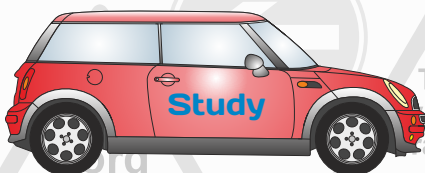


# DRIVER ACTIVE<sup>®</sup> ACTIVE

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## CUSTOMER RECORDS





# Record System Master Sheets

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# Contents of this pack



## Cover Page

This page can be placed in the front of your record binder to enhance your professional image and match other DriverActive training materials (record sheets are ideally suited for use in a PVC folder or ring binder with plastic pockets for each set of records).

## Student index page

Use this page to keep track of your records. This page will be the first page in your records pack. Each Master record sheet has a circle in the bottom right corner for a student number - note the name and number on the index page for easy access.

## Training Record pages

This page is used to log course progress. It is split into the three main training phases of:

- Basic Skills - Car control
- Road Skills - Driving procedures
- Other Places - Consolidation

The second record page covers essential information for inclusion as, when, and as often as necessary throughout the course - this page includes many items that are key factors in accident causation and which should/must be addressed in some depth.

## Progress is logged at three levels

### *Introduced*

Date that the skill/concept/procedure was introduced

### *With help*

Skill practised but with intervention by prompting, questions or gesture.

### *Solo*

The driver can perform the skill unaided (consistently over a period of at least three lessons)

Note: Unlike the DVSA and some other record systems logging is kept to three levels. This is to avoid ambiguity and to keep the system easy to use and understand. The three levels are clear cut. Both pupil and instructor can see 'at a glance' the progress in relationship to test standard.

My 'acid' test for a good record system is 'The Granny Test'! If your pupil's Granny (Grandad, or anyone else) were to look at the record, they should be able to figure out how well he/she (the pupil) is progressing.

## Customer information

This page is normally the reverse side of the 'Training Record' page. It is used for logging any relevant information about the pupil and keeping appointment and payment information (essential to avoid potential disputes over payments). You might get the pupil to sign (initials) for each lesson taken if they are paying in advance.

## Lesson notes

This page is used to record the main points to be carried forward from lesson to lesson (areas for improvement). When printed 'double-sided', each page contains space for eight lessons. See

See record keeping notes for information about how to make your records work for business and training success - available for free download at the same location as this document.

**NAME**

**Record  
Number**

**NAME**

**Record  
Number**



**DRIVER  
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# Student Index





**DRIVER  
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# Progress Log

DriverActive from SmartDriving.co.uk

Basic Skills
The cockpit drill & Controls
Moving off & Stopping
Changing gear
Steering
Skill development
Emergency stops

Introduced	With help	Solo

Show Me - Tell Me 
Tyres
Brakes
Fluids
Lights & Reflectors
Direction indicators
Horn

Road Skills
Giving signals
Hazard routine (MSM)
Meeting vehicles
Turning left
Emerging
Straight line reversing
Turning right
Crossroads
Reversing to the right
Roundabouts
The safety bubble
Stopping on the right

Introduced	With help	Solo


Independent drives quiet
10 minutes
10 minutes
10 minutes
15 minutes

Independent drives busy
10 minutes
10 minutes
10 minutes
15 minutes

Other Places
Reverse to the left
Turn-in-the-road
Parking in car-parks
Parallel parking
Overtaking
Traffic lights
Pedestrian safety
Railway level crossings
Dual-carriageways
Road markings
One-way systems

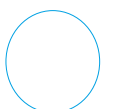
Introduced	With help	Solo

Mock tests	Passed
20 minutes	
30 minutes	
40 minutes	
50 minutes	

Pass Plus 
Town driving
All weather driving
Rural roads
Night driving
Dual-carriageways
Motorways

Name:

Driving test target date:





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# Progress Log

## All Weather Driving

Rain
Bright sunlight
Snow
Wind
Poor light conditions
Floods
Night driving

Discussed	Handout/ Study Material

## Legal issues

Alcohol / Drugs
Accident procedure
Vehicle ownership
Eyesight
Health / Prescription drugs
Mobile Phones
Driver's responsibilities
Passengers responsibilities

Discussed	Handout/ Study Material

## Security issues

Traveling alone
Car parks
Being followed
Protecting property
Securing your Vehicle

Discussed	Handout/ Study Material

## Environmental issues

Pollution
Noise
Vehicle disposal
Oil / Fluid disposal
Choice of vehicle

Discussed	Handout/ Study Material

## Useful attitudes

Drink Driving
Road Rage
Speed
Rules and regulations

Discussed	Handout/ Study Material

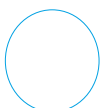
## First drive alone

Time of day
Route
Duration

Discussed	Handout/ Study Material

Name:

Driving test target date:



**lesson notes -**

**date:**

**lesson notes -**

**date:**

**lesson notes -**

**date:**

**lesson notes -**

**date:**