

Vehicle Policy & Procedure

The behaviour of those using the vehicles shall at all times, reflect the RCGG Overcomers House . Persons driving these vehicles are responsible for the conduct of all passengers and adherence to the following policy and procedure.

1. Church vehicles shall be used for church activities only. Any team or group using the vehicle must

use the vehicle to transport to events and causes that reflect our Biblical principles.

2. Except as otherwise approved by the Transportation Team for special usage, the vehicles are for

passenger use only. A minimum of four (4) passengers plus driver or maximum of fifteen (17)

persons including the driver.

3. Request must be made at least two (2) months prior to event date. Requests made after two months will be considered but will be subject to availability.

4. Drivers must be at least 25 years of age.

5. Drivers must be approved by the transportation team prior to using the vehicles.

6. All drivers must be in compliance with all state licensing requirements and have a copy of their license on file in the church office.

7. No Smoking in any church vehicle.

8. Any church group using the vehicle for a special activity is responsible for cleaning the inside of the

vehicle as well as purchasing and replacing the fuel to its original level. This shall be completed

before returning the vehicle to the church.

9. Traffic laws shall be observed at all times. Failure to do so shall result in the revoking of the driver's

privilege to drive the church's vehicles.

10. In case of accidents, notify the police before moving the vehicle and report the accident to the

church office or a transportation team member. All telephone numbers are posted in the vehicle.

Process for Vehicle Request

1. Member, group, or team completes and returns a request form to the church office.

2. Request form is submitted to the Transportation Team and/or Leadership Team for review.
3. Dates requested are reviewed to ensure conflicts do not exist.
4. A member of the Transportation Team will contact you to confirm request as approved or denied.

Do not make any set plans until you hear from a member of the Transportation Team.

5. Once approved vehicle keys and additional instructions may be picked up at the church office

during business hours the week prior to the event. Keys should be returned to the lock box in the

church entrance immediately after use.

WE MAY REQUIRED ADDITIONAL INFORMATION OR CRETARIA THAT IS NOT INCLUDED IN THIS FORM

ALL DRIVER MUST FOLLOW THE RULES made available by the UK GOVERNMENT or download

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/377669/national-standard-for-driving-buses-and-coaches.pdf

Obtaining Key: After approval of a Bus Usage Request, the authorized user is responsible for obtaining the bus key from the Church Head of Transport Team or Admin.



Driver & Vehicle
Standards
Agency

National standard for driving buses and coaches (category D)



Introducing the ‘National standard for driving buses and coaches (category D)’

This national standard describes the skills, knowledge and understanding needed to be a safe and responsible driver of a category D vehicle. It assumes that any person wishing to drive vehicles in category D has demonstrated full competence against roles 1 to 4 of the ‘National standard for driving cars and light vans (category B)’; they hold a current full category B driving licence.

It also assumes that they have demonstrated competence against role 5 of the ‘National standard for driving cars and light vans (category B)’. This means they have the skills, knowledge and understanding needed to demonstrate that they have maintained and continued to improve their driving competence since they gained their category B driving licence.

The relevant content of the ‘National standard for driving cars and light vans (category B)’ is reproduced here for completeness and to avoid the need to refer to more than one standard.

The standard is written to be compatible with existing National Occupational Standards (NOS). It will link the work of

- the Driver and Vehicle Standards Agency (DVSA), the standard setting organisation for safe and responsible driving
- People 1st, who set the Passenger Carrying Vehicle Driving NOS
- the providers of driving related vocational qualifications

If you are employed by a bus or coach operator, you should have received full training and briefing in all of the elements covered in this standard. This document is aimed at all category D drivers and is intended as an overview document. It is not intended to replace any policies or procedures applied by your employer. If you are in any doubt about any of the elements covered, you should speak to your employer for further training or guidance.

Contents

Role 1 Prepare vehicle and its occupants for a journey

Role 2 Guide and control the vehicle

Role 3 Use the road in accordance with the Highway Code

Role 4 Drive safely and responsibly in the traffic system

Role 5 Review and adjust driving behaviour over lifetime

Scope

The content of this standard applies to driving

- all types of vehicle¹ covered by category D (i.e. D1, D1+E, D, D+E – for definitions see www.gov.uk/driving-licence-categories)
- manual and automatic vehicles
- on any class of road
- at any time
- in any weather conditions
- with any number of passengers (subject to legal requirements and the manufacturer's specification)
- with any load (subject to legal requirements and the manufacturer's specification)
- for private use and for professional purposes (subject to relevant legislation)

The standard covers the requirements of the category D licence acquisition process.

¹ For the purposes of this standard the term 'vehicle' is taken to refer to any vehicle or any combination of vehicle and trailer covered by category D and its sub and extended categories.

Role 1 Prepare vehicle and its occupants for a journey

Unit 1.1 Prepare occupants of vehicle for a journey

Element 1.1.1 Make sure you are fit to drive

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. assess whether your ability to drive safely and legally is affected or likely to be affected by the use of<ul style="list-style-type: none">• over-the-counter medicines• prescription medicines• illegal or controlled substances• alcohol2. assess whether your ability to drive safely and legally is affected by<ul style="list-style-type: none">• your emotional state• a short or long-term physical condition• tiredness3. seek support to make any changes necessary for you to drive safely and responsibly if you have a long-term physical condition4. assess whether drivers' hours regulations permit you to drive5. follow your organisation's procedures when you are legally unable to drive6. operate the tachograph correctly – when it is legally required for the service being performed	<p>You must know and understand</p> <ol style="list-style-type: none">a. what the law says about driving while you have illegal or controlled substances or alcohol in your systemb. how illegal or controlled substances or alcohol affect your ability to drive safely, and<ul style="list-style-type: none">• that, regardless of any legal limits, the desirable level of alcohol to have in your system is zero• how the strength of alcohol varies in different types of drink• what a 'unit' of alcohol is equivalent to in different types of drink• how the body processes drugs and alcohol and the rate at which they are removed from your system• that any alcohol may make you more likely to fall asleep even if the levels in your blood are below the legal limitc. how over-the-counter or prescription medicines can affect your ability to drive safelyd. the risks linked to any combination of<ul style="list-style-type: none">• over-the-counter medicines• prescription medicines• illegal or controlled substances• alcohole. that any remedy or medicine with instructions that state 'may cause drowsiness' is highly likely to cause drowsinessf. the range of possible solutions that exist to help those with long-term physical conditions drive safely and responsibly

