**Useful Phrases and Acronyms that your driving instructor might use**

**Gas Pedal**

“Set gas”- This means squeeze the pedal about the thickness of a pound coin, the engine noise should be a steady hum

“More gas”- Squeeze the pedal a bit more (one more coin on the stack)

“Less gas”- Release the pedal slightly (one less coin)

“Off gas”- Remove all pressure from the gas pedal

**Brake Pedal**

“Cover brake”- Place foot over pedal ready to use

“Gently brake”- Use light pressure on the pedal

“Firmly brake”- Apply more pressure

“Brake to stop”- Keep increasing the pressure gently until the car stops

**Clutch Pedal**

“Cover clutch”- Place foot over the pedal ready to use

“Clutch down”- Push the pedal fully to the floor

“Find bite”- Slowly bring the pedal up until the engine noise drops slightly, then keep foot still

“Slowly clutch up”- Bring the pedal up slowly and smoothly

“Clutch up”- Bring the pedal up smoothly

“Off clutch”- Remove all pressure from the pedal

**Steering Wheel**

“Steer left” Steer the wheel to the left (use as ccl)

“Steer right”- Steer the wheel to the right

**Hand Brake**

“Hand brake on”- Pull the lever up

“Hand brake off”- Pull the lever up, press the button and push the lever all the way down

**Gear Stick**

“Select”- Use this phrase to move the stick into the appropriate gating

“Palm” - Implies don’t hold or grab the gearstick

**Other**

“Feet in covering position”- covering the brake and clutch in anticipation of having to react suddenly.

“Keep your feet frozen still”- when moving off from stationary to help a learner not stall the car.

“That’s enough”- when you want the pupil to stop doing something immediately.

**Industry Jargon**

It is common for all different types of trades/industries to have a set of phrases that make no sense to anyone who is not in that particular trade/industry. This is commonly known as ‘jargon’.

To that affect, we have included in this section many of the phrases, abbreviations and acronyms that get used on a daily basis within driving Instruction.

You should take time to familiarise yourself with as many as possible. They will help you when giving instruction and will help you to have better knowledge and understanding of the industry.

If there is anything on the following pages (or in any of the books) that you do not understand, please ask your trainer who will be more than happy to help.

**Acronyms for Every Day Teaching**

RAMPS- Road Ahead, Mirror, Pupil (or eye mirror) Speak. The routine instructors should use when giving a route direction to a pupil

Briefing- An explanation of what the pupil needs to do

Recap- Asking questions to establish previous knowledge

EDP- Explain, Demonstrate, Practice

Coaching- A method of teaching

CCL- Client centred learning (customer led)

Lesson Goal- What the learner wants to achieve, possibly within a period of time

Grade – Every instructor is graded A or B with A being the best

MSM- Mirror, Signal Manoeuvre

MSPSL- Mirrors, Signal, Position, Speed, Look

OUT- Look “Over, Under & Through” the vehicles for pedestrians

KISS- Keep It Short and Simple

LADA- Look, Assess, Decide, Act

POM- Prepare, Observe, Move

Tyres & Tarmac- Often used to describe the clearance between your car & the vehicle in front when stationary

Hold Back Position- used to describe the point at which to wait for an oncoming vehicle

Peep and creep/edging - To use gentle clutch control at closed junctions to improve your view

Biting point- The point where the clutch plates begin to meet

Holding biting point- The point at which the clutch plates will hold the car still

Brakes to slow, gear to go- This helps you to remember to use the footbrake to slow down, not the gearbox!

Block change- Missing out gears on the way up and down, this helps you to select the most appropriate gear for any given situation

Blind spots- Areas of vision not covered by the mirrors or areas of no

vision caused by the bodywork of the car

Open/closed- often used to describe visibility at junctions

Validation- Checking that learning has taken place

ABS- Anti-lock Braking System

PAS- Power Assisted Steering

**Industry Related**

PDI- Potential Driving Instructor

ADI- Approved Driving Instructor

CPD- Continued Professional Development

ORDIT- Official Register for Driving Instructor Training

SE- Supervising Examiner

DGE- Dual Graded Examiner

 DVO- Driver and Vehicle Operator (of the following agencies)

 DVSA- Driver & Vehicle Standards Agency

 VCA- Vehicle Certification Agency

 DFT- Department For Transport

 VOSA- Vehicle & Operator Services Agency

D1- Provisional License Application Form

SC1- Standards Check Form

Standards check – Every 2 to 4 years an examiner from the DVSA sits in the back of your car to check the standard of your tuition.

DL25- Driving Test Report Form

D10- Driving Test Pass Certificate

ADI 3- Application for Registration as a Potential Driving Instructor

ADI 3L- Application for Trainee License to Give Instruction

ADI 21T- Record of Training

ADI 21AT- Record of Additional Training

DVSA – Driver and vehicle standards agency. The agency responsible for conducting driving tests

DTAM – Driver Trainer Assessment Manager. This is an examiner who conducts exams for part 2, part 3 and standards tests

DTQAM – Driver Trainer Quality Assessment Manager. This is an examiner who will sit in on check tests and part 2’s and parts 3’s to assess DTAM’s. This is who you’d do a standards check with if it goes to the third and final attempt

Essential Skills – The DVSA book about driving that all instructors, learners and drivers should know inside out

Franchise – What you pay a school for using their name and host of other services

Part 1 – The advanced theory test

Part 2 – An advanced driving test

Part 3 – A test of ability to instruct

ORDIT – Official Register of Driving Instructor Trainers

Rote - Learning by repetition. In a teaching sense it could be used in the early stages of learning to drive, when instructions are repeated over and over again.

Transfer of learning - Associations made with previously acquired skills or knowledge such as riding a bike, go kart etc.

Learning Plateau - A temporary lull in the learning process. This is quite normal and to be expected. For the instructor, it is the point that the instructor should change the way they present a subject, or change the subject completely.