

# Universal DRIVING SCHOOL

## Student Activity workbook



***1907 Baseline Road Ottawa, On K2C 0C7 (613) 882-5764  
220 Kennevale Dr. Nepean, On K2J 6B6 (613) 265-5746  
851 Bank Street Ottawa, On K1S 5K4 (613)501-8464***

Student Full Name: \_\_\_\_\_  
(Please Print)

First Session Date: -----Location:-----

*Top Choice Award winner 2018 & 2019 in Ottawa Region*



## Introduction

Welcome to your beginner driver education course. Learning to drive is a very exciting time for you. It is a long awaited rite of passage that means independence.

Parents become very anxious about their teens behind the wheel. Once you have achieved your G2 licence, you no longer need a licenced driver to accompany you.

The goal of the BDE Curriculum is to:

- Enhance road safety for all road-users;
- Improve the driving competency of beginner drivers;
- Help beginner drivers develop respectful and responsible attitudes toward driving that contribute to the safety of all road users;
- Enhance driver mobility by helping beginner drivers to drive in a confident and safe manner whenever they need to drive;

## Driver Behaviour

Our goal is: *Driver Behaviour: To develop knowledge, appreciation, and skills related to driver behaviour and how it contributes to safe and responsible driving for lifelong learning.*

## The Workbook

**In accordance with the MTO, Completion of this workbook is a mandatory requirement of the BDE program. Complete this workbook and return it to your in-class or in-car instructor. Credit for course completion cannot be issued until a completed workbook has been submitted.**

**If the required workbook activities are not completed in a satisfactory manner, you will be contacted and an incomplete grade will be assigned until a satisfactory completion has been submitted.**

**If you lose this book, it will cost you \$5 for a replacement and you will need to start over. Keep it safe.**

The information can be obtained directly from the classroom or you can access the Driver Handbook. Other resources available: newspaper/magazine act, Highway Traffic Act and related legislation, in-class presentations, internet, first hand experiences, televised programs/newscasts and surveys.

**Completion of this workbook is a mandatory part of the curriculum for this course. Completion can not be issued until this is returned completed. If any part is uncompleted, you will be contacted and your course will not be considered completed.**

## Teen Driving

The first year of driving is a high-risk period due to inexperience and lack of skill. Students need as much practice time as possible. Don't take for granted that you know how to drive after a few lessons with your instructor. If you were enrolled in piano lessons, would you expect that you could play a concert after ten lessons and no practice?

Increased skill may lead to over confidence. Safe driving is seeing what needs to be seen and making good decisions. It is important to evaluate your readiness to take on the responsibility of driving. Each person has a different maturity level and ability. Do not rush if you are not comfortable. Once you have successfully passed your G1 Road Test, you are ready for the road, alone! Be prepared. Bad Habits to watch for:

- Forgetting to signal
- Sloppy turns
- Following too closely
- Not checking blind spot
- Not turning head when backing up
- Accelerating through amber lights

## Scenario 1

At dusk, Caroline and Rob stop behind several cars at a light. They're in a left-turn-only lane, so Caroline doesn't switch on her blinker. And since it's not completely dark, she hasn't turned on her car lights. By the time Caroline's car reaches the intersection, the stop light has been yellow for a few seconds. Caroline decides to turn left. Seconds later a truck slams into the passenger side of Caroline's car.

Describe two or three things Caroline should've done differently.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Scenario 2

Wally picks up four of his friends every morning before school. There aren't enough seat belts for everyone, so the people in the backseat never buckle up. As Wally drives toward school, he leans over to turn on the radio. The car veers off the road.

