

# Hands<sup>TM</sup> on training

Hands  nHgvTraining.com

## LGV TEST BOOK

Licence Categories C1, C & C+E



# LGV TEST BOOK

Most people regard themselves as good drivers. Are you one of those people? You have probably been driving for a few years now and don't have many, if any, accidents in a typical year. Perhaps you drive a van or something larger regularly or you drive 500 - 1000+ miles each week.



## Does this make you a good driver?

Have you really got the correct personality to become a professional lorry driver?

### Answer these 5 questions truthfully:-

- Do you ever pull away from the kerb without fully checking the blind spot over your right shoulder
- Do you ever accelerate towards traffic lights while they are green to get through before they change to red
- Do you ever slow down for a speed camera then accelerate again after passing it
- Do you sometimes pull out onto a roundabout into a small gap even if it means the vehicles already on it have to slow down for you
- Do you sometimes forget to signal left before exiting a roundabout

Do not underestimate the attention to detail required for passing. One momentary lapse of concentration will probably result in you needing a retest.

## Fail to prepare, prepare to fail.

Like most other things in life, preparation is the key to success. Without the correct tuition you will not pass the test. Choose carefully when selecting a company to train with. It is unlikely that the cheapest will be the best. This is because vehicles cost a lot of money to buy and maintain. Older vehicles may be more difficult to control for a learner driver due to key parts being partly worn out. It is never truer than in LGV training, you get what you pay for.

### Important questions to ask before booking a course

- How old are the training vehicles. Be careful if they are more than 5 years old
- How much experience of training has the instructor got
- Can you speak to some previous students about their experiences
- Does the training provider have spare vehicles to cover things like breakdown etc.



## Attend the course with an open mind -

### Be prepared to learn

This might sound obvious but you would be amazed how many people take the view "I've been doing things a certain way for years and never had any problems". This may be so but it doesn't mean they have been doing it correctly. To pass the LGV test, you will have to do things in a certain way. The DSA has very strict guidelines about what is expected with all their examiners being trained to the same standard. You should arrive for your course with the attitude that you are going to have complete faith in what your instructor tells you. A good instructor will not just tell you how to do something but the reasons why you should do it that way. Typically at the start of the course, the trainer will be instructing every little step of every manoeuvre, but as your skills and equally importantly, your confidence grows, he will observe more and instruct less. As test time approaches he will be fine tuning your skills with subtle pieces of advice. By the time you arrive at the test centre, you should feel ready to take the world on and have nothing to fear about showing the examiner just how good you really are.

## Don't become your own worst enemy

You will have invested a fair amount of your own money trying to improve yourself by passing the test. Money that most people have lots of other uses for. Don't let this thought create extra pressure to pass. Some people are worried about facing their friends and family and having to tell them they failed. This only adds to their anxieties on the test. We know from experience that a person's driving skills alone may not be enough to pass the test. A lot depends on your self belief. You must have the belief you can do well to create the adrenaline. This in turn will provide the focus and concentration that will convince the examiner you are quite safe to issue a licence to.



# Chapter 1.

## Introduction – Test Environment

### A. Examiners are not your enemies!



**Some people have a fear of tests, some have a fear of making mistakes and others have a fear of examiners! And when all three ingredients are put together, that is the perfect recipe for panic. There are many things heard and said about examiners and most people have a set of pre-conceived ideas**

One thing that is important to remember is that the examiners are there to do a job.

Examiners are former instructors that have passed rigorous tests under the supervision and guidance of the Driving and Vehicle Standards Agency (DVSA) in order to get their licence. They are being continuously assessed and trained with the aim of maintaining high standards of safety and equity in the practice of their jobs.

There is a process, attitude and language that the examiners must adhere to when conducting a test. You are on test from the moment they say “hello” and until the moment they say “goodbye”, so concentration and the best behaviour are recommended.

Examiners are required to use clear instructions in order to not confuse the trainee. They are not allowed to trick you or deceive you. If they do so, their jobs may be on the line. They have to explain everything in a clear manner, understandable by the trainee. If you are uncertain or you did not understand, you may always ask them to repeat the instruction. Any unexplained confusions could make the difference between you failing or passing the test. So do not be afraid to ask him to repeat the instruction. PLEASE NOTE that they will not explain *how* to do the required manoeuvre,

they will just ask you to do it. The process of examining a trainee is a very complex one, taking into consideration aspects such as test nerves, disabilities, eyesight etc. However, if you feel at any time that you have an ice man next to you and that they are incapable of any emotions, don't take it the wrong way. It is nothing personal. They are not allowed to talk to you so they won't distract you and affect your concentration. They may make some small talk in order to help you calm your nerves, but anything else could be considered detrimental to the trainee and may interfere with the test format. Every examiner is different and there may be exceptions, but do not expect to discuss last night's game.

On certain occasions they may give you hints on what you are doing wrong or what you should be doing next, i.e. if there are two lanes that may create confusion they may say “You can use either lane”.

If you make a mistake and you feel that you have already failed the test, don't dwell on it. All is not lost! Stay alert and concentrate on what is happening ahead. The examiner may have not noticed the mistake or he could mark it as a minor, if you do not repeat it. Although they need to follow a set of rules, they have the freedom of judgment and they assess a trainee based on their competences throughout the test (unless you have made a serious fault that interfered or hindered other road users).

