



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE



# FILIPINO DRIVER'S MANUAL

Volume 1  
2nd Edition

R.A. No. 4136  
LAND TRANSPORTATION  
AND TRAFFIC CODE



R.A. No. 8749

PHILIPPINE  
CLEAN AIR ACT  
OF 1999



R.A. No. 10666

CHILDREN'S  
SAFETY ON  
MOTORCYCLE



R.A. No. 8750

SEAT BELTS  
USE ACT  
OF 1999



R.A. No. 10913

ANTI-DISTRACTED  
DRIVING ACT



R.A. No. 8794

MOTOR VEHICLE  
USER'S CHARGE



R.A. No. 10916

ROAD SPEED  
LIMITER ACT  
OF 2016



R.A. No. 10054

MOTORCYCLE  
HELMET ACT  
OF 2009



R.A. No. 11229

CHILD SAFETY  
IN MOTOR  
VEHICLES ACT



R.A. No. 10586

ANTI-DRUNK  
AND DRUGGED  
DRIVING ACT



R.A. No. 11235

123 ABC

MOTORCYCLE  
CRIME  
PREVENTION ACT

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**2nd Edition, 2021**

**Reference: Land Transportation rules, regulations and special laws  
DPWH Road Signs and Pavement Markings**

**Every effort has been made to ensure that the information contained in  
this publication is accurate at the time of production.**

**Information in this manual is for guidance only.**

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# Introduction

Through this manual, anybody wishing to drive or operate a motor vehicle will be able to learn and equip himself with knowledge about the Philippine Land Transportation Laws, Rules and Regulations, and the duties and responsibilities of a driver and a responsible road user.

The purpose of this manual is to guide all driver's license applicants in understanding the process of availing a driver's license as well as the importance and the responsibility that goes with possessing one. It is an updated edition that contains the latest information on the documentary requirements, qualifications, step-by-step procedures, fees and charges in securing a driver's license. It consists of two volumes wherein the first volume covers Licensing Information, Getting Ready to Drive, Driving Fundamentals, Road Courtesy and Safety, and Rights, Duties and Responsibilities of Drivers. The second volume covers Motor Vehicle Registration, Land Transportation Related Laws, and Fines and Penalties for Violations of Laws, Rules and Regulations Governing Land Transportation.

This manual also contains International and Philippine traffic road signs, signals, and pavement markings congruent to the DPWH Highway Safety Design Standards of 2012 which are clearly illustrated for better understanding by motorists, pedestrians and driver's license holders. It is also a guide on the importance of obeying traffic signs and signals. Related laws enacted for land transportation are included to inform and increase the awareness and compliance to the law by all road users. Through this manual, the Land Transportation Office aims to:

1. Motivate and encourage all motorists, motor vehicle owners and driver's license applicants to not just read, but put into practice what she/he has learned;
2. Produce quality drivers and responsible motorists; and
3. Put order on the road for a better transportation system in the Philippines.

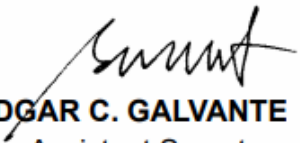
## **MESSAGE FROM THE ASSISTANT SECRETARY**

The Land Transportation Office (LTO) focuses on its core mandate in implementing various programs and advocacies on the Five Pillars of the UN Global plan for the Decade of Action 2021-2030. The LTO adopted and prescribed its own Land Transportation Office Road Safety Action Plan (LTO – RSAP) where it identified the five (5) pillars of road safety. Foremost of the five (5) pillars is “Qualified Drivers” which is defined as “Individuals with sufficient driving skills and knowledge on road safety and proper road courtesy and whose eligibility is determined by passing the LTO theoretical and practical examination.

To achieve the first pillar of the LTO - RSAP, the issuance of the first edition of the Filipino Driver’s Manual to all applicants desiring to be granted the privilege of having a driver’s license was made mandatory.

This second edition of the Filipino Driver’s Manual updated the land transportation laws, rules and regulations and incorporated new international driving standards to make the Filipino drivers adept with international rules on driving.

The LTO management acknowledges the valuable contribution of the different advocacy groups, the private driving schools and all others which worked hard for the successful issuance of the Filipino Driver’s Manual second edition.



**EDGAR C. GALVANTE**  
Assistant Secretary

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DRIVER'S LICENSE



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRANSPORTATION  
LAND TRANSPORTATION OFFICE



DRIVER'S LICENSE



2021/02/09

Last Name, First Name, Middle Name  
[REDACTED]

Nationality      Sex      Date of Birth      Weight (kg)      Height (m)  
PHL              M              [REDACTED]              58              1.66

Address  
[REDACTED]

License No.      Expiration Date      Agency Code  
[REDACTED]      2024/04/20      DIL

Blood Type      Eyes Color  
A-              BLACK

DL Codes      Conditions  
A,A1,B,B1,      NONE  
B2

Signature of Licensee            EDGAR C. GALVANTE  
Assistant Secretary



VERS LICENSE-LTO-DRIVERS LICENSE-LTO-DRIVERS

III. ORGAN DONATION:  
I WILL NOT DONATE ANY ORGAN

IV. IN CASE OF EMERGENCY NOTIFY:  
Name: [REDACTED]  
Address: [REDACTED]  
Tel. No.: [REDACTED]

I. DL CODES:

A. MOTORCYCLE  
A1 TRI-CYCLE  
B. UP TO 5000 KGS GVW/8 SEATS  
B1 UP TO 5000 KGS GVW/9 OR MORE SEATS  
B2 GOODS > 3500 KGS GVW  
C. GOODS > 3500 KGS GVW  
D. BUS > 5000 KGS GVW/9 OR MORE SEATS  
BE TRAILERS < 3500 KGS  
CE ARTICULATED C > 3500 KGS COMBINED GVW

L1 L2 L3 NP-MT  
L4 L5 L6 L7 PL-MT  
M1 NP-AT  
M2 NP-MT  
N1 PL-MT

II. CONDITIONS:

1. WEAR CORRECTIVE LENSES  
2. DRIVE ONLY W/SPECIAL EQPT FOR UPPER/LOWER LIMBS  
3. DRIVE CUSTOMIZED MOTOR VEHICLE ONLY  
4. DAYLIGHT DRIVING ONLY  
5. HEARING AID REQUIRED

Serial Number  
000000000



## **Volume 1**

# **Chapter**

## **Licensing Information**

- Permits and Licenses
- Driver's License Classification and Vehicle Category
- Qualifications and Documentary Requirements
- General Procedures in Securing Licenses and Permits
- Fees and Other Charges

**Permits and Licenses****STUDENT-DRIVER'S PERMIT (SP)**

An authority granted by the LTO to a person who desires to learn to operate a motor vehicle. The student-driver must be accompanied by a duly licensed driver, acting as driving instructor, possessing the appropriate license code/s for the desired type of motor vehicle.

**VALIDITY OF STUDENT-DRIVER'S PERMIT (SP)**

- The SP is valid for one (1) year from the date of its issuance. After one (1) year, it cannot be used for purposes of the practical driving course. However, it can be used to apply for NPDL if the practical driving course has been completed within the one (1) year validity period.
- After two (2) years from the date of issuance of SP, the holder is required to acquire a new SP bearing the same SP number and undergo the required apprenticeship period reckoned from the date of issuance of the new SP. All records of training courses are retained.
- SP may be renewed on or before the expiry date if the holder is not ready to apply for DL. Except for settlement of penalties due to traffic violations, only the basic fee is to be collected for the renewal of SP after the expiry date.

*“The holder must be accompanied by a duly licensed driver, accredited by LTO as driving instructor, possessing the appropriate license codes with respect to the motor vehicle category applied for.”*

*“Prior to application of DL, the holder shall present a Certification that he/she has undergone the Driving Course conducted by LTO Accredited TESDA Training Center or Driving School.”*



## **CONDUCTOR'S LICENSE (CL)**

An authority granted by the LTO to a qualified person to assist the driver of a public utility vehicle in fare collection and/or ensuring the safety of the passengers and/or cargo while the said vehicle is in operation.

### **VALIDITY OF CONDUCTOR'S LICENSE (CL)**

- A new CL is valid for five (5) years reckoned from the date of birth of the licensee, unless sooner revoked or suspended. A holder of CL who has not committed any violation/s during the five (5) year period preceding its expiration is entitled to renewal of such license valid for ten (10) years.
- Renewal of CL after two (2) years from the expiry date shall require the holder to take and pass the written examination and pay the corresponding penalty in addition to the basic fee.



### Permits and Licenses

## **DRIVER'S LICENSE (DL)**

An authority in the form prescribed by the LTO granted to a person to operate motor vehicle that is either nonprofessional or professional driver's license.

**NONPROFESSIONAL DL (NPDL)** – an authority in the form prescribed by the LTO granted to a person to operate a private motor vehicle.

**PROFESSIONAL DL (PDL)** – an authority in the form prescribed by the LTO granted to any driver hired or paid for driving or operating a motor vehicle whether for private use or for hire to the public.

**DRIVER'S LICENSE CODE (DL Code)** – refers to the collective code representing the vehicle category/ies that a licensed person is allowed to operate.

**DRIVING ENHANCEMENT PROGRAM (DEP)** – an updated road safety seminar designed by LTO for DL holders. Drivers are required to attend this seminar prior to renewal of the initial five (5) year license. An intervention program is required for those habitual traffic violators depending on the accumulated demerit points.

**VEHICLE CATEGORY (VC)** – refers to motor vehicle category as specified in the Philippine National Standard on Road Vehicles-Classification and Definition.

**RESTRICTION CODE (RC)** – refers to previous code representing the vehicle category/ies that a licensed person is allowed to operate.

**DRIVER'S LICENSE IS A PRIVILEGE,  
NOT A RIGHT**

### RESTRICTION CODE AND ITS EQUIVALENT TO DRIVER'S LICENSE CODE

| RC    | DL CODE | VEHICLE CATEGORY CODE | GENERAL DESCRIPTION   | CLUTCH CODE                                                           |
|-------|---------|-----------------------|-----------------------|-----------------------------------------------------------------------|
| 1     | A       | L1, L2, L3            | MOTORCYCLE            | Manual Transmission (MT)<br><br>or<br><br>Automatic Transmission (AT) |
|       | A1      | L4, L5, L6, L7        | TRICYCLE              |                                                                       |
| 2 / 4 | B       | M1                    | PASSENGER CAR         |                                                                       |
|       | B1      | M2                    | PASSENGER VAN/JEEPNEY |                                                                       |
|       | B2      | N1                    | LIGHT COMMERCIAL      |                                                                       |
| 3 / 5 | C       | N2, N3                | HEAVY COMMERCIAL      |                                                                       |
|       | D       | M3                    | HEAVY PASSENGER BUS   |                                                                       |
| 6 / 7 | BE      | O1, O2                | LIGHT ARTICULATED     |                                                                       |
| 8     | CE      | O3, O4                | HEAVY ARTICULATED     |                                                                       |

#### Notes:

- Holders of DL with MT Clutch Code are allowed to operate vehicles with Automatic Transmission (AT).
- Holders of DL with AT Clutch Code are not allowed to operate vehicles with Manual Transmission (MT).
- For new DL, applicants are only allowed to apply for NPDL under DL Codes A, A1, B, B1 and B2, or combination thereof.

### DETAILS OF VEHICLE CATEGORY (VC) CODE

| VC | SPECIFICATION                                                                                                                                                                                                                                                                                    | SAMPLE IMAGE                                                                                                                                                                                                                                                      |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| L1 | A two-wheeled vehicle with a maximum design speed not exceeding 50 kph                                                                                                                                                                                                                           | <br>                                                                                            |
| L2 | A three-wheeled vehicle with a maximum design speed not exceeding 50 kph                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                   |
| L3 | A two-wheeled vehicle with a maximum design speed exceeding 50 kph                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                   |
| L4 | A vehicle with three wheels asymmetrically arranged in relation to the longitudinal median plane with a maximum design speed exceeding 50 kph (Motorcycle with sidecar)                                                                                                                          |                                                                                                                                                                                  |
| L5 | A vehicle with three wheels symmetrically arranged in relation to the longitudinal median plane with a maximum design speed exceeding 50 kph                                                                                                                                                     |                                                                                                                                                                                  |
| L6 | A vehicle with four wheels whose unladen mass is not more than 350kg, not including the mass of the batteries in case of electric vehicles, whose maximum design speed is not more than 45 kph                                                                                                   |                                                                                                                                                                                  |
| L7 | A vehicle with four wheels, other than that classified for the category L6, whose unladen mass is not more than 400kg (550kg for vehicles intended for carrying goods), not including the mass of batteries in the case of electric vehicles, whose maximum design speed is not more than 45 kph |                                                                                                                                                                                |
| M1 | Vehicles used for the carriage of passengers and comprising not more than 8 seats in addition to the driver's seat, and having a gross vehicle weight of not exceeding 5000kg                                                                                                                    | <br><br> |

## Driver's License Classification and Vehicle Category

| VC | SPECIFICATION                                                                                                                                                          | SAMPLE IMAGE                                                                                                                                                        |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| M2 | Vehicles used for the carriage of passengers, comprising more than 8 seats in addition to the driver's seat, and having a gross vehicle weight of not exceeding 5000kg |   |
| M3 | Vehicles used for the carriage of passengers, comprising more than 8 seats in addition to the driver's seat and having a maximum gross vehicle weight exceeding 5000kg |                                                                                    |
| N1 | Vehicles used for the carriage of goods and having a maximum gross vehicle weight not exceeding 3500kg                                                                 |                                                                                    |
| N2 | Vehicles used for the carriage of goods and having a maximum gross vehicle weight exceeding 3500kg but not exceeding 12000kg                                           |                                                                                   |
| N3 | Vehicles used for the carriage of goods and having a maximum gross vehicle weight exceeding 12000kg                                                                    |                                                                                   |
| O1 | Trailers with a maximum gross vehicle weight not exceeding 750kg                                                                                                       |                                                                                  |
| O2 | Trailers with a maximum gross vehicle weight exceeding 750kg but not exceeding 3500kg                                                                                  |                                                                                  |
| O3 | Trailers with a maximum gross vehicle weight exceeding 3500kg but not exceeding 10000kg                                                                                |                                                                                  |
| O4 | Trailers with a maximum gross vehicle weight exceeding 10000kg                                                                                                         |                                                                                  |

*Disclaimer: Images or pictures in the preceding table were downloaded from the World Wide Web (internet) for sample purposes only and no writer of this manual has the intention of owning the same. No harm and no copyright infringement intended.*

### MEDICAL CONDITIONS AND DRIVING INDICATIONS

| Condition Code | Indication / Driving Requirement                                                                                                                                                                                                                                               |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1              | <u>Drive only with corrective lenses</u><br><i>This is indicated in the driver's license of a licensee that he/she is certified by an accredited physician to be out of the 20/40 vision and will not be allowed to drive without wearing eyeglasses or corrective lenses.</i> |
| 2              | <u>Drive only with special equipment for upper limbs and/or lower limbs</u><br><i>This is indicated in the driver's license of a licensee with impairment at the upper limb and/or lower limb.</i>                                                                             |
| 3              | <u>Drive customized motor vehicle only</u><br><i>This is indicated in the driver's license of a licensee to drive especially designed motor vehicles only and duly registered with LTO.</i>                                                                                    |
| 4              | <u>Drive only during daylight</u><br><i>This is indicated in the driver's license of a licensee that he/she is only allowed to drive during daylight. This includes partially or totally blind in one eye.</i>                                                                 |
| 5              | <u>Drive only with hearing aid</u><br><i>This is indicated in the driver's license of a licensee with impaired hearing.</i>                                                                                                                                                    |

**Medical Certificate** – a certification issued by a registered physician of an LTO accredited medical clinic stating the result of applicant's medical examination and valid for a period of sixty (60) days from the date of issuance.

Drivers with driving conditions "2" or "3" or "4" or "5" are not allowed to operate For-Hire/ Public Utility Vehicles or Commercial Vehicles, unless, expressly allowed, in writing, by a qualified medical specialist.

### STUDENT-DRIVER'S PERMIT (SP)

| Item | Qualifications                                                                                                                                  | Requirements                                                                                                                                                                                                                                                         | NEW | MISC |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------|
| 1    | Filipinos at least 16 years old                                                                                                                 | PSA/Local Civil Registry Authenticated Certificate of Birth or Passport and PSA Certificate of Marriage for married women<br><br>For applicants below 18 years of age, parental or guardian's consent (with any valid government issued ID with photo and signature) | √   | n/a  |
|      | Foreigners at least 18 years old and must have been in the Philippines for at least one (1) month and proof of stay for at least six (6) months | Passport and Valid Visa for at least six months or, PSA /Local Civil Registry Authenticated Certificate of Birth if born in the Philippines                                                                                                                          | √   | n/a  |
| 2    | Physically and mentally fit to drive                                                                                                            | Medical Certificate from Accredited Medical Clinic                                                                                                                                                                                                                   | √   | n/a  |
| 3    | Able to read and write in Filipino, English or any major dialect                                                                                |                                                                                                                                                                                                                                                                      | √   | √    |
| 4    | No unsettled traffic violation                                                                                                                  |                                                                                                                                                                                                                                                                      | √   | √    |
| 5    | <b>Completed a 15-hour Theoretical Driving Course (TDC) – auto uploaded in LTO Driver's License System (DLS)</b>                                |                                                                                                                                                                                                                                                                      | √   | n/a  |



## Licensing Information

### Qualifications and Documentary Requirements

|   |                                         |                                                                                                                                                                                                 |     |   |
|---|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---|
| 6 |                                         | Other Requirements:                                                                                                                                                                             |     |   |
|   |                                         | TIN, if employed                                                                                                                                                                                | √   | √ |
|   |                                         | Duly accomplished APL Form                                                                                                                                                                      | √   | √ |
| 7 | Miscellaneous Transactions – Additional |                                                                                                                                                                                                 |     |   |
|   | Change of Civil Status                  | PSA Authenticated Marriage Contract<br>In case of women whose marriage is annulled, Court Order with decree of finality; if widow, death certificate of deceased spouse                         | n/a | √ |
|   | Change of Address                       | Barangay clearance stating the complete address and/or proof of billing statement                                                                                                               | n/a | √ |
|   | Change of Driving Conditions            | Medical Certificate from Accredited Medical Clinic                                                                                                                                              | n/a | √ |
|   | Change of Other Personal Details        | PSA Authenticated Certificate of Birth<br>In case of change in citizenship, Passport or Reacquisition of Citizenship/Identification Certificate issued by Bureau of Immigration and Deportation | n/a | √ |
|   | Lost/ Replacement                       | Affidavit of Loss/Mutilation                                                                                                                                                                    | n/a | √ |

*In this chapter, in case of conflict in text between this manual and the LTO Citizen's Charter, the latter shall prevail.*

### CONDUCTOR'S LICENSE (CL)

| Item | Qualifications                                                                                                                                                    | Requirements                                                                                                                 | NEW | RENEWAL | MISC |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----|---------|------|
| 1    | Age - at least 18 years old                                                                                                                                       | PSA/Local Civil Registry<br>Authenticated Certificate of Birth or Passport and PSA Certificate of Marriage for married women | √   | n/a     | n/a  |
| 2    | Physically and mentally fit to work and no contagious disease                                                                                                     | Medical Certificate from Accredited Medical Clinic                                                                           | √   | √       | n/a  |
| 3    | Able to read and write in Filipino, English, or any major dialect                                                                                                 |                                                                                                                              | √   | √       | √    |
| 4    | Passed the Examination – New CL and those not renewed for more than two (2) years from the expiry date                                                            |                                                                                                                              | √   | √       | n/a  |
| 5    | No unsettled traffic violation                                                                                                                                    |                                                                                                                              | √   | √       | √    |
| 6    | Attended and passed the Conductor's Theoretical Course from LTO Driver's Education Center, or LTO accredited Driving School/ LTO Accredited TESDA Training Center |                                                                                                                              | √   | √       | n/a  |

## Qualifications and Documentary Requirements

|   |                                                                                               |                                                                                   |     |   |     |
|---|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-----|---|-----|
| 7 | Completed the DEP for conductor's re-orientation prior to initial renewal of five (5) year CL |                                                                                   | n/a | √ | n/a |
| 8 |                                                                                               | Other Requirements:                                                               |     |   |     |
|   |                                                                                               | TIN                                                                               | √   | √ | √   |
|   |                                                                                               | Duly Accomplished APL Form                                                        | √   | √ | √   |
| 9 | Miscellaneous Transactions                                                                    |                                                                                   |     |   |     |
|   | Change of Civil Status                                                                        | PSA Authenticated Marriage Contract                                               | n/a | √ | √   |
|   | Change of Address                                                                             | Barangay clearance stating the complete address and/or proof of billing statement | n/a | √ | √   |
|   | Change of Other Personal Details                                                              | PSA/Local Civil Registry Authenticated Certificate of Birth                       | n/a | √ | √   |
|   | Lost/Replacement                                                                              | Affidavit of Loss/ Mutilated CL                                                   | n/a | √ | √   |

**Note:** The certificate of completion for theoretical course and examination results are auto uploaded in the DLS.

### NEW DRIVER'S LICENSE

| Item | Qualifications                                                                                                                                                                             | Requirements                                                                                                    | NPDL<br>A, A1,<br>B, B1, B2 |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1    | At least 17 years old                                                                                                                                                                      | Valid SP                                                                                                        | √                           |
|      |                                                                                                                                                                                            | Parental or guardian's consent (with valid government ID with photo and signature) if applicant is 17 years old | √                           |
|      | Foreigners<br>At least 18 years old                                                                                                                                                        | Valid SP                                                                                                        | √                           |
| 2    | Able to read and write in Filipino, English or any major dialect                                                                                                                           |                                                                                                                 | √                           |
| 3    | SP holder for at least one (1) month                                                                                                                                                       | Valid SP                                                                                                        | √                           |
| 4    | Attended and passed the practical driving course (PDC) from LTO accredited instructor, LTO Driver's Education Center or LTO accredited Driving School/LTO Accredited TESDA Training Center |                                                                                                                 | √                           |
| 5    | Physically and Mentally Fit to drive                                                                                                                                                       | Medical Certificate from Accredited Medical Clinic                                                              | √                           |
| 6    | No unsettled Traffic Violation                                                                                                                                                             |                                                                                                                 | √                           |
| 7    | Passed the Automated Theoretical Examination                                                                                                                                               |                                                                                                                 | √                           |
| 8    | Passed the Practical Driving Test                                                                                                                                                          |                                                                                                                 | √                           |
| 9    |                                                                                                                                                                                            | Other Requirements:                                                                                             |                             |
|      |                                                                                                                                                                                            | TIN, if employed                                                                                                | √                           |
| 10   |                                                                                                                                                                                            | Duly accomplished APL Form                                                                                      | √                           |

A new DL is valid for five (5) years reckoned from the date of birth of the licensee, unless sooner revoked or suspended. A DL holder who has not committed any violation/s during the five (5) year period preceding its expiration is entitled to a renewal of such license valid for ten (10) years.

### RENEWAL OF DRIVER'S LICENSE

| Item | Qualifications                                                                                                                             | Requirements                                                                                                               | NPDL             | PDL | PDL          |
|------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|------------------|-----|--------------|
|      |                                                                                                                                            |                                                                                                                            | A, A1, B, B1, B2 |     | C, CE, D, BE |
| 1    | Holder of DL                                                                                                                               | Driver's License                                                                                                           | √                | √   | √            |
| 2    | Physically and Mentally Fit to drive                                                                                                       | Medical Certificate from Accredited Medical Clinic                                                                         | √                | √   | √            |
| 3    | No unsettled Traffic Violation                                                                                                             |                                                                                                                            | √                | √   | √            |
| 4    | DL not renewed for more than two (2) years after the expiry date - Passed the Automated Theoretical Examination and Practical Driving Test |                                                                                                                            | √                | √   | √            |
| 5    | Completed the Driving Enhancement Program (DEP) prior to initial renewal of the five (5) year DL                                           |                                                                                                                            | √                | √   | √            |
| 6    |                                                                                                                                            | Other Requirements:                                                                                                        |                  |     |              |
|      |                                                                                                                                            | Duly accomplished APL Form                                                                                                 | √                | √   | √            |
| 7    |                                                                                                                                            | Foreigners - Valid Working Visa                                                                                            | n/a              | √   | √            |
| 8    | Completed training in the operation of Special-purpose Vehicle (SV)                                                                        | Certificate of Completion (COC) issued by an office, association or institution recognized by the govt. to issue said COC. | n/a              | √   | √            |

#### Renewal of Driver's License

- Renewal of DL after two (2) years from the expiry date shall require the holder to take and pass the theoretical and practical examination and pay the corresponding penalty in addition to the basic fee.
- Filipinos working/living abroad may renew their DL on-line or through their authorized representative upon presentation of necessary documents. The licensee shall present him/herself to LTO upon arrival in the Philippines for capture of photo and presentation of Official Receipt and submission of medical certificate.
- Renewal of Philippine DL after two (2) years from the expiry date but with valid Foreign DL – DL Code shall be retained for Philippine DL if the valid Foreign DL has the same DL Code.

### ADDITIONAL DL CODE

| DL CODE   | QUALIFICATIONS                                                                                                                                                                                           |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A<br>A1   | Holder of DL                                                                                                                                                                                             |
| B, B1, B2 | Holder of DL                                                                                                                                                                                             |
| C         | Must be a holder of PDL Code B2 for at least four (4) years<br>and<br>Must have equivalent training from LTO accredited TESDA Training Center for NC III or PDC from Driving School prior to application |
| D         | Must be a holder of PDL Code B1 for at least four (4) years<br>and<br>Must have equivalent training from LTO accredited TESDA Training Center for NC III or PDC from Driving School prior to application |
| BE        | Holder of B, B1 or B2 for at least three (3) years and equivalent training from LTO Accredited TESDA Training Center or PDC from Driving School prior to application<br>or<br>Holder of CE               |
| CE        | Holder of C or D for at least six (6) months<br>and<br>Must have equivalent training from LTO Accredited TESDA NC III Training Center or PDC from Driving School prior to application                    |

A DL holder with automatic transmission (AT) Clutch Code who intends to operate manual transmission (MT) must take and pass the practical driving test.

A DL holder is allowed to learn to operate a motor vehicle with a DL Code other than what he/she is allowed to operate. Provided, that the said holder is accompanied by a duly licensed driver accredited by LTO as driving instructor, possessing the appropriate license code for the desired type of motor vehicle.

### DEMERIT POINTS

Accumulated arithmetical value assigned to every corresponding traffic violation committed by a driver during the validity of driver's license.

A driver with accumulated Demerit Points ***is not allowed to apply for Additional DL Code/s or apply for Change of DL Classification***, within the period specified below, counted from the date of settlement of fines and penalties.

| Demerit Points from Date of Issuance | Period of Prohibition |
|--------------------------------------|-----------------------|
| 1-2                                  | 3 months              |
| 3-4                                  | 6 months              |
| 5 or more                            | 1 year                |

### CATEGORIES OF VIOLATIONS AND CORRESPONDING DEMERIT POINTS

| Categories                                                                                                 | Demerit Point/s |
|------------------------------------------------------------------------------------------------------------|-----------------|
| a. Grave Violations                                                                                        | 5               |
| b. Less Grave Violations                                                                                   | 3               |
| c. All other violations not otherwise enumerated as grave or less grave which shall be considered as light | 1               |

**Accumulation Period** – during the validity of DL and will revert to zero (0) after renewal.

**Drivers** of public utility vehicles (**PUV**) are **meted with double demerit points** for every traffic violation committed while operating a For Hire motor vehicle including the **driver** of a private motor vehicle operating as a **PUV** but **without proper authority from the LTRFB**.

