

### What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding

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## Introduction

### Qualifications Pack- Light motor Vehicle Driver Level 3

**SECTOR:** AUTOMOTIVE

**SUB-SECTOR:**ROAD TRANSPORTATION

**OCCUPATION:** DRIVING

**JOB ROLE:** LIGHT MOTOR VEHICLE DRIVER L 3

**REFERENCE ID:** ASC/Q9702

**ALIGNED TO:** NCO-2004/ 8324.10

**Brief Job Description:** This individual is called LMV Driver or simply Driver. Individuals at this job need to drive safely on the assigned route with or without company of a senior driver and will be in employment /or hired for a duration. This is also applicable to drivers commercially working in the employment of a car owner or commercial drivers' pool. Individual needs to have a valid LMV Learners driving License or LMV driving license.

**Personal Attributes:** This job requires the individual to drive under tiring and demanding physical and traffic conditions. Individual must be dependable and able to take responsibility for the vehicle. The individual should be able to communicate effectively as he needs to deal with a variety of people every day.

### LMV Driver Level 3

Job Details	Qualifications Pack Code	ASC/Q9702		
	Job Role	Light Motor Vehicle Driver Level 3		
	Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
	Sector	Automotive	Drafted on	24/06/13
	Sub-sector	Road Transportation	Last reviewed on	15/07/13
	Occupation	Driving	Next review date	under revision expected date of revised version 31-Dec-15
	NSQC Clearance on	05/08/15		

<b>Job Role</b>	<b>Light Motor vehicle Driver level 3</b>
<b>Role Description</b>	Driving light motor vehicles to safely drive mostly within limited geography
<b>NSQF level</b>	3
<b>Minimum Educational Qualifications*</b>	Preferably Class VIII th
<b>Maximum Educational Qualifications*</b>	Not Applicable
<b>Training</b> (Suggested but not mandatory)	<ul style="list-style-type: none"> <li>ASDC Commercial Vehicle Driving Assistant and preferably also ASDC Auto Service Technician L2 or</li> <li>Some training in stress management like yoga is recommended</li> </ul>
<b>Minimum Job Entry Age</b>	Age= LMV=18 years HCV =min 20 any state with a valid license issued by RTO
<b>Experience</b>	<ul style="list-style-type: none"> <li>From 0 to 6 months in driving a Light Motor Vehicle (LMV) with driving license</li> </ul>
<b>Applicable National Occupational Standards (NOS)</b>	<b>Compulsory:</b> <ol style="list-style-type: none"> <li><a href="#">ASC/N9703:Assess and ensure road worthiness of the vehicle</a></li> <li><a href="#">ASC/N 9704:Drive safely on the assigned route within limited geographies</a></li> <li><a href="#">ASC/N 0012:Practice HSE and security related guidelines</a></li> </ol>
<b>Performance Criteria</b>	As described in the relevant OS units

### LMV Driver Level 3

Definitions	Keywords /Terms	Description
	Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
	Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
	Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
	Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
	Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
	Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
	Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the knowledge and understanding they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
	Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
	National Occupational Standards (OS)	NOS are occupational standards which apply uniquely in the Indian context.
	Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
	Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
	Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
	Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
	Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.	
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.	
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.	

### LMV Driver Level 3

## Acronyms

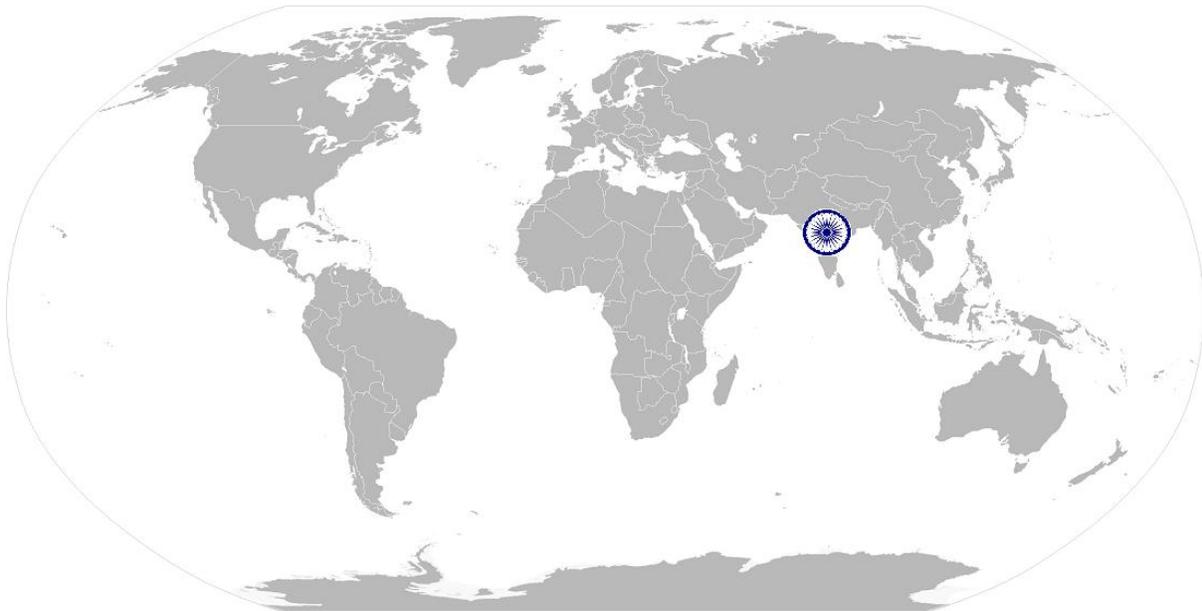
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Standards Qualifications Framework
NVEQF	National Vocational Education Qualifications Framework
QP	Qualifications Pack

