

SFJ FE3- SQA Unit Code F29Y 04

Drive vehicles to carry out custodial duties



Overview

This unit is about driving a vehicle safely, legally and efficiently. It covers route planning, checking the vehicle and its associated equipment for condition before a journey and parking. It also covers dealing with contingencies including: vehicle malfunction or breakdown, adverse driving conditions, congestion, aggressive road users, accidents and emergencies and other significant delays.

There are two elements

- 1 Check the vehicle and prepare for the journey
- 2 Operate and control the vehicle safely and efficiently

Target Group

This unit applies to custodial care staff who drive official vehicles. This includes field staff working for an electronic monitoring organisation or operational support staff.

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Performance criteria

Check the vehicle and prepare for the journey

- You must be able to:*
- P1 demonstrate that you are in possession of a valid license to drive the vehicle
 - P2 have the correct authorisation to use the vehicle
 - P3 make sure all relevant aspects of the vehicle meet legal and organisational requirements
 - P4 correctly undertake any minor maintenance, according to your role and responsibilities
 - P5 report any maintenance needs that you cannot deal with according to your role and responsibilities
 - P6 load the vehicle and stow tools and equipment safely and correctly
 - P7 identify the destination and plan, as appropriate, the most efficient route, taking account of the time of day and other circumstances
 - P8 have sufficient fuel for the planned journey
 - P9 complete all required records clearly and accurately

Operate and control the vehicle safely and efficiently

- You must be able to:*
- P10 follow the designated route, identifying and correcting any navigation errors
 - P11 carry out all manoeuvres in a safe and controlled manner
 - P12 follow all legal requirements
 - P13 drive the vehicle in a way that is fuel efficient and minimises wear and damage
 - P14 identify and respond correctly to actual or potential road hazards
 - P15 take prompt and appropriate action in the event of incidents relating to the vehicle, driving conditions and other emergencies
 - P16 show consideration for other road users
 - P17 park the vehicle safely and legally, and make sure it is secure when you leave it

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Knowledge and understanding

You need to know and understand:

- K1 the vehicle safety requirements that are the responsibility of the driver under the law, and according to your organisation's procedures
- K2 the minor maintenance procedures that are part of your role and responsibilities, and how to carry these out
- K3 maintenance procedures that you are not allowed to deal with, and how to report these correctly
- K4 how to estimate distances and fuel requirements
- K5 how to lift and handle materials safely
- K6 how to secure loads and stow tools and equipment safely
- K7 how to plan your route, read maps and navigate
- K8 how to select alternative routes to take account of traffic and weather conditions
- K9 the vehicle and other records that need to be kept up-to-date, and how to do so
- K10 the Highway Code as it applies to the vehicles you drive
- K11 who to seek additional directions from when necessary
- K12 the principles of defensive driving
- K13 how to drive the vehicle in a way that is fuel efficient and minimises damage and wear, and why this is necessary
- K14 the main warning signs that the vehicle is not operating correctly, and what to do when you identify these
- K15 what your responsibilities are in the event of an accident and other types of emergencies
- K16 the importance of reporting significant delays
- K17 your responsibilities for parking, valeting and securing the vehicle when you have finished using it

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