### ACCUMULATED VIOLATION POINTS AND CORRESPONDING PENALTIES

| Violation Points                                                                            | Penalty                                                                                              |
|---------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 5 – 9 demerit points – applicants for renewal of DL                                         | Driving Enhancement Program (DEP) or accredited service provider                                     |
| 10 or more demerit points                                                                   | DEP plus Theoretical Exam                                                                            |
| Every 10 demerit points or whether same violation is committed for at least three (3) times | DEP                                                                                                  |
| franchise-related violation                                                                 | Driver's Academy with LTFRB                                                                          |
| at least forty (40) demerit points                                                          | Revoked for at least two (2) years                                                                   |
| Holders of SP (5 demerit points)                                                            | Confiscation and revocation of SP and may apply after one year<br><br>3 times revocation – Perpetual |

A driver who is not able to complete the intervention program within thirty (30) days from his last apprehension, after a notice has been given, shall have his driver's license suspended until he is able to attend the required course.

### TABLE OF TRAINING FOR SPECIAL TYPES OF VEHICLES

Driver for **Special-purpose Vehicle (SV)** must be a holder of a professional driver's license corresponding to the type of DL Code he/she operates and must comply with the required training **every renewal** of DL specified below:

| Vehicle Type               | Certificate of Training from Training Institutions                                               |
|----------------------------|--------------------------------------------------------------------------------------------------|
| Ambulance                  | TESDA or Accredited TESDA Training Centers                                                       |
| Firetrucks                 | National Fire Training Institute                                                                 |
| Armored Car                | Armored Services Association of the Philippines or other related association                     |
| School Service             | Land Transportation Office (LTO) or Land Transportation Franchising and Regulatory Board (LTFRB) |
| Carrier of Hazardous Cargo | TESDA or Accredited TESDA Training Centers                                                       |

### MISCELLANEOUS TRANSACTIONS – NPDL or PDL

#### Renewal of Invalid Philippine DL with Valid Foreign Driver's License (FDL)

| Item | Qualifications                                                                                                               | Requirements                                                   |
|------|------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1    | Physically and mentally fit to operate a motor vehicle                                                                       | Certificate from Accredited Medical Clinic                     |
| 2    | Able to read and write in Filipino, English or any major dialect                                                             |                                                                |
| 3    | Holder of a Valid Foreign Driver's License                                                                                   | Valid FDL                                                      |
| 4    | DL not renewed after two (2) years from the expiry date                                                                      | Driver's License or Appropriate Affidavit if Lost or Mutilated |
| 5    | No unsettled traffic violation                                                                                               |                                                                |
| 6    | Passed the theoretical and practical examination (not required if vehicle category in the Philippine DL is found in the FDL) |                                                                |
| 7    | Passed the practical examination for applicants from countries operating right hand drive vehicles                           |                                                                |
| 8    |                                                                                                                              | Duly accomplished APL Form                                     |



#### **MISCELLANEOUS TRANSACTIONS – NPDL or PDL** **Additional DL Code**

| Item | Qualifications                                                                                                      | Requirements                                                   |
|------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1    | Physically and mentally fit to operate a motor vehicle                                                              | Certificate from Accredited Medical Clinic                     |
| 2    | Able to read and write in Filipino, English or any major dialect                                                    |                                                                |
| 3    | Holder of Valid DL or DL not renewed after two (2) years from the expiry date                                       | Driver's License or Appropriate Affidavit if Lost or Mutilated |
| 4    | No unsettled traffic violation                                                                                      |                                                                |
| 5    | Passed the theoretical and practical examination for DL Code/s being applied for                                    |                                                                |
| 6    | For Professional DL BE, C, CE and D, applicant must be eligible with the Minimum Experience/Training Requirements   | NPDL/PDL for BE applicant<br>PDL for C, CE, and D applicant    |
| 7    | Completed practical driving course from a qualified and authorized driving instructor for DL Code being applied for |                                                                |
| 8    | For professional DL, operating SV must pass the Special Training Course                                             | Training Certificate of Completion                             |
| 9    |                                                                                                                     | Duly accomplished APL Form                                     |



#### **MISCELLANEOUS TRANSACTIONS – NPDL or PDL**

##### **Change of DL Classification (A, A1, B, B1, B2) From NPDL to PDL**

| Item | Qualifications                                                                | Requirements                                                   |
|------|-------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1    | Physically and mentally fit to operate a motor vehicle                        | Certificate from Accredited Medical Clinic                     |
| 2    | Able to read and write in Filipino, English or any major dialect              |                                                                |
| 3    | Holder of Valid DL or DL not renewed after two (2) years from the expiry date | Driver's License or Appropriate Affidavit if Lost or Mutilated |
| 4    | No unsettled traffic violation                                                |                                                                |
| 5    | Passed the theoretical examination                                            |                                                                |
| 6    | For professional DL, operating SV must pass the Special Training Course       | Training Certificate of Completion                             |
| 7    |                                                                               | Duly accomplished APL Form                                     |
| 8    |                                                                               | TIN (if employed)                                              |

Holders of DL Codes A, A1 who is at least eighteen (18) years old may apply for PDL after being a holder for six (6) months of NPDL with the same DL Codes.

Holder of DL Codes B, B1, B2 who is at least eighteen (18) years old may apply for PDL after being a holder for one (1) year of NPDL with the same DL Codes.



#### **MISCELLANEOUS TRANSACTIONS – NPDL or PDL**

##### **Change of DL Classification (BE, C, CE, D)**

| Item | Qualifications                                                                                                      | Requirements                                                   |
|------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1    | Physically and mentally fit to operate a motor vehicle                                                              | Certificate from Accredited Medical Clinic                     |
| 2    | Able to read and write in Filipino, English or any major dialect                                                    |                                                                |
| 3    | Holder of Valid DL or DL not renewed after two (2) years from the expiry date                                       | Driver's License or Appropriate Affidavit if Lost or Mutilated |
| 4    | No unsettled traffic violation                                                                                      |                                                                |
| 5    | For Professional DL BE, C, CE and D, applicant must be eligible with the Minimum Experience/Training Requirements   | NPDL/PDL for BE applicant<br>PDL for C, CE, and D applicant    |
| 6    | Completed practical driving course from a qualified and authorized driving instructor for DL Code being applied for |                                                                |
| 7    | Passed the theoretical examination                                                                                  |                                                                |
| 8    | Passed the practical driving test for DL Code/s being applied for                                                   |                                                                |
| 9    | For professional DL, operating SV, must passed the Special Training Course                                          | Training Certificate of Completion                             |
| 10   |                                                                                                                     | Duly accomplished APL Form                                     |
| 11   |                                                                                                                     | TIN (if employed)                                              |

*Note:* For dropping of DL Classification, other than APL, provided that such DL is valid, no other qualifications or documentary requirements are required.

### MISCELLANEOUS TRANSACTIONS

#### Conversion of Foreign Driver's License NPDL or PDL

| Item | Qualifications                                                                                                                                                 | Requirements                               |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|
| 1    | Physically and mentally fit to operate a motor vehicle                                                                                                         | Certificate from Accredited Medical Clinic |
| 2    | Able to read and write in Filipino, English or any major dialect                                                                                               |                                            |
| 3    | Holder of a Valid Foreign Driver's License                                                                                                                     | FDL                                        |
| 4    | No unsettled traffic violation                                                                                                                                 |                                            |
| 5    | Passed the practical examination for applicants from countries operating right hand drive vehicles                                                             |                                            |
| 6    | Foreign nationals must have a valid visa for at least 120 days upon the date of arrival. For PDL applicants must have valid working visa for at least 120 days | Valid Visa                                 |
| 7    | In case of invalid foreign DL, the applicant must pass the theoretical examination and practical driving test                                                  |                                            |
| 8    |                                                                                                                                                                | Duly accomplished APL Form                 |
| 9    |                                                                                                                                                                | TIN (if employed)                          |

Valid FDL may be converted into Philippine DL but limited to DL Code A, A1, B, B1 and/or B2 only.

Bona fide tourist with valid FDL is allowed to operate motor vehicles for no more than ninety (90) days of their stay in the Philippines.

Foreigners are allowed to operate DL codes BE, C, CE or D upon submission of DOLE Alien Employment Permit (AEP) and must comply with the experience and training requirements.



#### **MISCELLANEOUS TRANSACTIONS** **LOST/REPLACEMENT – NPDL or PDL**

| Item | Qualifications                                                   | Requirements                     |
|------|------------------------------------------------------------------|----------------------------------|
| 1    | Able to read and write in Filipino, English or any major dialect |                                  |
| 2    | Lost or Mutilated DL                                             | Affidavit of Loss / Mutilated DL |
| 3    | No unsettled traffic violation                                   |                                  |
| 4    |                                                                  | Duly accomplished APL Form       |

#### **DROPPING OF DL CODE – NPDL or PDL**

| Item | Qualifications                                                                | Requirements                                                   |
|------|-------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1    | Able to read and write in Filipino, English or any major dialect              |                                                                |
| 2    | Holder of Valid DL or DL not renewed after two (2) years from the expiry date | Driver's License or Appropriate Affidavit if Lost or Mutilated |
| 3    | No unsettled traffic violation                                                |                                                                |
| 4    |                                                                               | Duly accomplished APL Form                                     |

### MISCELLANEOUS TRANSACTIONS

#### CHANGE OF DRIVING CONDITIONS - NPDL or PDL

| Item | Qualifications                                                                | Requirements                                                   |
|------|-------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1    | Physically and mentally fit to operate a motor vehicle                        | Certificate from Accredited Medical Clinic                     |
| 2    | Able to read and write in Filipino, English or any major dialect              |                                                                |
| 3    | Holder of Valid DL or DL not renewed after two (2) years from the expiry date | Driver's License or Appropriate Affidavit if Lost or Mutilated |
| 4    | No unsettled traffic violation                                                |                                                                |
| 5    |                                                                               | Duly accomplished APL Form                                     |

#### REVISION OF RECORDS – NPDL or PDL

| Item | Qualifications                                                                | Requirements                                                   |
|------|-------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1    | Able to read and write in Filipino, English or any major dialect              |                                                                |
| 2    | Holder of Valid DL or DL not renewed after two (2) years from the expiry date | Driver's License or Appropriate Affidavit if Lost or Mutilated |
| 3    | No unsettled traffic violation                                                |                                                                |
| 4    |                                                                               | Duly accomplished APL Form                                     |

### THEORETICAL AND PRACTICAL EXAMINATIONS

The theoretical examination shall be according to DL Classification, and DL Code and Vehicle Description which the applicant intends to operate.

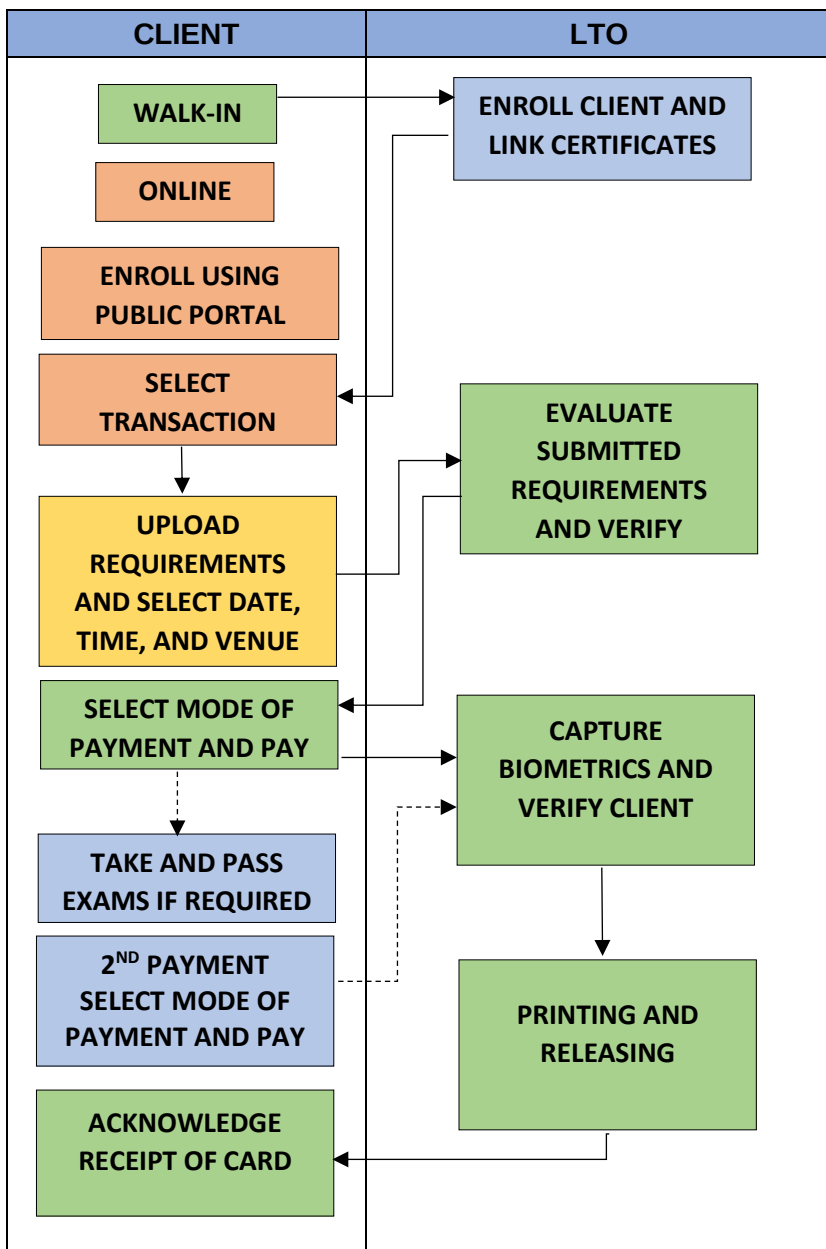
| Vehicle General Description             | DL Code         |              |
|-----------------------------------------|-----------------|--------------|
|                                         | Nonprofessional | Professional |
| Motorcycle/Tricycle                     | A, A1           | A, A1        |
| Light Vehicles                          | B, B1, B2       | B            |
| Light Vehicles                          | -               | B1           |
| Light Vehicles                          | -               | B2           |
| Light or Heavy/<br>Articulated Vehicles | -               | BE, C, CE    |
| Heavy Passenger<br>Vehicles             | -               | D            |

The LTO personnel or its accredited assessor shall conduct the Practical Driving Test which shall be done within the LTO authorized test route. Any test conducted outside of the designated test route shall be declared null and void. Failed applicants may re-apply after seven (7) calendar days.

### OTHER PROVISIONS

All licenses may be applied for renewal on or before but not earlier than sixty (60) days from the expiry date. However, a DL may be renewed one (1) year in advance upon presentation of a valid transportation ticket as proof of imminent travel.

## General Procedure in Securing Licenses and Permits



## Fees and Other Charges

| FEES and OTHER CHARGES |                      |                             |                                   |
|------------------------|----------------------|-----------------------------|-----------------------------------|
| NEW                    | PARTICULARS          | STUDENT-<br>DRIVER'S PERMIT | CONDUCTOR'S /<br>DRIVER'S LICENSE |
|                        | Application Fee      | 100.00                      | 100.00                            |
|                        | Computer Fee         | 67.63                       | 67.63                             |
|                        | Permit / License Fee | 150.00                      | 585.00                            |
|                        | Computer Fee         | --                          | 67.63                             |
|                        | <b>TOTAL</b>         | <b>317.63</b>               | <b>820.26</b>                     |

| FEES and OTHER CHARGES                                                                                        |                                      |                             |                                   |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------------------|-----------------------------------|
| RENEWAL                                                                                                       | PARTICULARS                          | STUDENT-<br>DRIVER'S PERMIT | CONDUCTOR'S /<br>DRIVER'S LICENSE |
|                                                                                                               | Application Fee                      | 100.00                      | 100.00                            |
|                                                                                                               | Computer Fee                         | 67.63                       | 67.63                             |
|                                                                                                               | Permit / License Fee                 | 150.00                      | 585.00                            |
|                                                                                                               | Computer Fee                         | --                          | 67.63                             |
| Additional<br>Penalty fees<br>(not renewed on<br>time)                                                        | 1 DAY to 2 YEARS                     |                             | 75.00                             |
|                                                                                                               | MORE THAN 1 YEAR to 2 YEARS          |                             | 150.00                            |
|                                                                                                               | MORE THAN TWO (2) YEARS<br>(RE-EXAM) |                             | 225.00                            |
| Not included in Dept. Order No. 2008-38                                                                       |                                      |                             |                                   |
| *ON-TIME RENEWAL needs to pay the license and one (1) computer fee                                            |                                      |                             |                                   |
| **Those with 1-day to 2 years expired licenses need to only pay the license, penalty and one (1) computer fee |                                      |                             |                                   |
| ***Re-examinees need to pay the application, license, penalty and two (2) computer fees                       |                                      |                             |                                   |

| FEES and OTHER CHARGES              |                      |                                   |
|-------------------------------------|----------------------|-----------------------------------|
| RENEWAL OF<br>DELINQUENT<br>LICENSE | PARTICULARS          | CONDUCTOR'S /<br>DRIVER'S LICENSE |
|                                     | Application Fee      | 100.00                            |
|                                     | Computer Fee         | 67.63                             |
|                                     | Permit / License Fee | 585.00                            |
|                                     | Computer Fee         | 67.63*                            |
|                                     | Penalty              | 225.00                            |
|                                     | <b>TOTAL</b>         | <b>1,045.26</b>                   |

Note: In case of the conflict in text of the manual and LTO Citizens Charter, the latter shall prevail.

## Fees and Other Charges

| FEES and OTHER CHARGES                                                                     |                          |                   |                   |                                                    |                                                      |
|--------------------------------------------------------------------------------------------|--------------------------|-------------------|-------------------|----------------------------------------------------|------------------------------------------------------|
| REQUEST FOR<br>LICENSE CHANGE<br>CLASSIFICATION<br>(Non-Pro to Pro<br>&<br>Pro to Non-Pro) | PARTICULARS              | VALID             |                   | EXPIRED                                            |                                                      |
|                                                                                            |                          | Pro to<br>Non-Pro | Non-Pro<br>to Pro | Pro to Non-Pro<br>(practical driving<br>exam only) | Non-Pro to Pro<br>(with written &<br>practical exam) |
|                                                                                            | Application Fee          | --                | 100.00            | 100.00                                             | 100.00                                               |
|                                                                                            | Computer Fee             | --                | 67.63             | 67.63                                              | 67.63                                                |
|                                                                                            | Replacement Fee          | 225.00            | 225.00            | --                                                 | --                                                   |
|                                                                                            | Renewal Fee              | --                | --                | 585.00                                             | 585.00                                               |
|                                                                                            | Computer Fee             | 67.63             | 67.63             | 67.63                                              | 67.63                                                |
|                                                                                            | Change<br>Classification | 100.00            | 100.00            | 100.00                                             | 100.00                                               |
|                                                                                            | <b>TOTAL</b>             | <b>392.63</b>     | <b>560.26</b>     | <b>920.26 +<br/>penalty</b>                        | <b>920.26 +<br/>penalty</b>                          |

|                                                                                                    |                                           |                               |             |
|----------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------|-------------|
| <b>REQUEST FOR<br/>LICENSE CHANGE<br/>CLASSIFICATION</b><br><br><b>Additional<br/>Penalty fees</b> | if due for renewal license fee            |                               | 585.00      |
|                                                                                                    | Penalty<br>if expired                     | 1 day to 1 year               | 75.00       |
|                                                                                                    |                                           | 1 year and 1 day to 2 years   | 150.00      |
|                                                                                                    |                                           | 2 years and 1 day to 10 years | 225.00      |
|                                                                                                    | If with Additional Restriction Code (ARC) |                               | 100.00 / RC |

| FEES and OTHER CHARGES                                  |                            |                       |                           |                |
|---------------------------------------------------------|----------------------------|-----------------------|---------------------------|----------------|
| APPLICATION<br>FOR<br>ADDITIONAL<br>RESTRICTION<br>CODE | PARTICULARS                | VALID<br>PROFESSIONAL | VALID<br>NON-PROFESSIONAL | DUE TO RENEWAL |
|                                                         | Application Fee            | 100.00                | 100.00                    | 100.00         |
|                                                         | Computer Fee               | 67.63                 | 67.63                     | 67.63          |
|                                                         | Replacement Fee            | 225.00                | 225.00                    | --             |
|                                                         | Renewal Fee                | --                    | --                        | 585.00         |
|                                                         | Additional Restriction Fee | 100.00 / RC           | 100.00 / RC               | 100.00 / RC    |
|                                                         | Computer Fee               | 67.63                 | 67.63                     | 67.63          |
|                                                         | <b>TOTAL</b>               | <b>560.26</b>         | <b>560.26</b>             | <b>920.26</b>  |

Note: In case of the conflict in text of the manual and LTO Citizens Charter, the latter shall prevail.

## Fees and Other Charges

| FEES and OTHER CHARGES                              |                     |                                 |               |                                              |               |                            |
|-----------------------------------------------------|---------------------|---------------------------------|---------------|----------------------------------------------|---------------|----------------------------|
| APPLICATION FOR REPLACEMENT LICENSE (Valid license) | PARTICULARS         | NON-PROFESSIONAL / PROFESSIONAL | CONDUCTORS    | REPLACEMENT LICENSE WITH REVISION OF RECORDS |               | REPLACEMENT STUDENT PERMIT |
|                                                     |                     |                                 |               | NON-PRO/PRO                                  | CONDUCTOR'S   |                            |
|                                                     | Replacement Fee     | 225.00                          | 225.00        | 225.00                                       | 225.00        |                            |
|                                                     | Certification Fee   | 100.00                          | 100.00        | 100.00                                       | 100.00        | 100.00                     |
|                                                     | Clearance Fee       | 30.00                           | 30.00         | 30.00                                        | 30.00         |                            |
|                                                     | Replacement Fee     | 50.00                           | 50.00         | 50.00                                        | 50.00         | 50.00                      |
|                                                     | Revision of Records |                                 |               | 100.00                                       | 100.00        |                            |
|                                                     | Computer Fee        | 67.63                           | 67.63         | 67.63                                        | 67.63         | 67.63                      |
|                                                     | <b>TOTAL</b>        | <b>472.63</b>                   | <b>472.63</b> | <b>572.63</b>                                | <b>572.63</b> | <b>217.63</b>              |

| FEES and OTHER CHARGES                              |                 |                                                                  |
|-----------------------------------------------------|-----------------|------------------------------------------------------------------|
| APPLICATION FOR REVISION OF RECORDS (Valid license) | PARTICULARS     | CONDUCTOR'S / DRIVER'S LICENSE (Professional & Non-Professional) |
|                                                     | Replacement Fee | 225.00                                                           |
|                                                     | Revision Fee    | 100.00                                                           |
|                                                     | Computer Fee    | 67.63                                                            |
|                                                     | <b>TOTAL</b>    | <b>392.63</b>                                                    |

| FEES and OTHER CHARGES                             |                               |                                                    |
|----------------------------------------------------|-------------------------------|----------------------------------------------------|
| RENEWAL OF LICENSE OVERSEAS FILIPINO WORKERS (OFW) | PARTICULARS                   | DRIVER'S LICENSE (Professional & Non-Professional) |
|                                                    | Renewal Fee                   | 585.00                                             |
|                                                    | <b>TOTAL</b>                  | <b>585.00 + penalty if not renewed</b>             |
| Penalty Fees (Professional & Non- Professional)    | 1 day to 1 year               | 75.00                                              |
|                                                    | 1 year and 1 day to 2 years   | 150.00                                             |
|                                                    | 2 years and 1 day to 10 years | 225.00                                             |

| FEES and OTHER CHARGES                                             |                     |                                         |                                                          |                                                                                |                                               |                          |
|--------------------------------------------------------------------|---------------------|-----------------------------------------|----------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------|--------------------------|
| APPLICATION FOR CONVERSION (FOREIGN LICENSE to PHILIPPINE LICENSE) | PARTICULARS         | NON-PROFESSIONAL                        |                                                          | PROFESSIONAL (valid / expired foreign license with written and practical exam) | with Philippine Driver's License (CONTINUITY) |                          |
|                                                                    |                     | (valid foreign license, no examination) | (expired foreign license, with written & practical exam) |                                                                                | without revision of records                   | with revision of records |
|                                                                    | License Fee         | 585.00                                  | 585.00                                                   | 585.00                                                                         | 585.00                                        | 585.00                   |
|                                                                    | Application Fee     | 100.00                                  | 100.00                                                   | 100.00                                                                         | 100.00                                        | 100.00                   |
|                                                                    | Computer Fee        | 67.63                                   | 67.63                                                    | 67.63                                                                          | 67.63                                         | 67.63                    |
|                                                                    | Conversion Fee      | 100.00                                  | 100.00                                                   | 100.00                                                                         | 100.00                                        | 100.00                   |
|                                                                    | Computer Fee        |                                         | 67.63                                                    | 67.63                                                                          |                                               |                          |
|                                                                    | Revision of Records |                                         |                                                          |                                                                                |                                               | 100.00                   |
|                                                                    | <b>TOTAL</b>        | <b>852.63</b>                           | <b>920.26</b>                                            | <b>920.26</b>                                                                  | <b>852.63</b>                                 | <b>952.63</b>            |

Note: In case of the conflict in text of the manual and LTO Citizens Charter, the latter shall prevail.

