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Heavy Goods Vehicle Driving Curriculum



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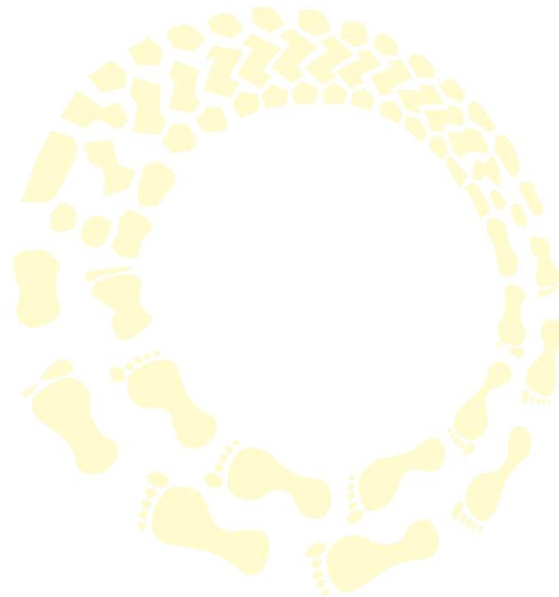
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1. ACKNOWLEDGEMENT

Transaid wishes to express sincere appreciation to the following persons who participated in the production of the HGV Driving Curriculum:

- Neil Rettie - Transaid Project Manager and UK PSV Driving Instructor
- Hans Mwaipopo - NIT Head of the Department of Transport, Safety & Environmental Studies
- Hosseah Mabalwe - NIT Deputy Head of the Department of Transport, Safety & Environmental Studies
- Jane Lweikiza – Tanzania Red Cross Program Manager
- NIT Short Course Committee members
- National PSV Committee members
- Central Corridor Transit Transport Facilitation Agency

Transaid also wishes to acknowledge its use of the Road Traffic Act (1973) and its amendments, the Tanzanian Highway Code and the Driving Standards set by the Driving Standards Agency in the United Kingdom in developing this curriculum.

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2. RATIONALE

2.1. Global

With resolution [A/RES/64/255](#) of 10 May 2010, the UN General Assembly proclaimed the period 2011–2020 as the Decade of Action for Road Safety, with a goal to stabilize and then reduce the forecast level of road traffic fatalities around the world by increasing activities conducted at the national, regional and global levels.

Road traffic injuries remain a major public health problem and a leading cause of death, injury and disability around the world. Each year, nearly 1.3 million people die and between 20 million and 50 million more are injured as a result of road crashes. More than 90 per cent of these deaths occur in low-income and middle-income countries, which have less than half of the world's vehicles. Road traffic injuries are among the three leading causes of death for people between 5 and 44 years of age.

Road traffic injuries threaten to hinder achievements in economic and human development. It has been estimated that global losses due to road traffic injuries total \$518 billion and cost Governments between 1 and 3 per cent of their gross national product. In some low- and middle-income countries, the loss is more than the total amount of development assistance they receive. Road traffic injuries place a heavy burden on a country's economy as a result of their direct impact on health-care and rehabilitation services, as well as through indirect costs. They also can put considerable financial stress on affected families, who often must absorb medical and rehabilitation costs, funeral costs and such other costs as the lost earnings of the victim, in addition to extensive emotional strain¹.

¹ Source: *the Road Safety website of the United Nations*:
<http://www.un.org/en/roadsafety/>

2.2. Tanzania

Road Traffic Crash Statistics 2000 to 2010¹

Year	Reported Crashes		Fatalities		Injuries	
	Total Number	% change	Number	% change	Number	% change
2001	13,877		1,866		12,568	
2002	15,490	+11.62	1,994	+6.86	15,150	+20.54
2003	16,664	+7.58	2,155	+8.07	16,825	+11.06
2004	17,039	+2.25	2,366	+9.79	17,231	+2.41
2005	16,388	-3.82	2,430	+2.70	16,286	-5.48
2006	17,677	+7.87	2,884	+18.68	15,676	-3.75
2007	17,753	+0.43	2,594	-10.06	16,308	+4.03
2008	20,615	+16.12	2,905	+11.99	17,861	+9.52
2009	22,739	+10.30	3,223	+10.90	19,263	+7.85
2010	24,665	+8.40	3,582	+11.10	20,656	+7.20
2001 to 2010		+77.74		+91.96		+64.35

It is estimated that the number of fatalities and injured due to road crashes will double within the next ten years if nothing tangible is done to reverse the current trend². The financial loss to the country arising from these road traffic crashes for 2006 is estimated to be in excess of Tshs 508 billion² or slightly more than 3% of the national domestic product.

¹ *Source: National Road Safety Policy, Ministry of Infrastructure Development, Tanzania, published September 2009, quoting the Traffic Police Headquarters Report (2008) and subsequent Traffic Police Headquarters Reports*

² *Source: National Road Safety Policy, Ministry of Infrastructure Development, Tanzania, published September 2009.*

3. PROGRAMME AIMS

The aim of this programme is to increase the levels of competency amongst HGV drivers in Tanzania, by:

- Improving Road Safety in Tanzania by reducing the number of road crashes involving heavy goods vehicles; thereby reducing the number of fatalities and injuries on Tanzania's roads,
- Reducing vehicle operating cost,
- Increasing reliability.

4. PROGRAMME OUTCOMES

On completion of the programme, trainees will be able to:

- Comply with the Road Traffic Act,
- Comply with all road signs, signals & markings,
- Deliver good Customer Care,
- Maintain transport documentation and record fuel consumption,
- Comply with vehicle axle load and dimensions regulations,
- Follow basic procedures for crashes and breakdowns,
- Carry out a Drivers Daily Walk-round Check,
- Couple & Uncouple the trailer safely
- Load the vehicle safely
- Reverse the vehicle with and without the trailer
- Drive the vehicle safely and responsibly.

5. PROGRAMME DURATION

5.1. Existing HGV Drivers

5.1.1. Part One – Theory Training & Testing

Theory training, with a maximum of 24 trainees per class, should take 30 hours which should be conducted over 4 days followed by the 3 hour Final Theory Examination on the fifth day.

5.1.2. Part Two – Practical Training & Testing

Practical training & testing conducted over 4 days based on 3 trainees per vehicle:

- Day One:
 - HGV P01: Driver's Daily Walk Round Check
 - HGV P02: Start, Move Off, Stop & Park the Vehicle Safely
 - HGV P03: Reversing with and without the Trailer
 - HGV P04: Coupling & Uncoupling the Tractor Unit and Trailer
- Days Two & Three:
 - HGV P05: Drive the Vehicle Safely and Responsibly
 - HGV P06: Negotiate the Road correctly
- Day Four:
 - Final Practical Driving Assessment

5.2. New HGV Drivers

This programme can also be used to train new HGV drivers simply by increasing the time for Practical training as appropriate.

6. TEACHING METHODS

Teaching methods include:

- Classroom sessions,
- Guided reading,
- Practical demonstration and instruction
- Use of Driving Simulators where available and appropriate
- Group discussions.

7. PROGRAMME EVALUATION

7.1. Formative assessment

The purpose of formative assessment is to determine on an on-going basis whether the programme is being implemented as planned and where to advise on improvement.

7.1.1 Major areas of assessment:

- Programme Aims and Outcomes,
- Programme contents,
- Teaching,
- Learning activities,
- Learning resources.

7.1.2 Assessment Methods:

- Written quizzes and tests,
- Oral tests,
- Practical assessments,
- Attendance and participation in class.

7.1.3 Assessment Instruments:

- Heavy Goods Vehicle and trailer,
- Quiz and test questions,
- Answer sheets,
- Attendance Register.

7.2. Summative Assessment

The purpose of summative assessment is to determine whether the programme has been implemented as planned and the trainee has reached the required standard of driving.

7.2.1 Major areas of assessment:

- Programme Aims and Outcomes,
- Programme contents,
- Learning resources,
- Teaching/learning activities
- Practical driving skills.

7.2.2 Assessment Methods:

- Written examination
- Practical driving assessment.

7.2.3 Assessment Instruments:

- Heavy Goods Vehicle and trailer,
- Examination question papers,
- Examination answers papers,
- Trainee Programme Evaluation Form.

8. TRAINEES' ENTRY REQUIREMENTS

8.1. Minimum education requirements

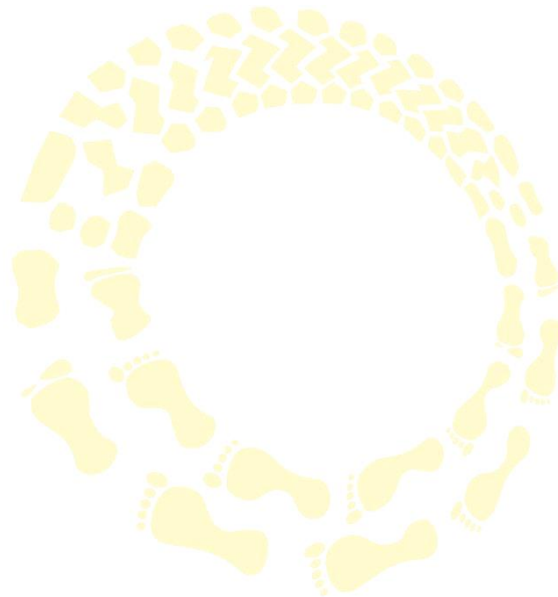
- 8.1.1.** Standard 7 education
- 8.1.2.** Able to read & write Kiswahili



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8.2. Minimum Driving Licence requirements

8.2.1. Holder of a valid "new" licence with Class D for a minimum of 3 years



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9. TRAINEE ASSESSMENT CRITERIA

9.1. Final Theory Examination

9.1.1. The final theory examination will have a duration of 3 hours and will consist of 100 questions, of which:

- 25 questions are on HGV T02: Road Signs, Signals and Markings,
- 15 questions are on HGV T03: the Road Traffic Act,
- 15 questions are on HGV T04: Defensive Driving,
- 15 questions are on HGV T05: Basic Mechanical Principles,
- 30 questions are on the remaining 9 theory modules.

9.1.2. Pass Criteria

- Minimum of 70% required overall,
AND
- Minimum of 70% required in the Road Signs, Signals and Markings section of the examination.

9.2. Final Practical Driving Test

A final practical driving test will be carried out as per the Guide to Driving Assessment developed by NIT

9.3. Bad Failure

A Bad Failure is defined in the Guide to Driving Assessment

10. CERTIFICATION

Upon successful completion of this programme, candidates will be awarded the following certificate:

“Professional Competence Certificate for Heavy Goods Vehicle Drivers”

11. PROGRAMME OUTLINE

The programme is divided into 19 modules of various duration. Modules HGV T01 to HGV T13 are classroom based Theory modules. Modules HGV P01 to HGV P06 are vehicle based Practical modules.

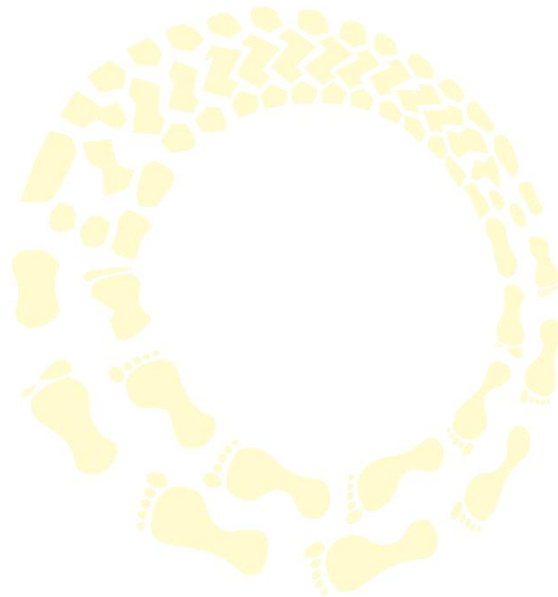
Module Number	Module Title
HGV T01	Philosophy of Driving
HGV T02	Road Signs, Signals & Markings
HGV T03	The Road Traffic Act
HGV T04	Defensive Driving
HGV T05	Basic Mechanical Principles
HGV T06	Fitness to Drive
HGV T07	Border Crossings & Documentation
HGV T08	Fuel Consumption Management
HGV T09	Vehicle Axle Load & Dimension Control
HGV T10	Managing Crashes & Breakdowns
HGV T11	HIV/AIDS Awareness
HGV T12	Practical Basic First Aid
HGV T13	Customer Care
HGV P01	Driver's Daily Walk Round Check
HGV P02	Start, Move Off, Stop & Park the Vehicle Safely
	Part A - Starting the engine
	Part B - Moving off
	Part C - Stopping and Parking
HGV P03	Reversing with and without the Trailer
HGV P04	Coupling & Uncoupling the Tractor Unit and Trailer
	Part A – Coupling the Trailer
	Part B – Uncoupling the Trailer
HGV P05	Drive the Vehicle Safely and Responsibly
	Part A - Monitor and respond to information from instrumentation, driving aids and the environment
	Part B - Operate the Major Controls effectively
HGV P06	Negotiate the Road correctly
	Part A - Maintain an appropriate position on the road
	Part B - Negotiate bends safely
	Part C - Negotiate all types of junctions, including roundabouts, and all types of crossings
	Part D - Comply with signals, signs and road markings



