

FN8A 04 (RPVD2) Drive community transport, chauffeured, taxi or private hire vehicles safely and efficiently

Elements of competence

- RPVD 2.1 Prepare to drive the vehicle
- RPVD 2.2 Drive the vehicle
- RPVD 2.3 Pick up and set down passengers
- RPVD 2.4 Complete your driving duty

About this Unit

This Unit is about driving your vehicle safely and efficiently. You should be able to prepare to drive the vehicle, drive the vehicle while considering passenger comfort and safety and general driving conditions. You should know and understand current relevant legislation regarding your vehicle and driving your vehicle. You should be able to pick up and set down passengers safely. You should know and understand the importance of parking and handing over your vehicle in line with your own, or your organisation's procedures.

Taxi — A licensed Hackney Carriage vehicle

Your organisation — This would be the company you work for or, if you are self employed, the rules you have set for yourself to ensure that you comply with relevant legal and licensing requirements

Links to the EU Directive on the initial qualification and periodic training of drivers of certain road vehicles for the carriage of passengers*

Knowledge and understanding requirements in this Unit could develop knowledge and understanding of the following objectives of the EU Directive for Drivers:

- EU Directive for driver training — objective 3.4**
- EU Directive for driver training — objective 1.5**
- EU Directive for driver training — objective 1.2**
- EU Directive for driver training — objective 1.3**
- EU Directive for driver training — objective 1.6**

***Note: This directive applies to professional drivers who drive vehicles for which a driving license of category D1, D1+E, D or D+E is required.**

Your **knowledge and understanding** will be specifically related to legal requirements and codes of practice and conduct applicable to your job, and the NHS Knowledge and Skills Framework. This will relate to your work activities; the job you are doing, and the setting, eg in hospital and community, domiciliary, residential care, and the individuals you are working with.

Values — the values underpinning this Unit are embedded within the 2009 NHS Code of Conduct for Health Care Support Workers. These are stated in full within the Assessment Strategy and Guidance document for the awards.

Key Words and Concepts — a glossary of definitions, key words and concepts used in this Unit is contained in the Assessment Strategy and Guidance document.

In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. **You should read the Assessment Strategy and Guidance document before you begin working with the standards and refer to it if you are unsure about anything in the Unit.**

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Specific Evidence Requirements for the Unit

It is essential that you adhere to the Evidence Requirements for this Unit

SPECIFIC EVIDENCE REQUIREMENTS FOR THIS UNIT
Simulation:
<ul style="list-style-type: none"> ◆ Simulation is NOT permitted for any part of this Unit.
<ul style="list-style-type: none"> ◆ The following forms of evidence ARE mandatory:
<ul style="list-style-type: none"> ◆ Direct Observation: Your assessor or expert witness must observe you in real work activities. Their confirmation of your practice will provide evidence for a significant amount of the performance criteria in this Unit. For example, your assessor could observe how you maintain the speed and position of your vehicle in a way that is appropriate to the current road and traffic conditions. ◆ Professional discussion: Describes your actions in a particular situation and reflect on the reason(s) why you practice that way. For example, discuss the requirements of relevant laws and codes of practice relating to driving, particularly passenger carrying vehicles, including: speed, position, signalling, parking, reversing and considering other road users.
Competence of performance and knowledge could also be demonstrated using a variety of evidence from the following:
<ul style="list-style-type: none"> ◆ Reflective Account: These are written pieces of work which allow you to reflect on the course of action you took in a specific situation to identify any learning from the piece of work and to describe what you might do differently in the light of your new knowledge. ◆ Questioning/professional discussion: May be used to provide evidence of knowledge, legislation, policies and procedures which cannot be fully evidenced through direct observation or reflective accounts. In addition your assessor/mentor or expert witness may also ask questions to clarify aspects of your practice. ◆ Expert Witness: A designated expert witness, eg a senior member of staff, may provide a direct observation of your practice, or record a professional discussion they have held with you on a specific piece of practice. ◆ Witness Testimony: Can be a confirmation or authentication of the activities described in your evidence which your assessor or mentor has not seen. ◆ Products: These can be any record that you would normally use within your normal role, eg you should not put confidential records in your portfolio; they can remain where they are normally stored and be checked by your assessor and internal verifier. ◆ Prior Learning: You may be able to use recorded prior learning from a course of training you have attended within the last two years. Discussion on the relevance of this should form part of your assessment plan for each Unit. ◆ Simulation: There may be times when you have to demonstrate you are competent in a situation that does not arise naturally through your work role, eg dealing with violent or abusive behaviour. The Evidence Requirements in each Unit provide specific guidance regarding the use of simulation.
GENERAL GUIDANCE
<ul style="list-style-type: none"> ◆ Prior to commencing this Unit you should agree and complete an assessment plan with your assessor which details the assessment methods you will be using, and the tasks you will be undertaking to demonstrate your competence. ◆ Evidence must be provided for ALL of the performance criteria, ALL of the knowledge. ◆ The evidence must reflect the policies and procedures of your workplace and be linked to current legislation, values and the principles of best practice within the Health Care sector. This will include the National Service Standards for your areas of work. ◆ All evidence must relate to your own work practice.