### LIST OF DRIVERS EDUCATION CENTER (REGIONAL OFFICES)

| REGION                     | NAME                                                       | ADDRESS                                                                          |
|----------------------------|------------------------------------------------------------|----------------------------------------------------------------------------------|
| 01<br>La Union             | <b>LTO Region 1 Drivers Education Center</b>               | LTO Regional Office Aguila Road Sevilla City of San Fernando (Capital) La Union  |
| 02<br>Cagayan              | <b>LTO Region 2 DEC</b>                                    | Main Avenue San Gabriel Tuguegarao City (Capital) Cagayan                        |
| 03<br>Pampanga             | <b>Main DECs</b>                                           | LTO Bldg. Government Center Maimpis San Fernando (Capital) Pampanga              |
| 4A<br>Laguna               | <b>LTO R4A DECs</b>                                        | Second Floor MVIC Building Maharlika Highway San Benito Alaminos Laguna          |
| 4B<br>Oriental Mindoro     | <b>LTO R4B DS</b>                                          | Tawiran City of Calapan (Capital) Oriental Mindoro                               |
| 05<br>Albay                | <b>LTO Region 5 Drivers Education Center</b>               | Regional Office 5 Purok 4 Bgy. 42 - Rawis (Bgy. 65) Legazpi City (Capital) Albay |
| 06<br>Iloilo               | <b>LTO Drivers Education Center - Iloilo City</b>          | Quintin Salas, Iloilo City (Capital) Iloilo                                      |
| 07<br>Cebu                 | <b>Main DECs R7</b>                                        | N Bacalso Avenue Pahina Central (Pob.) Cebu City (Capital) Cebu                  |
| 08<br>Leyte                | <b>LTO 8 Drivers Education Center - Tacloban City</b>      | Ground Floor Old Army Road Barangay 2 Tacloban City (Capital) Leyte              |
| 09<br>Zamboanga Del Sur    | <b>LTO Driver Education Center - Zamboanga District</b>    | LTO Veterans Ave. Santa Barbara Zamboanga City, Zamboanga Del Sur                |
| 10<br>Misamis Oriental     | <b>LTO Driver Education Center-CDEO District</b>           | MVIS Compound Zone 7 Bulua Cagayan De Oro City (Capital) Misamis Oriental        |
| 11<br>Davao Del Sur        | <b>Metro Davao Drivers Education Center</b>                | LTO MVIS Compound Quimpo Boulevard - Davao City Davao Del Sur                    |
| 12<br>South Cotabato       | <b>R12 Main DEC</b>                                        | Yellowbell Street Santa Cruz Koronadal (Capital) South Cotabato                  |
| East<br>Quezon City        | <b>NCR East RDEC</b>                                       | LTO Main Compound East Avenue Pinyahan, Quezon City                              |
| West<br>Quezon City        | <b>LTONCR - West Dec</b>                                   | 20 G Araneta Ave. Matalahib (Santo Domingo), Quezon City                         |
| CAR<br>Benguet             | <b>LTO CAR Drivers Education Center</b>                    | YMCA Building Upper Session Road Session Road Area Baguio City Benguet           |
| CARAGA<br>Agusan Del Norte | <b>DOTr - LTO 13 Driver Education Center - Butuan City</b> | J Rosales Avenue Dagohoy Pob. (Bgy. 7) Butuan City (Capital) Agusan Del Norte    |

*Note: For updated list of education center visit LTO website (lto.gov.ph).*

## **Volume 1**

# **Chapter**



## **Getting Ready to Drive**

- Course Content of Driving School
  - A. Motorcycle (A, A1)
  - B. Light Vehicle (B, B1, B2, BE)
  - C. Heavy Vehicle (C, CE, D)
- Road Traffic Signs
  - A. Regulatory Signs
  - B. Warning Signs
  - C. Guide / Informative Signs
  - D. Signs on Expressways
  - E. Traffic Instruction Signs
  - F. Hazard Markers
  - G. Roadwork Signs
- Pavement Markers
  - A. Longitudinal Lines
  - B. Traverse Lines
  - C. Other Lines
  - D. Object Markings
  - E. Raised Pavement Markings
  - F. Other Markings



## **COURSE CONTENT OF DRIVING SCHOOL MODULE FOR **MOTORCYCLE****

### **PART I: THEORETICAL DRIVING COURSE**

#### **I. INTRODUCTION TO DRIVING**

- 1) Organization and mandate of LTO, LTFRB, MMDA, HPG and other law enforcement agencies
- 2) Importance/Role of the motorcycle vehicle as part of the transportation system
  - A. Regulations governing operation of motorcycle
  - B. Role of Riders with DL code A and A1 (RC 1) to socio-economic development of the country
- 3) Requirements for Driver's License Application
  - A. Driver's license classification
  - B. Qualifications
  - C. Documentary requirements
  - D. Vehicle category
  - E. Written examination and actual driving test
- 4) Driver's Duties and Responsibilities
  - A. Physical and Mental Wellness
    - Hygiene, health and safety
    - Effects of drugs and alcohol
    - Fatigue
    - Early-to-bed/Early-to-rise
    - Exercise
    - Personality
    - Good moral and driving etiquette
  - B. Loading/Unloading of Passengers/Cargo (Tricycles)
    - Care for Pregnant Women, Children, PWDs and Senior Citizens
    - Gender Sensitivity Awareness



- C. Documents
  - Updated Official Receipt and Certificate of Registration (OR/CR)
  - Driver's License
  - Motorized Tricycle Operator's Permit (MTO)
- D. Dealing with Law Enforcers
  - Duties of drivers when apprehended
  - Rights of the driver

## II. PRE-DRIVING ORIENTATION

- 1) Check the Motorcycle
  - A. Accessories
    - Helmet
      - Types of helmet
    - Protection Gears
      - Jacket, Pants, Shoes, Gloves, Pads and Goggles
  - B. Types of Motorcycles
    - Based on Design
    - Based on Engine
    - Based on Transmission
    - Based on Number of Wheels
  - C. Rider Positioning
  - D. Motorcycle Parts
    - Gas / Tank
    - Lights
    - Tires
    - Battery
    - Side Mirrors
    - Reflectors
    - Brake Pedal
    - Hand Brake Lever (Front/Rear (Automatic))
    - Accelerator Cable / Throttle
    - Clutch Cable / Lever
    - Gear Shift Lever (Gear Shift Pattern)
    - Oil / Fluids



## Getting Ready to Drive

### Course Content of Driving School – Motorcycle

- 2) Pre-Start Routine
  - A. Pre-Drive Check
  - B. Wearing of protective gears
- 3) Identifying Switches and Controls
  - A. Turn Signal
  - B. Headlight Switch
  - C. Horn
  - D. Cluster Instruments
    - Turn Indicator, Gear Indicator, Fuel Gauge, Speedometer, Tachometer, etc.
  - E. Engine Kill Switch
- 4) Uses and Handling of Primary Controls
  - A. Clutch lever
  - B. Handlebars
  - C. Front brake lever
  - D. Rear brake pedal
  - E. Gear shift lever
  - F. Throttle
  - G. Starter (Kick/Electric)
- 5) Vehicle's Essential Parts and Functions
  - A. Essential parts identification and functions that maybe useful during road breakdowns and emergencies
  - B. Electrical system
  - C. Cooling system
- 6) Shifting Procedure
- 7) Starting Procedure
- 8) Stopping Procedure
  - Front / Rear brake combination
- 9) Turning Procedure (left and right turning)
  - A. Observe TLSL (think, look, signal and look again)
  - B. Head checks
  - C. Hand signals



## Getting Ready to Drive

### Course Content of Driving School – Motorcycle

- 10) Post-Driving Routine
  - A. Proper parking
  - B. Security of the vehicle parking area
- 11) Riding with Backride
- 12) Exercises in Manual Handling of Motorcycle
  - A. Use of side and center stand
  - B. Pushing forward/backward
  - C. Turning left/right while pushing forward

### III. TRAFFIC LAWS and REGULATIONS

- 1) Road Traffic Signs and Markers
  - A. Regulatory signs
  - B. Warning signs
  - C. Guide/Informative signs
  - D. Signs on expressway
  - E. Traffic signs
  - F. Roadwork signs
  - G. Hazard markers
- 2) Road Pavement Markings
  - A. Longitudinal lines
  - B. Traverse lines
  - C. Other lines
  - D. Object markings
  - E. Raised pavement markings
  - F. Other markings
- 3) Road Traffic Signals
- 4) Right-of-Way Rules
  - A. First to stop, First to go
  - B. Pedestrian lane
  - C. Emergency vehicles
    - Ambulance
    - Fire truck
    - Law Enforcement Mobile Patrol
  - D. Other Right-of-Way Rules in accordance with R.A. No. 4136



### Course Content of Driving School – Motorcycle

- 5) Expressway Rules and Regulations
- 6) Transportation Road Safety Laws
  - A. R.A. No. 4136 - Land Transportation and Traffic Code
  - B. R.A. No. 10054 - Motorcycle Helmet Act of 2009
  - C. R.A. No. 10586 - Anti-Drunk and Drugged Driving Act of 2013
  - D. R.A. No. 10913 - Anti-Distracted Driving Act
  - E. R.A. No. 10666 - Children's Safety on Motorcycle of 2015
  - F. R.A. No. 10930 - Rationalizing and Strengthening the Policy Regarding Driver's License Amending Section 23 of R.A No. 4136
  - G. R.A No. 11235 - Motorcycle Crime Prevention Act
- 7) Traffic Violations, Fines and Penalties (JAO 2014-01)
  - A. Violations in Connection with Licensing
  - B. Violations in Connection with Motor Vehicle Registration/Renewal/Operation
  - C. Violations in Connection with Dimensions, Specifications, Weight and Load Limits
  - D. Violations in Connection with Franchise

#### IV. DEFENSIVE DRIVING

- 1) Defensive Driving – Attitude and Behavior
- 2) Driver Perception and Awareness
  - A. SIPDE
    - Scanning process
    - Leaving yourself an out
  - B. Factors Affecting Concentration
    - Man Made (distracted driving)
    - Physiological
  - C. Factors Affecting Driving Skills
    - Fatigue, drugs and alcohol
  - D. Speed Management Limits
    - Maximum and Minimum



## Getting Ready to Drive

### Course Content of Driving School – Motorcycle

- 3) Safe Positioning and Distances
  - A. Eye Clearance and Distance Test
    - Looking 10 to 15 seconds ahead
    - The necessity of mastering horizontal and vertical clearances
  - B. Lane Positioning
    - Overtaking lanes
    - Slow and fast lanes
    - Motorcycle/bus/truck/bicycle lanes
  - C. Following Distance
  - D. Stopping Distance
  - E. Blind Spots
    - Mirror adjustments
    - Head checks
- 4) Safe Overtaking
  - A. Observation
  - B. Planning
  - C. Judgment
- 5) Driving in Different Road and Weather Conditions
  - A. Light
    - Day
    - Glare
    - Dusk/Dawn
    - Night
  - B. Public Roads
    - National
    - Provincial
    - City/Municipal
    - Barangay Roads
  - C. Slopes/Crest, Curves and Mountain Driving
    - Uphill/Downhill
    - Winding/Zigzag Road



## Getting Ready to Drive

### Course Content of Driving School – Motorcycle

#### D. Adverse Weather Conditions

- Light rains  
Hydroplaning
- Heavy rains  
Flash floods
- Foggy

#### E. Other Road Conditions

- Dusty
- Road constructions

#### 6) Sharing the Road

- Driving alongside pedestrians, skateboarders, cyclists, bikers, motorcycles, buses and trucks

#### 7) Road Rage, Anger Management and Stress Management

### V. VEHICLE MAINTENANCE

- 1) Reactive – Corrective Maintenance
- 2) Proactive – Preventive and Predictive Maintenance

### VI. HANDLING EMERGENCIES

- 1) Emergency Situations
  - A. Tire blowout
  - B. Overheat
  - C. Loss of brake, brake fade and sticking brake
  - D. Tire skid
  - E. Fire
  - F. Roll over
- 2) Road Crash
- 3) First Aid

### WRITTEN EXAMINATION

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#### **PART II: PRACTICAL DRIVING COURSE**

1. Start the engine
2. Moving off, riding ahead, and stopping
3. Driving in different environments and situations
4. Choice of speed in different situations (low speed balancing)
5. Hill riding
6. Riding along a curve or bend (cornering)
7. Approaching and passing railways
8. Lane shifting and choice of lanes
9. Turning and lane changing
10. Interaction with various road users (riders, cyclists, pedestrians, and other vehicles)
  - Passing stationary vehicles and pedestrians
  - Meeting oncoming traffic
  - Riding ahead of or behind other motorists
  - Riding side by side
11. Overtaking
12. ABCs of passing junctions - riding in different kinds of junctions (straight through, turning left or right), with or without obligation to give the right-of-way
13. Riding in dark unlighted road, wet and slippery road, sandy and loose road, steep slope, and sharp curvatures
14. Approaching, riding in, and leaving roundabouts
15. Stopping and parking
16. Riding with back ride
17. Emergency situations (tire blowout, fire, rolling over, engine overheating)



## **COURSE CONTENT OF DRIVING SCHOOL MODULE FOR LIGHT VEHICLES**

### **PART I: THEORETICAL DRIVING COURSE**

#### **I. INTRODUCTION TO DRIVING**

- 1) Organization and mandate of LTO, LTFRB, MMDA, HPG and other law enforcement agencies
- 2) Importance/Role of light vehicles as part of the transportation system
  - A. Regulations governing operation of Light Vehicles
  - B. Role of Drivers with DL code B, B1, B2, BE (RC 2,4,6,7) to socio-economic development of the country
- 3) Requirements for Driver's License Application
  - A. Driver's license classification
  - B. Qualifications
  - C. Documentary requirements
  - D. Vehicle category
  - E. Written examination and actual driving test
- 4) Driver's Duties and Responsibilities
  - A. Physical and Mental Wellness
    - Hygiene, health, and safety
    - Effects of drugs and alcohol
    - Fatigue
    - Early-to-bed/Early-to-rise
    - Exercise
    - Personality
    - Good moral and driving etiquette
  - B. Loading/Unloading of Passengers/Cargo
    - Care for Pregnant Women, Children, PWDs and Senior Citizens
    - Gender Sensitivity Awareness



## Getting Ready to Drive

### Course Content of Driving School – Light Vehicles

- C. Documents
  - Updated Official Receipt and Certificate of Registration (OR/CR)
  - Driver's License
- D. Dealing with Law Enforcers
  - Duties of drivers when apprehended
  - Rights of the driver

## II. PRE-DRIVING ORIENTATION

- 1) Walk Around Check (exterior)
  - A. Tires
  - B. Lights
  - C. Wiper
  - D. Body and Underchassis
- 2) Vehicle Checks (interior)
  - A. Driver's Cab
    - Ignition switch
    - Steering Wheel
    - Gear selector cover
    - Clutch pedal for MT
    - Brake pedal
    - Gas/accelerator pedal
    - Headlight switch
    - Wiper switch
    - Child lock
    - Power window switch
    - Parking brake lever
    - Hazard switch
    - Cabin light switch
    - Dashboard instruments
  - B. Accessories
    - First Aid kit
    - Tools
    - Early Warning Device



## Getting Ready to Drive

### Course Content of Driving School – Light Vehicles

- 3) Pre-Start Routine
  - A. Closing and locking doors
  - B. Proper sitting position
  - C. Adjustment of steering wheel
  - D. Adjustment of mirrors
  - E. Wearing of seat belt
- 4) Starting the Engine
- 5) Identifying Switches and Controls
  - A. Window controls
  - B. Turn signal lever and headlight switch
  - C. Windshield wiper and washer switch
  - D. Aircon controls
  - E. Emergency flasher switch/hazard light switch
  - F. Horn
- 6) Handling of Steering Wheel
  - A. 9-and-3 and 10-and-2 hand position
  - B. Hand over hand / push and pull
- 7) Pedals and Its Uses
  - A. Clutch
  - B. Brake
  - C. Accelerator
- 8) Vehicle's Essential Parts and Functions
  - A. Essential parts identification and functions that maybe useful during road breakdowns and emergencies
  - B. Electrical System
  - C. Cooling System
- 9) Shifting Gear Procedure
- 10) Starting Procedure
- 11) Stopping Procedure
- 12) Left and Right Turning
  - A. Observing TLSSL (think, look, signal and look again)
  - B. Head check



## Getting Ready to Drive

### Course Content of Driving School – Light Vehicles

- 13) Identifying Instrument Panel
  - A. Gauges and meters
  - B. Warning lights and indicators
- 14) Post-Driving Routine
  - A. Walk around and check the vehicles
  - B. Uphill and downhill parking
  - C. Security of the vehicle at the parking area

### III. TRAFFIC LAWS and REGULATIONS

- 1) Road Traffic Signs and Markers
  - A. Regulatory signs
  - B. Warning signs
  - C. Guide/Informative signs
  - D. Signs on expressway
  - E. Traffic signs
  - F. Roadwork signs
  - G. Hazard markers
- 2) Road Pavement Markings
  - A. Longitudinal lines
  - B. Traverse lines
  - C. Other lines
  - D. Object markings
  - E. Message and symbols
  - F. Raised pavement markings
  - G. Other markings
- 3) Road Traffic Signals
- 4) Right-of-Way Rules
  - A. First to stop, First to go
  - B. Pedestrian lane
  - C. Emergency vehicles
    - Ambulance
    - Fire truck
    - Law Enforcement Mobile Patrol
  - D. Other Right-of-Way Rules in accordance with R.A. No. 4136



## Getting Ready to Drive

### Course Content of Driving School – Light Vehicles

- 5) Expressway Rules and Regulations
- 6) Transportation Road Safety Laws
  - A. R.A. No. 4136 - Land Transportation and Traffic Code
  - B. R.A. No. 8749 - Philippine Clean Air Act of 1999
  - C. R.A. No. 8750 - Seat Belts Use Act of 1999
  - D. R.A. No. 8794 - Motor Vehicle User's Charge Law
  - E. R.A. No. 10586 - Anti-Drunk and Drugged Driving Act of 2013
  - F. R.A. No. 10913 - Anti-Distracted Driving Act
  - G. R.A. No. 10916 - Road Speed Limiter Act of 2016
  - H. R.A. No. 10930 - Rationalizing and Strengthening the Policy Regarding Driver's License Amending Sec. 23 of R.A No. 4136
  - I. R.A. No. 11229 - Child Safety on Motor Vehicles Act
- 7) Traffic Violations, Fines and Penalties (JAO 2014-01)
  - A. Violations in Connection with Licensing
  - B. Violations in Connection with Motor Vehicle Registration/Renewal /Operation
  - C. Violations in Connection with Dimensions, Specifications, Weight and Load Limits
  - D. Violations in Connection with Franchise

#### IV. DEFENSIVE DRIVING

- 1) Defensive Driving – Attitude and Behavior
- 2) Driver Perception and Awareness
  - A. SIPDE
    - Scanning process
    - Leaving yourself an out
  - B. Factors Affecting Concentration
    - Man Made (distracted driving)
    - Physiological
  - C. Factors Affecting Driving Skills
    - Fatigue, drugs and alcohol



## Getting Ready to Drive

### Course Content of Driving School – Light Vehicles

- D. Speed Management Limits
  - Limits (maximum and minimum)
  - Two (2) or Three (3) second rule
- 3) Safe Positioning and Distances
  - A. Eye Clearance and Distance Test
    - Looking 10 to 15 seconds ahead
    - The necessity of mastering horizontal and vertical clearances
  - B. Lane Positioning
    - Overtaking lanes
    - Slow and fast lanes
    - Motorcycle/bus/truck/bicycle lanes
  - C. Following Distance
  - D. Stopping Distance
  - E. Blind Spots
    - Mirror adjustments
    - Head checks
- 4) Safe Overtaking
  - A. Observation
  - B. Planning
  - C. Judgment
- 5) Driving in Different Road and Weather Conditions
  - A. Light
    - Day
    - Glare
    - Dusk/Dawn
    - Night
  - B. Public Roads
    - National
    - Provincial
    - City/Municipal
    - Barangay Roads



## Getting Ready to Drive

### Course Content of Driving School – Light Vehicles

- C. Slopes/Crest, Curves and Mountain Driving
  - Uphill/Downhill
  - Winding/Zigzag Road
- D. Adverse Weather Conditions
  - Light rains
    - Hydroplaning
  - Heavy rains
    - Flash floods
  - Foggy
- E. Other Road Conditions
  - Dusty
  - Road constructions
- 6) Sharing the Road
  - Driving alongside pedestrians, skateboarders, cyclists, bikers, motorcycles, buses and trucks
- 7) Road Rage, Anger Management and Stress Management

#### **V. VEHICLE MAINTENANCE**

- 1) Reactive – Corrective Maintenance
- 2) Proactive – Preventive and Predictive Maintenance

#### **VI. HANDLING EMERGENCIES**

- 1) Emergency Situations
  - A. Tire blowout
  - B. Overheat
  - C. Loss of brake, brake fade and sticking brake
  - D. Tire skid
  - E. Fire
  - F. Roll over
- 2) Road Crash
- 3) First Aid

#### **WRITTEN EXAMINATION**

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## PART II: PRACTICAL DRIVING COURSE

- 1) MODEL TEST TRACK/ROUTE
  - A. Name parts of the model test track/route
  - B. Explain the direction arrows
  - C. State the importance of road markings
  - D. Safe moving of vehicle from one point to another
- 2) DRIVING ON THE ROAD
  - A. Starting off, driving ahead, and stopping
  - B. Driving in different environments and situations
  - C. Choice of speed in different situations
  - D. Driving uphill and downhill
  - E. Driving through bends
  - F. Approaching and crossing railway
  - G. Lane shifting and choice of lanes
  - H. Making a U-Turn
  - I. Meeting oncoming traffic
  - J. Overtaking and passing
  - K. Driving in different kinds of junction with or without signals and with or without restricted view
  - L. Stopping
  - M. Dealing with pedestrians, motorcyclists, cyclists, trucks, buses, jeepneys and other motor vehicles
  - N. Rush hour and heavy traffic techniques
  - O. Merging with traffic and driving off from a heavy traffic
- 3) PARKING ON LEVEL GROUND, DOWNHILL AND UPHILL (WITH CURB AND WITHOUT CURB)



## **COURSE CONTENT OF DRIVING SCHOOL MODULE FOR **HEAVY** VEHICLES**

### **PART I: THEORETICAL DRIVING COURSE**

#### **I. INTRODUCTION TO DRIVING**

- 1) Organization and mandate of LTO, LTFRB, MMDA, HPG and other law enforcement agencies
- 2) Importance/Role of heavy vehicles as part of the transportation system
  - A. Regulations governing operation of Heavy Vehicles
  - B. Role of Drivers with DL code C, CE, D (RC 3,5,8) to socio-economic development of the country
  - C. Workplace Communication
- 3) Requirements for Driver's License Application
  - A. Driver's license classification
  - B. Qualifications
  - C. Documentary requirements
  - D. Vehicle category
  - E. Written examination and actual driving test
- 4) Driver's Duties and Responsibilities
  - A. Physical and Mental Wellness
    - Hygiene, health, and safety
    - Effects of drugs and alcohol
    - Fatigue
    - Early-to-bed/Early-to-rise
    - Exercise
    - Personality
    - Good moral and driving etiquette



## Getting Ready to Drive

### Course Content of Driving School – Heavy Vehicles

- B. Passenger Courtesy and Communication (Bus)
  - PWD and Senior Citizen Care
  - Pregnant Women Care
  - Child and Student Care
- C. Cargo Handling (Truck)
  - Cargo and goods handling (loading/unloading)
  - Strapping/covering/restraining of cargo (methods, techniques, and procedures)
  - Dealing with hazardous materials
  - Emergency procedures
- D. Documents
  - Updated Official Receipt and Certificate of Registration (OR/CR)
  - Driver's License
  - Certificate of Public Convenience (For Hire)
  - Manifest (passenger and cargo)
  - Trip Report or Dispatch Report
  - Necessary Permit
  - Insurance Policy
- E. Dealing with Law Enforcers
  - Duties of drivers when apprehended
  - Rights of the driver
- F. Proper Uniform / Attire of a Driver

## II. PRE-DRIVING ORIENTATION

- 1) Walk Around Check (exterior)
  - A. Systematic inspection of the vehicle using BLOWBAGA
  - B. Cleanliness



## Getting Ready to Drive

### Course Content of Driving School – Heavy Vehicles

- 2) Vehicle Checks (interior)
  - A. Accessories
    - First Aid kit
    - Tool box
    - Early Warning Device
    - Fire Extinguisher
    - Dry cloth
    - GI wire
    - Water
    - Extra oil
    - Extra brake fluid
  - B. Cleanliness
- 3) Pre-Start Routine
  - A. Closing and locking doors
  - B. Proper sitting position
  - C. Adjustment of steering wheel
  - D. Adjustment of mirrors
  - E. Wearing of seat belt
- 4) Starting the Engine
- 5) Identifying Switches and Controls
  - A. Window controls
  - B. Turn signal lever and headlight switch
  - C. Windshield wiper and washer switch
  - D. Aircon controls
  - E. Emergency flasher switch/hazard light switch
  - F. Horn
- 6) Vehicle's Essential Parts and Functions
  - A. Essential parts identification and functions that may be useful during road breakdowns and emergencies
  - B. Electrical System
  - C. Cooling System
  - D. Air Supply System
- 7) Basic Types of Retarders
  - A. Exhaust
  - B. Engine
  - C. Hydraulic
  - D. Electric



## Getting Ready to Drive

### Course Content of Driving School – Heavy Vehicles

- 8) Shifting Gear Procedure
- 9) Starting Procedure
- 10) Stopping Procedure
- 11) Left and Right Turning
  - A. Observing TLSL (think, look, signal and look again)
  - B. Head check
- 12) Identifying Instrument Panel
  - A. Gauges and meters
  - B. Warning lights and indicators
- 13) Post-Driving Routine
  - A. BLOWBAGA applications
  - B. Lost-and-Found items
  - C. Damaged goods and/or cargo
  - D. General condition of the vehicle
  - E. Preparing job order/request
  - F. Walk around check
  - G. Uphill and downhill parking
  - H. Security of the vehicle at the parking area

### III. TRAFFIC LAWS and REGULATIONS

- 1) Road Traffic Signs and Markers
  - A. Regulatory signs
  - B. Warning signs
  - C. Guide/Informative signs
  - D. Signs on expressway
  - E. Traffic signs
  - F. Roadwork signs
  - G. Hazard markers
- 2) Road Pavement Markings
  - A. Longitudinal lines
  - B. Traverse lines
  - C. Other lines
  - D. Object markings
  - E. Raised pavement markings
  - F. Other markings



## Getting Ready to Drive

### Course Content of Driving School – Heavy Vehicles

- 3) Road Traffic Signals
- 4) Right-of-Way Rules
  - A. First to stop, First to go
  - B. Pedestrian lane
  - C. Emergency vehicles
    - Ambulance
    - Fire truck
    - Law Enforcement Mobile Patrol
  - D. Other Right-of-Way Rules in accordance with R.A. No. 4136
- 5) Expressway Rules and Regulations
- 6) Transportation Road Safety Laws
  - A. R.A. No. 4136 - Land Transportation and Traffic Code
  - B. R.A. No. 8749 - Philippine Clean Air Act of 1999
  - C. R.A. No. 8750 - Seat Belts Use Act of 1999
  - D. R.A. No. 8794 - Motor Vehicle User's Charge Law
  - E. R.A. No. 10586 - Anti-Drunk and Drugged Driving Act of 2013
  - F. R.A. No. 10913 - Anti-Distracted Driving Act
  - G. R.A. No. 10916 - Road Speed Limiter Act of 2016
  - H. R.A. No. 10930 - Rationalizing and Strengthening the Policy Regarding Driver's License Amending Sec. 23 of R.A No. 4136
- 7) Traffic Violations, Fines and Penalties (JAO 2014-01)
  - A. Violations in Connection with Licensing
  - B. Violations in Connection with Motor Vehicle Registration/Renewal /Operation
  - C. Violations in Connection with Dimensions, Specifications, Weight and Load Limits
  - D. Violations in Connection with Franchise