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	Part E - Communicate intentions to other road users
	Part F - Cooperate with other road users
	Part G - Identify and respond to hazards
	Part H - Drive Defensively
	Part I - Follow the principles of ecologically responsible driving (Eco-safe)



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12. MODULES

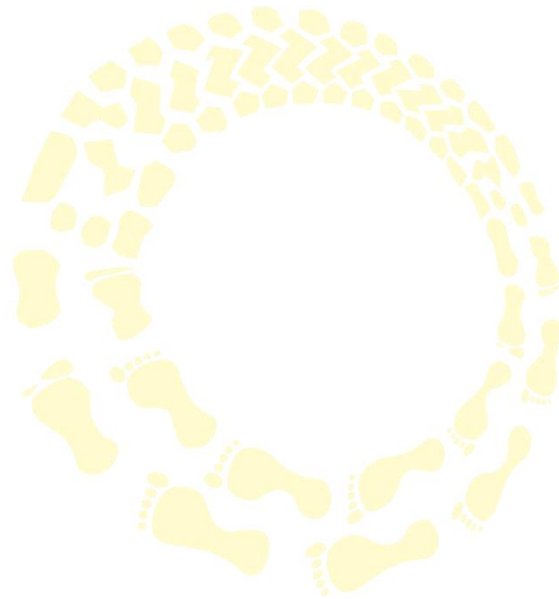
HGV T01: Philosophy of Driving		
Duration: 1 Hour		
LEARNING OUTCOMES:		
On completion of this Module trainees will be able to:		
<ul style="list-style-type: none"> • explain why driving is a profession • explain the driving environments • identify drivers' responsibilities • identify principles of good driving 		
	What the trainee should know:	What the trainer must teach:
1	definition of driving, who is a good driver, and principles of good driving,	a. the reason why driving is a profession, b. the definition of a good driver c. principles of good driving.
2	the impact on their family if they are killed or permanently disabled in a crash,	how a family can be affected by the death or permanent disability of the "bread winner".
3	the driving environments,	the different driving environments: <ol style="list-style-type: none"> i. traffic, ii. roads, iii. climate, iv. vehicle.
4	drivers responsibilities.	a. daily walk around checks, b. safety and security of cargo and vehicle,



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		c. responsibility towards other road users, d. responsibility towards law enforcement.
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Assessment Criteria	<ul style="list-style-type: none">• The profession of driving is explained correctly• The driving environments are explained correctly• The driver's responsibilities are explained correctly• The principles of good driving are explained correctly
Assessment Method	<ul style="list-style-type: none">• Question & answer session• Written examination



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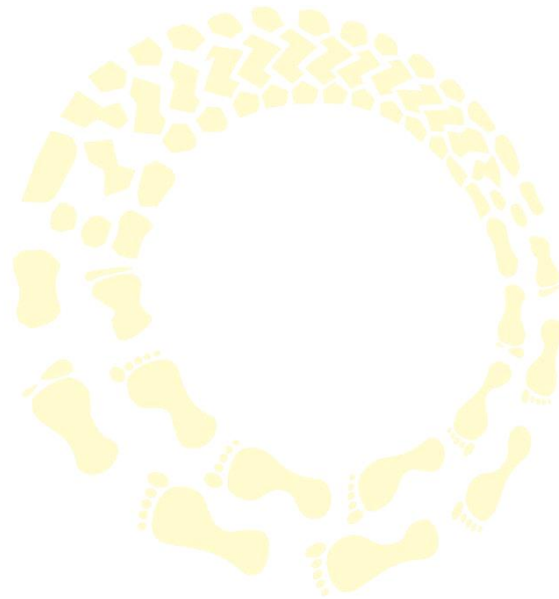
HGV T02: Road Signs, Signals & Markings		
Duration: 4 Hours		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • explain the purpose of road signs, signals and markings • explain the consequences of ignoring or disobeying the signs, signals or markings • recognise and understand all road signs, signals and markings 		
	What the trainee should know:	What the trainer must teach:
1	the purpose and requirements of road signs, signals and markings,	<ul style="list-style-type: none"> a. the purpose of road signs, signals and markings, b. basic requirements for signs, signals and markings.
2	why you should comply with all signs, signals or markings,	the dangers of ignoring or disobeying signs, signals or markings.
3	the different categories of road signs and the meaning of each individual sign,	<ul style="list-style-type: none"> a. warning signs, b. regulatory signs: <ul style="list-style-type: none"> i. prohibitory signs, ii. mandatory signs, iii. priority signs, c. information signs, d. additional plates e. background and edge markings.
4	the different types of signals,	<ul style="list-style-type: none"> a. traffic lights: <ul style="list-style-type: none"> i. for vehicles, ii. for pedestrians, b. rail crossing signals,



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		c. lane access signals, d. other signals.
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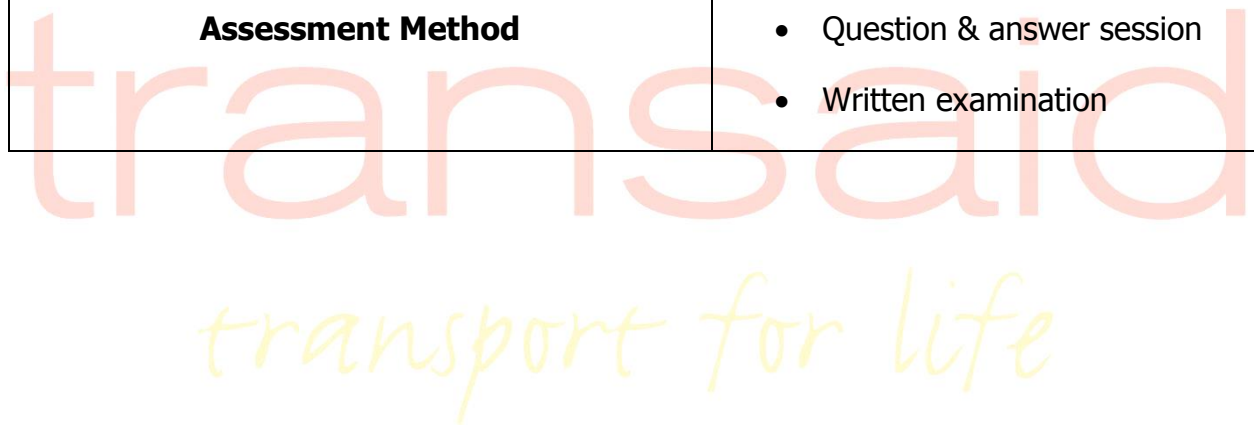
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5	the different types of road markings.	<ul style="list-style-type: none"> a. longitudinal markings, b. centre lines and lane lines, c. edge lines, d. transverse markings, e. pedestrian crossings, f. worded markings, g. arrows and symbols, h. marking of islands and refuges.
Assessment Criteria		<ul style="list-style-type: none"> • The purpose of road signs, signals and markings are explained correctly • The consequences of ignoring road signs, signals and markings are explained correctly • All road signs, signals and markings are correctly recognized and explained
Assessment Method		<ul style="list-style-type: none"> • Question & answer session • Written examination





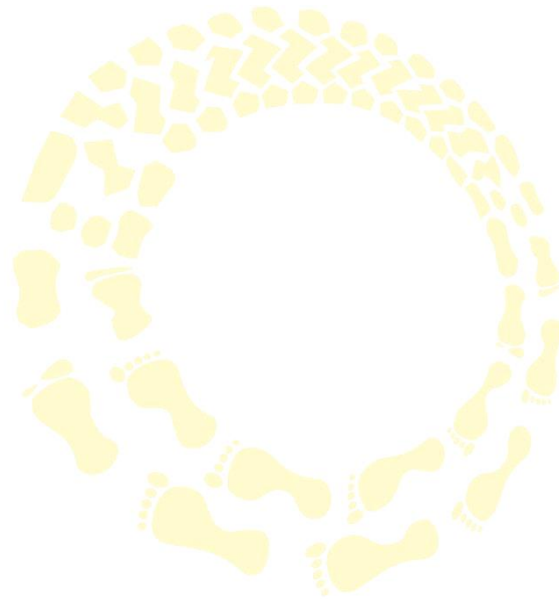
HGV T03: The Road Traffic Act		
Duration: 4 Hours		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • explain the purposes of the road Traffic Act • explain all sections of the Road Traffic Act • explain the possible consequences of committing a Road Traffic Offense 		
	What the trainee should know:	What the trainer must teach:
1	the purposes of the road traffic act,	the purposes of the road traffic act.
2	driving licence requirements,	<ul style="list-style-type: none"> a. driving without a valid driving licence prohibited, b. classification of driving licence categories, c. identification marks for vehicle used for driving lessons, d. driving tests, e. certificate of competence, f. mandatory cancellation or suspension of driving licence, g. discretionary powers of cancellation or suspension, h. endorsement, i. appeal, j. issue of duplicate or substitute driving licences, k. production of driving licence for cancellation or endorsement, l. custody of driving licence while cancelled, m. application for driving licence after cancellation,



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		n. removal of disqualification, o. automatic disqualification, p. offences.
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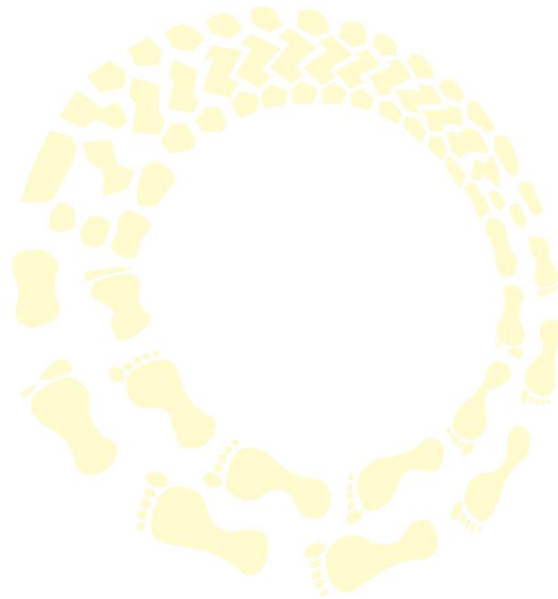
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<p>3</p>	<p>the appropriate use of a motor vehicle,</p>	<ul style="list-style-type: none"> a. condition of motor vehicle and trailers for use on the road, b. causing bodily injury or death through dangerous driving, c. causing bodily injury or death through careless driving, d. reckless or dangerous driving, e. obstructing official motorcade, f. driving of a motor vehicle while under the influence of alcohol or drugs; <ul style="list-style-type: none"> i. driving of a motor vehicle with blood alcohol concentration above the prescribed limit. ii. blood tests. iii. persons authorized to withdraw and analyse blood. iv. detention of persons whilst affected by alcohol. v. definition of prescribed limit. g. careless or inconsiderate use of a motor vehicle, h. speeding, i. driving while disqualified or without driving licence, j. compliance with speed limit not a defence to other charges, k. emergency motor vehicles, l. compulsory stopping at railway crossings, m. driving unreasonably slowly, n. duties of drivers in case of crashes, o. riding in dangerous positions, p. obstructing driver of a motor vehicle,
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		q. causing damage to a motor vehicle, r. taking a motor vehicle without the owner's consent.
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4	how traffic is controlled,	<ul style="list-style-type: none">a. traffic signs,b. pedestrian crossings,c. permits for herds, processions or parades,d. temporary speed restriction,e. closure of road,f.g. Continued...h. restriction of traffic on road,i. one-way traffic,j. parking places,k. special parking places.
5	how traffic regulations are enforced,	<ul style="list-style-type: none">a. duties of police officers,b. records of traffic offences,c. filing of crash reports and drivers files,d. inspector-general to submit annual traffic crash and safety report,e. power to demand production of driving licence,f. power to demand name and address of owner of vehicle,g. employer to keep record of driver,h. owner or hirer, etc., to give identity of driver,i. examination of vehicle on road,j. power to order examination,k. examination by inspector,l. removal of abandoned vehicle,m. removal of vehicle from parking place,n. false information,o. offences relating to driving.



