

# SHORT REFRESHER COURSES FOR HEAVY GOODS VEHICLE (HGV)

## DRIVER TRAINING





# TABLE OF CONTENTS

Introduction	4
Overtaking	5
Blind Spots	11
Negotiating Roundabouts	15
Speeding	19
Alcohol And Drug Impairment	23
Walk Around Vehicle Checks	33
Fatigue	45
Night Driving	55

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# INTRODUCTION

The need for safe and defensive driving cannot be overemphasised as it results in the protection of lives and valuable property, the continuous learning and development of drivers, and an increased awareness of the responsibility of each driver while they are on the road.

In June 2024, the Ghana Driver and Vehicle Licensing Authority (DVLA) in collaboration with Transaid and with the support of the Ministry of Transport and The Chartered Institute of Logistics and Transport, Ghana launched the maiden Standardised Curriculum and Instructor's Manual for drivers of Heavy Goods Vehicles (HGV), to provide a holistic guide for the training of HGV drivers.

According to the World Health Organisation, over 2,000 fatalities due to road crashes were recorded in Ghana in 2023, highlighting the urgent need for providing accessible, efficient and effective training for drivers. Driver training plays a critical role in improving drivers' attitude, behaviour and skills on the road, which contributes to mitigating against the risks and consequences associated with poor and reckless driving, including road-related injuries and fatalities. However, due to the demanding and fast-paced environment of commercial driving, most drivers are unable to make time to undergo training.

To overcome this challenge, these short refresher courses have been developed and designed to provide guidance to driver instructors, fleet and safety managers responsible for driver training, to fit refresher training and toolbox sessions into the busy schedules of fleets, allowing for bite-sized yet sufficient learning. They ensure key safety topics are addressed without overwhelming drivers or cutting into valuable road time.

Eight (8) lesson plans have been provided to help trainers deliver training on Overtaking, Blind Spots, Negotiating Roundabouts, Speeding, Alcohol and Drug Impairment, Walk Around Vehicle Checks, Fatigue and Night Driving.

Trainers are encouraged to use this document together with the Instructor's Manual and Curriculum for the training of drivers of Heavy Goods Vehicles.

**LESSON PLAN**

# **OVERTAKING**

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# LESSON PLAN

# OVERTAKING

## Recap Questions:

Ask review questions for topics already covered in previous sessions to establish knowledge retention of participants. Deliver quick recap on previous topic if required.

## Aims & Objectives:

1. To explain what is overtaking;
2. To explain the risks when overtaking;
3. To list when you must not overtake;
4. To list when you may overtake.

## Main Points:

Before overtaking you should make sure that:

- the road is sufficiently clear ahead;
- other road users are not beginning to overtake you;
- there is a suitable gap in front of the road user you plan to overtake.

Overtake only when it is safe and legal to do so. You should:

- overtake on the left;
- only overtake on the right if the vehicle in front is signalling to turn left, and there is room to do so;
- not get too close to the vehicle you intend to overtake;
- use your mirrors, signal when it is safe to do so, take a quick sideways glance, if necessary, into the blind spot area and then start to move out if safe to do so;
- not assume that you can simply follow a vehicle ahead which is overtaking; there may only be enough room for one vehicle;
- move quickly past the vehicle you are overtaking once you have started to overtake. Allow plenty of room. Move back to the right as soon as you can but, do not cut in;
- take extra care at night and in poor visibility when it is harder

to judge speed and distance;

- give way to oncoming vehicles before passing parked vehicles or other obstructions on your side of the road;
- stay in your lane if traffic is moving slowly in queues. If the queue on your left is moving more slowly than you are, you may pass on the right;
- give motorcyclists, cyclists and pushcarts at least as much room as you would when overtaking a motor vehicle. A minimum of 1.5m or more if possible.

### Overtaking Large Vehicles

Overtaking large vehicles is more difficult especially if your vehicle is heavily laden. You should:

- drop back. This will increase your ability to see ahead and should allow the driver of the large vehicle to see you in their mirrors. Getting too close to large vehicles, including agricultural vehicles such as a tractor with a trailer or other fixed equipment, will obscure your view of the road ahead and there may be another slow-moving vehicle in front;

- make sure that you have enough room to complete your overtaking manoeuvre before committing yourself. It takes longer to pass a large vehicle.

**If in doubt do not overtake;**

- not assume you can follow a vehicle ahead which is overtaking a long vehicle. If a problem develops, they may abort overtaking and pull back in.

You **MUST NOT** overtake:

- if you would have to cross or straddle double centre lines with a solid line nearest to you;
- if you would have to enter an area designed to divide traffic, if it is surrounded by a solid line;
- when approaching a pedestrian crossing, especially when vehicles have slowed or stopped to let pedestrians cross.

**DO NOT** overtake if there is any doubt, or where you cannot see far enough ahead to be sure it is safe. For example, when you are approaching:

- a corner or bend;
- the brow of a hill.

**DO NOT** overtake where you might come into conflict with other road users. For example:

- when approaching or at a road junction on either side of the road;
- where the road narrows;
- when approaching a school crossing patrol (Lollipop person);
- where traffic is queuing at junctions or road works;
- when you would force another road user to swerve or slow down;
- at a railway crossing;
- when a road user is indicating left, even if you believe the signal should have been cancelled. Do not take a risk – wait for the signal to be cancelled;
- stay behind if you are following a cyclist approaching a roundabout or junction, and you intend to turn right.

### Being Overtaken

If a driver is trying to overtake you, maintain a steady course and speed, slowing down if necessary to let the vehicle pass. Never obstruct drivers

who wish to pass. Speeding up or driving unpredictably while someone is overtaking you is dangerous. Drop back to maintain a safe four-second gap if someone overtakes and pulls into the gap in front of you.

Do not hold up a long queue of traffic, especially if you are driving a large or slow-moving vehicle. Check your mirrors frequently, and if necessary, pull in where it is safe and let traffic pass.



*Figure 1: Yellow truck overtaking multiple vehicles*

If there is oncoming traffic, then the yellow truck can be expected to pull back into the right lane between the other two trucks. If there continues to be a clear view ahead and there is no oncoming traffic the yellow truck may continue the overtake manoeuvre to pass the blue truck before pulling back in to the right.

The blue truck can be expected to pull back in to the right as it has passed





*Figure 2: Yellow truck being overtaken by multiple vehicles.*

the yellow truck and is not cutting back in. The white truck and also the white UN 4x4 cannot see past the blue truck and cannot therefore see if there is any oncoming traffic. The white truck risks when the blue truck pulls back in to the right that there is oncoming traffic and a head on collision is possible. Equally the white 4x4 risks the same.

The white truck should have waited for the blue truck to have completed its overtake and then checked to see if it were safe to overtake.

Once the white truck completed its overtake manoeuvre then the white 4x4 could have checked that the road continued straight on and that there was still no oncoming traffic before making its overtake manoeuvre.

## Instructor Notes / Remarks

Get the drivers talking about the topic and not just responding to questions.

Seek examples from the drivers of when they have seen unsafe overtaking and any consequences.

Confirm or question the participants:

- What should you be checking for before overtaking another vehicle?
- Give me examples of when you should NOT overtake?
- Why should you NOT follow another large vehicle in overtaking?
- What does a solid white line in the middle of the road mean?
- What should you do when overtaking a bicycle?
- What should you do when being overtaken?
- What should you do if a queue of traffic builds up behind you?

Remember:

Summing up on completion of the lesson is vital, ask yourself, have you achieved your objectives and have they been understood by your training participants? If so, then give a look forward to the next lesson.



**LESSON PLAN**

# **BLIND SPOTS**

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# LESSON PLAN

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## BLIND SPOTS

### Recap Questions:

Ask review questions for topics already covered in previous sessions to establish knowledge retention of participants. Deliver quick recap on previous topic if required.

### Aims and Objectives:

- To explain what is a blind spot;
- To explain the risks of blind spots;
- To list the various blind spots around the vehicle;
- To demonstrate how blind spots can be minimised.