#### IV. DEFENSIVE DRIVING

- 1) Defensive Driving – Attitude and Behavior
- 2) Driver Perception and Awareness
  - A. SIPDE
    - Scanning process
    - Leaving yourself an out
  - B. Factors Affecting Concentration
    - Man Made (distracted driving)
    - Physiological
  - C. Factors Affecting Driving Skills
    - Fatigue, drugs and alcohol
  - D. Speed Management Limits
    - Limits (maximum and minimum)
    - Six (6) second rule
- 3) Safe Positioning and Distances
  - A. Eye Clearance and Distance Test
    - Four (4) / Eight (8) seconds rule
    - The necessity of mastering horizontal and vertical clearances
  - B. Lane Positioning
    - Overtaking lanes
    - Slow and fast lanes
    - Motorcycle/bus/truck/bicycle lanes
  - C. Following Distance
  - D. Stopping Distance
  - E. Blind Spots
    - Mirror adjustments
    - Head checks



## Getting Ready to Drive

### Course Content of Driving School – Heavy Vehicles

- 4) Safe Overtaking
  - A. Observation
  - B. Planning
  - C. Judgment
- 5) Driving in Different Road and Weather Conditions
  - A. Light
    - Day
    - Glare
    - Dusk/Dawn
    - Night
  - B. Public Roads
    - National
    - Provincial
    - City/Municipal
    - Barangay Roads
  - C. Slopes/Crest, Curves and Mountain Driving
    - Uphill/Downhill
    - Winding/Zigzag Road
  - D. Adverse Weather Conditions
    - Light rains
      - Hydroplaning
    - Heavy rains
      - Flash floods
    - Foggy
  - E. Other Road Conditions
    - Dusty
    - Road constructions
- 6) Sharing the Road
  - Driving alongside pedestrians, skateboarders, cyclists, bikers, motorcycles, buses and trucks



## Getting Ready to Drive

### Course Content of Driving School – Heavy Vehicles

- 7) Driving Passenger Bus and Straight Trucks
  - A. Understanding different parts of passenger buses, straight and articulated trucks
  - B. Understanding different types of driving hazards
- 8) Road Rage, Anger Management and Stress Management

#### **V. VEHICLE MAINTENANCE**

- 1) Reactive – Corrective Maintenance
- 2) Proactive – Preventive and Predictive Maintenance

#### **VI. HANDLING EMERGENCIES**

- 1) Emergency Situations
  - A. Tire blowout
  - B. Overheat
  - C. Loss of brake, brake fade and sticking brake
  - D. Tire skid
  - E. Dealing with hijacking/carjacking incident
  - F. Fire
  - G. Roll over
- 2) Road Crash
- 3) First Aid

#### **WRITTEN EXAMINATION**

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## PART II: PRACTICAL DRIVING COURSE

- 1) MODEL TEST TRACK/ROUTE
  - A. Name parts of the model test track/route
  - B. Explain the direction arrows
  - C. State the importance of road markings
  - D. Safe moving of vehicle from one point to another
- 2) DRIVING ON THE ROAD
  - A. Starting off, driving ahead, and stopping
  - B. Driving in different environments and situations
  - C. Choice of speed in different situations
  - D. Driving uphill and downhill
  - E. Driving through bends
  - F. Approaching and crossing railway
  - G. Lane shifting and choices of lanes
  - H. Making a U-Turn
  - I. Meeting oncoming traffic
  - J. Overtaking and passing
  - K. Driving in different kinds of junction with or without signals and with or without restricted view
  - L. Stopping
  - M. Dealing with pedestrians, motorcyclists, cyclists, trucks, buses, jeepneys and other motor vehicles
  - N. Rush hour and heavy traffic techniques
  - O. Merging with traffic and driving off from a heavy traffic
- 3) PARKING ON LEVEL GROUND, DOWNHILL AND UPHILL (WITH CURB AND WITHOUT CURB)



### Road Traffic Signs

## ROAD TRAFFIC SIGNS OUTLINE:

### A. REGULATORY SIGNS

1. Priority
2. Directional
3. Prohibitive / Restrictive
4. Speed
5. Parking and Stopping
6. Miscellaneous

### B. WARNING SIGNS

1. Horizontal
2. Intersection
3. Advance Warning / Traffic Control Device
4. Road Width
5. Road Obstacles
6. Pedestrian
7. Railway Level Crossing
8. Supplementary
9. Other Warning Signs

### C. GUIDE / INFORMATIVE SIGNS

1. Advance Direction
2. Intersection Direction
3. Reassurance Direction
4. Fingerboard Direction
5. Street Name
6. Town Names and Geographical Feature
7. Service Signs
8. Tourist Information and Tourist Destination
9. Route Markers
10. Asian Highway Route Markers

### D. SIGNS ON EXPRESSWAYS

### E. TRAFFIC INSTRUCTION SIGNS

1. Supplementary
2. Movement Instruction

### F. HAZARD MARKERS

1. One-Way Hazard and Two-Way Hazard

### G. ROADWORK SIGNS



# ROAD TRAFFIC SIGNS

## A. Regulatory Signs

Signs that inform road users of traffic laws and regulations which, if disregarded, will constitute an offense

### 1. Priority Signs

**STOP SIGN** – driver must stop at designated STOP LINE. No parking within 6 meters



**GIVE WAY SIGN** – yield to the vehicles on right side of intersection



**LEFT TURNER MUST GIVE WAY**





### 2. Directional Signs

These signs indicate the direction(s) in which the motorist is obliged to follow



VEHICLE MAY PASS  
EITHER SIDE





### 3. Prohibitive / Restrictive Signs

#### NO ENTRY FOR ALL TYPES OF VEHICLE



#### NO ENTRY FOR SPECIFIC TYPES OF VEHICLE



NO CARS



NO JEEPNEYS



NO BUSES



NO TRUCKS



NO BICYCLES



NO MOTORCYCLES



NO TRICYCLES



NO VEHICLES  
WITH TRAILER



NO ANIMAL DRAWN  
VEHICLES



NO PUSHCARTS



## Getting Ready to Drive

### Road Traffic Signs

**NO PEDESTRIAN CROSSING** – pedestrians are not allowed to cross the road



**USING OVERPASS OR USE PED XING** – pedestrian must use an overpass or pedestrian crossing



**NO RIGHT TURN or NO LEFT TURN** – vehicles are not allowed to turn left or right



**NO U-TURN** – vehicles are not allowed to make a U-turn



**NO OVERTAKING ZONE**





## Road Traffic Signs

### 4. Speed Signs

Maximum speed restrictions



End of speed restrictions



Minimum speed restrictions



### 5. Parking and Stopping Signs

Allowable parking and loading zone at a given time and place



No stopping anytime



No loading and unloading zone



No Parking on Fire Hydrant within 4 meters



No waiting





## Getting Ready to Drive

### Road Traffic Signs

**BUS-PUJ STOP ZONE** – parking is not allowed



**BUS STOP ZONE** – parking is not allowed



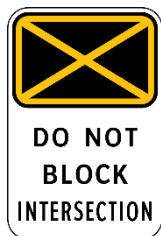
**PUJ STOP ZONE** – parking is not allowed



**NO PARKING: TOW-AWAY ZONE** – parked vehicle will be towed



No stopping or parking anytime within the yellow box



No parking anytime from Monday to Friday



**RIGHT TURNER CROSS AT BROKEN LINES** – vehicles from the left lane may cross the broken line to turn right within the BUS/PUJ zone

**RIGHT TURNER CROSS AT BROKEN LINES**



### 6. Miscellaneous Signs

No entry for vehicles with gross axle load of more than 2 tons



No entry for vehicles with gross vehicle mass of more than 5 tons



No entry for vehicles with more than 10 meters in length



No entry for vehicles with more than 2 meters in width



No entry for vehicles with more than 3.5 meters in height



No blowing of horns



USE SEAT BELT sign is used pursuant to R.A. No. 8750, the Seat Belt Law



Be aware of pedestrian crossing



Bicycle lane ahead



Be aware of children crossing



Be aware of Persons with Disabilities crossing

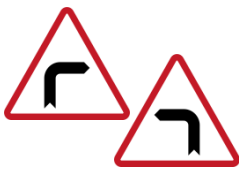


### B. Warning Signs

Signs used to warn motorists of potentially hazardous conditions on or adjacent to the road. It advises motorists of road conditions that require caution and may call for a reduction in speed, in the interest of safety and that of other road users

#### 1. Horizontal Signs

These signs are used to indicate the type of road curve ahead of the motorist



SHARP TURN



DOUBLE SHARP  
TURN



CURVE



DOUBLE CURVE



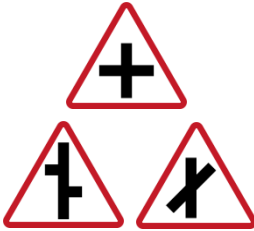
WINDING ROAD



HAIRPIN BEND

### 2. Intersection Signs

Signs installed before intersection or junctions



Intersection ahead



T-Junction ahead



Y-Junction ahead



Roundabout ahead  
(Rotunda)



Side road junction ahead



Approach to  
Intersection



Approach to  
intersection  
side road



Approach to  
intersection  
merging traffic



### 3. Advance Warning / Traffic Control Device Signs

Used to indicate signalized intersection and to warn the presence of STOP and GIVE WAY signs

**Traffic Lights Ahead** – driver must not park or stop within six (6) meters of this sign as it reduces visibility for other drivers



Stop sign ahead



Give way sign ahead

### 4. Road Width Signs



Road narrows ahead



Narrow bridge ahead



Divided Road Ahead



End of Divided Road Ahead

## Road Traffic Signs

### 5. Road Obstacle Signs



Opening bridge ahead



Uneven road ahead



Hump ahead



Downhill sign



Uphill sign



Spill way sign



Flood-prone area



Landslide-prone area



Slippery Road



Animal crossing ahead



Low-flying airplane zone

### 6. Pedestrian Signs

Pedestrian crossing ahead



Be aware of and stop for children crossing ahead



Persons with Disabilities (PWDs) crossing ahead



Advising the pedestrians to cross at designated areas



Be aware and slowdown on bicycle lane ahead



### 7. Railway Level Crossing Signs

**Railroad crossing** – vehicles must stop at the designated stop line or drive with caution



Railway crossing warning



Alternative railway crossing is positioned in an area that can be easily seen





### 8. Supplementary Signs



Preferred maximum speed during normal weather traffic conditions



Additional sign on roadworks ahead



Signs of PWDs, Senior Citizens, Schools and Playground



For PUJ / buses



WHEN WET – combined with the Slippery Road warning sign



Distance to next hazard area

### 9. Other Warning Signs



VERTICAL CLEARANCE

Maximum height of a vehicle must be 5.20 meters or less

Maximum height of a vehicle must be 4.80 meters or less



### C. Guide / Informative Signs

#### 1. Advance Direction Signs

These signs indicate the direction(s) in which the motorists are given information or direction



#### 2. Intersection Direction Signs

Visible in less than 1 kilometer before an intersection



#### 3. Reassurance Direction Signs

Approximate distance of a particular exit





## Getting Ready to Drive

### Road Traffic Signs

#### 4. Fingerboard Direction Signs

Provides the names of roads and streets that road users are passing or entering

LEGASPI CITY 16



LIPA CITY



PAGSANJAN FALLS



#### 5. Street Name Signs

Provides the names of roads and streets that road users are passing or entering

BONIFACIO DR

QUEZON AVE

ROXAS BLVD

RODRIGUEZ SR BLVD

MABINI ST

R MAGSAYSAY BLVD

TAFT AVE

1 - 350



BONIFACIO DR

1 - 350



KALAYAAN AVE

GUILLERMO AVE





## Getting Ready to Drive

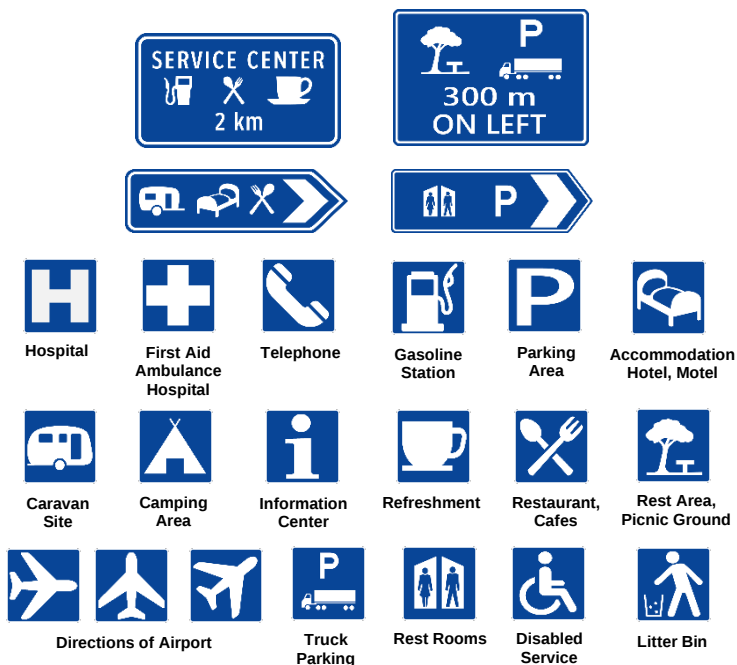
### Road Traffic Signs

## 6. Town Names and Geographical Feature Signs

Signs that convey the general information of interest, such as geographical locations, boundaries and features



## 7. Service Signs





### 8. Tourist Information and Tourist Destination Signs



### 9. Route Markers

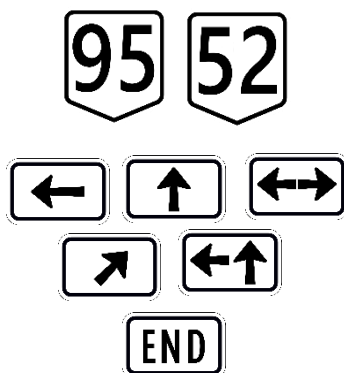
Identification route number of arterial and national highway and direction of the route

#### Philippine Highway Network



Source: Canva Photos

In the Philippines, distance is measured from Zero Kilometer Post in each Province which should be somewhere near the Provincial Building. In Luzon, distance is measured between each Provincial Zero KM Post and the Zero Kilometer Post is in Luneta Park, Manila.





# Getting Ready to Drive

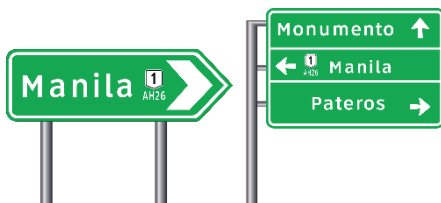
## Road Traffic Signs

### 10. Asian Highway Route Markers

Our country-assigned number is AH26. This is to identify the general direction or arterial roads of the Asian Highways that have significance as “through routes”



Advance directional signs with route marker shield



### Asian Highway Leg Marker Sign





### D. Signs on Expressways

These signs are essential for the driver to have an advanced information to ensure that they can position their vehicles in the correct lanes

#### 1. Expressway Approach Signs

Installed in advance or at the nearest intersection or interchange leading to the expressway



#### 2. Expressway Information Signs



**PROHIBITED ON EXPRESSWAY** – prohibits traveling on an expressway

**LANE DIRECTION** – used to guide the motorists into correct lanes leading to an interchange

| TOLL CHARGES         |      |
|----------------------|------|
|                      | Peso |
| MOTORCYCLES          | 20   |
| CARS AND VANS        | 80   |
| CARS With Trailer    | 100  |
| OTHER Under 2t       | 200  |
| VEHICLES 2t and over | 300  |

**TOLL CHARGES** – inform motorists the amount of toll charges required to pay at the toll plaza



### 3. Advance Exit Signs

Placed in advance of an exit



### 4. Expressway Exit Direction Signs

Exit signs posted overhead before the exit ramp of the interchange



### 5. Expressway Service Signs



Distance and direction to rest areas

Distance and direction to various expressway services



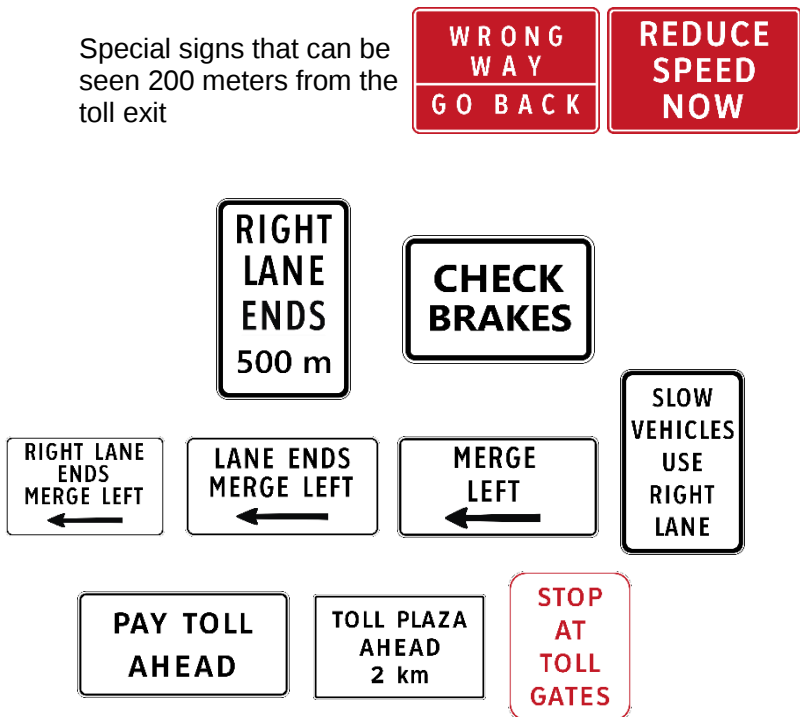
### 6. Start and End of Expressway Signs



### 7. Expressway Traffic Instruction and Regulatory Signs

These special signs are normally seen exclusively for expressways

Special signs that can be seen 200 meters from the toll exit





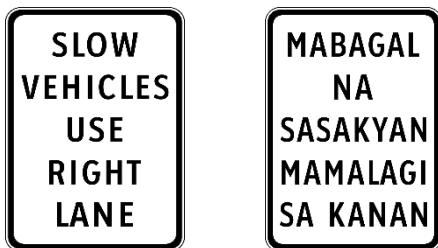
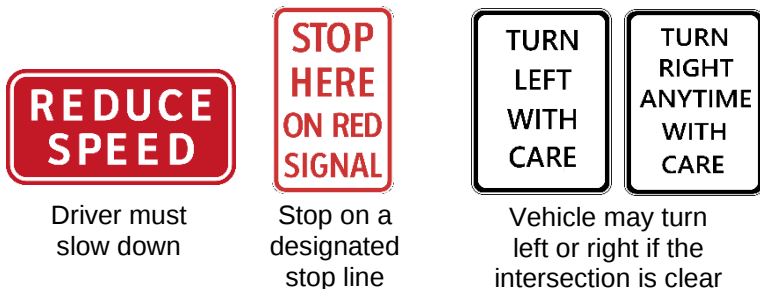
### E. Traffic Instruction Signs

These signs instruct the motorists to follow a direction or to obey a course of action. It is in conjunction with regulatory or warning signs to form a standard treatment, and support the operation of traffic rules

#### Supplementary Signs



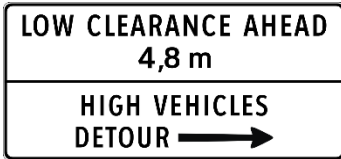
#### Movement Instruction Signs





## Getting Ready to Drive

### Road Traffic Signs



Vehicles with more than 4.8 meters in height must detour



Detour directional signs



Driver must give way to pedestrians



Turn right on green light only



Stay on right lane unless passing other vehicles



Approaching dead end



## Getting Ready to Drive

### Road Traffic Signs



Road is closed  
to all vehicles



Drivers to form  
one lane only

Directional signs for trucks  
and buses

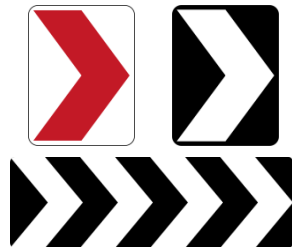


## F. Hazard Markers

These are used to emphasize to the approaching driver a marked change in the direction of travel and the presence of an obstruction

### Types of Hazard Markers

**ONE-WAY HAZARD MARKERS**  
indicate to the approaching driver  
the only direction allowed at the  
end of the road





## Getting Ready to Drive

### Road Traffic Signs



Source: Canva Photos



Source: Canva Photos

**CHEVRON SIGNS** guide the drivers through a change in horizontal alignment of the road

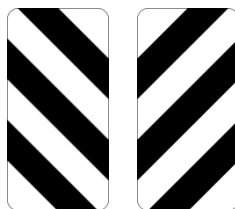
**TWO-WAY HAZARD MARKERS** warn the driver ahead that the road ahead is about to change direction



Sign used on a wide column of an overpass structure or median island



**WIDTH MARKERS** – narrowing width clearance



**OBSTRUCTION MARKERS** – road closure ahead





## Getting Ready to Drive

### Road Traffic Signs

## G. Roadwork Signs





## Pavement Markings

### PAVEMENT MARKINGS OUTLINE:

#### A. LONGITUDINAL LINES

1. Center Line
2. Lane Line
3. Barrier Line
  - Double Solid Yellow Line
  - Single Solid Yellow Line
  - Single Yellow line with Broken White Line
  - Broken Yellow Line
4. Edge Line
5. Continuity Line
6. Transition Lines

#### B. TRAVERSE LINES

1. Stop Line
2. Give Way or Holding Lines
3. Pedestrian Intersection (Signalized and Non-Signalized)
4. Roundabout Holding Lines

#### C. OTHER LINES

1. Turn Line
2. Parking Bay
3. Loading and Unloading Bay Lane Line
4. Yellow Box
5. Bus and PUJ Lane Line

#### D. OBJECT MARKINGS

1. Traffic Cones on the Road
2. Concrete Barriers

#### E. RAISED PAVEMENT MARKINGS

1. Cat's Eye

#### F. OTHER MARKINGS

1. Approach Markings to Islands and Obstructions
2. Chevron
3. Rumble Strips
4. Painted Curbs
5. Railroad Crossing Ahead
6. Motorcycle Lanes
7. Bus Lane
8. Bicycle Lane
9. Pavement Arrows
10. Speed Limit

# PAVEMENT MARKINGS

These are in the form of lines, symbols, messages, or numerals and may be set into the surface of, applied upon, or attached to the pavement. In some cases, pavement markings are used as a supplement to other traffic control devices, such as traffic signals and road signs. It simply guides traffic, gives advance warning, or may impose restrictions supported by traffic regulations.

## A. LONGITUDINAL LINES

1. **CENTER or SEPARATION LINE** – crossing of solid white lines requires special care and is discouraged



2. **LANE LINE** – changing of lane is allowed provided that it is safe and will not result to obstruction



## Pavement Markings

### 3. BARRIER LINE

**a. DOUBLE SOLID YELLOW LINES**

No overtaking and no crossing



**b. SINGLE SOLID YELLOW LINE**

Crossing is allowed but no overtaking



**c. SINGLE YELLOW LINE WITH BROKEN WHITE LINE**

No overtaking but crossing is allowed on the side of the solid yellow line

Overtaking and crossing is allowed on the side of the broken white line



## Pavement Markings

### d. **BROKEN YELLOW LINE**

Crossing and overtaking is allowed with necessary precaution



### e. **BROKEN AND SOLID YELLOW LINE**

Crossing and overtaking is allowed on the side of the broken line with caution but overtaking is not allowed on the side of the solid line

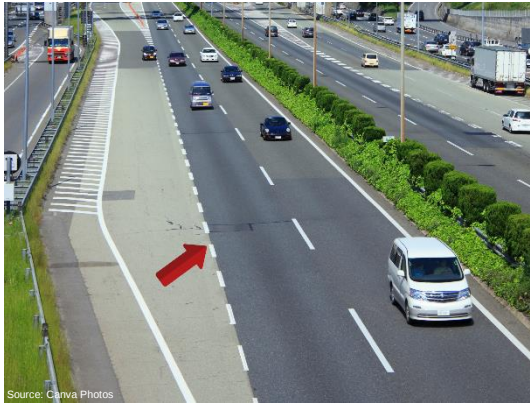


### 4. **EDGE LINE** – used to separate the outside edge of the road from the shoulder



## Pavement Markings

- 5. CONTINUITY LINE** – continuity line on the left side means the lane is ending or exiting and that the driver must change lanes if the driver wants to continue in the current direction. Continuity lines on the right means that the lane will continue unaffected



- 6. TRANSITION LINES** – guide the traffic safely to pass obstructions on roadways such as islands, median strips, bridge piers or indicate changes in the width of the traveled portion of the roadway and an increase or reduction in traffic lanes



### B. TRAVERSE LINES



- 1. STOP LINE** – vehicles are required to stop before the white line



- 2. GIVE WAY or HOLDING LINES** – markings consisting of two adjacent broken white lines across the carriageway at which drivers must give way to all traffic in accordance with the standard sign

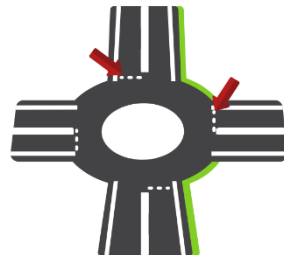


### 3. PEDESTRIAN INTERSECTION

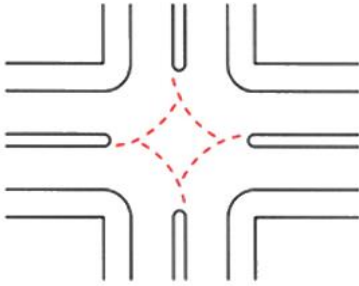
SIGNALIZED

NON-SIGNALIZED

- 4. ROUNDBABOUT HOLDING LINES** – vehicles within the rotunda have the right-of-way over vehicles which are just about to enter



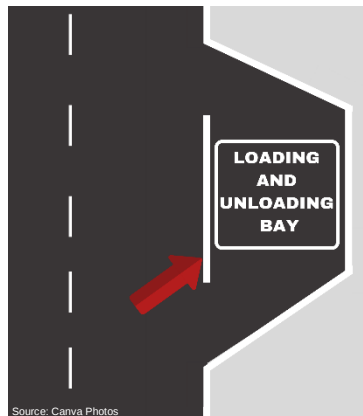
### C. OTHER LINES



**TURN LINE** – used to guide vehicles through a turning movement at intersections



**PARKING BAY** – used to designate parking space, but take note of PWD Parking Mark



**LOADING AND UNLOADING BAY LANE LINE** – a solid white line used to indicate the proper location of loading and unloading zone with parking restrictions

## Pavement Markings



**DO NOT BLOCK INTERSECTION** – lines that form a yellow box within the intersection and yellow diagonal lines forming an “X” inside the box. No vehicle should stay inside the box to avoid obstruction to other motorists



**BUS AND PUJ LANE LINE** – a solid yellow line used to separate other vehicles from buses and PUJs and supplemented by raised pavement markers

## Pavement Markings

### D. OBJECT MARKINGS



TRAFFIC CONES ON THE ROAD



CONCRETE BARRIERS

### E. RAISED PAVEMENT MARKERS

Substitute to lane lines



CAT'S EYE

### F. OTHER MARKINGS

APPROACH MARKINGS TO ISLANDS AND OBSTRUCTIONS

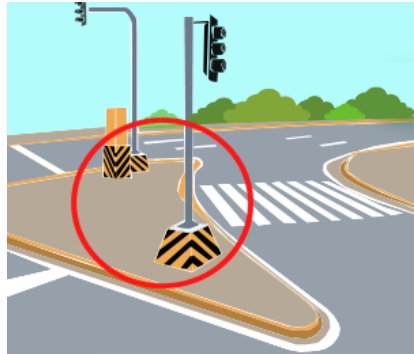




## Getting Ready to Drive

### Pavement Markings

**CHEVRON** – often used to guide traffic into the right turning lanes separated by an island, such as a corner island at a signalized intersection