Assessment Criteria	<ul style="list-style-type: none">• The purposes of the Road Traffic Act are explained correctly• The possible consequences of ignoring the Road Traffic Act are explained correctly• All sections of the Road Traffic Act are explained correctly
Assessment Method	<ul style="list-style-type: none">• Question & answer session• Written examination



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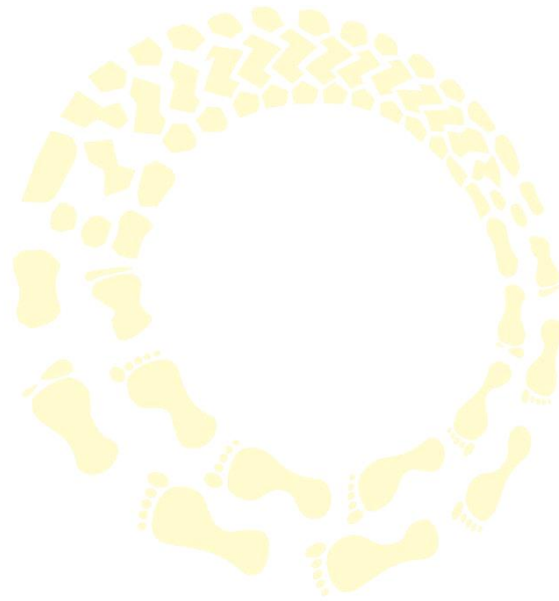
HGV T04: Defensive Driving		
Duration: 4 Hours		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • explain the possible causes of crashes • explain the Crash Prevention Formula • explain the need to maintain a safe minimum following distance • explain how to overtake and be overtaken • explain the effects of adverse conditions • explain the appropriate driver's behaviour & attitude 		
	What the trainee should know:	What the trainer must teach:
1	what causes a crash,	a. the definition of a crash, b. causes of crashes: <ol style="list-style-type: none"> i. human factors, ii. vehicle factors, iii. environmental factors, c. the cost of road crashes.
2	crash prevention principles,	a. the significance of applying crash prevention principles: <ol style="list-style-type: none"> i. recognise the hazard, ii. understand the defence, iii. act in time, b. the definition of a hazard, c. hazard recognition d. how to deal with the hazard safely.
3	the elements of defensive driving,	the elements of defensive driving: <ol style="list-style-type: none"> i. knowledge, ii. skills,



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		iii. observation, iv. anticipation, v. planning.
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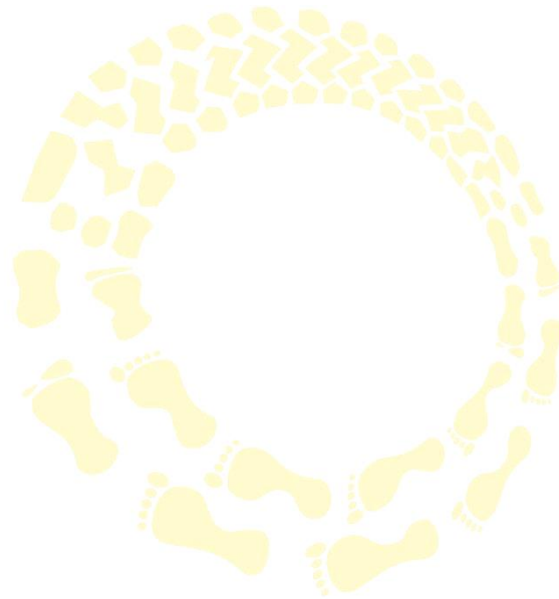
4	the need to maintain a safe minimum following distance,	a. how to apply the Four Second Rule, b. how to adapt the Rule to take into account adverse conditions.
5	how to overtake and be overtaken,	a. when, where and how it is safe to overtake, b. what to do when being overtaken.
6	the varying types of crash and their prevention,	c. head-on collisions and their prevention, d. angular collisions and their prevention, e. side swipe crashes and their prevention, f. collisions with the vehicle ahead and their prevention, g. collisions with the vehicle behind and their prevention, h. one vehicle crashes and their prevention.
7	how to avoid an intersection collision,	explain different types of intersection and how to avoid intersection collision.
8	how to safely recover from dropping a wheel off the edge of the carriageway,	explain how to safely slow down and stop while part off the carriageway rather than try to regain the driving lane and risk losing control of the vehicle.
9	the effects of various adverse conditions on driving,	explain various adverse conditions and their defenses: i. road condition, ii. weather condition,



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		<ul style="list-style-type: none">iii. driver condition,iv. light condition,v. vehicle condition,vi. traffic condition.
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10	the correct drivers' behaviour & attitudes,	<ul style="list-style-type: none"> a. the need for consideration of other road users, b. the need for consideration of the conditions, c. the need for obeying the law, d. the consequences of: <ul style="list-style-type: none"> i. distraction, ii. road rage, iii. aggressive driving.
Assessment Criteria		<ul style="list-style-type: none"> • The possible causes of crashes are explained correctly • The crash prevention formula is explained correctly • How to apply the Four Second Rule is explained correctly • Overtaking and being overtaken safely is explained correctly • The effects of adverse conditions are explained correctly • The appropriate driver's behaviour & attitude are explained correctly
Assessment Method		<ul style="list-style-type: none"> • Question & answer session • Written examination



HGV T05: Basic Mechanical Principles		
Duration: 4 Hours		
LEARNING OUTCOMES: On completion of this Module trainees will be able to: <ul style="list-style-type: none">• explain the working principles of the internal combustion engine• explain the purposes of the various system on the vehicle• explain the purposes of the wheels & tyres and their correct use• explain the need for proper vehicle maintenance		
	What the trainee should know:	What the trainer must teach:
1	the consequences of driving a defective vehicle,	the consequences of driving a defective vehicle.
2	the working principle of a diesel internal combustion engine,	<ul style="list-style-type: none">a. the diesel engine,b. the four stroke cycle,c. the cooling system:<ul style="list-style-type: none">i. purposes of the cooling system,ii. coolants,iii. the importance of the thermostat,iv. the radiator,d. the lubrication system:<ul style="list-style-type: none">i. the functions of engine oil,ii. engine oil level and condition,e. the air cleaner:<ul style="list-style-type: none">i. the purpose of the air cleaner.

3	the braking system,	<ul style="list-style-type: none"> a. types of braking systems, b. the operating principle of braking systems, c. the purpose of the master cylinder reservoir, d. the consequences of excessive brake pedal travel, e. the purpose of the parking brake, <p>Continued...</p> <ul style="list-style-type: none"> f. the anti-lock braking system (ABS) and its advantages over conventional brakes.
4	the transmission system,	<ul style="list-style-type: none"> a. clutch: <ul style="list-style-type: none"> i. purposes of the clutch, ii. clutch fluids, b. gear box: <ul style="list-style-type: none"> i. types of gear boxes, ii. the purpose of the gear box, c. final drive: <ul style="list-style-type: none"> i. the purpose of final drive.
5	the various lighting systems,	<ul style="list-style-type: none"> a. head lamps and parking lights, b. indicators, c. hazard warning lights, d. warning displays, e. interior lights.
6	the steering system,	<ul style="list-style-type: none"> a. types of steering systems and their functions, b. steering play, c. power steering, d. tie rod ends and their function , e. tie rod end play and its effect on vehicle safety.

7	the fuel system,	<ul style="list-style-type: none"> a. fuel lines, b. the effect of fuel leakages; both economically and environmentally.
8	the functions of tyres and wheels and their correct use,	<ul style="list-style-type: none"> a. functions of tyres and wheels, b. types of tyres and wheels, c. tyre markings, d. tyre load, speed and inflation, e. the effect of tyre over/under inflation, f. tyre rotation: <ul style="list-style-type: none"> i. advantages of tyre rotation, g. reasons for tyre burst, h. how to change a tyre correctly and safely.



9	the need for proper vehicle maintenance.	<ul style="list-style-type: none"> a. the drawbacks of not carrying out proper vehicle maintenance, b. the different types of vehicle maintenance, c. the significance of carrying out a drivers daily walk-round check, d. how proper maintenance can save: <ul style="list-style-type: none"> i. lives, ii. fuel, iii. vehicle wear and tear, iv. other maintenance costs.
Assessment Criteria		<ul style="list-style-type: none"> • The working principles of the diesel internal combustion engine are explained correctly • The purposes of the various system on the vehicle are explained correctly • The purposes and correct use of the wheels & tyres are explained correctly • The need for proper vehicle maintenance is explained correctly
Assessment Method		<ul style="list-style-type: none"> • Question and answer session • Written examination

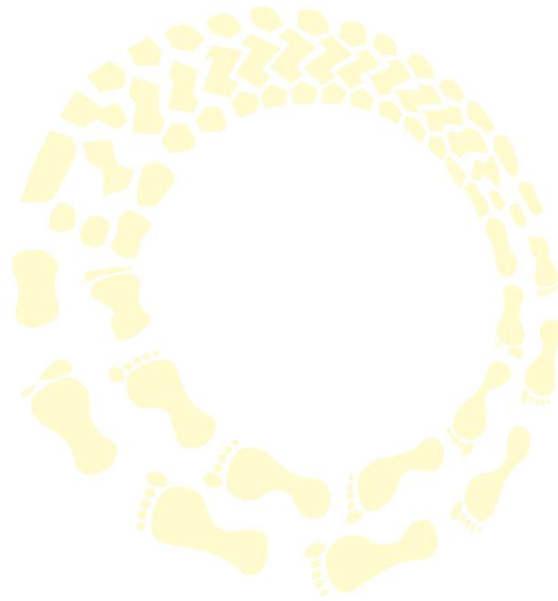


HGV T06: Fitness to drive		
Duration: 1 Hour		
LEARNING OUTCOMES:		
On completion of this Module trainees will be able to:		
<ul style="list-style-type: none"> • explain the consequences of not being physically or psychologically fit to drive. 		
	What the trainee should know:	What the trainer must teach:
1	the negative impact of drugs on their ability to drive safely and responsibly,	<ul style="list-style-type: none"> a. the possible consequences of driving under the influence of drugs, b. how to recognise the symptoms of drug impairment, c. the law relating to driving while under the influence of drugs, d. the possible effects of illegal, over the counter and prescribed medication on their physical and mental ability, e. how different medications, which have no negative impact individually, can combine to produce negative effects, f. the difficulties in predicting the disappearance of drug effects in the driver's blood system.
2	the negative impact of alcohol on their ability to drive safely and responsibly,	<ul style="list-style-type: none"> a. the possible consequences of driving under the influence of alcohol, b. how to recognise the symptoms of alcohol impairment, c. how alcohol affects men and women differently and how long

		<p>alcohol remains in driver's blood system,</p> <p>d. the legal limits which apply to driving with alcohol in the driver's blood system,</p> <p>Continued...</p> <p>e. the penalties the driver will face when caught and prosecuted.</p> <p>f. why zero alcohol levels are desirable and the benefits of never drinking and driving</p>
3	the negative impact of fatigue on their ability to drive safely and responsibly,	<p>a. the implications of driving while suffering from fatigue,</p> <p>b. how to recognise symptoms of fatigue impairment and recognise when you are at risk while driving,</p> <p>c. how factors such as poor posture and extremes of temperature can lead to fatigue.</p>
4	how emotional states can have a negative impact on their ability to drive safely and responsibly,	<p>a. the effects of emotional state on driving performance,</p> <p>b. how decision making can be impaired through the whole range of emotions, from anger to excitement,</p> <p>c. the role that emotional disturbance can play in causing inappropriate behaviour in other road-users.</p>
5	the impact of their physical state on their ability to drive safely and responsibly,	<p>a. the effects of temporary physical impairment, for example a sports injury or illness,</p> <p>b. how to recognise the effects of eyesight deterioration,</p> <p>c. the effects of physical and psychological changes associated</p>



		with aging (e.g. slower response times, deterioration of vision and hearing, loss of muscle strength and flexibility, drowsiness due to medications, a reduction in the ability to focus or concentrate, lower tolerance for alcohol).
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Assessment Criteria	<ul style="list-style-type: none">• The negative impact on driving of drugs, alcohol, fatigue and emotional state explained correctly• The consequences of not being physically or psychologically fit to drive are explained correctly
Assessment Method	<ul style="list-style-type: none">• Question & answer session• Written examination



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HGV T07: Border Crossings and Documentation		
Duration: 1 Hour		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • identify all documentation that should be carried on the vehicle, • record the appropriate information on the various documents, • ensure the documents are current and valid, • observe the requirements for generation of the T1 documents, • interpret the meaning and purposes of the C28, C65 and T1 Documents for transit cargo, • observe conditions for a vehicle to be allowed to enter into the Port for loading, • analyse the meaning and importance of the Movement Sheet, • explain the correct procedure for clearing the driver, vehicle and cargo to cross the border, • explain how to adapt driving style to suit driving on the other side of the road. 		
	What the trainee should know:	What the trainer must teach:
1	the correct procedures for clearing the driver, vehicle and cargo through a border crossing,	the necessary procedures to clear Customs and Immigration.
2	the procedures and various documents used for transit goods	<ul style="list-style-type: none"> a. the meaning and use of the C28, C65 and T1 Documents, b. how the T1 is generated, c. transit goods vehicle loading procedures at the Port, d. procedures for leaving the Port and Dar es Salaam zone, e. the necessary customs check along the main transit goods routes, f. the procedures to be followed in case of breakdown on transit,



