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Group of authors

***HANDBOOK FOR PASSING THE PROFESSIONAL EXAM FOR
DRIVING INSTRUCTOR***

*Handbook authorized by the Ministry
2025*

HANDBOOK FOR PASSING THE PROFESSIONAL EXAM FOR DRIVING INSTRUCTOR

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Preface

This handbook was drafted by the working group authorized by the Ministry based on the *curriculum for passing the professional exam for driving instructor*.

All chapters of this handbook are prepared for the candidate preparing to pass the professional exam for being licensed as an instructor, while for license renewal the instructor shall prepare for passing the exam only by studying the material from Chapter four (4).

The handbook in question aims to enable the candidate for driving instructor to become familiar with and understand the meaning of the profession of driving instructor as well as the method of training driver candidates. Given that the instructor trains candidates only from the practical part, we as a working group have deemed it reasonable to focus mostly on this part.

Some of the photographs (illustrations) used in this handbook are the same as those used in the public questions for category B driver candidates.

As a working group, we are aware that during the drafting of this handbook there may have been some omissions, be they of a technical or of another nature, and therefore ask the users of the said handbook not to hesitate and write to us about any eventual omission, well-intentioned recommendation, or suggestion. While we will be grateful and appreciative to you, we shall at the same time take those recommendations or suggestions into consideration so that the next edition will be even more qualitative and more practical than the current one.

Authors

CHAPTER I

INTRODUCTION TO THE PROFESSION OF DRIVING INSTRUCTOR

1. INTRODUCTION TO THE PROFESSION OF DRIVING INSTRUCTOR

Notions

The notions used in this introduction to the profession of driving instructor are:

“Driving school” - the entity that provides training for vehicle driver candidates;

“Driver candidate” – a person who is enrolled in a driving school for driver training;

“Driving instructor” - a person authorized to provide training to driver candidates for the practical part of the respective category;

“Driving instructor license” - a public document issued by the relevant Ministry of Transport that proves the right to train a driver candidate for the practical part.

Procedures for licensing a driving instructor

The professional exam for licensing as a driving instructor can be taken by a candidate who has completed the basic training for driving instructors.

The professional exam for licensing is organized in the theoretical and practical parts, while for license renewal, only in the theoretical part.

The professional exam from the practical part for licensing as a driving instructor can be taken only on public roads. A candidate who has previously shown a positive result in the theoretical exam is entitled to take the practical exam.

The practical part of the professional exam is divided into two parts:

a) *The first part of the exam includes personal driving:*

- Vehicle inspection (daily preventive technical inspection: *checking engine oil level, coolant, windshield washer fluid, accessories, and tires; adjusting the seat, assuming the correct driving position, adjusting the driver's mirrors; and fastening the seat belt and headrest if available*);
- *Traffic behavior;*
- *Driving technique;*
- *Observing and monitoring the traffic situation, the relationships of other traffic participants;*
- *Performing actions in a timely and correct manner;*
- *Applying defensive driving (appropriate driving, anticipation, decision-making in real traffic situations);*
- *Applying Eco-driving and safe driving*

a) The second part of the exam includes “Leadership and candidate evaluation (the candidate plays the role of the driving instructor).”

The candidate for driving instructor, during the “Guiding the Candidate on the Road” portion of the exam, must:

- *Have communication skills;*
- *Evaluate the behavior and driving technique;*
- *Assess the behavior and reaction of the candidate in real traffic situations;*
- *Respond verbally and physically in dangerous traffic situations;*
- *At the end of the driving session, the candidate for driving instructor must communicate the mistakes to the candidate for driving license that the latter has made during the drive (driving report);*
- *Perform a final evaluation of the candidate for a driving license according to the error assessment criteria and indicate whether the candidate is “successfully trained” or “not trained”.*

The commission evaluates the candidate for driving instructor, based on the driving technique, the guiding of the candidate, the communication of errors and the final evaluation in the exam.

Errors are evaluated as minor, serious, and dangerous. A candidate who is evaluated with a serious or dangerous error does not pass the exam.

A candidate who is evaluated with four (4) minor errors or repeats the same minor error two (2) times does not pass the professional exam for driving instructor.

The duration of the practical exam on public roads is from a minimum of thirty (30) up to 45 minutes.

The candidate who successfully passes the “personal driving” portion of the exam proceeds to the second part of the exam. Guiding the Candidate on the Public/Road (the role of the driving instructor). One of the commission members plays the role of the candidate for a driver's license.

The practical training is carried out by a driving instructor who has a valid license and meets the foreseen conditions.

The minimum number of teaching hours for the practical part of the category B candidate's training is at least twenty (20) hours, while for other categories it is at least fifteen (15) hours.

Rights and obligations of the driving instructor

The driving instructor is entitled to work a maximum of eight (8) hours of practical work per day that includes the practical hours of different category candidates.

During the practical work the driving instructor is obliged to:

- *fill out the work order in a timely and regular manner;*
- *fill out the candidate's card in a timely and regular manner;*
- *have the candidate's training curriculum;*
- *have the driver's license;*

- have a valid health certificate;
- have a license for driving instructor.

The driving instructor who is training the candidate for driver in the practical part, at the request of the official person of the Ministry (Inspectors) is obliged to stop and provide the required documentation.

- *The official person of the Ministry, when stopping the driving school vehicle, must signal for stopping using the "STOP INSPECTOR" sign.*
- *The practical part of the training is carried out with a vehicle for each category separately.*
- *The vehicle for training the driver candidate must meet the following additional conditions:*
 - *must be registered, with a periodic six-month (6) inspection, and additional controls attested;*
 - *be marked with the "L" letter for each category;*
 - *meet the technical conditions for safe participation in traffic;*
 - *meet the hygienic conditions.*

The driving instructor is responsible for verifying that the driver candidate possesses the following documents prior to the start of the practical lesson:

- *candidate's card;*
- *valid health certificate.*

Prior to each drive, the driver candidate and the driving instructor must be physically and mentally fit to drive.

The conditions that the candidate must meet are provided below:

- *not be under stress,*
- *not be ill,*
- *not be under the influence of alcohol, drugs or medications that are not allowed to be used before and while driving,*
- *be sufficiently rested for training,*
- *be able to list and repeat the topics covered as required,*
- *be really interested in and enjoy the drive during the training,*
- *be able to concentrate sufficiently in order to be able to actively follow the instructions of the driving instructor,*
- *be dressed appropriately (modestly).*

During training, the Driving Instructor is expected to:

- *Apply principles of teaching units during training, namely:*
 - *The principle of clarity or example,*
 - *The principle of linking theory to practice,*
 - *The principle of conscious activity (encourage candidates to actively participate in training),*
 - *The principle of systematism or gradualism, (from the simplest to the most complex actions),*
 - *The principle of rationalization or economy (to prepare for lessons),*
 - *The principle of individualization (adaptation to the characteristics of the candidate),*
 - *The principle of consistency (verification).*

In addition to the above principles, the following training methods, as well as a usual combination of the following methods, should be used by the driving instructor:

- Oral presentation method – this method should be practiced as little as possible, it is inevitable, but it has a bad characteristic that the instructor does not have any feedback from the candidate,
- The method of narration or demonstration - first the instructor and then the candidate,
- The method of conversation - the method of questions and answers (problematic units)
- The method of training.

Only if the above conditions are met, can positive results be expected from the training, which allows for a better and faster acquisition of the learning units, resulting in greater safety for traffic participants.

During the practical part of the training, only the driving instructor and the candidate who is being trained for the relevant category are permitted to be in the driving school vehicle.

Planning of the lesson

- subject;
- teaching material,
- lesson
- Teaching unit.

Elements of training planning

Below is described the way how a practical part of the training is to be planned and organized

<i>Figure</i>	<i>Content of training on public roads - Traffic Behavior</i>	<i>Lesson</i>	<i>Place of training</i>
<i>T9</i>	<i>Entering a highway or similar road</i>	<i>Entering and exiting highways (entering traffic in the acceleration lane, exiting traffic flow from the deceleration lane)</i>	<i>Within and outside residential areas</i>

Objectives: After the end of the lesson, the candidate should be able to safely drive the vehicle on the highway, both when entering the highway via the acceleration lane and when exiting the highway via the deceleration lane.

The content of the lesson that the candidate must learn

- Content of the plan

Content of the lesson that the candidate must learn.

Information sign-Highway

- Traffic sign recognition.

Entering a highway without an acceleration lane

- Check the possibility of entering the highway without stopping at the traffic sign,
- Signaling with direction indicators,
- Estimating the distance and speed of vehicles driving on the highway,
- Giving priority to all vehicles driving on the highway,
- Entering the highway without obstructing and endangering vehicles driving on the highway.

Using the acceleration lane if available

- Entering the highway using the acceleration lane and signaling with direction indicators,
- Increasing speed as needed and entering the highway at the end of the acceleration lane,
- Estimating the distance and speed of vehicles driving on the highway.

Driving on the highway

- Driving the candidate's vehicle on the highway, in the far right lane if not occupied by a column of vehicles,
- Using the left lane for overtaking,
- Changing lanes by observing the traffic from behind (interior and exterior mirrors, checking the blind corner/spot and signaling with direction indicators),
- Not driving at a small distance to the vehicle driving in front.

Behavior in the event of a breakdown on the highway

- Stopping on the emergency stopping lane,
- Placing the safety triangle at a distance of at least 100 meters,
- Activating all direction indicators.

Using the deceleration lane

- Exiting the highway via the deceleration lane and signaling with direction indicators,
- Reducing speed as necessary only after moving to the deceleration lane at the start of this lane.

Estimating the distance and speed of vehicles driving on the highway.

Type of lesson

- *preparing for the next lesson,*
- *exercises,*
- *repetition,*
- *combination of the lesson.*

Tasks for implementation

Education (acquiring educational values)

Knowledge (acquiring knowledge and skills)

Functioning (developing skills)

Education includes:

- *Acquiring educational values,*
- *Development of awareness about the dangers on the highway*
- *Building positive attitudes for correct behavior on the highway, including entering, driving and exiting the highway and acquiring a sense of personal responsibility...*

Knowledge

Achievement of knowledge acquisition:

Learning traffic and safety rules and road signs as well as behavior when entering, driving, and exiting the highway.

Functioning (developing skills)

Developing skills, monitoring, anticipating, and recognizing danger on the highway and the way to avoid danger..

Place of training

- *Where there are technical elements of traffic,*
- *Where the candidate has the opportunity to be trained in various traffic situations;*
- *Economization,*
- *Suitable locations for implementing the lesson.*

Training methods

- ***Frontal form*** - which means the instructor works with the largest possible group of candidates simultaneously,
- ***Group form*** - which means the instructor works with a specific number of candidates,
- ***Pair or tandem work*** - which means that two instructors work with one candidate.
- ***Individual form*** - which means the instructor, works exclusively with only one candidate.

We use the individual method, which means that during practical training, the instructor is with only one driver candidate.

Teaching methods

The driving instructor uses the methods of:

- explanation*
- demonstration*
- conversation*
- exercises (accurate, fair, safe and fast).*

Teaching aids and auxiliary equipment

- *Vehicle equipped with appropriate equipment as per categories,*
- *Manual,*
- *Sketch pad or similar,*
- *Cones depending on the category.*

Lesson Articulation

- ***introductory part- objectives***
- ***main part-exercises (vehicle operations, safe habits, possible mistakes)***
- ***final part.***

Introductory part of the lesson includes:

- daily preventive technical inspection of the vehicle*
- preparation for driving,*
- repetitions,*
- lesson objectives.*

The main part - exercises include:

Entering, driving and exiting the highway as described above.

Final part

Perception, analysis and correction of errors:

- cause of errors,*
- possible consequences due to errors,*
- the method of correcting errors,*
- other.*

Time factors – delays in taking action, or premature actions.

Qualitative factors - incorrect action, incorrect sequencing of actions.

Quantitative factors - omitted actions, excessive actions.

Instructor and candidate ethics

Both the instructor and driver candidates must be dressed in appropriate clothing that is not provocative and does not contain images, inscriptions, or symbols that may infringe public morals or may be offensive to individuals or groups.

For women, skirts and short trousers cannot be shorter than the knee.

For men, wearing shorts and trousers above the knee is prohibited.

The instructor must behave well towards the candidate and motivate them for the practical lessons and treat them all equally irrespective of social status, ethnicity, race, religion, etc.

-Checking the training documentation

Prior to the start of the lesson, the instructor must:

- Check the candidate's ID card and identity;*
- Check the medical certificate;*
- Fill out the candidate's card and work order;*
- Assess the candidate's mental and physical condition;*
- Motivate the candidate for the lesson and mutual relations;*
- Test the candidate's eyesight;*
- Undertake proper action after evaluation.*

CHAPTER II

INITIAL TRAINING ACTIVITIES



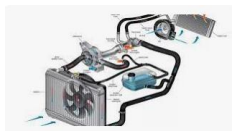



2. INITIAL TRAINING ACTIVITIES

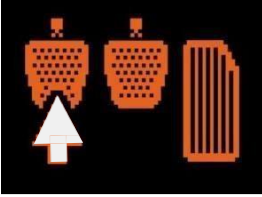






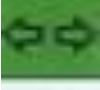

Initial actions before starting the vehicle







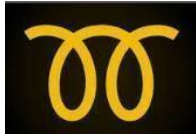


The practical training is carried out according to the Administrative Instruction on Training Curriculum for Candidates for Driver.




The driver candidate must possess knowledge about the vehicle with which the training is carried out for the relevant categories.

Below is the table with the main equipment and their functioning.

<p>The dashboard in the vehicle allows you to monitor the engine's operation. It shows the kilometers traveled and the driving speed.</p>	
<p>The warning light signals (indicates) a problem with the engine.</p>	
<p>The coolant (liquid/water) enables the engine to operate</p>	
<p>Low tire pressure reduces vehicle stability, damages tires, and increases fuel costs.</p>	
<p>The steering wheel serves to direct the vehicle in the desired direction.</p>	
<p>The ABS system in the vehicle prevents the wheels from locking up tires when braking.</p>	

<p><i>The clutch pedal, which must be pressed before starting the engine, enables starting of the vehicle and shifting of gears.</i></p>	
<p><i>The warning light in the photo signals (indicates) that the engine temperature has exceeded the allowed limit - a fault in the cooling system.</i></p>	
<p><i>The warning light in the photo signals (indicates) an insufficient amount of oil in the engine or a fault in the lubrication system.</i></p>	
<p><i>The low beam headlight indicator light in the photo signals (indicates) that the low beam headlights are activated in the vehicle.</i></p>	
<p><i>The high beam headlight indicator light in the photo signals (indicates) that the high beam headlights are activated in the vehicle.</i></p>	
<p><i>The fog lights indicator light signals (indicates) that the fog lights are activated</i></p>	
<p><i>Direction indicators are used during vehicle operations (overtaking, turning left or right, etc.).</i></p>	
<p><i>The dashboard indicator light in the photo signals (indicates) that all indicators in the vehicle are activated.</i></p>	
<p><i>The dashboard indicator light signals (indicates) that the alternator is not functioning properly.</i></p>	

<i>The dashboard light signals (indicates) that the cruise control is activated.</i>	
<i>The dashboard light signals (indicates) that the parking brake is malfunctioning.</i>	
<i>The warning light signals (indicates) that the seat belt is not fastened.</i>	
<i>The warning light signals (indicates) that the ESP / Electronic Stability Program is malfunctioning</i>	
<i>The dashboard light signals (indicates) the amount of fuel</i>	
<i>The warning light signals (indicates) problems with the airbag.</i>	
<i>The warning light signals (indicates) that the heaters are out of operation (Diesel).</i>	
<i>The warning light signals (indicates) that the power steering is not working properly.</i>	
<i>ECOLOGICAL Regime(Driving Mode)</i>	

<p><i>Small safety distance.</i></p>	
<p>Number of engine revolutions.</p>	
<p>Number of revolutions in the red zone.</p>	

The candidate is informed about the operation of the vehicle with special emphasis on the equipment that directly affects road safety, then the engine, transmission equipment, signaling and lighting equipment, instrument panel, technological (intelligent) equipment, their operation and method of use.

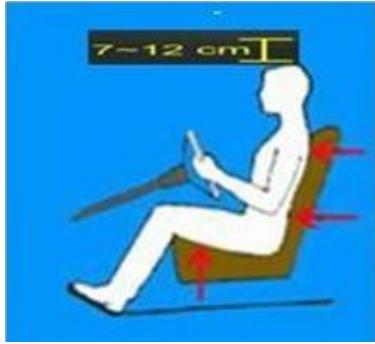
Pre-use inspection: The vehicle is inspected to ensure that the tires are in good condition and that there are no fluid leaks beneath the vehicle. The vehicle's hood is opened to check: the coolant level, the brake system oil level, and the engine oil level, as well as any oil leaks from the engine or any other equipment.

The driver candidate is informed about the proper way of to entering and exiting the vehicle, it is recommended that when entering the vehicle, the candidate walk in the opposite direction of the vehicle's movement.

Following the above instructions, the candidate enters the vehicle, ensuring that the vehicle doors are closed, and this can be verified also through intelligent or mechanical devices. Once seated, the driver candidate first adjusts the seat, then the mirrors, adjusts the headrests if available, and finally fastens the seat belt.

Body position on the seat

The instructor shows the candidate how to adjust the seat position correctly, which is based on three points and depends on the candidate's height, as shown in the following figures. In addition to the correct position, the instructor also demonstrates the incorrect position and the consequences of this position.



Correct position

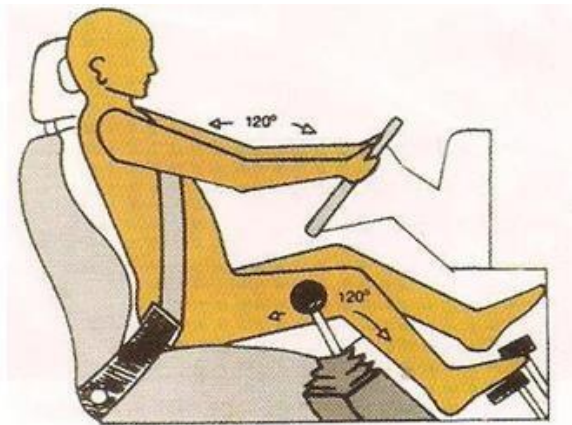


Incorrect position



Incorrect position

The seat should be adjusted so that when the pedal is pressed, the leg should be in a slightly bent position, which means that it is not fully extended, as illustrated in the following figure.



