

QUALIFICATIONS PACK - OCCUPATIONAL STANDARDS FOR AUTOMOTIVE INDUSTRY

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- Vehicle Driver Trainer

SECTOR: AUTOMOTIVE

SUB-SECTOR: ROAD TRANSPORTATION

OCCUPATION: DRIVING

JOB ROLE: DRIVER TRAINER

REFERENCE ID: ASC/Q9708

ALIGNED TO: NCO 2004/Nil

Brief Job Description: Individuals at this job need to impart training for those programs that provide practical (behind-the-wheel) instruction with a focus on the development of competencies associated with the operation and control of a commercial vehicle.

Personal Attributes: This job requires the individual to be mobile across the training setup as he would have to impart both classroom and practical driving training as per requirement. Individual must be result oriented and independent in taking decisions. The individual should be able to demonstrate skills for information ordering, analytical and logical reasoning, observation, communication and comprehension.

Qualifications Pack For Vehicle Driver Trainer

Job Details	Qualifications Pack Code	ASC/Q9708		
	Job Role	Vehicle Driver Trainer		
	Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
	Sector	Automotive	Drafted on	24/09/14
	Sub-sector	Road Transportation	Last reviewed on	20/10/14
	Occupation	Driving	Next review date	Under revision expected date of revised version 31-Dec-15
	NSQC Clearance on	20/07/15		

Job Role	Vehicle Driver Trainer
Role Description	Imparting basic driving practices and safety regulations to be complied while driving vehicles on the road
NSQF level	5
Minimum Educational Qualifications*	Preferably Ex-Army men /certificate in a course in Motor mechanics or Dip. in Mechanical Engineering
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> • CMVR Rules • Motor Vehicle Act • Training in road safety, familiarity with Features & basic repairs for Vehicles under control • GPS/Navigation system • Some training in stress management like yoga is recommended
Minimum Job Entry Age	Age LMV=18 Years HCV =minimum 20 years With valid licence from RTO.
Experience	<ul style="list-style-type: none"> • 5 -6 years after ASDC Vehicle Driver Level 4 certificate – CV / LMV or • minimum 8-10yearsof driving any Vehicle (CV, LMV)
Applicable National Occupational Standards (NOS)	Compulsory: ASC/N9717. Design the training curriculum ASC/N9718. Train vehicle drivers ASC/N0012 Practice HSE and security related guidelines Optional: N.A.
Performance Criteria	As described in the relevant OS units

Qualifications Pack For Vehicle Driver Trainer

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 organisational 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.
Core Skills/ Generic	Core skills or generic skills are a group of skills that are the key to learning and

Qualifications Pack For Vehicle Driver Trainer

Skills	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 Skills Qualifications Framework
QP	Qualifications Pack
CMVR	Central Motor Vehicle Rules
LCV	Light Commercial Vehicle
M/HCV	Medium/Heavy Commercial Vehicle
ICV	Integrated Commercial Vehicle
SCV	Small Commercial Vehicles
LMV	Light motor vehicle
SUV	Sports Utility Vehicle
MPV /MAV	Multi Passenger /Activity vehicle

Acronyms

ASC/N9717

Design the training curriculum

National Occupational Standards



Overview

This unit is about designing the training curriculum contents and schedule for the drivers enrolled in the driving institute.

ASC/N9717

Design the training curriculum

National Occupational Standard

Unit Code	ASC/N9717
Unit Title (Task)	Design the training curriculum
Description	This OS unit is about the designing the curriculum and schedule for the enrolled commercial vehicle drivers as per the requirement
Scope	<p>The unit/ task covers the following:</p> <ul style="list-style-type: none"> complying to guidelines mentioned in CMVR and Motor Vehicle Act designing the course structure and duration
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Compliance to CMVR and Motor Vehicle Rules	<p>To be competent , the user/individual on the job must be able to comply to the following guidelines while designing the training curriculum:</p> <p>PC1. ensure that the drivers being enrolled in the institute possess a minimum Learner or light motor/ Heavy Motor Vehicle driving license</p> <p>PC2. must have driven the vehicle of the type in which instruction is imparted in the school</p> <p>PC3. has the following apparatus , equipments and other requirements:</p> <ul style="list-style-type: none"> chart on automatic signals and signals given by traffic controllers where there are no automatic signals, a service chart depicting a detailed view of all the components of a motor vehicle puncture kit with tire lever, wheel brace, jack and type pressure gauge spanners (a set each of fix spanners, box spanners, pliers, screw drivers, screw spanners, and hammer), driving instructions manual, books on automobile mechanism, driving, road safety, traffic regulations, laws relating to motor vehicles and related subjects a fully equipped first-aid box for use in emergency at the premises <p>must ensure that the syllabus for imparting training shall cover the following:</p> <p>PC4. Types of Commercial/ motor vehicles:</p> <ul style="list-style-type: none"> SCV LCV M/HCV

