

Govt. Reg.



# GAURANG

## MOTOR DRIVING SCHOOL



*A Power Steering Santro Car*

## CAR DRIVING MANUAL

Shop No. 18. Shri Ganesh Vishwa,  
Katraj-Kondwa Road, Gokulnagar Pune



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## Terms and Conditions

1. training will start Only once learning license is applied .
2. the license holders wants to practice has to submit the copy of their license.
3. there won't be installment available for crash course.
4. The paid fees is non refundable or transferable at any cost.
5. Candidate need to carry **all your Original documents to RTO office that** you have provided for learning license when you go to RTO office.
6. If you miss the class w/o any prior intimation there won't be compensation class for that day.
7. The candidate applied **only for the training** has to pay the fees in lump sum and **will not avail the installment** .
8. if more than 4 day s off is taken then candidate has to pay extra Rs. 250/-
9. **after the driving test permanent license will come by post only within ten days . if not received kindly approach to your respected post office.**
10. Balance fees has to be paid within seven days from the time of admission by them selves to avoid break in the training .



## Head lights

The use of the light is —

- In the night as light
- In day time to inform that there is no enough space and ask for the side

## Indicators

The use of indicator is to indicate the side of turns we are going to take

- For left side left indicator
- For right side right indicator

## Wiper

The use of wiper is —

- To clean the mirror
- To remove the water from the mirror in the rainy

## Hand Brake

Hand brake is used when the vehicle is stopped and parked so that it is not moved even if some one pushes it . it is for the safety of the vehicle so we should always make sure that when we get in vehicle we remove the hand brake and before getting out of the vehicle we use hand brake.

## Brake

Use of the brake is to reduce the speed of the vehicle or to stop the running vehicle . While pressing brake we need to make sure that we

- Press it slowly as per the need.
- If you want to stop then raise your hand up see in the mirror if some one is coming from behind and slowly take to side
- Press clutch before pressing brake

## Function of the Accelerator

Use of accelerator is to run the vehicle or to take the speed. Vehicle will take the speed or run only when it is in the gear and when we press the clutch the engine becomes free and there is no need to press accelerator. So we need to make sure that we press accelerator only when clutch is not pressed.



## Function of Clutch

Clutch is a most important tool which controls vehicle and helps to keep engine on . Use of clutch is to change the gear .**Without pressing clutch we can not change the gear. If we do so it creates damage to the gear box and clutch plate.**

Clutch and gear has inter relations, when we press clutch gear becomes free and then we can change them from one to another as per the speed of the vehicle. When the speed of the vehicle is reduced and engine is about to stop we should immediately press clutch and change the gear.

### **1<sup>st</sup> Gear**

For the first gear the clutch should be released slowly and start giving accelerator

### **2<sup>nd</sup> Gear**

For this gear the clutch should be **released immediately and start giving accelerator only in the traffic the clutch should be released slowly as per the speed.**

The use of the clutch will often in the traffic to keep the vehicle on even the speed is very low.

### **3<sup>rd</sup> Gear**

**For third, fourth and fifth** gear the clutch should be released immediately after completely changing the gear .

### **Reverse Gear**

**The function of this gear is similar to the first gear . Use of this gear is to turn the vehicle and park vehicle in the parking place. Most important in this gear is to keep vehicle very slow so release the clutch very slowly .**

## Horn

The use of the horn is ---

- To ask for the side
  - To indicate that we are overtaking them
  - To make alert others if they are about to come on our way
- You must blow your horn only when absolutely necessary, Especially to alert pedestrians or other road users with whom you have failed to make eye contact, and not as a rebuke to other road users.
- Ensure that you blow your horn well in advance to prevent a potential hazard from becoming an actual hazard.