### Main Points:

- Blind spots are areas outside of a vehicle that cannot easily be seen from the driver's seat;
- Entire vehicles (including heavy goods vehicles) as well as pedestrians can be hidden within blind spots;

- List of truck blind spots (see diagram):
  1. Immediately below the front windscreen;
  2. Behind the A-pillars and side mirrors;
  3. To the sides, except the areas seen through the mirrors;
  4. Immediately next to passenger side door;
  5. Immediately behind the vehicle;
- Additional mirrors can limit the size of blind spots, these are often fitted as standard on newer trucks:
  - Front projection mirror – shows the area immediately in front of the vehicle and below the windscreen (1);
  - Wide angle (convex) mirrors above or below the standard (flat) side mirrors give a wider though slightly distorted view – these are

particularly useful when reversing and changing lanes (3);

- Side close proximity mirror – seen through the passenger door window (4);
- A left shoulder check, looking over the left shoulder (3) and through the side window, can show if it is clear to conduct the manoeuvre or if you should wait prior to setting off, changing lanes or turning to reduce the risk of collision with another vehicle while conducting the manoeuvre. This only works on the left side of the truck;
- By moving/leaning forward and to the sides, the area hidden behind the A-pillars and side mirrors can be seen (2).

### Instructor Notes / Remarks

Get the drivers talking about the topic and not just responding to questions.

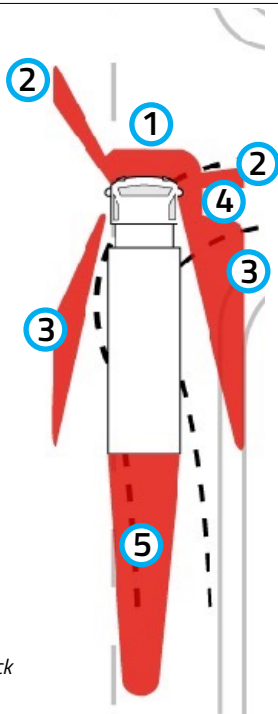
Conduct a practical demonstration of blind spots by having one of the drivers sit in the driver's seat of a heavy goods vehicle while the other participants are positioned around the vehicle within the blind spots. Then have the driver come out of the vehicle and see where the others are standing – this is especially effective when there are a large number of people available to stand within the blind spots. **See figure 3.**

Confirm or question the participants:

- What is a blind spot?
- How big are blind spots?
- Tell me where blind spots are located?
- What can you do to minimise blind spots?

Remember:

Summing up on completion of the lesson is vital, ask yourself, have you achieved your objectives and have they been understood by the drivers? If so, then give a look forward to the next lesson.



*Figure 3:Blindspots of a truck*





# **LESSON PLAN** **NEGOTIATING** **ROUNDAABOUTS**

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## LESSON PLAN

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# NEGOTIATING ROUNDAOBOUTS

### Recap Questions:

Ask review questions for topics already covered in previous sessions to establish knowledge retention of participants. Deliver quick recap on previous topic if required.

### Aims & Objectives:

- To explain what is a roundabout;
- To explain the importance of correct lane selection when using a roundabout;
- To identify risks when using a roundabout.

### Main Points:

A roundabout is a specific type of junction which increases the number of vehicles which can pass through in a given time when compared to a normal junction such as a crossroad or T-junction.

A driver entering a roundabout must give way to vehicles approaching from

the left. These are vehicles already on the roundabout or about to join the roundabout that you would have forced to slow down if you were to pull out in front of them.

### Lane Selection (see Figure 4):

Use right lane for taking the first exit (Orange track) from the roundabout or going straight on (Blue track).

Use the left lane for turning left (Green track) or going full circle. In this circumstance, there is a particular risk just before coming off the roundabout of someone joining the roundabout and coming up on the right-hand side of the vehicle. So particular care should be taken to make good use of mirrors and also to be aware of other vehicles joining the roundabout as you pass them.

However, road markings may change which lanes are used for taking different exits. For example, if there are three lanes on approach to the



roundabout, markings may indicate that the middle lane be used for going straight on. Or perhaps if the road to the right is a dual carriageway, the right lane and also the middle lane may be marked for traffic in both lanes to turn right.

Use of indicators:

- When turning right (Orange Car) – Use right indicator when approaching roundabout and throughout the manoeuvre;
- When going ahead (Blue Car) – Do not indicate on approach to the roundabout. Once on the roundabout indicate right when passing the exit immediately before the one you are taking;
- When turning left (Green Car) – Use left indicator on approach to the roundabout and keep left indicator on while negotiating the roundabout until passing the exit immediately before the one you are taking at which point apply the right indicator.

Large vehicles will need more room when negotiating a roundabout compared to smaller vehicles such as cars or motorcycles. If the roundabout is small, then a larger vehicle may need to straddle two lanes in order to get around without mounting the

physical roundabout itself. Other road users may not understand this and may still try to come up the side of the truck rather than staying behind the truck.

Be very aware of other traffic which may not be using the correct lane for their manoeuvre or may not be signalling their intentions correctly.

Bicyclists are recommended to stay in the right lane when approaching and negotiating roundabouts, irrespective of which exit they intend to take. So, care must be taken when coming up behind a bicycle. Motorcycles should negotiate a roundabout in the same manner as other motor vehicles

### **Instructor Notes / Remarks**

*L.I. 2180, Section 106: Rules of the road, sub-section 10*

Get the drivers talking about the topic and not just responding to questions.

Get the drivers to give examples of where they have seen instances of incorrect use of a roundabout and the consequences.

Confirm or question the participants:

- What lane should you be in when turning right at a

roundabout?

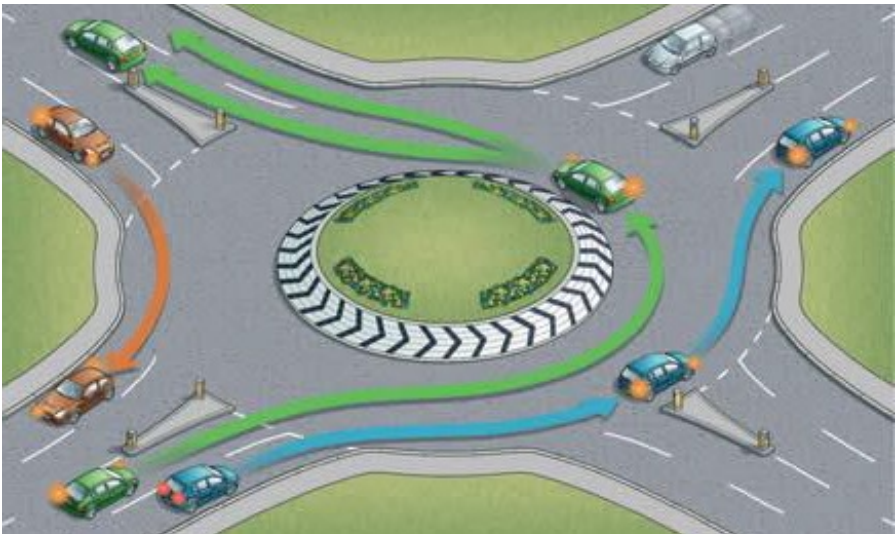
- What lane should you be in when going straight on at a roundabout?
- What lane should you be in when turning left at a roundabout?
- Who should you give way to before entering the roundabout?
- What should you be aware

of before turning off a roundabout?

- What should you do if the roundabout is small when approaching in a large vehicle?

Remember:

Summing up on completion of the lesson is vital, ask yourself, have you achieved your objectives and have they been understood by your training participants? If so, then give a look forward to the next lesson.



*Figure 4: Lane selection while approaching and negotiating a roundabout*



L.I. 2180, Section 106:  
Rules of the road, sub-section 10

# LESSON PLAN **SPEEDING**

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# LESSON PLAN

# SPEEDING

## Recap Questions:

Ask review questions for topics already covered in previous sessions to establish knowledge retention of participants. Deliver quick recap on previous topic if required.

## Aims & Objectives:

- To explain what is speeding;
- To explain the risks of speeding;
- To identify the speed limits applicable to trucks.