ASC/N9717

Design the training curriculum

	<ul style="list-style-type: none"> • ICV • LMV • MPV • SUV <p>PC5. Traffic Education:</p> <ul style="list-style-type: none"> • Driving regulations • Hand signals • Traffic signs • Hand signals of Traffic Constables/ Traffic warden. • Introduction to automatic light signals. • Introduction to road markings. • Speed regulations on highways and city roads • road junction types • Bye-pass, subway, over-bridge and fly-overs • Bus stop, bus terminus, bus stand • Road markings • Lane selection and lane discipline • Parking at objectionable places • Some important provisions of the Motor Vehicles Act, • Accidents • 1988-- Sections 122, 123, 125, 126 and 128 of the Motor Vehicles Act, 1988 • Important provisions in Motor Vehicles Act, 1988 (59 of 1988), Central Motor Vehicles Rules, 1989, and the State Motor Vehicles Rules • Test of competence to drive <p>PC6. for theory classes of driving:</p> <ul style="list-style-type: none"> • Qualities of a good driver • Knowledge of vehicle controls • Response of controls • Pre-driving checks • Holding steering wheel • Gear changing • Manoeuvres –like passing, merging, diverging, overtaking, crossing turning, cornering, reversing, parking etc. • vehicle stopping methods • Stopping distance --reaction distance, braking distance. • Following distance calculation techniques • Identification, prediction, decision and execution (IPDE) principle • Defensive driving techniques - judgment, anticipation, escape route.
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ASC/N9717

Design the training curriculum

	<ul style="list-style-type: none"> • Night driving • Hill driving • Emergency man oeuvres --Prevention is better than cure in case of skidding, horn stuck, Fire, wheels coming out, Brake failure --Broken stub axle, Burst of front tire, Steering wobbling, Snapping of steering linkages, Jamming of accelerator pedal, Snapping of clutch rod etc. • Driving under special conditions – wet ,snowy ,rainy, desert ,extreme weather conditions & partial performance from brake/ engine/wipers/ steering • Towing (trailer driving) --Procedure on tow-board, speed of towing reversing and positioning the vehicle with trailers. • Fuel-saving methods • Usage of maps , navigation systems • Reports <p>PC7. for training to skill:</p> <ul style="list-style-type: none"> • Introduction of various instruments • Pre-driving checks • beginning to drive • Stopping, hand signals. • Rural road driving • Development of judgment Passing, overtaking, merging, diverging, • Development of anticipation Turning, meeting, entering and emerging in junctions, lane selection and lane • Discipline, intersection, observation. • Developing skill to drive in crowded streets • Reversing and parking practice • Licensing <p>PC8. for various types of fire hazards</p> <p>PC9. for vehicle maintenance:</p> <ul style="list-style-type: none"> • Factors affecting the vehicle parts due to bad and negligent driving. • General day-to-day maintenance and periodical maintenance. • Battery maintenance. • Tyre maintenance and tube vulcanizing. • Engine tune up • Usage of tyre inflator, emergency brake release <p>PC10. for medical first aid</p>
<p>Designing the course structure</p>	<p>To be competent , the user/individual on the job must be able to:</p> <p>PC11. design the course structure for the following applications:</p> <ul style="list-style-type: none"> • general training imparted by institute • training for driving license validation by RTOs • training for SSB for bus transport corporations etc.