- a. Identify the distraction that prevented Wally from driving safely.
- b. What do you think happened?
- c. List safety precautions that the group should have taken.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

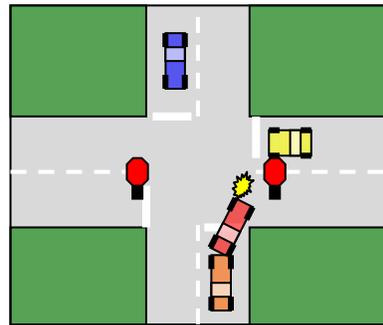
## Scenario 3

Travis wants to see how fast his parents' old SUV can go. It's a foggy morning, but the road he's on is deserted, so he figures it's safe. Travis is going 100 km /hr when the deer appears out of nowhere. Travis slams on the brakes, but he isn't able to stop or turn quickly. He hits the deer and slams his head against the steering wheel because of the impact.

- a. Why couldn't Travis stop quickly enough to avoid the deer?
- b. Why couldn't he steer around the deer?

- a. \_\_\_\_\_
- b. \_\_\_\_\_

## Scenario 4



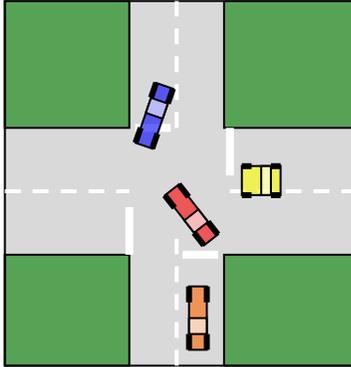
Anne is approaching an intersection with a stop sign. She has a car in front of her. The car starts to make a right turn and suddenly stops. Anne smashes into the car.

How could have Anne prevented this collision?

What rule of defensive driving did she not use?

- answer: \_\_\_\_\_
- answer: \_\_\_\_\_

### Scenario 5

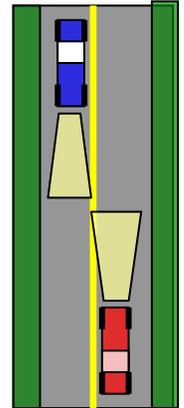


Study this left-hand turn.

- a. Identify the potential hazard.
- b. How do you avoid a possible collision in this situation?

### Scenario 6

You're driving 80km in a rural area late at night. Your lights are on high beams. You see a car coming towards you.



- a. At what point do you switch to low beams?
- b. Give examples of other situations while driving at night that would cause you to flash your high beams.

a. \_\_\_\_\_

a. \_\_\_\_\_

b. \_\_\_\_\_

b. \_\_\_\_\_

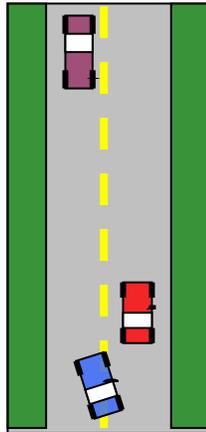
### Scenario 7

You are in a car driving on a 2 Lane Hwy.

A car pulls over to pass you.

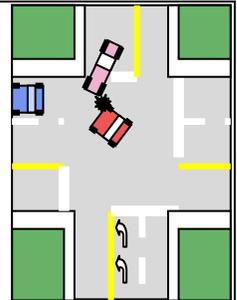
Up ahead, you see a car coming.

1. What should you do in this situation?
2. What three questions should you ask yourself before passing on a 2 Lane Hwy to avoid a potential head-on collision?



### Scenario 8

You're in the left turning lane, with a car in front of you. The car makes a left-hand turn and goes into the right lane. You follow the vehicle into the right lane. As you are entering the right hand lane another oncoming vehicle turns right at the intersection and a collision occurs.



- a. What is the proper lane you should turn into?
- b. Give reasons why the car ahead of you turned into the right lane.

1. \_\_\_\_\_

a. \_\_\_\_\_

2. \_\_\_\_\_

b. \_\_\_\_\_

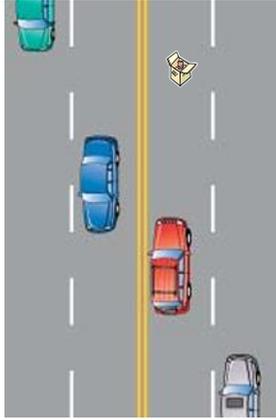
3. \_\_\_\_\_

## Scenario 9

You're driving on a 4-lane highway. You see a large box ahead of you in your lane. You're in the left lane.