ASC/N9703

Assess and ensure road worthiness of the vehicle

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# National Occupational Standards



## Overview

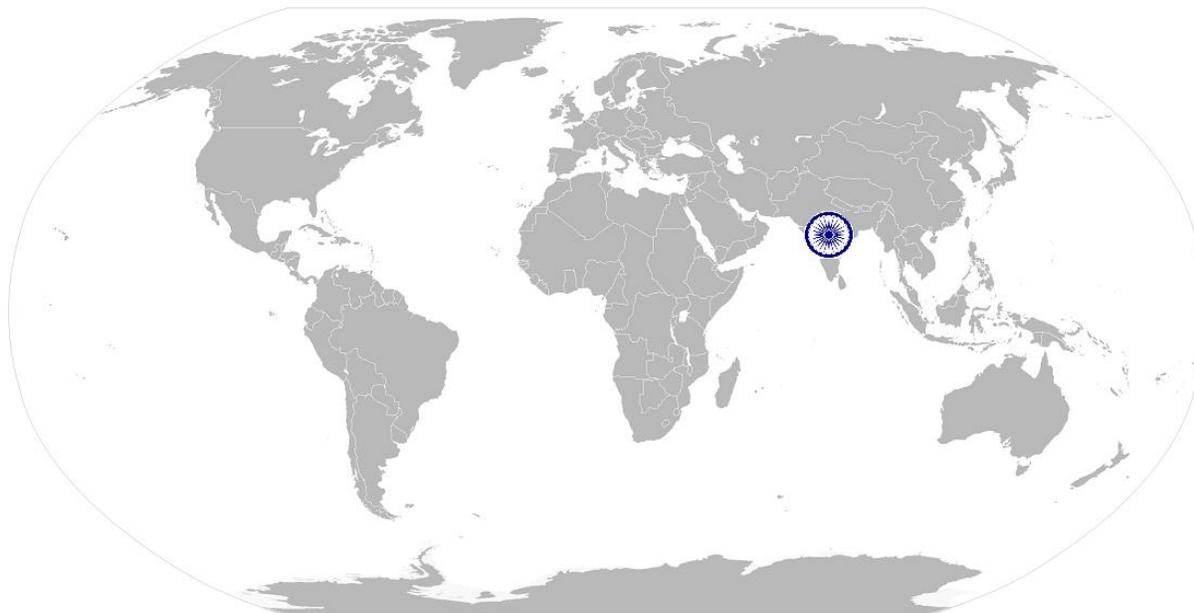
This unit is about assessing and ensuring that vehicle is fit for being on the road. The assessment would include technical evaluation as well as legal and compliance related guidelines.

ASC/N9703 Assess and ensure road worthiness of the vehicle

National Occupational Standard

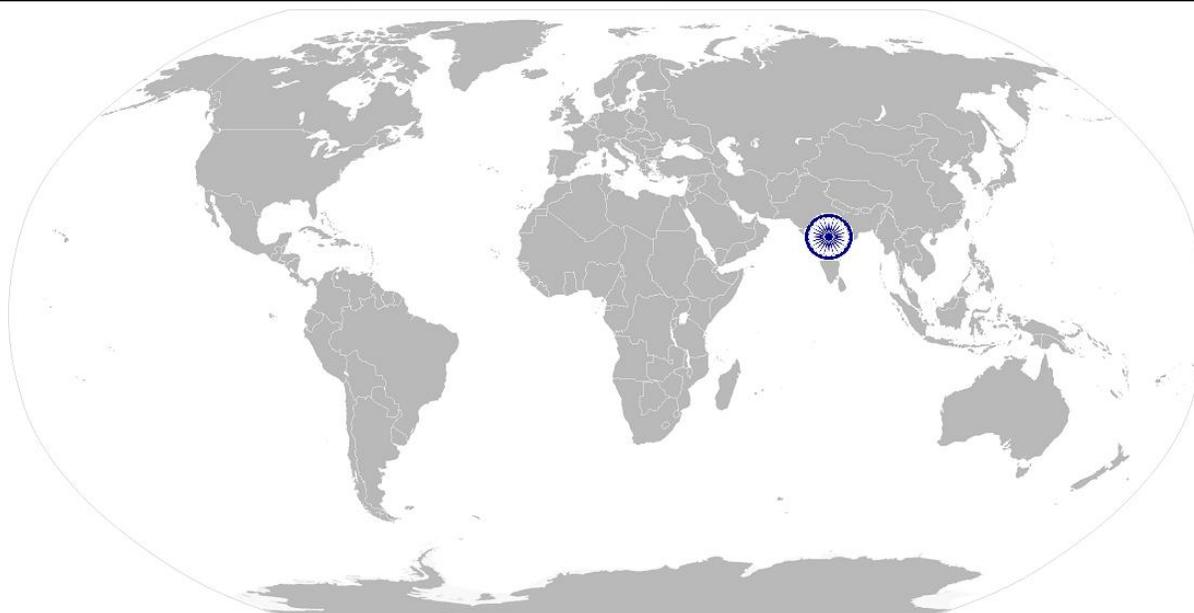
<b>Unit Code</b>	<b>ASC/N9703</b>
<b>Unit Title (Task)</b>	<b>Assess and ensure road worthiness of the vehicle</b>
<b>Description</b>	This OS unit is about to ensure that the vehicle is road worthy for use. The individual is responsible to check the vehicle thoroughly before starting the trip.
<b>Scope</b>	This unit/ task covers the following:  Assess the road worthiness of the vehicle as per the:- <ul style="list-style-type: none"> <li>• Service Manual requirements</li> <li>• CMVR guidelines</li> <li>• Additional HSE requirements</li> <li>• Technical requirements</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Vehicle road worthiness</b>	To be competent , the user/individual on the job must be able to: PC1. check that the vehicle meets basic legal and compliance related requirements as per : <ul style="list-style-type: none"> <li>• the organization guidelines erg rule books of STUs</li> <li>• CMVR guidelines from MoRTH and other guidelines issued by Road Transport Authorities like RTOs</li> <li>• any other safety, security and environmental guidelines</li> </ul> PC2. check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change PC3. record any other deviations observed during the trip
<b>Basic technical check before the trip</b>	PC4. supervise and ensure all basic technical checks have been carried out as per standard organization check list /procedure
<b>Escalation of technical problem</b>	PC5. report actual or possible defects to the senior driver or owner or service supervisor in enough detail so they can diagnose the problem PC6. In consultation with owner conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.
<b>Knowledge and Understanding (K)</b>	
<b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company's policies on: road worthiness requirement; basic compliance to technical requirements and standards; safety and hazards KA2. CMVR guidelines and other specific local regulations KA3. organization structure KA4. escalation procedure
<b>Skills (S) [Optional]</b>	
<b>A. Core Skills/ Generic</b>	<b>Basic reading and writing skills</b>

<b>Skills</b>	The user/ individual on the job needs to know and understand how to: SB1. Read and understand technical standards of vehicle operation in terms of fuel system and other control systems in vehicle. SB2. document technical issues pertaining to vehicle
	<b>Communication skills</b>
	SB3. follow supervisors instructions SB4. communicate with assistant and other personnel
	<b>B. Professional Skills</b>
	<b>Decision making</b>
	The user/individual on the job needs to make decisions on : SB1. when not to use the vehicle due to technical and/or compliance related issues
	<b>Reflective thinking</b>
	The user/individual on the job needs to know and understand: SB2. how to learn from past mistakes and identify potential problems



## NOS Version Control

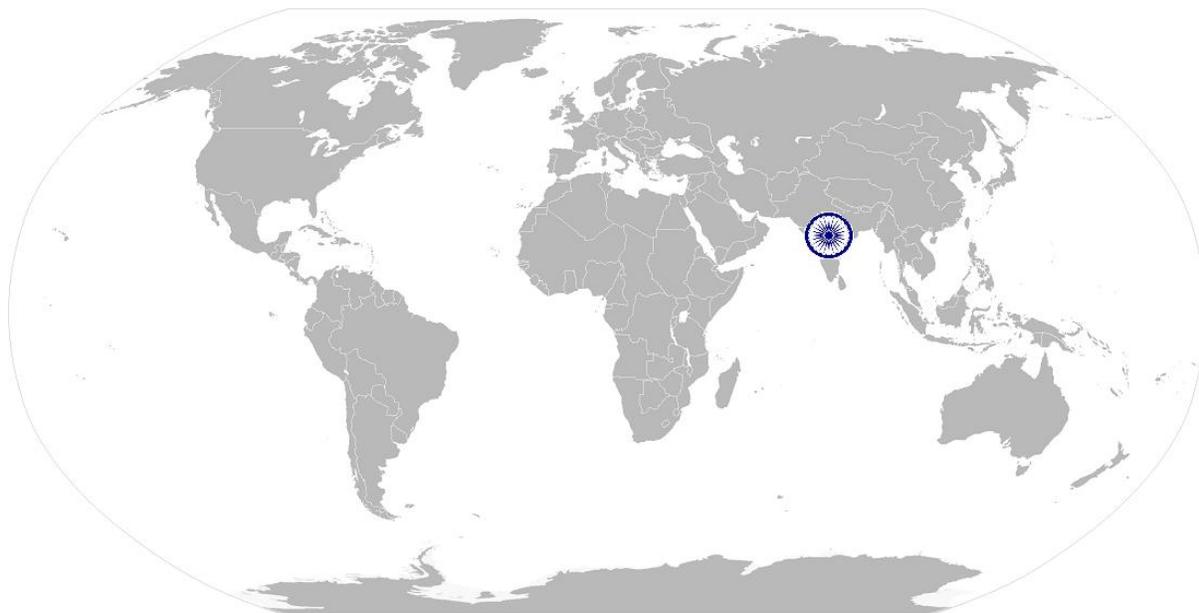
<b>NOS Code</b>	ASC/N9703		
<b>Credits(NSQF) [OPTIONAL]</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Automotive	<b>Drafted on</b>	24/06/13
<b>Industry Sub-sector</b>	Road Transportation	<b>Last reviewed on</b>	27/07/13
<b>Occupation</b>	Driving	<b>Next review date</b>	under revision expected date of revised version 31-Dec-15



ASC/N9704 Drive safely on the assigned route within limited geographies

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# National Occupational Standards



## Overview

This unit is about the instructions to be followed by the driver while driving on the assigned route which for Level 3 would be usually within limited geographies.