## Main Points:

- Speeding is:
  - driving faster than the applicable speed limit for the vehicle and location;
  - driving faster than is safe (while still within the speed limit) for the situation – this is over-speeding.
- Speed limits for heavy goods vehicles are:
  - **Thirty** kilometres per hour (**30km/h**) on a road
    - When passing a school, a playground, or a health facility;
    - When passing a church, a mosque, a market, a shopping centre; or
    - Where human activity is predominant;
  - **Fifty** kilometres per hour (**50km/h**) on a road or a section of a road situated within an urban or built up area;
  - **Seventy-five** kilometres per hour (**75km/h**) if carrying a load;
  - **Eighty** kilometres per hour (**80km/h**) if unladen.
- Speed should be reduced in the following circumstances:
  - When visibility is reduced e.g. at night, when it is raining, passing through dust clouds etc.;
  - When the road condition is poor e.g. large number of pot holes;

- When the road is narrow and there is approaching traffic, parked vehicles etc.;
- When there is congestion;
- When going down a steep hill (control of the vehicle);
- When approaching a hill crest;
- When there are sharp bends (control of the vehicle and limited visibility of possible oncoming vehicles);
- When there are pedestrians on the road; or
- Children playing nearby. Children have not yet developed full awareness of the speed of approaching vehicles or may be fully focused on something else when running out onto the road in front of oncoming traffic. An example could be a group of children playing football beside the road and the ball rolls out into the road. One of the children could run out onto the road to retrieve the football without thinking about oncoming traffic.

iv. Stopping distances

- The faster a vehicle is

travelling, the longer it will take to stop;

- The heavier a vehicle is, the more distance it will take to stop;
- Wet roads would double the stopping distance.

### **Instructor Notes / Remarks**

*L.I. 2180, Sections 163-165*

*Highway Code, Section 3: Rules of the road for all road users, 3.2-3.4*

*Highway Code, Section 7: Safe use of the road infrastructure and environment, 7.8-7.10*

Get the drivers talking about the topic and not just responding to questions.

Take the opportunity to get the drivers to give examples of where they have seen instances of over-speeding and the consequences.

Confirm or question the training participants:

- What is speeding?
- What is over-speeding?
- What is an example of when speed should be reduced?

- What is the maximum speed permitted for a loaded truck when outside of an urban area?
- What is the maximum speed permitted for an unladen truck when outside of an urban area?
- What is the maximum speed permitted when passing a school?
- What happens to stopping distance on a wet road?

Remember:

Summing up on completion of the lesson is vital, ask yourself, have you achieved your objectives and have they been understood by your training participants? If so, then give a look forward to the next lesson.

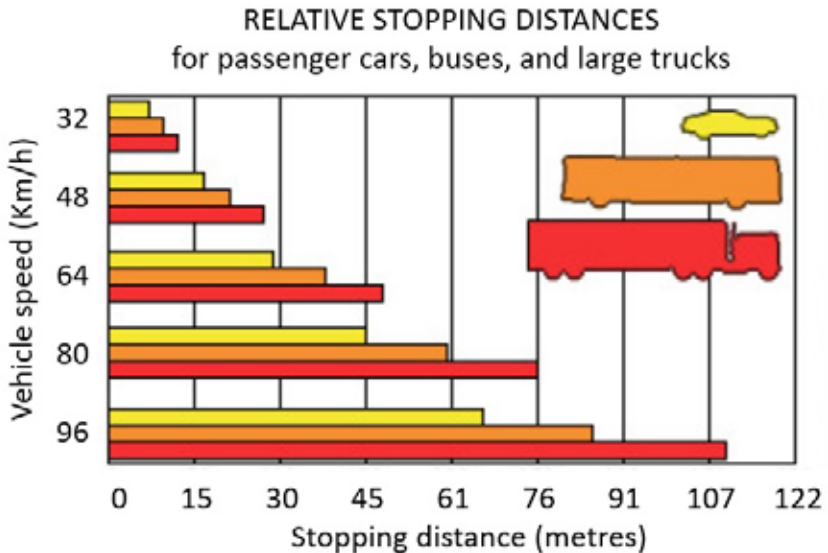


Figure 5: Relative stopping distances



L.I. 2180, Sections 163-165

Highway Code, Section 3: Rules of the road for all road users, 3.2-3.4

Highway Code, Section 7: Safe use of the road infrastructure and environment, 7.8-7.10

**LESSON PLAN**

# **ALCOHOL & DRUG IMPAIRMENT**

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## LESSON PLAN

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# ALCOHOL & DRUG IMPAIRMENT

### Recap Questions:

Ask review questions for topics already covered in previous sessions to establish knowledge retention of participants. Deliver quick recap on previous topic if required.

### Aims & Objectives:

- To explain what is drink driving;
- To understand the possible effects of drugs and alcohol;
- To understand that even legal drugs, both prescribed or over-the-counter, can impact a driver's ability to drive safely;
- To list legal drugs and how they could impact driver ability?
- To list illegal drugs and how they can affect driver ability
- To understand the legal consequences of driving under the influence of alcohol or drugs.

### Main Points:

#### Alcohol and Drugs

The consumption of alcohol or drugs (including certain prescription and over-the-counter drugs) impairs judgment, and alters a driver's confidence level which can affect how they manage risks. It slows reactions, increases stopping distances, affects judgment of speed and distance, and reduces the field of vision. Even a small amount of alcohol, well below the legal limit, can seriously affect a driver's ability to drive safely.

Drivers under the influence of alcohol or drugs kill and injure many people every year. Drivers who have consumed alcohol may focus more on tasks such as gear changes and take too long to make vital decisions or may not see hazards such as pedestrians on the roads.

It is almost impossible to be sure how many units have been consumed because the alcoholic strength of



drinks varies enormously, as does the size of measures and how the body reacts to alcohol. Being hungry, tired, stressed or ill can also affect how quickly a body becomes affected by alcohol. It is difficult to know the alcoholic strength of a drink without reading the bottle label. Drinks poured at home are usually larger than ones bought in a bar or restaurant. The only safe option is to avoid drinking alcohol in the hours before driving (e.g., before starting work or during breaks). A driver should never rely on trying to calculate accurately how much alcohol is in their body, and whether they exceed the legal alcohol limit for driving.

### **The Morning After**

The morning after consuming alcohol is a dangerous time for impaired driving. It takes about one hour for the body to process one unit of alcohol. So, for example, it could take 10 or more hours for the body to process the alcohol and become alcohol free, depending on the amount of alcohol consumed. Even if under the legal limit, a driver may still be affected by the alcohol in their body. Many drink drivers are still above the limit and their driving would still be impaired the morning after they have been drinking.

### **Legal Drugs and Driving**

A driver should check with their doctor or pharmacist whether any over-the-counter or prescribed medicines they are taking are likely to affect their driving (e.g., by causing drowsiness). If so, they should ask for an alternative that does not affect driving or avoid driving altogether. A driver should always check the label on medicines and the patient information leaflet for any warnings.

There are many legal drugs that have side effects that may impair driving ability, such as:

- Sleeping tablets;
- Anti-depressants;
- Sedatives, tranquilizers, or other medicines for anxiety;
- Some pain killers;
- Some allergy or hay-fever medicines;
- Many cough and cold remedies;
- Some medicines for epilepsy;
- Some medicines for diabetes;
- Some medicines for blood; pressure or heart conditions
- Some herbal remedies or supplements.

Some medicines can make a driver feel fatigued. They may have impaired cognitive functioning, or they may affect a driver's confidence and their emotional state.