No examiner wants to fail anyone, there are no pass percentages, no best times or best test routes. The only person that causes a failure is the trainee.

## B. Practical test explained



**The practical test makes sure you can drive confidently and safely in different road and traffic conditions, and that you know The Highway Code (and can show this by the way you drive).**

Once a student has completed their HGV training, it is at this stage that their driving instructor will confirm they are ready to take the HGV practical driving test (referred to as Module 3) and talk them through the test procedure.

The HGV driving test lasts approximately 90 minutes and will include a road drive (scheduled to last 1 hour), tell me show me questions and a reversing exercise. The LGV practical driving test is no walk in the park. It requires competence, concentration and forward planning. LGV and HGV licence acquisition is a vocational aspiration and this is reflected in the driving test.

On reception, the examiners introduce themselves, check all the relevant documents and ask you to sign a driving test report, before asking you to lead them to the vehicle you will be using for your test.

They will start by asking a series of maintenance questions (these should have been learned on your training and practiced with your instructor).

The first practical exercise will be the reversing manoeuvre. The examiner will explain clearly what they expect you to do and will ask you to execute it as practiced in your training.

Before setting off for the on road test, you must pay attention to a very important phrase that every examiner will state before setting off: "I would like you to follow the road ahead at all times, unless I, a traffic sign or traffic warden requires you to do otherwise!".

There are a few things they are looking for when driving on the public highway:

- Pulling in and setting off in a safe manner

- A controlled hill start, downhill start or angled start

When attempting any of the above, the examiner will state beforehand which exercise is required. There will be no explanation of how to do them, just the instruction of requirement.

It is your responsibility to look for gradients, obstacles, other road users, etc and you are expected to use the correct procedure for each and every situation.

At their discretion, examiners can stop you at any time, and more than once for any exercise. This is to help you as well as them, and is done to ensure their decision is fair. They are not there to trick you or catch you out. Their aim is to make sure that you are capable of executing a correct and safe manoeuvre.



# The examiner's decision is final

## Independent driving

For about 10 minutes of the test you'll drive independently: your examiner will ask you to follow signs or give you directions to reach a destination. This is so you can show you'll be able to drive safely on your own after you've passed your test. For more information about independent driving, watch this DVSA video.

## Instructor on test

If there are enough seats in your vehicle's cab, you're allowed to take your instructor with you on your test. It's useful to have your instructor with you: they can help you work on any problems the examiner notices, either to help you pass next time if you fail the test or to sort out any minor faults. Having someone you know with you can also help you to stay calm during the test.

## If you fail

After you've taken the practical test, your examiner will tell you if you've passed and explain how you did. If you fail, you'll be given a driving test report showing the faults you made and your examiner will also explain to you why you haven't passed.

Show the report to your instructor so you can practise the things you had a problem with before you retake your test. You'll have to wait at least three working days before you can retake it so use this time to do as much practice as possible.

## If you pass

Well done! You can now get your provisional licence changed to a full licence. Your examiner will usually send you details to the DVLA so an upgraded licence can be sent to you by post. For more details about how to claim your driving test pass, see GOV.UK.

Your examiner will give you feedback on your test. Remember to listen carefully to this: just because you passed your test, doesn't mean you drove perfectly!

If you intend to drive for a living, you'll also need to complete your initial Driver CPC before you can transport goods.

**It is very important to understand how high the DSA required standard is. Many candidates turn up for their LGV course thinking that as long as they show they are fairly safe driving a lorry they will pass the test. Nothing could be further from the truth. The standard required of test candidates is far higher than most people imagine.**

**There are 3 types of driving fault the examiner will mark you down for:**

**1. Minor faults** - These are mistakes while not being dangerous display a lack of either vehicle control or a bad habit developed over the years. Typical examples of minor faults are: failing to check the mirrors at the correct times, undue hesitation at roundabouts and junctions, not making sufficient progress and many, many others. A candidate is allowed to have 15 minor faults on the DL25 (driving test report sheet) and still pass, but of course it is not that simple. When a candidate makes a minor mistake, the examiner will mark it on the relevant section of the sheet. If you make the same minor mistake again, the examiner will again make a mark. Usually on the third occasion of making the same fault, the examiner will change the fault from being a minor to a serious. This is not good for the candidate. So while in theory you can make 15 minor faults and still pass, unless they are spread about the sheet in different areas, one of your regular faults will be classed as serious.

**2. Serious faults** - If you have 1 or more serious faults marked on the sheet, you will fail the test. A serious fault can be collected by making the same minor mistake repeatedly or by making a mistake that whilst not dangerous has the potential to be so. Examples of where the examiner may give a straight serious fault are: Mounting the kerb with the vehicle, pulling out in front of another vehicle, failing to stop at a pedestrian crossing when someone is waiting to cross, hitting a cone during the reversing exercise. There are of course lots of other examples we could give.

**3. Dangerous faults** - As you might expect, if you get one or more of these during the test you will fail. It could get even worse as in extreme cases the examiner will ask you to stop the vehicle and then terminate the test in the interests of public safety. Dangerous faults can be given for things such as not stopping at red traffic lights, going through a no entry sign, almost causing an accident etc.

If you made a mistake, move your mind away from it as soon as possible and concentrate on the rest of the test. It may not be as bad as you think.