ASC/N9704

Drive safely on the assigned route within limited geographies

National Occupational Standard

<b>Unit Code</b>	ASC/N9704
<b>Unit Title (Task)</b>	Drive safely on the assigned route within limited geographies
<b>Description</b>	This OS unit is about safe driving practice
<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>• driving practices to ensure safety of life and material</li> <li>• traffic and regulatory norms</li> <li>• dealing with people, challenging conditions</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
Conformance to standard driving practices	<p>To be competent , the user/individual on the job must be able to:</p> <p>PC1. conform to standard driving practices covering such as</p> <ul style="list-style-type: none"> <li>▪ Confirm all checks have been carried out for road worthiness of the vehicle.</li> <li>▪ Confirm all papers and documents including driving license, vehicle documents and documents related to goods etc are available.</li> <li>▪ Fasten seat belt start the vehicle and before moving re confirm all gauges are functioning.</li> <li>▪ After starting, but within few meters of moving, to check the brakes.</li> <li>▪ change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration</li> <li>▪ use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely</li> <li>▪ coordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all weather and road conditions in forward gear. In reverse gear to take help of assistant.</li> <li>▪ use the windows, wipers, demisters and climate and ventilation controls so that you can see clearly</li> <li>▪ monitor and respond correctly to gauges, warning lights and other aids when driving</li> <li>▪ in case of any malfunctioning or breakdown, to immediately attend to the problem by : <ul style="list-style-type: none"> <li>-stopping the vehicle at a safe place</li> <li>-carrying out a quick diagnostic check</li> <li>-carrying out minor adjustments or temporary repairs if possible</li> <li>-asking for help in case of major problems by accurately reporting the exact nature of problem so that adequate help is made available</li> </ul> </li> <li>▪ at all times while driving to practice good driving habits of gear change, acceleration and braking to ensure obtaining maximum fuel efficiency.</li> <li>▪ Non usage of mobile phones while driving</li> </ul>
Conformance to traffic	PC2. conform to state specific traffic regulations such as

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Drive safely on the assigned route within limited geographies

<p>regulation</p>	<ul style="list-style-type: none"> <li>▪ change lanes safely at appropriate speed and observing traffic conditions</li> <li>▪ overtake other road users legally, safely and by using correct signaling</li> <li>▪ At all times observe the speed and distance in relation to vehicles ahead, behind and on the sides and maintain a safe distance from other vehicles.</li> <li>▪ signal your intentions correctly to other road users within a safe, systematic routine</li> <li>▪ respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman.</li> <li>▪ use indicators and arm signals to signal intentions as per the traffic requirements</li> <li>▪ Use the parking light when stationary, where needed</li> <li>▪ select a safe, legal and convenient place to stop; secure the vehicle safely on gradients using hand brakes and wheel choke</li> <li>▪ check for oncoming cyclists, pedestrians and other traffic before opening your door</li> <li>▪ remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public.</li> </ul>
<p>General conduct on the road, with owner</p>	<p>PC3. Give preference and right of road usage to children, elderly and differently abled.</p> <p>PC4. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals.</p> <p>PC5. Be extra careful when negotiating traffic, slopes and when required to park in limited space.</p> <p>PC6. Take care of owners belongings in the vehicle and maintain the vehicle in neat and clean condition</p> <p>PC7. Be pleasant in dealing with the owner and the passengers.</p>
<p><b>Knowledge and Understanding (K)</b></p>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's guidelines on safe driving practices; system and processes to ensure safe driving</p> <p>KA2. reporting structure</p> <p>KA3. problem escalation procedure</p>
<p><b>B. Technical Knowledge</b></p>	<p>KB1. safe driving techniques such as</p> <ul style="list-style-type: none"> <li>avoid over speeding and follow prescribed limits</li> <li>maintain safe distance from other vehicles</li> <li>avoid pot holes, stones, other strewn objects</li> <li>in case of bridges and underpasses, observe and avoid driving when water level is above danger mark</li> <li>observe movement of pedestrians to avoid collision</li> <li>observe movement of stray animals to avoid collision</li> </ul> <p>KB2. Alternate routes in case of natural calamity, road construction work etc.</p> <p>KB3. troubleshooting techniques in the event of technical problems like changing wheels using jack</p>

