As a driver, you are responsible for your vehicle; part of this responsibility is to ensure the safety of yourself and your passengers during every journey.

Before you start your engine, check that all the doors are firmly closed, including passenger doors and the hatchback. If you are carrying children, ensure that the child-locks are activated.

The law states that you must be seated in a position from which you can control your vehicle and have a proper view of the road. You should be able to press the clutch pedal down to the floor and comfortably run your hands around the rim of the steering wheel. Correct adjustment of your head-restraint is important in order to minimise 'whiplash' if someone accidentally bumped into your car.

All car occupants must wear seatbelts. As a driver (and learner driver) you are legally responsible for all passengers under 14 years of age.

Adjust your mirrors for maximum rear view. Most cars have convex door mirrors; these give a wider angle of view but can distort your perception of distance making vehicles appear further away than they actually are.

An easy way to remember the cockpit-drill is 'DSSSM' (D triple S, M). The letters stand for Doors, Seat, Steering-reach (& head restraint), Seatbelt and Mirrors.

Completing the cockpit drill before every trip will help to ensure your safety and the safety of your passengers.