# Chapter 2.

# Test Preparation And Manoeuvres

## A. Concentration and alertness



Our ability to handle information about the surroundings is severely limited, we cope with this by paying more attention to particular things than others, and concentrate on what is obvious to us as individuals. One way of seeing this is to imagine your field of vision as a picture – you can see the whole picture, but can only concentrate on one part at a time.

**There are a few things to consider in order to be able to see the bigger picture:**

**the bigger picture:**  
 □ Move your head and eyes around and look in all

directions and heights.□

- Look for hazards of any shape or size and from any direction.□

- *Develop your conscious to the variety of POSSIBLE hazards in different driving situations. (This relies on learning, experience and a commitment to developing your awareness)*<sup>10</sup>

What you see depends on what you expect to see. You will have experienced at some time or another pulling out and just missing a bicycle or car coming from the direction that you just looked. Errors such as motorbikes, pedestrians or even big red double decker buses! We naturally find it easier to see objects we don't expect to be there. This is looking but *not seeing*! Examiners want us to improve ourselves especially in these areas to become safer drivers.

## B. Effective observation

**Due to the height of the cab, you generally have a better view from your driving position than the other road users.**

You can take advantage of this when you approach blind bends, scan across corners for any movement above or in hedges, look through trees and through the windows of other vehicles, look for lampposts etc. Check mirrors approximately every 4-6 seconds, look for shadows and also look at the top of the tree tops and lamp posts; reflections from windows. These all tell you where the road direction is going and you'll be surprised how much more information you can take in. Even looking at bus stops can create information to help you as the fully shielded side dictates

the direction high winds normally come from so you can prepare yourself early for crosswinds.

The height of the cab doesn't create only advantages, but also increases the number of blind spot areas. An average saloon car has approximately 46 blind areas from the driving seat. Your truck has approximately 140 according to a report by the T.R.L (Transport Research Laboratory), which was released in 2005. The other major point about being higher up is that it makes you think you are closer to objects than you really are. This is simply an optical illusion but something you don't experience in smaller vehicles and something you must get used to in order to attain correct positioning.

## Mirror blind areas:

### Check the offside mirror(s);

- For overtaking traffic coming up from behind or already

alongside. Do this **BEFORE** signalling.□

- **BEFORE** changing lanes, overtaking another hazard, turning or moving right.□
- When oncoming trucks, coaches or large vans pass you.□
- To verify your tail swing in relation to any central bollards **BEFORE** steering left.□
- To verify your position of the wheels in relation to central islands or bollards **BEFORE** steering right.□

### Check the nearside mirror(s);

- For cyclists, mopeds, motorcyclists etc filtering up your near side.□

- For traffic on your left **BEFORE** changing lanes.□
- When you pass other road users, pedestrians or any other hazard close to the kerb edge or parked vehicles **BEFORE** moving back to the left.□
- To verify your position of the wheels in relation to kerbs or parked vehicles **BEFORE** steering left.□
- To verify your tail swing in relation to hazards such as post boxes, lamp posts, parked vehicles etc **BEFORE** steering right.□
- After overtaking, turning left or when exiting roundabouts.□

You must use the mirrors frequently and quickly so you're constantly aware of what's happening around you. Do **NOT** stare into them at any time.

## C. Vehicle handling

### CLUTCH CONTROL

A diesel engine is worked by compression (unlike petrol engines which are worked by ignition) and they will not stall unless fuel is starved to the pump. Therefore with a truck you can attain the clutch bite before releasing the hand or foot brake. Examiners look for smooth correct use of the clutch, ensuring the biting point is used in conjunction with the correct amount of acceleration for a particular situation. You must attain the bite before releasing the hand or footbrake, being able to sense this is a crucial part of clutch control. When changing gear, the clutch pedal must be fully depressed before the gear lever is moved. Good clutch control only comes with practice and concentration!

### THE STEERING WHEEL

- Place your hands in the 'ten to two' or 'quarter to three' position.□
- Grip the wheel firmly with your writing hand.□
- Keep both hands on the wheel unless you're:□
  - Changing gear
  - Working another control.

Return the hand to the wheel as soon as possible, and never take both hands off the steering at any one time. When turning, **avoid crossing your hands** at all times.





## TURNING

- Slide your left hand up, but not past the 12 o'clock position
- Pull the wheel downwards. At the same time, slide your right hand down the wheel against the direction the wheel is turning.
- Grip and push up with your right hand and slide your left hand up the same amount.
- (Repeat the second and third steps as necessary.)



## RANGE CHANGE GEARBOX (Manual)

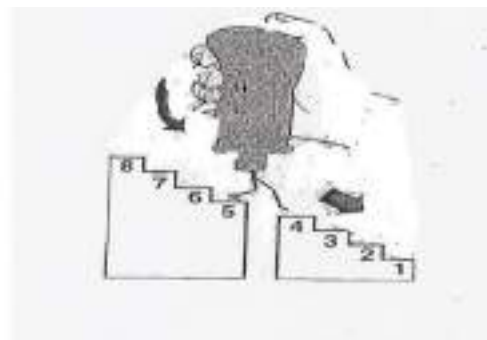
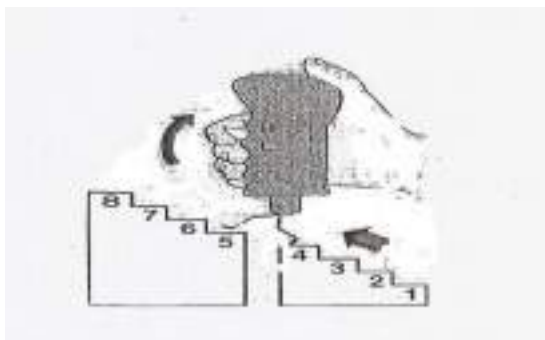
### Gear lever positions

The illustration shows the basic gear positions, where C is for crawler gear. The digits on a black background indicate the low speed range, and digits on the white background the high speed range.