ASC/N9717

Design the training curriculum

	<ul style="list-style-type: none"> • training for special applications (school , ambulance etc.) <p>PC12. devise the course duration in no. of weeks/months based on the requirement of the trainee drivers</p> <p>PC13. ensure that the course structure contains a pre-test i.e. before joining the program and post –test i.e. after completion of the program as an important part of the evaluation criteria for all the courses</p> <p>PC14. ensure that the syllabi of all the courses are aligned to the needs of the training covering the above mentioned CMVR guidelines</p> <p>PC15. ensure that all the subjects covered in the theory classes are validated by practical exercises/tests of trainee drivers</p> <p>PC16. if required , discuss the course related details with the institute in-charge/senior management and seek their concurrence</p> <p>PC17. ensure publishing of the printed material for distribution to the trainee drivers in classrooms, if required</p> <p>PC18. constant evaluation of the trainee drivers during the course duration through tests, examinations etc.</p>
Knowledge and Understanding (K)	
<p>A. Organizational Context (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/training organization policies on: personnel management, duty reporting procedure and associated MIS compliance</p> <p>KA2. reporting structure within organization</p> <p>KA3. problem escalation procedure</p> <p>KA4. the standards for driving and safety followed within the organization</p>
<p>B. Technical Knowledge</p>	<p>The individual on the job needs to have knowledge of:</p> <p>KB1. CMVR and Motor Vehicle Act guidelines (esp. Rule 24 and Rule 31)</p> <p>KB2. hands on driving experience for all kinds of commercial vehicles</p> <p>KB3. in-depth knowledge about the road safety regulations and traffic signage's</p> <p>KB4. functional knowledge of commercial vehicle types and its individual components</p> <p>KB5. candidate evaluation and assessment techniques both theory and practical's</p>
Skills (S) [Optional]	
<p>A. Core Skills/ Generic Skills</p>	<p>Basic reading and writing skills</p>
	<p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. fill in the requisite details for the trainee drivers and evaluate the written exams, tests etc. as applicable</p> <p>SA2. prepare written subject material for trainee drivers if required</p> <p>SA3. keep abreast by reading about new policies at an organization/regulatory level</p>
	<p>Communication skills</p>

ASC/N9717

Design the training curriculum

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA4. communicate with the trainee drivers so that they understand the subject knowledge being imparted to them during classroom training</p> <p>SA5. interact with the trainee drivers and ensure that they are well versed with the practical aspects of vehicle driving</p> <p>SA6. interact with senior management for course designing , new apparatus and equipments addition for training purposes</p>
	<p>Teamwork and multitasking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA7. distribute training workload among the team members in case of high enrollment of drivers</p> <p>SA8. assist others who require help</p> <p>SA9. share knowledge with co-workers/assistant</p>
B. Professional Skills	<p>Decision making</p>
	<p>The user/individual on the job needs to make decisions on :</p> <p>SA1. how to evaluate drivers based on the vehicle usage and course requirements</p>
	<p>Critical thinking</p>
	<p>The user/individual on the job needs to know and understand:</p> <p>SA2. how to devise methods of training drivers based on their individual levels of grasping in order to impart the requisite knowledge efficiently to each</p>