<p>7. recognise if your normal sleep patterns have been disrupted, for example by having to care for children or when on night or rotating shifts, and be aware of where this may affect your driving ability</p> <p>8. manage your diet and fluid intake, taking shift patterns into account, to make sure you are fit to drive and to minimise tiredness</p> <p>9. manage your intake of</p> <ul style="list-style-type: none"> • alcohol • medication, including herbal remedies <p>to make sure that you do not exceed legal limits or increase your chance of falling asleep while driving</p> <p>10. continuously monitor whether you are tired while driving and take appropriate action</p> <p>11. recognise the dangers of continuing to drive, such as returning home on completion of a shift, especially where you have reached the limits set by drivers' hours regulations</p>	<p>g. how being tired, before or during your journey, affects your ability to drive safely, and</p> <ul style="list-style-type: none"> • how a poor seating position and bad posture can make you tired • that a poor diet, or eating food at the wrong time, may make you more likely to fall asleep • that there are times of the day when we are all likely to feel more sleepy <p>h. the principles of the drivers' hours legislation, and</p> <ul style="list-style-type: none"> • the responsibilities they place on you • where to get further information or advice • how to operate tachograph equipment • that while employers who cause their employees to work and/or drive for so long that they become dangerously tired may be guilty of an offence, the driver still has a personal responsibility under the law <p>i. how emotional states such as anger, grief, sadness and joy can affect your ability to drive safely</p> <p>j. that being careless, thoughtless and/or reckless are frequent causes of crashes</p> <p>k. how a short-term injury, such as a sprained ankle, can affect your ability to drive safely</p> <p>l. that eyesight deteriorates and failure to recognise and respond to that deterioration may have an effect on your ability to drive safely and legally</p> <p>m. the need to have a sight test every two years as a minimum</p> <p>n. that if you need to wear glasses or contact lenses to meet the licence requirements you must wear them all the time when driving</p> <p>o. how different sorts of tinted and light-sensitive lenses or visors react in different driving conditions</p> <p>p. the effect that changes to your physical and mental abilities, particularly as you get older, can have on your ability to drive safely, such as slower reaction times and reduced muscle strength</p> <p>q. how to make other arrangements when your ability to drive safely or legally is impaired</p> <p>r. whether you need to have regular medicals or make medical declarations to keep your licence valid, and</p> <ul style="list-style-type: none"> • how often these need to take place • the need to arrange the medical in advance of the expiry date so you can continue to drive legally
--	---

Role 1 Prepare vehicle and its occupants for a journey

Unit 1.1 Prepare occupants of vehicle for a journey

Element 1.1.2 Control the risks associated with carrying passengers, loads and animals

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. manage the effect passengers may have on your ability to drive safely2. enforce the regulations that apply to passengers and their behaviour, and make sure that you do not carry more passengers than the vehicle is designed for, or the law allows3. make sure of the safety and comfort of passengers at all times, and<ul style="list-style-type: none">• carry out a security check, where appropriate, on boarding and at the end of the journey• apply the parking brake before they are allowed to board or alight from the vehicle• make sure the doors are not opened when the vehicle is moving• make sure that emergency doors are unlocked when the vehicle is in use• minimise gaps from the kerb when stopping• provide reasonable help to disabled people, including wheelchair users, to board and alight, and correctly use any system or equipment that is fitted to the vehicle for this purpose• comply with legal requirements for the use of seat belts• make sure that they are prepared for you to move off• make sure that interior lights are turned on at night, or if it's gloomy during the day4. allow for the effect that extra loads may have on the vehicle's handling characteristics	<p>You must know and understand</p> <ol style="list-style-type: none">a. the effect that passengers may have on your ability to drive safelyb. current legal requirements for the fitting and use of seatbeltsc. how to deal with the effects of social pressure and distractions caused by passengers, and<ul style="list-style-type: none">• that communicating with passengers while driving the vehicle is likely to distract your attention away from the road• that you must not use hand-held equipment such as a microphone while drivingd. the regulations that apply to passengers and their behaviour, and<ul style="list-style-type: none">• that passengers must be advised that where there are seatbelts fitted they must be worn• that interior lights help passengers to move about safely, and that coaches may have special lighting for night use• the passenger and vehicle documentation required if travelling abroade. how to adjust the vehicle and your driving behaviour to allow for extra weight and changed weight distribution, and<ul style="list-style-type: none">• how to find the unladen weight of your vehicle• how to calculate your vehicle's likely actual weight, taking into account the number of passengers, luggage and fuel• that the carrying capacity of your

<p>5. if loading or unloading luggage</p> <ul style="list-style-type: none"> • use safe manual handling techniques when you are lifting loads, and make proper use of any equipment provided, making sure that you are suitably qualified • distribute luggage loads safely and to minimise instability of the vehicle • make sure that when loaded your vehicle will not exceed its maximum authorised mass and that the load can be carried within the vehicle's maximum permitted gross axle weights <p>6. respond to the correct use of the bell by passengers or a conductor</p> <p>7. take payment, issue and/or check tickets safely and in line with your organisation's procedures</p> <p>8. manage the security of luggage to make sure that the risk of theft or loss is minimised</p> <p>9. watch out for and be aware of possible threats to your</p> <ul style="list-style-type: none"> • personal safety • passengers' safety • load 	<p>vehicle is stated on a sign inside the vehicle, near the front</p> <ul style="list-style-type: none"> • what to consider when loading the vehicle and the best way to secure different loads • the risks associated with loss of load and movement of load <p>f. how to reduce the risk of injury when lifting loads (e.g. passengers' luggage)</p> <p>g. the bell codes and their meanings, if you are required to communicate with a conductor</p> <p>h. your organisation's procedures for taking payment, issuing tickets and managing passengers' luggage</p> <p>i. what to check for during a vehicle security check and where to find any applicable check lists</p>
---	--

Role 1 Prepare vehicle and its occupants for a journey

Unit 1. 2 Make sure the vehicle is roadworthy

Element 1.2.1 Make routine checks of vehicle roadworthiness²

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. check all fluid levels, including windscreen washer reservoir(s)2. check that the horn is working correctly3. check that all lights and reflectors are<ul style="list-style-type: none">• legal• clean• in good working order4. check electrical equipment and systems (such as tachograph, heating and air conditioning) are in good working order5. check there is no damage that would<ul style="list-style-type: none">• affect your ability to drive the vehicle safely• make the vehicle illegal• have an adverse effect on its environmental impact6. check that all tyres, including any spare, are<ul style="list-style-type: none">• correctly inflated• legally compliant7. check all controls³ are in good working order8. check windscreen, mirrors and other viewing devices are clear and adjusted to give the best view	<p>You must know and understand</p> <ol style="list-style-type: none">a. which routine maintenance checks are your responsibility and, for those that are not your responsibility, how to check that they have been doneb. that different vehicles may permit different levels of access to check and maintain fluid levels, check electric systems etc, and some checks or maintenance on some vehicles should only be carried out by qualified mechanicsc. that the vehicle handbook (or company documentation) identifies which checks can be carried out by the owner or user and explains how and when to carry them out, either directly or using the vehicle's instrumentationd. that overfilling with engine oil can<ul style="list-style-type: none">• damage your engine• increase the amount of environmental pollution the vehicle createsand that using oil that is not to the manufacturer's specification<ul style="list-style-type: none">• can increase fuel consumption• may cause damage• could affect the vehicle warrantye. what fluids to add to the vehicle coolant system and the need to maintain the level of coolant additivef. the rules that apply to the fitting of different types of tyres

² Where this unit is applied to those working for a commercial organisation, the organisation's procedures should provide clear guidance on the specific checks that are the driver's responsibility and those that are the responsibility of others. As the driver you should consider whether it would be illegal to drive the vehicle if anything that should by law be fitted to or carried in the vehicle isn't in place or in a serviceable condition. The need to complete a first use walk round vehicle check is covered in the next element.