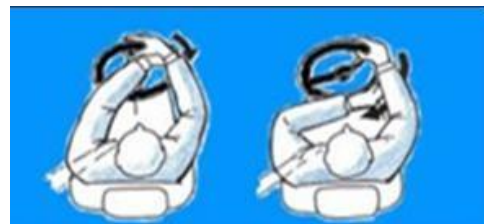
Seat position

Position of hands on the steering wheel/system

The correct hand position on the steering wheel should be coordinated with the position of the body and legs. The position of the hands should correspond to **the 9 and 15 or 10 and 2** o'clock positions on the steering wheel. Whereas when changing gears, the left hand should be positioned at the **12:00** o'clock position on the steering wheel.



Incorrect position of hands on the steering wheel



Correct position of hands on the steering wheel

The hand position on the gear stick when changing transmission gears is illustrated in the below figures.



Hand position on the gear stick

There are different types of gearshift controls, and the candidate is informed about the manner of their functioning.

The instructor should practice manipulating the hand controls with the candidate up to the level of automation, when the candidate can perform actions with hand controls easily without looking at them.

Adjusting the mirrors

Adjusting the mirrors correctly is of great importance from the aspect of road safety. With the help of the mirrors, the driver candidate checks the traffic on the side and coming from behind.

The following figures show the correct and incorrect way of adjusting the mirrors.



Adjusting the mirror in proper way



Adjusting the mirror in improper way

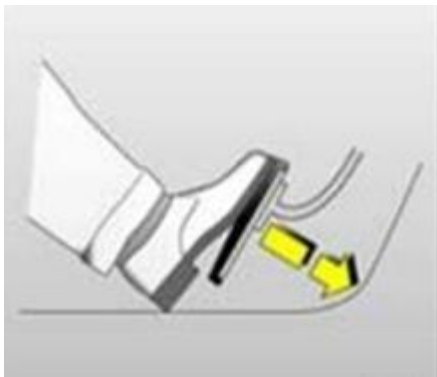
The adjustment of the mirrors is done depending on whether the candidate's training is conducted within or outside the residential area. Within the residential area, the mirrors should be adjusted to give a rear view as close as possible, while outside the residential area, to give a view as far as possible.

Shoulder check (blind spot)



The importance of the shoulder check, the so-called “blind spot”, when the vehicle cannot be seen through the side mirrors, should be explained to the candidate. It is important for the candidate to develop the habit of regularly making the shoulder check prior to engaging in any vehicle action.

Blind spot Working with foot controls



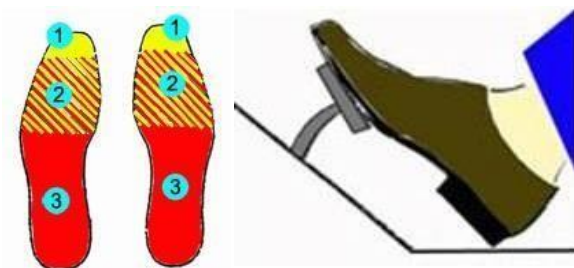
The instructor explains to the candidate how the foot controls work, how to press and release them (gas, clutch and brake) and how to coordinate them, when starting from a place, when changing gears, when driving in reverse, when slowing down and stopping the vehicle and other actions with the vehicle. The instructor explains to the candidate that the controls are pressed with the soles of the feet.

Foot position on the vehicle control – pressing the pedal



The instructor explains to the candidate how to release commands depending on their function.

Foot position on the vehicle control – releasing the pedal



The tread surface during manipulation and control with the soles of the feet is given below:

Treading surface during manipulation

- Fast manipulation, but with little force (1),
- Fast manipulation, with great force (2), and
- Slow manipulation, but with maximum force (3).

The candidate is shown how to coordinate the foot controls—clutch and gas —when starting from a standstill and when changing gears from low to high and vice versa. Before starting the exercises with the controls, the hands on the steering wheel are placed straight, while the feet are on the sides of the controls—pedals.

The clutch is pressed with the left foot and gradually released at low speeds; after releasing the pedal, the foot is moved to the side of the clutch pedal.

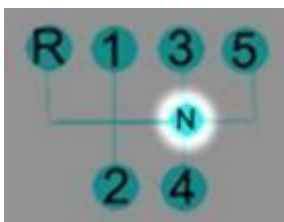
The gas and brake pedals are pressed with the right foot. The left foot is supported on the heel and the movement is made on the heel joint. The pedal is pressed and released with slow movements.

During braking, the foot - the sole is completely placed on the pedal. When releasing the pedal, the foot is lifted from the floor. The pedal is gradually pressed and released.

Turning the engine on and off

The candidate is explained that the vehicle must be secured against unintended movement (through the parking brake) regardless of whether the road is on a longitudinal incline and the gear stick must be in the neutral position (by pressing the clutch pedal, the engine is disconnected from the gear stick, and thereby the starter is not overloaded due to the movement of cogwheels in the gearshift, especially in winter conditions when the gearshift oil thickens). The candidate is also explained how to start (turn on) the engine during the summer and winter seasons by also taking into consideration the use of advanced technological devices if the vehicle is so equipped. Then, the candidate is explained how to turn off the engine. Considering that there are different types of vehicles for which the candidate is trained as a driver, the instructor shows and demonstrates how to turn on and off the engine, including the intelligent devices.

We do not warm up the engine while the vehicle is stationary but while moving, thus avoiding the engine overloading during the first minutes of operation.



Turning the engine on

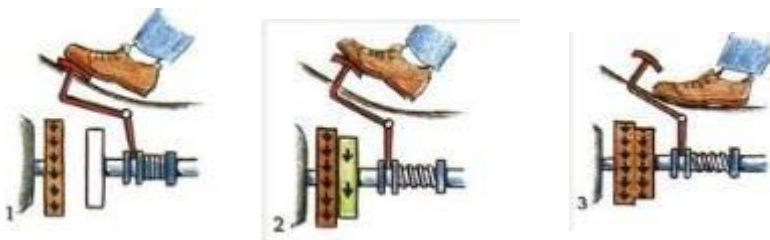
Exercise with the friction pedal - semi-friction.

The candidate is explained that when the clutch pedal is pressed, the connection between the engine and the gearshift (transmission system) is disconnected. It is important for the candidate to understand the release of the clutch pedal up to the **“action point”**. The exercise is initially done with the engine switched off and the vehicle being in the stationary position.

This action presents difficulties for the candidate and no further actions can be introduced without a good understanding of the semi-friction exercise.

Once the candidate has understood the half-friction method, the exercise of starting the vehicle from a standstill and changing gears shall follow.

If the vehicle is equipped with advanced technology, the use of these devices shall be explained.



Pressing the clutch

The candidate must understand that if the clutch pedal is released too quickly, the engine will vibrate, or if not enough gas is applied, the engine may turn off.

Using the braking system

Service (foot) brake

Braking with the service brake (foot brake) is done gradually (slowing down), i.e., in situations where it is necessary to act according to traffic and safety rules, while sudden braking is allowed only in case of an immediate danger.

Auxiliary brake - the candidate is shown how it should be used in case the service brake fails.

Parking brake - the candidate is shown how to secure the vehicle against movement when stopped. First the instructor demonstrates it himself/herself, and then the driver candidate does it. The candidate is explained how the vehicle is slowed down depending on road traffic situations and the appropriate pressure to be applied on the service brake pedal.

CHAPTER III

CANDIDATE TRAINING ON THE POLYGON

INITIAL TRAINING ON THE POLYGON

The plan and preparation for the implementation of the lesson consists of these elements:

- *Learning unit (topic),*
- *Place of implementing the lesson,*
- *Learning tools,*
- *Learning methods,*
- *Time needed to complete the topic,*
- *Learning material,*
- *The training lesson for the practical part lasts 45 minutes.*

The flow of the lesson

Introductory part of the lesson

In the introductory part of the lesson, the instructor should talk to the candidate about the preparation for completing the new learning unit. After this, the candidate performs a visual inspection of the vehicle and together with the instructor determines the route - where the practical part of the training will take place.

Instructor's duties prior to the start of driving

- *The instructor's duties prior to the start of driving are to explain to the candidate:*
- *Preliminary measures before starting the vehicle,*
- *Conditions for starting the vehicle from a stationary position ,*
- *Starting in first gear (first gear of the transmission),*
- *Starting from a stationary position,*
- *Stopping the vehicle.*

Trains the candidate to drive forward, in reverse and stop at the stop line.

Starting the vehicle from a stationary position

The candidate is explained how to start the vehicle from a stationary position using the semi-friction method, and the coordination of the foot pedals, the clutch and the gas. It is important for the candidate to understand the “*action (connection) point*” when the connection between the engine and the transmission begins (when the engine starts to vibrate), the clutch pedal is slowly released, as the vehicle begins to move gradually by pressing gas pedal. There are types of vehicles that do not require gas pedal to be pressed for starting, but just have to release the clutch to the action point, and then continue releasing the clutch and the vehicle will start to move.

The instructor may use any method to start the vehicle from a stationary position, as long as the moving off is done gradually and by preventing the engine from turning off or the vehicle from starting improperly.

The candidate will stop the vehicle in this way:

- Looks at the traffic from behind,
- Reduces speed as necessary,
- Chooses the place where he/she will stop,
- Signals with direction indicators,
- Stops the vehicle and secures it against unintended movement.

Gear shifting technique

After the candidate has demonstrated that he can move off with the vehicle, the stage of shifting gear from low to high and vice versa will begin.



Shifting gear from I to II

In the first gear of the transmission, the vehicle will move at 10 to 15 km/h, by monitoring the number of engine revolutions, engine noise, driving speed, or intelligent devices that are related to the technical parameters of the vehicle's engine and road conditions.

Hand-foot controls



Engine revolutions indicator... 2000-3000 rpm.... 2500 rpm... – depends on the type and power of the engine. The number of the indicator of revolutions can also be digital.

Instrument panel

The candidate determines which of the above methods he is to use when changing gears.



Once sufficient speed has been reached, the clutch pedal is quickly pressed all the way down, the gear stick is put in second gear, and the clutch pedal is slowly released by coordinating the actions with the gas pedal – thus increasing the engine power and the vehicle will continue moving without vibration.

In second gear, the vehicle moves at approximately from **15 to 30 km/h**, depending on the technical parameters of the vehicle's engine. The instructor uses the most appropriate method for the candidate based on the engine parameters.



Shifting gear from II to III

When changing gears from second to third, the actions are the same as mentioned above. Once the vehicle has reached the appropriate acceleration (approximately 35 to 45 km/h, depending on road conditions and circumstances), the clutch is pressed all the way down, the gear stick is put in the third position, the clutch pedal is released, and the gas pedal is gradually pressed.



Third gear approximately from 35-45 km/h to 60 km/h

Shifting gear from III to IV

When changing gears from III to IV, the actions are the same as mentioned above. Once the vehicle has reached the appropriate acceleration, the clutch is pressed all the way, the gear stick is put in the IV position, the clutch pedal is released, while the gas pedal is gradually pressed. At this speed, the vehicle moves over 60 km/h, which depends on the restrictions that apply to the road, namely the section of the road, and other traffic circumstances.



Fourth gear approximately from 60 km/h.....

Shifting transmission gears with V or more speeds

The technique for shifting from 5th or higher gears is the same as when shifting from III to IV.

The technique for shifting from a higher to a lower gear is the same as when shifting from a lower to a higher gear, but now the speed should be reduced to approximately 10 km/h less than the acceleration required to shift from a lower to a higher gear.

The candidate should be explained that when shifting from II to I gear, the clutch should be pressed first and then the brake pedal.

T1. INSPECTING AND PREPARING THE VEHICLE FOR DRIVING

After the training on the polygon, the driver candidate continues training on public roads. Before starting to drive on public roads, as mentioned above, the vehicle must be visually inspected; the condition of the tires and the condition of the bodywork for any possible damage must be checked; the exterior mirrors, wipers, windshield, and license plates are to be checked; and then a daily preventive technical check of the level of engine coolant, engine oil, brake oil, belts, battery, and other important checks are to be performed.



Checking the amount of engine oil

Checking the amount of oil is done when the vehicle is on a flat surface and the engine is cold. If the amount of is insufficient, top up as shown in the following figure.



Filling the engine with oil

Depending on the season and type of vehicle, the engine oil used should be checked in the vehicle maintenance log book.

The candidate is told that if the vehicle engine has exceeded the permitted limit and the red light has turned on, it is not allowed to open the water/fluid tank cap, as hot water/fluid may spill on his/her face, so one must wait until the engine cools down before checking the amount of water/fluid in it.

T2. FIRST (1) AND SECOND (2) ACTION ACCORDING TO THE RELEVANT ANNEX TO THE ADMINISTRATIVE INSTRUCTIONS FOR PASSING THE EXAM

Training exercises on the polygon

Trains the candidate for driving forward, backward and stopping at the stop line

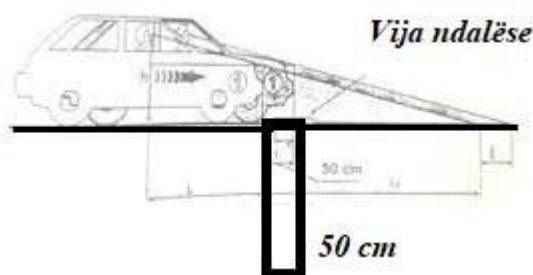
Driving forward and maintaining direction up to the stopping line - the candidate is shown the measures and the orientation point for stopping the vehicle as foreseen by the regulations in force.

The starting is done from the designated start line as shown in the following figure.

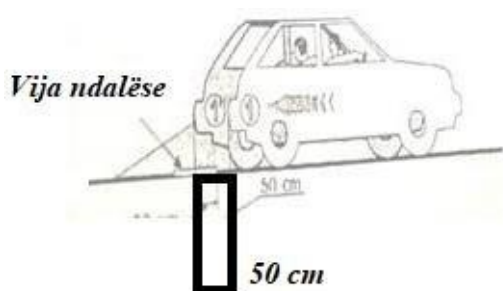
The candidate will drive the vehicle from the starting position (START) by shifting the transmission gear from first to second gear while maintaining the direction within the limited space up to the stopping line (STOP) which has a width of 0.5 meters where he/she must stop. The most extreme part of the front of the vehicle must be within this width (see photo).



Starting line



Stopping line from behind



Driving backwards and maintaining direction up to the stopping line - the candidate is shown the measures and the orientation point for stopping the vehicle while reversing as foreseen by the regulations in force.

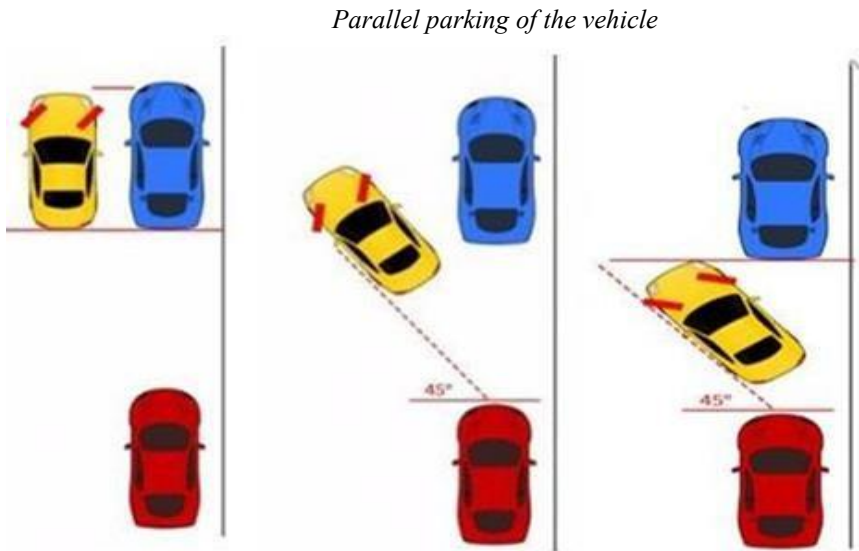
Stopping line from behind

The candidate drives in reverse with the vehicle moving within the confined area marked by the stopping line (STOP) and then continues to the starting point (START) having a width of 0.5 meters, where he/she must stop. The most extreme part of the rear of the vehicle must be within this width.

T3. THIRD ACTION ACCORDING TO THE RELEVANT ANNEX TO THE ADMINISTRATIVE INSTRUCTIONS FOR PASSING THE EXAM

Trains the candidate to park in a row (parallel) between two vehicles

Parking the vehicle—parking of the vehicle is shown in the below figure. The candidate drives in reverse with the vehicle until the rear of his vehicle is aligned with the other vehicle (it can be a cone or something else improvised), then continues to drive backwards, and once the vehicle passes the 45-degree angle, the steering wheel of the vehicle is turned in the opposite direction until the vehicle enters between the two vehicles, as shown in the figure.



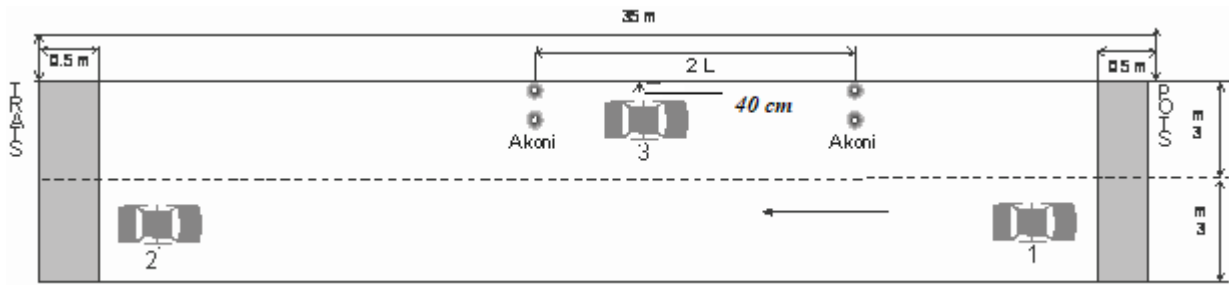
Parallel parking of a vehicle is also done through technological devices; their use is explained to the candidate when parking and exiting the parking lot.



Parking with the assistance of smart devices

The candidate brings the vehicle to position 1 and drives forward to position 2, then drives backward and parks the vehicle on the right in the designated place (position 3) between the cones. The candidate must signal, monitor the situation and use the driver's mirrors. All windows in the vehicle must be closed.

Parking is carried out in a proper manner if the candidate has placed the vehicle in the designated place and parallel to the line at a distance of up to 40cm.