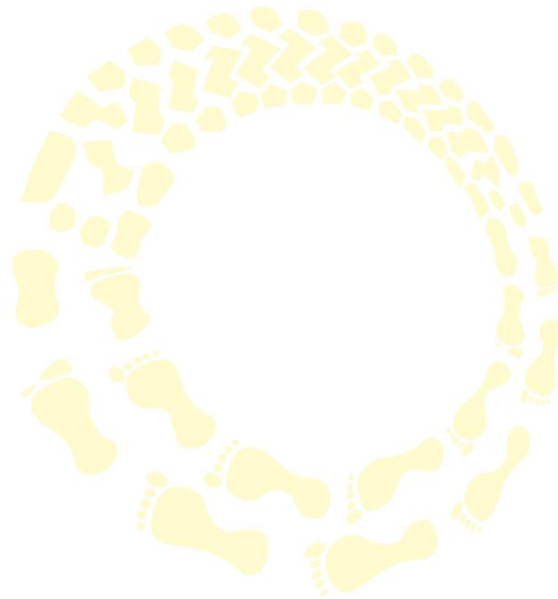
		g. the documents required from the Driver of the transit vehicle and for the Vehicle of transit cargo.
3	how to adapt driving style to suit driving on the other side of the road after crossing certain borders,	<p>a. which neighbouring countries drive on the left and which drive on the right,</p> <p>b. how to adapt your driving style,</p> <p>c. the added dangers of driving a right hand drive vehicle on the right side of the road:</p> <ul style="list-style-type: none"> i. positioning on the road, ii. restricted view for safe overtaking iii. drivers instinct to move left in a dangerous situation
Assessment criteria		<ul style="list-style-type: none"> • All documentation that should be carried on the vehicle are correctly identified • All relevant information is correctly recorded • Document validity correctly checked • Procedures for clearing the driver, vehicle and cargo through a border crossing are explained correctly • Added dangers of driving on the other side of the road are explained correctly
Assessment method		<ul style="list-style-type: none"> • Question & answer session



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	<ul style="list-style-type: none">• Written examination
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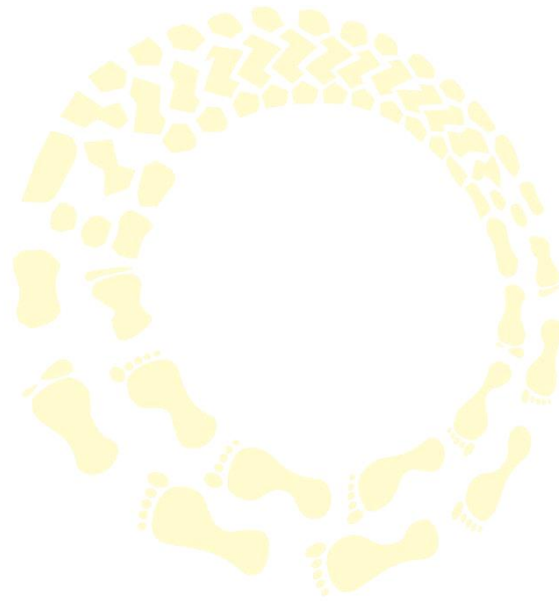
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HGV T08: Fuel Consumption Management		
Duration: 1 Hour		
LEARNING OUTCOMES:		
On completion of this Module trainees will be able to:		
<ul style="list-style-type: none"> • explain how and for what purpose fuel consumption is monitored • explain the factors contributing to excessive fuel consumption and how to manage 		
	What the trainee should know:	What the trainer must teach:
1	the monitoring of fuel consumption,	<ul style="list-style-type: none"> a. calculation of fuel consumption by using information recorded in the logbook, b. types of vehicles and their fuel consumption, c. the purpose of monitoring fuel consumption.
2	the factors contributing to excessive fuel consumption.	factors contributing to excessive fuel consumption and how to manage: <ul style="list-style-type: none"> i. improper maintenance (vehicle technical condition), ii. driving condition, iii. driving style, iv. improper cargo loading, v. over invoicing, vi. pilferage (theft).
Assessment criteria		<ul style="list-style-type: none"> • The purposes of monitoring fuel consumption is explained correctly • The factors contributing to excessive fuel consumption and



	their management are explained correctly
Assessment method	<ul style="list-style-type: none">• Question & answer session• Written examination



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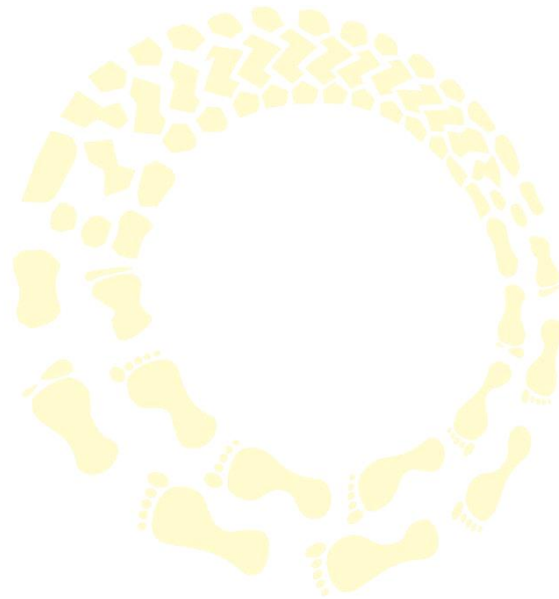
HGV T09: Vehicle Axle Load & Dimension Control		
Duration: 2 Hours		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • explain why vehicle weight and dimensions are controlled • explain the maximum weight and dimensions of a particular vehicle type • explain how to distribute the load safely • explain different methods of securing the load 		
	What the trainee should know:	What the trainer must teach:
1	the reason for the control of axle loads and vehicle dimension,	<ul style="list-style-type: none"> a. an overloaded vehicle can damage a road, b. excessive weight will affect the safe handling of the vehicle, c. a vehicle with excessive length can impair road safety.
2	the present axle load legislation and maximum dimension limits,	<ul style="list-style-type: none"> a. the law regarding axle load and maximum dimensions, b. enforcement of axle load and maximum dimensions, c. the vehicle's maximum weight and individual axle load limits, d. the maximum rigid vehicle length e. the maximum articulated vehicle length, f. the legal consequences of exceeding the authorised weight and dimensions.
3	the different heavy goods vehicle axle and trailer configurations,	<p>the different configurations:</p> <ul style="list-style-type: none"> i. two axle vehicles, ii. three axle vehicles, iii. four axle vehicles



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		iv. drawbar and semi trailers
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4	the significance of the unladen weight and maximum weight of the vehicle,	<ol style="list-style-type: none">the importance of knowing the unladen weight of the vehicle,the importance of knowing the maximum weight of the vehicle,the importance of knowing the actual weight of the load to be carried.
5	the need to distribute and secure the load safely.	<ol style="list-style-type: none">how to distribute and secure the load safely,
Assessment Criteria		<ul style="list-style-type: none">Vehicle weight and dimension control are explained correctlyThe maximum permitted weight and dimensions of a particular vehicle are explained correctlySafe load distribution and security is explained correctly
Assessment Method		<ul style="list-style-type: none">Question & answer sessionWritten examination

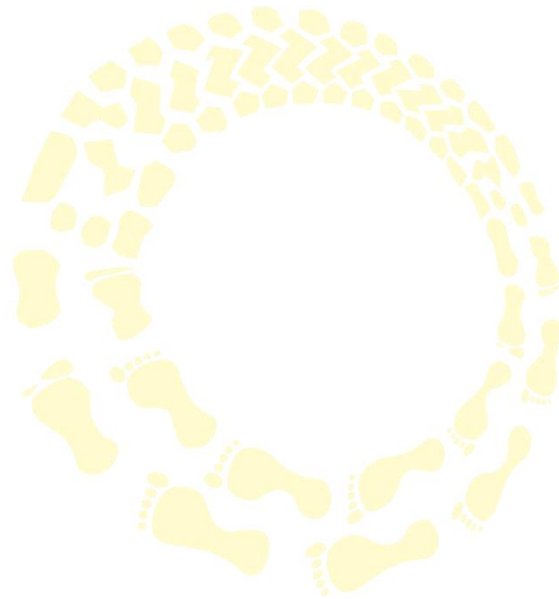
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HGV T10: Managing Crashes & Breakdowns		
Duration: 1 Hours		
LEARNING OUTCOMES: On completion of this Module trainees will be able to: <ul style="list-style-type: none">• explain what to do in the event of a crash• interact appropriately with the authorities and other parties involved in the crash• record all relevant details at the scene of a crash• explain the requirements of reporting crashes to the police• explain what to do in the event of breakdown		
	What the trainee should know:	What the trainer must teach:
1	what to do in the event of a crash occurring,	<ol style="list-style-type: none">a. stop the vehicle as soon as possible in a safe position (if possible),b. switch on hazard lights,c. use parking lights if it is dark,d. turn off the engine (if safe to do so; e.g. nobody trapped under the vehicle if the vehicle has air suspension),e. check any passengers and others involved for injuries and call for professional medical help if necessary,f. that when carrying dangerous goods specific procedures must be followed,g. provide first aid where necessary,h. phone for the emergency services if necessary,i. warn other road users (display warning triangles at an appropriate distance),



		j. exchange details with other parties involved.
2	basic firefighting techniques,	when and how to tackle a fire safely,



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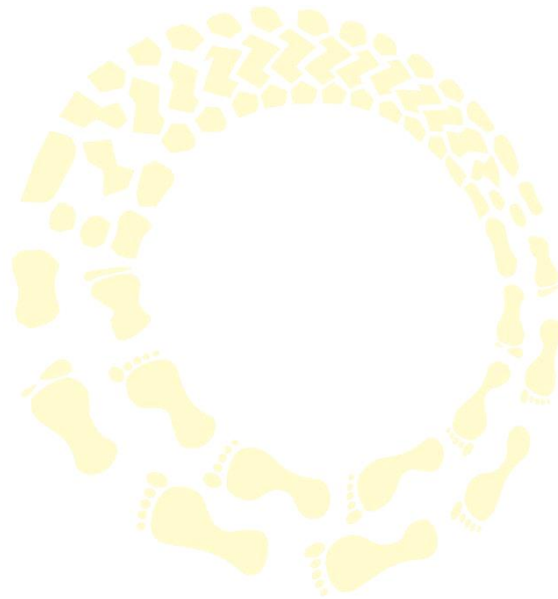
3	how to interact with the police and SUMATRA at the scene of the crash,	<ol style="list-style-type: none">a. stay calm,b. listen – don't speak over them,c. only respond to questions,d. do not agree to too much at the roadside; a full statement can be given at a later date.
4	what details to record at the scene of the crash,	<ol style="list-style-type: none">a. the need to record:<ol style="list-style-type: none">i. names and addresses of people injured,ii. make, model, colour and registration number of vehicles involved,iii. insurance details of all vehicles involved,iv. names and addresses of witnesses,v. the extent of damage to each vehicle involved.
5	not to get involved in any kind of argument with anyone involved in the crash or with customers,	<ol style="list-style-type: none">a. to stay calm,b. to not get involved in arguments,c. to not admit liability.
6	when to report a crash to the police,	<ol style="list-style-type: none">a. which crashes need to be reported to the police,b. the time limit on reporting crashes to the police.
7	what to do in the event of a breakdown,	<ol style="list-style-type: none">a. stop the vehicle as soon as possible in a safe position (if possible),b. switch on hazard lights,c. use parking lights if it is dark,d. warn other road users (display warning triangles at an appropriate distance),



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		e. identify the problem and rectify/repair (if possible),
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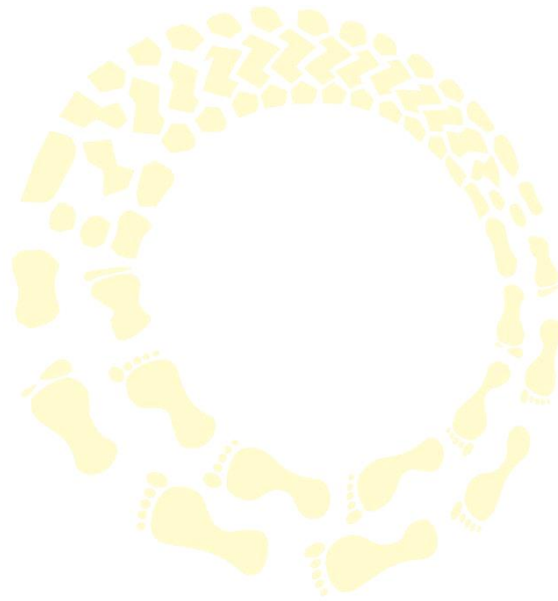
8	what to do if their vehicle is no longer fit to continue in service	<ul style="list-style-type: none"> a. to contact your employer/ vehicle owner for instructions b. the legal responsibility of the operator/driver.
9	how to tow or be towed safely.	<ul style="list-style-type: none"> a. the safe way of towing a vehicle, b. the safe way to be towed, c. how to communicate between the vehicles.
10	the possible consequences of a vehicle remaining on the road and the dangers it may pose to other road users,	<ul style="list-style-type: none"> a. the dangers an abandoned/ broken down vehicle pose to other road users, b. what powers/responsibilities the authorities have to remove vehicles from the road or road reserve.
Assessment Criteria		<ul style="list-style-type: none"> • what to do in the event of a crash is explained correctly • how to interact appropriately with the authorities and other parties involved in the crash is explained correctly • the recording of all relevant details at the scene of a crash is explained correctly • the requirements of reporting crashes to the police is explained correctly • what to do in the event of a breakdown is explained correctly
Assessment Method		<ul style="list-style-type: none"> • Question & answer session