³ This covers all controls that may be used, including the wide range of vehicle adaptations that may be made to enable a disabled driver to use the vehicle.

<p>9. check registration plates are fitted, visible and legally compliant</p> <p>10. check that any ancillary equipment (such as after-market satellite navigation systems⁴ or 'head-up' displays) is legal to use in the vehicle and securely fitted in a position that minimises distraction to the driver</p> <p>11. make sure that checks are carried out by a competent person where you are unable to carry them out yourself</p> <p>12. categorise and report any vehicle defects and know what action to take, for example</p> <ul style="list-style-type: none"> • remove vehicle from service (safety-critical defects) • report defect and continue in service (non-safety-critical defects) 	<p>g. how to check that tyres</p> <ul style="list-style-type: none"> • are correctly fitted and inflated • meet legal requirements for tread depth, such as by checking tread-depth indicators • are free from defects that would make them unsafe or illegal to use <p>h. that it is essential that wheel fixings are tightened to the torque set by the vehicle manufacturer, and how to make sure that this is done</p> <p>i. that tyres specially adapted for different weather conditions are available (such as winter tyres or all-season tyres)</p> <p>j. how to spot signs of abnormal tyre wear and the need to have the vehicle checked if abnormal wear is found</p> <p>k. that the windscreen and other windows should be clean and free from obstructions and that there are legal limits to the amount and location of damage to windscreens, beyond which they must be replaced</p> <p>l. that lights, indicators, reflectors and number plates must be clean at all times</p> <p>m. any rules that apply to the fitting and use of ancillary equipment and how to make sure it can be used safely and with the minimum of distraction</p> <p>n. what electrical equipment to check</p> <p>o. what controls to check</p> <p>p. the legal requirement to dispose of or recycle oil, batteries and tyres correctly, where this is your responsibility</p>
--	--

⁴ The DVSA is aware that satellite navigation systems can take a variety of forms; integrated, free-standing/post-market or smartphone app. The technology is also evolving rapidly. The use of the phrase 'satellite navigation system' in this standard is taken to mean any electronic device, of whatever format, that is used as an aid to navigation.

Role 1 Prepare vehicle and its occupants for a journey

Unit 1.2 Make sure the vehicle is roadworthy

Element 1.2.2 Check the vehicle is fit for the journey

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. familiarise yourself with the vehicle if it is the first time you have driven it2. conduct first use walk-round and pre-journey checks and configure the vehicle correctly3. categorise and report any vehicle defects and know what action to take, for example<ul style="list-style-type: none">• remove vehicle from service (safety critical defects)• report defect and continue in service (non safety critical defects)4. make changes to your driving position so that you<ul style="list-style-type: none">• are safely and comfortably seated• have good all-round visibility• have control of the vehicle• minimise tiredness5. check there is enough fuel of the right type6. check there is enough fuel additive of the right type, where applicable	<p>You must know and understand</p> <ol style="list-style-type: none">a. what first use walk-round and pre-journey checks are needed and what adjustments to makeb. the effect of filling a vehicle with the wrong sort of fuelc. how to check what sort of fuel your vehicle usesd. how to check whether your vehicle uses a fuel additive, which sort it uses and how to replenish ite. the operation of low-fuel, mpg or range indicators and how much fuel is left in the tank when low-fuel indicators operatef. that for service buses and scheduled coach services the correct route number and destination must be displayed on the vehicle and must be illuminated between sunset and sunriseg. that for temporary service bus routes a temporary sign should be displayedh. that all PCVs are required by law to carry a fire extinguisher

Role 1 Prepare vehicle and its occupants for a journey

Unit 1.2 Make sure the vehicle is roadworthy

Element 1.2.3 Make sure vehicle documentation meets legal requirements

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. make sure your driving licence is valid for the category of vehicle being driven2. make sure the vehicle is registered and taxed3. make sure you have valid insurance for the use you intend to make of the vehicle4. make sure that the vehicle has a current MOT certificate (where applicable)5. display red L plates (or if you wish, red D plates in Wales) if you are a provisional licence holder6. make sure that the correct documentation is in place even if you do not own the vehicle7. where your journey will take you into an area where different rules apply, make sure that you follow those rules8. make sure that you carry all documentation required by law	<p>You must know and understand</p> <ol style="list-style-type: none">a. that you must<ul style="list-style-type: none">• have a valid driving licence for the vehicle you drive• meet any restrictions on your licenceb. that learner drivers, holding a provisional licence, must be supervised by somebody who<ul style="list-style-type: none">• is at least 21 years old, and• has held a licence to drive the category of vehicle for at least three yearsc. that any vehicle driven by a learner must clearly display legally compliant, red L plates (or in Wales either red L or red D plates, or both)d. that L (D) plates should be removed when a vehicle is not being driven by a learnere. that the vehicle must be registered with the DVLAf. the law on the taxation of vehicles and the requirement to make a statutory declaration (SORN) if you take your vehicle off the road and stop taxing it for any period of timeg. that you must notify the DVLA if you<ul style="list-style-type: none">• change your name or address• have or develop a medical condition that will affect your ability to drive• buy or sell a vehicle• make any substantive changes to your vehicle

	<ul style="list-style-type: none">h. that you must have a minimum of third party insurance covering you for the intended use of the vehicle, and what insurance companies require you to do to meet your obligations under that insurancei. that you must hold a valid MOT test certificate for the vehiclej. that, if required by an authorised person, you must be able to produce<ul style="list-style-type: none">• your driving licence• a valid insurance certificate• a current MOT certificateeither immediately or within seven days to a police stationk. that if you borrow or rent a vehicle you still need to make sure that the correct documentation is in placel. that if you lend somebody your vehicle you still need to make sure that they have the correct documentationm. that if you drive outside Great Britain there may be different documentation rules, such as a need to have your documents with you at all timesn. what documentation you are required to carry by law in the UK and abroado. when a PCV must have a valid operator's licence
--	---

Role 1 Prepare vehicle and its occupants for a journey

Unit 1.3 Plan a journey⁵

Performance Standards

You must be able to:

1. plan a suitable route taking into account
 - road conditions
 - weather conditions
 - traffic
 - driving experience
 - the vehicle you are using
2. work out the time required to complete your journey safely and legally, including rest breaks and refuelling stops
3. decide whether it is safe to make a journey in adverse weather conditions
4. consider other routes if your planned route is blocked, or if weather conditions make it unsafe to continue
5. plan your route taking into account the location of any height, width, length or weight or access restrictions that apply to the vehicle you are driving
6. plan your route to take account of any road user charging schemes that apply to the vehicle you are driving
7. plan your route to include rest break and overnight parking locations, where appropriate
8. program any satellite navigation systems before you start your journey so that you are not distracted while driving
9. be prepared for the possibility that your journey may be delayed or affected by adverse weather conditions, for example by taking suitable clothing, equipment or food and drink

