



GUIDANCE NOTE No. 5: HOW TO FIND THE BEST SEATING POSITION IN ANY CAR

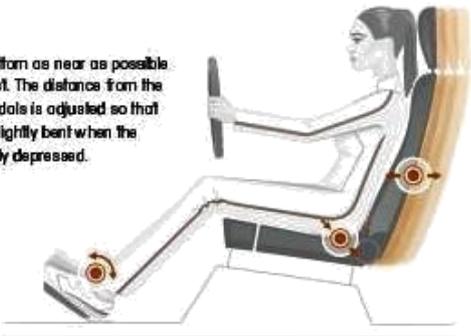
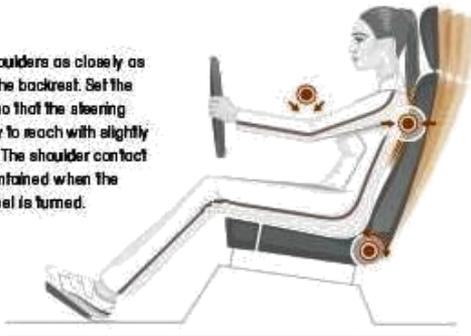
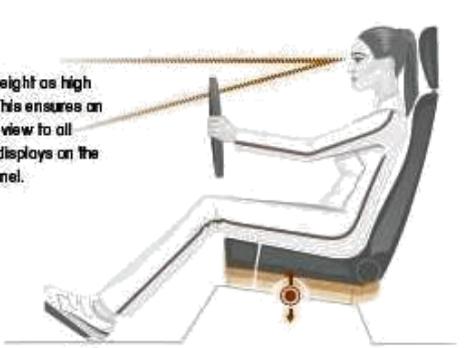
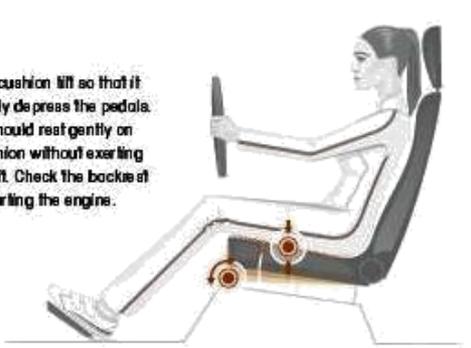
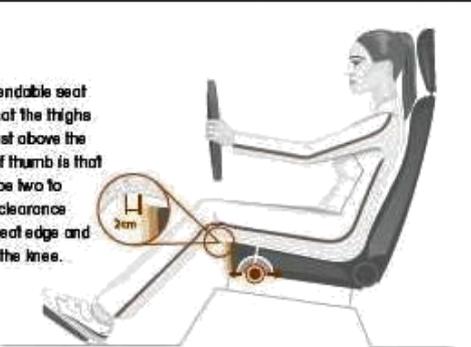
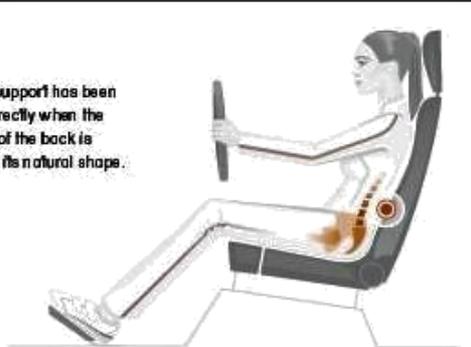
Note: Some cars have fewer seat adjustment mechanisms than others, but **the same sequence should still be followed for best outcomes**, even when there are fewer adjustment facilities.

A talk through

1. Always ask the Associate to bring their car owner's handbook or manual with them on IAM observed runs, so as to help with explanation of specific driver controls and information systems and also their car's particular driving features and their use.
2. Position the base of the back (bottom) right into and up against the bottom of the car seat backrest.
3. If available - raise the car seat as high as convenient and comfortable, ensuring a good all-round outside view with sufficient clear headroom.
4. Move the car seat forward or back so that both feet can be placed under the pedals in the foot well and the legs are not fully stretched when the clutch pedal (in a manual) is fully depressed.
5. If available - adjust the car seat cushion tilt mechanism so that the cushion is comfortably under both thighs with the feet at the bottom of the foot well or with the pedals fully depressed.
6. If available - adjust the car seat's movable squab forward so that it is extended to about 2 inches (or 2 or 3 fingers breadth) short of under the knee joints.
7. Adjust the car seat backrest tilt mechanism backwards for comfort and adjust for good lumbar support (if available) with the shoulders relaxed into the seat back.
8. Keeping the shoulders on the car seat backrest, extend both arms either side of the steering wheel with the wrists close to the rim at the widest point. If available, adjust the steering column in or out to bring it level with the extended wrists on both sides of the wheel rim.
9. If the steering column does not adjust, move the backrest tilt forward so that the extended wrists are in line with the steering wheel rim on each side.
10. If available - move the steering column up or down so that both main instrument dials are clearly visible and unobstructed - then clamp the steering column. If this adjustment is not available, try to achieve the same good view of the dials by adjusting the seat up or down.
11. With both shoulders comfortably back against the backrest, extend each arm in turn and close the hands lightly on the top centre of the steering wheel. If this extended grip is not comfortable and relaxed, adjust the backrest forward for full handling of the steering wheel.
12. Adjust the height and **position of the headrest** so that the top of the headrest is in line with the top of the head and the headrest is positioned about one inch behind the head in the normal driving position.
13. Check the new seating position for comfort with **hands** on the wheel **at a quarter to three** and check your **ability to reach all the manual controls**.
14. Adjust the rear view and side mirrors to ensure good rear vision with the nearside mirror tilted slightly down to allow sight of the kerb line in towns.
15. Put the seat belt on and adjust the height of seat belt's top anchor point adjustment mechanism for comfort over the shoulder.
16. Carry out a short test drive to check that all the adjustments you have made work well, are clicked safely in position and that the final position is comfortable. If you are happy, then lock in to memory (if available) your personal seating position.

Peter H Laub



<p>1</p> <p>Push your bottom as near as possible to the backrest. The distance from the seat to the pedals is adjusted so that your knee is slightly bent when the pedals are fully depressed.</p> 	<p>2</p> <p>Rest your shoulders as closely as possible on the backrest. Set the backrest tilt so that the steering wheel is easy to reach with slightly bent elbows. The shoulder contact must be maintained when the steering wheel is turned.</p> 
<p>3</p> <p>Set the seat height as high as possible. This ensures an unobstructed view to all sides and all displays on the instrument panel.</p> 	<p>4</p> <p>Set the seat cushion tilt so that it is easy to fully depress the pedals. The thighs should rest gently on the seat cushion without exerting pressure on it. Check the backrest tilt before starting the engine.</p> 
<p>5</p> <p>Adjust the extendable seat cushion so that the thighs rest on it to just above the knee. A rule of thumb is that there should be two to three fingers clearance between the seat edge and the hollow of the knee.</p> 	<p>6</p> <p>The lumbar support has been adjusted correctly when the lumbar part of the back is supported in its natural shape.</p> 
<p>7</p> <p>The seat's side bolsters should fit so snugly to the body that the upper body is supported comfortably at the side without being restricted.</p> 	<p>8</p> <p>If possible, adjust the upper edge of the headrest to the same height as the top of the head. Tilt: The distance to the head should be approx. 2 cm.</p> 