective

When directed to do so and with minimal assistance, the student will back left or right into or out of a parking area at least two times while maintaining proper speed control and path of travel.

## Driving Environment

- Off-street parking lot.
- Low-volume residential area.

## Common Errors

- Speed is too fast or slow.
- Does not visually target center of rear area (6) which will result in:
  - Poor lane position.
  - Failure to countersteer.
  - Overcorrecting the steering.
  - Turning the wrong direction.
- Fails to recheck the front of the vehicle.

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