### Range Control Positions

Use the range control to change between the high and low speed ranges only, it is not used for normal gear changing. When moving off and driving in the low range (1st through to the 4th, white digits on a black background), the range control must be selected down for low. For high range (5th through to 8th) the control must be up.

Most trucks are fitted with a range inhibitor, this stops the gearbox changing from high to low range when the revs are above 20-40kph (approx 10mph). The control must be pre-selected, as the range cover occurs as the lever passes through neutral, if the control is moved after the lever you WILL find a false neutral as the gearbox locks in-between ranges.



## USE OF THE GEARBOX (Automatic)

### Gear switch positions

#### Neutral –

On an automatic vehicle, the central switch Position is usually Neutral. (N) With the Switch in the N position, the vehicle is not in any gear and will not move forwards or backwards under its own power. In the Neutral position the vehicle will only move if the handbrake is wrongly released on a slope.



## USE OF THE GEARBOX (Automatic)

### Drive –

In order to select forward Drive, the driver must turn the switch to the (D) position, this enables the vehicle to select a moving off Gear. The drivers' information screen shown here on the right, shows that the vehicle has Selected 2nd gear for moving off. The A being shown, represents automatic mode.



### Reverse –

Reverse gear is selected by turning the gear switch to the (R) position, this enables the vehicle to select the reverse gear; and will switch on the reversing lights and any reversing buzzers fitted to the vehicle.



### Crawler Gears –

The crawler gears are selected by turning the switch to the crawler position either in forward or reverse. The crawler gear is usually shown by either a snail or a turtle; in this picture, a turtle is the crawler gear. The driver's information screen will also display the crawler symbol and will select the lowest possible speed. This will also deliver the maximum available torque, and is used when pulling away with a very heavy load or on a very steep hill.



## Hill Start Aid

The Hill Start Aid is used when pulling away on a slope. It works on the vehicles braking system. (Using brake boosters) When you stop on a slope and apply your foot on the brake, the Hill Start Aid holds the footbrake on temporarily (for 3.5 seconds) and allows a few moments to apply the accelerator. This means that the brakes are only released when the vehicle starts to move forward. This, in turn, means that you can move your foot off the footbrake and on to the

accelerator pedal; without worrying that the vehicle will roll back. ALWAYS bear in mind that this system will NOT hold the brakes permanently, and ONLY allows for a brief (3.5 seconds) moment to move your foot to the accelerator. Remember not to remove your foot from the brake until absolutely necessary. If you remove your foot from the brake and do not apply the accelerator within the set time; the brakes will be released and you will roll back.

## Manual Selection -

It is possible with an automatic vehicle to select a Manual mode by selecting the (A/M) option (usually on a stalk). This enables one of the stalks or other controls to manage the gears rather than the Automatic mode. The vehicle will still stop the driver from selecting the wrong gear.



**\*\* When you get your own truck at work, make sure you know how long the Hill Start Aid is active; as this time length will be different between vehicles\*\***

To change gear, you need to anticipate and assess situations well in advance. Examiners look for correct, slow, smooth gear changing. The efficiency of modern gearboxes and braking systems make it unnecessary to change down through each gear when slowing and stopping. As a general rule, it is preferable and just as safe to brake first and then engage the gear most suitable for the lower speed. (It may be necessary to maintain a light pressure on the footbrake while changing down).

Missing out intermediate gears such as 5th after moving off in 4th is preferred on the test; this not only gives you more time to concentrate and look ahead, but also helps reduce fuel consumption. However, you must first observe well ahead to ensure you have enough clear space to complete the block change.

You may block change at any time you think suitable (either up or down). But, you must ALWAYS check the

speedometer and rev counter when changing down, because you will not be able to engage 6th if the road-speed is above 30mph, 5th above 18mph, or 4th above 12 mph. If you try this, the gearbox will 'lock out' and you will be classed as coasting (an immediate failure point).

**\*\*Coasting is an immediate failure and is defined as:  
"When the vehicle is moving, but is not being driven by the engine"**

The two causes are; clutch pedal held down OR the gear lever is in neutral.

**Any form of coasting is bad driving because:□**

- It reduces the driver's vehicle control.
- It may cause difficulty engaging another gear. □
- It will lead to the truck gathering speed when travelling downhill.
- It also means harder breaking to control the vehicle's total weight, and removes the aid of the engine brake (exhauster).

## D. Vehicle checks

**These checks are very important, in fact they are a LEGAL REQUIREMENT!**

**Bellow you will find listed the vehicle checks that are required to be done:**

- 1. Battery security/condition**
- 2. Brakes**
- 3. Electrical connections**
- 4. Fuel/Oil Leaks**
- 5. Lights and indicators**
- 6. Mirrors and glass**
- 7. Security of body/wings**
- 8. Spray suppression**
- 9. Brake Lines**

- 10. Coupling Security**
- 11. Excessive engine exhaust smoke.**
- 12. Horn**
- 13. Markers**
- 14. Reflectors**
- 15. Check Load is Secure**
- 16. Steering**
- 17. Windscreen wipers and washers**
- 18. Tyres and wheel fixing**

Your instructor will go around the vehicle with you and explain what needs to be checked and why. These need to be done every day whilst you are training and every day when you gain employment as a heavy goods vehicle driver!

**The vehicle cannot legally go onto the road if there is something wrong with it!**

On the day of your test these checks are especially important! If you go to the test centre and the examiner finds something wrong that prevents the vehicle going on the road because you haven't checked the vehicle, **YOU WILL LOSE THE TEST FEE, WILL NOT BE ABLE TO TAKE A TEST AND WILL HAVE TO PAY AGAIN!**

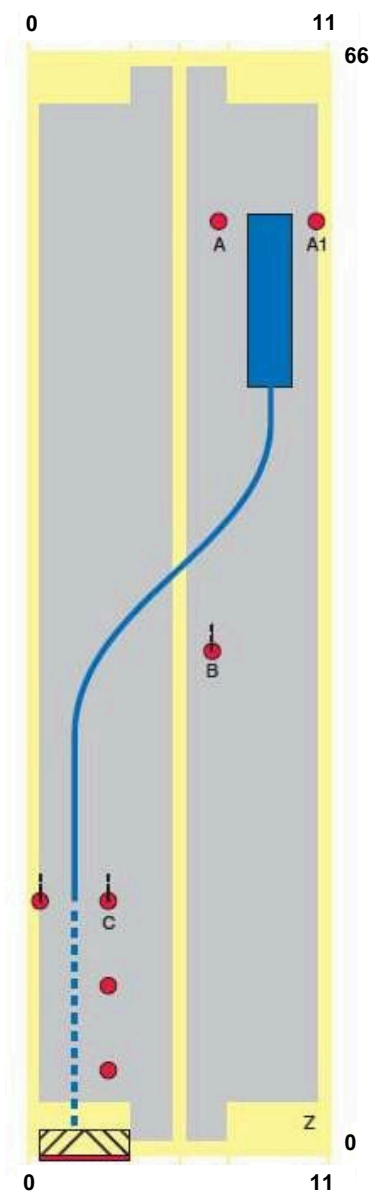


## E. Test manoeuvres

### REVERSING MANOEUVRE

The reverse manoeuvre is started from a position with the front of the truck in line with cones A and A1. The candidate reverses into the bay keeping marker 'B' to the offside, and stops with the rear of the truck within the 3ft stopping area.

## Manoeuvring Exercise - Reversing Reduces Area Size - 66 x 11 metres



**CONE MEASUREMENTS A to A1 = 1 1/2**

**times the  
width of the vehicle**

**Z to A and A1 varies according to  
vehicle type (see measurements chart)**

**A and A1 to B = 2 times the length of**

**the vehicle. *For this smaller area size,  
B must not be measured from Z***

**The width of the bay will be 1 1/2  
times the width of the vehicle**

**Bay cones C: All vehicles 12 metres or  
more in overall length, set at 12 metres.  
Vehicles less than 12 metres set to  
actual vehicle length**



indicates a 46cm marker  
cone



indicates a 46cm marker  
cone with a 1.5m  
coloured pole

## Procedures – manual gearbox

Any time an examiner pulls you to the side of the road, all ancillaries such as signals MUST be turned off immediately

after stopping. As with any manoeuvre, **TAKE YOUR TIME!**

### MOVING OFF

1. Check Mirrors
2. Engage appropriate gear.
3. Set acceleration (if necessary) and attain clutch bite.
4. Apply signal (if necessary)
5. Recheck mirrors
6. Check blind spot and look all around for hazards.
7. Release handbrake (if clear).

### STOPPING

1. Check mirrors
2. Signal (if necessary)
3. Release accelerator.
4. Brake progressively
5. Depress clutch pedal.
6. Ease pressure off footbrake just as truck stops.
7. Apply handbrake
8. Engage neutral and cancel signal (if applied).

### UPHILL START

1. Check mirrors
2. Engage appropriate gear.
3. Set acceleration (if necessary) and attain clutch bite.
4. Apply signal (if necessary)
5. Recheck mirrors
6. Check blind spots and look all around for hazards.
7. Release handbrake (if clear)
8. Move off

**ANY ROLL BACK CONSTITUTES A FAILURE POINT AS THIS IS COASTING.**

### DOWNHILL START

Select appropriate gear.

1. Apply footbrake
2. Release handbrake
3. Check mirrors.
4. Signal (if necessary)
5. Attain clutch bite.
6. Check blind spot
7. Release footbrake

**DO NOT LET THE VEHICLE ROLL FORWARD UNDER ITS OWN WEIGHT AS THIS IS CLASSED AS COASTING AND IS A FAILURE.**

## Procedures – automatic gearbox

Any time an examiner pulls you to the side of the road, all ancillaries such as signals MUST be turned off immediately

after stopping. As with any manoeuvre,  
**TAKE YOUR TIME!**

### MOVING OFF

1. Select D
2. Check mirrors
3. Apply signal (if necessary)
4. Apply accelerator until resistance is felt
5. Recheck mirrors
6. Check blind spot and look all around for hazards.
7. Slowly Release handbrake (if clear).

