

# Model Curriculum

## Commercial Vehicle Driver

**SECTOR: Automotive**  
**SUB-SECTOR: Road Transportation-**  
**OCCUPATION: Driving**  
**REF ID: ASC/Q 9703**  
**NSQF LEVEL: 4**



## Certificate

**CURRICULUM COMPLIANCE TO  
QUALIFICATION PACK – NATIONAL OCCUPATIONAL  
STANDARDS**

is hereby issued by the

**AUTOMOTIVE SKILLS DEVELOPMENT COUNCIL**

for the

**SKILLING CONTENT : PARTICIPANT HANDBOOK**

Complying to National Occupational Standards of

Job Role/ Qualification Pack: '**Commercial Vehicle Driver**' QP No.: '**ASC/Q 9703 NSQF Level 4**'

Date of Issuance: 8th January, 2016  
Valid up to\*: 7th January, 2017\*

\*Valid up to the next review date of the Qualification Pack

Authorised Signatory  
(Automotive Skills Development Council)

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# Commercial Vehicle Driver

## CURRICULUM / SYLLABUS

This program is aimed at training candidates for the job of a “Driving”, in the “Automotive” Sector/Industry and aims at building the following key competencies amongst the learner.

<b>Program Name</b>	<b>Commercial Vehicle Driver</b>		
<b>Qualification Pack Name &amp; Reference ID. ID</b>	ASC/Q 9703, v1.0		
<b>Version No.</b>	1.0	<b>Version Update Date</b>	
<b>Pre-requisites to Training</b>	VIIIth Standard passed		
<b>Training Outcomes</b>	<p><b>After completing this programme, participants will be able to:</b></p> <ul style="list-style-type: none"> <li>- <b>Coordinate with depot / branch office:</b> <ul style="list-style-type: none"> <li>• Compliance to duty reporting</li> <li>• Intimating the Depot / Branch Office on completion of given schedule</li> <li>• Escalation of problems to supervisor</li> </ul> </li> <li>- <b>Assess and ensure road worthiness of vehicle:</b> <ul style="list-style-type: none"> <li>• Assess the road worthiness of commercial vehicle as per the organizational requirements, CMVR guidelines, additional HSE requirements and technical requirements.</li> </ul> </li> <li>- <b>Drive safely and efficiently on the assigned route including long distance trips:</b> <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 brake downs and emergencies in varied terrains and far flung geographies</li> <li>• Dealing with people</li> <li>• Driving practices to ensure optimum fuel efficiency</li> </ul> </li> <li>- <b>Work effectively in a team</b> <ul style="list-style-type: none"> <li>• Colleagues: Superiors, members of own work group and people in other work groups within or outside the organisation</li> <li>• Communicate: Face-to-face, by telephone and in writing</li> </ul> </li> <li>- <b>Practice HSE and security related guidelines:</b> <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> </li> </ul>		

This course encompasses 8 out of 8 National Occupational Standards (NOS) of “Commercial Vehicle Driver” Qualification Pack issued by “Automotive Skills Development Council”.

Sr. No.	Module	Key Learning Outcomes	Equipment Required
1	<p><b>Introduction</b></p> <p><b>Theory Duration</b> (hh:mm) 10:00</p> <p><b>Practical Duration</b> (hh:mm) 00:00</p> <p><b>Corresponding NOS Code</b> Bridge Module</p>	<ul style="list-style-type: none"> <li>- To understand Indian road scenario</li> <li>- To know the road user and the law</li> <li>- Study and understand the present road conditions</li> <li>- To learn brief job description</li> <li>- Gain knowledge of personal attributes</li> </ul>	Laptop, white board, marker, projector
2	<p><b>Coordinate with depot / branch office</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 60:00</p> <p><b>Corresponding NOS Code</b> (ASC/N9701)</p>	<ul style="list-style-type: none"> <li>- Follow compliance to duty</li> <li>- To know and follow problem escalation procedures</li> <li>- Gain knowledge of the company / organisation and its process</li> <li>- Obtain route planning information system if any</li> <li>- Basic reading and writing skills to fill the attendance sheet and the requisite details</li> </ul>	Laptop, white board, marker, projector
3	<p><b>Ensuring road worthiness of vehicle</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 60:00</p> <p><b>Corresponding NOS Code</b> (ASC/N9703)</p>	<ul style="list-style-type: none"> <li>- Ensure the vehicle road worthiness</li> <li>- Supervise and ensure basic technical check before the trip</li> <li>- Escalate your vehicle defects to the senior driver or supervisor</li> <li>- Follow company's policies on vehicle road worthiness requirement</li> <li>- Read and understand technical standards of vehicle operation</li> <li>- Take decision when not to use the vehicle due to technical and/or compliance related issues</li> </ul>	Laptop, white board, marker, projector, simulators, cut sectioned models, heavy motor vehicle for practical