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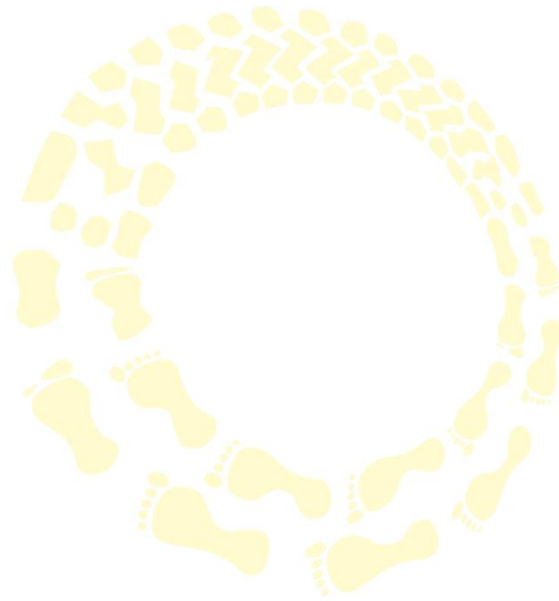
HGV T11: HIV/AIDS Awareness		
Duration: 1 Hours		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • explain the definition of HIV/AIDS • explain behaviour that can lead to contracting/transmitting HIV/AIDS • explain ways of contracting/transmitting HIV/AIDS • explain risky behaviour and its consequences • explain common preventative methods • explain VCT and its benefits 		
	What the trainee should know:	What the trainer must teach:
1	what is HIV/AIDS	a. the definition of HIV/AIDS, b. the causes of AIDS, c. the difference between HIV and AIDS.
2	behaviour that can lead to contracting / transmitting HIV/AIDS	risky behaviour: a. unprotected sex with prostitutes, b. unfaithful to partner, c. multiple sexual partners, d. coming in contact with blood and fluids which have HIV/AIDS, e. drug use (injecting).
3	the consequences of risky behavior	the consequences of risky bahaviour: a. infecting your family, b. poor health, c. loss of income due to poor health, d. stigmatization, e. discrimination,



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		f. loss of employment, g. economic loss.
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4	ways of transmitting HIV/AIDS other than sexually	other common ways of transmitting HIV/AIDS: a. being cut/punctured by sharp items which have the HIV virus on them (e.g. razor blades, needles, knives), b. receiving blood from a person with HIV.
5	common preventative methods	preventative methods: a. ABC campaign: i. Abstinence, ii. Being faithful to one partner, iii. Condom use every time you have sex, b. avoiding sharing needles, razor blades etc.
6	what is VCT	a. what is Voluntary Counseling & Testing (VCT), b. the benefits of going for VCT, c. why VCT is important, d. who should go for VCT.
7	positive living	a. positive living: i. eating a wide variety of foods ii. keeping your body active iii. being well rested iv. think positively v. look after your spiritual and emotional health b. how to deal with PLHAs c. ARVs



<p>Assessment Criteria</p>	<ul style="list-style-type: none">• Behaviour that can lead to contracting/transmitting HIV/AIDS explained correctly• Ways of contracting/transmitting HIV/AIDS explained correctly• Risky behaviour and its consequences explained correctly• Common preventative methods explained correctly• VCT and its benefits explained correctly• Positive living explained correctly
<p>Assessment Method</p>	<ul style="list-style-type: none">• Question & answer session• Written Examination

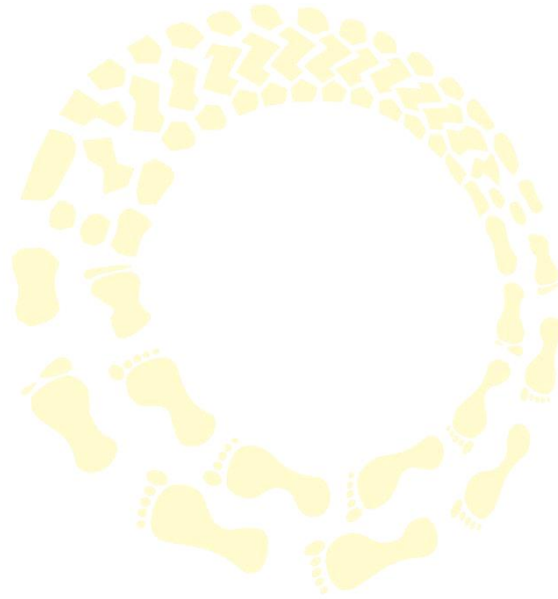
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HGV T12: Practical Basic First Aid		
Duration: 3 Hours		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • move a casualty safely • perform basic life support • perform basic trauma life support • provide first aid for medical emergencies and other miscellaneous conditions • explain the risks of and steps to avoid cross infection of HIV/AIDS 		
	What the trainee should know:	What the trainer must teach:
1	introduction to First Aid,	<ul style="list-style-type: none"> a. the roles and responsibilities of a first aid provider, b. the barriers to action, c. scene size-up and safety: <ul style="list-style-type: none"> i. initial assessment of the casualty, d. body substance isolation, e. emergency moves and back safety: <ul style="list-style-type: none"> i. when alone, ii. with one helper, iii. with two or more helpers, iv. using a stretcher.
2	the requirement for carrying a First Aid kit and what it should contain,	<ul style="list-style-type: none"> a. why a First Aid kit should be carried, b. what a First Aid kit should contain.
3	basic life support,	<ul style="list-style-type: none"> a. airway management, b. artificial ventilation (Expired Air



		Resuscitation), c. foreign body airway obstruction/ asphyxia: i. choking, ii. suffocation, iii. drowning, d. circulation and CPR.
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4	basic trauma life support,	how to treat: a. shock, b. soft tissue injury/wounds, c. bleeding: i. external ii. internal iii. nasal d. muscle & bone injuries: i. muscle sprains & dislocations, ii. fractures (closed & open), iii. spinal injuries, e. burns & scalds: i. dry, ii. wet, iii. chemical.
5	miscellaneous conditions,	a. animal bites & stings, b. foreign bodies in the eye, nose, skin etc.
6	medical emergencies,	a. breathing emergencies, b. fainting, c. poisoning, d. seizures/convulsions, e. allergies.
7	HIV/AIDS awareness,	a. the risks of cross infection, b. the steps that can be taken to reduce the risk of cross infection.



<p>Assessment Criteria</p>	<ul style="list-style-type: none">• moving a casualty is explained correctly• basic life support is explained correctly• basic trauma life support is explained correctly• first aid for medical emergencies & other miscellaneous conditions is explained correctly• the risks of and steps to avoid cross infection of HIV/AIDS are explained correctly
<p>Assessment Method</p>	<ul style="list-style-type: none">• Question & answer session• Written Examination

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HGV T13: Customer Care		
Duration: 1 Hour		
LEARNING OUTCOMES: On completion of this Module trainees will be able to: <ul style="list-style-type: none">• define and explain good customer care,• explain the importance of their role in good customer care,• explain how to create a good first impression.		
	What the trainee should know:	What the trainer must teach:
1	what is customer care/service,	the definition of good customer care.
2	how to define what a customer is,	a. who your customers are, b. understanding customer groups, c. meeting customers' requirements, d. anticipating needs, e. satisfying expectations.
3	the importance of your role to your customers and to the business' success,	a. the importance of their role to their customers and the success of the business, b. the consequences of poor customer care, c. how and why to make customer focused decisions.
4	managing and exceeding customer expectations,	a. promoting a customer first attitude, b. communicating clearly, c. dealing with complaints effectively.

5	how to create a good first impression.	<ul style="list-style-type: none"> a. how a smart appearance promotes a professional image, b. the need for good personal hygiene, c. the need for a good attitude towards customers.
Assessment Criteria		<ul style="list-style-type: none"> • Good customer care is correctly defined and explained • The importance of their role in good customer care is explained correctly • The creating of a good first impression is explained correctly
Assessment Method		<ul style="list-style-type: none"> • Question & answer session • Written examination



HGV P01: Driver's Daily Walk-Round Check		
Duration: 2 Hours		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • identify all the components of the vehicle that must be checked • check the vehicle for defects • record correctly the defects found • report the defects found to the relevant person 		
	The trainee should:	The trainer must teach:
1	accurately identify defects, record them correctly and report them to the relevant person,	the need for a defect reporting system to contribute to the safe operation of vehicles.
2	familiarise himself with the vehicle if it is the first time they have driven it,	a. that the position and operation of foot and hand controls, e.g. pedals, gear arrangement, steering wheel, indicators etc, differ from model to model, b. the location and function of every control, switch, warning light etc, c. that each vehicle has its own handling characteristics, d. the need to understand the dimensions and weight of the vehicle and how their driving should be adapted to take this into account.
3	understand why checks should be carried out by a competent person,	a. the vehicle handbook identifies which checks can be carried out by the driver and explains how



		<p>and when to carry them out, either directly or using the vehicle's instrumentation,</p> <p>Continued...</p> <p>b. different vehicles may permit different levels of access to check and maintain fluid levels, check electric systems etc, and some checks/maintenance on some vehicles should only be carried out by qualified mechanics.</p>
4	check all fluid levels	<p>a. different vehicles may permit different levels of access to check and maintain fluid levels,</p> <p>b. that using oil which is not to the manufacturer's specification can increase fuel consumption, may cause damage and could affect the vehicle warranty,</p> <p>c. that overfilling with engine oil can damage your engine and increase the amount of environmental pollution the vehicle creates,</p> <p>d. what fluids to add to the vehicle coolant system and the necessity to maintain the level of coolant additive,</p> <p>e. what other fluids need to be checked.</p>
5	check that the warning systems work (both visual and audible),	<p>what information the warning system provides and how the driver should react to each warning.</p>



6	check for the correct air pressure,	<ol style="list-style-type: none">how to check for the correct air pressure,how to read and understand the air gauges,that many vital functions of the vehicle are operated by air pressure (service brakes, parking brake, trailer brakes, clutch, accelerator, suspension, etc. – as appropriate)how to check for air leaks.
7	check that the horn is working correctly,	why the horn must sound effectively.
8	check electrical equipment is in good working order,	that the starter motor, alternator, windscreen wipers/washers and other equipment must operate correctly.
9	check all controls are in good working order,	how to ensure brakes, steering, indicators and other control systems are in good working order.
10	make adjustments to ensure a safe and comfortable driving position which enables you to maintain good all-round visibility and control of the vehicle and minimises fatigue,	how to adjust your seating position, the steering column and mirrors.
11	check windscreen, mirrors and other viewing devices are clear and adjusted to give optimum view,	that the windscreen and other windows should be clean and free from obstructions and that there are legal limits to the amount and location of damage to windscreens beyond which they must be replaced.



12	check there is sufficient fuel of the right type,	<ul style="list-style-type: none">a. the impact of filling a vehicle with the wrong type of fuel.b. how to check what type of fuel your vehicle uses,c. the operation of low-fuel, km/l or range indicators and how much fuel is left in the tank when low-fuel indicators operate.
13	check all seats for security, damage and operation of seat belts,	the need to ensure seats are secure and safe.
14	check fire extinguisher for security, accessibility and operational status,	the need for an accessible and operational fire extinguisher and how and in what circumstances it should be used.
15	check First Aid kit for contents and accessibility (where applicable),	the need for a complete and accessible First Aid kit.

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16	check the security of all handrails and steps,	the need to ensure handrails and steps are secure.
17	check the operation and security of all doors,	the need to ensure doors etc. are secure and operational so as to prevent injury or damage.
18	check that all lights and reflectors are legal, clean and in good working order,	that lights, indicators and reflectors must be clean at all times and operate correctly.
19	check there is no damage that would impair your ability to drive the vehicle safely or would have an adverse effect on the environment and other road users,	how to check security of components and the risks incurred by damage.
20	check that all tyres, including the spare tyre, are correctly inflated and legally compliant and any associated equipment, e.g. the jack, is in good working order,	<ul style="list-style-type: none">a. the rules that apply to the fitting of different types of tyres and how to check that tyres are correctly fitted and inflated,b. how to ensure that tyres meet legal requirements for tread depth e.g. by checking tread-depth indicators, and that they are free of defects which would make them unsafe or illegal to use,c. how to recognise signs of abnormal tyre wear and the need to have the vehicle checked if abnormal wear is identified.
21	check the security of all wheel nuts,	how to check the security of the wheel nuts.