**RUMBLE STRIPS** – Thermoplastic lane markings designed to aid and provide motorists with visual, audio and motion warnings on the road. Rumble Strips are highly visible horizontal lines on the road that produce a humming sound and ample bumpy ride to the motorists when ran over



### PAINTED CURBS



No Loading and Unloading



No Parking

## Pavement Markings



**RAILROAD CROSSING AHEAD**

**MOTORCYCLE LANES** – lanes allotted for motorcycle riders and can be shared with other vehicles. Riders are not allowed to stay on other lanes unless instructed by enforcers or the rider is turning into an intersection and must signal his/her intention within 100 meters



**BUS LANE** – designated lanes for buses. Bus drivers are not allowed to use other lanes except when instructed by enforcers or when turning into an intersection



### Pavement Markings

**BICYCLE LANE** – painted on the pavement by a solid line along either side of the road. Motor vehicles are not allowed to use this lane



**PAVEMENT ARROWS** – used for lane control and in white color



**SPEED LIMIT AT 60KPH** – a speed limit on pavement to supplement the speed limit posted on the roadside



## Volume 1

# Chapter



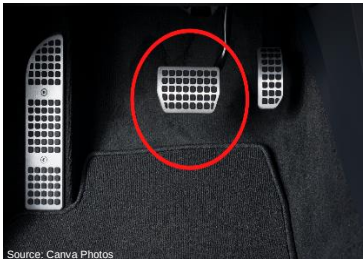
## Driving Fundamentals

- Checking Motor Vehicle and Documents
  - A. BLOWBAGETS
  - B. Essential Parts of Air supply System for Heavy and Articulated Vehicles
  - C. Documents
- Before Starting and Driving on the Road
  - A. Before Starting the Engine
  - B. Starting to Drive
    - Steering
    - Backing Up / Reversing
    - Helpful Backing Tips to Avoid Road Crash
- Driving on the Road
  - A. Traffic Lights and Signals
  - B. Braking
  - C. Following Distance
  - D. Speed Restrictions
  - E. Exception to Speed Restrictions
  - F. Right-of-Way Rules
  - G. Exception to the Right-of-Way Rules
  - H. Driving on the Right Side of the Highway
  - I. Classification of Roads
  - J. Turning at Intersections
  - K. Making a U-turn
  - L. Roundabout Rules
  - M. Starting, Stopping or Turning Using Hand Signals
  - N. Overtaking and Passing Restrictions
  - O. Proper Parking
  - P. Expressway Rules and Regulations
- Proactive Vehicle Maintenance
  - A. Vehicle Maintenance

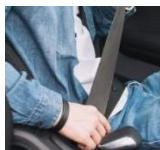
### B L O W B A G E T S

Before operating a motor vehicle, make a round check of the following:

| Description                                                                                                                                                                                                       | Remarks                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Battery</b><br> <p>Source: Google images</p>                                                                                  | <ul style="list-style-type: none"> <li>• Limit short rides</li> <li>• Keep batteries tightly fastened</li> <li>• Turn off all the lights before getting off</li> <li>• Control the corrosion</li> <li>• Do not use gadgets or accessories when engine is off</li> </ul>                                                                                                                                              |
| <b>Light</b><br> <p>Source: Google images</p>                                                                                   | <ul style="list-style-type: none"> <li>• Always clean lens</li> <li>• Make sure to switch the lights ON before sunset</li> <li>• Switch OFF cabin lights when engine is off</li> <li>• Keep windshield and mirrors clean</li> <li>• If possible, switch to low beam lights if you are within 200 meters of the car in front of you</li> <li>• Avoid too much tint</li> <li>• Avoid using excessive lights</li> </ul> |
| <b>Oil</b><br>  <p>Source: Canva Photos</p> | <ul style="list-style-type: none"> <li>• Check the engine oil level regularly and add if necessary</li> <li>• Change oil at regular interval</li> <li>• Check for oil leaks</li> <li>• Avoid prolonged RPM to avoid oil leaks</li> <li>• Check the ball joint grease, fluids and steering oil or gear oil</li> </ul>                                                                                                 |

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Water (Coolant)</b></p>  <p>Source: Canva Photos</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Check the water level regularly</li> <li>• Avoid overfilling the reservoir to maintain correct back pressure</li> <li>• Replace radiator cap, if required to avoid overheating</li> <li>• Do not condemn thermostat</li> <li>• Always check upper and lower hose</li> </ul>                                                                                                                                                                           |
| <p><b>Brakes</b></p>  <p>Source: Canva Photos</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Check for oil leaks on the brake master cylinder</li> <li>• Check for oil leaks on the caliper or piston</li> <li>• Check for allowable thickness of rotors and brake pads</li> <li>• Regularly wash the rotors and pads to remove residuals or dusts</li> <li>• After repair – drive the vehicle and apply intermittent brake within a block</li> <li>• Always check for leaks on pipes</li> <li>• Check fluid reservoir (color and odor)</li> </ul> |
| <p style="text-align: center;"><b>Accessories</b></p> <ul style="list-style-type: none"> <li>• Check for body scratches / damages, doors and windows, wiper, side and rearview mirrors, cluster instrument, etc.</li> </ul> <div style="display: flex; flex-wrap: wrap; justify-content: space-around;">       </div> <p>Source: Canva Photos</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

## Checking Motor Vehicle and Documents

| Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Check the horn, spare tire, early warning device, AC components, horn and seatbelt, parking brake, etc.</li> </ul> <div data-bbox="158 402 339 537">  </div> <div data-bbox="373 397 526 540">  </div> <div data-bbox="561 399 721 547">  </div> <div data-bbox="736 406 916 557">  </div> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p><b>Gas / Fuel</b></p> <div data-bbox="135 708 440 932">  </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>Avoid short trips</li> <li>Avoid heavy traffic</li> <li>Do not carry too much load</li> <li>Close your windows if aircon is ON</li> <li>Accelerate smoothly</li> <li>Shift smoothly</li> <li>Follow the speed limit</li> <li>Check tire pressure</li> <li>Check for leaks</li> <li>Avoid using different brands of fuel</li> <li>As much as possible, do not overfill the fuel tank</li> <li>Replace fuel tank cap, if required</li> </ul> |
| <p><b>Electrical</b></p> <div data-bbox="142 1169 431 1380">  </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <ul style="list-style-type: none"> <li>Avoid installation of electrical accessories</li> <li>Accessories must be installed or repaired by a qualified auto electrician</li> <li>Avoid using substandard electrical wires, fuse, and fuse holders</li> <li>Never pour water on dashboard when cleaning</li> <li>Never do a spaghetti wire</li> </ul>                                                                                                                               |

| Description                                                                                                                | Remarks                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Tires</b>  <p>Source: Canva Photos</p> | <ul style="list-style-type: none"> <li>• Always check the tire pressure before leaving or every scheduled stop</li> <li>• In the absence of a chart, usually situated near the driver seat, the ideal maximum tire pressure when cold is minus 4 psi</li> <li>• The common tire problems are due to toe-in or toe-out. This may be observed after a long trip</li> <li>• Rotate the tires at 45 degrees whenever the vehicle has been parked. This will prevent cracks on sidewalls</li> <li>• Worn out kingpins and control arms greatly affect the wear and tear of tire</li> </ul> |
| <b>Self</b>  <p>Source: Canva Photos</p> | <ul style="list-style-type: none"> <li>• Be physically fit and mentally prepared before sitting on driver's seat and touching the steering wheel</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |

**BLOWBAGETS** is a simple do-it-yourself motor vehicle inspection to avoid road crashes and breakdowns.

### ***For Motorcycle Riders***



*Aside from BLOWBAGETS, check the following:*

- Accelerator and Brake Cable
- Accelerator Throttle
- Drive chain or belt

*Be aware of excessive modifications such as tailpipe, lights, and mirrors.*

### ESSENTIAL PARTS OF AIR SUPPLY SYSTEM FOR HEAVY AND ARTICULATED VEHICLES

1. **Engine Air Compressor** – The primary function of air compressor is to generate compressed air into the system that requires air to operate. Some drivers mistakenly identify engine air compressors as air condition compressors. An engine air compressor does not have a magnetic clutch.



2. **Air Pressure Regulator** – Regulators are required to primarily regulate the pressure given into the air dryer to avoid unnecessary burst of air pipes and lines.



3. **Air Dryer or Air Purifier** – The air generated from air compressors includes oil (from the engine) and moist (water vapor). Air dryer purifies the generated air and removes oil and water substances.



4. **Four-Way Valve** – Valve that controls the direction of compressed air to serve the front and rear brakes, the parking brake and accessories attached to the system such as front and rear door cylinders.



5. **Air Reservoir Tanks** – Compressed air are stored on these tanks. These may be coupled with other sensors or one-way valve to restrain the compressed air flowing back into the four-way valve.





## Checking Motor Vehicle and Documents

## DOCUMENTS

[illegible]

## Certificate of Registration

## New Official Receipt

[illegible]

## Driver's License

[illegible]

## Certificate of Public Convenience / Franchise



## Driving Fundamentals

### Before Starting and Driving on the Road

#### BEFORE STARTING THE ENGINE

**Manual Clutch** – be sure that the gear is in neutral position before starting. Know the gear shift operation of the vehicle > 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup>, 5<sup>th</sup> gear, neutral and reverse.



**Automatic Clutch** – make sure that the shifting lever is at parking position.

- Do not rest your one arm on the window
- Make sure you are seated comfortably
- Adjust the seat and rearview mirror so that you can use it without having to lean forward or backward
- Adjust side mirrors
- Remove everything that blocks your view
- Make sure to wear your seat belt and advise passenger to do the same
- Lock all doors



#### *For Motorcycle Riders*



- *Check and adjust the side mirrors*
- *Avoid pushing the motorcycle to start the engine*



### STARTING TO DRIVE

#### STEERING

Hands grip on the steering wheel at a 9:30 or 10:2 position to have a good and full control of the steering wheel. You must be on the right distance and sitting position from the steering wheel.



#### *For Motorcycle Riders*



- Sit comfortably and hold the handlebar firmly

#### BACKING UP / REVERSING

Reversing (also known as backing up) is the process of driving a vehicle in the reverse direction to maneuver. Rearview mirror is the standard equipment for this endeavor. Modern motor vehicles have built-in technical aids or sensors like backup cameras, while other vehicles may be equipped with the same.



Success in reversing depends on correct driving posture, hearing, seeing, steering and speed control.

The main problem when reversing is poor visibility resulting to road crashes. To prevent such, one can install safety equipment including cameras and sensors. The driver must also be aware of the surroundings that may pose a danger like:

- Site layout
- Blind spots
- Pedestrians, motorists, and parked vehicles
- Space and lighting
- Defective safety equipment, such as camera and sensors



## Driving Fundamentals

### Before Starting and Driving on the Road

#### HELPFUL BACKING TIPS TO AVOID ROAD CRASH

- When backing around a corner to the right or out from a driveway, check first the traffic, vehicles, and pedestrians.
- Turn your body to the right and put your right arm over the back of the seat. Look at the window as well as the rear and front of the vehicle.
- While backing, stay at the right side as much as possible.
- During all maneuvers, make quick traffic checks to the front and sides of the vehicle then continue looking back until you reach the desired clearance.
- Make quick checks over left and right shoulder and look through the mirror or rear window.
- Whenever possible, appreciate assistance from companions inside the vehicle or a person outside your vehicle to help you back up.



#### **For Motorcycle Riders**



- *If a U-turn is not possible, get out of the seat and push back the motorcycle by holding the handlebar on one hand and back seat bracket with the other hand. Avoid turning using the side stand*



### DRIVING ON THE ROAD

#### TRAFFIC LIGHTS AND SIGNALS

**RED SIGNAL** means you must bring your vehicle to a STOP at a marked line.

**FLASHING RED SIGNAL** means bring your vehicle to a STOP and proceed only when it is safe.



**YELLOW / AMBER SIGNAL** indicates that the RED signal is about to appear.

**FLASHING YELLOW LIGHT** means slow down and proceed with caution.



**GREEN SIGNAL** means you can proceed, provided you yield to pedestrian and traffic lawfully using the intersection.

**FLASHING GREEN SIGNAL** means proceed with caution and be prepared for pedestrians who might cross the street. This signal is usually seen on intersections where pedestrian crossing button is available.





## **BRAKING**

### **PROPER BRAKING**

Avoid tailgating. Staying too close to the vehicle in front of you leaves no room to maneuver whenever there is obstruction on your lane.

Maintain a safe distance when following a vehicle. This will give you adequate space, time to react and to stop safely.

Give motorcycles the same distance you would give to any other vehicle. Motorcycles are entitled to the same full length and width as all other vehicles on the road.

### **BRAKING DISTANCE**

It is the distance travelled from the time you start to activate the brakes until you bring the vehicle to a stop. The vehicle running at 100 kph in an ideal condition can travel 60 meters when applying a full brake.

### **PERCEPTION and REACTION DISTANCE**

Allow extra braking distance. It takes a split second for your reflexes to respond and the brain to react from the time you see a potential hazard. A vehicle running at 100 kph has a perception distance of 20 meters.

### **TOTAL STOPPING DISTANCE**

Take into consideration your perception distance, reaction distance and braking distance based on your speed to come into a total stopping distance. A vehicle running at 100 kph has a total stopping distance of 80 meters on a full brake.



## **FOLLOWING DISTANCE**

### **TWO or THREE SECOND RULE**

The two or three second rule is an informal rule by which a driver must maintain a safe distance at any speed. The rule is that a driver should ideally stay at least two or three seconds behind any vehicle that is directly in front. It is not a guide to safe distance but more of a guide to reaction time.

The practice has been shown to considerably reduce the risk of road crash and the severity of any injury if a collision occurs. It also helps avoid tailgating or road rage for all drivers, since tailgating gives lesser collision avoidance time and driver reaction time.

The safe distance is measured in time (seconds) rather than meters as it can be difficult to accurately judge distances while driving and what counts as a safe distance varies depending on speed.

To estimate time, a driver can wait until the rear-end of the vehicle in front passes any distinct and fixed or stationary object on the roadway – e.g., a road sign, mailbox, lamp post. When the car in front of you passes the object, you may begin to count (up to three seconds) until you reach the same object.

The allotted time is a safety buffer to allow the following driver time to respond and may be adjusted based on the vehicle size, load, speed, driver's reflexes, etc.



### SPEED RESTRICTIONS

**Prescribed Rate of Speed as per Section 35 (B) of R.A. No. 4136**

| DESCRIPTION                                                                                                                                                                          | Passenger Cars and Motorcycles | Motor trucks and Buses |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|------------------------|
| 1. On open country roads, with no "blind corners" not closely bordered by habitations.                                                                                               | 80 km. per hour                | 50 km. per hour        |
| 2. On "through streets" or boulevards, clear of traffic, with no "blind corners," when so designated.                                                                                | 40 km. per hour                | 30 km. per hour        |
| 3. On city and municipal streets, with light traffic, when not designated "through streets".                                                                                         | 30 km. per hour                | 30 km. per hour        |
| 4. Through crowded streets, approaching intersections at "blind corners," passing school zones, passing other vehicles which are stationary, or for similar dangerous circumstances. | 20 km. per hour                | 20 km. per hour        |

*Note: Speed Limit posted on the road shall prevail*

**National Roads Prescribed Rate of as per Joint Memorandum Circular 2018-001 dated 17 January 2018 of DOTr, DPWH and DILG**

*Recommended design speed under DPWH design, guidelines, standards and criteria, volume IV (2015 ED)*

| NATIONAL ROADS         |        |
|------------------------|--------|
| PRIMARY                |        |
| Flat Topography        | 80 kph |
| Rolling Topography     | 60 kph |
| Mountainous Topography | 50 kph |
| SECONDARY              |        |
| Flat Topography        | 70 kph |
| Rolling Topography     | 60 kph |
| Mountainous Topography | 40 kph |



## Driving Fundamentals

### Before Starting and Driving on the Road

#### Provincial Roads Prescribed Rate of Speed under DPWH Memorandum April 14, 2014

| JURISDICTION                  | ROAD CLASSIFICATION       | Passenger cars, motorcycles, and similar vehicles | Motor trucks, buses, and similar vehicles |
|-------------------------------|---------------------------|---------------------------------------------------|-------------------------------------------|
| Provincial                    | Open Road                 | 40 kph                                            | 30 kph                                    |
|                               | Through Street            | 40 kph                                            | 30 kph                                    |
|                               | Crowded Street            | 20 kph                                            | 20 kph                                    |
| Municipal / City and Barangay | Municipal or City Streets | 30 kph                                            | 30 kph                                    |
|                               | Barangay Roads            | 20 kph                                            | 20 kph                                    |
|                               | Crowded Streets           | 20 kph                                            | 20 kph                                    |

#### EXCEPTION TO SPEED RESTRICTIONS

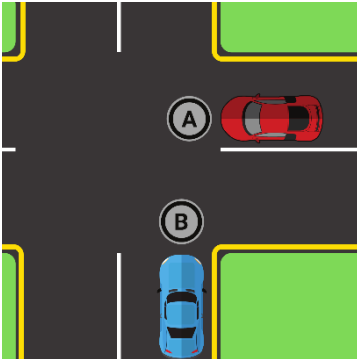
1. A **physician or his driver** when the former responds to *emergency calls*;
2. The **driver of a hospital ambulance** on the way to and from the *place of accident or other emergency*;
3. Any **driver bringing wounded or sick person** for emergency treatment to a hospital, clinic, or any other similar places;
4. The driver of a motor vehicle belonging to the **Armed Forces** while in use for official purposes *in times of riot, insurrection or invasion*;
5. The **driver** of a vehicle, when his/her passengers are in *pursuit of a criminal*;
6. A **law-enforcement officer** who is trying to overtake a *violation of traffic laws*; and
7. The driver, who officially operates a motor vehicle of any **fire department**, provided that exemption shall not be construed to allow useless or unnecessary fast driving of drivers aforementioned.



### RIGHT-OF-WAY RULES

Republic Act No. 4136 enumerates and expressly defines the Right-of-Way as:

When two vehicles approach or enter an intersection at approximately the same time, the driver of the vehicle on the left shall yield the right of way to the vehicle on the right, except as otherwise hereinafter provided. The driver of any vehicle travelling at an unlawful speed shall forfeit any right of way which he/she might otherwise have hereunder.



The driver of a vehicle (**Vehicle B**) approaching but not having entered an intersection, shall yield the right-of-way to a vehicle within such intersection or turning therein to the left across the line of travel of such first-mentioned vehicle, provided the driver of the vehicle turning left has given a plainly visible signal of intention to turn as required in this Act.



The driver of any vehicle upon a highway within a business or residential district shall yield the right-of-way to a pedestrian crossing such highway within a crosswalk, except at intersections where the movement of traffic is being regulated by a peace officer or by traffic signal.

Every pedestrian crossing a highway within a business or residential district, at any point other than a crosswalk shall yield the right-of-way to vehicles upon the highway.



## Driving Fundamentals

### Before Starting and Driving on the Road



Source: Canva Photos

The driver of a vehicle upon a highway shall bring to a full stop such vehicle before traversing any "through highway" or railroad crossing: Provided, that when it is apparent that no hazard exists, the vehicle may be slowed down to five miles per hour instead of bringing it to a full stop.

The driver of a vehicle entering a highway from a private road or drive shall yield the right-of-way to all vehicles approaching on such highway.

### EXCEPTION TO THE RIGHT-OF-WAY RULE

The driver of a vehicle upon a highway shall yield the right-of-way to police or fire department vehicles and ambulances when such vehicles are operated on official business and the drivers thereof sound audible signal of their approach.



Source: Canva Photos



Source: Canva Photos

The driver of a vehicle entering a "through highway" or a "stop intersection" shall yield the right-of-way to all vehicles approaching to either direction on such "through highway": Provided, that nothing in this subsection shall be construed as relieving the driver of any vehicle being operated on a "through highway" from the duty of driving with due regard for

the safety of vehicles entering such "through highway" nor as protecting the said driver from the consequence of an arbitrary exercise off such right-of-way.



### DRIVING ON THE RIGHT SIDE OF THE HIGHWAY

Unless a different course of action is required in the interest of the safety and the security of life, person, or property, or because of unreasonable difficulty of operation in compliance herewith, every person



operating a motor vehicle or an animal-drawn vehicle on a highway shall pass to the right when meeting persons or vehicles coming toward him/her, and to the left when overtaking persons or vehicles going the same direction, and when turning to the left in going from one highway to another, every vehicle shall be conducted to the right of the center of the intersection of the highway.

### CLASSIFICATION OF ROADS

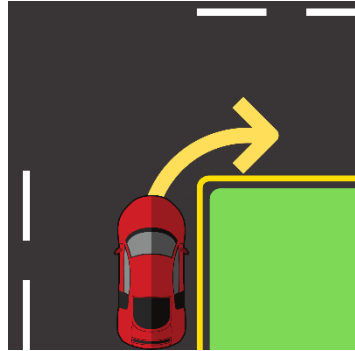
1. **National Road** - road that connects one province to another province generally with more than six (6) meters in width for a two-way road.
2. **Provincial Road** - road that connects the municipalities or cities within the province generally with more than six (6) meters in width for a two-way road.
3. **Municipal/City Road** - road network within a city or municipality generally with more than six (6) meters in width for a two-way road.
4. **Barangay Road** - road that connects the barangays from the city or town or road within the geographical location of a barangay with an ideal width of more than 4.50 meters.
5. **Farm-to-Market Road** - access road from farm to transport of products to the market outlet with an ideal width of more than 4.50 meters.



### TURNING AT INTERSECTIONS

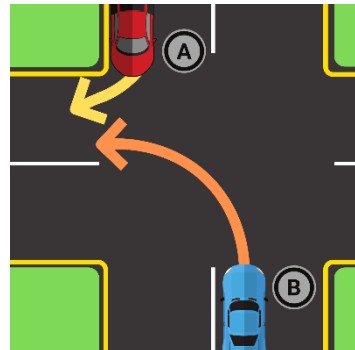
#### MAKING THE RIGHT TURN

1. Proceed to the right lane well in advance.
2. Reduce to a safe speed and signal your intention to turn.
3. Check the traffic approaching from the left and pedestrian or any other obstruction.
4. At the turn position, keep your rear right wheel nearest to the curb or edge of the highway.



#### MAKING THE LEFT TURN

1. Vehicle B - Drive your vehicle to the lane, advance to the intersection where you intend to make a turn.
2. Vehicles A and B - Reduce to a safe speed and signal your intention to turn.
3. Vehicle B - If stopped, keep your wheels pointed straight ahead and wait to cross the intersection.
4. Vehicle B - Make your turn into the lane nearest to the center line. Always be aware of approaching long vehicles in an intersection.
5. Vehicle B - Approach right-turning vehicle (Vehicle A), coming from the opposite direction, so that they are on your right.



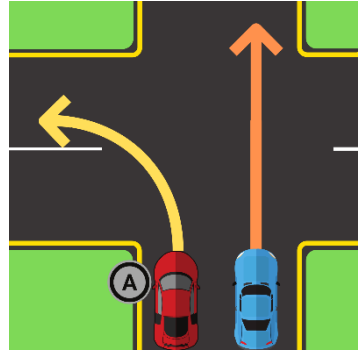


## Driving Fundamentals

### Before Starting and Driving on the Road

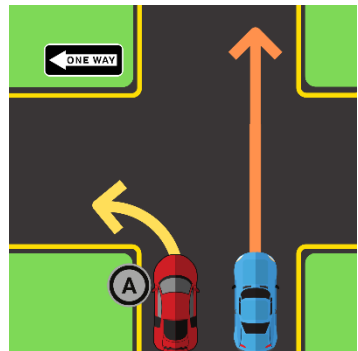
#### LEFT TURN FROM ONE-WAY STREET TO TWO-WAY STREET (VEHICLE A)

1. Signal your intention to turn left.
2. Look ahead to the left or to the right before making a turn.
3. Move towards the left-most lane.
4. Watch out for motorcycles, bicycles, pedestrians, and obstructions.
5. Keep to the left-most lane while turning.



#### LEFT TURN FROM ONE-WAY STREET TO ONE-WAY STREET (VEHICLE A)

1. Signal your intention to turn left.
2. Look ahead for traffic to check if the way is clear.
3. Position your vehicle nearest to the curb upon reaching the intersection.
4. Watch out for motorcycles, bicycles, pedestrians, and obstructions.



#### TURNING FROM ONE-WAY STREET TO ONE-WAY STREET ON RED SIGNAL

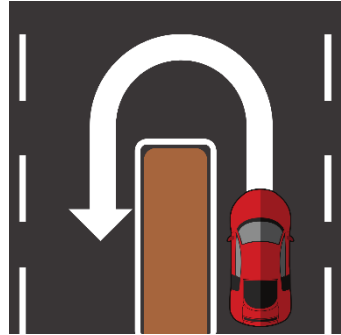
1. Check if you are allowed to make a turn on a Red Signal. If yes, safely proceed. Otherwise, STOP and wait for a Green Traffic Light.
2. Position your vehicle nearest to the curb of the intersection.
3. Signal your intention to turn.



### MAKING A U-TURN

**U-turns** are risky and prohibited in some areas. When doing a U-turn:

1. Start turning from the right side of the inner most lane.
2. Check for traffic in both directions and make the proper turn signal.
3. When the way is clear, carefully turn the steering wheel sharply to the left while moving forward.
4. Do not change lanes until you reach the correct traffic speed.



#### ***For Motorcycle Riders***



- *Never overtake a turning vehicle especially on its blind spots.*
- *Large vehicles such as buses and trucks have more blind spots than cars and jeepneys.*

### USING LANES - Changing Lanes

1. Check traffic ahead, behind and on the sides.
2. Check the rearview mirror and side mirrors for approaching vehicles.
3. Take a quick glance on the blind spots.
4. Switch ON signal light.
5. Steer into the new lane while looking forward.
6. Switch OFF your signal.

#### ***For Motorcycle Riders***



- *Most road crashes for riders are due to habitual and unnecessary changing of lane. This is tantamount to reckless driving.*
- *Stay on the designated motorcycle lane and avoid racing with other riders.*



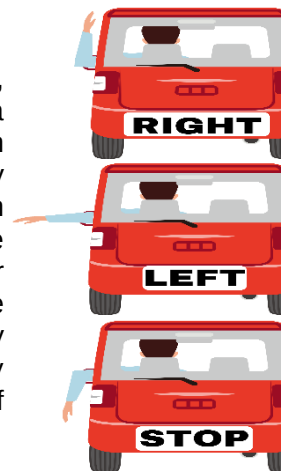
### ROUNABOUT RULES

If you are about to enter a roundabout or rotunda, yield the right-of-way to vehicles already inside the roundabout.

Signal your intention and check your side mirror before you exit the roundabout.