Knowledge & Understanding

You must know and understand:

- a. the principles of mapping, the technologies available for route planning and for monitoring road traffic conditions, and the limitations of these technologies
- b. the need to build in extra time to allow for unforeseen delays
- c. how congestion charges and road and bridge tolls may affect your choice of route
- d. how the risks involved in travelling on some routes can change at different times, such as
 - heavier traffic at rush hour or in the holiday season
 - lower stability on exposed routes in windy conditions
- e. the link between your level of skill and experience and whether you should choose a particular route
- f. how to get information on likely weather conditions and how they might affect your journey
- g. when using satellite navigation systems
 - how to program them
 - the information they can provide
 - that they can sometimes fail, and how to prepare for that happening
- h. the importance of minimising distractions while driving
- i. the height, width, length and weight of the vehicle you are driving (taking into account its likely load)

⁵ Not applicable where the route is planned for you (e.g. service buses), although the ability to plan for adverse circumstances still applies.

	<ul style="list-style-type: none">j. how to find out the location of height, width, length and weight restricted routes and any access restrictionsk. how to find out whether the vehicle is subject to any road user charging when entering restricted areas, such as the London low emission zone (LEZ)
--	--

Role 2 Guide and control the vehicle

Unit 2.1 Start, move off, stop and leave the vehicle safely and responsibly

Element 2.1.1 Start the vehicle

Performance Standards	Knowledge & Understanding
<p>You must be able to:</p> <ol style="list-style-type: none">1. carry out pre-start checks on<ul style="list-style-type: none">• doors• parking brake• seat• steering• seatbelt• mirrors2. disengage anti-theft devices3. make sure the vehicle's transmission is disengaged4. plan the start-up to minimise excessive engine idling and the consequent waste of fuel5. consider the effect of starting the engine on other road users, particularly vulnerable road users such as passing cyclists, pedestrians or horse riders6. monitor vehicle instrumentation and gauges during engine start up7. respond correctly to information given by instrumentation and gauges during engine start up8. start the engine correctly	<p>You must know and understand:</p> <ol style="list-style-type: none">a. how to read and respond correctly to instrumentation such as<ul style="list-style-type: none">• gauges• indicators• warning lights• on-board diagnostic systems and other aids fitted to the vehicle to allow you to monitor its operation and performanceb. that different vehicles may have different starting mechanisms, types of instrumentation and other aids, and that it is vital to use the vehicle handbook to find out how they workc. how to start the engine when it is coldd. the benefits of using anti-theft devices and how to apply and disengage them

Role 2 Guide and control the vehicle

Unit 2.1 Start, move off, stop and leave the vehicle safely and responsibly

Element 2.1.2 Move off safely and smoothly

Performance Standards

You must be able to

1. carry out all-round visual checks, including blind spots, to make sure that it is safe to move off
2. before moving off (for example from bus stops), make sure that all doors are closed and that all passengers are prepared for you to move off
3. signal your intention to move off to other road users, where needed
4. move off straight-ahead, on the level and on gradients, safely and smoothly, keeping control of the vehicle at all times
5. move off at an angle from behind a parked vehicle or obstruction, safely and smoothly, keeping control of the vehicle at all times
6. check that controls are operating correctly
7. restart quickly and safely if the vehicle stalls

Knowledge & Understanding

You must know and understand

- a. the importance of carrying out all-round, effective observation of the road and other road users before moving off
- b. the importance and location of blind spots and how to carry out blind spot checks before moving away
- c. the importance of using a safe, systematic routine to help you to move off safely and smoothly
- d. the risks if passengers are not seated or standing safely when you move off
- e. the risk that passengers may try to enter or leave the vehicle when it is moving if the doors are open
- f. the importance of applying the footbrake before selecting drive on an automatic vehicle
- g. where applicable, the relevance of the 'biting point', that is the point at which the clutch plate and the flywheel come into firm contact and start to transmit drive
- h. the operation of the parking brake release mechanism
- i. the limitations of hill assist systems, where fitted
- j. the effects of 'dry steering', that is turning the wheels when the vehicle is not moving, on tyres etc.
- k. how to check controls, such as steering and brakes, are operating correctly

Role 2 Guide and control the vehicle

Unit 2.1 Start, move off, stop and leave the vehicle safely and responsibly

Element 2.1.3 Decelerate and bring the vehicle to a stop safely

Performance Standards

You must be able to

1. use the accelerator and brakes correctly to regulate speed and bring the vehicle to a stop safely, taking passengers' comfort and safety into consideration
2. stop the vehicle safely and under control in an emergency
3. use the parking brake when stationary, where needed
4. use braking systems safely and effectively
5. use the vehicle's endurance braking system (retarder) when needed
6. when stopping at bus stops, make sure that the doors are only opened when the vehicle is stationary

Knowledge & Understanding

You must know and understand

- a. how to apply a safe, systematic approach when stopping
- b. the distance a vehicle requires to stop from different speeds and in different road and weather conditions
- c. that a vehicle's overall stopping distance consists of two parts
 - thinking distance - which is the distance travelled from the point where you decide to brake to the point where you start braking
 - braking distance - which is the distance travelled from the point where you start to brake to the point where you stop
- d. the importance of anticipation and judgement to allow for progressive use of the brakes
- e. how aids such as ABS can help in safe and effective braking
- f. that larger vehicles may need a greater distance to stop
- g. that harsh braking can pose a danger to passengers
- h. how air-brakes, which are used by most large vehicles, differ from hydraulic brakes
- i. that articulated vehicles may jack-knife or experience trailer swing under severe braking
- j. the principles of the various endurance braking systems (retarders) that may be fitted to large vehicles, for example
 - electric
 - engine-driven
 - exhaust brakes

Role 2 Guide and control the vehicle

Unit 2.1 Start, move off, stop and leave the vehicle safely and responsibly

Element 2.1.4 Park the vehicle safely and responsibly

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. select a safe, legal and convenient place to stop and park and, once stationary, secure the vehicle on slopes, facing both up and down, as well as on the level2. apply the parking brake to hold the vehicle3. if needed, select a gear to hold the vehicle safely when parked4. switch the engine off5. make sure that vehicles fitted with automatic transmission are left with the lever, if fitted, in the Park position6. make sure lights are left on where required7. check for oncoming cyclists, pedestrians and other traffic before opening your door8. minimise the risk of falling when you are exiting the vehicle9. use best practice techniques to maximise the security of the vehicle and its load against theft or illegal access whenever you leave it, and check the security of the vehicle when you return	<p>You must know and understand</p> <ol style="list-style-type: none">a. what factors to take into consideration when identifying a safe, secure, legal and convenient place to stop or parkb. that vehicles with air suspension may move a considerable amount when parked or when startedc. that you must switch off the headlights, fog lights if fitted and engine when parkedd. the rules in the Highway Code that apply when leaving your vehicle on different roads and in different lighting and weather conditionse. how and when to set the position of the steering wheels of the vehicle to increase its security when parked on a gradientf. that when parking a vehicle with manual transmission on a gradient, selecting a gear will help to hold the vehicle if the parking brake should failg. the possible outcomes of opening a door, particularly on the offside of the vehicle, when not safe to do soh. how to minimise the risk of falling from the vehiclei. methods for securing different types of vehicle against theft or illegal accessj. when and where you should check your vehicle for any security breach