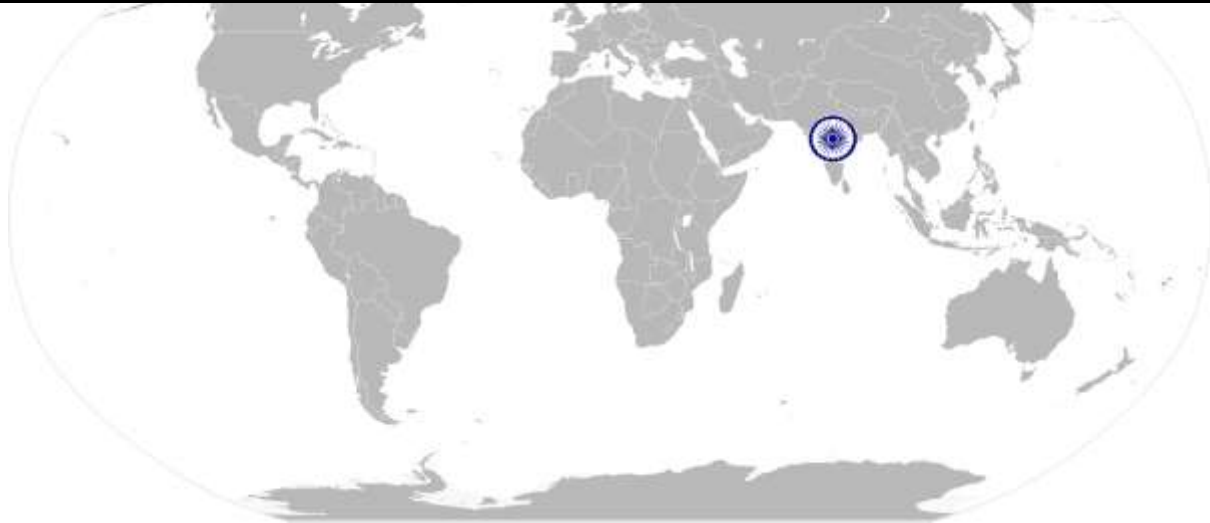


ASC/N9717

Design the training curriculum

NOS Version Control

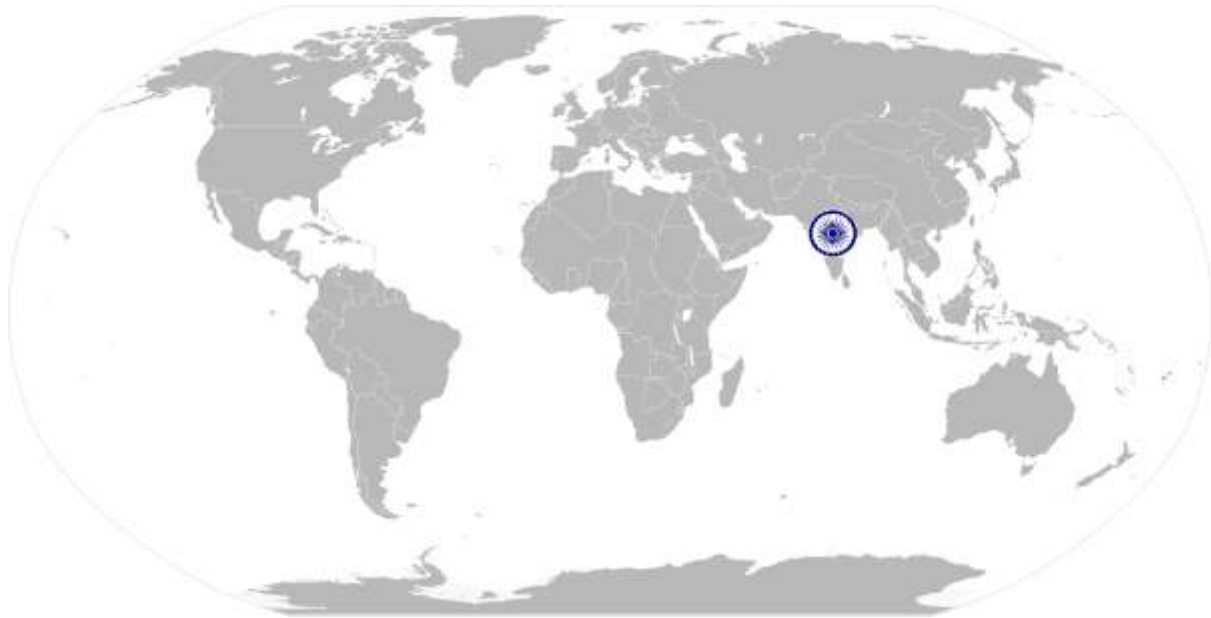
NOS Code	ASC/N9717		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	24/08/13
Industry Sub-sector	Road Transportation	Last reviewed on	15/09/13
Occupation	Driving	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N9718

Train vehicle drivers

National Occupational Standards



Overview

This unit is about imparting training to the trainee drivers enrolled in the institute

