

Car Associate Training Pathway and Guidelines

RoSPA Advanced Drivers and Riders, Edinburgh & Lothians include a group of volunteer RoSPA Approved Car Tutors to help private individuals who wish to achieve the standard of driving to take the RoSPA Advanced Driving Test.

Training involves a Car Tutor accompanying the Car Associate in their own car for sessions from one to two hours to assess, discuss and advise on their Advanced Driving technique and progress. Typically, this will involve up to ten sessions to attain the RoSPA Advanced Driving standard.

There is a waiting list for training, and interested parties can apply to be placed on the waiting list.

When the training applicant reaches the top of the waiting list and a Tutor is available, they will be contacted by the Group and invited to apply for Car Associate Membership of the Group.

It is very important at this point that the potential Car Associate be prepared to commit to the course schedule. Unfulfilled utilisation of the Car Tutor's time, commitment and effort is extremely demoralising and unhelpful to the Group's mission achievement. Applicants should be aware of the following conditions:

1. The Group expects a course to proceed with a tutored drive on a weekly or fortnightly basis.
2. The time between tutored sessions must be such that momentum is not lost on course progress and that the course does not extend beyond a strict five month / twenty-week period.
3. The commencement of this defined period will be calculated from the date of the first tutored drive.
4. Tutored drives will terminate at the end of this defined period.
5. Tutored drives will also halt, if during the course, three (3) arranged drives are cancelled.

Any Associates affected by conditions 4 and 5 above are welcome to discuss circumstance issues with the Training Officer or designated Advanced Car Tutor.

In the event that a training course is interrupted and causal circumstances are determined to be reasonable, all efforts will be made by the Group to recommence training when the Car Associate again becomes available.

RoSPA Advanced Drivers and Riders, Edinburgh & Lothians Car Associate Membership and Joining Fee costs £40.00 which is non-refundable once training has commenced. This payment includes full Group membership and subscription, after test pass, up to the following 1st of April which is the start of the ELRoADAR Group membership session. If the Car Associate joins after 1st September onwards, then membership and subscription will carry forward to 1st April the next again year.

Car Associate membership or Full Group membership includes the prerogative for the Car Associate or Full member to apply for Motorcycle training, within the Group, providing they hold the necessary motorcycle riding licence qualification, have access to a legally operated motorcycle, are prepared to pay the Motorcycle Tutors fuel expense charge and are willing to join the Motorcycle Waiting for Training List.

When the prospective Car Associate's application and payment has been received, a Car Tutor from the Group will then contact the Car Associate and a mutually convenient time and date will be arranged to commence RoSPA Advanced Driver Training.

Car Associates will require, if they do not already possess them, copies of:

- The Highway Code (June 2015 Edition)
- Roadcraft – The Police Drivers Handbook (August 2013 Edition).

RoSPA Advanced Driving training is based on the contents of these books.

The following are additional recommended viewing and reading material:

- Roadcraft – The Police Driver's Course on Advanced Driving (DVD)
- Know Your Road Signs (28th July 2007 Edition)

All of these publications can be sourced online from Amazon, (at a discounted price) or from most reputable bookshops.

It is expected that Associates are willing to rendezvous at a venue convenient to the Tutor and will honour all further pre-arranged meeting times, giving maximum notice in the event of any cancellation.

It should also be understood that the Associate is expected to read the course literature, study the advised publications and to practice their driving technique between tutored sessions.

The RoADAR Advanced Driver Test fee is £60.00 (or £55.00 if under 26 years of age).

Active or previous licence endorsements do not preclude applicants from Associate membership of the Group but must be declared to RoADAR HQ when joining the national organisation after passing the RoSPA Advanced Driving Test.

If the training course is interrupted by the non-attendance of the Car Associate without reasonable explanation and reasonable efforts by the Group to contact the Car Associate to facilitate recommencement of training fail, then the Car Associate will be removed from active training. Any RoADAR Test fee payment (or payment details) received by the Group will be returned and the Car Associate's name placed on a Reserved List. The dormant Car Associate will remain on the Reserved List until their subscription runs out and if no contact, in this period, is received by the Group it will be accepted by the Group that the Car Associate has effectively resigned and their name and details will be removed from Group records. A letter confirming this action will be sent to the Car Associate's last known address.

Again, in the event that a training course is interrupted and causal circumstances are determined to be reasonable, all efforts will be made by the Group to recommence training when the Car Associate again becomes available.

Any issues that arise during the training period that cause concern or effect the Car Associate from participating fully in the training course and cannot be resolved with the Tutor must be communicated, in the first instance, to the allocated Advanced Tutor, and then the Group Training Officer