The polygon

Exiting from the parking lot to the public road is demonstrated on the polygon.

The driver candidate is trained at the polygon on how to stop the vehicle by demonstrating the following actions:



Photo- stopping of the vehicle

- Observing the traffic behind,
- Choosing the place to stop,
- Activating direction indicators,
- Releasing the gas pedal,
- Pressing the clutch pedal,
- Stopping the vehicle,
- Turning on all indicators.

Independent driving on the polygon

After ascertaining that the driver candidate has made progress in training, the instructor will organize independent driving on the polygon; the candidate will perform exercises in the vehicle on his own, thus developing habits for entering and exiting the traffic, as well as driving the vehicle on public roads.

Final part of the lesson

After completing the drive, the candidate parks the vehicle properly and secures the vehicle with the parking brake against unintended moving. The gear stick is put in the first gear if it is on a hill or a flat road or in the reverse position (reverse) if it is downhill. Then, together with the instructor, they analyze the lesson. The instructor informs and at the same time guides the candidate if some parts of the actions during the lesson were not at the proper level by recommending that in the next lesson he/she practice those actions that he/she has not fully mastered.

The driving instructor assigns the lesson topics - learning units to the driver candidate depending on the progress of his/her training.

CHAPTER IV

TRAINING WITHIN AND OUTSIDE THE RESIDENTIAL AREA

(FOR LICENSING AND RENEWAL OF LICENSE)

TRAINING WITHIN AND OUTSIDE THE RESIDENTIAL AREA

Once the driver candidate has shown positive results during the actions on the polygon, he/she begins training on the road within the residential area. At the beginning of the practical hours, the instructor uses the road with low traffic intensity.

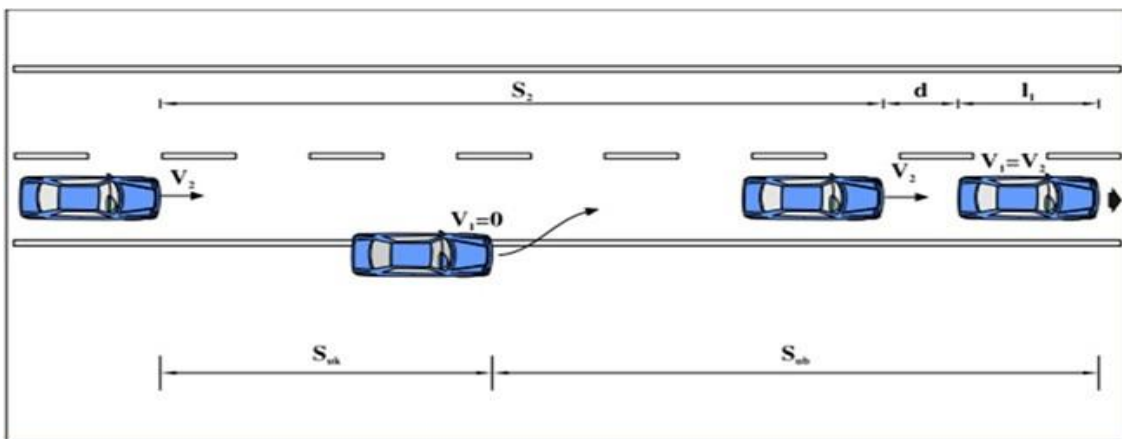
The training starts by changing gears during the drive from the lowest to the highest and vice versa. The instructor selects the part of the road where the candidate can change gears as easily as possible, including: *maintaining the correct position of the vehicle in the traffic lane, for exiting traffic, stopping, and leaving the vehicle.*

Entering and exiting the traffic

The candidate is trained on how to enter and exit traffic by demonstrating his/her ability on a polygon or any road surface where no public traffic is taking place. To create the candidate's habit during the exercise of entering and exiting traffic as in real traffic situations.

The sequence of actions before entering traffic is explained to the candidate as follows:

- *Clutch is pressed all the way down,*
- *Gear stick is placed in the first gear,*
- *The traffic in front, on sideways, and blind spot are observed,*
- *Signal with direction indicators,*
- *Release clutch pedal to “action point”,*
- *Release parking brake,*
- *Enter the traffic.*



Entering the traffic

The candidate is explained that exiting traffic is done using some of the methods mentioned above, as on the occasion of entering the traffic.

Driving speed

The driver candidate is to be explained that he must to adhere to the speed limits set by traffic rules, traffic signs, according to road categories or vehicle categories.

During practical training, exceeding the speed limit is not permitted under any circumstances.

During practical training, the candidate must adjust driving speed to the conditions and visibility of the road, the condition and type of road, technical conditions, weather conditions, vehicle load, traffic density, his/her psychophysical condition and his/her personal abilities, so that he/she is able to stop the vehicle in front of any obstacle that may appear in given conditions within the limits of the visibility, namely, to be able to act in timely manner.

The highest permitted speed within the residential area



During the practical training of the driver candidate within the residential area, if there are no speed limit traffic signs, driving up to 50 km/h is allowed.

Driving in urban areas

Sudden braking and acceleration

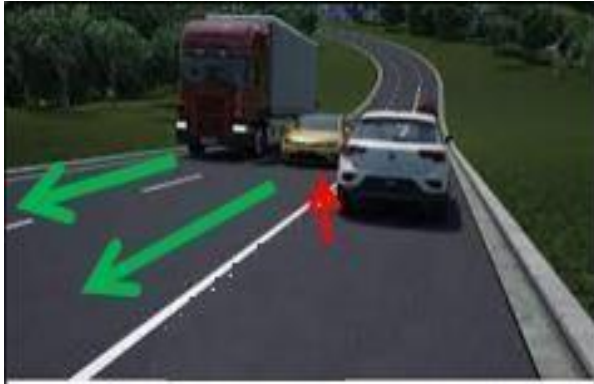
While driving, the driver candidate must understand the braking technique, how to brake by respecting traffic rules and road signs, situations that are clearly visible in traffic, the so-called free braking, then sudden braking is allowed only in any situation in road traffic that is considered dangerous. The driver candidate is not allowed to accelerate suddenly under any circumstances.



Driving within the residential area

The driver candidate is explained that he must take into consideration that a person may get out between parked vehicles or that a door of some parked vehicle may be opened. For this reason, he/she *must maintain a sufficient lateral (transverse) safety distance. While the minimum longitudinal distance of at least one (1) second must be maintained from the vehicle (van) driving in front.*

On a two-way road, which has four (4) or more lanes of traffic, the candidate is not allowed to move with his vehicle into the lane that serves for the opposite direction of traffic (see the photo above).



The driver candidate has the right to drive only in the far right lane in the direction of travel, as horizontal signaling prohibits him from using the middle lane.

Three-lane road with two way traffic



The candidate is permitted drive the vehicle in reverse, but must activate all direction indicators and it may be done only for a short section of the road.

Driving in reverse

T4 STOPPING OF THE VEHICLE

Stopping of the vehicle

Stopping of the vehicle is done by coordinating the foot controls, taking into consideration that stopping should be done gradually. The clutch pedal is pressed, and then the brake is applied slowly until the vehicle comes to a complete stop, while during the action signaling with direction indicators must be done. The instructor must take into account that for performing this action, he/she must choose a section of the road with low intensity of traffic so as not to obstruct the normal flow of traffic. If there are no conditions for such an action on the road, he/she must choose a surface near a public road where parking is allowed or similar. The instructor must evaluate the candidate's technique in stopping the vehicle and his/her adherence to traffic and safety rules and road signs.

When exiting the parking lot, we must pay attention to the left side, as in the lane on the left where we intend to turn into, there may be a vehicle that is in the process of overtaking, or a vehicle that is driving in the same lane may increase its speed (coming from the right) which endangers road traffic safety.



Entering the traffic from a parking lot



Entering from the parking lot

T5. TAKING THE NECESSARY MEASURES WHEN EXITING THE VEHICLE, EXITING THE PARKING SPACE, CONTINUING MOVEMENT AFTER STOPPING IN TRAFFIC, AND EXITING A YARD

Instructor's duties:

- *Demonstrates safe entry into the vehicle without obstructing other traffic participants;*
- *Ensures safe exit from the vehicle;*
- *Demonstrates safe exit from the vehicle without obstructing other traffic participants;*
- *Secures the vehicle against unintended movement and ensures that it cannot be used by unauthorized persons;*
- *Ensures passenger exit from the side where traffic is not taking place.*

The instructor explains to the candidate that before opening the door, he/she should observe the traffic coming from behind via the mirrors (interior, side) and the blind spot. After making sure that he/she does not obstruct or endanger other traffic participants, he/she opens the vehicle door.



When exiting the car, the driver must look at the traffic from behind, via the mirrors and the blind spot, and then open the door with his right hand.



Improper opening of the door by endangering the cyclist



The driver candidate is told that when entering the street from the yard, he must yield the right of way to pedestrians who are walking on the sidewalk.

Pedestrians have the right of way

The driving instructor is obliged to tell the driver candidate that every time before driving, he should visually inspect the vehicle, as unexpected situations, such as the one in the below photo, may arise.

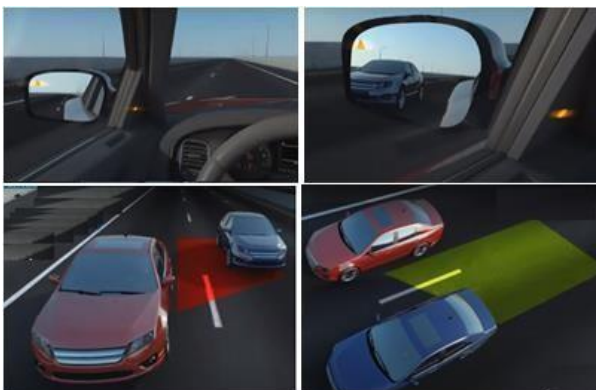


Dangerous driving in reverse

Blinds Spot - (shoulder check) with intelligent devices

The blind spot appears on the sides and rear of the vehicle. While driving, the vehicle in this area cannot be seen through the mirrors, so you have to look over your shoulder - by turning your head left/right to see if there is any vehicle in the blind spot area.

The driver is not allowed to take any action without looking at the blind spot, as there may be a vehicle in this area and an accident may be caused.



Blind spot in the car- with red color

New vehicles are equipped with an intelligent system called “Blind Spot Assist,” i.e., Mercedes; the system can also activate the brakes to avoid an accident. More precisely, the ESP will react by applying braking to the wheels on one side of the vehicle, thus preventing or slowing down the movement into the other traffic lane.

On a three-lane road with one-way traffic, when the driver is traveling in the middle lane and intends to change the lane to the right or left, intelligent devices facilitate such an action, and if there is a vehicle in the blind spot zone, they detect it and signal the driver. The following photos show the sequence of actions before taking any action with a vehicle.



The sequence of actions before taking any action in traffic is:

1. *Checking the interior mirror.*
2. *Checking the exterior mirror,*
3. *Checking the blind spot.*
4. *Signaling with direction indicators.*

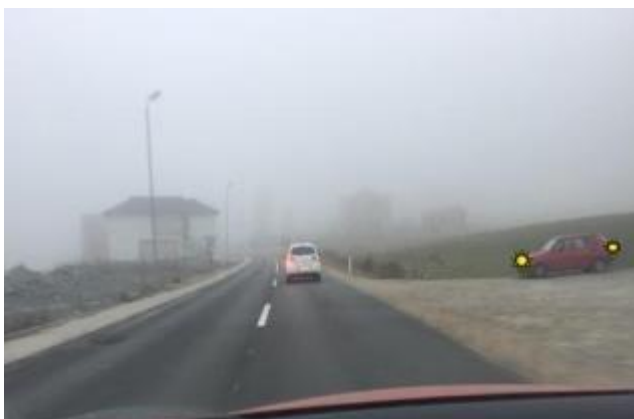
Sequence of actions for observing the traffic coming from behind

▪ **Road Entry**

Instructor's duties are:

- ***Provides instructions for entering the road or rejoining the traffic from parking lot after a stop***
- ***Ensures safe entry of the vehicle into traffic;***
- ***Demonstrates giving priority to oncoming traffic.***

Instructions for the candidate in this situation are:



- to signal with the left turn indicator,
- must look at both sides of the road,
- enter the traffic lane only if he/she does not obstruct or endanger other traffic participants.

Entering traffic from the dirt road

Traffic accident

Instructor's duties are:

- Give instructions in case of an accident;
- Secure the accident site;
- Measures for preserving accident traces;
- Place the safety device sign (safety triangle);
- Provide first aid to the injured.

Safety distance

Instructor's duties:

- Provides instructions on lateral and longitudinal safety distances;
- Demonstrates the way of opening doors of parked vehicles and the dangers associated with it;
- Demonstrates unexpected pedestrians emerging between parked vehicles and the dangers associated with it.



Longitudinal safety distance

The longitudinal safety distance between vehicles while driving within a residential area is 1 second, outside a residential area it should be at least 2 seconds, while on slippery roads it must be 3 seconds.



The transverse safety distance is at least one (1) meter when overtaking a two-wheeled vehicle, or an organized column of pedestrians.

While, when driving by a stopped or parked vehicle, it should be sufficient to ensure that if the parked vehicle's door is opened, the traffic safety will not jeopardized (see the photo).

Transverse safety distance

T6. INTERSECTION, APPROACH TO INTERSECTION AND JUNCTIONS AND PASSING THROUGH THEM

Traffic at the intersection

The instructions for the driver candidate when approaching the intersection are: he/she must drive with increased caution, in order to adapt to the traffic conditions at the intersection and understand the way traffic is regulated at the intersection.

When the driver of a vehicle approaches an intersection, he/she is obliged to drive at such a speed that he/she can stop and give priority to traffic participants who have the right of way at the intersection.

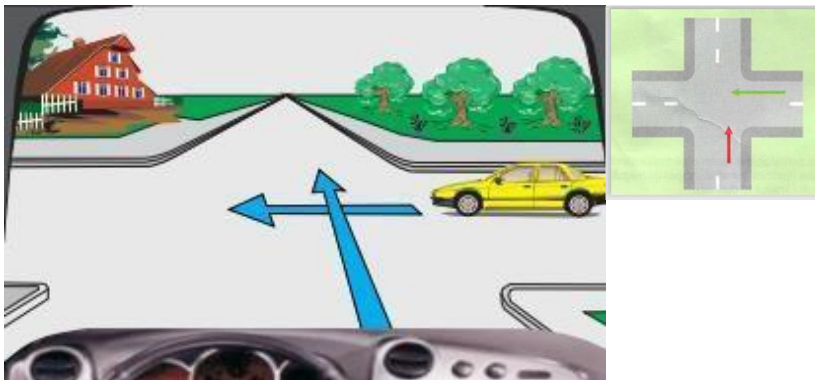


Blocked traffic at the intersection

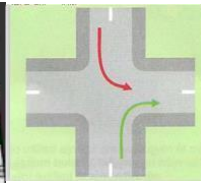
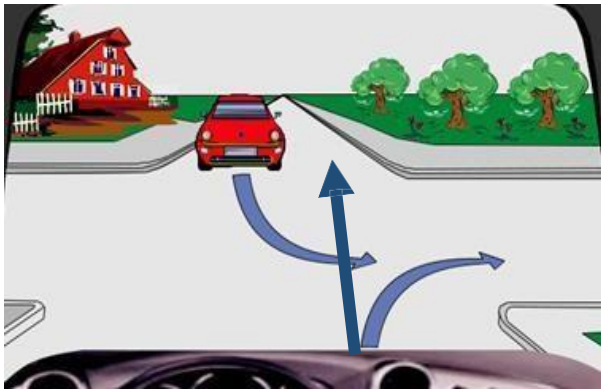
The driver candidate is not allowed to enter the intersection because traffic is blocked.

Right-hand Rule

The driver candidate should reduce speed and allow the yellow car to pass (right-hand rule).

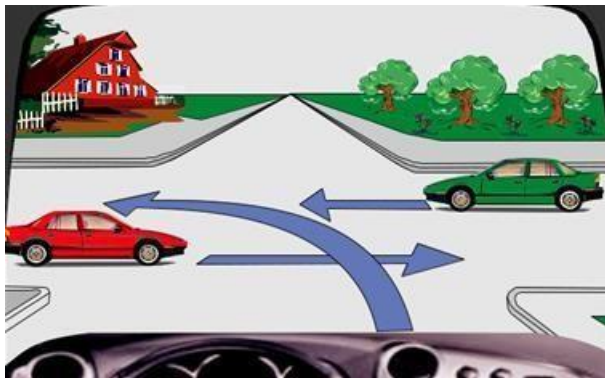


Yellow car has the right of way



The driver candidate will continue to drive in front of the red car by proceeding straight or on the right, but needs to be careful because the red car may turn left even though it does not have the right of way.

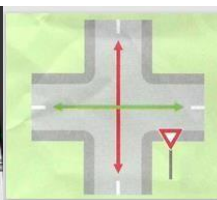
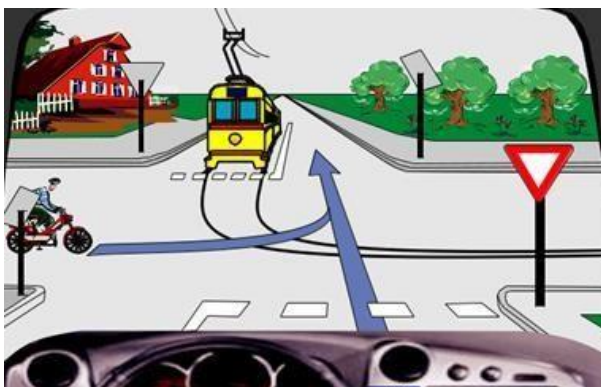
The red car that is turning left - moves last



The driver candidate yields the right of way to the green car, while it will move before the red car.

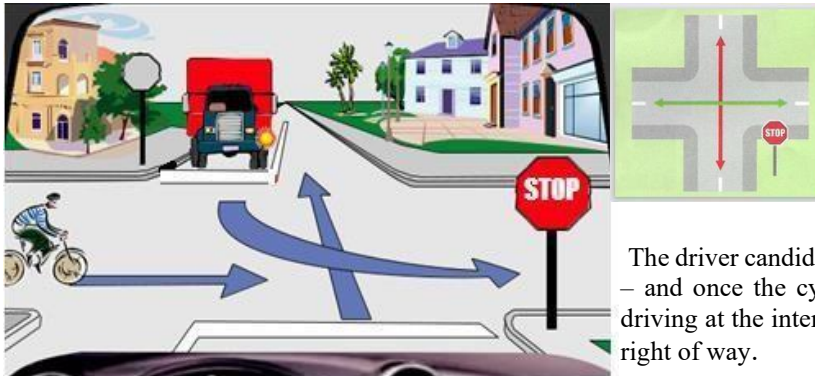
The right-hand rule applies

Intersection regulated by traffic signs



The driver candidate yields the right of way to the moped driver as he moves on the main road, and then to the tram.