ASC/N9718

Train vehicle drivers

National Occupational Standard

Unit Code	ASC/N9718
Unit Title (Task)	Train vehicle drivers
Description	This OS unit is about imparting training to the enrolled trainee drivers in both modes: classroom and hands-on
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • imparting training to the enrolled drivers • pre , mid and post evaluation of the drivers during the course
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Imparting training	<p>To be competent , the user/individual must be able to:</p> <p>PC1. ensure that a proper training schedule is prepared for the various batches of trainee drivers handled as per the course duration and strictly adhered to</p> <p>PC2. ensure that the classroom training coverage is completely in line with the designated course syllabus</p> <p>PC3. ensure that the mode of classroom training should consist of written , oral , visual and if required audio visual content for better comprehension of the trainee drivers</p> <p>PC4. during the practical hands-on training of the drivers , maintain the discipline and ensure that all the drivers are driving the vehicle in the designated locations and with safety precautions</p> <p>PC5. if required , seek support from senior management for enriching the content of the training</p> <p>PC6. check against the schedule completion of the subjects and introduce actions for this / subsequent batches..</p>
Pre , mid and post evaluation	<p>To be competent , the user/individual must be able to:</p> <p>PC7. ensure that each of the drivers enrolled for the course have gone through a pre-evaluation before joining the course</p> <p>PC8. during the course as per the design , each and every trainee driver is evaluated on constant basis both through theory and practical modes</p> <p>PC9. the performance evaluation results are shared with each driver within the designated batches</p> <p>PC10. after completion of the course , ensure that each of the trained driver is evaluated and the certificate is distributed accordingly</p>
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge)	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. company's policies on: road worthiness requirement; basic compliance to</p>

ASC/N9718

Train vehicle drivers

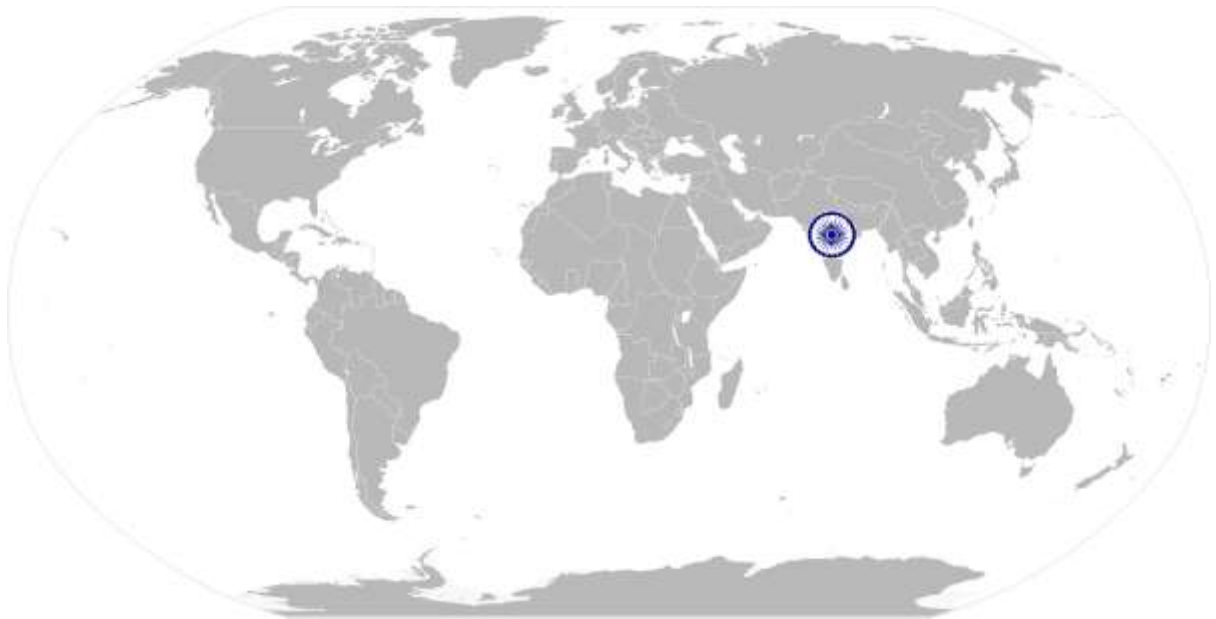
of the company / organization and its processes)	technical requirements and standards; safety and hazards KA2. CMVR guidelines and other specific local regulations KA3. organization structure KA4. escalation procedure	
Skills (S) [Optional]		
A. Core Skills/ Generic Skills	Basic reading and writing skills	
	The user/ individual on the job needs to know and understand how to: SA1. fill in the requisite details for the trainee drivers and evaluate the written exams, tests etc. as applicable SA2. prepare written subject material for trainee drivers if required SA3. keep abreast by reading about new policies at an organization/regulatory level	
	Communication skills	
	The user/individual on the job needs to know and understand how to: SA4. communicate with the trainee drivers so that they understand the subject knowledge being imparted to them during classroom training SA5. interact with the trainee drivers and ensure that they are well versed with the practical aspects of vehicle driving SA6. interact with the trainee drivers and discuss the performance evaluation results in a manner that the drivers comprehend it and understand the SA7. interact with senior management for course designing , new apparatus and equipments addition for training purposes	
	Teamwork and Multi-tasking	
	The user/individual on the job needs to know and understand how to: SA8. distribute training workload among the team members in case of high enrollment of drivers SA9. assist others who require help SA10. share knowledge with co-workers/assistant	
	B. Professional Skills	Decision making
		The user/individual on the job needs to make decisions on : SB1. how to evaluate drivers based on the vehicle usage and course requirements SB2. how to decide about the desired competency levels for an ideally trained driver specific to a course requirement
		Critical thinking
		The user/individual on the job needs to know and understand: SB3. how to devise methods of training drivers based on their individual levels of grasping in order to impart the requisite knowledge efficiently to each
Reflective thinking		
The user/individual on the job needs to know and understand: SB4. how to learn from past mistakes and identify potential problems		