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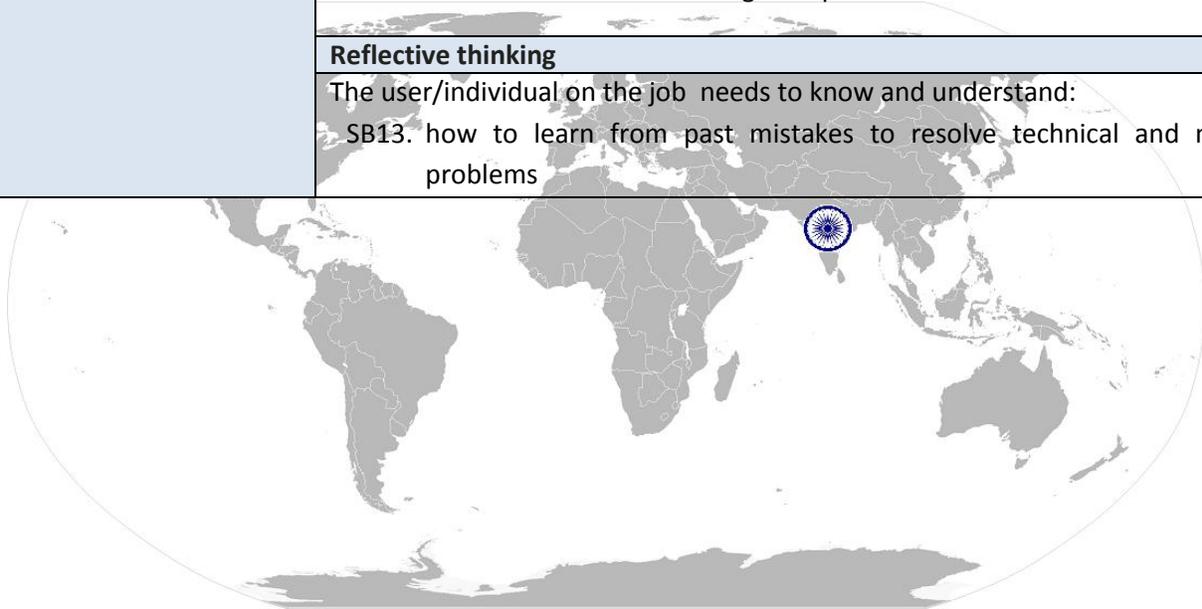
Drive safely on the assigned route within limited geographies

	<p>KB4. traffic regulations</p> <p>KB5. elements of good driving habits for obtaining fuel efficiency :</p> <ul style="list-style-type: none"> <li>avoid clutch riding</li> <li>avoid frequent changing of gears</li> <li>avoid frequent braking</li> <li>avoid over speeding</li> <li>avoid idling of engine beyond reasonable limit</li> <li>avoid high idling speed setting in engine</li> <li>ensure there is no brake binding</li> <li>obtain right grade of fuel from authorized outlets only</li> <li>ensure correct quantity of fuel received as per bill</li> </ul>
<b>Skills (S) [Optional]</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Basic reading and writing skills</b></p>
	<p>The user/individual on the job needs to know and understand how:</p> <p>SA1. to communicate effectively in local language.</p>
	<p><b>Communication skills</b></p>
	<p>SA2. communicate information in a format that meets the requirements</p>
	<p><b>Team work and multi tasking</b></p>
	<p>SA3. seamless coordination with colleagues</p> <p>SA4. assist others who require help</p>
	<p><b>Learning attitude</b></p>
	<p>SA5. keep oneself updated with the new vehicle technologies and functionalities</p> <p>SA6. gain knowledge/ experience from working on different routes</p>
<p><b>B. Professional Skills</b></p>	<p><b>Planning</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan and drive based on traffic and road condition using radio links/navigation aids where available</p> <p>SB2. for long routes, in order to avoid excessive fatigue the individual should plan duty handover schedule with fellow Drivers in coordination with depot/branch office</p>
	<p><b>Decision making</b></p>
	<p>The user/ individual on the job needs to make decisions pertaining to:</p> <p>SB3. fitness of vehicle for safe driving</p> <p>SB4. breakdown condition</p> <p>SB5. accident and emergency situations</p> <p>SB6. when to take an unscheduled break when self not feeling medically fit</p>
	<p><b>Problem Solving</b></p>

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Drive safely on the assigned route within limited geographies

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB7. assess the problem, evaluate the possible solution(s) and use an optimum /best possible solution(s)</p> <p>SB8. identify immediate or temporary solutions to resolve delays and crisis situations</p>
	<p><b>Passenger management</b></p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB9. manage children, aged and differently abled individuals</p> <p>SB10. effective tackling of passengers and public who may be stressed, frustrated, confused, or angry</p> <p>SB11. build passenger friendly work environment and use customer centric approach to resolve crisis</p>
	<p><b>Conflict Management Skills</b></p>
	<p>SB12. resolve conflict while dealing with public</p>
	<p><b>Reflective thinking</b></p> <p>The user/individual on the job needs to know and understand:</p> <p>SB13. how to learn from past mistakes to resolve technical and non-technical problems</p>

