

PPLRPVD02 - SQA Code HD3L 04

Drive community transport vehicles safely and efficiently



Overview

This NOS 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.

This NOS consists of four elements:

1. Prepare to drive the vehicle
2. Drive the vehicle
3. Pick up and set down passengers
4. Complete your driving duty

Who this NOS is for

This NOS is for drivers in the community transport industry.

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Performance criteria

Prepare to drive the vehicle

- You must be able to:*
- P1 make sure that you meet the legal and medical requirements to drive the vehicle
 - P2 make sure that you hold the appropriate current and valid driving licences to drive the vehicle and provide the service
 - P3 make sure that the vehicle's documents meet current legislation
 - P4 get all the information you need relating to starting your duty and confirm that it is complete
 - P5 carry out the normal pre-drive checks to the vehicle including passenger comfort systems in line with your organisation's procedures
 - P6 report faults or problems with the vehicle in line with your organisation's procedures
 - P7 make sure the vehicle is fit to drive
 - P8 make sure you are able to safely carry passengers (for example, children) in line with relevant regulations

Drive the vehicle

- You must be able to:*
- P9 use the driver's seatbelt correctly
 - P10 make visual checks around your vehicle so you can decide on the safety of your immediate environment
 - P11 move off while considering other road users and your passengers
 - P12 drive your vehicle in a way that does not put other road users at risk
 - P13 respond to the anticipated actions of other road users in a safe and polite way
 - P14 give timely and clear signals if you plan to change direction or the position of your vehicle
 - P15 maintain the speed and position of your vehicle in a way that is appropriate to the current road and traffic conditions
 - P16 maintain the comfort of passengers when driving the vehicle
 - P17 meet all relevant legal requirements and relevant codes of practice relating to driving passenger carrying vehicles safely and efficiently

Pick up and set down passengers

- You must be able to:*
- P18 make sure you and your passengers use seatbelts correctly
 - P19 make scheduled stops where practical and possible
 - P20 keep to regulations, signs and directions relating to stopping and waiting
 - P21 take account of the safety and comfort of passengers, pedestrians and other road users
 - P22 avoid possible dangerous situations caused by other vehicles and obstacles
 - P23 pick up and set down passengers in a way that shows you are being

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- friendly and helpful, including storing any luggage as appropriate
- P24 take account of passenger's needs when picking up and setting down
- P25 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
- P26 keep to current legislation, regulations and codes of practice relating to carrying passengers
- P27 keep a record of journey details as necessary
- P28 search for and deal with lost property, including suspect packages, in line with your organisation's procedure

Complete your driving duty

- You must be able to:*
- P29 park or hand over the vehicle in line with your organisation's procedures
 - P30 leave the cab of the vehicle in a clean condition and free from personal property
 - P31 inspect for, and report, damage or defects to the vehicle in line with your organisation's procedures
 - P32 arrange for the vehicle to be cleaned, refuelled or serviced in line with your organisation's procedures
 - P33 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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Knowledge and understanding

You need to know and understand:

Prepare to drive the vehicle

- K1 the current legislation about your medical fitness to drive passenger carrying vehicles
- K2 the importance of being physically and mentally fit
- K3 the effects of alcohol, drugs or any substance likely to affect your behaviour
- K4 the effects of tiredness and stress and the importance of rest periods (including when using a tachograph)
- K5 the current driver licensing requirements for the vehicles you drive
- K6 current legislation about the vehicle documents you need
- K7 the requirements of pre-drive checks to the vehicle (for example, fuel, oils, water, damage, electrical systems, tyres, wheel studs, wipers and safety equipment)
- K8 your organisation's procedures for reporting defects or problems
- K9 the relevant national and local legislation, by-laws and current practice covering the service
- K10 the relevant regulations for carrying passengers
- K11 the powers of the regulatory authorities

Drive the vehicle

You need to know and understand:

- K12 the relevant legislation relating to the use of seatbelts
- K13 why it is important to consider your passengers while driving
- K14 how to make sure passengers are comfortable and safe at all times (for example, by smooth braking)
- K15 how your driving style affects other road users
- K16 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
- K17 how your driving style effects how efficiently the vehicle runs (for example, fuel economy) and how it contributes to protecting the environment
- K18 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
- K19 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

Pick up and set down passengers

You need to know and understand:

- K20 the relevant legislation relating to using seatbelts

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- K21 your legal duty of care to your passengers
- K22 the relevant legislation and regulations relating to stopping and waiting on the highway
- K23 the relevant legislation and regulations relating to carrying passengers
- K24 how to recognise and adapt to possibly dangerous situations related to moving off or stopping
- K25 how to deal with possible problems in situations where you cannot accept passengers
- K26 how to fill the vehicle while taking account of safety rules and procedures for using the vehicle properly
- K27 the law relating to parking restrictions when passengers have a blue badge
- K28 your organisation's procedures for dealing with lost property, including suspect packages

Complete your driving duty

You need to know and understand:

- K29 your organisation's procedures for parking and/or handing over your vehicle
- K30 how to inspect for, and report, damage and defects to vehicles
- K31 your organisation's procedures for arranging for vehicles to be refuelled, cleaned and serviced
- K32 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

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Additional Information

Glossary

Your organisation

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

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

Unit assessed as being complete

Candidate's Name:	
Candidate's Signature:	
Date submitted to assessor as complete:	

Assessor's Name:	
Assessor's Signature:	
Date assessed as complete:	

Internal Verification —

to be completed in accordance with centre's IV strategy

Evidence for this Unit was sampled on the following date/s:	IV's Signature	IV's Name

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

Date of admin check	IV's Signature	IV's Name

Unit completion confirmed

IV's Name:	
IV's Signature:	
Date complete:	