### STARTING, STOPPING OR TURNING USING HAND SIGNALS

The driver of any vehicle upon a highway, before starting, stopping or turning from a direct line, shall first see that such movement can be made in safety, and if any pedestrian may be affected by such movement, shall give a clearly audible signal by sounding the horn, and whenever the operation of any other vehicle approaching or following may be affected by such movement, shall give a signal plainly visible to the driver of such other vehicles of the intention to make such movement.



Source: Canva Photos

The signal herein required shall be given by means of extending the hand and arm beyond the left side of the vehicle, or by an approved mechanical or electrical signal device.

#### ***For Motorcycle Riders***

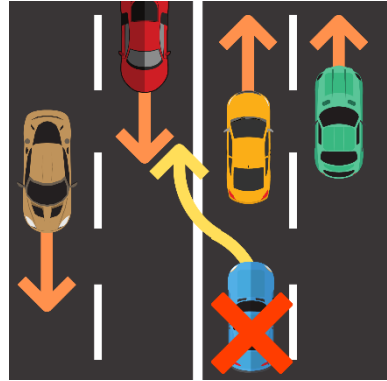


- *Use of hand, head or foot signals that are not mentioned in this topic are not recognized as a lawful signal.*
- *Other international signs may be used for group riding only.*
- *Avoid using other signals that may tend to confuse other motorists. Example, raising your left foot to turn left is not a recognized and lawful signal. Besides, it is not safe.*



### OVERTAKING AND PASSING RESTRICTIONS

1. The driver of a vehicle shall not drive to the left side of the centerline of a highway in overtaking or passing another vehicle proceeding in the same direction, unless such left side is clearly visible, and is free of oncoming traffic for a sufficient distance ahead to permit such overtaking or passing to be made in safety.



2. The driver of a vehicle shall not overtake or pass another vehicle proceeding in the same direction, when approaching the crest of a grade, not upon a curve in the highway, where the



Source: Carwa Photos

driver's view along the highway is obstructed within a distance of five hundred feet ahead, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or

pass another vehicle: Provided, that on a highway within a business or residential district, having two or more lanes for movement of traffic in one direction, the driver of a vehicle may overtake or pass another vehicle on the right.



## Driving Fundamentals

### Before Starting and Driving on the Road

3. The driver of a vehicle shall not overtake or pass any other vehicle proceeding in the same direction, at any railway grade crossing, not at any intersection of highways unless such intersection or crossing is controlled by traffic signal, or unless permitted to do so by a watchman or a peace officer, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle on the right. Nothing in this section shall be construed to prohibit a driver overtaking or passing upon the right another vehicle which is making or about to make a left turn.
4. The driver of a vehicle shall not overtake or pass, or attempt to pass, any other vehicle, proceeding in the same direction, between any points indicated by the placing of official temporary warning or caution signs indicating that men are working on the highway.
5. The driver of a vehicle shall not overtake or pass, or attempt to overtake or pass, any other vehicle proceeding in the same direction in any "no-passing or overtaking zone"



#### ***For Motorcycle Riders***



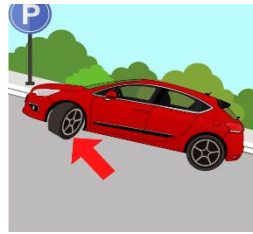
- *Never overtake on a curve especially on an uphill or downhill road.*
- *Overtake only at a safe and manageable speed.*
- *Always consider the quality of rear tires when overtaking on a curve. Inferior tires will cause the motorcycle to skid.*



### PROPER PARKING

#### DOWNHILL AND UPHILL PARKING

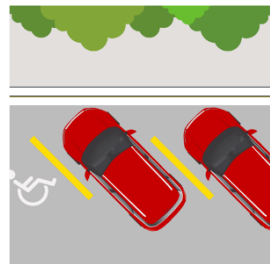
**With a curb** - When parking downhill or uphill, turn the front wheels into the curb or toward the sidewalk. When parking on a sloped driveway, turn the wheels so that the vehicle will not roll into the street if the parking brake fails. Always engage the parking brakes. If possible, leave the vehicle in gear position.



**Without a curb** – The main purpose of parking is to avoid road crashes. Park your vehicle in such a way that whenever the parking brake is inadvertently released, the vehicle will roll out off the road and not into the road.

#### ANGLE PARKING

Where angle parking is required, vehicles shall be parked at an angle of about forty-five degrees ( $45^\circ$ ) to the curb and with one of the front wheels touching or within one foot of the curb.



#### PARALLEL PARKING

A method of parking a vehicle parallel to the road and in line with other parked vehicles. parallel parking initially requires driving slightly past the parking space, parallel to the parked vehicles in front of that space, keeping a safe distance, then followed by reversing into that space.



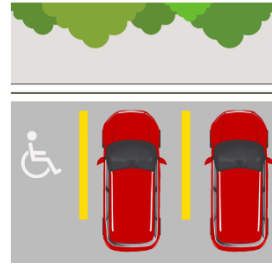


## Driving Fundamentals

### Before Starting and Driving on the Road

#### PERPENDICULAR PARKING

Means parking the vehicle on the side of another vehicle, perpendicular to a wall or curb. This parking area is mostly located in malls or garages with limited space.



#### PARKING PROHIBITIONS IN SPECIFIED PLACES

No driver shall park a vehicle, or permit it to stand, whether attended or unattended, upon a highway in any of the following places:

- Within an intersection
- On a crosswalk
- Within six meters of the intersection of curb lines
- Within four meters of a driveway entrance to a fire station
- Within four meters of a fire hydrant
- In front of a private driveway
- On the roadway side of any vehicle stopped or parked at the curb or edge of the highway
- At any place where official signs have been displayed prohibiting parking

#### ***For Motorcycle Riders***



- *Never park downhill.*
- *As much as possible, use the center stand when parking for longer hours.*
- *Never forget to lock the handlebar before leaving the area.*
- *If parking inside a mall or parking bay, see to it that there is enough maneuvering space for others and for yourself.*



#### **EXPRESSWAY RULES AND REGULATIONS**

1. No person or vehicle shall have any right of ingress or egress to, from or across the Limited Access Facility and to or from abutting lands, except at such designated entry/exit points/interchanges.
2. It is unlawful to remove or cause the removal of right-of-way fences along the sides of the Limited Access Facilities.
3. A person or group of persons is not allowed or permitted to stand, stop, load, unload, or park a vehicle in the Limited Access Facilities except in designated places.
4. In case of vehicle emergency, breakdown or accident, impaired vehicle/s shall be removed from the travel way by authorized towing operators without delay at the expense of the owner and/or driver.
5. The following vehicles are not allowed to enter the Expressway at any time:
  - a. Motorcycles (below 400 cc), tricycles, all kinds of scooters and bicycles; exceptions - only 1 back ride is allowed; helmets must be worn at all times
  - b. Vehicles being towed, except those which are being removed from the expressway
  - c. Dilapidated and not roadworthy vehicles (i.e., vehicles without headlights, taillights, brake lights, vehicles with misaligned chassis, bald tires, etc.)
  - d. Smoke belchers (as per Clean Air Act R.A. No. 8749)
  - e. Trucks carrying construction aggregates (including sand, gravel, and fill materials) not leveled and/or without cover
  - f. Vehicles with cargo not battened down and/or not firmly fastened



## Driving Fundamentals

### Before Starting and Driving on the Road

6. Lane No. 1 (innermost lane) or the lane nearest the Median Barrier or Median shall be used only for overtaking another vehicle but within the allowed speed. Overtaking vehicles, however, do not have right-of-way. Cargo trucks, buses, and slow-moving vehicles are NOT allowed in Lane No. 1 at all times.
7. The owner/driver of the vehicle shall be responsible for the payment of damages to expressway property such as rail guards, lamp post, perimeter fence, median barrier, building, etc. The dues shall be assessed by the responding/apprehending officer and paid to the Manila North Tollways Corporation.
8. Speed limits (except in areas where specific speed limits are posted)
  - a. Minimum: 60 kph
  - b. Maximum: 100 kph

### USE OF EXPRESSWAY LANES

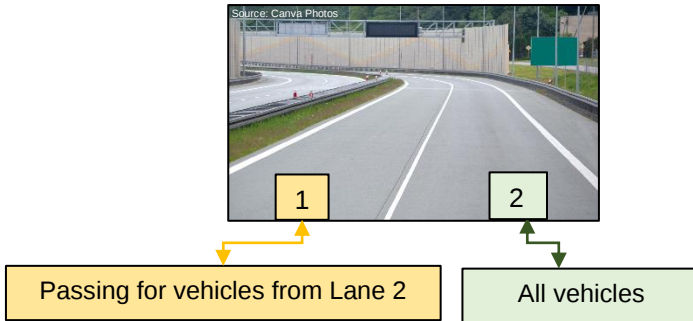
| LANE<br>(EACH DIRECTION) | LANE | PERMITTED VEHICLES                                                                       |
|--------------------------|------|------------------------------------------------------------------------------------------|
| 4 lanes                  | 1    | Vehicles from lane 2 may use this lane for passing and overtaking                        |
|                          | 2    | Passenger cars, small and medium passenger buses, freight vehicles with under -1.5 cargo |
|                          | 3    | Large passenger bus and freight vehicle with over -1.5 cargo                             |
|                          | 4    | Special vehicles and construction equipment                                              |
| 3 lanes                  | 1    | Vehicles from lane 2 may use this lane for passing and overtaking                        |
|                          | 2    | Passenger cars, passenger buses, freight vehicles with under -1.5 ton cargo              |
|                          | 3    | Freight vehicles with over -1.5 ton cargo, special vehicles, construction equipment      |
| 2 lanes                  | 1    | Lane for passing or overtaking                                                           |
|                          | 2    | All vehicles                                                                             |



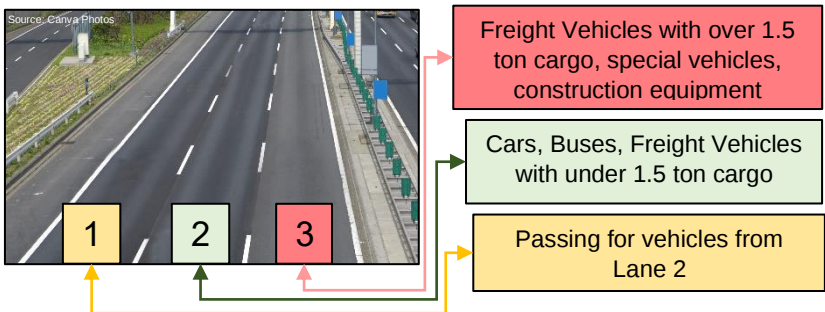
# Driving Fundamentals

## Before Starting and Driving on the Road

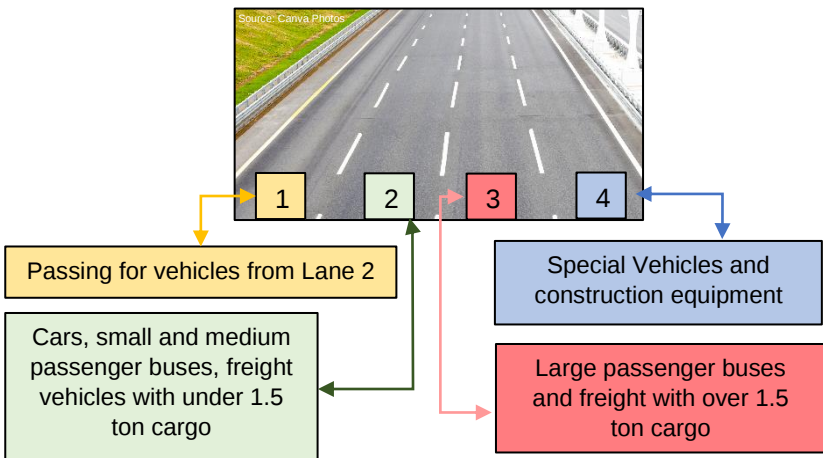
### A. Two-lane



### B. Three-lane



### C. Four-lane





### EXPRESSWAY DRIVING TIPS

1. Look ahead, enter slowly, and accelerate before merging.
2. Drive in designated lanes.
3. Slow down at the entry and exit tolls.
4. Do not slam on the brake in case of tire blowout or a flat tire.
5. Maintain safe distance.
6. Be aware of crosswinds.
7. Rest in a safe place when tired or sleepy. Don't take chances – do take a break.
8. Never provoke an aggressive driver.
9. Switch on hazard warning light only when stopping for emergencies.
10. Plan at least 1 km ahead of the exit toll.
11. Slightly press the brake when approaching the toll gate.
12. Keep tickets and cash (e-cards) within reach.
13. No distractions – avoid using mobile phones and chatting with passengers.
14. Never stare at the oncoming headlights.
15. Never stare or look at the eye of the other driver when overtaking.
16. Say/indicate, "sorry" if a mistake is committed.
17. Say/indicate, "thank you" if the right-of-way is given to you.
18. Be calm but aware and alert.

### VEHICLE MAINTENANCE

**PROACTIVE VEHICLE MAINTENANCE** is a procedure where a driver of a vehicle undertakes due diligence in the advance checking of his/her vehicle based on the service manual. Proactive is the exact opposite of reactive maintenance.

**CORRECTIVE MAINTENANCE** is a procedure where a mechanic performs corrective measures or repairs based on the finding of preventive maintenance.

**PREVENTIVE MAINTENANCE** differs with proactive maintenance in terms of scheduling of work or job to be done. Preventive is the replacement of identified parts as a result of inspection to avoid breakdowns while proactive is to perform measures as stated on the service manual of the vehicle. Given a certain period of time or distance travelled, specified parts are due for replacement or service. Thus, proactive maintenance is encouraged.

Below are common troubles that a driver may experience in the absence of a proactive maintenance:

### ENGINE NOT STARTING

| Symptoms               | Probable Cause             | Remedy                                             |
|------------------------|----------------------------|----------------------------------------------------|
| Engine not cranking    | Battery is dead            | Charge or replace battery                          |
|                        | Melted fuse or fuse holder | Tighten or clean                                   |
|                        | Faulty ignition switch     | Replace if needed                                  |
|                        | Faulty switches            | Check operations of switches and replace if needed |
|                        | Engine mechanical problem  | Check and ask for expert's help                    |
| Engine cranks too slow | Weak battery               | Charge or replace battery                          |
|                        | Loose Connections          | Tighten or clean                                   |
|                        | Faulty starter             | Tighten, clean, repair, or replace                 |
|                        | Engine mechanical problem  | Check and ask for expert's help                    |



## Driving Fundamentals

### Proactive Vehicle Maintenance

|                                                                                   |                                          |                                                               |
|-----------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------------|
| Starter keeps on turning                                                          | Starter bendix drive or ring gear damage | Remove starter and check if repair or replacement is required |
|                                                                                   | Ignition key or switch damage            | Replace ignition switch                                       |
| Starter working but engine not cranking                                           | Ring gear damage                         | Replace ring gear                                             |
| Engine cranking but not starting                                                  | Empty fuel                               | Fill fuel                                                     |
|                                                                                   | Air on the system                        | Bleed fuel system                                             |
|                                                                                   | Fuel intake leak                         | Check and repair                                              |
|                                                                                   | Water on the line                        | Bleed fuel system                                             |
| Modern vehicles will not start if the clutch pedal or brake pedal is not pressed. |                                          |                                                               |

#### For Motorcycle Riders



- *Modern motorcycles will not start if the clutch or brake handle is not pressed.*
- *Modern motorcycles will not move, and the engine will go OFF if the side stand is not properly placed.*
- *On cold engines, motorcycles with a carburetor may not start if not choked. Do not overturn the accelerator throttle. Fuel may overflow on the fuel chamber that may result in non-starting. Release the choke before moving off.*
- *Never condemn starting or moving sensors. These will keep you safe.*

### BATTERY OR ALTERNATOR MOTOR WARNING LIGHT

| Symptoms                | Probable Cause                                             | Remedy                                              |
|-------------------------|------------------------------------------------------------|-----------------------------------------------------|
| Alternator not charging | Loose or broken alternator belt                            | Tighten or replace                                  |
|                         | Loose or broken alternator brush                           | Seek help from experts                              |
|                         | Grounded internal circuits                                 |                                                     |
|                         | Worn out voltage regulator                                 |                                                     |
| Battery not charging    | Loose or broken alternator belt                            | Tighten or replace                                  |
|                         | Loose or corroded battery terminals                        | Clean, tighten or replace                           |
|                         | Negative or ground cable not properly attached to the body | Tighten                                             |
|                         | Positive cable to starter not properly attached            | Tighten                                             |
|                         | Expired battery                                            | Replace                                             |
| Battery overcharging    | Voltage supply is more than the maximum output resistance  | Check battery water level<br>Seek help from experts |
| Alternator Noisy        | Worn out bearing                                           | Seek help from experts                              |
|                         | Grounded internal wires                                    |                                                     |
|                         | Worn out shafting and bushing                              |                                                     |
|                         | Worn out pulley                                            |                                                     |

### TIRE TIPS

Abnormal wear on either side of the tire requires wheel alignment, camber alignment or caster alignment or worn-out kingpin. Adjustments or alignments may be done by experts with proper equipment.

| Symptoms                                    | Probable Cause      | Remedy                        |
|---------------------------------------------|---------------------|-------------------------------|
| Abnormal wear on outer sides of front tires | Advanced toe-in     | Wheel alignment               |
| Front tires – inner sides<br>Abnormal wear  | Advanced toe-out    | Wheel alignment               |
| Pulling left or right when driving          | Camber misalignment | Change tire and adjust camber |
| Noisy steering                              |                     |                               |
| Rapid tire wear                             |                     |                               |
| Uneven tire wear                            |                     |                               |
| Pulling to one side when driving            | Caster misalignment | Change tire and adjust caster |
| Poor turning ability of steering wheel      |                     |                               |
| Uneven tire wear                            |                     |                               |

Maintain proper air pressure on tires, avoid overloading and never drive fast on uneven roads.

#### For Motorcycle Riders



- *Rear tires of motorcycles usually wear first. Procure a quality and durable tire and always check its alignment using the rear tire adjuster.*
- *Maintain and always check the shock absorber. Repair any oil leaks.*
- *For tires with interior, always check the interior valve. If the valve is not in perpendicular with the tire rim, air pressure is low. Completely release the air, then slowly push the motorcycle backwards to align the valve. Inflate the tire to its proper air pressure.*
- *For tires without interior, procure tire sealant to repair or avoid air leaks.*



## Driving Fundamentals

### Proactive Vehicle Maintenance

- Underinflated or overinflated tire pressures will severely affect the vehicle's performance in terms of tire consumption, fuel consumption, braking performance and driving at a high speed.
- Do not buy expired brand-new tires. Generally, brand new tires must be used within five (5) years of manufacture date.
- Always check the load capacity of the tire and never check tire pressure when the tires are hot.
- Stick to the tire specification of the motor vehicle. Consult tire professionals before upgrading your tire sizes.
- Never drive with a flat tire, and if possible, always bring a portable air compressor.
- Avoid curbing and drive carefully whenever passing an uneven road.

### SMOKE EMISSIONS

| Engine Type                                                                                     | Smoke Visibility | Diagnosis                                           | Possible Cause                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gasoline                                                                                        | Black or gray    | Smoke may be coming from incomplete fuel combustion | <ul style="list-style-type: none"> <li>- Clogged air filter</li> <li>- Malfunctioning carburetor, injectors</li> <li>- Improper ignition timing</li> <li>- Blocked manifold</li> <li>- Oil leak in exhaust manifold</li> </ul>       |
|                                                                                                 | Blue             | Engine oil burning                                  | <ul style="list-style-type: none"> <li>- Worn out piston rings, valves, or cylinders</li> </ul>                                                                                                                                      |
|                                                                                                 | White            | Coolant in the combustion chamber                   | <ul style="list-style-type: none"> <li>- Engine too called</li> <li>- Head gasket leak</li> <li>- Cracked block or cylinder head due to overheating</li> </ul>                                                                       |
| Diesel                                                                                          | Black or gray    | Smoke may be coming from incomplete combustion      | <ul style="list-style-type: none"> <li>- Faulty injection</li> <li>- Clogged air filter</li> <li>- Dirty diesel</li> <li>- Timing needs adjustment</li> <li>- Engine overheating</li> <li>- Oil leaking on exhaust system</li> </ul> |
|                                                                                                 | Blue             | Engine oil burning                                  | <ul style="list-style-type: none"> <li>- High engine oil level</li> <li>- Worn out piston rings, valves, or cylinders</li> </ul>                                                                                                     |
|                                                                                                 | White            | Fuel not burning                                    | <ul style="list-style-type: none"> <li>- Engine too cold</li> <li>- Faulty injection</li> <li>- Incorrect timing</li> <li>- Engine overheating</li> </ul>                                                                            |
| Never experiment when repairing the injection system of a motor vehicle. Seek expert's opinion. |                  |                                                     |                                                                                                                                                                                                                                      |

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**Volume 1**

# **Chapter IV**

## Road Courtesy and Safety

- Attitude and Behavior
- Dealing with Emergency Situations
- Road Hazards



#### ROAD RAGE

An assault provoked by an incident that occurred on a roadway where there is an aggressive driver and a victim.

#### **A driver must not do the following acts:**

1. Cutting off other motorists
2. Rude gestures
3. Tailgating
4. Annoying blowing of horn
5. Obstructions (indiscriminate loading/unloading, straddling, etc.)

#### **TIPS TO AVOID ROAD RAGE:**

1. Do not be aggressive and keep calm
2. Maintain a safe distance
3. Avoid retaliation
4. Put away your pride and forget about winning

Always think of the consequences of your actions that might result to emotional setback, losing your car, your license, and having to pay exorbitant damages, loss of career, and worst, in a jail or in the cemetery.



## DEFENSIVE DRIVING

Defensive driving is the practice of using driving techniques to minimize risk and help avoid road crash. It is an appropriate demonstration of attitude, awareness and driving skills.

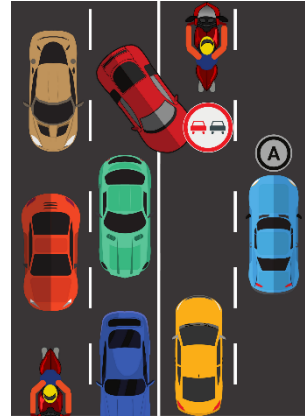
### Tips for Defensive Driving

- Follow the speed limit taking into consideration the weather and traffic conditions.
- Look ahead to have an advance plan in instances of road crash, emergencies, and the likes.
- Follow the Law on Anti-Distracted Driving.
- Follow the rules on changing lanes, turning, stopping, and parking even without the presence of traffic signals, signs, or enforcers.
- Consider the length, width, and weight of the vehicle in a safe distance driving.
- Respect the rights and decisions of other road users.
- Give the right-of-way to pedestrians such as PWDs, Senior Citizens, Children, Pregnant Women, Road Workers, and the likes.
- Give the right-of-way to priority vehicles such as emergency vehicles.
- Yield the right-of-way to ascending vehicles, school service, and vehicles with lesser steering radius, vehicles that are already turning left, vehicles on yellow boxes and the likes.

### ATTITUDE TOWARDS MOTORISTS DRIVING AGAINST THE FLOW OF TRAFFIC ON A TWO-WAY ROAD

On undivided roadways, be constantly alert for situations that might cause oncoming vehicles to swerve into your lane. Stay on the outer lane (Vehicle A) on a two-lane road and observe your speed.

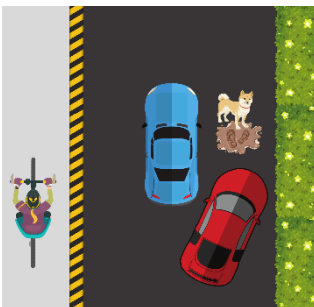
In the event of counterflow, keep calm and do not insist your right. Make the proper signal and change your lane with care. Avoid eye to eye contact with the oncoming motorists to reduce tension.



To prevent collision with oncoming vehicle, consider the following when they steer to your direction:

- read and analyze the road ahead;
- drive to the right;
- reduce speed; and
- drive off the road.

If you are forced to ride off the road and can't avoid hitting other vehicles, properties, or pedestrians, look for the following to lessen the impact:



- something soft like bushes or plastic barriers;
- something fixed like a fence. Try to glance off or hit it at an angle which lessens the impact/damage of a head-on-collision.

## Attitude and Behavior

### THE DOCTRINE OF LAST CLEAR CHANCE

States that a person who has the last chance or opportunity of avoiding a road crash, despite the negligent acts of his opponent, is considered in law solely responsible for the consequences of the road crash.

Example:

1. A truck on the right side of the lane is followed by a motorcycle while on the opposite direction is an oncoming bus.
2. Then the motorcycle tries to overtake the truck by swerving to the opposite lane thereby colliding on the oncoming bus.
3. If the bus is at a reasonable distance from the overtaking motorcycle where the driver of the bus still has the opportunity to avoid the motorcycle but he did not do so, the driver of the bus is jointly liable under the doctrine of last clear chance.
4. The driver of the bus, who finally caused the road crash, had the last clear opportunity of avoiding the motorcycle but he did not yield to the motorcycle.

### ROAD SHARING

#### Pedestrians

Give way to pedestrians at crossings, pavements, and intersections. Slow down where there is a high volume of pedestrians. Those with disabilities may need extra time to cross a road. Exercise extreme caution in approaching the pedestrian lane.



#### Motorcyclists/Cyclists

Be alert in passing motorcyclists/cyclists by always checking the obstructions in front of their vehicle, behind it and to each side. Always leave enough space when overtaking a motorcyclist. Give way to their designated lane.

Check if there are cyclists/motorcyclists before opening your car to avoid property damage or personal injuries.





### DEALING WITH HEAVY/LONG VEHICLES



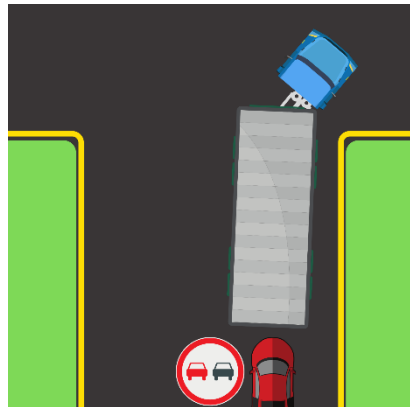
Source: Carva Photos

Keep adequate space for long/wide/large vehicles. Be extra cautious when approaching and passing such vehicles. Do not overtake the vehicle unless there is enough time and distance to safely complete the maneuver.

Leave extra space if going uphill and stopping behind a large vehicle. There is a tendency that it may roll back when the driver releases the brake or clutch.

### LARGE VEHICLES

Never overtake a large hauling truck that is turning left or right. Said vehicle may block all or some of the lanes. Long vehicles may straddle lanes while turning.