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KNOWLEDGE SPECIFICATION FOR THIS UNIT

Competent practice is a combination of the application of skills and knowledge informed by values and ethics. This specification details the knowledge and understanding required to carry out competent practice in the performance described in this Unit.

When using this specification **it is important to read the knowledge requirements in relation to expectations and requirements of your job role.**

You need to provide evidence for ALL knowledge points listed below. There are a variety of ways this can be achieved so it is essential that you read the 'knowledge evidence' section of the Assessment Guidance.

Element RPVD 2.1 Prepare to drive the vehicle

This element is about how to make sure that you are appropriately licensed and legally and medically fit to drive the vehicle. You must consider any substances you may have taken, your eyesight and physical health. You must be able to carry out the appropriate pre-driving checks to confirm, as far as is reasonably possible, that the vehicle meets current relevant legislation and your organisation's requirements. You will also need to confirm that any necessary documents such as registration, operator licences, vehicle fitness and tax have the correct details and are displayed. You must show that you can use the approved procedure correctly to report defects, confirm that the vehicle is fit to continue in service and report problems in any documents about you or the vehicle.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 The current legislation about your medical fitness to drive passenger carrying vehicles.	
2 The importance of being physically and mentally fit.	
3 The effects of alcohol, drugs or any substance likely to affect your behavior.	
4 The effects of tiredness and stress and the importance of rest periods.	
5 The current driver licensing requirements for the vehicles you drive.	
6 Current legislation about the vehicle documents you need.	
7 The requirements of pre-drive checks to the vehicle (For example, fuel, oils, water, damage, electrical systems, tyres, wheel studs, wipers and safety equipment).	
8 Your organisation's procedures for reporting defects or problems.	
9 The relevant national and local legislation, by-laws and current practice covering the service.	
10 The relevant regulations for carrying passengers.	
11 The powers of the regulatory authorities (for example the licensing authority).	

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Element RPVD 2.2 Drive the vehicle

This element is about how you drive the vehicle and when with passengers showing that you are considering their comfort and safety. You should adapt your driving style to suit the road and traffic conditions. While driving the vehicle you should keep to relevant legislation and codes of practice relating to driving passenger carrying vehicles. The types of road where you should show your competence will be those you normally use in your job when driving passenger carrying vehicles, usually single carriageways, dual carriageways and motorway-standard roads, or actual motorways.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 The relevant legislation relating to the use of seatbelts.	
2 Why it is important to consider your passengers while driving.	
3 How to make sure passengers are comfortable and safe at all times (for example, by smooth braking).	
4 How your driving style affects other road users.	
5 How to adapt your driving style to different road and traffic conditions including good or poor visibility, wet, dry or slippery road surfaces, overhanging trees or buildings, heavy traffic and slow-moving and high-speed vehicles.	
6 How your driving style effects how efficiently the vehicle runs (for example, fuel economy) and how it contributes to protecting the environment.	
7 The requirements of relevant laws and codes of practice relating to driving, particularly passenger carrying vehicles, including: speed, position, signalling, parking, reversing and considering other road users.	
8 The technical characteristics and operation of the safety controls and how to use them to control the vehicle, minimise wear and tear and prevent them from failing to work.	

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Element RPVD 2.3 Pick up and set down passengers

This element is about how you pick up and set down passengers while taking account of their safety and comfort, as well as avoiding possible dangers caused by other vehicles or obstructions. Your stops should keep to any schedules as far as possible, and you should keep to all relevant legislation, regulations and codes of practice relating to carrying passengers. You should be friendly and helpful towards your passengers at all times and towards those whom you cannot accept for some reason (for example, where the vehicle would become overloaded) hence promoting goodwill. Where and when you stop your vehicle should meet current legislation and regulations. You should also keep to any legislation and regulations relating to carrying passengers, including carrying unaccompanied children and dealing with lost property including suspect packages.

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 The relevant legislation relating to using seatbelts.	
2 The relevant legislation and regulations relating to stopping and waiting on the highway.	
3 The relevant legislation and regulations relating to carrying passengers.	
4 How to recognise and adapt to possibly dangerous situations related to moving off or stopping.	
5 How to deal with possible problems in situations where you cannot accept passengers.	
6 How to load the vehicle while taking account of safety rules and procedures for using the vehicle properly.	
7 Your organisation's procedures for dealing with lost property, including suspect packages.	