Role 2 Guide and control the vehicle

Unit 2.1 Start, move off, stop and leave the vehicle safely and responsibly

Element 2.1.5 Couple and uncouple a trailer and vehicle safely⁶

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. position the vehicle in relation to the trailer ready for coupling and uncoupling2. make sure that the trailer's brakes are applied prior to coupling and uncoupling3. make all the necessary connections when coupling the trailer4. test that coupling has been correctly achieved5. after coupling, make sure that vehicle and trailer systems work properly and the vehicle is safe to drive6. select a safe location for uncoupling the trailer7. disconnect all connections successfully when uncoupling, and stow the lines safely8. drive away from the trailer carefully and make sure the uncoupling has been achieved	<p>You must know and understand</p> <ol style="list-style-type: none">a. the importance of selecting a safe and suitable place for uncouplingb. the importance of making sure the vehicle is aligned to the trailer for coupling and uncouplingc. how to prepare the trailer before couplingd. how different types of coupling worke. when different connections have to be madef. how to connect or disconnect the different types of connectiong. why it is important to check the trailer's brakes are appliedh. the importance of testing that coupling has been achievedi. why it is important to stow the air lines and electrical connections safely

⁶ For drivers of category D+E or D1+E vehicle combinations.
National standard for driving buses
and coaches (category D)

Role 2 Guide and control the vehicle

Unit 2.2 Drive the vehicle safely and responsibly

Element 2.2.1 Monitor and respond to information from instrumentation, driving aids and the environment

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. monitor and respond correctly to gauges, warning lights and other aids when driving2. monitor and respond appropriately to instructions provided by satellite navigation systems without being distracted from the driving task3. respond to the actual situation on the road ahead4. make effective use of mirrors and other aids to vision to identify and monitor other road users and hazards5. judge speed and distance correctly and effectively6. signal your intentions correctly to other road users within a safe, systematic routine7. use the vehicle's lights, indicators and horn correctly8. use the windows, wipers, demisters and climate and ventilation controls so that you can see clearly	<p>You must know and understand</p> <ol style="list-style-type: none">a. the purpose and meaning of dashboard warning lightsb. the location of switches and controls and how to use them without being distracted or losing control of the vehicle while on the movec. that you must always act on the basis of what is in front of you and not just rely on the information provided by satellite navigation systems or other aidsd. when and how to use dipped headlightse. the rules that apply to the use of fog lightsf. how different types of mirror can make other road users appear to be nearer or further away than they actually areg. how to identify and respond to changes in road surfaces and weather conditions

Role 2 Guide and control the vehicle

Unit 2.2 Drive the vehicle safely and responsibly

Element 2.2.2 Control the acceleration of the vehicle effectively

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. use the accelerator smoothly to achieve and maintain a suitable speed2. drive smoothly and in a controlled and progressive way to maximise the safety and comfort of passengers	<p>You must know and understand</p> <ol style="list-style-type: none">a. that correct use of the accelerator will have positive effects on<ul style="list-style-type: none">• vehicle performance• safety• the environmentb. the disadvantages of over-revving when moving away and while stationaryc. how to operate cruise control systems safely, if fittedd. the importance of using a driving position that allows you to use the accelerator smoothlye. that sudden acceleration can cause danger or discomfort for passengers, particularly if they are standing or moving on the vehiclef. whether the vehicle you are driving is fitted with a speed limiting device, and if so, the effect that this will have on the control of the vehicle

Role 2 Guide and control the vehicle

Unit 2.2 Drive the vehicle safely and responsibly

Element 2.2.3 Use gears correctly

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. change gear smoothly and in good time2. select the most suitable gear for the speed of the vehicle, given road and traffic conditions3. coordinate the use of gears with braking and acceleration4. use an automatic or automated gear box effectively, when fitted	<p>You must know and understand</p> <ol style="list-style-type: none">a. that different vehicles may have different numbers of gears and those gears may be configured differentlyb. the effect that unsuitable gear selection can have on<ul style="list-style-type: none">• the performance of the vehicle• the driver's ability to drive safely and responsibly• the environmentc. the use of selective gear changing (sometimes known as block changing)d. the benefits of timely gear selection when ascending and descending gradients, particularly when loadede. that coasting is particularly dangerous in vehicles fitted with air brakes as the engine-driven compressor won't replace air being exhausted as the brakes are appliedf. the use of 'kick down' and 'lock up' when using an automatic vehicleg. how to use gears to assist safe parkingh. the difference between automatic and automated gearboxes

Role 2 Guide and control the vehicle

Unit 2.2 Drive the vehicle safely and responsibly

Element 2.2.4 Steer the vehicle safely

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. steer the vehicle safely and responsibly in all road and traffic conditions, paying attention to weight, height, width, length and ground clearance restrictions2. hold and control the steering wheel to steer the vehicle accurately and safely3. continue to steer the vehicle safely and responsibly while operating other controls	<p>You must know and understand</p> <ol style="list-style-type: none">a. how to keep safe control of the steering wheelb. the effect that the vehicle's turning circle has on steering the vehiclec. the dimensions of the vehicle and how they affect its handlingd. the amount of space you need to turn, the way that your vehicle overhangs kerbs and verges and the potential impact of street furniture especially at bus stopse. where to find the dimensions of the vehicle, for example maximum authorised mass (MAM) or height

Role 2 Guide and control the vehicle

Unit 2.2 Drive the vehicle safely and responsibly

Element 2.2.5 Manoeuvre the vehicle

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. coordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in<ul style="list-style-type: none">• all road and weather conditions• forward and reverse gear2. continue to make effective observations, including checks of blind spots, while manoeuvring3. position the vehicle correctly to carry out manoeuvres safely4. use a safe, systematic approach throughout, such as 'mirrors, signal, manoeuvre, position, speed, look' to maintain the safety of yourself and other road users5. make sure that if audible reversing warning systems are fitted they are used only when it is legal to do so6. use reversing camera systems or proximity sensors effectively, where fitted	<p>You must know and understand</p> <ol style="list-style-type: none">a. how the use of safe, systematic routines will contribute to safe and responsible manoeuvringb. the blind spots for the vehicle and how to check themc. the correct procedure<ul style="list-style-type: none">• for reversing into a side road on the left• for reversing into a side road on the right• to carry out a turn-in-the-road or U-turn manoeuvre• for carrying out any reverse parking exercise on and off roadd. the rules about when and where you cannot make U-turnse. the effects of sudden or harsh use of the accelerator, brakes or steering whilst manoeuvringf. that different vehicles will react differently in a possible skid situation depending on their configuration (such as front-wheel or rear-wheel drive) and on the technologies fitted (such as ABS or ESP)g. why a skid may occur, how to avoid skids and how to correct them if they do occurh. how to allow for vulnerable road users when carrying out a manoeuvrei. the benefits of engine braking and when it should be usedj. the risks linked to reversing a vehicle further than necessaryk. how to work with a signaller when reversing, where applicable