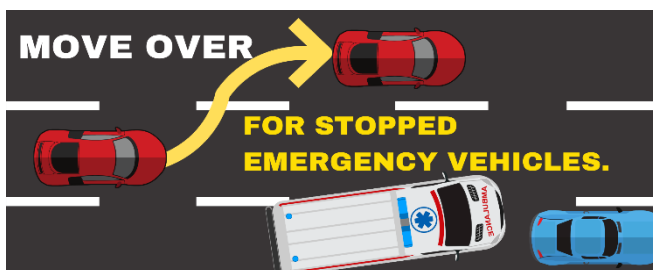
### EMERGENCY VEHICLES

Upon the approach of any police or fire department vehicle, or of an ambulance giving audible signal, the driver of every other vehicle shall immediately drive the same to a position as near as possible and parallel to the right-hand edge or curb of the highway, clear of any intersection of highway, and shall stop and remain in such position, unless otherwise directed by a peace officer, until such vehicle shall have passed.



Source: Carva Photos

**Give the priority right-of-way to emergency vehicles**



### LAW ENFORCEMENT OFFICER

- If stopped by an enforcer, safely pull over to the extreme right.
- Stay in the driver's seat. Do not get out of the vehicle unless asked or directed.
- Keep your hands visible. Sit calmly and follow the officer's instructions.
- Be ready to present your driver's license and motor vehicle registration.



## Dealing with Emergency Situations

### **EMERGENCY BRAKING**

1. When the brake fails, rapidly pump the brake pedal several times to build brake fluid pressure. But for the car equipped with an anti-lock braking system, do not pump the brake.
2. Shift to a lower gear.
3. Sound your horn and flash your lights if you cannot slow your vehicle to alarm pedestrians or other motorists.
4. Sporadically use the parking brake to slow down the vehicle.

### **HYDROPLANING**

The different substances contained in a dry road such as a layer of tar, rubber, and oil mix up becomes slippery when the road becomes wet.

- Slow down and drive in lower gear.
- Stay away from mud or stagnant water.
- Do not jam the brake pedal.
- Do not make a sharp or quick turn.



### **FLOODED ROAD**

The driver must do the following:

1. Be aware, calm, and ready.
2. Do not step on the brake as much as possible.
3. Reduce speed by releasing the accelerator pedal.
4. Gently step on the brake pedal after passing the road to dry the brake pad, rotors, linings, and drums.

## Dealing with Emergency Situations

### **SKIDDING**

Most skids happen when a driver tries to turn quickly or stop suddenly on a downhill, curb or slippery pavement (wet, gravel, sand on the highway).

1. Do not use your brake, if possible.
2. Take off your foot on the gas pedal.
3. Identify your escape route and slightly turn the wheel in the direction you want to go.
4. Then, straighten the wheels to bring the vehicle under control.



### **TIRE BLOWOUT**

1. Take your foot off the accelerator pedal.
2. Do not slam on the brakes.
3. Hold on to your steering wheel.
4. Slow down gradually.
5. Apply the brake softly whenever the vehicle is under control.
6. Pull the vehicle to the safe side of the road once you have slowed to a safe speed.



### **JAMMED GAS PEDAL**

1. Release the accelerator pedal
2. Shift to neutral.
3. Firmly press the brake pedal to slow the vehicle.
4. Do not shut off the engine, you may lose the ability to steer the vehicle.
5. Maneuver the vehicle to a safe area.
6. Stop and shut the engine off.

## Dealing with Emergency Situations

### SUBMERGED VEHICLES

Get out of the vehicle immediately. The vehicle will only float on the surface for about 30 – 60 seconds if you crash in a river or other bodies of water.



### ROAD CRASH

1. Stop.
2. Turn on hazard flashers.
3. Check yourself and your passengers or other road users.
4. Take photos of the road crash.
5. Call the local law enforcement officers.



### FIRE

- Call for assistance.
- Do not put water on diesel or gasoline.
- Use appropriate fire extinguisher (ABC).
- If you cannot stop the fire, leave the vehicle.



## Dealing with Emergency Situations

### AVOIDING COLLISION WITH VEHICLE AHEAD

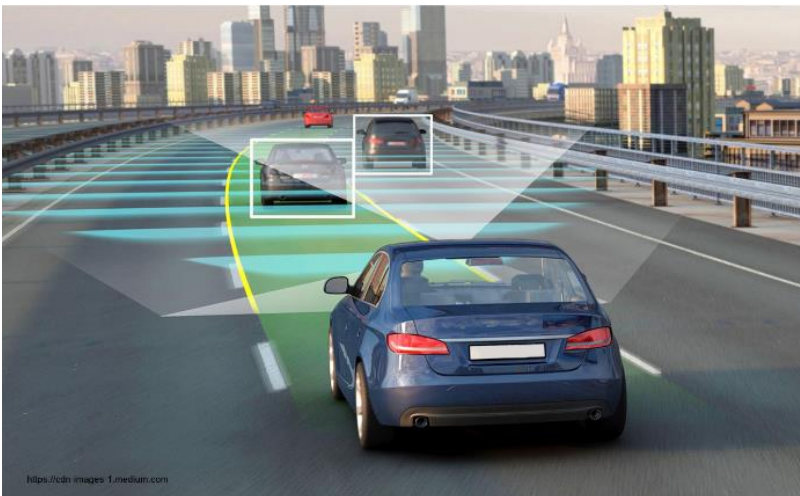
**SEARCH** the road ahead, around and at the rear of the vehicle

**IDENTIFY** the potential and immediate hazard on the road

**PREDICT** the actions of other road users

**DECIDE** what to do to avoid an unsafe situation

**EXECUTE** the action based on your decision



## Dealing with Emergency Situations

### AVOIDING COLLISION WITH VEHICLE BEHIND

- Signal your intention. Use your brake lights and signal lights to communicate. Give time for the driver behind you to adjust to your intentions.
- Stop smoothly. Keep ample distance from the vehicle ahead of you.
- Allow tailgaters to pass you before slowing down.



### PAVEMENT DROP-OFF

Your effort to steer back onto the road if your front wheel has dropped off the pavement can send you swerving into the path of an oncoming vehicle unless you follow these steps:

1. Do not panic and do not slam on the brakes.
2. Slow down to a safe speed and keep your vehicle on a straight course.
3. Check for opening in traffic and steer slowly back onto the pavement at a slight angle.
4. Straighten the wheel position immediately as the front wheels contact the pavement.



### HOW TO AVOID AN INTERSECTION COLLISION

Most intersection collisions occur because drivers fail to follow the right-of-way regulations.



*Scenario:*

*A motorist is approaching an intersection. However, there are several elements that obstruct his/her way such as signages, pedestrians, and approaching or idle vehicles.*

*So, the big question is:*  
**WHO GOES FIRST?**

#### **At an intersection**

Where there is no traffic sign or signal, the vehicle on the left shall yield to the vehicle on the right.

#### **At a give-way sign intersection**

When you approach such a sign at an intersection, you must give the right-of-way to any other vehicle in or closely approaching the intersection.

#### **At a stop sign intersection**

Vehicle approaching such sign must come to a full stop and yield the right-of-way to the vehicle in or approaching the intersection. If two vehicles stopped on a stop line at the same time, the vehicle on the left must yield to the vehicle on the right. Never do a rolling stop.

#### **At an intersection with a traffic control device**

If your light is green, you may proceed but only after yielding to other vehicles and pedestrians lawfully within the intersection. On intersections allowing a right turn on red light, proceed only after stopping and yielding to pedestrians and to cross-traffic vehicles. Never do a rolling stop.

## Road Hazards

**Hazards** refer to any temporary structures, road construction materials, scrap materials, even trees and bushes that may cause road crash.

Take appropriate precautions when encountering hazardous driving conditions, such as:

**Fixed Hazards** - structures along the roadway that may restrict your vision in areas such as curves, hills and hidden driveways, intersections, and merging roadways.

**Dynamic Hazards** - hazards that may change through the day such as school zones, market areas, and other commercial districts. These also include emergency vehicles.



Source: Canva Photos

- Drivers have the duty to maintain control of their vehicle by being alert, paying attention and being able to stop quickly.
- Check all brakes and lights if they are properly functioning.
- Avoid distractions while driving. Texting, receiving calls, and using gadgets are prohibited by law while driving.



Source: Canva Photos



Source: Canva Photos

- Rights of Driver
- General Responsibilities of a Driver
- Specific Responsibilities of a Driver
  - A. Buses and Jeepneys
  - B. Motorcycles
  - C. School Services
  - D. Taxis, TNVS, TNCs and UV Express
  - E. Tricycles
  - F. Trucks
- Common Traffic Violations



## Rights, Duties and Responsibilities of Drivers

### Rights of Driver

**During an apprehension, all drivers are entitled to their **right to:****

1. Know the complete name and agency of the Apprehending Traffic Officer.
2. Know the exact alleged traffic violation.
3. Know how and when to pay the violation.
4. Contest within a prescribed period.
5. Explain the circumstances behind apprehension.



## **Rights, Duties and Responsibilities of Drivers**

### **General Responsibilities of a Driver**

#### **A responsible driver must:**

1. Secure an appropriate driver's license and carry it at all times while operating a motor vehicle.
2. Know, follow, and abide by the land transportation laws, rules and regulations.
3. Be a defensive driver.
4. Ensure that the vehicle is duly registered.
5. Secure and safeguard the vehicle until it is returned to the designated location.
6. Regularly conduct proper inspection for a roadworthy and emission compliant vehicle (BLOWBAGETS/BLOWBAGA).
7. Ensure that the vehicle is kept clean, tidy and in good running condition at all times.
8. Be knowledgeable on what to do and act in case of road crash.
9. Be knowledgeable on the rights and privileges of a driver's license holder.
10. Always observe road safety, discipline, and courtesy.
11. Be in a healthy condition.



## **Rights, Duties and Responsibilities of Drivers**

### **Specific Responsibilities of a Driver**

#### **BUSES and JEEPNEYS**

1. Collect the appropriate fare.
2. Display the duly authorized fare matrix.
3. Issue official fare receipt/ticket.
4. Return the full amount of ticket fare whenever the trip is cut.
5. Convey passengers no more than the sitting capacity of the vehicle.
6. Accommodate Persons with Disability (PWDs), Pregnant Women and Senior Citizens in properly designated seats. Provide fare discount if applicable.
7. Instruct the passenger to fasten their seat belt if such is provided.
8. Inform the passenger on the prohibition of SMOKING on a public utility vehicle.
9. Instruct the passenger not to distract the driver while the vehicle is in motion.
10. Pick and drop passenger at the correct loading/unloading zone.
11. Be polite and courteous.
12. Assist passengers who need immediate emergency response.



## **Rights, Duties and Responsibilities of Drivers**

### **Specific Responsibilities of a Driver**

#### **MOTORCYCLES**

1. Always wear Standard Protective Motorcycle Helmet and other safety protective gears (R.A. No. 10054).
2. The back rider must also wear protective helmet and safety gear (R.A. No. 10054/10666).
3. Ensure that a child below 18 years old (R.A. No. 10666):
  - a. is able to reach around and grasp the waist of the rider;
  - b. is wearing a standard protective helmet or gear; and
  - c. can comfortably reach his/her feet on the foot peg.
4. For safety reasons, SWITCH ON the headlights when riding the motorcycle.
5. Ensure that the accessories conform with the standard:
  - a. Custom-made top box (e.g. pizza or fast food deliveries) does not exceed 2 feet x 2 feet x 2 feet and is duly inspected by and registered to LTO and does not obstruct the view of side mirrors.
  - b. Top box can only carry a maximum capacity of two (2) helmets.
  - c. Saddle bags are not higher than the seat of the motorcycle and must follow the correct width of no more than 14 inches from the sides of the motorcycle and its length shall not exceed the tail end or tail lights.



## **Rights, Duties and Responsibilities of Drivers**

### **Specific Responsibilities of a Driver**

#### **SCHOOL SERVICES**

1. Safely transport students from home to school and/or vice versa.
2. See to it that all passengers are seated properly before moving off.
3. Ensure or check all students are on board before starting the trip.
4. Refrain from deviating with the authorized route as approved by the school administrator.
5. Completely check the vehicle for sleeping students or any passengers left behind before moving off to the garage.
6. Maintain a complete list of student passengers, parent's, and guardian's contact numbers.
7. Report to school coordinators all unusual instances that happened during the trip.
8. Never leave the ignition key whenever the school service is parked.
9. Maintain a roadworthy and emission compliant school service.

#### **TAXI, TNVS, TNCs, and UV EXPRESS**

1. Oblige and follow the passenger's suggested route, provided that it is in accordance with the traffic rules and regulations.
2. Refuse additional passengers without the consent of the onboard passenger/s.
3. Never negotiate for fare before, during or after the trip.
4. Convey passengers safely and conveniently in the shortest time possible.
5. Assist passengers during loading and unloading of heavy baggage.
6. Respect the privacy of the passengers.



## **Rights, Duties and Responsibilities of Drivers**

### **Specific Responsibilities of a Driver**

#### **TRICYCLES**

1. Operate the tricycle within the authorized route as approved by the LGU.
2. Safely and efficiently transport the passengers and their belongings to the correct destination.
3. Properly light the side car at night.
4. Do not install excessive accessories such as lights, loud horns, noisy muffler, sound system and other unnecessary decorations.
5. Properly display the authorized fare matrix and identification card (ID).

#### **TRUCKS**

1. Ensure that legal documents of delivery goods are carried.
2. Properly account the goods before and after the trip.
3. Check goods in conformity to width, weight, and height restrictions.
4. Ensure that goods are properly secured and safe.
5. Ensure that perishable goods are delivered on time.
6. Ensure that safety gadgets are properly in place.
7. Driver has sufficient knowledge and training in handling cargoes.



### **Common Traffic Violations**

#### **COMMON TRAFFIC VIOLATIONS OF PUBLIC UTILITY VEHICLE DRIVERS THAT CAUSE HEAVY TRAFFIC**

1. Stopping (loading and unloading passengers) outside of the stopping zone and ignoring other motorists' right-of-way.
2. Beating the red light.
3. Distracted driving by talking or chatting with passengers, eating, receiving phone calls, or composing text messages.
4. Speeding as a result of inducing and convincing passengers that they will reach their destinations ahead of time.
5. Swerving through indiscriminate and unsafe changing lanes.
6. Tailgating on fast moving traffic.
7. Counterflowing or driving against the flow of traffic.
8. Stopping on a pedestrian crosswalk to wait for possible passengers.
9. Delaying movement on green signal traffic lights to wait for passengers.
10. Opening door while the vehicle is in motion.
11. Lane Straddling.
12. Stopping on a yellow box.

- Conductor's License
- Nonprofessional Motorcycle (A, A1)
- Nonprofessional Light (B, B1, B2)
- Professional Motorcycle (A, A1)
- Professional Light (B, B1, B2)
- Road Traffic Signs



# Reviewer

## Conductor's License

| QUESTION                                                                                                                                                                                                                                                                      | ANSWER                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. What would you do as a Conductor if the bus is involved in a road crash and you were NOT hurt?                                                                                                                                                                             | Assist the injured passengers and call for help                                                                                                                          |
| 2. How much is the fare discount granted to senior citizens, persons with disability (PWDs), and students pursuant to R.A. No. 9994 (Expanded Senior Citizens Act of 2010), R.A. No. 9442 (Magna Carta for Disabled Persons), and R.A. No. 11314 (Student Fare Discount Act)? | 20% discount of the prescribed fare for senior citizens, PWDs, and students                                                                                              |
| 3. Seatbelts must be worn by the driver and the passenger at:                                                                                                                                                                                                                 | all times, in any kind of road condition regardless of the destination                                                                                                   |
| 4. What documents should always be carried by a conductor?                                                                                                                                                                                                                    | Conductor's License, Photocopy of Valid Franchise/Certificate of Public Convenience (CPC), Certificate of Registration (CR) and current Official Receipt (OR) of payment |
| 5. If a motor vehicle is a 61-seater including the driver's seat, how many passengers are allowed to board in it?                                                                                                                                                             | 60 passengers                                                                                                                                                            |
| 6. By law, the front seat of For Hire buses are reserved for:                                                                                                                                                                                                                 | Senior Citizens, persons with disability (PWDs), and pregnant women<br><br>Pursuant to Joint Administrative Order No. 2014-01                                            |



# Reviewer

## Conductor's License

| QUESTION                                                                                                                                          | ANSWER                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 7. The Conductor's License CANNOT be used in:                                                                                                     | driving a motor vehicle during emergency or as alternate when driver is not feeling well |
| 8. One of the primary duties of the Conductor is to:                                                                                              | assist passengers in conveying/dropping together with their luggage/baggage              |
| 9. What is the penalty for the Falsification or Fraudulent presentation of Certificate of Public Convenience?                                     | Revocation/cancellation of CPC                                                           |
| 10. As a conductor, what are you going to do during peak hours when there are more passengers who are eager to ride, but the bus is already full? | Respectfully decline and tell them to wait for the next bus                              |
| 11. What do you call a public utility vehicle that is operating with suspended or cancelled CPC?                                                  | Colorum<br>Pursuant to Joint Administrative Order No. 2014-01                            |
| 12. To ensure that the fares are collected correctly and properly especially during the initial trip, the conductor should:                       | prepare enough coins to have the exact change before travelling.                         |
| 13. What is NOT allowed to be loaded in the bus?                                                                                                  | Gasoline, LPG and other hazardous chemicals                                              |
| 14. What is one of the good habits of a Conductor?                                                                                                | Cleaning the bus (inside and outside) before and after every trip                        |
| 15. What should you do if a passenger feels dizzy and is vomiting?                                                                                | Provide assistance to the passenger.                                                     |



# Reviewer

## Conductor's License

| QUESTION                                                                                                                                                                  | ANSWER                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 16. Always carry a pair of Early Warning Device (EWD) on vehicles with 4 or more wheels and use them when stalled due to motor vehicle breakdown. How do you use the EWD? | Put the EWD at a distance of 4 meters at the front and 4 meters at the rear of the stalled vehicle.                                      |
| 17. Under the law, who are entitled to a fare discount?                                                                                                                   | Senior citizens, persons with disability, and students<br><br>Pursuant to R.A. No. 9994, R.A. No. 9442, and R.A. No. 11314, respectively |
| 18. What do you need to make sure before the bus moves off?                                                                                                               | The door is properly closed                                                                                                              |
| 19. What must the conductor do if the passenger's personal belonging has been left inside the bus?                                                                        | Surrender to the office/terminal for proper turn over                                                                                    |
| 20. Are passengers allowed to stand while the bus is in motion?                                                                                                           | NO, it is not allowed at all times                                                                                                       |
| 21. Where is the right place to stop if the passenger is about to board or alight within the city proper?                                                                 | At any loading and unloading zones only                                                                                                  |
| 22. Where is the appropriate place for large passenger baggage?                                                                                                           | Baggage compartment                                                                                                                      |



# Reviewer

## Conductor's License

| QUESTION                                                                                                                                                  | ANSWER                                                                                                                                                                                                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 23. What is the violation if the conductor accepts or carries passengers in his/her motor vehicle that is more than the capacity fixed by the LTRB?       | Overloading-excess passenger<br><br>Pursuant to R.A. No. 4136                                                                                                                                                                              |
| 24. If the vehicle broke down on the highway, the conductor should remind the driver:                                                                     | to park the vehicle off the highway if possible                                                                                                                                                                                            |
| 25. What fine/penalty will be imposed on the operator if the conductor fails to provide a fare discount to those entitled passengers under existing laws? | <b>1<sup>st</sup> Offense</b> – monetary fine<br><br><b>2<sup>nd</sup> Offense</b> – monetary fine and impounding of unit for thirty (30) days<br><br><b>3<sup>rd</sup> and Succeeding Offense</b> – monetary fine and cancellation of CPC |
| 26. What is one of the requirements for a public utility vehicle?                                                                                         | Fire extinguisher                                                                                                                                                                                                                          |
| 27. The driver and conductor must convey and drop passengers:                                                                                             | at designated loading and unloading zones only                                                                                                                                                                                             |
| 28. What is your responsibility as a conductor after parking the vehicle?                                                                                 | Making sure that there are no sleeping passengers, and anything left inside the bus must be properly turned over                                                                                                                           |
| 29. What is the appropriate attire for a Conductor?                                                                                                       | Uniforms issued by their company for easy identification                                                                                                                                                                                   |
| 30. What does “beating the red light” mean?                                                                                                               | Passing through the yellow lights coming to the intersection                                                                                                                                                                               |



# Reviewer

## Nonprofessional – Motorcycle (A, A1)

| QUESTION                                                                                                                                                                                  | ANSWER                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 1. On a long drive, what should you do if you are tired or sleepy?                                                                                                                        | Park at the appropriate rest stop (e.g., gasoline station and meal stop) and take a few minutes nap |
| 2. What hand signal must a driver give when he/she wants to stop?                                                                                                                         | Left arm held down and hand pointing to the ground                                                  |
| 3. What hand signal must a driver give when he/she wants to turn left?                                                                                                                    | Left arm held straight horizontally                                                                 |
| 4. Signs that inform road users of traffic laws and regulations which, if disregarded, will constitute an offense are called:                                                             | regulatory signs                                                                                    |
| 5. Signs used to warn motorists of potentially hazardous conditions on or adjacent to the road are called:                                                                                | caution or warning signs                                                                            |
| 6. What documents should a driver carry at all times when he/she is driving?                                                                                                              | Driver's License, Certificate of Registration, and current Official Receipt (OR/CR)                 |
| 7. On the assumption that your motorcycle is in good running condition, what can cause you to skid and lose control when making an abrupt movement especially on a wet and slippery road? | Improper braking                                                                                    |
| 8. Are you allowed to use the shoulder of the road to pass on the right side of a car ahead?                                                                                              | NO, it is against the law<br><br>Pursuant to R.A. No. 4136                                          |

| QUESTION                                                                                                          | ANSWER                                                                                             |
|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 9. What is the meaning of an inverted triangle sign?                                                              | Give way                                                                                           |
| 10. What do double yellow solid lines mean?                                                                       | No crossing or overtaking                                                                          |
| 11. What should you do when you are crossing a railroad and there are NO warning devices?                         | Slow down, check both sides of the road then proceed with caution if clear (stop, look and listen) |
| 12. When do you have to make a complete/full stop?                                                                | At a red traffic light                                                                             |
| 13. To protect motorcycle riders at all times, they should wear:                                                  | standard protective helmets (ICC and PS stickers) and full body gear for additional protection     |
| 14. A driver must not park or stop at the side of the road with a "Stop" sign or a traffic control signal within: | 6 meters<br>Pursuant to R.A. No. 4136                                                              |
| 15. A driver on a highway shall yield the right-of-way to:                                                        | police vehicles, fire trucks, and ambulances<br>Pursuant to R.A. No. 4136                          |
| 16. What should you do if you want to slow down or stop?                                                          | Press on your brakes lightly to activate brake lights                                              |
| 17. To avoid suspension, the driver must settle their apprehension within:                                        | 15 days<br>Pursuant to R.A. No. 4136 and JAO-2014-01                                               |



# Reviewer

## Nonprofessional – Motorcycle (A, A1)

| QUESTION                                                                                                         | ANSWER                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 18. In a road crash involving a pedestrian, what should you do?                                                  | Stop and assess the situation, then provide appropriate help<br><br>Never attempt to touch unconscious or injured person                                        |
| 19. Using mobile phone/s while driving is prohibited because _____.                                              | it distracts your attention while driving<br><br>Pursuant to R.A. No. 10913 (Anti-Distracted Driving Act)                                                       |
| 20. Where should motorcycle saddle bags or boxes be installed?                                                   | Not higher than the rider's seat and not beyond the taillight<br><br>Saddle bag must not exceed 14 inches from the side of rider's seat<br><br>MC on Saddle Bag |
| 21. What should a driver do while driving on a wet road?                                                         | Slow down and take necessary precaution                                                                                                                         |
| 22. If two vehicles approach an intersection at approximately the same time, which vehicle has the right-of-way? | Vehicle on the right<br><br>Pursuant to R.A. No. 4136                                                                                                           |
| 23. On a two-way road, what does a single white broken line mean?                                                | It separates traffic moving in opposite directions                                                                                                              |
| 24. When is a U-turn NOT permitted?                                                                              | On a double solid yellow line and in places where a "No U-Turn" sign is posted                                                                                  |



# Reviewer

## Nonprofessional – Motorcycle (A, A1)

| QUESTION                                                                                                                        | ANSWER                                                                |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| 25. Where should the rider position his/her motorcycle when he/she turns left?                                                  | Nearest to the center of the highway<br>Pursuant to R.A No. 4136      |
| 26. When should the motorcycle engine oil be checked?                                                                           | Regularly to maintain vehicle roadworthiness                          |
| 27. The allowable maximum size of a customized top box of a motorcycle is:                                                      | 2 feet x 2 feet x 2 feet and can fit two full-face helmets            |
| 28. The rumble strips across the road is intended to:                                                                           | make you alert and be aware of your speed                             |
| 29. What is the maximum penalty for a driver who has violated R.A. No. 10666 also known as Children's Safety on Motorcycle Act? | Revocation of driver's license                                        |
| 30. Turn signal lights are used to:                                                                                             | make your turning direction clear to the drivers and other road users |
| 31. Which lane should you choose after turning right at the intersection?                                                       | Stay on the rightmost lane                                            |
| 32. When the brake lights of the vehicle in front of you turns on, you must:                                                    | prepare to brake                                                      |
| 33. What must you always remember whenever you park?                                                                            | Turn the engine off and put the proper stand                          |
| 34. What is the maximum speed limit on the national road under the law?                                                         | 80 km/hr.<br>Pursuant to R.A. No. 4136                                |



# Reviewer

## Nonprofessional – Motorcycle (A, A1)

| QUESTION                                                                                                           | ANSWER                                                                                              |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 35. What should you do if another vehicle overtakes you?                                                           | Stay with the current speed and do NOT attempt to race                                              |
| 36. What should you do to help reduce air pollution?                                                               | Do the regular motor vehicle check-up and do NOT overload                                           |
| 37. Upon entering a roadwork with a temporary maximum speed limit sign, you must:                                  | comply with the sign at all times<br><br>Drive at a maximum speed of 40kph                          |
| 38. Under R.A No. 10666, one of the exemptions that a child is allowed to back ride on a motorcycle is when:       | the child needs to be transported to the hospital for immediate medical attention.                  |
| 39. Under R.A No.10913 or Anti-Distracted Driving Act, the use of mobile phones is permitted if the driver uses a: | hands-free communication device<br>(e.g., Bluetooth, earpiece)                                      |
| 40. You are planning a long trip. Do you need to plan rest stops?                                                  | Yes, regular stops help avoid mental and physical fatigue                                           |
| 41. How can you avoid wasting fuel?                                                                                | Through correct and proper driving habit<br><br>Having the vehicle properly serviced and maintained |
| 42. At an intersection, it is more dangerous to turn left than to turn right because _____.                        | vehicles coming from opposite direction are faster                                                  |