## Information about engine

### Checking the level of engine oil

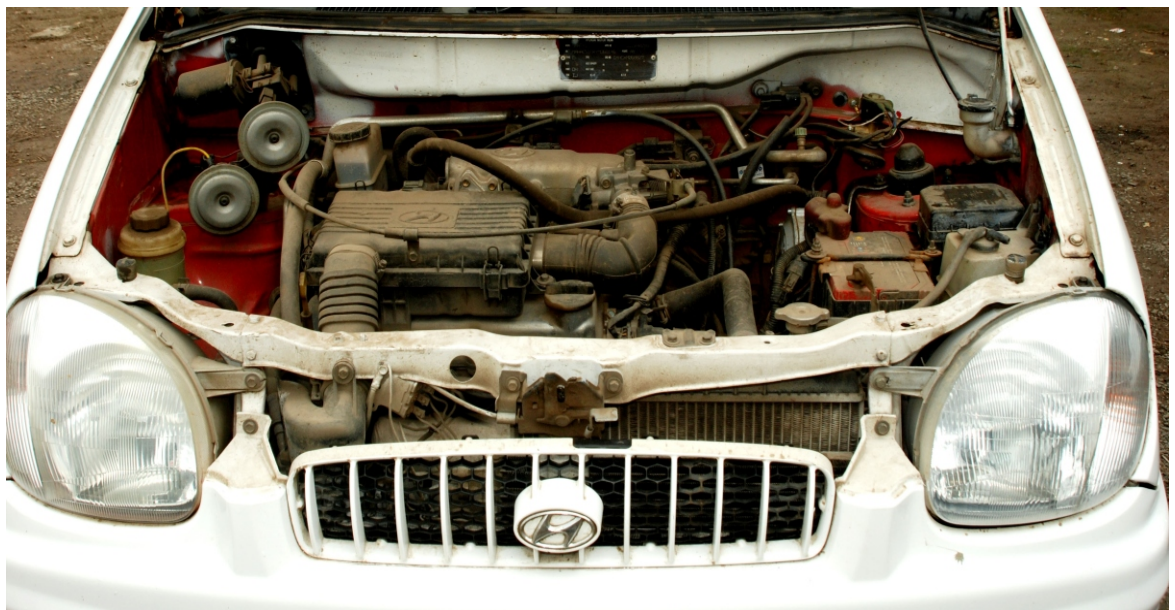
Checking oil is essential. It is suggested that you check the oil level at least once a week

Before checking oil, warm up the engine to normal operation temperature and be sure it is parked on the level ground, turn the vehicle off.

Wait a minute then remove the respective dip stick , wipe it off, fully insert and withdraw it again then note the highest level the oil has reached . It should be between the upper ("F") and lower ("L") range .

Follow the same procedure to check oil level of other tools.

- Checking the level of gear oil
- Checking the level of coolant
- Checking the Power steering oil level
- Checking electric cooling fans
- Checking engine cooling fan
- Checking the Wiper water level





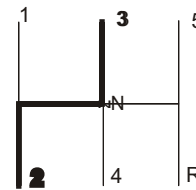
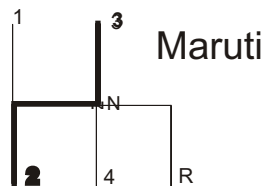
## Parking

Parking a vehicle requires good control, accurate judgement of distance and a good understanding of steering control. Most drivers are known to fumble when it comes to parking their vehicle, especially when reversing their vehicle into a parking bay. Parking woes are also accentuated when there are no clearly marked parking bays.

Despite the presence of strict laws and clear traffic signs, drivers are seen to park their vehicle at places where they are prohibited from doing so. A common occurrence is that of unauthorized parking in 'handicapped' parking bays. As a person licensed to drive in the INDIA, you also owe it to the community to park your vehicle at places only where it is permitted, and in the correct manner. Remember, the way you park your vehicle displays not merely your driving skills, but also your mental disposition.

## Function of Gears

Gear is one of the most important tool of the vehicle which make vehicle run. Every gear has its own speed so first we need to see the speed and then change the gear



### 1<sup>st</sup> Gear

Use of this gear is to just make the vehicle move from road and once the vehicle starts moving it should immediately switched to second gear.

**Most important is only for this gear the clutch should be released slowly and for other gears the clutch can be released immediately once the gear is completely changed.**

### 2<sup>nd</sup> Gear

Use of this gear is to take a little speed and drive slowly we can drive vehicle with minimum speed such as in the traffic and in he windy road ( ghat) once the vehicle reach to **20 to 25** it should switched to 3<sup>rd</sup> gear.

### 3<sup>rd</sup> Gear

To put this gear the vehicle should be in minimum **25 to 35** speed and once the gear is put clutch should be released immediately once the vehicle reach to 40 then it should switch to **4<sup>th</sup> gear**





## 4<sup>th</sup> Gear

The function of this gear is to increase the speed of vehicle and to put this gear should maintain minimum speed of **35 to 40** use of this is done when there is not much obstacle on the road .

## 5<sup>th</sup> Gear

Function if this gear is as similar to 4<sup>th</sup> gear and the speed limit is minimum **45 and above** . use of this gear is mostly on the highways and where there is good scope to drive fast .