ASC/N9718

Train vehicle drivers

NOS Version Control

NOS Code	ASC/N9718		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	24/08/13
Industry Sub-sector	Road Transportation	Last reviewed on	15/09/13
Occupation	Driving	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0012

Practice HSE and security related guidelines

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	Unit Code	ASC/N0012
	Unit Title (Task)	Practice HSE and security related guidelines
	Description	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.
	Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> ▪ identification of potential sources of safety issues in training institute ▪ follow standard safety standards ▪ keep the work environment clean and organized taking steps to minimize damage to the environment ▪ communicate to reporting supervisor about safety issues
	Performance Criteria(PC) w.r.t. the Scope	
	Element	Performance Criteria
	Communicating potential accident points	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot and report potential safety issues observed during the course imparting hands- on-driving training</p> <p>PC2. Spot and report potential safety issues observed during inspection of the vehicle post maintenance activities.</p> <p>PC3. follow rules and regulations laid down by transport authorities</p> <p>PC4. follow institute/organization policy and rules to avoid safety, health and environmental problems</p>
	Cleanliness and hygiene maintaining environment	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC5. ensure cleanliness of classroom</p> <p>PC6. escalate issues related to cleanliness and hygiene issues to concern department</p> <p>PC7. escalate issues related to hazardous material to concerned authority – internal and external</p> <p>PC8. Segregate the material replaced on the vehicle as per the type of material and dispose of w/o causing harm to the environment as per recommended methods.</p>
	Knowledge and Understanding (K)	
	A. Organizational Context	<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>

ASC/N0012

Practice HSE and security related guidelines

(Knowledge of the company / organization and its processes)	<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>
B. Technical Knowledge	<p>The individual on the job needs to know and understand:</p> <p>KA5. how to use appropriate equipment and alarm systems to limit danger</p> <p>KA6. alternate exit routes from organization / in case of fire , or any other emergency situation</p>
Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Communication skills
	<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>
	Organizing skills
	<p>The user/ individual on the job needs to know and understand how to:</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>
B. Professional Skills	Decision making
	<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>
	Reflective thinking
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. learn from past mistakes regarding use of safety and emergency issues</p>
	Critical thinking
	<p>The user/individual on the job needs to know and understand how to:</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	24/08/13
Industry Sub-sector	Road Transportation	Last reviewed on	15/09/13
Occupation	Driving	Next review date	Under revision expected date of revised version 31-Dec-15



Qualification Pack for Driver Trainer

Criteria for assessment of Trainees

JOB ROLE	Driver Trainer L5
Qualification Pack	ASC/Q 9708
No. Of NOS	2 Role specific ,1 generic