22	check registration plates are fitted, visible and legally compliant,	that the registration plates should be clean and free from obstructions and that there are legal limits to the damage beyond which they must be replaced.
23	ensure any load is secure	the need to ensure the load is secure and will not move or fall from the vehicle in transport.
24	the additional check that need to be made regarding a trailer	the additional checks that need to be made regarding a trailer: a. air and electrical lines (sissies) connected, b. fifth wheel connection secure and the dog clip in place, c. landing legs raised fully and handle stowed away safely, d. trailer parking brake released.
25	ensure your driving licence is valid for the category of vehicle being driven,	that you must have a valid driving licence for the vehicle you intend to drive and understand and comply with any restrictions associated with your licence.
26	ensure the vehicle is registered and a valid Motor Vehicle Licence is correctly displayed,	that the vehicle must be registered with the appropriate authority.
27	ensure you have valid insurance for the use you intend to make of the vehicle,	that you must have the legal minimum coverage of insurance for the intended use of the vehicle, and what insurance companies require you to do to meet your obligations under that insurance.

28	ensure that the vehicle has a current Roadworthiness Certificate (where applicable),	that you must hold a valid Roadworthiness Certificate (where applicable).
29	display a red L plate if you are a provisional licence holder,	<ul style="list-style-type: none"> a. that any vehicle driven by a learner must clearly display legally compliant, red L plates, b. that learner drivers, holding a provisional licence, must be supervised by a certified driving instructor, c. that L plates should be removed when the vehicle is not being driven by a learner.
30	ensure that the appropriate documentation is carried in the vehicle,	<ul style="list-style-type: none"> a. that, if required by an authorised person, you must be able to produce your original driving licence, a valid certificate of insurance, a current Roadworthiness certificate (where applicable) and the vehicle's registration documents, if not immediately then within three days to a designated Police Station, b. that if you borrow or rent a vehicle there is still an obligation on you to ensure that the correct documentation is in place.
31	where your journey will take you into a different jurisdiction, ensure the legal requirements for travelling in that jurisdiction are met.	that if you drive outside Tanzania there may be different requirements in relation to documentation.
32	what additional checks need to be made	the need on a long journey to regularly check:

	throughout the journey	<ul style="list-style-type: none"> i. the security of the load ii. the condition of the lights, wheels and tyres when making long journeys
Assessment Criteria		<ul style="list-style-type: none"> • All components of the vehicle that must be inspected are identified correctly • Thorough and methodical driver's daily walk-round check carried out correctly • Defects are identified, recorded and reported to the relevant person correctly • Additional checks explained correctly
Assessment Method		<ul style="list-style-type: none"> • Question and answer session • Practical testing





HGV P02: Start, Move off, Stop and Park the vehicle safely and responsibly

LEARNING OUTCOMES:

On completion of this Module trainees will be able to:

- explain the appropriate way of starting the vehicle safely
- explain the appropriate way to move off safely
- stop and park the vehicle safely and responsibly

Part A - Starting the engine

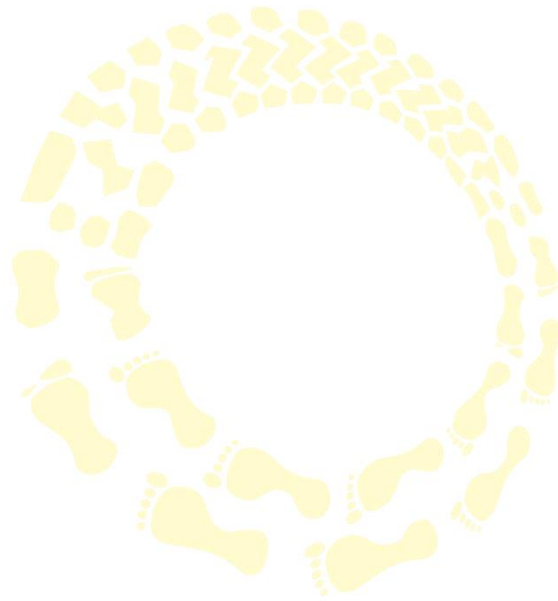
	The trainee should:	The trainer must teach:
1	make sure the vehicle's transmission is disengaged and the parking brake is applied,	how safety is compromised by starting a vehicle while the transmission is engaged or the parking brake is not applied.
2	consider the effect of starting the engine on other road users, particularly vulnerable road users,	the effects of exhaust gases to human health.
3	monitor instrumentation and gauges throughout engine start up and respond correctly to the information provided,	how to read and respond to instrumentation e.g. gauges, indicators, warning lights, on-board diagnostic systems and other aids fitted to the vehicle to enable you to monitor its operation and performance.
4	start the engine using the specified method,	that different models of vehicle may be equipped with a different starting mechanism and different types of instrumentation and other aids and that it is vital to use the vehicle handbook to



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		check your understanding of their operation.
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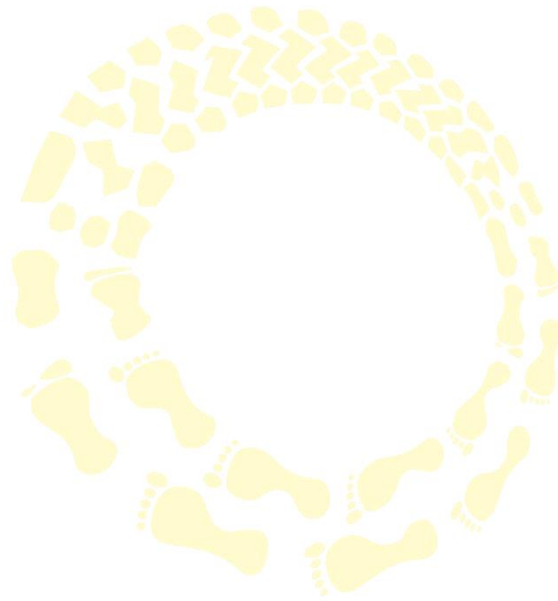
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Part B - Moving off		
	The trainee should:	The trainer must teach:
1	select the appropriate gear in preparation for moving off,	<ul style="list-style-type: none"> a. select the appropriate gear for moving off on the level, uphill or downhill taking into consideration the road surface, b. the need to apply the service brake in order to select "Drive" on a vehicle with automatic transmission.
2	carry out all-round visual checks, including blind spots, to ensure that it is safe to move-off,	<ul style="list-style-type: none"> a. the importance of carrying out all-round, effective observation of the road and other road users before moving off, b. the importance and location of blind spots and how to carry out blind spot checks before moving off.
3	signal your intention to move off to other road users; where appropriate,	the importance of using a safe, systematic routine to support moving off safely and smoothly.
4	move off straight-ahead, on the level and on gradients, safely and smoothly, maintaining control of the vehicle at all times,	the relevance of the 'biting point' i.e. the point at which the clutch plate and the flywheel come into firm contact and start to transmit drive.
5	move off at an angle from behind a parked vehicle or obstruction, safely and smoothly maintaining control of the vehicle at all times,	the effects of "dry steering", i.e. turning the wheels when the vehicle is not moving, on tyres and the power steering system.



6	recover quickly and safely if the vehicle stalls,	the need to apply the parking brake and select neutral gear before re-starting the vehicle.
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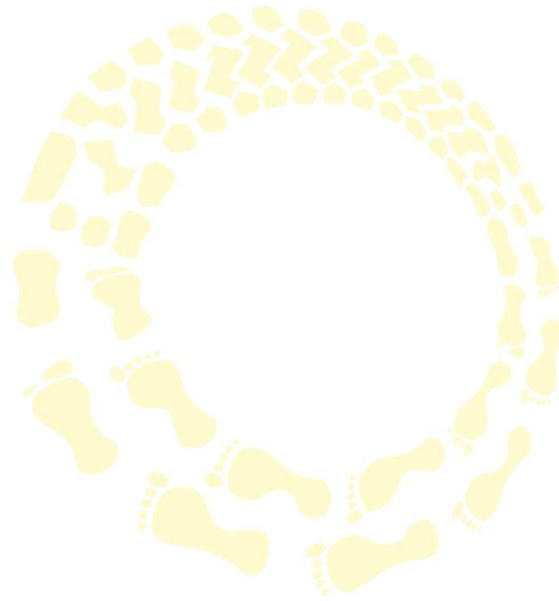
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Part C - Stopping and Parking		
	The trainee should:	The trainer must teach:
1	select a safe, legal and convenient place to stop and park,	what factors to take into consideration when identifying a safe, legal and convenient place to stop or park.
2	use the accelerator and brakes appropriately to regulate speed and bring the vehicle to a stop safely, disengaging the clutch when appropriate,	<ol style="list-style-type: none">how to apply a safe, systematic approach when stopping,the distance a vehicle requires to stop from varying speeds and in different road and weather conditions,the importance of anticipation and judgement to allow for progressive use of the brakes.
3	ensure the vehicle is secure when parked or stopped,	the need to use the parking brake every time you stop.
4	ensure that neutral is selected (or in certain types of automatic transmission - Park) when stopped or parked,	<ol style="list-style-type: none">the need to disengage gears when stopping,the manufacturer's recommendations regarding the correct use of automatic transmission when driving and parking.
5	select a gear (vehicle dependent) and position the steering wheels to hold the vehicle safely when parked on a gradient,	<ol style="list-style-type: none">how to select the appropriate forward or reverse gear when parking on a gradient (vehicle dependent),how and when to set the position of the steering wheels of the vehicle to increase its



		security when parked on a gradient.
6	switch the engine off	that the engine must be switched off when parked.



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Assessment Criteria	<ul style="list-style-type: none">• The vehicle is started safely• Moves off safely• A safe, legal and convenient place to stop and park the vehicle is selected correctly• The vehicle is stopped and parked safely and responsibly
Assessment Method	<ul style="list-style-type: none">• Question and answer session• Practical testing



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HGV P03: Reversing with and without the Trailer		
Duration:		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • explain the risks associated with performing a reversing manoeuvre • reverse a vehicle safely with or without a banksman 		
	What the trainee should know:	What the trainer must teach:
1	the risks associated with performing a reversing manoeuvre	<ul style="list-style-type: none"> a. the risks associated with reversing a vehicle further than necessary, b. why there is a need for good all round observation, c. the possible consequences of not making the necessary observations, d. what needs to be assessed before beginning a reversing manoeuvre.
2	how to reverse a vehicle	<p>how to safely reverse a vehicle:</p> <ul style="list-style-type: none"> a. in a straight line without a trailer, b. in a straight line with a trailer, c. to the left and right without a trailer, d. to the left and right with a trailer, e. and stop aligned with a loading bay.
3	how to reverse under direction from a banksman (reversing assistant)	<ul style="list-style-type: none"> a. how a banksman can increase safety and accuracy of reversing b. the correct arm signals given by a banksman



		c. how the driver remains ultimately responsible for all decisions even when being guided by a banksman
	Assessment Criteria	<ul style="list-style-type: none">• the risks associated with performing a reversing manoeuvre explained correctly• a vehicle reversed with or without a banksman safely
	Assessment Method	<ul style="list-style-type: none">• Question and answer session• Practical testing



HGV P04: Coupling & Uncoupling the Tractor Unit and Trailer		
LEARNING OUTCOMES:		
<p>On completion of this Module trainees will be able to:</p> <ul style="list-style-type: none"> • couple the tractor unit and trailer safely • select a safe and suitable place to park the trailer • uncouple the tractor unit and trailer safely 		
Part A – Coupling the Trailer		
	What the trainee should know:	What the trainer must teach:
1	how to position the tractor unit correctly in preparation for coupling the combination,	how to reverse the tractor unit into position in front of the trailer in preparation for coupling the combination,
2	to ensure that the brakes are applied on both the tractor unit and the trailer before attempting the coupling procedure,	<ul style="list-style-type: none"> a. that the brakes must be applied on both the tractor unit and the trailer, b. the possible consequences of not ensuring that the brakes are applied,
3	how to check that the height of the trailer is correct so that it will receive the tractor unit safely,	<ul style="list-style-type: none"> a. how to check that the height of the trailer is correct b. how to alter the trailer height if necessary c. what damage and danger could be caused by the incorrect height of the trailer,