Intersection regulated by traffic signs



The driver candidate must stop in front of the **STOP** line – and once the cyclist has passed, he/she will proceed driving at the intersection as the second vehicle with the right of way.

I must stop in front of the STOP sign



The driver candidate proceeds first at the intersection, as he is maintaining the direction of movement (*right-hand rule*).

I will proceed before the red car

Extension of the road with priority of passage



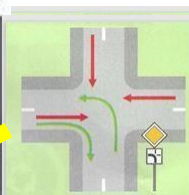
The driver candidate will proceed as the last at the intersection, since the red car and the cyclist are coming from his right side (the right-hand rule applies).

Extension of the road with priority of passage is on the right side



The driver candidate will stop in front of the intersection and will proceed with driving once the green car which is driving on the extension of the road with priority of passage (main road) has passed.

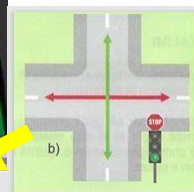
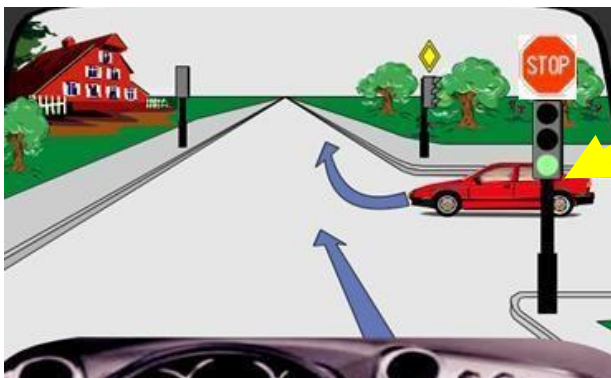
Green car has the right of way



At this intersection, the first one to drive is the vehicle driving on the extension of the road with priority of passage, and he/she should signal with direction indicators.

I drive the first

Intersection regulated by traffic lights



At this intersection, the candidate driver will drive first since the traffic lights and not the STOP traffic sign are to be respected. Attention is to be paid since the red car may turn right even though it does not have the right.

I shall proceed driving without stopping



The candidate must stop before the intersection, as the meaning of the traffic lights and not the traffic sign is to be respected. “Road with priority of passage”.

The traffic light should be respected



Unë duhet të ndalem para shenjës STOP

The traffic sign “STOP” should be respected

The flashing yellow light does not regulate the right of way and other right of way rules apply.



If there is a solid stop line, the candidate must stop in front of this line. If there is no solid stop line, the candidate must stop only at the line of sight at the intersection (*there is no need to stop in front of the STOP sign*).

The stopping of the vehicle should be done at the line of sight

Roundabout intersection

At a roundabout, the same rules as at other intersections apply. The roundabout is considered the main road, while the approaches are regarded as secondary roads if they are marked with **“Intersection with the road that has a right of way”** signs.

These intersections allow for easier traffic flow, necessarily reducing the driving speed, which increases road safety, because there is no left turn, and thus conflict points are reduced. The traffic is developed counterclockwise.

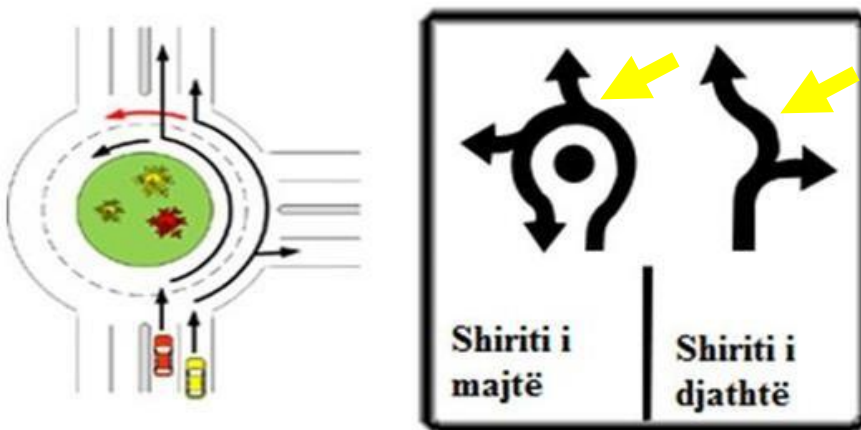
Roundabout Intersections are indicated by the traffic sign **“Approaching a Roundabout Intersection”**, and as at any intersection, speed should be reduced if necessary and **vehicles already circulating in the roundabout, namely on the main road, should be given priority.**



Afërsia e kryqëzimit me rreth-rrotullim

A roundabout intersection with a single lane of one-way traffic does not present any difficulties, as the entries and exits are made using a single lane of traffic.

At a roundabout intersection with two lanes for one-way traffic, the far right lane of traffic is used for the first and second exits, whereas the left lane is used for the second, third.... exits and for changing direction of movement.



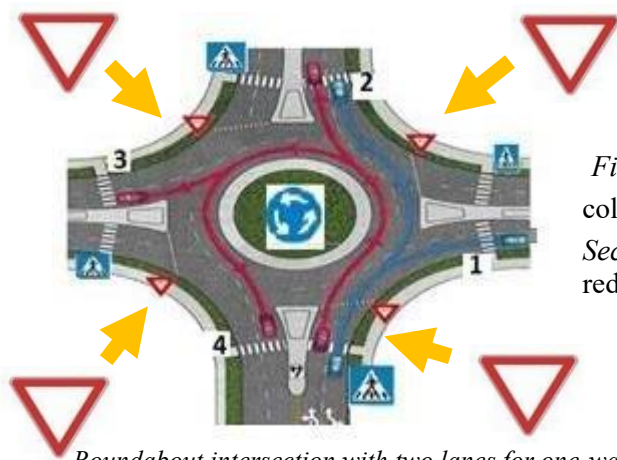
Signalization of roundabout intersection

Entry technique, driving through the circle and stopping at roundabouts

It is very important that the driver candidate, during practical training, plan in advance, prior to entering the intersection, which exit he will take to leave the roundabout, because any lane change or overtaking in the roundabout can lead to obstruction or endangerment of road traffic.

When entering a roundabout, there is no need to signal with the direction indicator (entry to the right is mandatory). Only after considering the distance between vehicles and the time available, can one enter the intersection by moving into the appropriate circle (regardless of the number of circles) with the intention of continuing the movement (since the danger comes from the left side and the situation in the circle can be easily observed).

Changing the lane or overtaking at a roundabout intersection is allowed if other traffic participants are not obstructed or endangered. However, it is recommended not to change lanes but to respect movement trajectories for entering, driving in the roundabout lanes, and exiting, as shown in the following figure.



“Intersection with the road that has a right of way”

First and second exit – movement trajectory marked with blue color.

Second, third exit and change of direction of movement- red color trajectory.

Roundabout intersection with two lanes for one-way traffic

Problems do not arise if, when entering and exiting a roundabout, when the number of lanes at the entrance and exit is the same as the number of circulating lanes within the roundabout as shown in the above figure. Entering the intersection is done according to the road signs, where the far right lane allows the candidate driver to drive the vehicle through the blue trajectory (see the figure above), if his intention is the first or second exit (in the outer lane of the roundabout). When exiting the roundabout, a right turn signal must be used. The first exit (1) from the roundabout may be taken only from the blue trajectory (from the outer lane), which means that exit from the intersection via the red trajectory (from the inner lane) is not allowed (see the second exit).

If the driver candidate who is aligned in the left lane intends to take the second exit via the right lane (blue trajectory), he must first change the lane and move to the outer lane of the roundabout after passing the first entrance (traffic island) and signal with the direction indicator.

If the roundabout has three or more lanes and there are two exit lanes, then the following applies: from the outer lane to the right lane (right to right) and from the inner lane to the left lane (left to left).



Roundabout intersection with multiple traffic lanes

At a roundabout intersection with three or more traffic lanes, both at the entrance and exit, no difficulties will appear; road signage must be respected.



Roundabout intersection with one entry-exit lane and two lanes in the circle

If there are two lanes in the roundabout and only one exit, then the driver candidate intending to take whichever exit must first pass to the outer lane of the circle as seen in the figure. For example, the candidate intending the fourth exit, after passing the 3rd exit, passes to the outer lane of the circle and then takes exit no. 4. (*see the figure*).

If there are two lanes for entering the intersection, while the circle (roundabout) has three lanes, but there is only one lane for exiting, it is clear that the exit is made via the outer lane of the roundabout as shown in the figure above. If necessary, the driver must complete a full circle around the roundabout if conditions and circumstances do not allow the timely passage to the outer lane of the roundabout.

Junction

Driving at a junction means driving at an interchange, where traffic flows without interruption, on high-level roads, i.e., on a highway, motorway, etc.



Entry and exit are done via the respective lanes as shown in the photo above, for example when the “Arbër Xhaferi” highway intersects with the “Ibrahim Rugava” highway.

Highway junction



The deceleration lane that serves to exit (disconnect) from the highway must be used by the driver candidate when leaving the highway.

Exit from the highway

Driving technique at an interchange

The candidate is explained the technique of driving at an interchange, where the traffic flows without interruption and at a higher speed than at intersections that are at the same level.

Driving is done according to the blue and yellow vehicle movement trajectory.



Driving at the interchange

Intersection regulated by a traffic policeman



The driver candidate drives the yellow car and continues driving even though the traffic light is red because according to the policeman’s position, he has the right of way.

Intersection regulated by a traffic policeman

T7. DRIVING ON A FLAT ROAD, ONCOMING TRAFFIC, PASSING BY, OVERTAKING INCLUDING DRIVING IN THE LIMITED SPACE

Driving in a flat road

Instructor's duties are:

- *provides instructions for driving on a flat and straight road;*
- *provides instructions for losing the sense of speed and encourages the driver to drive at high speed*;*
- *increased desire to overtake;*
- *loss of control over the driving speed;*
- *possibility of being blinded by vehicle lights at night, when facing oncoming traffic*
- *driving on a long and straight road is dangerous, even if the road's field of view is good.*



Straight road

Oncoming traffic

Instructor's duties are:

- *Provides instructions on driving the vehicle when facing oncoming traffic;*
- *Provides instructions on adjusting the speed of the vehicle during oncoming traffic;*
- *Provides instructions on maintaining the lateral safety distance between vehicles;*
- *Provides instructions on the adequate use of lighting devices during oncoming traffic (at night).*

During the practical lesson, you met a tractor on a longitudinal slope. To allow the oncoming vehicle to pass, you should move backwards.



Oncoming vehicle

Driving technique during oncoming traffic



During oncoming traffic, attention must be paid to ensure a safe lateral distance, which must be sufficient to ensure safe passage for oncoming traffic.

If oncoming vehicles turn left, they are passed on their right side.

Safe lateral distance during oncoming traffic- from the right side

The lateral safety distance during oncoming traffic depends on the driving speed and the lateral distance between the vehicle and the edge of the road.



The driver candidate has the right of way over the oncoming vehicle, but the possibility that the vehicle may continue moving even though it does not have the right of way is not ruled out.

Oncoming traffic regulated by traffic signs



The driver candidate must stop and yield the right of way to the oncoming vehicle.

Oncoming traffic regulated by traffic signs

Overtaking and passing by

Overtaking - passing by a vehicle next to another road vehicle driving in the same direction.



Overtaking allowed

The driver candidate observes the traffic from behind, signals with the left indicator and does the overtaking.



Overtaking not allowed

Safe lateral distance



Overtaking the cyclist

In this situation, the driver candidate overtakes the cyclist (even though there is a solid line) and maintains a lateral safety distance of at least **1 meter** and signals with the direction indicator throughout the entire action.

Rules for overtaking



Overtaking on the right side

The driver candidate overtakes the vehicle from the right side.



Overtaking is done from the right side

- *The driver candidate overtakes the tram from the right side.*

Obligations of the driver whose vehicle is being overtaken



Overtaking is done from the left side

The driver candidate driving the white car that is being overtaken:

- must move his vehicle to the right edge of the road,
-
- is not allowed to increase speed while being overtaken.



No overtaking allowed – one lane for one-way traffic

The driver candidate is not allowed to overtake on one-way, single lane traffic when approaching a dangerous turn.



Overtaking of motor cultivator allowed

Overtaking allowed- two road lanes for one way-traffic



*Kandidati për shofer para kthesë së rrezikshëm i lejo
[ps]*

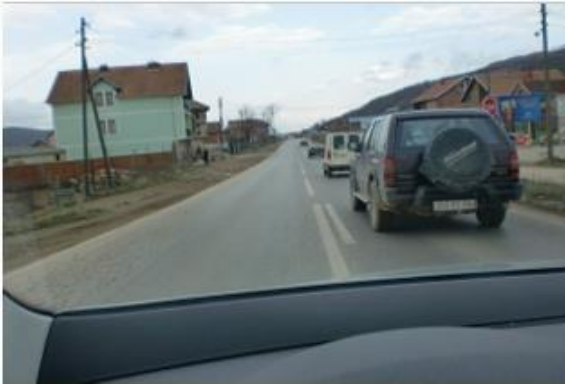
The driver candidate is allowed to overtake on a one-way road with two or more lanes when approaching to a dangerous turn.

The candidate is allowed to overtake the motor cultivator even though there is a solid longitudinal line.



The driver candidate is allowed to overtake in the tunnel in the photo, provided that no vehicles are coming from behind, since there are two designated lanes for one-way traffic.

Overtaking in this tunnel is allowed



Column of vehicles

Overtaking of these vehicles (column) is prohibited



Driving in parallel lines

Overtaking allowed



Overtaking two vehicles at the same time is allowed

Driving in parallel lines

The candidate is allowed to change lanes only for parking or exiting the traffic lane.

Passing by



The driver candidate is allowed to pass by from both the right and left sides provided that there are no vehicles coming from behind.

Passing by from both sides

Driving in an area with limited field of vision



Limited visibility - the limited space that a traffic participant can see from the position where he is, due to a road with invisible curves, hill crests or due to a physical obstacle, an object or the like.

Limited field of vision



Fushëpamje e mirë e rrugës

Road with traffic signals increases road traffic safety.



Dangerous left turn

Road sections with curves or hill crests pose a risk to new, beginner and inexperienced drivers. On curves, visibility can often be limited and centrifugal force can be present, which tends to push the vehicle off the road.

Distance between two vehicles

The distance between vehicles while driving within a residential area must be at least 1 second.



Safety distance

The distance between vehicles when driving outside of residential areas must be at least 2 seconds.



Safety distance

The distance between vehicles when driving on slippery roads must be at least 3 seconds.

T8. CHANGING THE DIRECTION OF DRIVING: TURNING RIGHT, LEFT, AND LINING UP IN THE OTHER TRAFFIC LANE

Instructor's duties:

- *Provides instructions on changing direction, turning right or left, and lining up in the next traffic lane,*
- *Provides instructions on observing the sufficient distance ahead, checking the interior mirror; the left and right side mirrors as well as the blind spot.*
- *Provides instructions on lining up on time for turning right, turning left and signaling on time for the actions taken.*

Driving technique when turning right, left and lining up in the next traffic lane

The candidate should be explained that before any action, he/she must first check the interior and exterior mirrors, look over the shoulder (blind spot) and signal with the direction indicator.

The technique of driving at an intersection and how to align, turn right, turn left, make the U-turn, and drive at an intersection is given below.

Turning right and selecting the traffic lane

The driver candidate is explained how to make a right turn by driving in the far traffic lane that extends along the right edge of the road surface, unless otherwise specified by a traffic sign on the road. In the event of a static or mobile obstacle (stopped or parked vehicle, road damage or any other obstacle) present on the right lane where the turn is made or on the side road where the turn is made, then the other traffic lane can be used, by observing the traffic at our back (interior, exterior mirror, and blind spot) and signaling with the direction indicator.





Turning right without stopping is allowed (green traffic light), but it must be done with increased caution, as pedestrians may stop on the road and the moving van may have to stop after turning onto the side road (right side).



Right turn

A driver candidate who is aligned with his/her vehicle for a right turn must pay attention to safety and flow of traffic while driving at an intersection. When turning right from a traffic lane onto a road with one traffic lane, the turn should be made by following the trajectory in this situation.

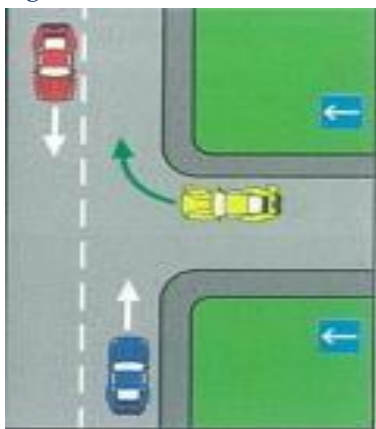


Right turn at a classic intersection



Right turn - the driver candidate operating the green vehicle who turns right must position the vehicle close to the right edge of the road (lane) on the crossroad and must activate the right turn signal to indicate the direction.

Right turn at a T-intersection

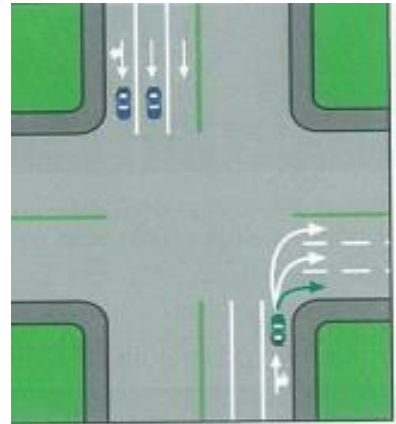


To turn right, the candidate driving the yellow car uses the right lane of traffic close to the edge of the one-way street, as shown in this situation.

onto a two-way street

The purpose of selecting a traffic lane relates to the increase of safety and traffic flow.

In this situation, the candidate driving the green car is making a right turn from a traffic lane onto a three-lane road. The candidate is allowed to turn into any lane and proceed driving depending on his/her intended direction of travel.



Turning right from a traffic lane onto a three- lane traffic road



In this situation, a right turn from a designated lane onto a three-lane crossroad and a vehicle coming from the opposite direction that is making a left turn are shown. The driver candidate operating the green car is turning right from a traffic lane onto a three-lane road and can select any traffic lane on the crossroad.

Turning right from a traffic lane onto a three-lane road and an oncoming car

If the traffic is regulated by a traffic light (*see the yellow arrow*), then while the green light is on, the driver candidate is instructed that he/she has the option of turning right from the traffic lane onto any traffic lane he/ she wishes (right, middle, or left lane).



Intersection regulated by traffic light – dedicated/special lane for turning right onto a two-lane traffic road



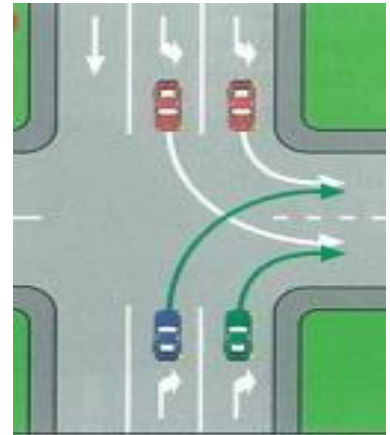
If the traffic is regulated by a traffic light (see the yellow arrow), then while the green light is on, the driver candidate is instructed that he/she has the option of turning right from the special/dedicated lane onto any traffic lane he/ she wishes (right, middle, or left lane). The same applies if there are present more traffic lanes.

Intersection regulated by traffic light- special/dedicated lane for right turns onto a three-lane road

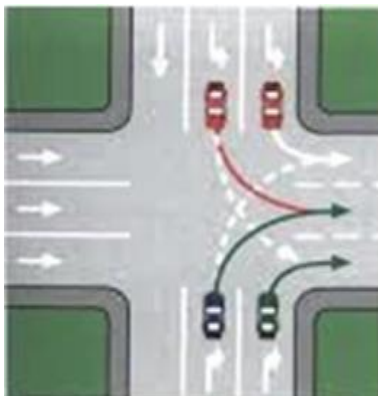
While driving through an intersection, the driver candidate must focus on the vehicles that are already in the intersection, oncoming vehicles, as well as those approaching from behind or driving next to him/her.

There are two lanes designated for right turns and two lanes of traffic for left turns; also, on the crossroad, there are two traffic lanes.

The turns should be made as shown in the figure, right turn onto the right lane and left turn onto the left lane.



Turns from two lanes of traffic onto the two-lane road



Right turn from two-lane traffic road

From the figure, it can be seen that two traffic lanes are designated for right turns and two traffic lanes for left turns, while the crossroad has three traffic lanes. The middle lane is shared by the vehicle turning right and the one turning left. The candidate driving the green vehicle (in the left lane) will proceed to make a right turn before the red vehicle coming from the opposite direction.

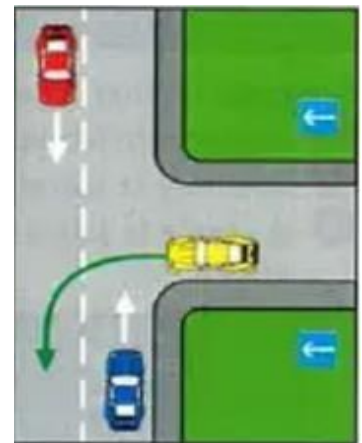
Left turn and traffic lane selection



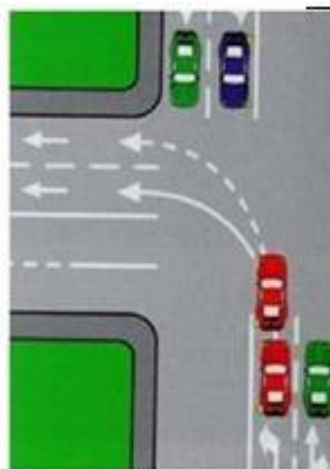
Left Turn - The driver candidate turning left with the red car must make the turn through the leftmost traffic lane that runs along the center line and through the imaginary or marked arc connecting the two (2) center lines of the road's side surfaces, unless specified otherwise by a traffic sign on the road.

Turning left from a traffic lane onto a one-lane traffic road

The candidate turning left with the yellow car must do so through the traffic lane that runs along the left edge of the road with one-way traffic, unless specified otherwise by a traffic sign on the road.



Turning left from a one-way road



If there is a dedicated lane for turning left as in this situation, in order to ensure as quick as possible flow of traffic and to avoid traffic jams, the candidate driver operating the red car is allowed to make the left turn onto any lane of the crossroad.

Turning left at an intersection from one lane of traffic onto a two-lane traffic road

In this situation, a left turn from the dedicated lane onto a three-lane crossroad is presented. The candidate driving the blue car can turn left onto any lane of the intersection and continue driving depending on his intention.



Turning left from the dedicated lane onto a three-lane traffic road



In this situation, is shown a left turn from the dedicated lane onto the three-lane crossroad, as well as a car coming from the opposite direction and making a right turn.

Turning left from the dedicated lane onto a three-lane road and a vehicle coming from the opposite direction

The candidate driving the car in the leftmost lane is only allowed to turn into the leftmost lane on the crossroad. The car that is positioned in the middle lane is allowed to turn into either the middle lane or the rightmost lane on the crossroad (see the figure).



Turning left from two lanes of traffic onto a three-lane traffic road

Turning left from two lanes of traffic



Turning left from two lanes of traffic onto a three-lane road

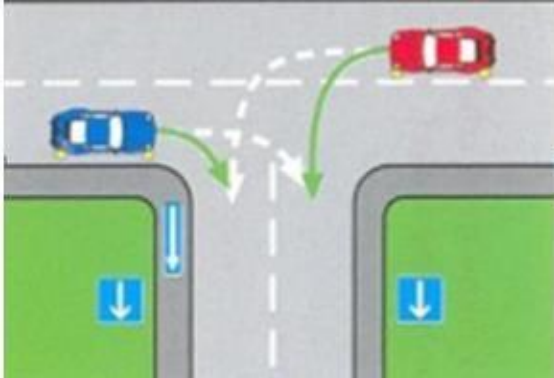
In this situation, left turns are made from traffic lanes that extend close to the middle of the road on a three-lane crossroad. While there is a car coming from the opposite direction and making a right turn.

In this situation, left turns are made from the traffic lane that extends close the middle of the road onto a two-lane crossroad. In order to keep as quick as possible flow of traffic, vehicles proceed in the order as shown in this figure.



Turning left from a dedicated lane onto a two-lane road

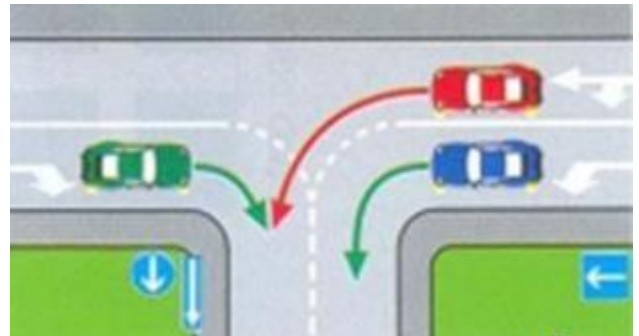
Driving technique through a 'T' shaped intersection is shown in the figure below.



The candidate driving the red car and intending to turn left onto a crossroad with one-way traffic can do so as shown in this situation.

Turning left from a two-way traffic road onto a one-way traffic road

The driver candidate driving the blue car can make a left turn at the same time as the driver driving the green car, as there are no conflicting points. The driver driving the red car must make the turn onto the crossroad with one-way traffic once the green car has passed.

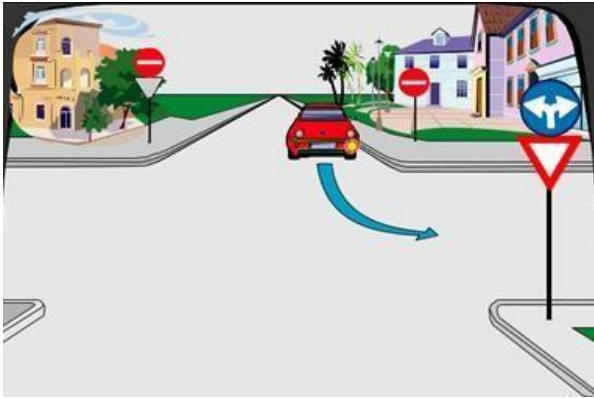


Turning left from two lanes of traffic onto a two-lane road (one-way traffic road)



The driver candidate turning left will make the turn through the leftmost lane of traffic and signal it with the direction indicator. He can also perform a U-turn.

Turning left from the dedicated/special lane



The driver candidate is aligned for a left turn onto a one-way road, and he/she must signal it with the direction indicator.

Aligning for a left turn from a one-way traffic road



Left turns are prohibited and the driver candidate must respect the “STOP” traffic sign by stopping the vehicle completely in front of the solid stop line. If there is no solid transverse stop line at the intersection, the candidate must come to a complete stop before reaching the line of sight.

No left turns are allowed

U-turn

Instructor's duties:

- Provides instructions for adjusting speed;
- Provides instructions for timely alignment in the appropriate lane;
- Provides instructions for timely signaling with direction indicators.

Driving technique when making a U-turn

When practicing the U- turn, the driving instructor must carefully select an appropriate location on the road or at the intersection, taking into account the elements of time and space as well as the traffic density. It is not recommended to practice this action on the section of the road or at the intersection with high traffic density which represents an obstacle or endangers road safety.

To make a U- turn, it is permitted to use the road shoulders, parking lots, or any other surface outside the public road provided that it does not obstruct or endanger other participants.

The driving technique for performing a U-turn is shown in the below figure:

- without maneuvering.



The candidate begins this action after having observed the traffic from behind (*interior, exterior mirror, looking over the shoulder - blind spot*) and in front, and after being convinced that he/she does not obstruct or endanger other participants, and by signaling with the direction indicator, he begins the action.

U-turn on a public road without maneuvering

- without maneuvering by using the intersection space

At the intersection, the candidate is required to make the U- turn as quickly as possible, considering the distance, space and time available, which means using the shortest possible space and the shortest possible time to perform the action (*see the trajectory no.1*), without obstructing or endangering other traffic participants, otherwise he/she is not allowed to begin such an action. If the geometry of the intersection and the technical elements of the vehicle do not allow such an action, the movement trajectory no. 2 may be used.



U-turn at the intersection without maneuvering

The U-turn is permitted using the side roads on the right and left by moving over the pedestrian crossing, provided that they are not obstructed and their safety is not endangered.

If an unexpected or dangerous situation emerges while making the U- turn, then the driver candidate must proceed by moving left or right, or if he/she has not yet started the U- turn, he/she must abandon the action in question.

U- turns are prohibited by road signs (stop traffic sign, mandatory straight direction, solid longitudinal line, etc.) and by traffic and safety rules (on highways, tunnels, etc.).

- by using the secondary (side) road at the intersection

Instructions for the driver candidate making the U-turn using the side road are as follows:

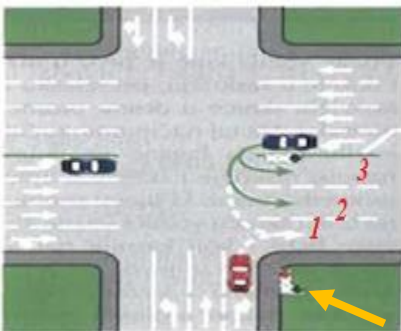


- passes the intersection halfway and turns on the right direction indicator; after passing the intersection along the transverse line for approximately one vehicle length, the candidate stops, activates all direction indicators and by driving in reverse, enters into the side road up to the solid or broken stop line and stops by signaling with the left direction indicator and then performs the U-turn,
- then turns on all direction indicators and moves backwards into the secondary side road up to the stop line, and if there is no stop line, up to the line of sight. Thereupon he/she signals with the direction indicator and performs the U-turn with increased caution; if there is a solid longitudinal line it is not allowed to step on or pass over it.

U- turn using the side road of the intersection on the secondary road

It is not permitted to perform a U-turn if, while reversing, you move over a pedestrian crossing, a cyclist crossing, etc., or when by driving in reverse you enter the road with a right of way or enter from any surface outside the public road or similar onto a traffic road. In these places and under these circumstances, it is not permitted to practice the U- turn maneuver, and there is no exception (i.e., the instructor ensures safety while reversing).

-at the intersection



The driver candidate is permitted to perform the U-turn from the leftmost lane. It is recommended that the U-turn be performed in the third lane for safety reasons, provided that there is a technical possibility (depending on the technical characteristics of the vehicle, the geometry of the intersection, the widths of the traffic lanes), however the U-turn may also be executed in the second or first lane. The traffic situation is to be monitored at all times in order not to obstruct or endanger other traffic participants.

U-turn at an intersection

Regardless of the fact in which lane the U- turn is performed, the candidate is thereafter permitted to change the lane if he/she wishes (if the longitudinal line is broken) provided that the traffic behind is not obstructed and by signaling with direction indicators.

At the intersection where turning left is permitted, the driver candidate can perform the U- turn if such thing is not prohibited by a traffic sign.



No U-turns allowed

The driver candidate is only permitted to turn left and must signal his/her intention by using the left turn direction indicator.

When training driver candidates operating long vehicles and vehicle groups, the turning rules for the above-mentioned turns do not apply if conditions allow the use of areas outside the public road.

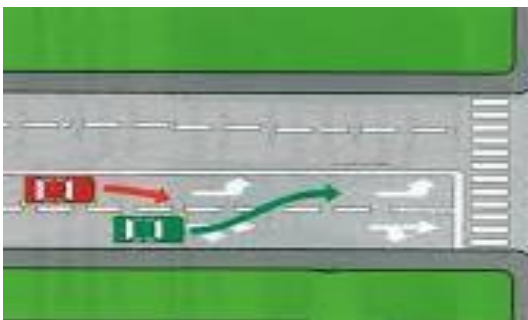
Traffic lane change technique

Changing the lane for turning left is permitted if there is a broken longitudinal line (see the arrow).



Changing the lane for turning left is permitted

The driver candidate is allowed to change the lane by observing/checking the traffic coming from behind (mirrors, blind spot) and signaling with direction indicators.

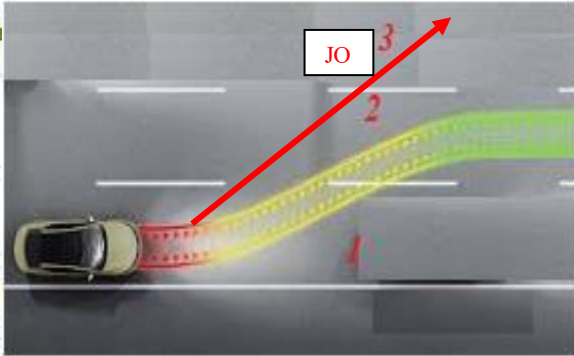


Changing the traffic lanes

If the candidate is driving the red car in this situation, then he/she should reduce the speed as necessary and allow the green car to change the lane first (right-hand rule applies) before moving to the right lane.

The instructor must provide timely instructions for changing lanes by taking into account the distance and time available so that the action is carried out properly and according to traffic and safety rules.

During the practical training, the driver candidate, driving a car on a one-way traffic road with three lanes, is not

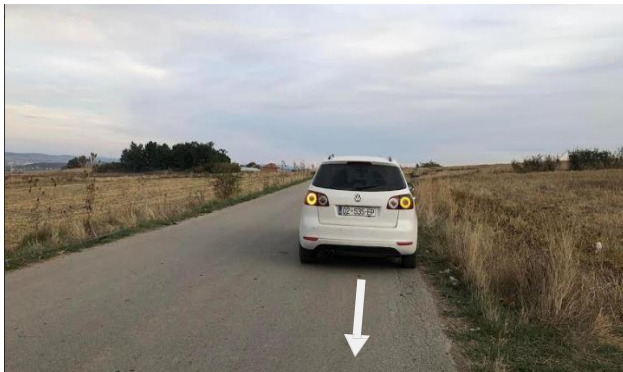


Changing the traffic lanes

allowed to change two lanes at once. The driver candidate must first move to the middle lane no.2 (by ensuring beforehand that there are no vehicles driving in the middle lane), then move to the middle lane and take a position in this lane, then again check the interior and exterior mirrors, and the blind spot; and if there is no vehicle behind, he /she signals before moving to the leftmost lane no.3 and proceeds driving. If the road has four or more traffic lanes, the rules as described above do not apply. This rule does not

apply when entering a roundabout intersection with a traffic light and three or more lanes, when there is a dedicated/special lane for turning right.

Technique for driving in reverse



Driving in reverse

The candidate is to be explained the actions that must be taken when driving in reverse, safety measures, signaling with all direction indicators.

T9. ENTERING AND EXITING A HIGHWAY OR SIMILAR ROAD (IF THEY EXIST) AND ENTERING TRAFFIC FROM THE ACCELERATION LANE, EXITING TRAFFIC FROM THE DECELERATION LANE

Entering and exiting high traffic intensity roads

Instructor's duties when entering high traffic intensity roads:

- provides instructions to the candidate on the perception of traffic signs;
- provides instructions to the candidate on adjusting speed and timely signaling;
- provides instructions to the candidate on using the acceleration lane when entering the highway

Instructor's duties during the drive on the highway are:

- Provides instructions to the candidate for driving in the far right lane if it is free.
- Provides instructions to the candidate for driving by respecting the maximum and minimum speed limit.
- Provides instructions to the candidate for increasing the safety distance.
- Provides instructions to the candidate for checking traffic from behind (mirrors) from time to time.
- Provides instructions to the candidate for using signaling devices during traffic operations; overtaking, aligning, etc.;
- Provides instructions to the candidate for stopping the vehicle in the emergency stop lane on the highway.

Instructor's duties when exiting the highway are:

- Provides instructions to the candidate on perceiving traffic signs for exiting the highway;
- Provides instructions to the candidate on adjusting speed and timely signaling for exiting the highway;
- Provides instructions to the candidate for using the deceleration lane when exiting the highway.

Driving technique when entering the highway

The instructor explains to the candidate the technique of entering the highway with a vehicle:

- to use the acceleration lane, when it exists, by appropriately signalling with direction indicators and entering the flow of traffic in a way that does not endanger the traffic of vehicles driving on the highway;

- Give priority to another vehicle moving on the highway, if there is no special/dedicated acceleration lane.
- Entering the highway should be done at the end of the acceleration lane by increasing speed without obstructing vehicles that are driving on the highway.



Highway entrance lane

To exit the highway, you must use the deceleration lane and signal with your direction indicators.