Element RPVD 2.4 Complete your driving duty

This element is about parking or handing over the vehicle at a depot, station, vehicle park or on the road. You will need to follow your organisation's procedures for making sure you leave the driver's cab clean and free from dangers and for presenting the vehicle for refuelling, cleaning or servicing. At the end of your duty, you will also need to fill in and hand in or file all documents related to your duty. These may include accident and incident reports, vehicle defect reports, lost-property reports and tachograph charts (if you use them).

You need to show that you know, understand and can apply in practice:	Enter Evidence Numbers
1 Your organisation's procedures for parking and/or handing over your vehicle.	
2 How to inspect for, and report, damage and defects to vehicles.	
3 Your organisation's procedures for arranging for vehicles to be refuelled, cleaned and serviced.	
4 Your organisation's procedures on how to fill in, file or hand in the documents related to ending your duty, including tachograph charts where fitted.	

Element RPVD 2.1

Prepare to drive the vehicle

Performance Criteria		DO	RA	EW	Q	P	WT	PD
1	Make sure that you meet the legal and medical requirements to drive the vehicle.							
2	Make sure that you hold the appropriate current and valid driving licences to drive the vehicle and provide the service.							
3	Make sure that the vehicle's documents meet current legislation.							
4	Get all the information you need relating to starting your duty and confirm that it is complete.							
5	Carry out the normal pre-drive checks to the vehicle including passenger comfort systems in line with your organisation's procedures.							
6	Report faults or problems with the vehicle in line with your organisation's procedures.							
7	Make sure the vehicle is fit to drive.							
8	Make sure you are able to safely carry passengers (for example, children) in line with relevant regulations.							

DO = Direct Observation

RA = Reflective Account

Q = Questions

EW = Expert Witness

P = Product (Work)

WT = Witness Testimony

PD = Professional Discussion

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Element RPVD 2.2 Drive the vehicle

Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Use the driver's seatbelt correctly.					
2	Make visual checks around your vehicle so you can decide on the safety of your immediate environment.							
3	Move off while considering other road users and your passengers.							
4	Drive your vehicle in a way that does not put other road users at risk.							
5	Respond to the anticipated actions of other road users in a safe and polite way.							
6	Give timely and clear signals if you plan to change direction or the position of your vehicle.							
7	Maintain the speed and position of your vehicle in a way that is appropriate to the current road and traffic conditions.							
8	Meet all relevant legal requirements and relevant codes of practice relating to driving passenger carrying vehicles safely and efficiently.							

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Element RPVD 2.3 Pick up and set down passengers

Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Make sure you and your passengers use seatbelts correctly.					
2	Make scheduled stops where practical and possible.							
3	Keep to regulations, signs and directions relating to stopping and waiting.							
4	Take account of the safety and comfort of passengers, pedestrians and other road users.							
5	Avoid possible dangerous situations caused by other vehicles and obstacles.							
6	Pick up and set down passengers in a way that shows you are being friendly and helpful.							
7	Recognise when it is not appropriate to pick up passengers and communicate this information in a way that shows you are being friendly and helpful.							
8	Keep to current legislation, regulations and codes of practice relating to carrying passengers.							
9	Keep a record of journey details as necessary.							
10	Search for and deal with lost property, including suspect packages, in line with your organisation's procedure.							

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Element RPVD 2.4 Complete your driving duty

Performance Criteria		DO	RA	EW	Q	P	WT	PD
		1	Park or hand over the vehicle in line with your organisation's procedures.					
2	Leave the cab of the vehicle in a clean condition and free from personal property.							
3	Inspect for, and report, damage or defects to the vehicle in line with your organisation's procedures.							
4	Arrange for the vehicle to be cleaned, refuelled or serviced in line with your organisation's procedures.							
5	Fill in clearly and promptly all documents relating to your duty and file or hand them in as appropriate in line with your organisation's procedures.							

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To be completed by the candidate

I SUBMIT THIS AS A COMPLETE UNIT

Candidate's name:

Candidate's signature:

Date:

To be completed by the assessor

It is a shared responsibility of both the candidate and assessor to claim evidence, however, it is the responsibility of the assessor to ensure the accuracy/validity of each evidence claim and make the final decision.

I CERTIFY THAT SUFFICIENT EVIDENCE HAS BEEN PRODUCED TO MEET ALL THE ELEMENTS, PCS AND KNOWLEDGE OF THIS UNIT.

Assessor's name:

Assessor's signature:

Date:

Assessor/Internal verifier feedback

To be completed by the internal verifier if applicable

This section only needs to be completed if the Unit is sampled by the internal verifier

Internal verifier's name:

Internal verifier's signature:

Date: