

THE YOUNG DRIVER EMERGENCY CHECKLIST



The essential reference guide for when *you* need it!



THE YOUNG DRIVER EMERGENCY CHECKLIST

Once you have passed your test and you're exploring your new found freedom, would you know what to do if you were involved in an accident, what information you would need to collect for your insurance company or what to do if you breakdown?

DON'T
FORGET!

Unfortunately in circumstances such as these, you may not be thinking as clearly as you normally would, but thanks to The Young Driver Emergency Checklist help is always at hand.

We strongly advise that you keep this booklet in your glovebox, so you always know what to do in the event of an emergency.

ABOUT MY CAR

Use the following space to enter the details about your vehicle and insurance company, so you always have them to hand in case of an emergency.

MY MOTOR!

Registration Number:

Make:

Model:

Engine Size:

Fuel Type:

TYRE PRESSURES

Front Tyre

Back Tyre

Spare Tyre



VIDEO



Scan me and find out how to correctly check your tyre pressure.

MY INSURANCE DETAILS



Insurance Company:

Telephone:

Policy Number:

Other details:

MY REMINDERS

Enter your details below to help you keep a track of all your important dates.

My Insurance
expires on:

My Road Tax
expires on:

My MOT
expires on:

My Service
expires on:

ICE

IN CASE OF EMERGENCY



Make sure you have someone clearly listed on your mobile phone that can be contacted if an emergency arises.

Simply add **ICE** (In Case of Emergency) along with a name and telephone number of the individual. For example, "**ICE Mum**" or "**ICE Andy**".

REGULAR VEHICLE SAFETY CHECKS

REMEMBER

P.O.W.E.R!

We can all forget to do important things from time to time but it's essential that you carry out regular checks on your vehicle to ensure that you stay safe on our roads. Here is a simple list of things to check on a weekly basis. Just remember the acronym **'POWER'**.

'P' stands for PETROL (fuel)

- ✓ Always use the correct fuel.
- ✓ Consider only partially filling up the tank, unless of course you have a long drive ahead of you. Driving on a full tank of fuel is not as economical.

'O' stands for OIL

- ✓ Check your oil levels when the car is cold.



VIDEO



Scan me and find out how to correctly check your oil levels.

SCAN WITH YOUR SMARTPHONE!

'W' stands for WATER

✓ **Screen wash** – Ensure that your screen wash is topped up correctly. Consider using a higher concentration mix during the winter or use the ready mixed formula that you can buy from the shops.

✓ **Washers** – Check that the jets aren't blocked and your washers are working correctly.

✓ **Coolant** – Ensure that your coolant levels are always correct. You may need to increase the levels of anti-freeze during the winter months.



VIDEO



Scan me and find out how to correctly check your engine coolant levels.

'E' stands for ELECTRICS

✓ **Lights** – Make sure your lights are clean and check the bulbs regularly to ensure they are all working correctly.

'R' stands for RUBBER

✓ **Wiper blades** – Check for any splits or damage that may leave streaks when in use.

✓ **Tyres** – Ensure your tyres are correctly inflated and have suitable tread depth. Consider replacing your tyres before the winter months as you'll need a decent tread depth in wet conditions. Remember that if you're carrying a heavy load you will need to adjust your tyre pressures accordingly.

✓ **Tyre pressures** – Make regular checks especially in the cold weather as this will cause your tyre pressure to fall. Check out page 2 to find out how to check your tyre pressures.



VIDEO



Scan me and find out how to correctly check the tread depth on your tyres.

ROAD COLLISIONS

If you've been involved in a collision, you may find that you are not thinking as clearly as you normally would. However, it's vital that you try to gather as much information as you can at the scene, as this will assist your claim later on.

Make sure you always have the following items in your glovebox to record any information:

✓ Pen

✓ Paper

✓ Disposable camera

(if your mobile phone is not capable of taking photographs)

What to do if you're involved in a collision

- You **MUST ALWAYS STOP** after a collision, no matter how minor you think it may be. If you hit a parked car, for example, and there is nobody around, you should leave your details on the windscreen.
- Turn your car's engine OFF.
- Turn on your hazard lights to alert other road users.
- Call the emergency services as soon as possible if someone has been injured.
- The police should also be called if the car accident is blocking the road.
- Avoid saying sorry or accepting blame until you know precisely what happened, as it could count against you later on.
- Report the collision to the police within 24 hours. Failure to do so could result in a fine, penalty points or even disqualification.



What information do I need to collect?

Checklist

Contact details – Names, addresses and telephone numbers of everyone involved (all drivers, passengers, pedestrians and witnesses).

Insurance – Collect insurance details from all drivers involved. Find out if they are the registered keeper of the vehicle, and if not, find out who is, and make a note of their name and address.

Time and date – of the collision.

Vehicle details – Registration number, make, model, colour, number of passengers, modifications of all vehicles involved.

Damage – Make a note of any damage to each of the vehicles involved.

Injuries – Has anyone obtained any injuries?

Lights – Were the other drivers using headlights and/or indicators?

Weather – Make a note of the weather, visibility and lighting conditions.

Description of the accident – Try to note down a full description of what happened including sketches of the vehicles' positioning, estimated speed of the vehicles involved etc.

Road type – Make a note of any road markings and signals. Was the road surface loose? Was the ground wet? Was the road narrow? Did it have restricted views?

Camera – If you have a camera, take some photographs of the scene.

What to do if you're first on the scene

Do's

Turn your hazard lights on and stay calm.

Check that engines are switched off.

Make sure that nobody is smoking.

Call the emergency services and give your location and the details of any casualties.

Use the emergency roadside phone when calling from a motorway. If you do use a mobile, check your location using markers on the hard shoulder.

Move the walking wounded to safety.

Remain at the scene until the emergency services arrive.

Don'ts

Put yourself in danger.

Move injured people from their vehicles unless absolutely necessary (such as danger of fire or explosion).

Use a mobile phone close to flammable cargo.

Remove a motorcyclist's helmet unless absolutely essential.

BASIC FIRST AID

Call 999 or 112

DO NOT put yourself in danger.

DO NOT move casualties from their vehicles unless absolutely necessary.

DO NOT remove a motorcyclist's helmet unless it is essential.

DO NOT give casualties anything to eat or drink.

Not Breathing

Remember the letters **DR A B C**

D - Danger - Check that you are not putting yourself in danger.

R - Response - Try to get a response by asking questions and gently shaking their shoulders.

A - Airway - If they are unconscious, check their airway is open and clear. To open the airway, place one hand on the forehead and gently tilt their head back, then lift the chin using 2 fingers only.

B - Breathing - Keeping the airway open, check to see if the breathing is normal. Look along their chest, and listen and feel for breaths on your cheek for up to 10 seconds.

C - Compressions - If they are not breathing, start chest compressions **immediately**.

- Place one hand on the centre of their chest. Place the heel of your other hand on top of the first and interlock your fingers, keeping your fingers off their ribs.
- Lean directly over their chest and press down vertically about 5-6cm. Release the pressure, but don't remove your hands.
- Give compressions at a rate of 100-120 per minute until help arrives.

+ Always carry a first aid kit in your vehicle. You can do a number of things to help save a life, even if you have had no training.

DO try to make them warm and as comfortable as you can, but avoid unnecessary movement.

DO keep reassuring the casualty.

Always remember that the casualty may be suffering from shock.

If possible try not to leave casualties alone or let them wander into the path of other traffic.

Bleeding

- Check for anything that may be in the wound, such as glass or debris.
- Apply **firm pressure** over the wound if **nothing is embedded**.
- If the **wound** has something **embedded**, do not press on the object - **build up padding on either side** of it. **Fasten a pad** to the wound with a **bandage** or length of cloth. Use the cleanest material available.
- If a limb is **bleeding**, but **not broken**, **raise it above the level of the heart to reduce the flow of blood**. Any restriction of blood circulation for more than a short time could cause long-term injuries.

Burns

- **Cool the burn** by dousing it with **clean, cold water** or similar non-toxic liquid for at **least 10 minutes**.
- **Do not** try to remove anything sticking to the burn.

WHAT TO DO IF YOU BREAKDOWN

Stay safe – If possible get your vehicle off the road and to a safe place.

Engine – Switch off your engine.

Hazard lights – Turn on your hazard warning lights.

Be seen – If you have a reflective jacket, put it on.

Be aware – If your vehicle is in danger of being hit by other traffic, get everyone out of the car and to a safe place.

Lights – If visibility is poor or it is dark, keep your sidelights on.

Warning triangle – If it is safe to do so (and you have one), put a warning triangle on your side of the road at least 45 metres (50 yards) behind your broken down vehicle.

Take great care when doing this.

Do not stand (or let anybody else stand), between your vehicle and oncoming traffic.

Call for help – use your mobile phone or find the nearest phone to call for help.

Stay in your vehicle – If safe to do so, stay in your vehicle and wait for help to arrive. Lock your doors if you feel unsafe.

WHAT TO DO IF YOU BREAKDOWN ON THE MOTORWAY

If you breakdown on a motorway, follow these safety tips to reduce the risk to both yourself and other drivers.

Move to safety – Pull onto the hard shoulder and park as far to the left as possible, with your wheels turned to the left. If possible stop near an emergency roadside phone.

Hazard warning lights – Leave your sidelights on and turn your hazard warning lights on.

Exit on the left – Make sure that you and your passengers leave your vehicle **immediately via the left-hand door**.

Animals – Leave animals in the vehicle or in an emergency keep them under full control on the verge.

Be seen – If you have a reflective jacket make sure you wear it.

Warning triangles – **DO NOT** use a warning triangle on the hard shoulder.

Contact the Highways Agency – If possible use the nearest emergency roadside phone rather than a mobile phone as the operator will be able to pin-point your exact location.

Roadside markers – Look for these markers which are spaced at 10 metre intervals on the hard shoulder. These will show you the direction to the nearest emergency phone.

Keep a safe distance – As you wait for help to arrive, stay well away from the carriageway and hard shoulder.

Stay out of your vehicle – Don't get back into the vehicle. **Wait behind the crash barrier and away from the traffic**. If you feel you may be at risk from another person, return to your vehicle **via the left-hand door**, fasten your seatbelt and lock all doors. But make sure you leave the vehicle as soon as you feel the risk has passed.

If you can't get to a roadside phone

If you're unable to get to the nearest roadside phone:

Stay in the vehicle with your seat belt on.
Switch on your hazard warning lights.

If you have a mobile phone dial 999 or 112 and tell the emergency services where you are. Have a look around you for any signs or roadside markers that may help to locate you.

Re-joining the carriageway

Build up speed on the hard shoulder before re-joining the carriageway.

Look for a safe gap in the traffic before re-joining.

Be aware of other vehicles that may be stationary on the hard shoulder.

WINTER DRIVING

Before you set off

Windscreen – Always make sure your windscreen is clear of any snow, ice and condensation **BEFORE** setting off on your journey.

Fuel – Ensure that you have plenty of fuel for your journey.

Mobile phone – Fully charge your mobile phone – but don't use it whilst driving.

Drinks and snacks – Take some food and a warm drink in a flask in case of an emergency.

Clothing – Pack some warm clothing or a blanket.

Plan – Ensure that you plan your journey in advance and check for diversions or road closures.

Communication – Let your friends or family know where you are travelling to and when you expect to arrive.

Breakdown – Make sure you have breakdown cover just in case!

During your Journey

Ventilation – Keep your vehicle well ventilated to prevent drowsiness.

Regular stops – Ensure that you take regular breaks.

Demister – Make good use of your demister and heating controls when needed.

Local radio – Stay tuned into a local radio station for travel updates and reports.

Winter Emergency Kit Checklist

Make sure that you are fully prepared when driving in the winter, especially on long journeys. Your winter emergency kit should include the following:

TICK

- Ice scraper and de-icer**
- Bottle of screen wash**
- Torch and spare batteries – or a wind-up torch**
- Warm clothes and a blanket – for you and your passengers**
- Boots**
- First aid kit**
- Jump leads**
- A shovel**
- Road atlas**
- Sunglasses (the glare off snow can be dazzling)**
- Snacks and a drink**

USEFUL CONTACTS

Emergency Contacts

Police, Ambulance & Fire - **999** or **112**

Breakdown & Vehicle Repair

AA - 0800 887766 (or if calling from a mobile - 0844 873 0087)

RAC - 0800 197 7815

Green Flag - 0800 051 0636

Autoglass - 0844 875 2490

Travel & Transport

Department for Transport Driver Enquiries - 0300 790 6801

Department for Transport Vehicle Enquiries - 0300 790 6802

DVLA Switchboard - 01792 782 341

Driving Standards Agency (DSA) - 0300 200 1122

Vehicle and Operator Services Agency (VOSA) - 0300 123 9000

Use the space below to add your own contacts in case of emergency.

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*Source: CN ChartTrack PC budget software chart (units sold), 1997-2012.

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FURTHER INFORMATION

Stay up to date with everything that's going on in the world of driving at www.drivingtestsuccess.com

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DRIVING TEST