There are three choices of action to avoid a hazard.

1. What are they?
2. Which one would you have used in this case?
3. What rule of defensive driving do you use to avoid this potential collision?



## Scenario 10

You are approaching a controlled intersection with stop signs

What are 2 things you should identify before reaching the stop?



1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

## Scenario 11

You are driving on a 2 lane highway. Up ahead, a police officer has someone pulled over on the right shoulder. By law, what 2 options do you have?

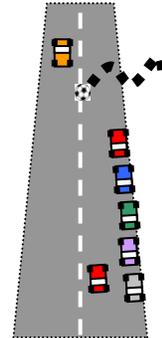


1. \_\_\_\_\_

2. \_\_\_\_\_

## Scenario 12

You're driving in a city. There are no cars moving. Up ahead you see a ball roll into the middle of the street.



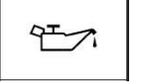
1. What be the first course of action?
2. Why?
3. How far should your line of sight be?
4. What type of vision should you be using?
5. How far wide should your vision extend?

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_ 5. \_\_\_\_\_

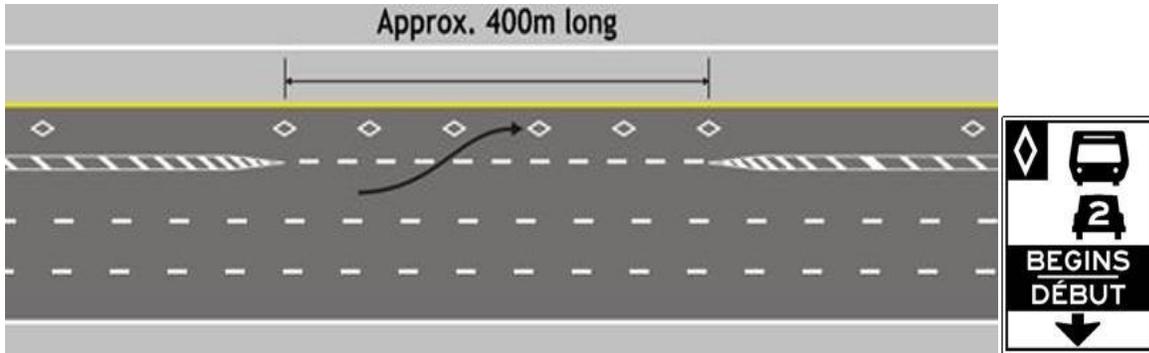
## INSTRUMENT CLUSTER

In the space provided, name the warning lights

				
A	B	C	D	E
				
F	G	H	I	J
				
K	L	M	N	O
				 Defrost
P	Q	R	S	T

## INSTUMENT CLUSTER

A.	H.	O
B.	I.	P
C.	J.	Q
D.	K.	R
E.	L.	S
F.	M.	T
G.	N	



## High Occupancy Vehicle (HOV) Lanes

How are HOV lanes enforced?

1. \_\_\_\_\_

**Markings** In the space provided, write a description of what the road marking do and do not permit.

A	
B	
C	
D	
E	

### STUDENT WORKBOOK TEST

1. When approaching an amber light, you should:
  - a. Speedup
  - b. Brake heavy
  - c. Stop if unsafe, go through at normal speedAnswer \_\_\_\_\_
  
2. Which statement is correct with regards to seatbelts?
  - a. Driver is responsible for anyone under 16
  - b. Driver is not responsible for anyone
  - c. Driver is responsible for everyone in the carAnswer \_\_\_\_\_
  
3. How much space should you leave when stopped behind another vehicle?
  - a. ½ Car length
  - b. When you can see rear tires in front of you touching the pavement
  - c. 1 car lengthAnswer \_\_\_\_\_
  
4. When using high beams with a car approaching from the opposite direction, what distance should you switch to low beams?
  - a. 60 meters
  - b. 100 meters
  - c. 150 metersAnswer \_\_\_\_\_
  