	<ul style="list-style-type: none">l. the risks linked to 'coasting' (allowing the vehicle to move without having a gear selected, either with the clutch depressed or when in neutral)m. what clearances are necessary for the vehicle during different manoeuvres or activitiesn. how to identify a suitable place for manoeuvringo. the restrictions on the use of audible reversing warning systems, and that their use does not replace the need to practise good, all-round, effective observationp. that use of reversing aids, such as camera systems and proximity sensors, does not replace the need to practise good, all-round, effective observation
--	--

Role 2 Guide and control the vehicle

Unit 2.3 Drive the vehicle while towing a trailer

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. make sure you have the correct licence to drive the intended combination of vehicle and trailer2. make sure that the trailer is suitable and legal for use on the road3. make sure that you are insured to drive the intended combination of vehicle and trailer4. make sure that your vehicle is capable of towing the intended trailer5. allow more time and brake earlier when slowing down or stopping6. allow sufficiently more distance and time to overtake safely7. make allowances for the extra length of the vehicle with the trailer particularly when turning or emerging at junctions8. reverse the vehicle with the trailer attached	<p>You must know and understand</p> <ol style="list-style-type: none">a. the driving licence regulations on towing trailersb. that not all insurance policies cover towing a trailerc. that most manufacturers make recommendation for the maximum size of trailer that can be safely towed by each type of vehicle, and for how they should be attached, and that these recommendations must be followedd. how to find the trailer's 'nose weight' and how to check that this does not exceed the limitations of the vehicle's tow bare. that towing a trailer may increase the number of blind spotsf. how and when to use aids to observation such as extra mirrorsg. the speed limits when towing a trailerh. that vehicles towing trailers on motorways are not allowed in the outside lane where there are three or more lanesi. that towing a trailer will change the way a vehicle handles, and how to deal with those changesj. that it may be necessary to take up a different position on the road when dealing with junctions or roundaboutsk. what 'snaking' is and how to correct itl. that strong winds pose a particular hazard for high-sided trailersm. how to steer correctly when reversing a vehicle with a trailer attachedn. the effect that towing a trailer may have on braking, the concept of brake fade and what to do when descending gradients to make sure you keep in controlo. that you may have to check height or width restrictions on your route when you tow a trailerp. that rescue services may not include recovery of a trailerq. the benefits of carrying a spare wheel and any other equipment for the trailer

Role 3 Use the road in accordance with the Highway Code

Unit 3.1 Negotiate the road correctly

Element 3.1.1 Maintain a suitable position on the road

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. select and maintain a suitable position on the road2. change lanes safely and responsibly3. overtake other road users legally, safely and responsibly4. take into account the effect of the road camber on the position of the vehicle, particularly with regard to street furniture and other potential impact sources	<p>You must know and understand</p> <ol style="list-style-type: none">a. how to select a suitable position on the roadb. where you may not drive, for example on the pavement, hard shoulder or in cycle lanesc. what lane discipline is and why it is importantd. that your position on the road may be affected by a range of factors including the weather, road and traffic conditionse. the importance of<ul style="list-style-type: none">• scanning the road ahead for reasons to change your position, such as roadworks• taking timely action to reposition yourselff. how to use a safe, systematic routine in time to change position safely and responsiblyg. the dimensions of the vehicle and how they may affect its handlingh. that on roads with a severe camber the top of a large vehicle can lean up to 250mm (around 10 inches)i. how the performance and handling of your vehicle will affect your ability to overtake safely and responsiblyj. where you may and may not overtake

Role 3 Use the road in accordance with the Highway Code

Unit 3.1 Negotiate the road correctly

Element 3.1.2 Negotiate bends

Performance Standards

You must be able to

1. assess bends correctly on approach
2. select a safe position and speed to enter a bend
3. maintain safe speed and control throughout a bend
4. exit bends safely
5. take into account the effect of the road camber on the position of the vehicle so as to avoid street furniture and other potential impact sources

Knowledge & Understanding

You must know and understand

- a. how to use various methods such as 'limit point analysis' to judge the severity of a bend
- b. that when deciding on the line to take and the speed at which it is possible to negotiate a bend safely you should take into account factors such as
 - adverse camber
 - banking
 - uneven or slippery surfaces
 - weather conditions
 - visibility
 - road junctions
 - other road users
 - that different vehicles will perform and handle differently through bends
- c. the dimensions of the vehicle and how they may affect its handling
- d. that on roads with a severe camber the top of a large vehicle can lean up to 250mm (around 10 inches)
- e. the importance of coordinating the use of gears, accelerator, brakes and steering to negotiate a bend safely and responsibly
- f. how the use of a safe, systematic routine will support the safe negotiation of bends
- g. the effect that loads and passengers may have on the handling of the vehicle through bends

Role 3 Use the road in accordance with the Highway Code

Unit 3.1 Negotiate the road correctly

Element 3.1.3 Negotiate all types of junctions, including roundabouts, and all types of crossings

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. apply a safe, systematic routine to negotiate all types of junctions, roundabouts and crossings safely and responsibly2. actively scan for more vulnerable road users at junctions, roundabouts and crossings – for example cyclists and motorcyclists3. turn left and right and go ahead safely and responsibly4. emerge safely and responsibly into streams of traffic5. cross the path of traffic safely when turning right	<p>You must know and understand</p> <ol style="list-style-type: none">a. the rules that apply to particular junctions and roundabouts, such as priority rulesb. how to turn left and right safely and responsiblyc. the issues that apply to turning right at crossroadsd. the rules that apply to<ul style="list-style-type: none">• merging into a stream of traffic• crossing the path of an approaching stream of traffic• all types of pedestrian crossing• train and tram crossingse. the meaning of warning lights used at pedestrian and train and tram crossings and how to respond correctlyf. how the use of a safe, systematic routine, including effective observations, will support the safe negotiation of junctions, roundabouts and crossingsg. the rules that apply to other road users, particularly drivers of other large vehicles or vulnerable road users such as cyclists and motorcyclists, and the position that they may select on the road as a resulth. the dimensions of the vehicle and how they may affect its handling

