

Membership Handbook

INTRODUCTION

Welcome to the RoSPA Advanced Drivers & Riders Suffolk. We hope you will enjoy your training, find us welcoming, have the opportunity to join in other Group activities and most importantly get more pleasure from your driving or riding.

This Membership Handbook has been prepared to provide all the necessary background information to help you progress to take the RoSPA Advanced Test.

WHO ARE WE?

We are a group who feel strongly about improving road safety and getting maximum enjoyment from our driving or riding. We provide advanced driver and rider training and other social events on a voluntary basis.

The training we offer will help you to become a better, safer driver or rider and to work towards taking the RoSPA Advanced Driving or Riding Test. The test is based on the Police "System" and books "Roadcraft" and "Highway Code". You will be guided to read these throughout your training.

The Group has regular meetings, generally based on improving our driving or riding skills and we look forward to seeing you there. Visit our website for Group information.
www.rospa-suffolk.org.uk

Please call our Chairman (details on website) if you have any questions or would like a copy of the membership forms posted to you.

JOINING

Complete the application form on the website, make a payment of £30, £20 for the joining fee and £10 annual subscription, renewable in January and by setting up a standing order through internet banking. If you don't use internet banking you can download the forms and post to the Treasurer. The Treasurer informs the Training coordinator that you have joined and paid and he allocates you a tutor who will help you achieve your objectives on a 'one to one' basis.

Your £30 fee includes membership of the RoSPA Advanced Drivers & Riders Suffolk to the end of December and as much coaching and training as you need to get you ready to take the RoSPA Advanced Driving Test and a copy of our Training Manual.

Car training is carried out in your vehicle so at no cost to the tutor. However Motorcycle Tutors ride behind Associates on training sessions so have the cost of providing a motorcycle for the training sessions. Some Motorcycle Tutors may ask for a contribution of £15 per training session to cover their fuel costs.

TRAINING.

Our Tutors are all volunteers who have passed the RoSPA Advanced Test at a Silver or Gold level. They have had additional training to help prepare other members to pass the RoSPA Test. When you receive notification of your tutor, please contact them as soon as possible to arrange your first assessed drive or ride. Each training session will last approximately 1 to 1.5 hours. Please make sure you have enough fuel for about 35 to 40-mile journey and that your car is clean and tidy inside and out.

On your first training session your tutor will complete a visual roadworthiness check of your vehicle. This will be followed by a document check. Driving Licence, Insurance and MOT if applicable. Your Tutor will also check that you can read a number plate at 20 metres, this being the minimum standard as defined by the Highway Code. Motorcyclists must wear the appropriate clothing, footwear and gloves during training sessions. If you are unable to comply with these requirements then the first session cannot take place. To be eligible to take the RoSPA Motorcycle Test your bike must be capable of 70mph. If you have a smaller motorcycle please email our Motorcycle Tutor for advice at motorcycles@rospa-suffolk.org.uk

We recognize that everyone is different and so are their training needs. We use a client centred approach so your tutor will tailor your training based on how you drive during the first session. Together you can will keep a record of your progress session by session. Car tutors generally offer Associates a “demonstration drive” in their own car and give a Commentary to explain what they are doing and why.

All future appointments will be mutually agreed. Please let your tutor know, as soon as possible, if you cannot make an appointment and they will do likewise. Sessions will normally take place in all weather conditions unless your tutor considers it unsuitable.

BETWEEN TRAINING SESSIONS.

Practice Makes Perfect! It is really important to practice what you have learnt in the previous session so that these new skills become instinctive. It is also important that you are familiar with the books “Roadcraft” and the “Highway Code”. Please take time to read them thoroughly especially the chapters related to your training sessions. Your tutor may point you to further reading of interest.

MEETINGS

We meet from 6.30–8.30pm on the first Monday of the month from February to October to ‘buddy up’ and drive or ride with other members. We meet at the Moreton Hall Community Centre, where Tutors will be available to go out with you, give advice or a demonstration. (please check website for details/changes).

THE ADVANCED TEST.

This RoSPA Advanced Driving or Riding Test is one of the highest available to the general public. The result is given at 3 different levels: Bronze, Silver or Gold.

When you and your Tutor agree you are ready to take the Advanced Test a mock test will be arranged with another Tutor. Assuming everything at this session goes well you will be ready for your initial RoSPA Advanced Test.