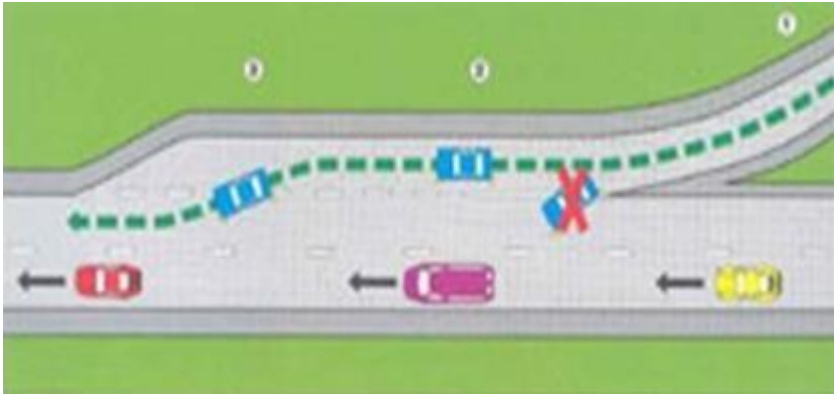
Highway exiting (deceleration) lane

Drivign technique when using the acceleration and decelaration lane

The driving technique when using the acceleration technique is given below:

- *must ensure that the vehicles driving on the road which they enter are not obstructed and endangered,*
- *traffic must be observed,*
- *signaling with the direction indicator must be done,*

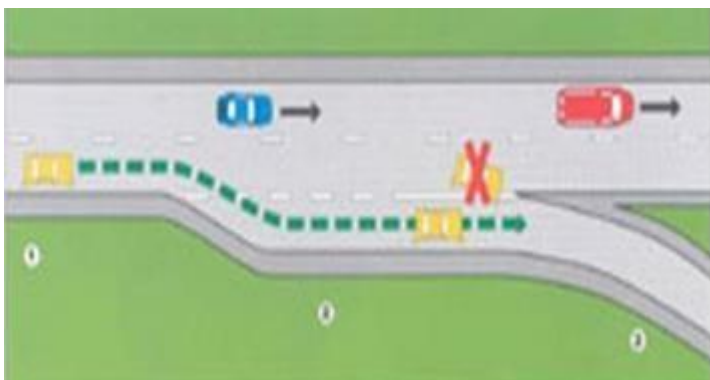
- *entry at the beginning of the acceleration lane is not allowed,*
- *driving speed is increased,*
- *entry onto the road is made at the end of the acceleration lane*



Acceleration lane

The driving technique when using the deceleration lane on the highway is given below:

- *must ensure that vehicles driving from behind are not obstructed and endangered,*
- *traffic must be observed,*
- *signaling with the direction indicator must be done,*
- *braking on the traffic lane is not allowed,*
- *moving to the deceleration lane should be done at the beginning of the deceleration lane,*
- *The speed is checked and the vehicle is slowed down as needed,*
- *It is not allowed to exit at the end of the deceleration lane.*



Deceleration lane



Traffic on the highway

The candidate is explained that on the highway, vehicles must drive in the far right lane of traffic which is not occupied by vehicles moving in a column.

The candidate is explained that on the highway, he/ she is prohibited:



U-turn is prohibited

- ***U-turn,***
- ***driving in reverse***

Driving on highways - national roads with two lanes for one-way traffic, as well as entering/exiting these roads

Instructor's duties are:

- *Provides instructions to the candidate on the perception of traffic signs on national roads;*
- *Provides instructions to the candidate on adjusting speed and timely signaling on national roads;*
- *Provides instructions to the candidate on selecting the right moment to enter a national road;*
- *Provides instructions to the candidate on adjusting speed to observe the traffic from behind (mirror) on national roads;*
- *Provides instructions to the candidate on using the edge lane when exiting a national road.*

Driving technique when entering, driving and exiting highways and national roads with two lanes for one-way traffic

In principle, highways and national roads do not have acceleration lanes, so the candidate should be explained the possible risks when entering these roads and that the traffic on these roads should be assessed beforehand. While driving on these roads, the restrictions that apply to these roads must be adhered to, and entries and exits must be performed with increased caution since they do not have the respective entry and exit lanes. On national roads, intersections are at the same level, which can jeopardize road traffic safety due to failure to respect the right of way at intersections. It is important to accurately assess the distance of vehicles that drive on national roads when entering the national road so as not to obstruct and endanger vehicles already driving on the national road. If national roads and highways have an entrance (acceleration) or exit (slowing down) lane, the driving technique on these two lanes is the same as on the highway described above.



- During practical training on a national road with one lane of traffic for one-way traffic, driving is allowed at speeds up to **80 km/h** (see the photo), while on a national road with two lanes for one-way traffic, the maximum speed is **100 km/h** (unless otherwise specified by a traffic sign).

T10. SPECIAL ROAD CHARACTERISTICS: ROUNDABOUT INTERSECTION; RAILWAY CROSSING, TRAM\BUS STOP; PEDESTRIAN CROSSING; DRIVING ON LONGITUDINAL UPHILL\DOWNHILL SLOPES

a) Roundabout Intersection



Instructor's duties are:

- Provides instructions to the candidate on the perception of traffic signs in the roundabout;
- Provides instructions to the candidate on adjusting the speed as needed, namely reducing it before reaching the intersection in the roundabout;
- Provides instructions to the candidate on respecting the right of way in the roundabout;
- Provides instructions to the candidate on timely aligning in the appropriate lane for easier entry - exit from the roundabout;
- Provides instructions to the candidate on using the lanes in the roundabout according to the destination;
- Provides instructions to the candidate on timely signaling when exiting the roundabout.

The driving technique for roundabout intersection is explained above.

b) Railway crossing



Instructor's duties are:

- Provides instructions to the candidate on perceiving traffic signs before the railway crossing;
- Provides instructions to the candidate on adjusting the speed as necessary, namely reducing it before reaching the railway crossing;
- Provides instructions to the candidate on stopping the vehicle before lighting devices, barriers or half-barriers, when they are activated;
- Provides instructions to the candidate on stopping the vehicle before reaching the STOP sign and stopping before reaching the railway crossing when the authorized person prohibits passage through it;
- Provides instructions to the candidate for turning off the engine during long waits.

Driving technique at a railway crossing

The candidate should be explained that when encountering the traffic sign “Proximity of a railway crossing with or without guardrail,” depending on the traffic regulation, the speed of movement must be adjusted. It is not allowed to enter an unsecured railway crossing before first making sure that there is no train coming. If the traffic at the railway crossing is regulated by traffic signs as in the following photo, the driver candidate must stop before reaching the STOP sign and look at both sides of the road before proceeding with increased caution.

The “St. Andrew's Cross” traffic sign indicates the crossing of the road over a railway with a pair of tracks.



“St. Andrew's Cross” traffic sign

The candidate is prohibited:

- to pass by the barriers or half-barriers and enter the railway crossing under circumstances where the lowering of the barriers or half-barriers has begun, or when their raising has not been completed,



Railway crossing with barriers or half-barriers (secured).

- to enter a railway crossing if the signals, lights or acoustic devices that warn of the arrival of the railway vehicle are on.

Driving technique at a bus stop



Instructor's instructions related to the "Bus stop" are:

- *Provides instructions to the candidate on the perception of traffic signs related to bus/tram stops;*
- *Provides instructions to the candidate on adjusting the speed as needed, namely reducing it before reaching the bus/tram stop;*
- *Provides instructions to the candidate on stopping the vehicle behind the bus when it enters traffic (within the urban area);*
- *Provides instructions to the candidate on stopping the vehicle in front of/behind the school bus (two-lane traffic road);*
- *Provides instructions to the candidate on stopping the vehicle when passengers are crossing the traffic lane.*

Behavior towards public transportation

Instructions for the driver candidate in the below situations are as follows:

- must drive at reduced speed and with increased caution, so as not to endanger persons entering or exiting the vehicle.



School bus stop

Stopped bus at a bus stop

The driver candidate who is driving the vehicle must stop behind the bus until the children/pupils enter or exit their bus.



Organized children/pupils transport

Bus that transports children/pupils



Bus stop

In this situation, the driver candidate must allow the bus to enter the traffic lane and pay attention to people who may emerge on the road. The same applies if the bus is transporting children/pupils in an organized manner.

Bus entering traffic

Pedestrian crossing

Instructor's duties are:

- Provides instructions to the candidate for advance planning, perception of pedestrian traffic signs;
- Provides instructions to the candidate for adjusting the speed as needed, namely reducing it near the pedestrian crossing;
- Provides instructions to the candidate for perceiving the dangerous situation at the pedestrian crossing;
- Provides instructions to the candidate to stop the vehicle before reaching the pedestrian crossing when the pedestrians are crossing the road;
- Provides instructions to the candidate to stop the vehicle before reaching the pedestrian crossing when his/her passage is prohibited by road signs or by a policeman's sign;
- Provides instructions to the candidate not to stop the vehicle on the pedestrian crossing.

Behavior towards the pedestrians

While driving, the driver candidate is given instructions that he/she should not endanger pedestrians who are entering the traffic road (who have stepped with one foot on the traffic road), or are walking or standing on the traffic road outside the pedestrian crossing.

The driver candidate is given instructions that he/she must yield right of way to pedestrians at their crossing, or when returning to a side road even if there is no marked pedestrian crossing. Then, the driver candidate, while driving, must be extra careful when the road is crossed by the most vulnerable road traffic participants (people with disabilities, the blind, the elderly and children) and must give them priority to cross the road.

The driver candidate is given instructions to stop the vehicle until the pedestrian crosses the traffic road, or if the road is physically divided, until he crosses the pedestrian island, respectively, the physical division of the road. If the traffic road has two lanes of traffic in each direction without physical division, the driver candidate must stop the vehicle and wait until the pedestrian has left at least one lane of traffic so that if the pedestrian turns back, he will not be endangered. The driver candidate is instructed while driving that he must be careful of pedestrians who are near the marked pedestrian crossing and take measures not to obstruct and endanger them if they attempt to cross the road.

Driving technique at the pedestrian crossing



Pedestrian crossing

Given that pedestrians cross the road at a pedestrian crossing, extra care must be taken by driving at a reduced speed and, if necessary, stopping in front of the crossing to give priority to them. Always look both sides to see if any pedestrians are attempting to cross the road.

Must reduce the speed and be ready to brake as needed.

Blocking of pedestrian crossings

The candidate is explained that he is prohibited to stop at a crossing marked for pedestrians, cyclists, railway crossing, etc., and in case of heavy traffic, he/she must plan his/her driving in advance, to ensure that there is sufficient space beyond such a crossing, if traffic is blocked.



The car is not allowed to stop on a pedestrian crossing, and thus obstruct the movement of pedestrians.

Improper stopping of vehicle



The driver candidate must yield the right of way to a pedestrian who is crossing the side road.

Turning left onto side road when there is no marked pedestrian crossing

Care for special traffic participants

In case the road is crossed by people with disabilities, the elderly, blind persons, or children, the driver must stop his/her vehicle and enable such persons to cross the road.



Instructions for the candidate are: ***He/she must let the elderly person who is holding the cane cross the road, and be prepared to brake and stop the car.***

Elderly person crossing the road



In this situation, the candidate must brake and stop the vehicle, whereas the instructor must have the traffic situation under control.

Blind person crossing the road



In most cases, pedestrians do not look on both sides of the road, endangering themselves and the vehicle driver. Therefore, the candidate must always be prepared to react if necessary, since children's actions are unpredictable.

Child not observing the traffic

Instructions for the candidate are: he/she must take their foot off the gas pedal (not accelerate and be ready to brake if necessary) if a pedestrian enters the road.

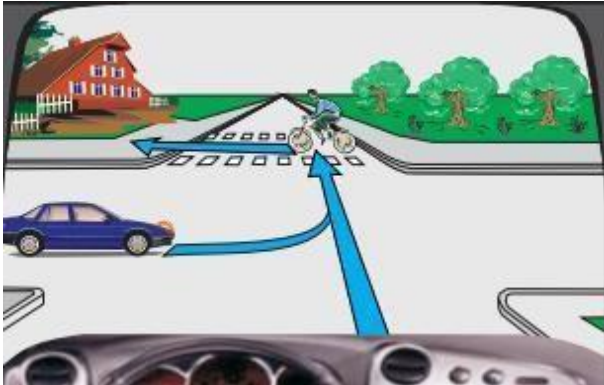


Children may run after the ball

If the ball rolls in front of the vehicle, Instructions for the candidate are:

- he/she must reduce speed and be ready to brake, as children may run after the ball.

Cyclist crossing



Instructions for the candidate are:

- give priority to the cyclist,
- reduce speed as necessary,
- then proceed before the blue car.

Cyclist has the right of way



Instructions for the candidate are:

- give priority to the cyclist that is moving in the cycling path ,
- reduce speed, and stop the vehicle if needed.

Cyclist has the right of way



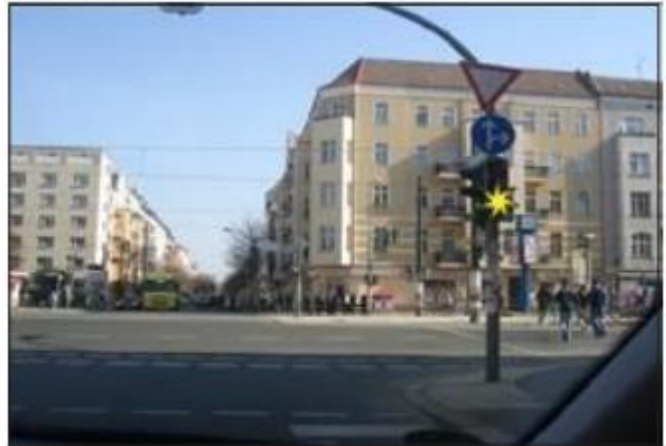
In this situation, the child may act spontaneously and without thinking enter the traffic lane without noticing the vehicle.

The candidate is instructed to take his/her foot off the gas pedal (not to accelerate and be ready to brake if needed) and observe the cyclist's behavior.

Child-cyclist not observing the traffic

Instructions for the candidate in this situation are:

- signal with direction indicators;*
- proceed with extra caution to the right;*
- yield the right of way to pedestrians who are moving on the side road.*



Driving on longitudinal slope- uphill/downhill.

Instructor's duties are:

- Choses the location for the candidate to demonstrate the action;
- Provides instructions to the candidate on perceiving traffic signs related to longitudinal slope – uphill;
- Provides instructions to the candidate on adjusting the transmission ratio(gear selection) according to the road slope;
- Provides instructions to the candidate to observe the instrument panel and check the engine operation;
- Provides instructions to the candidate on stopping and starting on an uphill by moving forward and in reverse using the parking(auxiliary) brake;
- Provides instructions to the candidate on securing the stopped vehicle from unintended/self movement;
- Provides instructions to the candidate on releasing the clutch slowly and at the same time gradually giving gas.

Driving downhill

Instructor's duties are:

- *Provides instructions to the candidate on how to perceive the traffic sign when driving on a downhill.*
- *Provides instructions to the candidate on increasing the safety distance when driving on a downhill.*
- *Provides instructions to the candidate on the timely changing of the transmission ratio (gear selection).*
- *Provides instructions to the candidate on braking with the foot pedal as needed;*
- *Provides instructions to the candidate on securing the stopped vehicle from unintended/self-movement.*

- Provides instructions to the candidate for stopping and starting on a downhill by using the parking brake for forward and reverse movement.

Vehicle driving technique on a longitudinal slope

The candidate is explained how to drive on a longitudinal slope. When driving downhill, engine braking must be used. This is done by setting the appropriate transmission ratio (speed); the lower the speed, the greater the engine braking, and vice versa. The engine should not be turned off when driving the vehicle on a downhill; in new vehicles, this can lead to rendering the steering wheel non-functional and the electronic devices blocked.

The candidate is explained that he/she should not brake continuously using the service brake, as this can lead to the brake overheating, which can lead to service brake failure.



Downhill driving

When driving uphill, the candidate is to be explained that he/she must drive at the speed that the circumstances and road conditions allow, the lower the speed of movement, the greater the power, and vice versa, acceleration is slower than on a flat road or downhill; and we may encounter a slow-moving road vehicle. The stopping distance is shorter than on a straight road and downhill.

All these conditions and circumstances must be taken into account when driving uphill.



Uphill driving

On the occasion of starting on an uphill slope using the parking brake, the driver is explained the following:

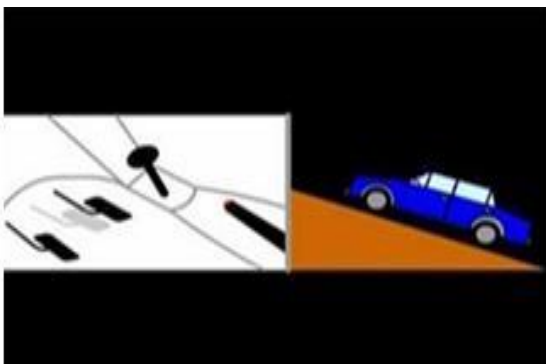
- choose an appropriate place to perform this action, preferably on a section of the road when there is no heavy traffic;
- signal the vehicle's stop with the direction indicators;
- apply the parking brake, and put the gear shifter in the neutral position;
- secure the vehicle from unintended/self-movement;
- observe the interior and exterior mirrors, look over the shoulder/blind spot, signal with direction indicators;
- put the gear shifter in first gear, release the clutch to the “action point”, and at that moment coordinate the release of the parking brake with the pressing of the gas pedal, and then proceed with driving the vehicle.

This action is repeated until the candidate understands it, since when driving, due to obstacles on the road, it often happens that I stop and start on an uphill.

The candidate is made aware of the vehicles that are equipped with advanced technology, which concerns the parking brake and the method of using it.

The method of parking the vehicle on a downhill and uphill slope is shown in the following figures. When parking downhill, the wheels should turn toward the edge of the road while the gear shifter is put in the reverse position and the parking brake is activated.

Whereas when parking uphill, the wheels turn toward the middle of the road, the gear shifter is put in the first gear of the transmission, and the parking brake is activated.



Uphill parking

Driving technique in a column of vehicles



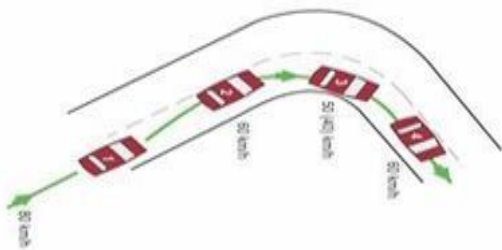
Driving in a queue is a difficult task for the candidate, especially on an uphill, where in some cases it is necessary to drive using semi-friction. Changing lanes should be avoided, except when aligning to exit the queue or to park.