## Illegal Drugs and Driving

Below are some of the effects of various illegal drugs on driving:

- **Cannabis** slows reactions, affects concentration. It often gives a sedative-like effect, resulting in fatigue, and affects coordination. Research using driver simulators has found cannabis makes drivers less able to steer accurately and slower to react to another vehicle pulling out.
- **MDMA** (ecstasy) makes the heart beat faster, which can cause a surge of adrenaline and result in a driver feeling over-confident and taking risks. Short-term risks can also include anxiety, panic attacks, confused episodes, paranoia or even psychosis, all of which can have a negative impact on drivers.
- **Cocaine** causes over-confidence and can cause erratic behaviour. After a night out using cocaine, people may feel like they have a flu, feel sleepy and lack concentration.
- **Dissociative drugs:** Common dissociative drugs are ketamine and PCP. These can cause muscle paralysis; hallucinations; confusion, agitation, panic attacks; and memory impairment.
- **Hallucinogens:** Common hallucinogens include LSD (Acid) and magic mushrooms (psilocybin). They can speed up or slow down time and movement, making the speed of other vehicles difficult to judge. They can cause colours, sounds and objects to appear distorted. They can cause disorientation, confusion, panic, fatigue and nausea.
- **Amphetamines and methamphetamines:** This includes speed (and more powerful versions including ice/crystal meth). These drugs make people feel wide awake and excited, causing erratic behaviour and risk taking; and can make people panicky. Users have difficulty sleeping, so will also be tired for days.
- **Opiates:** This includes heroin and opium. They have a

sedative affect, slowing reaction times, causing inappropriate responses, reduced coordination and reduced ability to think clearly. They cause blurred vision and drowsiness, nausea and vomiting.

- **Local herbs/locally made concoctions:** This includes weed, bitters, local snuff etc which make drivers feel bolder, not feel tired or sleepy.

## **Road Traffic Act, 2004 (Act 683)**

### **Section 4 - Driving under the influence of alcohol or drugs**

1. *A person who, while driving or attempting to drive a motor vehicle on a road, is under the influence of alcohol or drugs to such a degree as to be incapable of having proper control of the vehicle commits an offence and is liable on summary conviction*

- a. *where*
  - i. *no bodily injury; or*
  - ii. *a minor bodily injury*

*occurs to any person other than the driver, to a fine not exceeding 100 penalty units [GH¢ 12 per unit] or to a*

*term of imprisonment not exceeding 6 months or to both;*

- b. *where bodily injury of an aggravated nature occurs to any person other than the driver, to a minimum fine of 250 penalty units and not exceeding 500 penalty units or to a term of imprisonment of not less than 1 year and not exceeding 2 years or to both; or*
- c. *where death occurs, to a fine of not less than 1000 penalty units and not exceeding 2000 penalty units or to imprisonment for a term not less than 3 years and not exceeding 5 years or to both.*

- 2. *A person shall be taken to be under the influence of alcohol where the alcohol concentration in that person's blood or breath as shown by any competent medical evidence or any other competent evidence, is 0.08 percent or more when measured within two hours of the time of operating or attempting to operate the motor vehicle.*
- 3. *The Court may upon conviction of any person under this section order the payment of such compensation as the Court may consider appropriate to an injured person or to the estate of the person.*

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### **Section 5 - Driving when alcohol concentration is above prescribed limit**

*A person who drives or attempts to drive a motor vehicle on a road after consuming a quantity of alcohol that the proportion of it in that person's breath, blood or urine exceeds the prescribed limit commits an offence and is liable on summary conviction to a fine of not less than 500 penalty units and not exceeding 2000 penalty units or to imprisonment for a term not exceeding 5 years or to both.*

### **Section 6 - When breath test is required**

1. *Where a police officer has reasonable cause to suspect that a person
  - a. *driving or attempting to drive on a road has alcohol in that person's body or has committed a traffic offence while the motor vehicle was in motion, or*
  - b. *has been driving or attempting to drive a motor vehicle on a road with alcohol in the person's body and that person still has alcohol in the person's body, the police officer may, subject to section 8, require that person to provide a specimen of breath for a breath test.**
2. *Where an accident occurs owing to the presence of a motor vehicle on a road, a police officer may subject to section 9, require any person who the police officer has reasonable cause to suspect was driving or attempting to drive the motor vehicle at the time of the accident to provide a specimen of breath for a breath test.*
3. *A person may be required under subsection (1) or (2) to provide a specimen either at or near the place where the requirement is made or, if the requirement is made under subsection (2) and the police officer making the requirement thinks fit, at a police station specified by the police officer.*

### **Section 7 - Failure to provide breath for test**

1. *A person who, without reasonable excuse, fails to provide a specimen of breath when required to do so in pursuance of section 6 commits an offence and is liable on summary conviction to a fine not exceeding 500 penalty units or to a term of imprisonment not exceeding 2 years or to both.*
2. *A police officer may arrest a person without warrant if
  - a. *as a result of a breath test the police officer has reasonable cause to suspect that the**

- 
- proportion of alcohol in that person's breath or blood exceeds the prescribed limit; or*
- b. *that person has failed to provide a specimen of breath for a breath test when required to do so and the police officer has reasonable cause to suspect that that person has excess alcohol in the person's body;*
- c. *but a person shall not be arrested by virtue of this subsection when that person is at a hospital as a patient.*
3. *A police officer may, require a person to provide a specimen of breath where the police officer has reasonable cause to suspect that an accident that has occurred involved injury to another person or property.*
4. *A provision of a specimen other than a specimen of breath may be required in pursuance of section 6 and the question whether it is to be a specimen of blood or a specimen of urine shall be decided by the police officer making the requirement, but if a medical practitioner is of the opinion that for medical reasons a specimen of blood cannot or should not be taken the specimen shall be the specimen of urine.*
5. *A blood or urine test for the purposes of section 6 shall be carried out by a qualified person.*
6. *The result of any test or analysis under section 6 shall be conclusive evidence of the level of alcohol in the breath, blood or urine of the person providing the breath, blood or urine.*
- Section 8 - Protection for hospital patients**
1. *A person who is at a hospital as a patient shall not be required to provide a specimen for a breath test or to provide a specimen of urine or blood for a laboratory test unless the medical practitioner in immediate charge of that person's case authorizes it and the specimen is to be provided at the hospital*
2. *The medical practitioner referred to under subsection (1) shall not authorize a specimen to be taken where it is prejudicial to the proper care and treatment of the patient.*
- Section 9 - Detention of persons**
1. *A person required to provide a specimen breath, blood or urine may be detained at a police station until it appears to the police officer that, were that person then driving or attempting to drive a motor vehicle on a road, that person would not be committing an offence under this Act.*
2. *A person shall not be detained*
-

*under subsection (1) if it appears to the police officer that there is no likelihood of the person driving or attempting to drive the motor vehicle while the person's ability to drive safely is impaired or while the proportion of alcohol in that person's, blood or urine exceeds the prescribed limit.*

3. *A police officer shall consult a medical practitioner on any question arising under this section whether a person's ability to drive safely is or might be impaired by reason of drugs and the police officer shall act on the advice of the medical practitioner.*

#### *Section 10-Interpretation of specified terms in sections 4 to 9*

*In sections 4 to 9 unless the context otherwise requires*

*"breath test" means*

- a. *in a case of a test on a specimen required to be provided under subsection (1) or (2) of section 6, a preliminary test for the purpose of obtaining, by means of a device of a type approved by the Minister, an indication whether the proportion of alcohol in a person's breath or blood is likely to exceed the prescribed limit; and*

- b. *in the case of a requirement to provide further specimen for test, a test for the purpose of obtaining, by means of the same or another such device, confirmation that the proportion of alcohol in a person's breath or blood exceeds the prescribed limit;*

*"drug" includes any intoxicant;*

*"fail" includes refuse;*

*"prescribed limit" means, as the case may require*

- a. *35 microgrammes of alcohol in 100 millilitres of breath;*
- b. *80 milligrammes of alcohol in 100 millilitres of blood;*
- c. *107 milligrammes of alcohol in 100 millilitres of urine; or*
- d. *such proportion as may be prescribed by Regulations.*

#### **Instructor Notes / Remarks**

*Road Traffic Act, 2004 (Act 683),  
Sections 4- 10*

*L.I. 2180, Section 106: Rules of the road,  
Regulation 106 (17)*

*Highway Code, Section 7: Safe use of the*

*road infrastructure and environment, 7.4*  
*Don't use the road when impaired*

Fines: 1 Penalty Unit = GH¢ 12

Therefore:

Penalty Units	Ghana Cedis
100	GH¢ 1,200
250	GH¢ 3,000
500	GH¢ 6,000
1,000	GH¢ 12,000
2,000	GH¢ 24,000

Get the drivers talking about the topic and not just responding to questions.

Take the opportunity to get the drivers to give examples of the local herbs and concoctions that they know and where they have seen instances of drink/drug impaired driving and the consequences.