5. Name the three questions you should ask when considering to pass on a 2 lane highway?
  - a. Is it really necessary \_\_\_\_\_
  - b. Is it \_\_\_\_\_
  - c. Do I have \_\_\_\_\_
  
6. When dealing with the physics of driving, two ideas that we have to recognize are?
  - a. Speed and weight
  - b. Momentum and traction
  - c. Fraction and force of impactAnswer \_\_\_\_\_
  
7. Before making a lane change a driver should do the following:
  - a. Check mirror, brake as you move over
  - b. Check mirrors, signal, check blind spot
  - c. Check blind spot, signal and quickly move overAnswer \_\_\_\_\_
  
8. When driving down the road and there is a solid yellow line, what does this mean?
  - a. It is unsafe to pass
  - b. It is not permitted to pass
  - c. It is safe to passAnswer \_\_\_\_\_
  
9. A stop sign is considered a stop position  
True \_\_\_\_\_ False \_\_\_\_\_
  
10. When dealing with a tailgater, which is the proper method to slow them down
  - a. Slam on brakes
  - b. It doesn't matter as long as you have room in front
  - c. Tapping your brakesAnswer \_\_\_\_\_

## STATEMENT OF COMPLETION

**Thank you** for selecting **Universal Driving** for your Beginner Driver Education.

Your completing the Student Activity Guide is essential to submit course completion to Ministry of Transportation and to provide the necessary information to issue you course completion certification.

Your prompt attention in returning the Activity Guide will assist us in the processing of your information to avoid delays in your insurance company acquiring the information needed.

**NOTE: You will not be issued a course completion until this is returned COMPLETED and processed through our office. If you lose the Activity Guide, there is a replacement fee and any activities completed in the original must be completed again.**

This is to certify that I, (please print name) \_\_\_\_\_ have completed the 10 hours Activity Guide as part of the course requirements for Beginner Driver Education with Universal Driving.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## PARENT ACKNOWLEDGMENT

**Thank You** for selecting Universal Driving for Beginner Driver Education.

Each student will be given an activity guide which consists of 10 hours of activities for them to complete at home on their own. In order to receive a course completion and eligible for the certificate from the MTO, they must return it completed to our office.

This is to certify that I, (please print name) \_\_\_\_\_ have read the Parent Guide as part of course requirement for Beginner Driver Education with Universal driving.

Signed \_\_\_\_\_ Dated \_\_\_\_\_

### Stopping Positions

Good drivers see stops ahead, begin braking and stop smoothly.

You must come to a complete stop at all stop signs and red traffic lights.

What are the 4 stop positions?

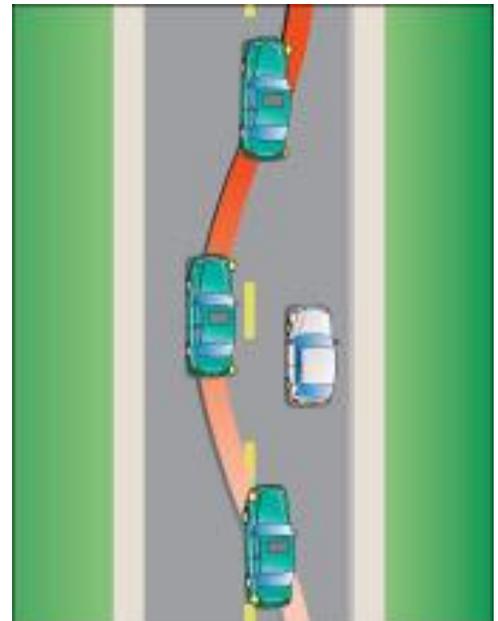
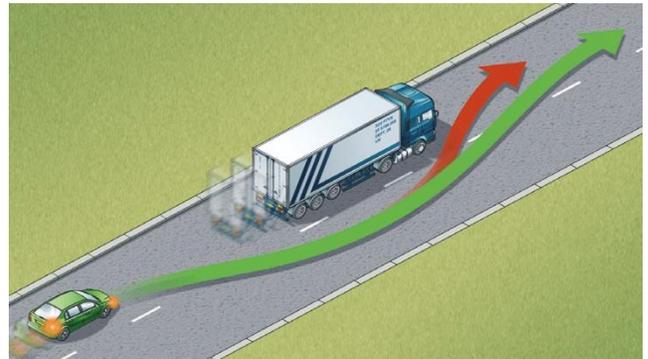
1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



