

### Unit PSSPO108.2 Control vehicle movements (SQA Unit Code-H78G 04)

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#### Performance Criteria

##### You must be able to

##### Control vehicle movements

1. plan for anticipated vehicle movements within the port, ahead of their arrival
2. identify and obtain all relevant information appropriate to preparing for the movement of vehicles
3. confirm that vehicle access routes are clear, with direction signage placed visibly, and any ramps or linkspans secure and safe for use, ahead of vehicle arrivals
4. confirm that the required public services and facilities to assist effective vehicle movements are in place
5. direct drivers to the proper locations, maintaining a smooth traffic flow, and ensure that vehicles are positioned and segregated
6. monitor traffic movement, identifying areas of potential and actual congestion, and address these
7. check that traffic movement complies with the organisation's policy and statutory requirements
8. report to the relevant person any difficulties in preparing for, and in managing the movement of vehicles through the port
9. where required, direct vehicle movements using hand signals
10. identify drivers needing assistance, and approach and offer help in a professional manner whilst avoiding causing undue delay to other vehicles
11. ensure any actions are designed to maintain the safety and security of own self, drivers, their passengers and other port users at all times, being in line with the organisation's policies and procedures relating to security and the safe and efficient movement of vehicles

#### Knowledge and understanding

##### You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in the workplace
2. the factors that could constitute a risk to safety, including **hazards** and obstructions to passenger movement and other port operations
3. the importance of ensuring that directions provided to passengers are correct and accurate
4. the procedures and techniques for communicating using hand signals
5. how to communicate and listen actively, including how to seek feedback to confirm understanding
6. how to identify vehicle destinations and how to interpret the principal traffic signs found within a port

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7. the organisation's policies and procedures relating to passenger operations, including those addressing legislative requirements regarding 'safe practice' and the movement of pedestrians and vehicles, and be aware of the relevant sections of this legislation
8. the organisation's procedures for dealing with vehicle breakdown
9. the organisation's policy and procedures relating to maintaining security within own area of operations
10. the organisation's procedures for accessing further information, assistance and specialist support
11. the procedures and techniques for using communication equipment according to your organisation's requirements
12. the limits of own authority and responsibility and to whom to refer in situations where these are exceeded
13. how to comply with organisational requirements relating to traffic management, including the response to traffic congestion in the port area
14. organisational emergency plans and procedures, the roles and responsibilities of those involved, and the resources available for dealing with incidents
15. the physical layout of your port area, relevant to own area of operations
16. the location of, and how to use, first-aid, safety and emergency equipment within the port

#### Scope

1. **Relevant information appropriate to preparing for the movement of vehicles, should include:** sailing times, vehicle numbers, the vessel's berth and details relevant to onward travel arrangements

#### Glossary

2. **Hazard:** a hazard is something with potential to cause harm
3. **Risk:** a risk is the likelihood of the hazard's potential being realised