Confirm or question the training participants:

- What is drink driving?
- What are the possible effects of drugs and alcohol?
- What types of drugs could affect a driver's ability to drive safely?
- List legal drugs and how they could impact driver ability?
- List illegal drugs and how they can affect driver ability?
- What are the legal consequences of driving under the influence of alcohol or drugs?

Remember:

Summing up on completion of the lesson is vital, ask yourself, have you achieved your objectives and have they been understood by your training participant, if so, then give a look forward to the next lesson.



Road Traffic Act, 2004 (Act 683), Sections 4-10  
L.I. 2180, Section 106: Rules of the road, Regulation 106 (17)

Highway Code, Section 7: Safe use of the road infrastructure and environment, 7.4 Don't use the road when impaired





**LESSON PLAN**

# **WALK AROUND VEHICLE CHECKS**

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## LESSON PLAN

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# WALK AROUND VEHICLE CHECKS

### Recap Questions:

Ask review questions for topics already covered in previous sessions to establish knowledge retention of participants. Deliver quick recap on previous topic if required.

### Aims & Objectives:

- To identify the purpose of a walk around vehicle check;
- To explain the risks of not completing a walk around vehicle check;
- To demonstrate how to conduct a walk around vehicle check;
- To explain how a defect report card would be used.

### Main Points:

#### The Importance of Ensuring that the Truck is Roadworthy

It is important that any vehicle used on the road is in a fully roadworthy

condition, which will not cause a danger to the driver, passengers or any other road user. This is even more important for a vehicle that weighs many tonnes. To ensure ongoing roadworthiness, regular checks by the driver need to be conducted between maintenance inspections and identified defects reported so that they can be rectified as soon as possible.

**A driver should undertake a walk around check of the vehicle before it is used each day.** On long journeys checks should be made around the vehicle at regular intervals during any break in the journey and prior to beginning a return journey.

#### Checks to be made prior to entering the vehicle

- Suspension:
  - Is the vehicle sitting upright or leaning to one side?

## Checks to be made from the driver's cab

- Driver's seat: Correctly adjusted to ensure ease of operation of all necessary hand and foot controls;
- Driving controls, seat & safety belt (if fitted);
- Heater / demister / air conditioning working properly;
- Instruments, gauges & warning devices working:
  - All dashboard warning lamps work correctly (e.g., the ABS warning lamp, full headlamp warning lamp, parking brake warning lamp, etc.);
  - Gauges are reading correctly;
  - Warning devices are audible or visible.
- Mirrors and Glass:
  - All mirrors that should be there are aligned properly and securely mounted;
  - Mirror glass is clean and free from damage that prevents a clear view through it;
  - View of the road through the windscreen and side

windows (especially in the driver's side swept area) is not obscured by damaged or discoloured glass, obstructions (stickers, etc.);

- Brakes:
  - Check that the service brake operates both the tractor and trailer (where applicable) brakes;
  - Check that the parking brake for the tractor is operational (These checks can be done by listening for the air releasing from the tractor and the trailer or by asking a colleague to watch the trailer brakes operating as you press the pedal);
  - Check that the service brake pedal doesn't have excessive side play or missing, loose or incomplete anti-slip provision;
  - Check that the trailer parking brake works by operating it as you do the walk around check.
- Windscreen Wipers and Washers:
  - Wipers move continually when switched on;
  - Wiper blades are not so

deteriorated that they do not clear the screen effectively when used with washers; **Do not operate wipers on dry screen as this may cause damage (scratching due to dust/grit);**

- Washers point at screen and are operational.
- Steering:
  - Excessive play in the steering wheel;
  - When checking for leaks underneath vehicle, check the major steering components to ensure that they are present and undamaged.
- Horn:
  - Horn control is easily accessible from driver's seat;
  - Horn unit works when control is operated.
- Check that the exhaust does not emit excessive amounts of smoke;
- Check that the fire extinguisher is easily accessible and is in good condition and is not discharged (guage needle

needs to be in the green section);

- Check that the First Aid Kit is present, easily accessible and its contents have not expired;
- Check that the necessary warning triangles are present and in good condition.

### **Checks to be carried out on the exterior of the truck**

- Security of body/wings:
  - All fastening devices are present, complete, secure and in working order;
  - Cab doors and trailer doors are secure when closed;
  - No body panels on tractor unit or trailer are loose and in danger of falling off;
  - No landing legs, where fitted, are likely to fall from the vehicle.
- Spray suppression: Spray suppression flaps are fitted (where required); stiff and secure; undamaged and not clogged with mud or debris;
- Check underneath vehicle for fluid leaks;
- Exhaust: No excessive noise or smoke;

- 
- Number plates: In place, clean & in good condition;
  - Check engine oil, coolant and windscreen wash for levels;
  - Fuel cap seal: In place, in good condition & no leaks;
  - Air suspension correctly set (if fitted);
  - Check for sounds of air leaks or drop in air pressure;
  - Lights and indicators:
    - All lights or indicators work correctly in all their modes of operation (including 'hazard');
    - All lenses are present, not dirty or damaged and are of the right colour;
    - Stop lamps come on when the service brake is applied and go out when released;
    - Marker lights are present and working (where applicable).
  - Reflectors are not obscured, missing, broken or of the wrong colour;
  - Marker boards are present (if the type of vehicle requires them), not obscured by dirt or other objects; securely fastened; of the correct type and clearly visible;
  - Fuel, oil and waste leaks; with engine on, check:
    - Underneath vehicle for any leaks of fuel or oil;
    - That fuel filler cap is properly secured;
    - If leaks are detected that aren't fuel or oil, trace the cause (i.e., power steering fluid, water, etc.).
  - Battery (if easily accessible):
    - Check that the batteries are held securely in place by the correct means, not by their cables and that they are not leaking, and caps are fitted.
  - Coupling security:
    - The trailer king pin (if applicable) is located correctly in the fifth wheel and the security bar is in the correct position for its use with clip in place.
  - Electrical and air lines (suzies):
    - Couplings are free from debris and located properly;
    - There are no leaks from the lines themselves;
    - There is no bulging, kinking, corrosion, stretching,
-

chafing or general damage/  
wear to any electrical or air  
line;

- If the engine is left running until pressure has built up after the initial brake test, it will be easier to hear leaks as the rest of the walk around check is carried out.

▪ **Security of Load:**

- Any load is secured adequately;
- Any container has an effective secondary locking device fitted, securing it to the vehicle.

**Checks to be made on the wheels and tyres of the truck:**

- Check as much of each tyre/ wheel as you can see. There must be:
  - Minimum tread depth of 1mm across 3/4 of the tyre width and around the entire circumference;
  - Sufficient inflation of each tyre;
  - No deep cuts in the sidewall;
  - No abrasions, bulges or tears;

- No cord visible;
- No missing or insecure wheel-nuts;
- Wheel nut indicators correctly aligned (if fitted);
- Road wheel nuts all in place, correctly fitted & secure.

**Conduct the Check in a Systematic Manner**

The same systematic routine should be followed each and every time these checks are carried out; thus, ensuring that nothing is missed out. The external check of the vehicle should begin at the entrance door and work around the vehicle checking the top, middle and bottom of the vehicle as you go. If there is any interruption to the check then the driver can go back a couple of paces and then continue without the possibility of having missed any section of the vehicle.

**Familiarise Yourself with the Truck**

Each vehicle is different, and it is important that the driver is fully familiar with the vehicle before he drives it. The instructor should use the opportunity when demonstrating the first daily walk around check to his students to familiarise them with the vehicle.

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## Safety Equipment

Certain items of safety equipment must be carried on or fitted to the vehicle and must be in good condition; These include:

- i. Two standard advance warning triangles;
- ii. First aid box with basic components;
- iii. Fire extinguisher;
- iv. Spare tyre in good condition (minimum one);
- v. Reflectors at the back and front bumpers;
- vi. Retro-reflective tape (for vehicles with gross vehicle weight of 3.5t and above, trailer should be fitted with retro-reflective tapes on the sides and rear);
- vii. A trailer carrying a load with a width exceeding 2.55m requires a police escort, or should signal appropriately to road users;
- viii. A trailer carrying a load which extends beyond the length of the trailer should signal appropriately to road users;
- ix. Side trailer lights.