NOS Title/ NOS Elements	NOS & Performance Criterion Description	Marks allocation		
		Theory	Viva	Practical
ASC/N 9717	Design the course curriculum			
Compliance to CMVR and Motor Vehicle Rules	<p>To be competent , the user/individual on the job must be able to comply to the following guidelines while designing the training curriculum:</p> <p>PC1. ensure that the drivers being enrolled in the institute possess a minimum Learner or Heavy Motor Vehicle driving license</p> <p>PC2. must have driven the commercial vehicle of the type in which instruction is imparted in the school</p> <p>PC3. has the following apparatus , equipment and other requirements:</p> <ul style="list-style-type: none"> • chart on automatic signals and signals given by traffic controllers where there are no automatic signals, • a service chart depicting a detailed view of all the components of a motor vehicle • puncture kit with tyre lever, wheel brace, jack and tyre pressure gauge • spanners (a set each of fix spanners, box spanners, pliers, screw drivers, screw spanners, and hammer), • driving instructions manual, • books on automobile mechanism, driving, road safety, • traffic regulations, laws relating to motor vehicles and related subjects • a fully equipped first-aid box for use in emergency at the premises <p>must ensure that the syllabus for imparting training shall cover the following:</p> <p>PC4. Types of Commercial / motor vehicles:</p>		10	
				30

Qualification Pack for Driver Trainer

	<ul style="list-style-type: none"> • SCV • LCV • M/HCV • ICV • LMV • MPV • SUV <p>PC5. Traffic Education:</p> <ul style="list-style-type: none"> • Driving regulations • Hand signals • Traffic signs • Hand signals of Traffic Constables/ Traffic warden. • Introduction to automatic light signals. • Introduction to road markings. • Speed regulations on highways and city roads • road junction types • Bye-pass, subway, over-bridge and fly-overs • Bus stop, bus terminus, bus stand • Road markings • Lane selection and lane discipline • Parking at objectionable places • Some important provisions of the Motor Vehicles Act, • Accidents • 1988-- Sections 122, 123, 125, 126 and 128 of the Motor Vehicles Act, 1988 • Important provisions in Motor Vehicles Act, 1988 (59 of 1988), Central Motor Vehicles Rules, 1989, and the State Motor Vehicles Rules • Test of competence to drive <p>PC6. for theory classes of driving:</p> <ul style="list-style-type: none"> • Qualities of a good driver • Knowledge of vehicle controls • Response of controls • Pre-driving checks 		30	60
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Qualification Pack for Driver Trainer

	<ul style="list-style-type: none"> • Holding steering wheel • Gear changing • Manoeuvres –like passing, merging, diverging, overtaking, crossing turning, cornering, reversing, parking etc. • vehicle stopping methods • Stopping distance --reaction distance, braking distance. • Following distance calculation techniques • Identification, prediction, decision and execution (IPDE) principle • Defensive driving techniques - judgment, anticipation, escape route. • Night driving • Hill driving • Emergency manoeuvres --Prevention is better than cure in case of skidding, horn stuck, Fire, wheels coming out, Brake failure --Broken stub axle, Burst of front tyre, Steering wobbling, Snapping of steering linkages, Jamming of accelerator pedal, Snapping of clutch rod etc. • Driving under special conditions – wet ,snowy ,rainy, desert ,extreme weather conditions & partial performance from brake/ engine/wipers/ steering • Towing (trailer driving) --Procedure on tow-board, speed of towing reversing and positioning the vehicle with trailers. • Fuel-saving methods • Usage of maps , navigation systems • Reports <p>PC7. for training to skill:</p> <ul style="list-style-type: none"> • Introduction of various instruments • Pre-driving checks • beginning to drive • stopping, hand signals. 	50	50	
	<ul style="list-style-type: none"> • Identification, prediction, decision and execution (IPDE) principle • Defensive driving techniques - judgment, anticipation, escape route. • Night driving • Hill driving • Emergency manoeuvres --Prevention is better than cure in case of skidding, horn stuck, Fire, wheels coming out, Brake failure --Broken stub axle, Burst of front tyre, Steering wobbling, Snapping of steering linkages, Jamming of accelerator pedal, Snapping of clutch rod etc. 	20	50	
	<ul style="list-style-type: none"> • Towing (trailer driving) --Procedure on tow-board, speed of towing reversing and positioning the vehicle with trailers. • Fuel-saving methods • Usage of maps , navigation systems • Reports 	20	50	