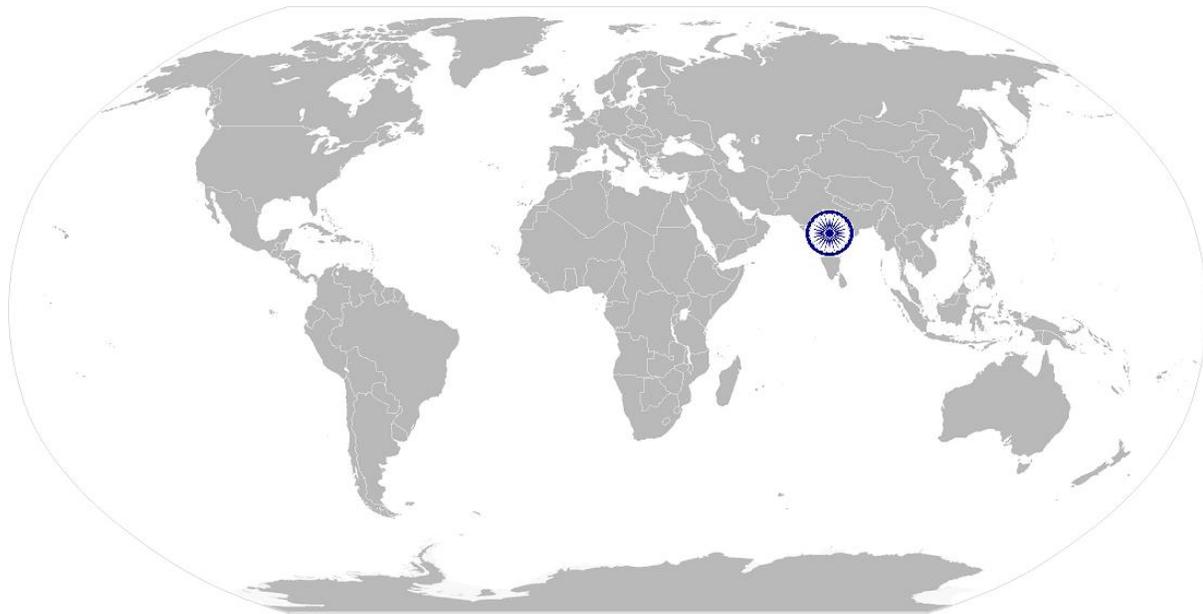


ASC/N9704

Drive safely on the assigned route within limited geographies

## NOS Version Control

<b>NOS Code</b>	ASC/N9704		
<b>Credits(NSQF) [OPTIONAL]</b>	TBD	<b>Version number</b>	1.0
<b>Industry</b>	Automotive	<b>Drafted on</b>	24/06/13
<b>Industry Sub-sector</b>	Road Transportation	<b>Last reviewed on</b>	27/07/13
<b>Occupation</b>	Driving	<b>Next review date</b>	under revision expected date of revised version 31-Dec-15

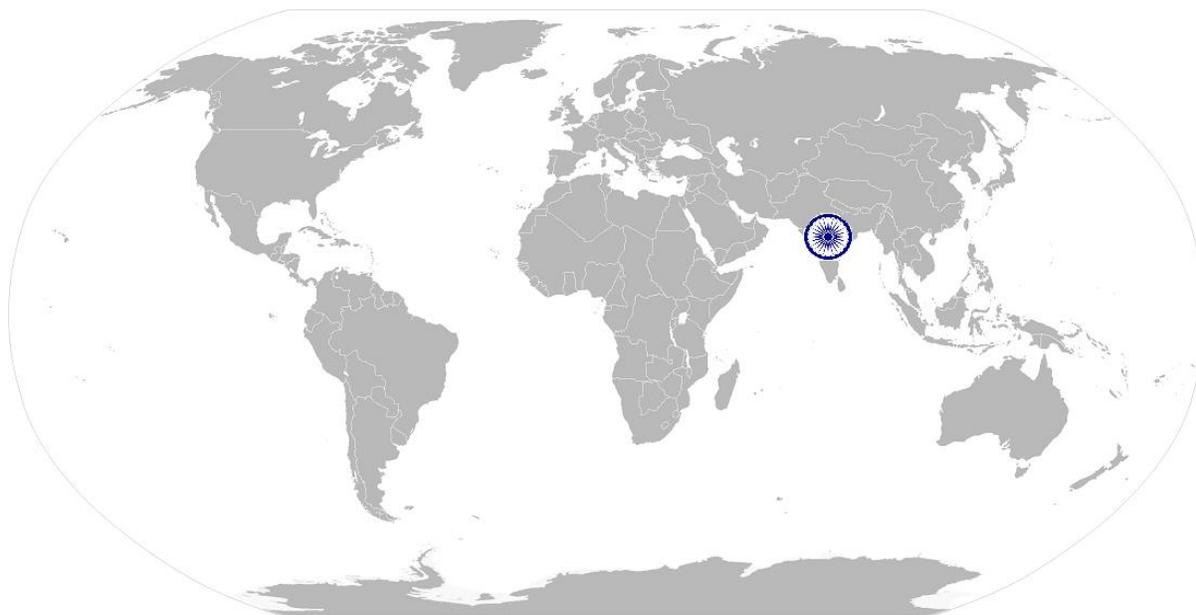


ASC/N0012

Practice HSE and security related guidelines

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# National Occupational Standards



## Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self, colleagues, clients and public and maintain a clean working environment.

ASC/N0012

Practice HSE and security related guidelines

National Occupational Standard

<b>Unit Code</b>	<b>ASC/N0012</b>
<b>Unit Title (Task)</b>	<b>Practice HSE and security related guidelines</b>
<b>Description</b>	This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining a clean work environment.
<b>Scope</b>	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> <li>▪ identification of potential sources of safety issues in driving</li> <li>▪ follow standard safety standards</li> <li>▪ keep the work environment clean and organized</li> <li>▪ communicate to reporting supervisor about safety issues</li> <li>▪ handling of emergency situations such as accident, fire, passenger, client related issues</li> </ul>
<b>Performance Criteria(PC) w.r.t. the Scope</b>	
<b>Element</b>	<b>Performance Criteria</b>
<b>Communicating potential accident points</b>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot and report potential safety issues while driving</p> <p>PC2. follow rules and regulations laid down by transport authorities</p> <p>PC3. follow company policy and rules to avoid safety, health and environmental problems</p>
<b>Cleanliness and hygiene</b>	<p>PC4. ensure cleanliness of vehicle</p> <p>PC5. escalate issues related to cleanliness and hygiene issues to concern department</p> <p>PC6. escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external</p>
<b>Limit damage to people/client and public</b>	<p>PC7. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others</p> <p>PC8. follow instructions or guidelines for limiting danger or damage</p> <p>PC9. escalate the issue immediately if you cannot deal effectively with the danger</p> <p>PC10. give clear information or instructions to others to allow them to take appropriate action</p> <p>PC11. record and report details of the danger in line with operator guidelines</p> <p>PC12. report any difficulties you have keeping to your organization’s health and safety instructions or guidelines, giving full and accurate details</p>