## Reverse Gear

**The function of this gear is similar to the first gear . Use of this gear is to turn the vehicle and park vehicle in the parking place. Most important in this gear is to keep vehicle very slow so release the clutch very slowly .**

### Taking turns from closer

Learning steering judgment in short space- it is important that we turn the vehicle from the closer of the road And give the side to the coming vehicle

To take the proper turns controls speed of the vehicle

### Driving on the High Ways

High ways are very sensitive to the accidents unless we are very much alerts and driving with control there is no any other safer way.

Always follow the line

- To change the line give indicators see in the mirrors and then change
- Never overtake from left side, overtaking from left side leads to accidents.
- Follow the speed limits mention on the roads
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### Driving in traffic

To drive in the traffic we need good pet ions

- Follow the speed of the other vehicle
- Take a second gear and drive slowly using brake along with clutch
- Make sure that you press clutch when it requires to keep the engine on



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In the second gear the accelerator of 20 speed is already given by default so we need not to press much accelerator

## Driving in Ghat

### Claiming Ghat

- Make sure that vehicle is on the left side
- Maintain the speed of the vehicle as per the required
- If required lower the gear as per the road.

### Getting down Ghat

- Never put of engine
- Put the lower gear as per the slope of the road
- Do not give accelerator
- Press brake as per the need and press clutch as per the need
- While driving downhill, reduce the speed by shifting to a lower gear
- (manual or automatic transmission vehicles) rather than constantly applying the brake

### Driving in the nights

- To ask for the side in the night use the upper and dipper of the head lights
- Ensure you put on the indicators all the time while taking the respective turns and sides.

## General information

### Changing wheels

- Loose the wheel nuts before raising the car
- Make sure that wheel brace socket is seated properly and does not slip.
- Fit properly the jack in the given position .
- Change the wheel and fit the nuts but do not tighten the nuts
- Now lower the vehicle and tighten the nuts

### Feeling Gas /Fuel

- Check the Gas/fuel level from the given meter
- Use the authorized LPG gas from the authorized pump.
- Make sure that there is no leakages of any of the gas instruments
- If you have doubt about the gas leakage then switch your vehicle from gas to petrol





## Emergency Towing

- An incorrect tow can create serious damage to the vehicle
- Since the brake and steering are the power tools key must be at the “ON” position.
- The vehicle must not be towed from the front side for more than 30 miles.
- Make sure that the vehicle is in the neutral
- If you loose your vehicle keys then contact your dealers thy can provide you the duplicate.
- Locking vehicle from inside make sure that all the lights are put off there is a master lock to the first window this will from inside as well from the out side.

## Traffic Rules

At the outset, remember that being a responsible driver means being aware of not only what you are doing (and ensuring that you are doing it right ) but also what everyone else on the road is doing be it other drivers, pedestrians or cyclists. If every driver or every pedestrian always abided by the rules, driving would be easier and safer. However, such situations seldom exist.

## Traffic Signs

In traffic system around the world, traffic signs play a critical role in that they enable you to drive safely with less confusion and chaos. It is a known fact that the fundamental causes for many accidents are the carelessness and ignorance of drivers when it comes to reading and abiding by traffic signs. It is therefore essential that drivers fully comprehend the message these traffic signs intend to convey.

- Always obey directions given by traffic and other police officers even when their directions differ from that of the traffic lights and signs.
- Always be alert and observant. Other drivers may not be paying attention to the signs and signals.



## General instruction to be followed strictly

### 1. steps to start driving

After knowing all the parts of the car you should start the actually driving

- a) adjust the seat so that you can comfortably press A B C
- b) wear seat belt
- c) press clutch and put gear
- d) press brake and remove hand brake
- e) release clutch slowly and start pressing accelerate

### 2. on turn

- a) make sure indicator is given of appropriate direction
- b) keep vehicle at side you want take a turn
- c) press little brake and reduce speed
- d) press clutch and change gear to 2<sup>nd</sup>
- e) start turning steering as per the turn and make it straight once the turn is completed .

### 3. on up slope and down slope

- a) **on up slope** keep consistency in pressing accelerator
- b) reduce gear if required mostly 3<sup>rd</sup> gear is used , if slope is too stiff then 2<sup>nd</sup> .
- c) do not put hand brake if stopped use half clutch and proceed.
- d) **down slope** do not press clutch it increases speed
- e) touch the brake and leave it as per the slope