Pay attention to the safety distance from the vehicle moving in front of you, follow its actions and do not brake suddenly.

Driving on curves



During driving, the candidate is explained that driving on curves is dangerous due to the influence of centrifugal force, especially if the road is slippery leading to the contact between the tires and the road being reduced.



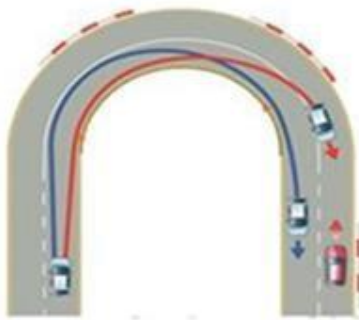
Speed of driving on curves

Before entering the curve, adjust the speed. After passing the middle of the curve, gradually accelerate, and after passing the curve, increase the speed if traffic conditions and circumstances allow it.



Before entering the curve, adjust the speed; after passing the middle of the curve, gradually press the gas pedal, and after passing the curve, increase the speed if traffic conditions and circumstances allow it.

Driving on a dangerous left turn



If the turn is to the right, the vehicle must move to the left, taking into account not to cross the center line of the road, or vice versa if the turn is to the left, since the turning radius increases and allows for safe passage of the curve.

Driving on curves

Driving during crosswinds

The candidate is explained that driving during crosswinds is dangerous, especially for two-wheeled vehicles, transport vehicles and groups of vehicles, so when driving on the road, meeting or passing them, one must be careful and increase the safety distance.

Care must be taken when overtaking transport

vehicles or groups of vehicles due to strong crosswinds, as after overtaking a vehicle you can easily lose direction of movement or after exiting a tunnel or on sections of the road where there are road objects: viaducts, bridges, etc.



Ngasja gjatë erës anësore

Driving in strong sunlight



The candidate is explained that while driving in strong sunlight, dangerous traffic situations may not be noticed, so the use of sun visors is mandatory.

You must be careful while driving, and drive at an appropriate speed depending on the intensity of sunlight and traffic conditions.

Driving in the strong sunlight is dangerous

T11. NIGHT DRIVING

Driving the vehicle in difficult weather conditions and at night

Instructor's duties are:

- Provides instructions for driving the vehicle in rainy weather conditions;
- Provides instructions for driving the vehicle on slippery roads;
- Provides instructions for driving the vehicle in snowy weather conditions;
- Provides instructions for driving the vehicle in foggy weather conditions;
- Provides instructions for driving the vehicle to reduce visibility*;
- Provides instructions for driving the vehicle in a way as to reduce the coefficient of friction*.

Driving in the rain

The driver candidate is explained that driving in the rain is extremely dangerous and requires extra caution; in addition to reduced visibility and reduced coefficient of friction of the tires with the road surface, it is characterized by the frequent risk of a malfunction of the service brake which gets wet from the rain and makes it difficult to drive the vehicle, where the so-called “*water wedge*” (aquaplaning) phenomenon occurs.

**Translator's Note: Text as in the original document!*



Driving in the rain

During and after heavy rains, water wedges usually form on the road, and when a vehicle encounters them at high speed, they temporarily cover the windshield, reducing the vision from the vehicle. The same cases occur when meeting the oncoming vehicle and overtaking, when a certain quantity of water on the road is splashed by other vehicles onto the windshield of the vehicle you are driving or vice versa.

The road is particularly slippery during rainy weather (at first when it rains), when there is dust, grease, mud, leaves, spilled engine oil, etc.

Since the coefficient of friction in such cases is reduced, the braking distance is longer, the brakes can get wet and this increases the risk in traffic even more. In these slippery road conditions, you should drive at an appropriate speed, and braking should be done with the engine (by shifting the gear from the highest speed to the lowest).

Driving on roads covered by snow

The driver candidate is explained that the possibility to drive the vehicle depends largely on the thickness of the snow and the weight of the vehicle's mobility, as well as the driver's skills.

The technique of driving a vehicle through snow should preferably be as follows: no frequent gear shifting, no sudden acceleration and deceleration, and no sudden steering turns, etc.



Road covered by snow

Driving on icy roads

The driver candidate is explained that the basic characteristics of driving a vehicle on icy roads relate to reduced friction with the road surface, slipping, steering difficulty, vehicle turning and rollover risk, etc.



Icy road

Driving in foggy weather

Driving in fog is characterized by reduced visibility (reduced vision) and moisture created by fog on the surface of the roadway.

Adjusting the speed of driving

Pedestrians and vehicles that have no own lights may not be noticed.



Driving in foggy weather

Visibility is affected by the density of the fog, then by the fogging of the windows in the cabin, as well as by the use of lights to illuminate the road (low beam headlights or fog lights, or both can be on at the same time), as well as by the lights of oncoming vehicles.

The main problem of driving a vehicle in these conditions is the difficulty of orientation in space and the incorrect assessment of width and height, etc.

The driving speed must be reduced proportionally to the reduction in visibility and in function of the stopping distance.

Driving at night

Instructor's duties are:

- Provides instructions on adjusting speed when driving at night;
- Provides instructions on the appropriate use of lighting equipment;
- Provides instructions on the direction of vision when driving by oncoming vehicles;
- Provides instructions for noticing pedestrians and other invisible obstacles.

Driving at night is characterized by reduced visibility (reduced vision) that depends on the use of lights for illuminating the road.

The speed of driving depends on the use of lights to illuminate the road and on the function of the stopping distance.



Reduced visibility

When driving at night, you should be even more careful because fatigue occurs more quickly, and you may not be able to see pedestrians or vehicles without their own lights. You should be especially careful when driving from an unlit to a lit section of the road or vice versa.

Passing (by) and overtaking

Instructor's duties are:

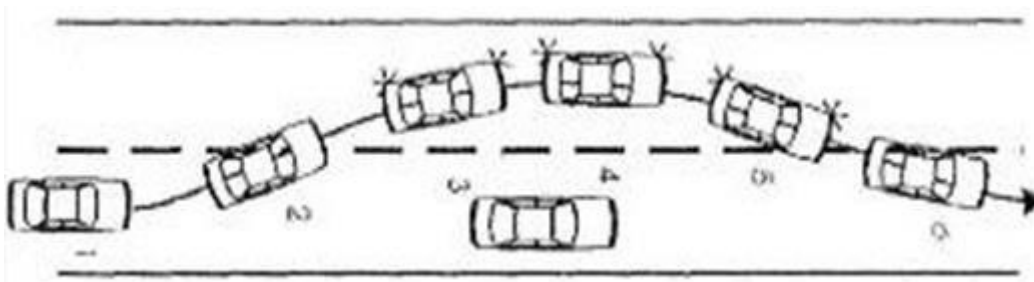
- *Verifies the conditions for safe overtaking;*
- *Provides instructions for timely signaling with direction indicators;*
- *Provides instructions for ensuring that a safe lateral distance is maintained;*
- *Provides instructions for assessing the acceleration and technical characteristics of the vehicle*

Provides instructions to the candidate:

- *Phases of passing and overtaking actions;*
- *Classification of hazards on respective roads;*
- *Types of hazards while driving;*
- *Perception of driving speeds;*
- *Assessment of safety distance (lateral and longitudinal);*
- *Knowledge about acceleration, lane changing;*
- *Appropriate use of signaling and lighting devices;*
- *Use of vehicle visibility devices;*
- *Timely response to hazards that may arise on the road*

Driving technique when passing (by)

The candidate should be explained how to perform the passing (by) action safely. Prior to starting the passing, one should observe the traffic from behind, the interior and exterior mirrors, and look over his/her shoulders, and then, having been convinced that the passing can be completed safely, signal with the direction indicator.



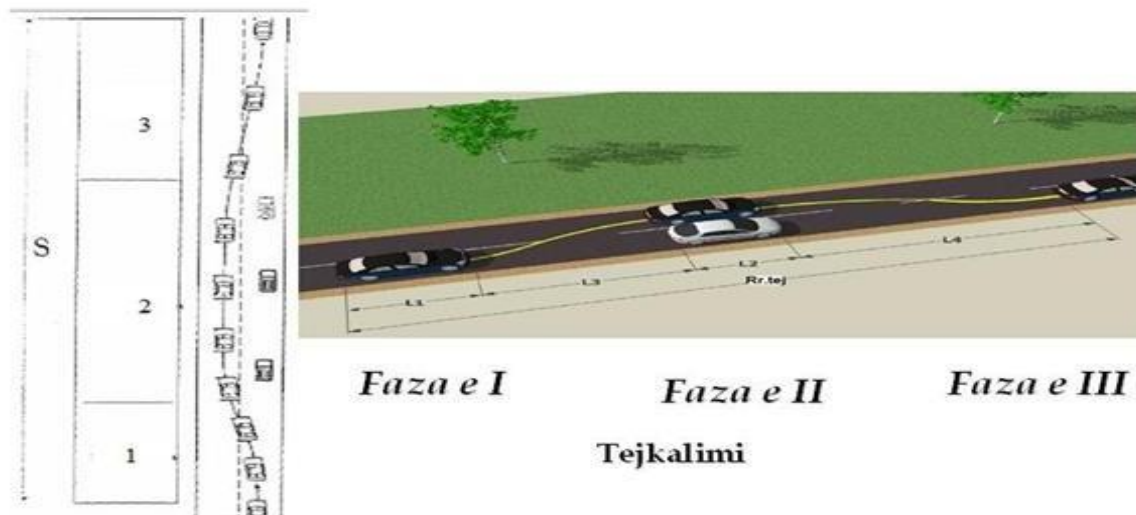
Passing (by)

The candidate is explained the potential risks when passing by, as follows:

- The distance and speed of the oncoming vehicle may be underestimated,
- A person may emerge in front of or behind the parked vehicle,
- The door of the parked vehicle may be opened,
- Failure to maintain a safe lateral distance.

Driving technique when overtaking

The candidate is explained that overtaking is the most dangerous action in traffic; hence increased caution is required when performing this action.



Stages of overtaking

Stages of overtaking

First stage

- ensure that overtaking is not prohibited by traffic and safety regulations, and road signs,
- if necessary, give an acoustic signal;
- increase speed as necessary, being careful not to exceed the speed limit;
- observe traffic ahead, on the side and behind, assess the driving speed.

Stage II

- Activate your direction indicator,
- Move with your vehicle on the left side and observe the road ahead,
- Confirm that the vehicle in front does not intend to start overtaking or turning left.

Stage III

- After passing the vehicle at a sufficient distance, give the right turn signal,
- By a gentle arc, return to the lane you were driving in before overtaking,
- Proceed with the driving of the vehicle.

Using headlights when driving at night

The candidate is explained the use of headlights while driving. As a traffic rule, high beams are used while driving.



The driver candidate in this situation turns on the low beams and directs his/her gaze towards the right edge of the road.

High beams while passing by the oncoming vehicle

Switching from high beam headlights to low beam headlights is to be done in the following cases:

- When passing (oncoming traffic) - at a sufficient distance, look at the control panel, and verify which lights are activated based on the control lamp indicator.

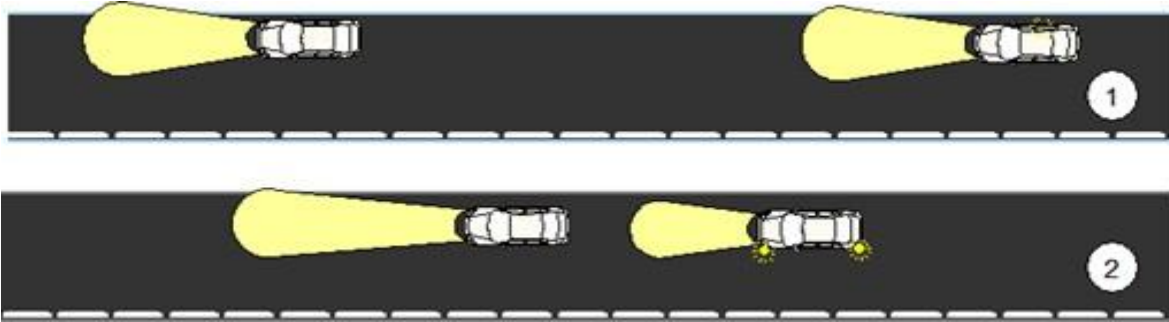
At a short distance from the vehicle driving ahead, the candidate is instructed on how to use the low beam headlights to illuminate the road by checking the instrument panel.



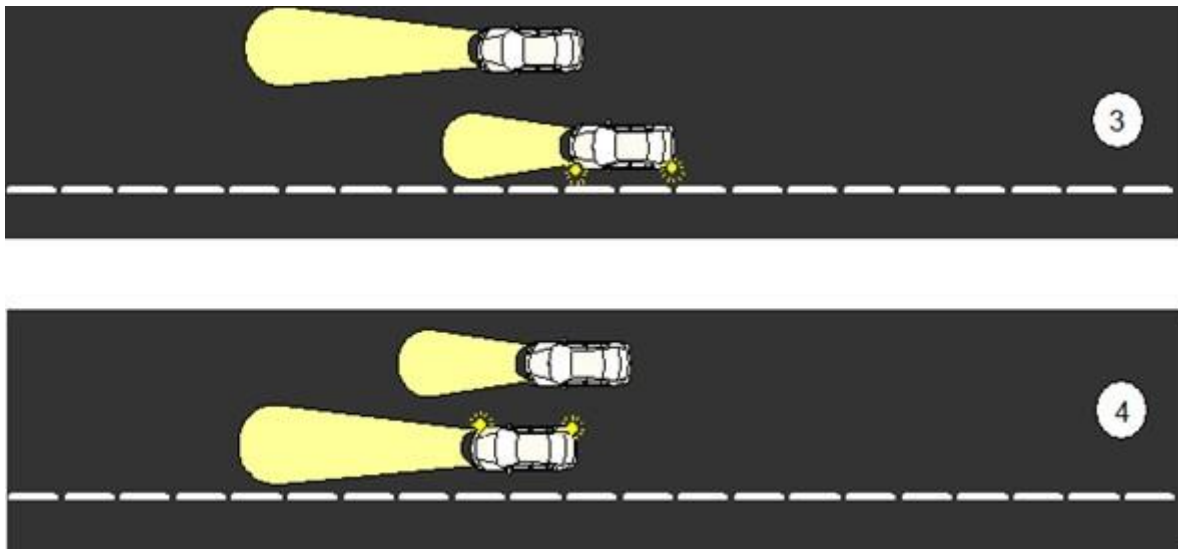
Low beams used during the drive

The following figures show the manner of using headlights when overtaking, which is to be explained to the candidate.

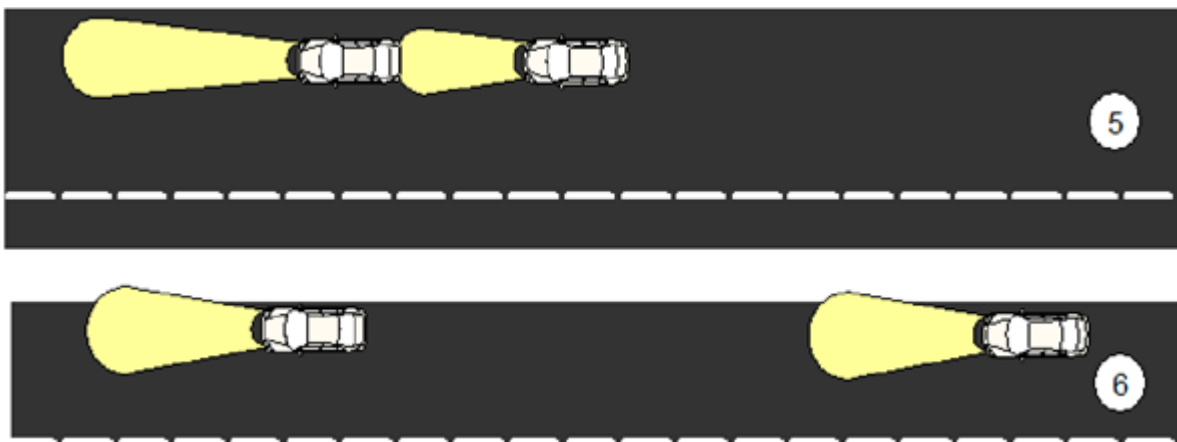
- Before overtaking- low beam headlights are used



- While overtaking- you still continue using the low beam headlights



- After the overtaking- high beam headlights may be used if there are no oncoming vehicles.



The vehicle being overtaken turns on its low beams if it is close.

Driving technique in unfavorable driving

conditions Driving technique on a slippery road

The characteristics of driving on slippery roads and the measures to be taken in those conditions are to be explained to the candidate; he/she should also be instructed that the road may be slippery not only in winter but at other times of the year, too. The road is especially slippery during rainy weather (usually when it has already started to rain) and then when there is mud, fallen leaves, spilled engine oil, etc. on the road.

Since the coefficient of friction in such cases is reduced, the candidate must take these conditions into account: the braking distance is longer, and the brakes can even get wet and thereby increase the traffic risk. In these slippery road conditions, one should drive at low speed, brake as much as possible with the engine (by shifting from the highest to the lowest gear), and manipulate the steering wheel carefully and not abruptly.



Driving in the rain

The candidate is instructed that when passing oncoming traffic and/or overtaking, and there is a quantity of water on the road, other vehicles splash water on the vehicle's windshield; namely, the candidate can also splash water on other traffic participants' windshields).

Driving technique on snowy roads

The technique of driving a vehicle in the snow includes: driving without frequent gear shifting, without sudden acceleration and braking, turning the steering wheel slowly, adjusting the speed (reducing it as necessary) before entering a curve, driving technique when entering, in the middle and when exiting the curve, etc.



The driving technique during overtaking consists of reducing the vehicle speed, then the behavior during overtaking, in a column of vehicles, taking into account the increase of longitudinal and lateral distance, driving on a longitudinal slope, using engine braking, and how to react in the event of the vehicle skidding on any section of the road.

Driving technique on frosty roads



Driving on slippery roads

In relation to driving techniques on frosty roads, the candidate driver is to be explained that it is necessary to take into account that the coefficient of friction between the tires and the road surface decreases (braking and acceleration are done gradually), which can very easily lead to the vehicle skidding or, on curves, the vehicle veering off the road. If the vehicle skids on a section of the road where there is frost and ice, the foot must be removed from the gas pedal, and the clutch pedal must be pressed so that the vehicle can stabilize.