### STOPPING

1. Check mirrors
2. Signal (if necessary)
3. Release accelerator.
4. Brake progressively
5. Ease pressure off footbrake just as truck stops.
6. Apply handbrake
7. Engage neutral and cancel signal (if applied).

### UPHILL START

1. Check mirrors
2. Select D
3. Set acceleration (if necessary) and attain clutch bite
4. Apply signal (if necessary)
5. Recheck mirrors
6. Check blind spots and look all around for hazards.
7. Release handbrake (if clear)
8. Move off

**ANY ROLL BACK CONSTITUTES A FAILURE POINT AS THIS IS COASTING.**

### DOWNHILL START

1. Apply footbrake
2. Select D
3. Check mirrors
4. Signal (if necessary)
5. Release handbrake
6. Check mirrors and blind spot again
7. Release footbrake
8. Apply Accelerator

**DO NOT LET THE VEHICLE ROLL FORWARD UNDER ITS OWN WEIGHT AS THIS IS CLASSED AS COASTING AND IS A FAILURE.**

## Procedures – automatic / manual gearbox

Any time an examiner pulls you to the side of the road, all ancillaries such as signals MUST be turned off immediately

after stopping. As with any manoeuvre,  
**TAKE YOUR TIME!**

### MOVING OFF AT AN ANGLE

1. Ensure you stop behind the required vehicle/object leaving enough room to steer around the hazard.
2. Use normal moving off procedures while being especially aware of where all moving and stationary hazards are situated, speed of oncoming vehicles, how close to the hazard you are. How wide the hazard is will determine how far out into the opposite carriageway you will have to go.



## Uncoupling procedure for C+E

- Find hard-standing ground. (If none available, ensure trailer weight is spread by placing something (plank etc) under the landing legs to spread the weight).
- Apply trailer parking brake.
- Wind down landing legs and stow handle.
- Take off trailer plate
- Disconnect all air and electrical lines and stow, starting with nearest and working away from yourself.
- Disconnect dog clip.
- Pull fifth wheel safety retaining lever out, and forwards at the same time to release the coupling pin.
- Pull unit out slowly watching the trailer settle.
- Park unit alongside trailer and leave room for yourself and for the examiner to walk around trailer and wait for next instruction from examiner.

## Recoupling procedure for C+E

- Check trailer number on front of trailer for corresponding trailer on manifest.
- Check trailer parking brake is in the on position
- Check MOT is current and the trailer plate certificate is in date
- Do normal walk around checks
- Reverse straight up to trailer, get out and check fifth wheel height
- Reverse slowly under until a loud click is heard, engage 3rd gear and attain clutch bite twice to ensure unit and trailer are connected.
- Apply unit handbrake, switch off engine and switch on lights and hazards.
- Secure dog clip to fifth wheel.
- Connect all air and electrical lines starting with the furthest away and working back towards yourself.
- Take number plate from unit and replace on trailer
- Wind up trailer landing legs and stow handle.
- Release trailer handbrake.
- Walk round and check lights and hazards are working, then ask examiner to check brake lights and reversing lights for you.
- Switch off all lights and wait for examiner to join you in the cab.

# CASE STUDY:

## Roundabouts



**Roundabouts vary in shape, size and complexity, but the object of them is to allow traffic to flow wherever possible.**

Some roundabouts are so complex or busy they require traffic lights to control the volume. These lights may only be used when traffic is very heavy or they could be used constantly. At the majority of roundabouts, the approaching traffic has to give way to traffic from the right. But there are some locations where a Give way sign and markings apply to traffic already on the roundabout. You must be aware of these differences. It is essential that you plan your approach well in advance and use the MSM/PSL routine in good time. It's most important that you get in the correct lane as you approach. You should know the exit you wish you to take and choose the most suitable lane (if more than one lane is available for a particular direction, then you should stay in the left of those available to keep faster moving traffic on your right).

### **When approaching roundabouts:**

- Plan well ahead
- Look for and read traffic signs as you approach
- Have a clear picture of the exit you intend to take
- Know the number of exits before yours
- Either follow the lane markings, as far as possible,  
or select the lane most suitable for your vehicle
- Use the MSM/PSL routines in good time
- Signal your intentions early when safe to do so
- Avoid steering right too early and mounting the centre kerb.

# Chapter 3.

## Test questions

### Tell me show me questions

**Q. Tell or show me how you would check all doors including cargo doors are secure.**

**A. All doors must be closed and any locking levers be placed in the secured position.**

**Q. How would you know the cab is secure?**

**A. The cab is self locking and unlocking, if it is not secured an illuminated red warning light on the dash panel shows constantly.**

**Q. Show how you would check for air leaks.**

**A. Start engine to fill air reservoir tanks and check gauges and showing full. Turn off engine, then walk around listening for air escaping, especially at joints and suspension.**

**Q. Tell me the main factors involved when loading the vehicle. A. The load should be spread over the maximum possible floor-space to keep the centre of gravity low and aid vehicle stability. When loading a single solid object, this must be placed centrally between the axles. Always ensure axle and gross vehicle weights are not exceeded. Any load must be secured so as not to move within the body or endanger any other road users, pedestrians etc. Whichever type of restraint is used, this must hold the full weight forwards and half the weight sideways and backwards. NOTE: - EVERY MORNING IT IS A DRIVER'S RESPONSIBILITY TO CHECK HIS LOAD BEFORE DRIVING**