Role 3 Use the road in accordance with the Highway Code

Unit 3.1 Negotiate the road correctly

Element 3.1.4 Drive on motorways and dual carriageways

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. join a motorway or dual carriageway safely and responsibly from the left or the right2. leave a motorway or dual carriageway safely and responsibly to the left or the right3. drive in the most suitable lane4. allow for other road users joining or leaving the motorway or dual carriageway5. change lanes safely and responsibly	<p>You must know and understand</p> <ol style="list-style-type: none">a. how to join a motorway or dual carriageway, safely and responsibly, from traffic light controlled or uncontrolled slip roadsb. how to leave a motorway or dual carriageway safely and responsibly, including the need to position yourself well in advance to allow other road users enough time to reactc. how the use of a safe, systematic routine will help you to join or leave a motorway or dual carriageway safelyd. that you may not stop on a motorway except in an emergencye. when and for what purposes you are allowed to use the hard-shoulderf. that you must not pick up or set down anybody, or walk on a motorway, except in an emergencyg. that you must not cross the central reservation, or drive against the traffic flow on a motorway or dual carriageway unless directed to do so by an authorised person or traffic signsh. the rules that apply when using a motorway or dual carriagewayi. that some stretches of motorway may have local, active traffic management (or managed motorways) control systems installed, which will change speed limits or the direction of flow in particular lanes, and why it is vital to obey the instructions given by such systemsj. the need to scan well ahead on the approach to junctions to make sure you are aware of<ul style="list-style-type: none">• other road users joining or leaving• queuing traffick. the correct use of hazard warning lightsl. the risks posed by drivers of left-hand-drive vehicles, in particular large goods vehicles

Role 3 Use the road in accordance with the Highway Code

Unit 3.2 Comply with signals, signs and road markings

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. respond correctly to all permanent and temporary traffic signals, signs and road markings2. respond correctly to signals given by authorised persons3. respond safely and responsibly to signals given by other road users	<p>You must know and understand</p> <ol style="list-style-type: none">a. the meaning of, and how to respond to<ul style="list-style-type: none">• mandatory traffic signs• warning signs• road markingsb. the meaning of the particular signs that apply to the vehicle that you are driving (for example height, width and weight restrictions)c. how to work out the speed limit when you cannot see speed limit signsd. the speed limits on different classes of road for the vehicle (and trailer combination, where applicable) that you are drivinge. the meaning of, and how to respond correctly to, signals given by<ul style="list-style-type: none">• police officers• crossing patrols• others authorised to control trafficf. who is authorised to control trafficg. signals that other road users are likely to use and how to respond safely and responsibly to them

Role 4 Drive safely and responsibly in the traffic system

Unit 4.1 Interact correctly with other road users

Element 4.1.1 Communicate intentions to other road users

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. use indicators and arm signals to signal intentions correctly2. support the use of any signals given by positioning the vehicle correctly and safely3. use horn and lights to communicate with other road users where necessary	<p>You must know and understand</p> <ol style="list-style-type: none">a. the arm signals shown in the Highway Code and when they may need to be givenb. when and how to use indicatorsc. why you should make sure signals are given in good time and cancelled as soon as possibled. how to employ a safe, systematic routine to make the best use of signalse. when signals must be given and when it is acceptable not to use themf. the law on the use of the horng. when the flashing of headlights may be used as a warning of approach or instead of the hornh. the risks linked to incorrect use of headlights or the horn as a signali. how and when to use hazard warning lightsj. how and when to use road positioning to confirm your intentions

Role 4 Drive safely and responsibly in the traffic system

Unit 4.1 Interact correctly with other road users

Element 4.1.2 Cooperate with other road users

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. be aware of and predict the likely actions of other road users2. give other road users enough time and space to perform manoeuvres3. monitor and manage your own reaction to other road users4. respond to emergency vehicles correctly5. make progress in the traffic stream and overtake with consideration for other road users6. manage the risk that other road users may not give you enough space to manoeuvre7. when using a bus lane be prepared for the end of the lane where other traffic may be changing position8. when using a bus lane exercise extra caution when undertaking slow-moving or stationary traffic	<p>You must know and understand</p> <ol style="list-style-type: none">a. how to scan the road ahead to gather useful informationb. the rules that apply to other road users, particularly drivers of other large vehicles or vulnerable road users such as cyclists and motorcyclists, and the position that they may select on the road as a resultc. the importance of predicting the likely actions of other road users, with particular reference to vulnerable road users, such as cyclists, motorcyclists, children and the elderlyd. that other road users may not appreciate that your vehicle needs more space to manoeuvre, particularly when cornering, at junctions and on roundaboutse. that, especially in slow moving traffic, other drivers or pedestrians may be surprised to see a vehicle moving at speed in a bus lanef. that large vehicles travelling at speed can create a vacuum effect and draw cyclists or pedestrians under the wheels of the vehicleg. the importance of always keeping a safe stopping distance between the vehicle and other road usersh. how traffic and weather conditions may affect other road users, such as by reducing visibility, and how to allow for thisi. how to act safely and responsibly when emergency vehicles are responding to incidentsj. how to make safe progress in the traffic streamk. the rules that apply to overtaking on the leftl. that driving without due care and attention and reasonable consideration for other road users is an offence

Role 4 Drive safely and responsibly in the traffic system

Unit 4.2 Minimise risk when driving

Element 4.2.1 Identify and respond to hazards

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. continually scan the driving space close to the vehicle and into the distance2. use visual clues to predict possible hazards and prepare for situations that may arise3. judge the significance of possible hazards and prioritise your responses4. respond to hazards safely5. keep focused when faced with distractions	<p>You must know and understand</p> <ol style="list-style-type: none">a. methods you can use to scan your driving space effectively, both close to and into the distanceb. what can affect your field of vision, such as parked vehicles, and how to allow for thisc. how the construction of your vehicle may affect your field of vision, and how to overcome thisd. what aquaplaning is and when it might happene. factors that might cause you to skid, such as oil or gravel on the roadf. how to read the road ahead and prepare for the unexpectedg. which kinds of hazard to particularly look for in different environments, such as tractors on rural roads, deer on forest roads or flooding in heavy rainh. that many tunnels are equipped with radio transmitters so that drivers can tune in to be warned of any incidents, congestion or roadworksi. that if you come across congestion in a tunnel that causes you to stop you should leave at least a five metre gap between you and the vehicle in frontj. when other road users are vulnerable and how to allow for themk. factors that can distract the driver (such as talking to passengers or using a satellite navigation system) and how to manage them so that you are aware of the driving space and possible hazardsl. the law on the use of mobile phones whilst driving