Sr. No.	Module	Key Learning Outcomes	Equipment Required
4	<p><b>Drive safely and efficiently on the assigned route including long distance trips</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 60:00</p> <p><b>Corresponding NOS Code</b> (ASC / N 9705)</p>	<ul style="list-style-type: none"> <li>- Conformance to standard driving practices</li> <li>- Obey traffic rules and regulations</li> <li>- Give preference and right of way to special road users</li> <li>- Follow company's guidelines on safe driving practices; system and processes to ensure safe driving</li> <li>- Gain knowledge about safe driving techniques</li> <li>- To communicate effectively in local language and gain knowledge/experience from working on different routes</li> <li>- Explore your professional skills and take decisions well on time</li> </ul>	Laptop, white board, marker, projector
5	<p><b>Work Effectively in a Team</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 30:00</p> <p><b>Corresponding NOS Code</b> ASC/N 0002</p>	<ul style="list-style-type: none"> <li>- Introduction to communication skills</li> <li>- Know to improve verbal communication skills</li> <li>- Identify components of non-verbal communication</li> <li>- Understand importance of grooming and personal hygiene</li> <li>- Define rapport building</li> <li>- Handle different customers types</li> <li>- Identify characteristics of team players</li> </ul>	Laptop, white board, marker, projector
6	<p><b>Maintain a Healthy and Safe Working Environment</b></p> <p><b>Theory Duration</b> (hh:mm) 30:00</p> <p><b>Practical Duration</b> (hh:mm) 30:00</p> <p><b>Corresponding NOS Code</b> (ASC / N 0003)</p>	<ul style="list-style-type: none"> <li>- Communicate potential accident prone areas</li> <li>- Ensure cleanliness and hygiene</li> <li>- Identify steps of emergency procedures</li> <li>- In the event of an accident/hazard, steps to be taken to minimise damage to people/vehicle and public</li> </ul>	Laptop, white board, marker, projector, fire extinguisher
	<p><b>Total Duration</b></p> <p><b>Theory Duration</b> <b>160:00</b></p> <p><b>Practical Duration</b> <b>240:00</b></p>	<p><b>Unique Equipment Required:</b> Laptop, white board, marker, projector, Simulators, cut sectioned models, Heavy motor vehicle, fire extinguisher and failed components</p>	

Grand Total Course Duration: **400 Hours, 0 Minutes**

(This syllabus/curriculum has been approved by [Automotive Skills Development Council of India](#))

**Trainer Prerequisites for Job role: “Commercial Vehicle Driver” mapped to Qualification Pack: “ASC/Q 9703, v1.0”**

Sr. No.	Area	Details
1	<b>Introduction</b>	A trainer should be able to train on establishing effective rapport with customers and organise response to their queries, plans and organizes work in order to complete it as per required standards of time, works in a team whether own work group or outside to achieve the desired goal and monitors and maintains health, safety and security measures at the work place.
2	<b>Personal Attributes</b>	A trainer should have good knowledge and appetite for automobiles, good leadership, and communication and observation skills. Should be well versed with facilitation skills. He / she should be physically strong, properly groomed and a desire to perform on the job.
3	<b>Minimum Educational Qualification</b>	Graduate / diploma / ITI in arts / science / engg discipline and to possess valid HMV driving licence.
4a	<b>Domain Certification</b>	Certified for Job Role: “Commercial Vehicle Driver” mapped to QP: “ASC/Q 9703, v1.0”. Minimum accepted score is 80%
4b	<b>Platform Certification</b>	Recommended that the Trainer is certified for the Job Role: “Trainer”, mapped to the Qualification Pack: “SSC/Q1402”. Minimum accepted % as per respective SSC guidelines is 80%
5	<b>Experience</b>	Should have minimum of 3 years of driving experience and in which 2 years as a driver trainer.

## Annexure: Assessment Criteria

<b>Assessment Criteria</b>	
<b>Job Role</b>	<b>Taxi Driver</b>
<b>Qualification Pack</b>	<b>ASC /Q 9703, v1.0</b>
<b>Sector Skill Council</b>	<b>Automotive</b>

<b>Sr. No.</b>	<b>Guidelines for Assessment</b>
1	Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Performance (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each PC.
2	The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3	Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training centre (as per assessment criteria below).
4	Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/training center based on this criteria.
5	To pass the Qualification Pack, every trainee should score a minimum of 60% in aggregate and 40% in each NOS.
6	The marks are allocated PC wise; however, every NOS will carry a weight age in the total marks allocated to the specific QP.