**Q. How would you check the vehicle lights and reflectors?**

**A. All lights must be working correctly and lenses have to be clean and un-cracked.**

**Q. How would you check the condition of the windscreen and windows?**

**A. All glass including mirrors must be clean and clear of cracks, chips etc. Plus free from any obstructions which could interfere with vision in any direction.**

**Q. Show how you would check the condition of the mudguards.**

**A. As part of the daily vehicle checks, you ensure mudguards are secure and spray suppression is clean and secure on each wheel.**

**Q. Show me how you would check the tyres.**

**A. Tyres must be correctly inflated, free from cuts, splits etc. They must also have a minimum of 1mm depth, ¾ tread across the width and around the whole circumference. Double wheels must not be 'kissing' and be free from debris (such as bricks etc) stuck in-between the tyres.**

**Q. How would you check the wipers?**

**A. They must operate correctly; blades must have straight edges and be free from splits etc.**

**Q. Show how you would check the body is safe?**

**A. As part of a daily walk-round check, ensure the body is fully roadworthy and there are no significant defects. No loose panels or items, which could endanger other road users. All inspection panels must be secure.**

**Q. Show how you would check the operation of the vehicle's audible warning devices.**

**A. Demonstrate use of the horn, reversing bleeper (ensure lights are switched off) and depress footbrake until warning buzzer comes on.**



**Q. Show how you would check air pressure.**

**A.** Run engine watching gauges until air tanks are full, then switch off. Watch gauges for loss of pressure, no buzzers (audible warnings) are sounding and all warning lights are out.

**Q. Identify where and how you would check the fluid levels, and show me how you know there are enough liquids in them.**

**A.** Identify clutch reservoir, dipstick and oil filler cap, power steering box, washer bottle and engine coolant. Explain about minimum and maximum marks for each separate item.

**Q. Show or tell me how you would check the wheel nuts are secure.**

**A.** Tap each nut with a hammer or piece of metal. The sound dictates whether loose or tight, a ringing sound means loose while a dull thud means tight. Visual checks show as water marks from behind the wheel nuts. If wheel nut indicators are fitted they should line up with each other.

**Q. Tell or show me how you would check the vehicle suspensions.**

**A.** As part of daily checks, look for breaks, cracks etc in leaf springs and tears, splits on air bags plus check all mounting points.

**Q. Show how you would insert a tacho chart.**

**A.** Open tacho head take a new chart and insert with recording side (green) facing the windscreen.

**Q. Tell me how you would operate the loading mechanism (e.g. curtains, tail lift etc).**

**A.** Explain correct and safe usage of parts and controls.

**Q. Show what instruments you check before and after starting the engine.**

**A.** Check all gauges are working, illuminated and reading correctly, plus all relevant and audible warnings are out.



**Q. Show me how you check the vehicle is road legal.**

**A.** Check tax disc is current, ministry plate and trailer disc if applicable.

**Q. Show me where the first aid is kept on this vehicle.**

**A.** R11- Top box passenger side. However it is not a legal requirement for a LGV vehicle to carry a first aid box.

**Q. Show me how you operate the fog light and tell me when it would be used.**

**A.** Lights must be switched on, Switch is below light switch. Fog lights are used when visibility is 100 meters or less

**Q. How would you know if the power steering was not working?**

**A.** You could tell if it wasn't working as the steering would be too heavy to turn.

**Q. Show me how you would check for air leaks on this vehicle.**

**A.** Charge the air tanks; consult gauges for drops in air pressure. Walk round vehicle listening for any obvious leaks.

**Q. Tell me how you would check your tyres to ensure that they are correctly inflated, have sufficient tread depth and that their general condition is safe to use on the road.**

**A.** Follow manufacturer's guide, using appropriate equipment, check and adjust pressures when tyres are cold. Must have a tread depth of at least 1mm across  $\frac{3}{4}$  of the breadth of the tread and in a continuous band around the entire circumference. There should be no cuts, damage or signs of cord visible at the sidewalls.

**Q. Identify where you would check the engine coolant level and tell me how you would check that the engine has the correct level.**

**A. Identify high/low level markings on header tank where fitted or radiator filler cap, and describe how to top up to correct level.**

**Q. Show me / explain how you would check that the power assisted steering is working.**

**A. If the steering becomes heavy, the system may not be working properly. Before starting a journey two simple checks can be made. Gentle pressure on the steering wheel, maintained while the engine is started, should result in a slight but noticeable movement as the system begins to operate. Alternatively turning the steering wheel just after moving off will give an immediate indication that the power assistance is functioning.**

**Q. Show me how you would set the windscreen demister to clear the windows effectively.**

**A. Set all relevant controls including; fan, temperature, air direction / source and heated screen to clear windscreen and windows. Engine does not have to be started for this demonstration.**

**Q. Show me how you would switch on the rear fog light(s) and explain when you would use it/them (no need to exit vehicle).**

**A. Operate switch (turn on ignition and dipped headlights if necessary). Check warning light is on. Explain use.**

**Q. Show me how you switch your headlight from dipped to main beam.**

**A. Operate switch (with ignition or engine on if necessary), check with main beam warning light.**



# FINAL CONSIDERATIONS



**Passing your test isn't the magical signal that you know everything about driving and are 100% ready to rule the road.**

Recognising this can actually help you learn and pass because it's all about attitude: if you think you're the best driver that ever lived after 5 lessons...your test might not go so well for you.

To make sure you do your best when it comes to test time, take a look through these 6 tips.