You will need to book and pay online for your initial RoSPA Advanced Test, currently £62.00 (cars), £68 (bikes), with RoSPA head office. A link is provided on our website.

For 2nd and subsequent RoSPA Advanced Tests you will be sent an invitation from RoSPA and will follow a similar procedure to book the test. Free if you have paid your RoSPA HQ subscriptions.

The Examiners are independent from the Group. They have all been trained to Police Advanced Driving standards.

When the test begins the Examiner will try to put you at ease and check your eyesight and the required documents. (Driving licence, insurance certificate and MOT if applicable.) The Examiner will have worked out a route for you to follow covering a variety of different roads and conditions. The test lasts just over an hour. At the end of the test you will be given feedback about your driving and the test result. A comprehensive report will be posted to you shortly after.

Tutors are always keen to know their students’ test results and share your excitement. Please give them a call after your test and let them know how you got on.

After you have taken the test we hope you will consider how you could contribute to the group. You may like to take the opportunity to become a tutor, a committee member or carry out other tasks that will support the group. Your tutor or any Committee member will be pleased to discuss opportunities for this with you.

FAQ’s

How many training sessions will I need? – For a car driver on average 10 sessions depending on your skill level at the start.

I am finding the training really difficult – Please don’t just give up! Discuss this with your Tutor or a committee member so we can find alternative ways to help you.

I am worried about the test. Do I have to take it? - No! You do not have to take the Advanced Test, but what a shame if you do not at least give it a try? The Examiner will be friendly and help you to relax. They want you to do well and to demonstrate the skills you have developed so they can award you the appropriate grade.

What if I do not pass the Test? – Whatever grade you achieve on your test, we hope you consider the training to be a worthwhile experience because your driving skills and general road safety should have improved significantly. If you want to, you can pay and take another test. Your Tutor will be happy to continue to work with you.

Who knows my test result? – Only you and your Examiner! That is unless you choose to tell anyone (your tutor please!) how your test went.

CODE OF CONDUCT

The group expects all members to behave professionally at all times treat others with respect and consideration; to avoid categorising anyone by age, race, religion, sex, vehicle type or clothing style or any other protected characteristic covered by the Equality Act or because of their profession. Members must avoid the use of inappropriate language in comments and tone that could be misconstrued or create offence. They should avoid physical contact except in an emergency or in the normal course of a greeting. (Shaking hands)

Members should also understand and not breach Data Protection Law or knowingly break any other laws. They should be fair and honest and not personally criticise any other trainer, examiner or road safety organisation.

We have a policy of zero tolerance towards such issues as bullying, discrimination and abuse of any kind. If you experience any interaction, which makes you feel uncomfortable, please follow the complaint procedure or contact the Training Coordinator, Secretary or Chairman for assistance or guidance.

COMPLAINT PROCEDURE

1. In the first instance the member should make his complaint to his tutor, if applicable, or a committee member.
2. If the complaint cannot be resolved then it should be escalated to the Chairman or other impartial committee member.
3. If still not resolved then the member can ask the whole committee to consider their complaint and their decision will be issued in writing.
4. The member may still complain to RoSPA HQ, who will make a recommendation but the committee is not bound to accept any recommendation

FINALLY.

To retain your status as a RoSPA advanced driver you must join the RoSPA national association, currently £30.00 per year, using the form you get with your test result. This membership fee includes a retest every 3rd year.

Membership of the RoSPA Advanced Drivers and Riders Suffolk Group falls due on the 1st January each year and ask that it is paid by Standing Order to minimize the work for the Treasurer.

Our Committee always values feedback from our members. Please make use the testimonial section on our website to tell others of your experience. Also don't hesitate to tell us if we don't live up to your expectations. We are all volunteers so like to know we are doing the right thing.

Please remember that you are responsible for the safety of yourself, passengers and other road users at all times.

Commercial organizations and professional drivers please contact our Chairman (details on our web site www.rosipa-suffolk.org.uk) before submitting your membership application.

CHECK LIST FOR YOUR FIRST SESSION and your ADVANCED TEST

1. Driving licence
2. Current Insurance
3. Current MOT (if applicable)
4. Glasses, if you need them to read a car number plate at 20.5m.

Please make sure that...

1. The car is clean inside and out
2. You are fit to drive
3. Sufficient fuel for about 40 miles
4. You have your copy of Roadcraft and Highway Code and your Training Manual.