Assessable Outcome	Assessment Criteria	Total Mark 450	Out of	Marks Allocation	
				Theory	Skills Practical
<b>ASC/N9701</b>	<b>Co-ordinate with the Branch Office</b>				
<b>Compliance to duty</b>	PC1. Report to duty on time as per the schedule PC2. Collect information on daily and weekly route/delivery schedule and special instructions PC3. Fill details in the log register; for e.g. date, day, time, name, batch number, route to be travelled / goods to be delivered etc. PC4. Compliance to duty closure procedure on completion of responsibilities for the day PC5. deposit passenger's personal property/goods delivery note if any		<b>60</b>	<b>19</b>	<b>41</b>
<b>Escalation of technical problem</b>	PC6. inform about accidents, break downs etc. during the day if any and also about any altercation between driver / conductor / assistant and passengers / public / officials		<b>15</b>	<b>5</b>	<b>10</b>
	<b>Subtotal</b>	<b>75</b>	<b>75</b>	<b>22</b>	<b>53</b>
<b>ASC/N9703</b>	<b>Ensure road worthiness of the vehicle</b>				
<b>Compliance to duty</b>	PC1. check that the vehicle meets basic legal and compliance related requirements as per : - The organization guidelines e.g. rule books of STUs - CMVR guidelines from MoRTH and other guidelines issued by Road Transport Authorities like RTOs - Any other safety, security and environmental guidelines PC2. check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil / filter change PC3. record all deviations observed while carrying out PC1 and PC2 PC4. record any other deviations observed during the trip		<b>35</b>	<b>11</b>	<b>24</b>

Assessable Outcome	Assessment Criteria	Total Mark	Out of	Marks Allocation	
				Theory	Skills Practical
<b>Basic technical check before the trip</b>	PC5. Supervise and ensure all basic technical checks have been carried out as per standard organization check list / procedure		10	3	7
<b>Escalation of technical problem</b>	PC6. Report actual or possible defects to the senior driver or supervisor in enough detail so they can diagnose the problem  PC7. In consultation with superiors conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.		30	8	22
	<b>Subtotal</b>	<b>75</b>	<b>75</b>	<b>22</b>	<b>53</b>
<b>ASC/N 9705</b>	<b>Drive safely &amp; efficiently on the assigned route , including a long distance trip</b>				
<b>Conformance to standard driving practices</b>	PC1. Conform to standard driving practices covering such as  <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>• 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> </ul> </li> </ul>		75	25	50

Assessable Outcome	Assessment Criteria	Total Mark	Out of	Marks Allocation	
				Theory	Skills Practical
	<ul style="list-style-type: none"> <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> <ul style="list-style-type: none"> <li>• At all times while driving to practice good driving habits of gear change, acceleration and braking to ensure obtaining maximum fuel efficiency.</li> </ul>				
<b>Conformance to traffic regulation</b>	PC2. conform to state specific traffic regulations such as <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 signalling</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>		<b>75</b>	<b>25</b>	<b>50</b>
<b>General conduct on the road</b>	PC3. Give preference and right of road usage to children, elderly and differently abled. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals.		<b>75</b>	<b>25</b>	<b>50</b>
	<b>Subtotal</b>	<b>225</b>	<b>225</b>	<b>75</b>	<b>150</b>

Assessable Outcome	Assessment Criteria	Total Mark	Out of	Marks Allocation	
				Theory	Skills Practical
<b>ASC/N 0002</b>	<b>Work effectively in a team</b>				
<b>C. Compulsory</b>	PC1. Maintain clear communication with colleagues		<b>10</b>	<b>3</b>	<b>7</b>
	PC2. Work with colleagues				
	PC3. Pass on information to colleagues in line with organisational requirements				
	PC4. Work in ways that show respect for colleagues				
	PC5. Carry out commitments made to colleagues				
	PC6. Let colleagues know in good time if cannot carry out commitments, explaining the reasons				
	PC7. Identify problems in working with colleagues and take the initiative to solve these problems		<b>40</b>	<b>16</b>	<b>24</b>
	PC8. Follow the organisation's policies and procedures for working with colleagues				
	PC9. Ability to share resources with other members as per priority of tasks				
	<b>Subtotal</b>	<b>50</b>	<b>50</b>	<b>19</b>	<b>31</b>
<b>ASC/N 0012</b>	<b>Practice HSE &amp; security related guidelines</b>				
<b>Communicating potential accident points</b>	PC1. Spot and report potential safety issues while driving		<b>7</b>	<b>2</b>	<b>5</b>
	PC2. Follow rules and regulations laid down by transport authorities		<b>10</b>	<b>4</b>	<b>6</b>
	PC3. Follow company policy and rules to avoid safety, health and environmental problems				
<b>Cleanliness and hygiene</b>	PC4. Ensure cleanliness of vehicle		<b>8</b>	<b>3</b>	<b>5</b>
	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		<b>10</b>	<b>4</b>	<b>6</b>

Assessable Outcome	Assessment Criteria	Total Mark	Out of	Marks Allocation	
				Theory	Skills Practical
<b>Limit damage to people/client and public</b>	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		<b>20</b>	<b>8</b>	<b>12</b>
	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.  PC14. Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.		<b>20</b>	<b>8</b>	<b>12</b>
	<b>Subtotal</b>	<b>75</b>	<b>75</b>	<b>29</b>	<b>46</b>
	<b>Total</b>	<b>450</b>	<b>450</b>	<b>150</b>	<b>300</b>