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**Practice HSE and security related guidelines**

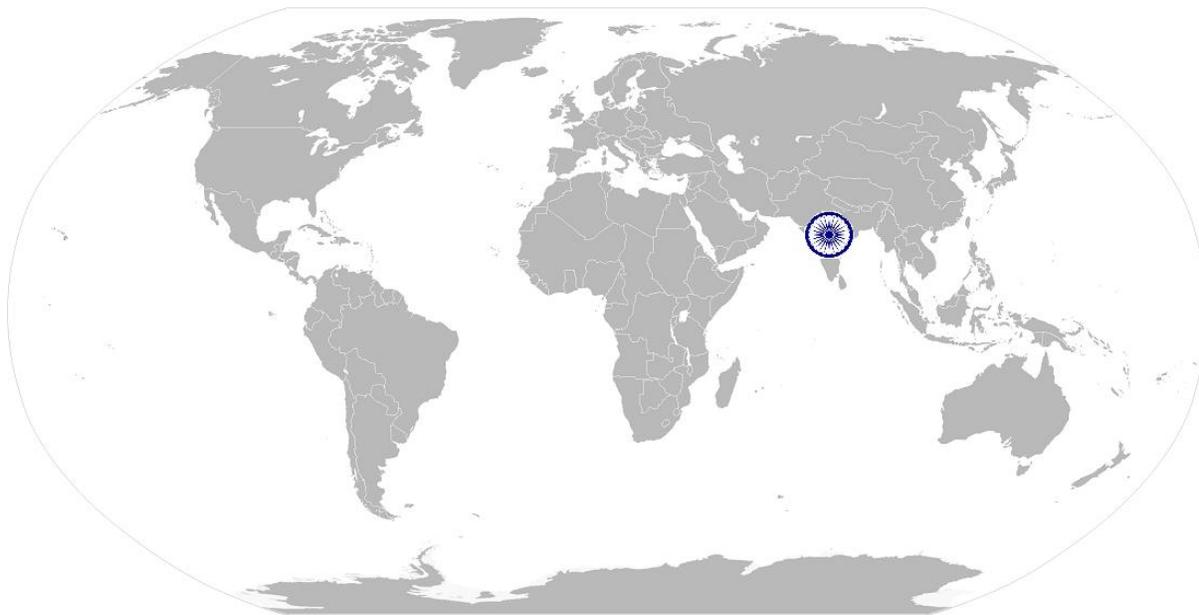
	<p>PC13. check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/ adjusted.</p> <p>PC14. get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.</p>
<b>Knowledge and Understanding (K)</b>	
<p><b>A. Organizational Context</b> (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues</p> <p>KA2. what action you can take, and are authorized to take, to limit danger</p> <p>KA3. methods of effective and appropriate communication to let others know about the safety, cleanliness and emergency situations</p> <p>KA4. where and how to get help in dealing with safety and emergency situations</p>
<p><b>B. Technical Knowledge</b></p>	<p>KA5. how to use appropriate equipment and alarm systems to limit danger</p> <p>KA6. alternate routes in case of natural calamity, road construction work etc.</p>
<b>Skills (S) [Optional]</b>	
<p><b>A. Core Skills/ Generic Skills</b></p>	<p><b>Communication skills</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. to effectively communicate the safety, cleanliness, and emergency issues</p>
	<p><b>Organizing skills</b></p> <p>SA2. keep all the safety equipments in an organized manner so that there is no difficulty to find them</p> <p>SA3. keep the work environment clean</p>
<p><b>B. Professional Skills</b></p>	<p><b>Decision making</b></p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. report potential sources of danger</p> <p>SB2. follow prescribed procedure to address safety and emergency issues</p>
	<p><b>Reflective thinking</b></p> <p>SB3. learn from past mistakes regarding use of safety and emergency issues</p>
	<p><b>Critical thinking</b></p> <p>SB4. spot safety and cleanliness issues</p>

ASC/N0012

Practice HSE and security related guidelines

## NOS Version Control

NOS Code	ASC/N0012		
Credits (NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	24/06/13
Industry Sub-sector	Road Transportation	Last reviewed on	20/07/13
Occupation	Driving	Next review date	under revision expected date of revised version 31-Dec-15