Role 4 Drive safely and responsibly in the traffic system

Unit 4.2 Minimise risk when driving

Element 4.2.2 Drive Defensively

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. create and maintain a safe driving space2. scan and check your surroundings, especially blind spots3. position your vehicle to maximise visibility to other road users4. use dipped headlights when necessary during daylight hours5. manage your own physical and emotional state to make sure you can manage risks to your safety6. drive at such a speed that you can always stop safely in the distance you can see to be clear7. assess your own driving behaviour and identify areas needing work	<p>You must know and understand</p> <ol style="list-style-type: none">a. the importance of using a safe, systematic routine to make sure that you are always in control of your vehicle and travelling at the right speed, in the right gear and in the correct position on the road for the conditionsb. the importance of keeping a safe separation distance in all weather and traffic conditionsc. that the stopping distance for larger vehicles is often farther than that for cars and therefore a larger separation distance is required to keep a safe driving spaced. how to assess your own ability to drive safely and responsibly against best practice

Role 4 Drive safely and responsibly in the traffic system

Unit 4.2 Minimise risk when driving

Element 4.2.3 Follow the principles of ecologically responsible driving (Eco-safe)

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. accelerate and decelerate smoothly and progressively and effectively use aids such as cruise control2. foresee the need to stop, and use timely and smooth deceleration to reduce fuel consumption and general vehicle wear and tear3. drive in the highest responsive gear to keep full control and avoid labouring the engine4. remove extra load from the vehicle when not needed5. turn off the engine when you are likely to be stationary for some time	<p>You must know and understand</p> <ol style="list-style-type: none">a. what affects a vehicle's fuel consumptionb. how effective scanning and planning can help you to use smooth acceleration or deceleration to keep momentumc. how fuel consumption is increased by<ul style="list-style-type: none">• extra loads• incorrectly inflated tyres• wind resistance, for example from carrying luggage on roof racksd. that selecting the most suitable gear will avoid engine labour and maximise the effects of engine brakinge. the use of technologies to reduce exhaust pollutionf. under which circumstances it is appropriate to turn off the engine when stationary, rather than leave it idlingg. that you should never reduce safety to improve economy

Role 4 Drive safely and responsibly in the traffic system

Unit 4.3 Manage incidents effectively

Element 4.3.1 Take suitable action if your vehicle breaks down

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. stop, in a safe place if possible, and switch off the engine2. make sure passengers, animals and loads are managed safely3. where suitable, give warning to other road users4. seek appropriate help	<p>You must know and understand</p> <ol style="list-style-type: none">a. where possible, how to keep control of the vehicle if it breaks downb. the law on using the hard-shoulder on motorways and the guidance on waiting for breakdown servicesc. how to identify your precise location on motorways, to allow breakdown services to reach you quicklyd. that it is better to use an emergency roadside telephone rather than a mobile phone because it allows the operator to find your exact positione. how and when to use a warning trianglef. how and when to use hazard warning lightsg. that if you have a tyre blow-out<ul style="list-style-type: none">• it will make steering difficult, especially if it is the front wheel• that if you carry on driving you risk further damage to the vehicle• rear wheel tyre blow-outs will be more difficult to detect, especially on twin-wheeled or multi-axle vehiclesh. your organisation's procedures for breakdown recovery and for arranging onward transport for your passengersi. the benefits of wearing protective clothing such as a high-visibility jacket or protective footwear and your organisation's instructions on thisj. the various types of fire extinguisher and which fires they're intended to tacklek. that you should never put yourself in danger when tackling a fire

Role 4 Drive safely and responsibly in the traffic system

Unit 4.3 Manage incidents effectively

Element 4.3.2 Take suitable action when involved in, or witness to, a collision

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. where suitable, stop and park your vehicle in a safe place2. make sure passengers, animals and loads are managed safely3. make sure warning is given to other road users4. assess the incident scene and your safety5. note the condition of any casualties6. give clear and accurate information to emergency services7. give suitable help to others at the scene8. where possible, record information about what you saw or the scene as you found it, including taking photographs and drawing sketch plans9. comply with legal requirements accurately and in good time, if required	<p>You must know and understand</p> <ol style="list-style-type: none">a. the importance of making sure further injury and damage is not caused, by<ul style="list-style-type: none">• managing uninjured passengers, animals and passers-by• giving warning to other road users as quickly as possibleb. how to contact the emergency services and the vital importance of giving them accurate informationc. the importance of being able to give information about the condition of casualties to the ambulance serviced. the benefits of gathering and recording information as soon as possible after the evente. the law that applies to<ul style="list-style-type: none">• stopping• providing your details• giving statements• producing documentsif you are involved in an incident which causes damage or injury to any other person, vehicle, animal or propertyf. the principles of first aid and the limits of your own first aid skillsg. where the first aid kit is, if carried, how to access it and how and when to use ith. for which fires your fire extinguisher is suitable and how to use iti. that you should not open an engine housing wide to tackle a fire, as this will feed the firej. that as a professional driver others may look to you for guidance in the event of an incident

Role 5 Review and adjust driving behaviour over lifetime

Unit 5.1 Learn from experience

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. demonstrate that you have continued to develop and update your driving skills since you took your driving test2. recognise when your ability to drive safely and responsibly is affected by factors such as<ul style="list-style-type: none">• changes in your personal circumstances, such as changes in working patterns• changes in your state of health and your physical abilities, through illness or age related deterioration• a break from driving• changing to an unfamiliar vehicle3. assess the seriousness of the factors identified and<ul style="list-style-type: none">• change your driving behaviour to reduce the risks• make plans for recovering or improving your driving ability4. seek professional help where needed5. advise DVLA Swansea if you have a physical or mental impairment	<p>You must know and understand</p> <ol style="list-style-type: none">a. that you can learn from experience and continue to improve your ability to drive safely and responsibly all through your driving careerb. how to assess your own ability to drive safely and responsibly against best practicec. how to assess and learn from others' driving behaviourd. how to use feedback from others to help you be clear about your own ability to drive safely and responsiblye. when to seek professional helpf. the advantages of having regular driver development sessions with a competent instructor to keep up to date and remove bad habitsg. the advantages of having an initial input from a competent instructor if you are returning to driving after a break or you change to an unfamiliar vehicle

Role 5 Review and adjust driving behaviour over lifetime

Unit 5.2 Keep up to date with changes

Performance Standards	Knowledge & Understanding
<p>You must be able to</p> <ol style="list-style-type: none">1. demonstrate that your understanding of the meaning of road signs and markings is current2. demonstrate that your understanding of the law on the use of a vehicle on public roads is current3. keep up to date with changes to vehicle technology especially if you change the vehicle you are using4. respond correctly to any changes in the documentation that is required to use a vehicle on the road5. take all steps needed to maintain your entitlement to a licence for the type of vehicle you are driving6. meet the requirements of Driver CPC legislation where it applies	<p>You must know and understand</p> <ol style="list-style-type: none">a. where to find information about changes to signs, markings and legislation, for example Highway Code updates, Government websites, Government publications and motoring organisation websitesb. where to find information about changes to vehicle technologies, for example manufacturers' websites and trade magazines and websitesc. where to find information about changes to registration, MOT, or taxation regulations, for example Government websites, Government publications and motoring organisation websitesd. the Driver CPC legislation and how it applies to you