## **1. Take enough lessons**

You've heard it before but we'll say it again: 47 hours plus around 20 of private practice. That's the average number of hours with an instructor that it takes to pass, according to the DSA.

It may seem like taking your test quicker will save you money on driving lessons, but if you fail that's another £62 and more lessons. A better driver will also save money in the long run with their no claims discount and lower insurance renewal prices.

Many of the rules in the Highway Code are legal requirements – so if you display any of the 'must not's' or fail to show any of the 'must's', that's a problem. Being familiar with the legal requirements of any road situation will help you avoid serious faults.

Knowing the Highway Code when you take your test will also allow you to make calm, precise decisions under pressure and help you be a better driver in the future.

## **2. Get familiar with the area around your test centre**

Facing an unfamiliar route during your test is not a great start. Use your last couple of driving lessons to practise the roads you may be tested on – your driving instructor might even know from previous students which routes are most likely. Looking out for things like hills (if there are none, you're not going to get a hill start, are you?), complicated traffic systems and the busyness of the roads will also let you know

what kind of situations you may be up against during your test.

## **3. Work on the most common faults**

### **Observation:**

- Not checking mirrors before reverse parking
- Not checking mirrors when moving off
- Lack of proper observation at junctions and roundabouts

### **Awareness:**

- Not reacting to what's in the mirrors
- Failure to drive to weather or traffic conditions
- Hesitation at junctions and roundabouts when it is safe to go
- Failure to drive at the appropriate speed - whether that's not making progress after moving off, not adjusting for a bend, or driving too slowly on a main road

### **Signalling:**

- Failure to signal · Giving a confusing signal · Failure to cancel a signal

### **Control:**

- Poor hand placement on the steering wheel if it's affecting your control
- Steering accuracy for the turn in the road, reversing around a corner and sharp turns
- Stalling due to poor clutch control and failing to recover quickly and calmly
- Keeping the clutch down (coasting) on a turn or after changing gears



# FINAL CONSIDERATIONS

Even if you think you've got these down, practise and then practise again. You'll be nervous on the day, so you need your body to remember the action instinctively if your brain decides to switch off. Be aware of everyone around you, not just other drivers!

## Important things to remember on the day of your test:

- *Theory test pass certificate*
- *Photocard driving licence*
- *Glasses if you need them for driving*

If you don't bring these, you fail before you've even started the engine. Even the glasses: you have 3 attempts at reading a number plate from 20m away and if you can't, you will not be able to continue the test.

Another side to being prepared is how you come across. Look tidy, be polite – even if the examiner is made of steel and immune to the usual subconscious decisions humans make about each other, you'll feel together and responsible.

### **Keep some perspective**

If you usually drive well during a lesson, why shouldn't you drive well during your test? You know the area, you know the vehicle, and you know what you'll be tested on.

## Top Tips For A Successful Test

1. Make Progress...this is really important! Where safe to do so, you must make progress. You have to demonstrate you know what the speed limit is and keep up with other traffic.
2. Forward plan - Don't leave everything to the last minute. Look ahead and plan early. Remember your truck takes longer to stop than a car.
3. Use your reversing marker. Using a marker fixed to the truck's rear mud guard will help ensure you get the rear of the truck into the box perfectly. Your instructor should advise you on this.
4. Remember both parts of your licence (and theory test certificate). Not having these documents will mean no test.
5. Have a pre-drive. It's not advisable to train for hours and hours on test day. You want to be fresh and ready not tired and drained. A 40-60 minute pre-drive is recommended and should bring you up to speed.
6. Mirrors! Mirrors! Mirrors, An important factor. Before doing anything (moving off, speeding up, changing gear, slowing down etc.) you must check your mirrors.
7. Gears to go. Brakes to slow. Using your gears to slow down is not accepted and can cost you faults. A competent driver will use the brakes to slow and then select an appropriate gear to proceed.
8. Know your test area. You will not know your test route in advance of your test (DSA soon to stop publishing test routes.) It's a good idea however to be familiar with the testing area.
9. Controlled stop. To change from 1.1.2011. The braking exercise (controlled stop) will be carried out on the public highway.
10. Face forward when mounting the truck. Face forward when dismounting. Use the hand rails and steps. Maintain three points of contact.
11. Go to bed early the night before your test.
12. Remember your Examiner is only human. He/she appreciates a smooth, controlled drive like anyone else.
13. Meeting oncoming traffic. Be prepared to slow down and stop your vehicle when meeting oncoming large vehicles. It is much easier to assess awkward situations when stationary or moving slowly.
14. Do a pre-use vehicle check prior to your test, while doing your check, you can cover all the potential tell me show me questions.
15. Take your seat belt off when carrying out the reversing exercise. It only gets in the way. Remember to put it on again once the manoeuvre is complete.
16. Moving off from any stationary position. You must always check your mirrors and blind spot.
17. You don't need to wear a suit to impress. Comfortable work boots and attire would suffice.
18. You can commit up to 15 minor faults and still pass your LGV practical driving test. If you make a mistake, move on and forget about it. Dwelling on prior mistakes only creates more mistakes.
19. Reversing Exercise. You can take up to 2 shunts, if required. If you take a shunt. Make use of it. You can also get out of the vehicle once. You should use this to ensure you have placed the rear of the truck in the correct place.
20. Switch off your mobile.



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**GOOD LUCK!**