# Reviewer

## Nonprofessional – Motorcycle (A, A1)

| QUESTION                                                                                                                                                                                                                        | ANSWER                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| 43. What is one of the mandates of LTO?                                                                                                                                                                                         | Register roadworthy and emission compliant motor vehicles                                            |
| 44. If the violation of the Republic Act No. 10666 on Safety of Children aboard Motorcycles resulted in death or serious or less serious injuries, what penalty will be imposed to the motorcycle rider or motorcycle operator? | One (1) year imprisonment without prejudice provided for under Revised Penal Code of the Philippines |
| 45. If this sign is disregarded, it will constitute an offense.                                                                                                                                                                 | Regulatory Sign<br>Directional Sign<br>(e.g., left lane must turn left, one-way sign)                |
| 46. Why should the driver always yield to emergency vehicles with blinkers and sirens on?                                                                                                                                       | Because they have a priority right-of-way                                                            |
| 47. The Right-Of -Way rule signifies:                                                                                                                                                                                           | the rights of drivers on when to yield or give way to others while driving                           |
| 48. When making a right turn, you should:                                                                                                                                                                                       | reduce speed and stay on the outermost lane of the road then signal your intention to turn right     |
| 49. When approaching a crosswalk or pedestrian lane, you should:                                                                                                                                                                | slow down and stop to yield to pedestrians                                                           |
| 50. What should you do if you are stopped by an enforcer even when you believe that you did not violate any traffic rules and regulations?                                                                                      | Stop at the roadside and politely ask the reason why you were being stopped                          |

| QUESTION                                                                                | ANSWER                                                        |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------|
| 1. If you are parking uphill on a road without a curb, turn the wheels toward the _____ | edge of the road                                              |
| 2. What does a flashing yellow light mean?                                              | You can proceed through the intersection with caution         |
| 3. When parking downhill, you must:                                                     | turn your wheels toward the curb                              |
| 4. When parking uphill, you must:                                                       | turn your wheels away from the curb                           |
| 5. A solid yellow or white line on the road means:                                      | passing/overtaking is NOT allowed                             |
| 6. A red flag or red light must be attached to any load that extends over:              | one (1.0) meter from the body of the vehicle                  |
| 7. What are the effects of alcohol in a driver?                                         | Poor coordination of body movements and lack of self-judgment |
| 8. In a toll gate, a red X light/sign means:                                            | you cannot drive through this lane                            |
| 9. What does a flashing red light mean?                                                 | You must stop and then go only when it is safe to do so       |
| 10. What hand signal must a driver give when he/she wants to turn right?                | Left arm bent at elbow, hand pointing up                      |
| 11. At a normal speed, what is the safety rule when following behind another car?       | One car length apart                                          |
| 12. A driver of a vehicle approaching a crossing or intersection shall:                 | slow down and stop                                            |

| QUESTION                                                                                                                                  | ANSWER                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13. At a normal speed, keeping one's distance lessens the risk of road crash. One good rule is to leave a car length or follow the _____. | 2-second rule                                                                                                                                                               |
| 14. What should you do if you drive in heavy traffic and want to change lanes?                                                            | Look out for cyclists/ motorcyclists filtering through the traffic                                                                                                          |
| 15. Where should you NOT overtake?                                                                                                        | At intersections and when approaching a bridge, curve, or a crest<br><br>Solid yellow or white line, shoulder of the road, railroad, hospital and school zone, busy streets |
| 16. What is the maximum penalty for driving under the influence of liquor or prohibited drugs?                                            | Perpetual forfeiture of driver's license                                                                                                                                    |
| 17. What should be done first when changing lanes?                                                                                        | Make a signal                                                                                                                                                               |
| 18. When merging on expressway, you have to make full use of the:                                                                         | acceleration lane (continuity lane)                                                                                                                                         |
| 19. What should a driver do when he is under medication that can affect his driving?                                                      | Do NOT drive or consult a doctor before driving                                                                                                                             |
| 20. Crossing a double solid yellow line is _____                                                                                          | NEVER permitted                                                                                                                                                             |
| 21. What must a driver do when an elderly person crosses the pedestrian lane?                                                             | Be patient and allow them to cross                                                                                                                                          |

| QUESTION                                                                                                                      | ANSWER                                                                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 22. On a two-lane road with normal traffic situation, overtaking is only allowed at the:                                      | left lane/first lane (leftmost)                                                                                                            |
| 23. What should you do when your vehicle is approaching a crest?                                                              | Prepare to slow down and stay on your lane for a safer travel                                                                              |
| 24. Drinking any amount of alcohol while driving may:                                                                         | decrease your reaction time, impair your judgment, and give you a false sense of confidence                                                |
| 25. A green arrow traffic light means:                                                                                        | vehicles turning on that direction shall proceed                                                                                           |
| 26. Motor vehicle's horn is used to:                                                                                          | warn other road users of your presence                                                                                                     |
| 27. Which vehicles have the right-of-way at a rotunda or roundabout?                                                          | The vehicles within the roundabout                                                                                                         |
| 28. What could be a reason for a driver to lose his concentration in driving?                                                 | Listening to loud music, using mobile phone or gadget, watching videos, rubbernecking, and engaging in long conversations with passenger/s |
| 29. In a single solid yellow line, you are allowed to cross only:                                                             | when turning into a driveway                                                                                                               |
| 30. If you are driving and you need to use your mobile phone, you should:                                                     | stop at a safe side of the road to answer or make a call                                                                                   |
| 31. What should you do if the school service is parked on the other side of the highway while the hazard warning light is on? | Slow down and prepare to stop<br><br>Students are expected to cross the street                                                             |



# Reviewer

## Nonprofessional – Light (B, B1, B2)

| QUESTION                                                                                                                                     | ANSWER                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 32. On a one-way road, overtaking is permitted:                                                                                              | either on the right or the left lane if it is free from obstruction                          |
| 33. What vehicles are allowed to use a red and blue flashing light (blinker)?                                                                | Police patrols and authorized Traffic Enforcer's vehicle                                     |
| 34. One of the prohibited driving acts that could place your life at risk is:                                                                | using mobile phone while driving                                                             |
| 35. In which lane should you take upon merging on the expressway?                                                                            | Rightmost lane                                                                               |
| 36. If a driver operates a motor vehicle with a blinking/running/flashing brake light, he/she will be apprehended for:                       | illegal modification                                                                         |
| 37. Are you allowed to leave your motor vehicle while the engine is running at a complete stop on the road?                                  | NO, not in any time<br>It may cause confusion to other motorists and it may cause road crash |
| 38. This could be one of the possible causes of road crash, if neglected:                                                                    | low level or leaking brake fluid                                                             |
| 39. Under R.A. No. 11229, a child twelve (12) years old and below cannot sit at the back seat of a moving vehicle without the use of a _____ | child restraint system                                                                       |
| 40. While driving on the road, the driver is allowed to use warning (hazard) lights if needed:                                               | to warn a hazard ahead (such as vehicle being towed, and road works ahead)                   |

| QUESTION                                                                                                                                     | ANSWER                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 41. When following a student-driver, you should:                                                                                             | be patient, expect them to make mistakes                                                            |
| 42. You are driving on a single-lane road with passing places only at the right, you should:                                                 | pull and stop into a passing place when loading or unloading                                        |
| 43. You are approaching a busy junction with several lanes that has road markings. Suddenly, you entered the wrong lane. What should you do? | Continue driving in that lane until it is safe to return to the proper lane                         |
| 44. You entered a fully occupied parking area except for a vacant PWD parking space. You can:                                                | NOT park anytime, unless you are or with a PWD<br><br>PWD parking spaces are intended only for PWDs |
| 45. You CANNOT use your mobile phone while driving, unless _____.                                                                            | making an emergency call at a safe place                                                            |
| 46. When driving on expressways, you may stop to attend or call for an emergency:                                                            | on the lay-by                                                                                       |
| 47. You are driving on the leftmost of a multiple-lane road and you see signs of a closed road ahead. You should:                            | move to the other lane with care                                                                    |
| 48. Before turning, you are required to give way to:                                                                                         | pedestrians and motor vehicles with the first priority right-of-way                                 |
| 49. When an emergency vehicle is approaching behind you with a siren and flashing lights, you must:                                          | slow down to stop and give way                                                                      |
| 50. You are only allowed to stop on expressways when instructed by a _____                                                                   | traffic enforcer                                                                                    |



# Reviewer

## Professional – Motorcycle (A, A1)

| QUESTION                                                                                           | ANSWER                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Is it proper to negotiate with an enforcer if apprehended with a violation?                     | NO, it is improper for any driver or any traffic enforcer to negotiate a violation<br><br>Any complaint/contest may be done at the proper adjudication office |
| 2. This is one of the qualifications of a professional driver:                                     | Must be able to read and write                                                                                                                                |
| 3. A proof that a motorcycle helmet is within quality standard:                                    | ICC or PS stickers attached at the back of the helmet                                                                                                         |
| 4. While on duty, a professional tricycle driver must:                                             | wear proper uniform                                                                                                                                           |
| 5. When diesel fuel or oil is spilled on the road, it is dangerous to all motorists, particularly: | motorcyclists                                                                                                                                                 |
| 6. Operators of public utility vehicles can secure franchise or CPC from LTFRB except:             | tricycles<br><br>Tricycle operators shall secure permits from concerned local government unit                                                                 |
| 7. It is advisable to use _____ when riding a motorcycle at night.                                 | bright clothing<br><br>To project clear visibility from other motorists                                                                                       |
| 8. What is the penalty for allowing passengers to ride on top or cover of a side car?              | Monetary fines                                                                                                                                                |



# Reviewer

## Professional – Motorcycle (A, A1)

| QUESTION                                                                                                 | ANSWER                                                           |
|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
| 9. While driving on the road and you are about to slow down, you must check for:                         | vehicles behind to avoid collision                               |
| 10. Safety in driving motorcycle is a must, thus you should:                                             | wear standard helmet and proper protective gear                  |
| 11. At times when the vehicle in front of you does NOT give way, you must:                               | be patient and do NOT overtake                                   |
| 12. In stopping, it is always safe to:                                                                   | use the front and rear brakes at the same time                   |
| 13. In making a U-turn, it is NOT advisable to use _____                                                 | the front wheel brake                                            |
| 14. In a merging road or traffic, you must check _____                                                   | your speed, brakes, side mirrors and signals                     |
| 15. The feet of a rider while driving a motorcycle must:                                                 | firmly step on the footrests                                     |
| 16. The fare matrix of tricycles is approved by the _____                                                | Local Government Unit                                            |
| 17. A tricycle driver must follow the prescribed:                                                        | fare matrix                                                      |
| 18. The law prohibits riders to use:                                                                     | the sidewalks and center island<br><br>Pursuant to R.A. No. 4136 |
| 19. Aside from the Motorized Tricycle Operator's Permit (MTOP), the following documents must be visible: | Identification Card and Fare Matrix                              |



# Reviewer

## Professional – Motorcycle (A, A1)

| QUESTION                                                                                  | ANSWER                                                                                 |
|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| 20. Is there a need to apply for a CPC from LTFRB prior to operating a tricycle for hire? | NO<br><br>Tricycle operators shall secure permits from concerned local government unit |
| 21. The allowable motorcycle engine displacement for expressways is:                      | 400cc and above                                                                        |
| 22. Can a motorcyclist stop in a yellow box?                                              | At any instance a rider is not allowed to stop inside a yellow box                     |
| 23. Is it safe to use your handheld phone while driving a motorcycle?                     | NO, it is against the law (R.A. No. 10913 Anti-Distracted Driving Act)                 |
| 24. Broken yellow lines allow motorists:                                                  | to overtake and cross when it is safe                                                  |
| 25. When you see an intersection with a blank inverted triangle traffic sign, you should: | slow down and give way to any vehicle in the intersection                              |
| 26. One of the requirements of installing custom-made top box must be:                    | 2 feet x 2 feet x 2 feet                                                               |
| 27. Can a rider place a blinker taillight in his/her motorcycle?                          | NO, it is illegal modification (Joint Administrative Order No. 2014-01)                |
| 28. The allowable color of motorcycle headlight is:                                       | yellowish white or yellow                                                              |



# Reviewer

## Professional – Motorcycle (A, A1)

| QUESTION                                                                                                                   | ANSWER                                                                 |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| 29. The color of brake light for motorcycle must be _____                                                                  | bright red                                                             |
| 30. What is the allowable number of bulbs for every auxiliary lamp (LED)?                                                  | Six (6)                                                                |
| 31. If you are feeling tired and sleepy, you must:                                                                         | stop and take a rest                                                   |
| 32. A motorcyclist must not exceed the _____ Blood Alcohol Content when driving:                                           | 0.00%<br>If you drink, don't drive<br>If you drive, don't drink        |
| 33. What is the exemption for a child to ride a motorcycle pursuant to R.A. No. 10666 Children's Safety on Motorcycle Act? | When the child to be transported requires immediate medical attention  |
| 34. What is the risk of driving alongside a car?                                                                           | It is prone to road crash due to blind spots                           |
| 35. Sleeping early and being physically fit is a:                                                                          | good professional driver's trait                                       |
| 36. When driving a motorcycle with a back rider, one must anticipate:                                                      | longer braking distance                                                |
| 37. An orange traffic sign means:                                                                                          | there is roadwork ahead and you must follow the prescribed speed limit |
| 38. If you are hesitant to overtake the vehicle in front, you must:                                                        | NOT overtake                                                           |



# Reviewer

## Professional – Motorcycle (A, A1)

| QUESTION                                                                             | ANSWER                                                                   |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 39. A solid yellow line prohibits a motorist to _____                                | overtake                                                                 |
| 40. If two passengers insist to back ride with you, what should you do?              | Allow only one back rider<br><br>Pursuant to AO No. AHS-2008-015         |
| 41. The right time to check your side mirror is:                                     | upon boarding and before moving                                          |
| 42. When you are behind a longer vehicle, you must _____ to improve your visibility. | stay further back                                                        |
| 43. When riding with a group, what is the correct hand signal for "Follow Me"?       | Left hand straight up, palm forward                                      |
| 44. The inverted triangle with red border means:                                     | yield the right-of-way                                                   |
| 45. The prescribed length of a saddle box is:                                        | it must not exceed the tail end of the motorcycle                        |
| 46. The prescribed width of a saddle box is:                                         | it must not exceed fourteen (14) inches from the sides of the motorcycle |
| 47. Usually, the cause of exploding battery is:                                      | overcharging drained battery                                             |
| 48. It shows the engine revolution per minute (RPM).                                 | Tachometer                                                               |
| 49. What do you need to do before getting off the motorcycle?                        | Properly place the side stand                                            |
| 50. Before moving off, the rider must turn off the:                                  | choke                                                                    |



# Reviewer

## Professional – Light (B, B1, B2)

| QUESTION                                                                                                                              | ANSWER                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Never park or stop at the side of the road within _____ from a fire hydrant.                                                       | 4 meters<br>Pursuant to R.A. No. 4136                                                                                                                |
| 2. A yellow traffic light means:                                                                                                      | you must slow down and prepare to stop<br>Disregarding the yellow traffic light will constitute beating the red light tantamount to reckless driving |
| 3. You must check your vehicle thoroughly before making a long trip to:                                                               | prevent the inconvenience of vehicle breakdown                                                                                                       |
| 4. What is the primary responsibility of a driver who has been involved in a road crash?                                              | Assess the situation and if possible, assist the injured person and call for help                                                                    |
| 5. What should you do before making a U-turn?                                                                                         | Check for traffic behind and indicate intention with a left turn signal<br>Give way to oncoming vehicles                                             |
| 6. The blind spot is the area to your right or left that you do not see on the side view mirror. What will you do before you reverse? | Look around to see that the way is clear                                                                                                             |
| 7. After making a left turn at the intersection, you should:                                                                          | switch off the signal light and proceed to the proper lane with care                                                                                 |
| 8. This is one of the requirements in operating a taxi:                                                                               | LTRFB approved taxi meter with seal                                                                                                                  |
| 9. In an intersection, what must you do if a car on your right enters at the same time you do?                                        | Give way, the vehicle on the right has the priority right-of-way                                                                                     |



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| QUESTION                                                                     | ANSWER                                                                    |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| 10. What are the main components of the steering system?                     | Tie rod, box, pump, and linkages                                          |
| 11. The purpose of rear-view mirror is to:                                   | check the vehicles from behind                                            |
| 12. If you are driving in a rainy condition, you should:                     | take precautionary measures to avoid road crash                           |
| 13. What is the purpose of a cat's eye on the road?                          | Installed as a substitute to broken lines                                 |
| 14. Before driving on a steep downhill road, the driver must:                | shift to low gear to control the speed of the vehicle                     |
| 15. Slam (hard) braking must be avoided when driving on a wet road, because: | the wheels may skid and may cause a loss of control of the steering wheel |
| 16. What precautions must you take in reversing?                             | Take continuous all-around observation/ inspection                        |
| 17. When driving within the school zone, the maximum permitted speed is:     | 20 kph<br>Pursuant to R.A. No. 4136                                       |
| 18. What is the main function of the exhaust manifold?                       | To release excess compressed air into the muffler                         |
| 19. A steady green traffic light means:                                      | vehicles can proceed                                                      |
| 20. What should you do if you make a wrong turn on a one-way road?           | Back up if possible or safely make a U-turn                               |
| 21. If you are in doubt while approaching an intersection, you must:         | yield the right-of-way to avoid road crash                                |

| QUESTION                                                                                                                                     | ANSWER                                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 22. Can a motorist park in a pedestrian lane?                                                                                                | NO, not in any circumstances<br><br>Parking in a pedestrian lane or crosswalk is in violation of traffic rules and regulations (R.A. No. 4136)                                                                   |
| 23. Is driving a private vehicle on a yellow bus lane allowed?                                                                               | No, except when turning or going into the garage within 100 meters upon entering the yellow bus lane                                                                                                             |
| 24. If your cargo exceeded one (1) meter from the body of your vehicle, you must:                                                            | hang a red flag with at least 30x30 centimeters at the edge of the load<br><br>at night, the red flag must be replaced with a red light that is visible at least 50 meters away<br><br>Pursuant to R.A. No. 4136 |
| 25. What should you do if you are driving on a narrow road and you see fast oncoming vehicles?                                               | Pull into a passing place on your right and wait for the oncoming vehicles to pass on the left                                                                                                                   |
| 26. When the engine is cold, what is the first thing that the driver must check before adding water coolant to avoid too much back pressure? | The level of water/coolant must be within the lower and upper markers                                                                                                                                            |
| 27. While driving downhill, you can preserve your brake by using the:                                                                        | engine brake                                                                                                                                                                                                     |
| 28. What are the usual causes of flat tires?                                                                                                 | Improper tire inflation, overloading and excessive use of tires (tread wear)                                                                                                                                     |
| 29. Where do you usually see a directional traffic sign?                                                                                     | Before the junction                                                                                                                                                                                              |



# Reviewer

## Professional – Light (B, B1, B2)

| QUESTION                                                                                                                                   | ANSWER                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 30. In what instances will speed restrictions NOT apply?                                                                                   | When drivers of ambulance, fire trucks, police cars, physicians, armed forces, and traffic enforcers are responding to emergency, and when any driver is bringing wounded or sick person for emergency treatment to hospitals<br><br>Pursuant to R.A. No. 4136 |
| 31. Aside from the monetary fine, what is the additional penalty of a driver apprehended for NOT wearing a seatbelt for the third offense? | Suspension of driver's license for one (1) week<br><br>Pursuant to Joint Administrative Order No. 2014-01                                                                                                                                                      |
| 32. The maximum speed limit for light vehicles in expressways is:                                                                          | 100 kph                                                                                                                                                                                                                                                        |
| 33. The white broken line between lanes means:                                                                                             | overtaking or changing lane is allowed if it is safe                                                                                                                                                                                                           |
| 34. The shape of a "Stop" sign is:                                                                                                         | octagon                                                                                                                                                                                                                                                        |
| 35. What is the certification issued by the LTFRB for Public Utility Vehicle (PUV)?                                                        | Certificate of Public Convenience (CPC)                                                                                                                                                                                                                        |
| 36. A traffic light with a steady yellow arrow means:                                                                                      | turning vehicles facing the arrow light must slow down and prepare to stop                                                                                                                                                                                     |
| 37. What is the prescribed standard color of uniform for jeepney drivers?                                                                  | Light blue<br><br>Pursuant to LTFRB Memorandum Circular No. 2011-004                                                                                                                                                                                           |
| 38. What can you contribute to ensure a clean air environment?                                                                             | Maintain an emission-compliant vehicle                                                                                                                                                                                                                         |



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## Professional – Light (B, B1, B2)

| QUESTION                                                                                            | ANSWER                                                                         |
|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| 39. In an intersection a steady red light means:                                                    | all vehicles facing the red light must stop at the STOP line                   |
| 40. Motor vehicle emissions can contribute to:                                                      | air pollution                                                                  |
| 41. What is the prescribed standard color of uniform for taxi drivers?                              | Red<br>Pursuant to LTFRB Memorandum Circular No. 2011-004                      |
| 42. Does answering phone calls contribute to road crashes?                                          | Yes, it will make you lose focus while driving                                 |
| 43. One of the effects of alcohol while driving is:                                                 | it slows down your reaction time                                               |
| 44. Is overtaking permitted if there are two solid yellow lines?                                    | Overtaking and crossing is NEVER permitted if there are two solid yellow lines |
| 45. What does a flashing red light indicate?                                                        | Stop, yield, and proceed when it is safe                                       |
| 46. While driving in a street with no pavement markings, what should you do?                        | Proceed with caution and drive at the rightmost side of the road               |
| 47. What is the proper action if you see a person in a wheelchair who is about to cross the street? | Stop and wait for the PWD to cross the street                                  |
| 48. Can an enforcer apprehend a motorist who is using his/her phone while driving?                  | Yes, if the driver is not using hands-free device (R.A No. 10913)              |
| 49. Holders of a professional driver's license for light vehicles are allowed to drive:             | any motor vehicle exceeding to 5000 kgs GVW                                    |
| 50. In an uphill road, you must turn the wheels _____ when parking.                                 | away from the curb                                                             |

| QUESTION                                                                                                             | ANSWER              |
|----------------------------------------------------------------------------------------------------------------------|---------------------|
| 1. Identify the traffic sign:<br>   | Traffic light ahead |
| 2. Identify the traffic sign:<br>   | Roadworks           |
| 3. Identify the traffic sign:<br>   | Animals crossing    |
| 4. Identify the traffic sign:<br>  | Slippery road       |
| 5. Identify the traffic sign:<br> | Roundabout ahead    |
| 6. Identify the traffic sign:<br> | Railroad Crossing   |

| QUESTION                                                                                                              | ANSWER                             |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 7. Identify the traffic sign:<br>    | Two-way traffic                    |
| 8. Identify the traffic sign:<br>    | Danger from falling rocks          |
| 9. Identify the traffic sign:<br>    | Railroad crossing ahead            |
| 10. Identify the traffic sign:<br>  | No entry for all types of vehicles |
| 11. Identify the traffic sign:<br> | No entry for cars                  |
| 12. Identify the traffic sign:<br> | No entry for jeepneys              |

| QUESTION                                                                                                                  | ANSWER                            |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| <p>13. Identify the traffic sign:</p>    | No entry for bicycles             |
| <p>14. Identify the traffic sign:</p>    | No entry for motorcycles          |
| <p>15. Identify the traffic sign:</p>    | No entry for tricycles            |
| <p>16. Identify the traffic sign:</p>   | No entry for buses                |
| <p>17. Identify the traffic sign:</p>  | No entry for trucks               |
| <p>18. Identify the traffic sign:</p>  | Bus stop zone, no parking allowed |

| QUESTION                                                                                                              | ANSWER                                    |
|-----------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| 19. Identify the traffic sign:<br>   | No left turn                              |
| 20. Identify the traffic sign:<br>   | No right turn                             |
| 21. Identify the traffic sign:<br>   | No entry for animal drawn vehicles        |
| 22. Identify the traffic sign:<br>  | No U-turn                                 |
| 23. Identify the traffic sign:<br> | No overtaking                             |
| 24. Identify the traffic sign:<br> | Speed limit sign, maximum speed of 40 kph |

| QUESTION                                                                                                              | ANSWER                                               |
|-----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 25. Identify the traffic sign:<br>   | No entry for vehicles exceeding 2 meters in width    |
| 26. Identify the traffic sign:<br>   | No blowing of horn                                   |
| 27. Identify the traffic sign:<br>   | No parking sign                                      |
| 28. Identify the traffic sign:<br>  | No entry for vehicles exceeding 5 tons               |
| 29. Identify the traffic sign:<br> | No entry for vehicles exceeding 3.5 meters in height |
| 30. Identify the traffic sign:<br> | No entry for vehicles exceeding 2 tons per axle      |

| QUESTION                                                                                                                  | ANSWER                                                     |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <p>31. Identify the traffic sign:</p>    | <p>No entry for vehicles exceeding 10 meters in length</p> |
| <p>32. Identify the traffic sign:</p>    | <p>Hospital sign</p>                                       |
| <p>33. Identify the traffic sign:</p>    | <p>First Aid station</p>                                   |
| <p>34. Identify the traffic sign:</p>   | <p>Breakdown station</p>                                   |
| <p>35. Identify the traffic sign:</p>  | <p>Telephone booth</p>                                     |
| <p>36. Identify the traffic sign:</p>  | <p>Fuel filling station</p>                                |

| QUESTION                                                                                                                  | ANSWER                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <p>37. Identify the traffic sign:</p>    | Hotel or motel                                                                                                          |
| <p>38. Identify the traffic sign:</p>    | Restaurant                                                                                                              |
| <p>39. Identify the traffic sign:</p>    | Refreshments or cafeteria                                                                                               |
| <p>40. Identify the traffic sign:</p>   | Bus terminal                                                                                                            |
| <p>41. Identify the traffic sign:</p>  | A traffic sign to notify drivers that they must stop at the stop line before proceeding                                 |
| <p>42. Identify the traffic sign:</p>  | Indicates that you must slow down and be ready to stop, If necessary, to let any vehicle, bicyclist, or pedestrian pass |

| QUESTION                                                                                                                  | ANSWER                 |
|---------------------------------------------------------------------------------------------------------------------------|------------------------|
| <p>43. Identify the traffic sign:</p>    | No entry sign          |
| <p>44. Identify the traffic sign:</p>    | No Stopping Anytime    |
| <p>45. Identify the traffic sign:</p>    | Dangerous curve        |
| <p>46. Identify the traffic sign:</p>   | Left sharp turn        |
| <p>47. Identify the traffic sign:</p>  | Right sharp turn       |
| <p>48. Identify the traffic sign:</p>  | Double left sharp turn |

| QUESTION                                                                                                              | ANSWER                                             |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| 49. Identify the traffic sign:<br>   | Double right sharp turn                            |
| 50. Identify the traffic sign:<br>   | Approach to intersection                           |
| 51. Identify the traffic sign:<br>   | Danger warning sign to indicated road intersection |
| 52. Identify the traffic sign:<br>  | Approach to intersection side road                 |
| 53. Identify the traffic sign:<br> | Approach to intersection merging traffic           |
| 54. Identify the traffic sign:<br> | Opening bridge ahead                               |

## Road Traffic Signs

| QUESTION                                                                                                              | ANSWER                     |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------|
| 55. Identify the traffic sign:<br>   | Road narrows ahead         |
| 56. Identify the traffic sign:<br>   | Uneven road/ bad condition |
| 57. Identify the traffic sign:<br>   | Steep descent              |
| 58. Identify the traffic sign:<br>  | Steep ascent               |
| 59. Identify the traffic sign:<br> | Pedestrian Crossing ahead  |
| 60. Identify the traffic sign:<br> | Bike lane                  |

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*Photo by Thomas Noel O. Soliven*