Qualification Pack for Driver Trainer

	<ul style="list-style-type: none"> • Rural road driving • Development of judgment Passing, overtaking, merging, diverging, • Development of anticipation Turning, meeting, entering and emerging in junctions, lane selection and lane discipline, intersection, observation. • Developing skill to drive in crowded streets • Reversing and parking practice • Licensing <p>PC8. for various types of fire hazards</p> <p>PC9. for vehicle maintenance:</p> <ul style="list-style-type: none"> • Factors affecting the vehicle parts due to bad and negligent driving. • General day-to-day maintenance and periodical maintenance. • Battery maintenance. • Tyre maintenance and tube vulcanising. • Engine tune up • Usage of tyre inflator, emergency brake release <p>PC10. for medical first aid</p>		40	40
<p>Designing the course structure</p>	<p>To be competent , the user/individual on the job must be able to:</p> <p>PC11. design the course structure for the following applications:</p> <ul style="list-style-type: none"> • general training imparted by institute • training for driving license validation by RTOs • training for SSB for bus transport corporations etc. <p>PC12. devise the course duration in no. of weeks/months based on the requirement of the trainee drivers</p> <p>PC13. ensure that the course structure contains a pre-test i.e. before joining the program and post – test i.e. after completion of the program as an important part of the evaluation criteria for all the courses</p>		50	50

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	<p>PC14. ensure that the syllabi of all the courses are aligned to the needs of the training covering the above mentioned CMVR guidelines</p> <p>PC15. ensure that all the subjects covered in the theory classes are validated by practical exercises/tests of trainee drivers</p> <p>PC16. if required , discuss the course related details with the institute in-charge/senior management and seek their concurrence</p> <p>PC17. ensure publishing of the printed material for distribution to the trainee drivers in classrooms, if required</p> <p>PC18. constant evaluation of the trainee drivers during the course duration through tests, examinations etc.</p>			
			250	300
ASC/N 9718	Train vehicle drivers	Theory	Viva	Practical
Imparting training	<p>To be competent , the user/individual must be able to:</p> <p>PC1. ensure that a proper training schedule is prepared for the various batches of trainee drivers handled as per the course duration and strictly adhered to</p> <p>PC2. ensure that the classroom training coverage is completely in line with the designated course syllabus</p> <p>PC3. ensure that the mode of classroom training should consist of written , oral , visual and if required audio visual content for better comprehension of the trainee drivers</p> <p>PC4. during the practical hands-on training of the drivers , maintain the discipline and ensure that all the drivers are driving the vehicle in the designated locations and with safety precautions</p> <p>PC5. if required , seek support from senior management for enriching the content of the training</p> <p>PC6. check against the schedule completion of the subjects and introduce actions for this / subsequent batches..</p>		5	10
			30	60
Pre , mid and post evaluation	To be competent , the user/individual must be able to:			

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	<p>PC7. ensure that each of the drivers enrolled for the course have gone through a pre-evaluation before joining the course</p> <p>PC8. during the course as per the design , each and every trainee driver is evaluated on constant basis both through theory and practical modes</p> <p>PC9. the performance evaluation results are shared with each driver within the designated batches</p> <p>PC10. after completion of the course , ensure that each of the trained driver is evaluated and the certificate is distributed accordingly</p>		5	5
			5	10
			15	5
			60	90
ASC/N 0012	Practice HSE & security related guidelines	Theory	Viva	Practical
Communicating potential accident points	To be competent, the user/individual on the job must be able to:		2	5
	<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>		4	6
Cleanliness and hygiene	To be competent, the user/individual on the job must be able to:		3	5
	<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>		5	10
Limit damage to people/client and public	To be competent, the user/individual on the job must be able to:			
	<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</p>			

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	<p>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> <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>		16	24
	subtotal		30	50
	Total		330	340
				440