## Defect Reporting

Defects identified during the daily checks and also those which arise during the operation of the vehicle should be reported to the owner/ operator or their designated engineering staff. A standard form (appropriate to the vehicle) can be used to ensure all relevant details are recorded.

### Serious defects

Serious defects are those that would cause a danger if the vehicle was used on the public road.

Examples are:

- i. Inoperative headlights;
- ii. Cracked windscreen obstructing driver's vision;
- iii. Worn tyres with cord or ply showing;
- iv. Faulty brakes (not operating fully or pulling to one side);
- v. Excessive smoke from exhaust;
- vi. Insecure driver's seat;
- vii. Trailer brake inoperative;
- viii. Vehicle not driving in a straight line (crabbing).

## Minor defects

Minor defects are those which would not cause a danger if the vehicle was used on the public road but should be rectified as soon as possible.

Examples are:

- Minor abrasion/wear to electrical or air line;
- One outline marker light not operating;
- Minor bodywork damage.

## Vehicle Defect Report

A vehicle defect report form should be used to report defects to the relevant persons who can then take the appropriate action to ensure that the vehicle is brought back to a roadworthy condition for use on the public road.

The report should be submitted to the relevant supervisory/engineering official in order for the defects therein recorded to be rectified.

There are many versions of vehicle defect reports; as a minimum they should allow for the recording of the following information:

- i. Identification of the person reporting the defect;

- ii. Identification of the vehicle;
- iii. Current odometer reading;
- iv. Date;
- v. Checklist of components to be checked;
- vi. Defects identified;
- vii. Defects rectified;
- viii. Identification of the person who has rectified the defects and their signature confirming that the vehicle is now fit for use on the public road.

## Defects identified during use of the vehicle should also be recorded on the Vehicle Defect Report

Make judgement call on if the vehicle is in a roadworthy condition or seek advice. A driver is not necessarily a qualified mechanic. If they are satisfied that the vehicle is roadworthy and safe then they should proceed to use the vehicle on the public road. However, if they have any doubt on the roadworthiness of the vehicle they should seek advice from a qualified mechanic prior to use.

**If the vehicle is considered to be unsafe, it should NOT be used on a public road under any circumstances!**



## Instructor Notes / Remarks

*Highway Code, Section 4: Vehicles, 4.7  
Vehicle maintenance*

Stress the importance of being systematic while conducting the walk around check. Ensuring that nothing is missed.

Get the drivers talking about the topic and not just responding to questions.

Take the opportunity to get the drivers to give examples of where they have seen instances of trucks not having been properly inspected. E.g. shredded tyre by the roadside.

Confirm or question the training participants:

- Why is it important to ensure that the truck is roadworthy?
- Why should you check the vehicle in a systematic manner?

- What can you check from the driver's cab?
- What equipment must be carried on a truck?
- What should you check for on the wheels and tyres?
- When checking airlines and electrical connections between the tractor unit and the trailer, what should you look for?
- How should you check for fuel or oil leaks?

Remember:

Summing up on completion of the lesson is vital, ask yourself, have you achieved your objectives and have they been understood by your training participant? If so, then give a look forward to the next lesson.



Highway Code, Section 4: Vehicles, 4.7 Vehicle maintenance

# HGV Drivers' Walk



## Brake Lines

- Check that couplings are free from debris and located properly and that the safety locking devices are present, and the coupling is secure
- Check that there are no leaks from the lines themselves
- Check that there is no bulging, kinking, corrosion, stretching, chafing or general damage to any brake lines

*If the engine is left running until pressure has built up after the initial brake test, it will be easier to hear leaks as the rest of the walk around test is carried out*

## Reflectors

Check that the reflectors are not:

- Obscured; missing; broken or of the wrong colour

## Excessive Engine Exhaust Smoke

- Check that the exhaust doesn't emit excessive amounts of smoke

## Horn

- Check that horn works correctly when control is operated

## Security of Load

- Check that any load is secured adequately
- Check that any container has an effective secondary locking device fitted

## Battery (if easily accessible)

- Check that battery is held securely in place by the correct means, not by its cables
- Check that battery is not leaking and caps are fitted

## Spray Suppression

Check that the spray suppression flaps are:

- Fitted (where required); rigid and secure; undamaged and not clogged with mud or debris

## Brakes

- Check that the service brake operates both the tractor and trailer (where applicable) brakes
- Check that the parking brake for the tractor is operational

*(these checks can be done by listening for the air releasing from the tractor and the trailer or by asking a colleague to watch the trailer brakes operating as you press the pedal)*

- Check that the service brake pedal doesn't have excessive side play or missing, loose or

## Lights and

- Check that all lights are in all their modes of operation
- Check that all lenses are undamaged, not dirty or discoloured
- Check that stop lamps, brake is applied and gear is in neutral
- Check that marker lights (where applicable)
- Check that all dashboard lights are correctly (e.g. the ABS main beam warning lamp)



## Markers

Check that the marker boards/conspicuity markings are:

- Present if the type of vehicle requires them
- Not obscured by dirt or other objects
- Securely fastened
- Of the correct type

## Security of B

- Check that all fastenings are complete, secure and
- Check that cab doors are secure when closed
- Check that no body panels or trailer are loose and
- Check that no landing gear is fitted, is likely to fall

# Walk Around Check

## Indicators

Indicators work correctly  
operation (including 'hazard')  
are present, secure and  
and are of the correct

come on when the service  
out when released  
are present and working

ward warning lamps work  
warning lamp, headlamp,  
lamp, parking brake warning

## Mirrors and Glass

- Check that the service brake operates both the tractor and trailer (where applicable) brakes
- Check that the parking brake for the tractor is operational

*(these checks can be done by listening for the air releasing from the tractor and the trailer or by asking a colleague to watch the trailer brakes operating as you press the pedal)*

- Check that the service brake pedal doesn't have excessive side play or missing, loose or incomplete anti-slip provision

## Fire Extinguisher

- Check that the fire extinguisher is easily accessible
- Check that the fire extinguisher is in a good condition and not discharged

## Steering

- Check the steering for excessive play
- Check for power steering fluid leaks under vehicle
- When checking for leaks underneath the vehicle, visually check the major steering components to ensure that they are present, secure and undamaged

## Windscreen Wipers & Washers

- Wipers work correctly when switched on and cover the full swept area of the screen
- Wiper blades are not so deteriorated that they don't clear the screen effectively when used with washers
- Washers point at screen and are operational (where required)

## Electrical Connections

- Check that all visible wiring is insulated and is not in a position where it is likely to get chafed
- Check that all electric switches operate their components correctly
- Check that electrical plugs are correctly located and secured in the sockets

## Fuel/Oil Levels and Leaks

- Check fuel, engine oil, coolant, windscreen washer and (if fitted) urea levels
- Check fuel filler cap and seal are properly located

**With engine on:**

- Check underneath vehicle for any leaks of fuel/oil
- Check if leaks are detected that aren't fuel or oil, trace the cause (i.e. power steering fluid, water etc.)

## Coupling Security

- Check that the trailer (if applicable) is located correctly in the fifth wheel
- Check that the security bar is in the correct position for its use and any locking devices are in good condition and correctly deployed

## Tyres and Wheel Fixing

Check as much of each tyre/wheel as you can see to ensure that:

- There is a minimum tread depth of 1mm
- There is sufficient inflation of each tyre
- There are no deep cuts or bulges in the sidewall
- There are no cord visible anywhere on tyre
- There are no missing or insecure wheel nuts
- Wheel nut indicators correctly aligned (if fitted)
- Road wheel nuts all in place, correctly fitted & secure



## Body/Wings

ing devices are present,  
in working order  
s and trailer doors are  
parts on tractor unit or  
in danger of falling off  
leg component, where  
from the vehicle.