### Qualification Pack for LMV Driver L3

#### Criteria for assessment of Trainees

JOB ROLE	Light Motor Vehicle Driver L3
Qualification Pack	ASC/Q 9702
No. Of NOS	2 Role specific ,1 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description		Marks allocation		
			Theory	Viva	Practical
<b>ASC/N 9703</b>	<b>Assess and ensure road worthiness of the vehicle</b>				
<b>Vehicle road worthiness</b>	To be competent , the user/individual on the job must be able to: PC1. check that the vehicle meets basic legal and compliance related requirements as per : <ul style="list-style-type: none"> <li>the organization guidelines e.g. rule books of STUs</li> <li>CMVR guidelines from MoRTH and other guidelines issued by Road Transport Authorities like RTOs</li> <li>any other safety, security and environmental guidelines</li> </ul> PC2. check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change PC3. record any other deviations observed during the trip		15	25	
<b>Basic technical check before the trip</b>	PC4. supervise and ensure all basic technical checks have been carried out as per standard organization check list /procedure		12	17	
<b>Escalation of technical problem</b>	PC5. report actual or possible defects to the senior driver or owner or service supervisor in enough detail so they can diagnose the problem PC6. in consultation with owner conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.		13	18	
	<b>subtotal</b>		<b>40</b>	<b>60</b>	
<b>ASC/N 9704</b>	<b>Drive safely on the assigned route within limited geographies</b>				
<b>Conformance to standard driving practices</b>	To be competent , the user/individual on the job must be able to: PC1. conform to standard driving practices covering such as <ul style="list-style-type: none"> <li>confirm all checks have been carried out</li> </ul>				

### Qualification Pack for LMV Driver L3

	<p>for road worthiness of the vehicle.</p> <ul style="list-style-type: none"> <li>▪ confirm all papers and documents including driving licence, vehicle documents and documents related to goods etc. are available.</li> <li>▪ fasten seat belt start the vehicle and before moving re confirm all gauges are functioning.</li> <li>▪ after starting , but within few meters of moving ,to check the brakes.</li> <li>▪ change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration</li> <li>▪ use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely</li> <li>▪ Co-ordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all weather and road conditions in forward gear. In reverse gear to take help of assistant.</li> <li>▪ use the windows, wipers, demisters and climate and ventilation controls so that you can see clearly</li> <li>▪ monitor and respond correctly to gauges, warning lights and other aids when driving</li> <li>▪ in case of any malfunctioning or breakdown, to immediately attend to the problem by : <ul style="list-style-type: none"> <li>-stopping the vehicle at a safe place</li> <li>-carrying out a quick diagnostic check</li> <li>-carrying out minor adjustments or temporary repairs if possible</li> <li>-asking for help in case of major problems by accurately reporting the exact nature of problem so that adequate help is made available</li> </ul> </li> <li>▪ at all times while driving to practice good driving habits of gear change, acceleration and braking to ensure obtaining maximum fuel efficiency.</li> <li>▪ Non usage of mobile phones while driving</li> </ul>		25	35
Conformance to traffic regulation	PC2. conform to state specific traffic regulations such as			

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	<ul style="list-style-type: none"> <li>▪ change lanes safely at appropriate speed and observing traffic conditions</li> <li>▪ overtake other road users legally, safely and by using correct signaling</li> <li>▪ at all times observe the speed and distance in relation to vehicles ahead, behind and on the sides and maintain a safe distance from other vehicles.</li> <li>▪ signal your intentions correctly to other road users within a safe, systematic routine</li> <li>▪ respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman.</li> <li>▪ use indicators and arm signals to signal intentions as per the traffic requirements</li> <li>▪ Use the parking light when stationary, where needed</li> <li>▪ select a safe, legal and convenient place to stop; secure the vehicle safely on gradients using hand brakes and wheel choke</li> <li>▪ check for oncoming cyclists, pedestrians and other traffic before opening your door</li> <li>▪ remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public.</li> </ul>		20	45
General conduct on the road, with owner	PC3. Give preference and right of road usage to children, elderly and differently abled.		10	0
	PC4. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals.		5	15
	PC5. Be extra careful when negotiating traffic, slopes and when required to park in limited space.			
	PC6. Take care of owners belongings in the vehicle and maintain the vehicle in neat and clean condition			
	PC7. Be pleasant in dealing with the owner and the			

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	passengers.			
	<b>subtotal</b>		<b>60</b>	<b>95</b>
<b>ASC/N 0012</b>	<b>Practice HSE and security related guidelines</b>	<b>Theory</b>	<b>Viva</b>	<b>Practical</b>
<b>Communicating potential accident points</b>	To be competent, the user/individual on the job must be able to: PC1. spot and report potential safety issues while driving PC2. follow rules and regulations laid down by transport authorities PC3. follow company policy and rules to avoid safety, health and environmental problems		3	5
<b>Cleanliness and hygiene</b>	To be competent, the user/individual on the job must be able to: PC4. ensure cleanliness of vehicle PC5. escalate issues related to cleanliness and hygiene issues to concern department PC6. escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external		0	5
<b>Limit damage to people/client and public</b>	To be competent, the user/individual on the job must be able to: PC7. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others PC8. follow instructions or guidelines for limiting danger or damage PC9. escalate the issue immediately if you cannot deal effectively with the danger PC10. give clear information or instructions to others to allow them to take appropriate action PC11. record and report details of the danger in line with operator guidelines PC12. report any difficulties you have keeping to your organization's health and safety instructions or guidelines, giving full and accurate details PC13. Check the exhaust as per the recommended guideline and ensure the vehicle is meeting		4	5
			5	5

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	the emission norms. In case not get the vehicle re-tuned/ adjusted. PC14. Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.			
	<b>subtotal</b>		<b>12</b>	<b>20</b>
	<b>Total</b>	<b>40</b>	<b>112</b>	<b>175</b>