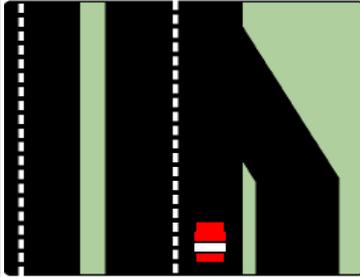
### Changing Lane or Passing

What are the 4 recommended procedures for lane changing?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



**Scenario 13** You are driving in the right lane on an expressway. Up ahead on the right is an entrance ramp. Before you reach the ramp,



What should you do?

Why?

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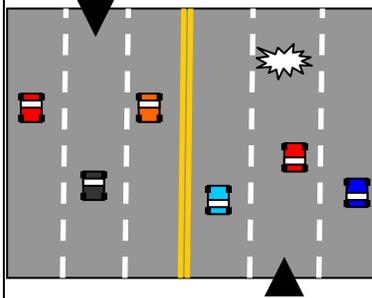
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### Scenario 14

You are driving 100 km on a freeway.



You see ice on the road ahead. What should you do?

How would you handle this if someone is tailgating?

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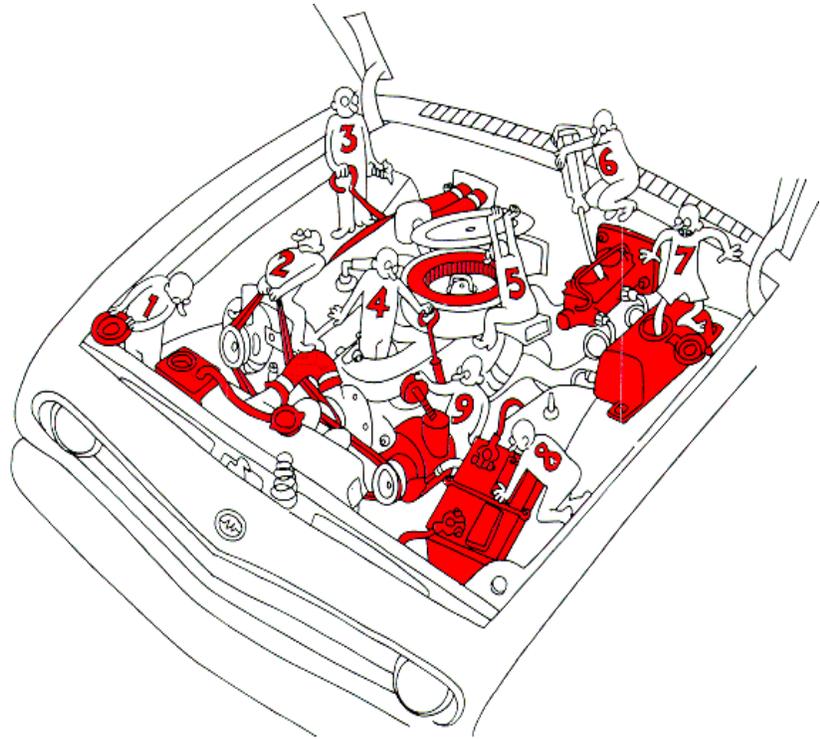
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### Under the Hood

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_



## COURSE EVALUATION

**Thank you** for selecting **Universal Driving** for your Beginner Driver Education.

Did you find the course informative and educational? YES \_\_\_\_\_ NO \_\_\_\_\_