## Other Equipment

- Check that the driver's seat correctly adjusted to ensure ease of operation of all necessary hand and foot controls
- Check all driving controls, seat & safety belt (if fitted)
- Check that warning triangles are present
- Check that number plates are in place, clean and in a good condition

## Vehicle Defect Report



Date

Vehicle Registration Number

Driver

Odometre

### Daily Vehicle Check

✓ = Satisfactory

✗ = Defect

Driver's seat (& Belt) - condition/security	
Cab warning devices - operation	
Horn and other warnings - operation	
Driving Controls/steering - wear/operation	
Brakes - pressure/operation/leaks	
Direction Indicators - operation	
Odometer / speedometer - operation	
Windscreen wipers/washers - operation/condition	
Body Interior / seating / lighting / ventilation	
First aid kit/fire extinguisher - presence/condition	
Doors - condition/operation	
Number plates - condition/security	

Mirrors - condition/security	
Body Exterior / access doors / compartments condition/operation	
Exterior lights - operation/security/cleanliness	
Discs - presence/validity	
Glass - condition/security/visibility	
Spare wheel / jack - presence/condition/security	
Wheels / fixings - condition/security	
Tyres - inflation/damage/wear	
Engine oil / water / fuel / waste - levels/leaks	
Battery - condition/security	
Exhaust - condition/security/smoke emission	
Reflectors / markers / warning devices operation/security/cleanliness	

**DEFECT REPORT - Details of any faults  
noted should be entered here**

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Signature of  
Driver

### ACTION TAKEN

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Signature \_\_\_\_\_ Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



# LESSON PLAN **FATIGUE**

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# LESSON PLAN

## FATIGUE

### Recap Questions:

Ask review questions for topics already covered in previous sessions to establish knowledge retention of participants. Deliver quick recap on previous topic if required.

### Aims & Objectives:

- To explain what is fatigue;
- To explain what is tiredness;
- To identify the times that being impacted by fatigue and tiredness happens;
- To explain what actions can be taken at home to minimise fatigue and tiredness;
- To explain what warning signs there are of fatigue and tiredness;
- To explain how to counteract fatigue and tiredness;
- To explain what are the maximum driving periods permitted by law.

### Main Points:

Fatigue is not just being tired or bored from driving the same highways for hours on end. It's the overwhelming physical and mental exhaustion that comes with life on the road.

Research has proven that frequently fatigued truck drivers are at increased risk of being involved in road accidents, and both high pulse pressure and fatigue significantly contribute to crash risks. What is more, many of the negative aspects of truck driving (including stress, long hours, heavy lifting, and lack of sleep and exercise) can contribute to both these conditions.

Fatigue leads to slower reaction times and a reduced ability to assess situations quickly. It can also cause more serious crashes, as the driver is unaware of the risk and does not brake – crashes are often at a higher speed without any avoiding action being taken.

You are most likely to feel fatigued when driving:

- On long journeys on monotonous roads;
- Between 2am and 6am;
- Between 2pm and 4pm;
- After having less sleep than normal;
- After drinking alcohol;
- After taking medicines which cause drowsiness;
- On journeys home after night shifts;
- On journeys after a very long working day.

Fatigue can be addressed by simply taking regular breaks during any mental or physical activity.

Tiredness results in the likelihood of falling asleep. Tiredness is the body's natural demand for sleep. It can only be addressed by getting sleep –  
**NOTHING ELSE WILL DO**

At home:

- Recognise that you have a legal, and moral responsibility to be well rested and fully awake when at work;
- Maximise your opportunities to get adequate sleep;
- Recognise that rest and sleep are not the same thing, only

sleep will reduce tiredness;

- Ensure your family understand your need for quality sleep;
- Schedule time for family and friends. Do not compromise;
- Avoid undertaking activities that may impact on your ability to get adequate, good quality sleep;
- Eat a balanced diet:
  - Avoid heavy or fatty foods;
  - Eat at regular times;
  - Eating fresh food is better than processed food,
  - If you want to snack whilst driving, it is healthier to select raw nuts and dried fruit rather than sweets or chocolate;
- Get good quality sleep:
  - Establish a routine, go to bed at the same time;
  - Sleep in a darkened room;
  - Reduce noise / interruptions;
  - Ensure room is neither too warm nor too cold;
  - "Clear your mind" before going to bed;
  - Don't go to bed too full or

too hungry;

- Avoid caffeine/alcohol before bed;
- To relax, have a warm bath or shower before bed;
- Exercise regularly, but not just before bedtime;
- Avoid drinking energy drinks – sugar, caffeine and preservatives drain your energy. A coffee once in a while is fine, but try to stick with water as it keeps you hydrated and more alert especially when driving at night.

Warning Signs of Driver Fatigue:

- Frequent yawning or blinking;
- Feelings of “nodding off”;
- Difficulty keeping their head upright;
- Trouble remembering the last few miles they’ve driven;
- Missing an exit or road sign;
- Following other cars too closely;
- Drifting into the other lane or hitting rumble strips.

“Micro sleeps” are another dangerous effect of drowsy driving. These brief

lapses into sleep typically last four to five seconds. At a speed of 100 km per hour, a driver could potentially travel 90 metres before waking from their micro sleep.

Most, if not all, of the risk of driver fatigue can be avoided by awareness and planning. Fatigue can be counteracted in a number of ways:

- Reduce road journeys;
- By sharing the driving on long journeys;
- Avoid the most dangerous times;
- Avoid driving:
  - At night, especially on a long shift;
  - After drinking alcohol;
  - After taking medicine that makes you drowsy;
  - In poor weather conditions.
- Reduce driving time:
  - Take a break at regular intervals or after every two hours of driving;
  - Follow any safe or legal limits set by your employer on maximum driving distances and journey times;
  - Comply with driver’s hours



rules, if subject to them;

- Resist the temptation to carry on when feeling tired;
- If possible, share the driving with a colleague;
- If necessary, plan an overnight stop into the work schedule.

- Be well rested:
  - Avoid, where possible, driving during the night when the body would naturally want to sleep;
  - Get plenty of sleep before a long drive;
  - Keep meals light during or immediately before driving; heavy meals can cause drowsiness;
  - Stop if feeling tired.

If a driver starts to feel tired, they should:

- Not fight fatigue – this will increase the risk of a crash;
- Find somewhere safe to stop;
- Drink two cups of coffee or another similar caffeinated drink;
- Have a 20-minute sleep;
- Have a stretch and take a short

walk (if safe to do so);

- Find somewhere suitable to sleep overnight (if necessary).

If a driver is concerned about their driving hours, journeys or schedules or if they find themselves driving when too tired, they should discuss this with their line manager.

Common conditions, such as colds, flu, migraines, stomach upsets, allergies can affect a driver's ability to drive safely. For example, the symptoms of a cold (headache, blocked sinuses, sneezing, and tiredness) if severe enough can impair a driver's concentration, reactions and judgment.

Drivers can be tempted to carry on, when it would in fact be safer to not drive until they are feeling better.

If a driver starts to feel ill while driving, they need to stop the vehicle somewhere safe. If the condition is not serious, they may feel well enough to continue after a short break, a warm drink or taking some non-drowsy medication. But if they find their concentration is affected, then they should make other arrangements to continue their journey.

If they think that they are unfit to drive for any reason, they should

not drive. They need to contact their line manager to explain and allow alternative arrangements to be made.

Recognise that you have a legal, and moral responsibility to be well rested and fully awake when at work

Maximise your opportunities to get adequate sleep.

You control your own fate;

- Recognise the warning signs;
- Take responsibility;
- Fatigued/tiredness related crashes could devastate families and destroy property.

In summary:

- We cannot function without sleep;
- Failure to sleep voluntarily will lead to falling asleep involuntarily;
- You have a legal and moral obligation to not drive tired;
- Driving while tired is as dangerous as driving while drunk;
- When you recognise the symptoms TAKE ACTION IMMEDIATELY;
- Rest and sleep are not the

same thing;

- A rest break may counter the effects of fatigue, but ONLY SLEEP will counter tiredness;
- A powernap is useful as an **emergency countermeasure** only;
- Use your time between shifts wisely, do not treat your work as something that gets in the way of your social life;
- The answer is simple.... GET ADEQUATE SLEEP!