4	how to adjust the air suspension of the tractor unit to the correct height to couple the trailer (where applicable),	a. how to adjust the air suspension to set the appropriate height of the tractor unit (where applicable), b. the different types of air suspension on various tractor units and their operation,
5	how to check that the fifth wheel jaws are in the open position,	how to check and open the fifth wheel jaws,
6	to reverse slowly under the trailer until they hear the kingpin mechanism lock into place,	how to reverse safely and slowly under the trailer until the kingpin mechanism locks into place,
7	to select a low gear and try to move forward in order to test that the locking mechanism is secure (do this twice),	a. how to test the kingpin locking mechanism is secure, b. why to select a low gear, c. why to test this twice,
8	to ensure that the vehicle parking brake is applied,	a. why to ensure the vehicle parking brake is applied, b. the possible consequences of not ensuring the parking brake is applied,
9	to connect any dog clip (locking clip) to secure the kingpin release handle,	a. what the dog clip is and its purpose, b. the possible consequences of not ensuring the dog clip is in place,
10	how to connect the susies (airlines and electrical cables),	a. the purpose of the susies, b. how to operate the locking mechanisms on the couplings,



		<ul style="list-style-type: none">c. the various types of couplings and the need to ensure the tractor unit susies are compatible with the trailer couplings,d. how to safely connect the susies and the correct order in which to do so,
11	how to raise the landing gear fully and stow away the handle safely,	<ul style="list-style-type: none">a. how to operating the landing gear mechanism safely and correctly,b. why the handle must be stowed safely,
12	to release the trailer parking brake,	the need to release the trailer parking brake,
13	to start the engine and ensure that air is building up in the storage tanks to the correct level,	why it is necessary to ensure that the air is building up to the correct level,
14	how to return the air suspension to the correct running level on the tractor unit (where applicable),	the need and the means of returning the air suspension to the correct funning level,
15	how to check that the vehicle combination is roadworthy.	how to check the roadworthiness of the vehicle combination by carrying out a driver's walk-round check,



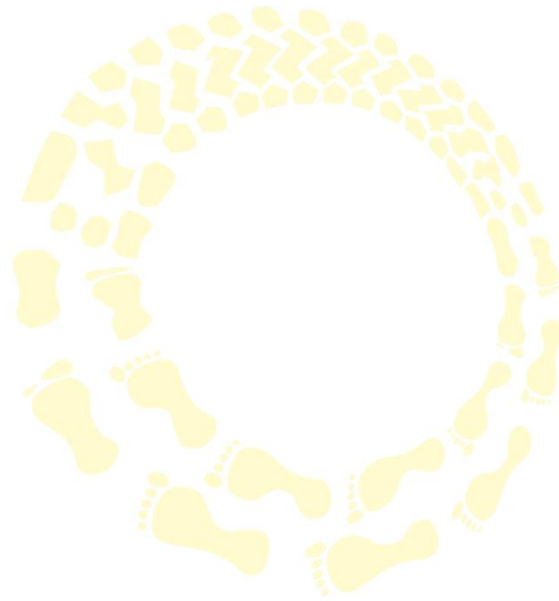
Part B – Uncoupling the Trailer		
	What the trainee should know:	What the trainer must teach:
1	how to select a suitable position where the trailer will not form a hazard, danger or inconvenience to others,	how to select a suitable position (with a firm hare surface on level ground where possible) to park the trailer,
2	to ensure that the brakes are applied on both the tractor unit and the trailer before attempting the uncoupling procedure,	a. the need to ensure all necessary brakes are applied, b. the possible consequences of not applying the necessary brakes on either the tractor unit or trailer,
3	how to lower the landing gear to the ground and stow away the handle safely,	how to lower the landing gear safely and correctly,
4	how to disconnect all electrical, air and hydraulic connections and stow away in anchor points,	how to disconnect all susies safely and in which order it should be accomplished,
5	to remove the fifth wheel dog clip (locking clip) and set the kingpin release handle in the open position,	how to open the jaws of the fifth wheel to release the kingpin,
6	to move the tractor unit forward approximately 0.5 metres to ensure the kingpin is clear of the jaws of the fifth wheel before lowering the tractor unit's air suspension (where	why it is important to ensure the kingpin is clear of the fifth wheel jaws before lowering the tractor unit's air suspension,



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7	to drive the tractor unit away slowly, checking the trailer directly or in the mirrors,	a. why it is important to drive out from under the trailer slowly, b. why it is important to check the trailer as you drive the unit away,
8	that once clear of the trailer to stop and reset the tractor unit's air suspension to the correct running height (where applicable),	why it is important to reset the air suspension to the correct running height after completing the uncoupling,
9	to check that the trailer is safe and secure.	how and why to check that the trailer is safely and securely parked,
Assessment Criteria		<ul style="list-style-type: none">• the tractor unit and trailer coupled safely and correctly• a safe and suitable place to park the trailer selected correctly• the tractor unit and trailer uncoupled safely and correctly
Assessment Method		<ul style="list-style-type: none">• Question and answer session• Practical testing

HGV P05: Drive the vehicle safely and responsibly

LEARNING OUTCOMES:

On completion of this Module trainees will be able to:

- react appropriately to information from instruments, driving aids and the environment
- operate the major controls of the vehicle effectively
- maintain control of the vehicle while making effective use of mirrors and other aids to monitor other road users and hazards
- drive forward and reverse the vehicle safely

Part A – Monitor and respond to information from instrumentation, driving aids and the environment

	The trainee should:	The trainer must teach:
1	monitor and respond appropriately to gauges, warning lights and other aids when driving,	<ul style="list-style-type: none"> a. the purpose and meaning of dashboard warning lights, b. the location of switches and controls and how to operate them without being distracted or losing control of the vehicle while on the move.
2	make effective use of mirrors and other aids to monitor other road users and hazards,	<ul style="list-style-type: none"> a. that different types of mirror can make other road users appear to be nearer or further away than they actually are, b. the correct adjustment of mirrors.
3	monitor and respond to changes in the environment,	identifying and responding to changes in road surfaces and weather conditions.
4	judge speed and distance correctly	evaluating speed and distance in regard to other road users prior to

	and effectively,	committing yourself to any manoeuvre.
5	signal your intentions correctly to other road users within a safe, systematic routine,	the need to signal your intentions to other road users.
6	operate the vehicle's lights, indicators and horn appropriately,	<ul style="list-style-type: none"> a. when and how to use dipped headlights, b. the rules that apply to the use of fog lights, c. when & how to use indicators, d. the rules that apply to the use of the horn.
7	operate the vehicle's windows, wipers, demisters and climate and ventilation controls to ensure you maintain the maximum ability to monitor the environment.	how to operate windows, wipers, demisters and climate and ventilation controls effectively.

Part B – Operate the Major Controls effectively

	The trainee should:	The trainer must teach:
1	use the accelerator smoothly to achieve and maintain an appropriate speed,	<ul style="list-style-type: none"> a. that appropriate use of the accelerator will have positive effects on vehicle performance, load security and on the environment, b. the disadvantages of excessive engine revolutions when moving away and while stationary, c. how to operate cruise control systems if fitted, d. the importance of adopting a driving position which permits consistent and smooth operation



		of the accelerator.
2	apply the brakes smoothly and progressively to slow the vehicle and where necessary to bring the vehicle to a stop,	<ul style="list-style-type: none">a. that the appropriate use of the brakes (including auxiliary brakes) will have positive effects on vehicle performance, load security and on the environment,b. the dangers of excessive braking (skidding, rear-end shunt, jack knifing, load security etc.), <p>Continued...</p> <ul style="list-style-type: none">c. the need for smooth and progressive braking to reduce speed appropriately for a given situation.
3	change gear smoothly and in good time,	that different vehicles may be fitted with different numbers of gears and that those gears may be configured differently.
4	select the appropriate gear for the road speed of the vehicle given the prevailing road and traffic conditions,	<ul style="list-style-type: none">a. the impact and dangers that inappropriate gear selection can have on the performance of the vehicle, on the driver's ability to drive safely and responsibly and on the vehicle's environmental impact,b. the use of selective gear changing (sometimes known as block changing).
5	coordinate the use of gears with braking and acceleration,	<ul style="list-style-type: none">a. the benefits of timely gear selection when ascending and descending gradients, particularly



		when carrying a load, b. the danger caused by poorly timed gear changes.
6	use an automatic gear box effectively when fitted,	the use of 'kick down' and 'lock up' when using an automatic transmission.
7	steer the vehicle safely and responsibly in all road and traffic conditions,	a. the techniques that can be used to ensure safe and effective control of the steering wheel, b. hold and control the steering wheel appropriately to steer the vehicle accurately and safely.
8	continue to steer the vehicle safely and responsibly while operating other controls,	the impact that the vehicle's turning circle has on steering and manoeuvring the vehicle.

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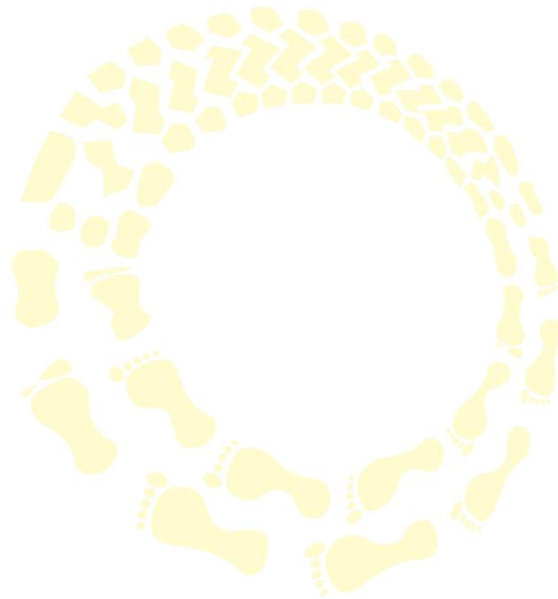
9	coordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all road and weather conditions in forward and reverse gear,	<ul style="list-style-type: none"> a. the effects of sudden or harsh application of the accelerator, brakes or steering whilst undertaking a manoeuvre, b. that different vehicles will react differently in a potential skid situation depending on their configuration, e.g. front-wheel or rear-wheel drive and on the technologies which have been fitted e.g. ABS, ESP, c. how to avoid skids and correct them if they do occur, d. the benefits of engine braking and when it should be used, e. the risks associated with 'coasting'.
10	continue to make effective observations, including checks of blind spots, while undertaking a manoeuvre,	<ul style="list-style-type: none"> a. how the use of safe, systematic routines will contribute to safe and responsible manoeuvring, b. the issues associated with vulnerable road users when carrying out a manoeuvre and how to allow for them.
Assessment Criteria		<ul style="list-style-type: none"> • Information received from instrumentation, driving aids and the environment is responded to correctly, • The major controls of the vehicle are operated effectively • Manoeuvres are carried out safely
Assessment Method		<ul style="list-style-type: none"> • Question and answer session



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HGV P06: Negotiate the road correctly

LEARNING OUTCOMES:

On completion of this Module trainees will be able to:

- maintain an appropriate position on the road
- negotiate bends safely
- negotiate all types of junctions, including roundabouts, and all types of crossings safely
- comply with signals, signs and road markings
- communicate intentions to other road users
- cooperate with other road users
- identify and respond to hazards
- drive defensively
- follow the principles of ecologically responsible driving

Part A – Maintain an appropriate position on the road

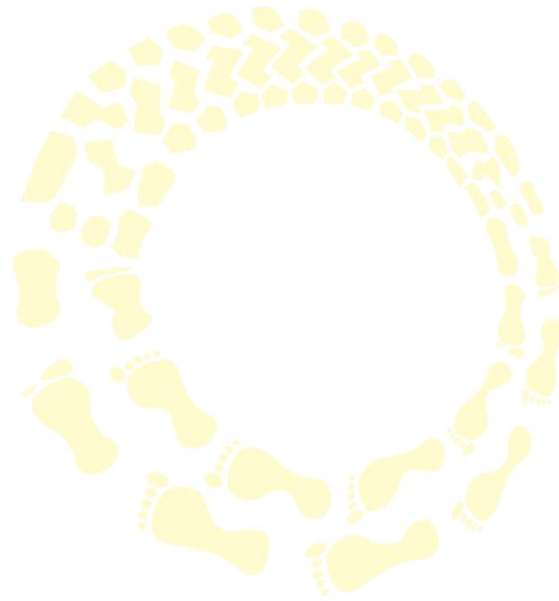
	The trainee should:	The trainer must teach:
1	select and maintain an appropriate position on the road,	<ul style="list-style-type: none"> a. how to select an appropriate position on the road, b. where you may not drive, e.g. on the pavement or verge, c. that your position on the road may be influenced by a range of factors including the weather, road and traffic conditions, d. the importance of scanning the road ahead for factors that may require you to change your position, e.g. potholes and taking timely action to reposition yourself to avoid them.
2	change lanes safely and responsibly,	<ul style="list-style-type: none"> a. how to apply a safe, systematic routine in a timely manner to enable you to change position