Was in-class an engaging experience? YES \_\_\_\_\_ NO \_\_\_\_\_

Would you recommend this driver education course? YES \_\_\_\_\_ NO \_\_\_\_\_

Was the in-class teacher attentive and responsive? YES \_\_\_\_\_ NO \_\_\_\_\_

Do you think 20 hours in the class is sufficient to provide  
Basic driving knowledge? YES \_\_\_\_\_ NO \_\_\_\_\_

How did you hear about us? Friend \_\_\_\_ Flyer/Poster \_\_\_\_ Newspaper Advertising  
\_\_\_\_ TV \_\_\_\_ Web Page Link \_\_\_\_ Word of mouth \_\_\_\_ other (please  
specify) \_\_\_\_\_

If you have any other comments, please feel free to include them in the  
space provided below.

**Comment:**

### CROSSWORD

1				2				2			3		4			5			6
							7												
		8/3							9										
																4			
							5												
					10														
									6							7			11
	8																		
							12		9										
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11							12						13						
13											14				15		16		
								17											
14																			
							15												
																	16		
17																			
<i>Across</i>										<i>Down</i>									

- |   |  |
|---|--|
| <p>1 An alternative route due to construction</p> <p>2 turning the steering wheel too far and too fast</p> <p>3 The force with which a moving vehicle hits another object</p> <p>4 The area in which you drive on road</p> <p>5 Drive too fast is to</p> <p>6 No longer moving</p> <p>7 A way or path between places</p> <p>8 A vehicle safety device</p> <p>9 The safe and smooth handling of a vehicle</p> <p>10 A band of rubber that fits around a wheel of a Vehicle, most are filled with air</p> <p>11 your foot presses on this when you want to go faster or brake</p> <p>12 The area to the near and the side of the car not Seen In mirrors</p> <p>13 The area of space all around your vehicle</p> <p>14 A device for applying force against the friction of the road , slowing or stopping the motion of vehicle</p> <p>15 Anything that takes you focus off the road</p> <p>16 Look far ahead as you drive</p> <p>17 An object in motion will tend to say in motion</p> | <p>1 A switch used to change the brightness of your instrument panel</p> <p>2 Complete reversal of direction of travel</p> <p>3 An interchange that allows you to enter an exit highway</p> <p>4 Friction between a tire and the road</p> <p>5 White signs with black or red letter instruction road users what they must or not do under certain conditions</p> <p>6 Interior mechanisms of a car displaying important information about your car condition</p> <p>7 A metal cover that is over engine of vehicle</p> <p>8 The space in front of you to be maintained while driving</p> <p>9 Junction or crossroads; where two or more roads meet</p> <p>10 The area between tow objects</p> <p>11 The type of driving that uses eyes, space and communication</p> <p>12 What you should take to get home after drinking</p> <p>13 Foresee an upcoming situation</p> <p>14 What you look into see what is happening behind you</p> <p>15 Agent empowered to enforce the law</p> <p>16 Turn on to communication a change of direction</p> <p>17 What a car might do on ice</p> |
|---|--|

## Learning the ABC's of Driving

1. **Directional Change**
  - a. Types – lane change, turning left or right, 3-point, u-turn, pulling in or out
  - b. Mirrors, Signal, Blind Spot
    - i. Does it matter in what order? Yes, you always need to be in control of your driving. For example: you look in the mirror and can speed up or slow down if there is a car in your blind spot. If you signal first, the driver in your blind spot will slow down or speed up to determine what you will do.
    - ii. Difference between “looking” in the mirror and “seeing” in the mirror
2. **Two Rules of Driving**
  - a. Don't be intimidated
    - i. Be your own person
    - ii. Independent having discipline and confidence Example: someone blowing their horn at you from behind or tailgating you. The horn is better used to get someone's attention if they are daydreaming and miss a changed light
  - b. Don't follow the behaviour of the person in front of you; follow your own choice of action. Example: if the car in front of you rolls through a stop sign, will you?
3. **Being Responsible**
  - a. Predictable
  - b. Courteous
  - c. Artful
4. **Controlling Momentum – Three mechanical things in the car that will control momentum**
  - a. Gas
  - b. Brake
  - c. Steering
5. **Taking a Short Trip**
  - a. Route – do you have a plan B? Side streets, one way vs. two way, landmarks
  - b. Time of day – rush hour vs. middle of the day or late evening
  - c. Conditions – weather , construction tie ups
6. **Taking a Short Trip**
  - a. Route – do you have a plan B? Side streets, one way vs. two way, landmarks
  - b. Time of day – rush hour vs. middle of the day or late evening
  - c. Conditions – weather , construction tie ups
7. **Rounding a curve or Bend – slow going in, hold during, go getting out**
  - a. Slow
  - b. Hold
  - c. Go
8. **Force of Impact – what effects force of impact**
  - a. Speed
  - b. Weight
  - c. Object (what gives)