When driving on a longitudinal-downhill slope, the candidate will drive through this section of the road by adjusting the vehicle driving speed as necessary, reducing the speed (removing the foot from the gas pedal) and using the engine brake, respectively the adequate speed level. Then, in the event of the vehicle slipping, especially while driving through curves, the vehicle must be stabilized so as not to obstruct and endanger road safety.

Driving technique in foggy weather



Driving in foggy weather

The candidate's driving technique in the foggy weather includes the headlights used while driving, adjusting the speed depending on the reduced visibility (field of view of the road) in function of the stopping distance, behavior when slowing down or accelerating, as well as maintaining a safe distance while driving in a column of vehicles and maintaining direction in the traffic lane with or without horizontal signalization.

Driving technique during weather with strong sunlight

The candidate uses sun visors when driving in strong sunlight; he/she should adjust the speed depending on the intensity of the sunlight. When driving in such conditions, dangerous situations may in particular not be noticed, and the candidate's response in these situations must be fast. *The danger occurs during sunrise and sunset.*



Driving in strong sunlight

Road surface condition

The condition of the road depends above all on the weather conditions, which means that the road surface can be dry and clean, dirty, sandy, gravelly, wet, muddy, covered with leaves, snowy, frozen - icy, etc. Dust, oil, tire debris, and other things can also be found on the road.



This road condition extends braking distance.

Road covered with leaves

The condition of the road surface affects tire grip, braking distance, and the manner of driving the vehicle.



During rain, snow, and ice, the road becomes slippery. On the road, so-called potholes pose a danger even at low speeds by causing damage to the tires and vehicles suspension system, especially during rain when they become covered with water. These phenomena should be explained to the driver candidate.

Rainy weather conditions

The water cushion (eng. Aquaplaning) - when driving in heavy rain, due to the large amount of water, the so-called air cushion phenomenon is created.

In these conditions, the driving speed should be reduced and the steering wheel should not be operated abruptly. In case of stabilization of the vehicle, the clutch is pressed.



Air cushion - high speed causes the wheel to lose contact with the road

Anticipating and perceiving traffic situations

While driving, the driver must anticipate what may happen in road traffic so that he is prepared to respond to various real situations that arise in traffic.

Preliminary planning before taking any action with the vehicle has a great impact on road traffic safety.

Perception of the road traffic situation and quick and correct response to concrete traffic situations help avoid situations that endanger traffic safety.

Traffic knowledge and experience enable the implementation of positive norms of behavior, respect, and tolerance towards other traffic participants.

The instructor must be ready to react in all cases if necessary and have the driver candidate under control during practical training.

Below are given some situations when instructions by the driving instructor are described.

Instructions for the driver candidate in this situation are:

- it should be taken into account that the driver of the car may suddenly step out onto the road;
- his behavior should be observed;
- if there is no vehicle coming from behind, the lateral safety distance should be increased.



Instructions for the candidate in this situation are:

- we are approaching the mountain pass;
- we are approaching a section of road with limited visibility,
- it may happen that a vehicle is using our lane while moving;
- adjust/reduce speed as necessary.



Instructions for the candidate in this situation are:

- take your foot off the gas pedal and be ready to brake if necessary;
- The scooter rider may move to the right lane of traffic.



Instructions for the candidate in this situation are:

- you must take your foot off the gas pedal and be ready to brake if necessary .
- the pedestrian may cross the road suddenly;
- after observing traffic from behind, signal with your direction indicator and proceed to the left side with increased caution or increase the safety distance (without endangering the pedestrian).



Instructions for the candidate in this situation are:

- must stop the car;
- the behavior of the child with bike must be observed;
- proceed with moving only after being convinced that the cyclist's actions do not pose a danger to traffic.



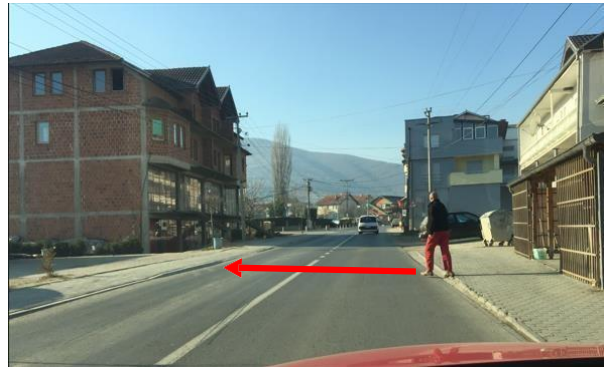
Instructions for the candidate in this situation are:

- brake as needed to stop the car;
- the pedestrian continues to move on the road, since the car is improperly parked on the sidewalk;
- once the oncoming car passes, the traffic from behind is observed and then you move to the left side of the road.



Instructions for the candidate in this situation are:

- brake and stop the car;
- the pedestrian continues to move on the road without looking at the traffic,
- will allow the pedestrian to cross the road even though he is moving in the wrong direction (in a place where there is no pedestrian crossing)



Instructions for the candidate in this situation are:

- the vehicle will be enabled to enter traffic if the column of vehicles is moving behind it;
- will brake if necessary.

This situation has to do with traffic culture and a positive attitude towards road traffic.

Instructions for the candidate in this situation are:

- take your foot off the gas pedal (not to accelerate);
- observe the movement of the pedestrian,
- proceed moving with increased caution.



Instructions for the candidate in this situation are:

- proceed moving with increased caution;
- increase the lateral safety distance,
- on the section of the road where road works are taking place.



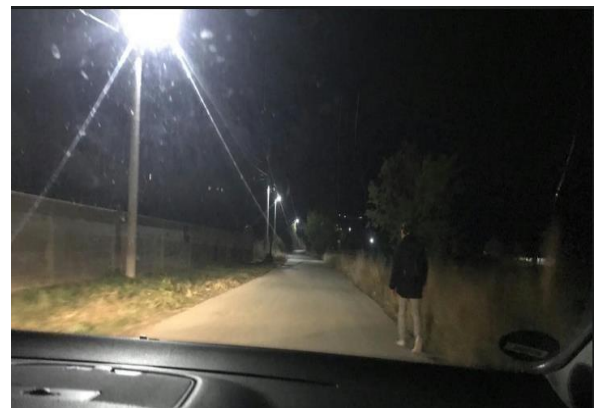
Instructions for the candidate in this situation are:

- be careful because a pedestrian may emerge between the cars parked in the right lane or a driver may open the car door without observing the traffic behind;
- drive the car in the middle of the traffic lane;
- be careful about the longitudinal safety distance.



Instructions for the candidate in this situation are:

- you must take your foot off the gas pedal and be ready to brake if necessary.
- after observing the traffic from behind, signal with your direction indicator and move to the left side of the road without endangering the pedestrian.



Instructions for the candidate in this situation are:

- take your foot off the gas pedal, brake as needed, as it may happen that the white vehicle for some reason may not be able to leave the road;
- it is not allowed to use the horn, to warn the white vehicle that has acted contrary to traffic rules.



Instructions for the candidate in this situation are:

- pay attention to the longitudinal safety distance;
- unexpected actions of the driver candidate who drives the driving school vehicle;
- not using the horn to warn him/her to drive faster.



Instructions for the candidate in this situation are:

- braking,
- the cyclist is moving incorrectly while crossing the road while the oncoming vehicles' lane is occupied by cars.



In case of a direct danger, the instructor must intervene.

Instructions for the candidate in this situation are:

- must yield the right of way to pedestrians,
- take your foot off the gas pedal,
- brake as necessary,
- it is not excluded that pedestrian will turn back after crossing half the road.



Instructions for the candidate in this situation are:

- must yield the right of way to the bus,
- take your foot off the gas pedal,
- - brake as necessary,
- it is not excluded that pedestrians in front or behind the bus may emerge on the road.



Instructions for the candidate in this situation are:

- proximity to a place where you may encounter children on the road;
- continue driving with increased caution;
- reduce your speed as necessary,
- look at both sides of the pedestrian crossing.



Instructions for the candidate in this situation are:

- approaching the roundabout intersection
- It is not allowed to drive at a speed greater than 30 km/h;
- adjusting the speed before reaching the intersection.



Instructions for the candidate in this situation are:

- changing traffic lanes is prohibited;
- only straight movement is allowed;
- the traffic light is to be respected, the movement continues without stopping.



Instructions for the candidate in this situation are:

- continue moving with increased caution;
- we have the right of way over the bus;
- passengers may get off in front and behind the bus.



Instructions for the candidate in this situation are:

- overtaking is allowed in this situation,
- traffic is observed from behind (mirror, corner of blind spot)
- must signal with direction indicators.



Instructions for the candidate in this situation outside the residential area are:

- the safety distance between vehicles while driving should be at least 2 seconds;
- a long straight road is dangerous;
- overtaking can be done if there are no vehicles coming from behind.



Instructions for the candidate in this situation are:

- it is allowed to overtake two vehicles at the same time;
- observe the traffic from behind,
- signal with the direction indicators,
- it is recommended to check the blind spot once again and then start overtaking the vehicles.



Instructions for the candidate in this situation are:

- from the place of installation of signs onward, it is allowed to drive at a speed greater than 50 km/h;
- the section of the road where overtaking is allowed;
- be careful when overtaking.



Instructions for the candidate in this situation are:

- on this part of the road I am not allowed to drive at a speed lower than 20 km/h;
- the place where road works are ongoing starts from the traffic sign,
- Construction material, construction machinery and workers working on the road may be encountered.



Instructions for the candidate in this situation are:

- turn on the low beams;
- look towards the right edge of the road;
- reduce speed;
- be careful of cars parked on the right side of the road.



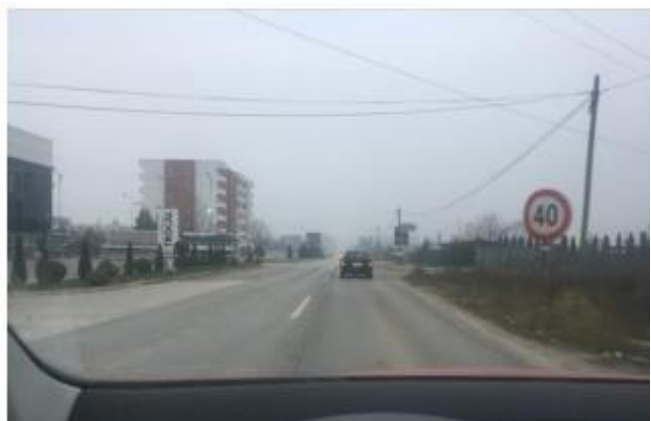
Instructions for the candidate in this situation are:

- the driving speed must be reduced;
- the contact of the wheels with the road decreases;
- the steering wheel is not to be manipulated abruptly;
- in case of braking, the braking distance is extended.



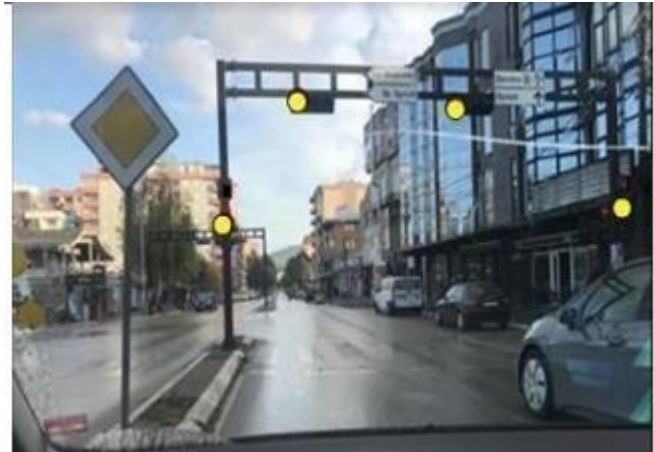
Instructions for the candidate in this situation are:

- Speed limit of 40 km/h, starts from the place of the place where the traffic sign is installed and is valid up to the first intersection;
- at a longitudinal safety distance.



Instructions for the candidate in this situation are:

- it is allowed to continue moving if you cannot stop safely before reaching the intersection;
- the red light will soon turn on;
- the sign "Priority Road" is not respected



Instructions for the candidate in this situation are:

- U- turn is allowed in this situation, the speed must be adjusted;
- the left turn direction indicator must be used;
- we respect the traffic light;
- we observe the actions of the yellow car.



Instructions for the candidate in this situation are:

- the traffic sign "St. Andrew's Cross" indicates the crossing of the road over a railway with a pair of tracks,
- we must stop before the "STOP" sign;
- after stopping, we must look on both sides of the railway (right-left);
- then proceed with increased caution.



Instructions for the candidate in this situation are:

- stop before the intersection;
- if the road is clear and there is space behind the pedestrian crossing (stopping at the crossing is not allowed if the traffic will get blocked) we continue moving;
- we observe the traffic lights;
- we observe the conditions and circumstances at the intersection.



OBEYING TRAFFIC SIGNS

The instructor must explain how to act according to traffic signs, in accordance with their meaning.

While driving, you encountered this traffic sign. The instructions for the candidate are:

- warning sign;
- »intersection of secondary road with main road at right angle from both sides» sign
- indicates the proximity of the intersection at which the road with priority of passage intersects - connects to secondary roads;
- we may encounter vehicles coming from secondary roads,
- driving speed should be adjusted/reduced as needed.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- warning sign;
- »traffic develops in two-ways » sign;
- indicates the place where traffic develops in two-ways;
- we may encounter vehicles coming from secondary roads,
- driving speed should be adjusted/reduced as needed.
- pay attention to vehicles coming from the opposite direction.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- warning sign;
- »warning about pedestrian crossing» sign;
- we will soon reach the pedestrian crossing;
- we may encounter pedestrians crossing the road at the pedestrian crossing;
- driving speed should be adjusted/reduced as needed.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- warning sign;
- »risk of overturning – skidding of vehicles » sign;
- indicates the proximity of the place where there is a risk of slipping - overturning of vehicles;
- driving speed should be adjusted/reduced as needed;
- the greatest risk is posed during adverse weather conditions.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- mandatory signs;
- »mandatory stop» sign;
- indicates the place before entering the intersection, in which the driver is obliged to stop the vehicle within the line of sight;
- a transverse line is added to the sign on the road which indicates the line in front of which each vehicle must stop;
- driving speed must be reduced gradually and the vehicle stopped completely;
- we are driving on the secondary road.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- mandatory order signs;
- “priority of passage for vehicles coming from the opposite direction” sign.
- vehicles coming from the opposite direction have the right of way;
- I stop only if there are vehicles from the opposite direction.



While driving you encountered this traffic sign. The instructions for the candidate are:

- mandatory order sign;
- no parking allowed.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- mandatory order sign;
- » traffic for vehicles exceeding the specified axle load sign prohibited- sign;
- The load must be distributed in accordance with the permissible axle loads;
- if this sign is respected, the road infrastructure is protected from damage.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- mandatory order sign;
- “minimum speed limit” sign;
- the minimum speed limit is set by a traffic sign depending on road conditions and traffic safety requirements;
- If the road is clear, driving at speeds below 40 km/h is not permitted.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- mandatory order sign;
- “mandatory right turn” sign
- you must signal using the direction indicators;
- when turning right, we must be careful not to drive over the raised edge of the road.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- mandatory order sign;
- » mandatory left turn » sign;
- indicates the directions in which the vehicle should move;
- you must signal using the direction indicators;
 - when turning left, we must be careful and yield the right of way to vehicles coming from the opposite direction, driving straight or turning left;
- if there is a guiding line, it must be followed.



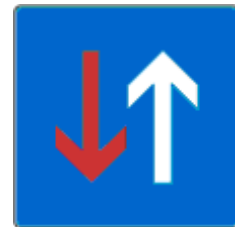
While driving, you encountered this traffic sign. The instructions for the candidate are:

- mandatory order sign;
- »right and left directions allowed« sign
- you must signal using the direction indicators;
- straight driving is not permitted.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- it is an informatory road sign;
- » priority of passage in relation to vehicles from the opposite direction « sign;
- narrow road ahead;
- driving speed must be adjusted.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- it is an informatory road sign;
- »end of speed limit« sign
- from the place where the sign is placed, driving at speeds greater than 40 km/h is permitted.



While driving, you encountered this traffic sign. The instructions for the candidate are:

- it is an informatory road sign;
- quiet traffic zone« sign;
- Driving at speeds greater than 5 km/h is not permitted;
- children's games are allowed throughout the area.



Driving culture, defensive driving, and eco-driving

Traffic culture

Instructor's duties are:

- Provides instructions on when the driver is granted the right of way;
- Suggests that drivers tolerate possible errors and shortcomings of other traffic participants;
- Enables the flow of traffic from secondary roads.
- Enables the vehicle to enter the parking lot.
- Does not insist on his/her right of way at all costs.

Defensive driving

Instructor's duties are:

- Provides instructions for correcting the mistakes of others in traffic;
- Provides instructions for tolerance towards other traffic participants;
- Provides instructions for advance planning of situations arising in traffic;
- Provides instructions for the use of signaling devices.

Eco-driving

Instructor's duties are:

- Applies eco-driving techniques;
- Provides instructions for shifting gears;
- Gives instruction for using gas;
- Provides instructions for using engine power.
- Provides instructions for minimizing fuel consumption and protecting against environmental pollution.

T12. INDEPENDENT-TEST DRIVE.

Instructor's duties are:

- a) Provides instructions for driving without guidance;*
 - *Provides instructions for independent driving;*
 - *Applies traffic and safety rules;*
 - *Follows the designated route itinerary.*
- b) Evaluates driving without guidance:*
 - *Evaluates the applicability of traffic and safety rules;*
 - *Evaluates driving technique;*
 - *Evaluates defensive driving and eco-driving.*
- c) Gives the final opinion on the driving performance*
 - *Evaluates the result achieved during the training process;*
 - *Gives the final opinion on the driving;*
 - *Proposes additional hours to the candidate in case of failure to achieve the skills required by the curriculum*
- d) Provides a correct decision-making.*

LITERATURE:

1. *Law on Road Traffic Provisions.*
2. *Law on Driving License.*
3. *Sub-legal acts on Road Traffic Rules and Driving License.*
4. *Traffic rules and road safety with methodology.*
5. *Naim Mustafa, Driving Methodology, Gjilan 2005.*
6. *Xhevat Gashi - Category A and B Driver's License.*
7. *Internet sources.*
8. *Other sources.*