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		safely and responsibly, b. what lane discipline is and why it is important.
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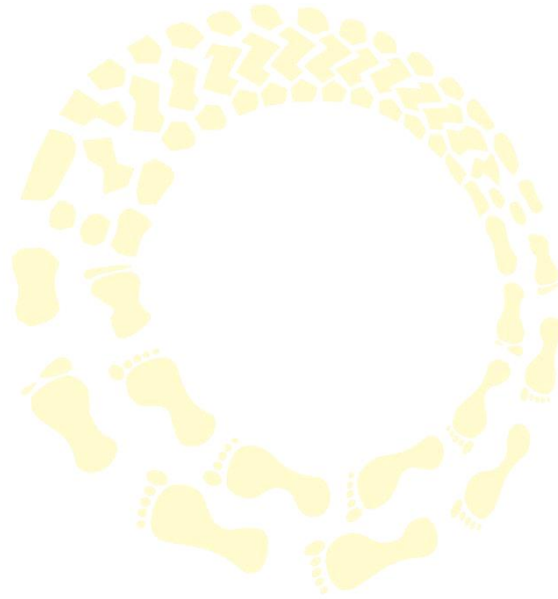
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3	overtake other road users legally, safely and responsibly.	a. how the performance of your vehicle will affect your ability to overtake safely and responsibly in a given situation, b. where you may and may not overtake.
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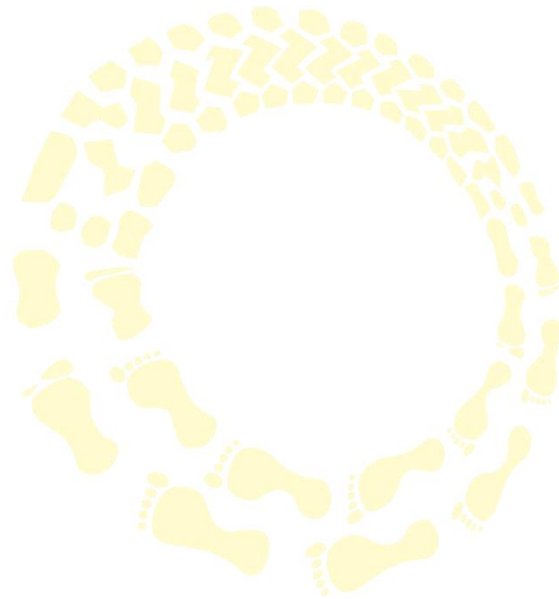
Part B - Negotiate bends safely		
	The trainee should:	The trainer must teach:
1	assess bends correctly on approach,	how to use various methods such as 'limit point analysis' to judge the severity of the bend.
2	select a safe position to enter the bend at an appropriate speed,	<ul style="list-style-type: none"> a. the need to take into account factors such as adverse camber, banking, uneven or slippery surfaces, weather conditions, visibility, road junctions, vehicle size or weight and other road users when deciding on the line to take and the speed at which it is possible to negotiate a bend safely, b. the importance of coordinating the use of gears, accelerator, brakes and steering to negotiate a bend safely and responsibly, c. how the use of a safe, systematic routine will support the safe negotiation of bends.
3	maintain safe speed and control throughout a bend,	<ul style="list-style-type: none"> a. the effect that the load may have on the handling characteristics of the vehicle when negotiating bends, b. that failure to judge line and speed through bends correctly can result in loss of traction, veering off the road, swinging into oncoming traffic and overshooting and is a commonly reported cause of crashes.



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4	exit bends safely.	accelerate safely only after the apex of the bend.
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Part C - Negotiate all types of junctions, including roundabouts, and all types of crossings		
	The trainee should:	The trainer must teach:
1	apply an appropriate safe & systematic procedure to negotiate all types of junctions/roundabouts and crossings safely and responsibly,	<ul style="list-style-type: none"> a. how the use of a safe, systematic routine will support the safe negotiation of junctions and roundabouts, b. how and when to take effective observations when negotiating junctions, roundabouts or crossings, c. the particular need to actively scan for more vulnerable road users at junctions, roundabouts and crossings – e.g. cyclists and motorcyclists.
2	turn left / right and go ahead safely and responsibly,	<ul style="list-style-type: none"> a. the rules that apply to particular junctions and roundabouts e.g. priority rules, b. how to turn left and right safely and responsibly.
3	emerge safely and responsibly into streams of traffic,	the rules that apply to merging into a stream of traffic.
4	cross the path of traffic safely when turning right,	<ul style="list-style-type: none"> a. the issues that apply to turning right at a cross roads, b. the rules that apply to crossing the path of an approaching stream of traffic.
5	respond to all types of crossings safely and responsibly.	<ul style="list-style-type: none"> a. the rules that apply to all types of pedestrian crossing, b. the rules that apply to railway



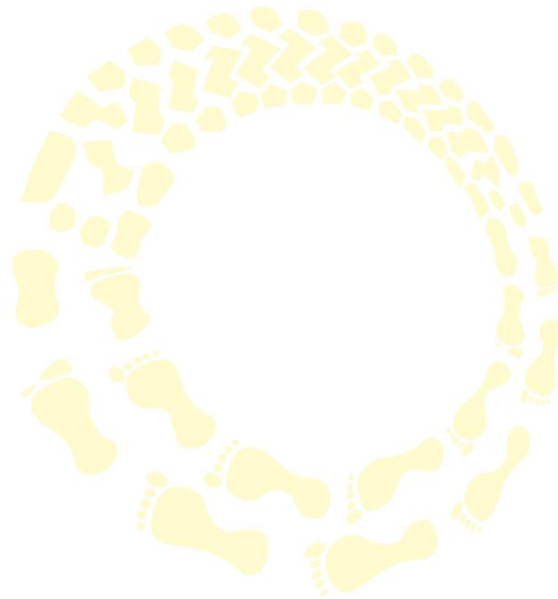
		<p>crossings,</p> <p>c. the meaning of warning lights used at some pedestrian and railway crossings and how to respond correctly.</p> <p>d. the rules that apply to large vehicles when negotiating a railway crossing.</p>
Part D - Comply with signals, signs and road markings		
	The trainee should:	The trainer must teach:
1	respond appropriately to all permanent and temporary traffic signals, signs and road markings,	practical compliance with signals, signs and road markings.
2	respond appropriately to signals given by authorised persons,	<p>a. the meaning of, and how to respond appropriately to, signals given by Police Officers and others authorised to control traffic,</p> <p>b. all those persons who are authorised to control traffic.</p>
3	respond appropriately to signals given by other road users,	signals that other road users are likely to employ and how to respond safely and responsibly to them.
4	drive at an appropriate speed.	<p>a. how to drive at a speed that is safe for the road, traffic and weather conditions,</p> <p>b. where you cannot see speed limit signs how to determine the likely speed limit in place.</p>

Part E - Communicate intentions to other road users		
	The trainee should:	The trainer must teach:
1	use indicators and arm signals to signal intentions in a timely fashion and where appropriate,	<ul style="list-style-type: none"> a. the arm signals shown in the Highway Code and when they may need to be given, b. when and how to use indicators, c. the importance of ensuring signals are given in good time and cancelled as soon as is appropriate, d. how to employ a safe, systematic routine to ensure the best use of signals, e. when signals must be given and when it is acceptable not to use them.
2	reinforce the use of any signals given by positioning the vehicle correctly and safely,	how and when to use road positioning to confirm your intentions.
3	use horn and lights as a means of communication to other road users where appropriate,	<ul style="list-style-type: none"> a. the law governing the use of the horn, b. when the flashing of headlights may be an appropriate means of warning of approach or as an alternative to the horn, c. the risks associated with incorrect use of headlights or the horn as a signal.
4	use hazard lights correctly and safely.	how and when to use hazard warning lights.

Part F - Cooperate with other road users		
	The trainee should:	The trainer must teach:
1	be aware of and anticipate the likely actions of other road users,	<ul style="list-style-type: none"> a. how to scan the road ahead effectively to gather information, b. the importance of anticipating the actions of other road users, with particular reference to vulnerable road users e.g. cyclists, motorcyclists, children, the elderly, c. how traffic and weather conditions may affect other road users, e.g. by reducing visibility, and how to make suitable allowances.
2	give other road users sufficient time to perform manoeuvres,	the importance of always maintaining a safe stopping distance between the vehicle and other road users.
3	monitor and manage your own reaction to other road users,	<ul style="list-style-type: none"> a. that other groups of road users may be particularly vulnerable, b. that driving without due care and attention and reasonable consideration of other road users is an offence.
4	respond to emergency vehicles and official motorcades appropriately,	<ul style="list-style-type: none"> a. how to act safely and responsibly when emergency vehicles are responding to incidents, b. how to act safely and responsibly when an official motorcade approaches.



5	progress in the traffic stream and overtake with due consideration for other road users.	a. how to progress safely and responsibly in the traffic stream, b. the rules which apply to overtaking on the left.
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Part G - Identify and respond to hazards		
	The trainee should:	The trainer must teach:
1	use appropriate techniques to continually scan the driving space close to the vehicle and into the distance,	<ul style="list-style-type: none"> a. techniques which can be used to scan your driving space effectively, both close to and into the distance, b. what factors can limit your zone of vision, e.g. parked vehicles, and how to allow for those limitations, c. how the construction of your vehicle, e.g. wide pillars, may affect your field of vision and techniques to overcome this.
2	use visual clues and precursors to predict possible hazards and anticipate situations which may arise,	how to read the road ahead and be prepared for the unexpected.
3	judge the significance of potential hazards and prioritise your responses,	<ul style="list-style-type: none"> a. what is meant by aquaplaning and the conditions in which it might occur, b. factors which might cause you to skid e.g. oil or gravel on the road, c. when other road users are vulnerable and how to allow for them.
4	respond to hazards appropriately,	how to recognise hazards and how to respond to them safely.
5	maintain your concentration when faced with distractions.	<ul style="list-style-type: none"> a. factors that can distract the driver e.g. using mobile phones, talking to passengers, using a satellite navigation system and how to



		<p>manage them to ensure continued awareness of the driving space and potential hazards,</p> <p>b. the law relating to the use of mobile phones whilst driving.</p>
Part H - Drive Defensively		
	The trainee should:	The trainer must teach:
1	create and maintain a safe driving space,	the importance of understanding and maintaining an appropriate separation distance in all weather and traffic conditions.
2	scan and check your surroundings with particular reference to blind spots,	the importance of using a safe, systematic routine to ensure that you are always in control of your vehicle and travelling at the right speed with the right gear engaged and in the correct position on the road for all prevailing conditions.
3	position your vehicle to maximise visibility to other road users,	how to position your vehicle to be more easily seen by other road users.
4	where daylight running lights are not fitted use dipped headlights appropriately during daylight hours,	the importance of using dipped headlights where necessary during daylight hours.
5	drive at such a speed that you can always stop safely in the distance you can see to be clear.	the importance of understanding how stopping distance increases with speed.



Part I - Follow the principles of ecologically responsible driving (Eco-safe)		
	The trainee should:	The trainer must teach:
1	accelerate and decelerate smoothly and progressively,	what factors affect a vehicle's fuel consumption.
2	anticipate the need to stop, using timely and smooth deceleration, thereby reducing fuel consumption and general vehicle wear and tear,	how effective scanning and planning aids smooth acceleration or deceleration to maintain momentum.
3	drive in the highest responsive gear while maintaining full control and avoiding labouring the engine,	that selecting the most appropriate gear will avoid engine labour and maximise the effects of engine braking.
4	remove excess load from the vehicle when not required,	how fuel consumption is increased by unnecessary load or wind resistance,
5	ensure tyres are correctly inflated,	understand how incorrectly inflated tyres cause greater rolling resistance and so increase fuel consumption.
6	use as new and modern a vehicle as possible to limit the environmental impact,	the operation of technologies designed to reduce exhaust pollution.
7	safety is paramount.	that safety should never be compromised for economy.



<p>Assessment Criteria</p>	<ul style="list-style-type: none">• An appropriate position on the road is maintained safely• Bends are negotiated safely• All types of junctions, including roundabouts, and all types of crossings are negotiated safely• Signals, signs and road markings are complied with correctly• Intentions are communicated to other road users clearly• Other road users are cooperated with correctly• Hazards are identified and responded to correctly• The vehicle is driven defensively• The principles of ecologically responsible driving are followed correctly
<p>Assessment Method</p>	<ul style="list-style-type: none">• Question and answer session• Practical testing



13. REFERENCES

The Transport Licensing Act, No. 1 of 1973

The Road Traffic Act, No. 30 of 1973

The Road Traffic (Amendment) Act, No. 4 of 1990

The Road Traffic (Amendment) Act, No. 16 of 1996

The Surface and Maritime Transport Regulatory Authority Act, No. 9 of 2001

Curriculum Syllabus for Trade Test Level 1 in Professional Driving (RTSA, Zambia 2007)

The Highway Code (Tanzania 2008)

Driving Standards (The Driving Standards Agency, UK 2010)

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