Decide	React	Braking Distance
$\frac{1}{4}$	$\frac{1}{4}$	2.5 seconds
9. **Three stages of Braking**
  - a. Identify – decide there is a situation  $\frac{1}{4}$  of a second
  - b. Reaction – move foot off gas to brake  $\frac{1}{4}$  of a second
  - c. Braking distance – will change depending on the speed  
How long will each stage take?  
  
How long should following distance be? At 50km/hr – what happens at 100km/hr?
10. **ABC's of Defensive driving**
  - a. Eyes – looking efficiently
  - b. Space Cushion
  - c. Communication

# Universal DRIVING SCHOOL

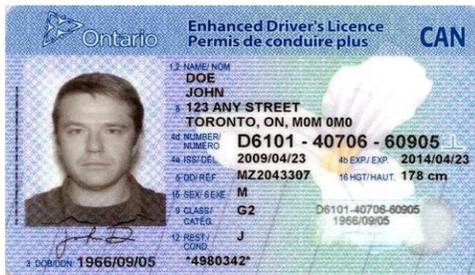
## ABOUT US...

Top Choice Awards Driving Schools in the Ottawa Region for 2017 and 2018. Universal Driving School Ottawa is a Professional Driver's training program that is fit for novice drivers and experienced Drivers delivering you instruction to help you become a good safe and defensive Driver. We strive for excellence; our priority is to providing you an excellent driver's education that will last you a lifetime. Male and Female Driving Instructors available at your choice to prepare you for the Drive Test, with our help you will develop the skill necessary to enhance road safety for you your family and other road users. Fast growing Driving School. Six locations the in-class and in-car combination to serve our customers better in Ottawa region. If you're looking to enroll for BDE Course go to Course registration and register. Our School teaches Defensive Driving Course and Driver Improvement Course. Sign up today and start learning today ask us how.

Booked a Road test and looking for refresher for G2 or full G we can help you. You can rent our cars for the rd test. Office is open Mon - Sat 8AM - 8PM, Sun open till 4pm and with Appointments as well.

**PRACTICE** In-car lessons are opportunities to acquire skills, strategies and know how. It is your responsibility as a student to reinforce what you have learned in car, by practicing.

**G1 LICENCE** Each student must provide the in-class teacher with **1 copy, front and back** of their Licence. This is a requirement of the Ministry of Transportation.



**Certificates will not be issued until this is completed.**

If the student does not yet have their G1 Licence when starting the course, they must have one within 8 weeks of completing the in-class portion of their course. Please **allow 2 weeks** after submission of copies of Licence for your in-car instructor to contact you.

**CHANGE OF ADDRESS** If you have moved, you must provide copies of a new licence showing the new address. Please notify your in-car instructor or the office immediately.



## **COMPLETING THE COURSE**



Students must obtain a 70% average in the classroom and 80% in the car. 100% attendance is required in the 20 hours in-class sessions and the 10 hours behind the wheel instruction as well as completing the 10 hour Student Workbook. It is the student's responsibility to make up any missed classes. **There will be no refunds on monies paid if the student is not completed within 12 months. The course must be started again from the beginning (MTO regulation) at the student's expense.**