*Legislative Instrument 2180, Road  
Traffic Regulations, 2012*

*Regulation 118: Maximum driving  
periods*

1. *A person or an owner of a motor vehicle shall not drive or cause or permit another person to drive a commercial vehicle*
  - a. *for a continuous period exceeding four hours; or*
  - b. *for a period amounting in the aggregate to more than eight hours in a period of twenty-four hours or five hundred kilometres whichever comes first.*

2. *A person or an owner of a commercial vehicle shall not drive or cause or permit another person to drive a commercial vehicle unless the person driving*

- a. *has a compulsory rest of at least thirty minutes after each continuous period of four hours driving; or*
- b. *has at least eight consecutive hours of rest in a period of twenty-four hours calculated from the commencement of the period of driving.*

3. *For the purposes of this regulation, an owner includes an agent, a servant or a person authorised by the commercial vehicle owner to drive.*

4. *A person who contravenes this regulation commits an offence and is liable on summary conviction to a fine of not more than twenty-five penalty units or to a term of imprisonment of not more than thirty days or to both.*

*Highway Code, Section 7: Safe use of the road infrastructure and environment,*

*7.7 Avoid driver fatigue*

Get the drivers talking about the topic and not just responding to questions.

Take the opportunity to get the drivers to give examples of where they have been fatigued when driving and the consequences.

Stress the risk of micro sleeps – if you feel your head jerk, that was the end of a micro sleep.

*Fines: 1 Penalty Unit = GH¢ 12*

Therefore:

Penalty Units	Ghana Cedis
25	GH¢ 300

Confirm or question the training participant:

- What is fatigue?
- When are you most likely to feel fatigued when driving?
- Give me, please, examples of warning signs of driver fatigue.
- What is the danger of micro sleeps?
- How could your job be better planned to avoid fatigue?

**Instructor Notes / Remarks**

*L.I. 2180, Regulation 118 Maximum driving periods*

- What should you do if you start to feel tired when driving?
- What is the maximum period of continuous driving permitted by the regulations?
- How much rest must you then take before resuming driving?
- What is the minimum number of consecutive hours of continuous rest that is permitted in a 24-hour period?
- For how long could you be imprisoned if you drove for longer than legally permitted?
- What is the farthest distance that you are permitted to drive in a day?

Remember:

Summing up on completion of the lesson is vital, ask yourself, have you achieved your objectives and have they been understood by your training participant, if so, then give a look forward to the next lesson.



L.I. 2180, Regulation 118 Maximum driving periods  
Highway Code, Section 7: Safe use of the road infrastructure and environment,  
7.7 Avoid driver fatigue

**83.6 MILLION**  
**PEOPLE DRIVE WHILE**  
**SLEEP-DEPRIVED**  
**EVERY DAY**

**THE DANGER**  
**ZONE**



THE MOST  
DANGEROUS  
TIMES  
OF DAY

DROWSY DRIVING KILLS BETWEEN  
**5000 &**  
**8000**  
PEOPLE EVERY YEAR, TWICE AS  
MANY AS **DISTRACTED DRIVING**



**IF YOU FEEL**  
**DROWSY,**  
PULL OVER AND  
TAKE A NAP

**7 IS GOOD**  
**8 IS GREAT!**

DRIVERS NEED **AT LEAST 7 HOURS OF**  
**SLEEP TO ENSURE SAFE DRIVING ABILITIES**

**TAKE A BREAK**  
**DRIVE** **AWAKE**



**1.2 MILLION COLLISIONS**  
ARE CAUSED BY DROWSY DRIVING EACH YEAR



The background is a solid green color with various abstract shapes. There are several overlapping circles of different sizes, some with thin white outlines. There are also diagonal lines and rounded rectangular shapes in a slightly darker shade of green, creating a layered, geometric effect.

# **LESSON PLAN** **NIGHT DRIVING**

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# LESSON PLAN

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## NIGHT DRIVING

### Recap Questions:

Ask review questions for topics already covered in previous sessions to establish knowledge retention of participants. Deliver quick recap on previous topic if required.

Especially:

Fatigue

Alcohol & Drug Impairment

Walk around vehicle checks

### Aims & Objectives:

- To explain the benefits of night driving;
- To explain the challenges of night driving;
- To explain the actions to take to mitigate the risk of night driving.

### Main Points:

Benefits of night driving of commercial vehicles in Ghana:

1. Extended operating hours: Night driving allows commercial vehicles

to operate outside peak traffic hours, potentially increasing productivity and efficiency;

2. Cooler temperatures: Night-time temperatures are often cooler, reducing strain on engines and minimising the risk of overheating;
3. Reduced traffic congestion: Roads are often less congested at night, allowing faster travel times and smoother deliveries.

### Challenges of night driving of commercial vehicles in Ghana:

1. **Reduced visibility:** Night-time driving presents challenges due to reduced visibility. Depth perception, peripheral vision, and colour recognition are compromised, making it harder to detect hazards;
2. **Age-related vision decline:** As drivers age, their ability to see at night deteriorates. Older drivers may struggle with night vision due to cataracts and degenerative eye diseases;
3. **Increased risk of crime:** Night-time driving exposes drivers to



higher risks of crime, including hijacking and theft. Criminals often operate under the cover of darkness;

#### **4. Headlights from oncoming**

**vehicles:** Glare caused by headlights from oncoming vehicles can impair safe driving at night, particularly when full beam is used and not dipped. Vehicles often have non-operational lights – A car with only one headlight operating can appear as if it is an approaching motorcycle – this is particularly hazardous if it is the off-side light that is not working;

#### **5. Road hazards are less visible:**

Potholes and other road hazards are less visible at night, increasing the risk of accidents. Road markings are often not reflective, faded or non-existent, giving drivers little or no warning of approaching a bend in the road which can result in taking the bend at too high a speed, causing a roll-over of a vehicle with a high centre of gravity or fully deviating from the carriageway.

In summary, while night driving offers benefits such as extended operating hours and reduced traffic, it also poses risks related to visibility, age-related factors, crime, and road hazards. Balancing these factors is crucial for

safe commercial driving in Ghana.

### **Mitigating the risks of night driving**

To mitigate the risks of night driving, especially for commercial vehicles, consider the following safety precautions:

- **Don't stare at oncoming vehicles**
  - To prevent yourself from being dazzled, never look directly at the headlights of other vehicles. The glare can temporarily impair your vision, making you more likely to panic, lose your bearings and crash;
  - Look to the right-hand side of the road and follow the white line marking the edge if there is one, so you can keep track of your position. If the glare is so bad that you can't see anything, slow down and if necessary, stop – but avoid stopping abruptly as you don't want a vehicle that is travelling behind you running into the back of you.
- **Proper lighting and visibility:**
  - Ensure headlights, taillights, indicators, and reflectors are

clean and in good working condition. Adjust headlights correctly to avoid blinding other drivers;

- Use full beam judiciously and switch to dipped headlights when approaching other vehicles;
- Do not have heavy tint on windscreen and side windows.

▪ **Regular vehicle maintenance (Walk around vehicle checks):**

- Regularly check brakes, tyres, and suspension systems;
- Keep windscreen and mirrors clean for optimal visibility;
- Replace worn-out wiper blades.

▪ **Driver awareness:**

- Be alert and vigilant during night shifts;
- Be aware of the risks of fatigue and drowsiness (see other stand-alone modules – Fatigue and Alcohol & Drug Impairment).

▪ **Avoid fatigue (see other stand-alone module – Fatigue):**

- Schedule rest breaks during

long night drives;

- Rotate drivers if possible to prevent exhaustion;
- Adequate sleep before night shifts is crucial.

▪ **Road condition assessment:**

- Be familiar with the route and potential hazards;
- Be cautious of poorly lit areas, potholes, and road debris.

▪ **Anti-glare measures:**

- Use an anti-glare rear-view mirror;
- Appropriately tinted windows can reduce glare from headlights.

▪ **Security measures:**

- Install GPS tracking systems for security and quick response during emergencies;
- Avoid stopping/parking in isolated or unsafe areas.

▪ **Emergency preparedness:**

- Carry emergency supplies (torch, hi-viz vests, warning triangles, inter alia).
- Know emergency contact number (112 in Ghana).

Remember that safety is a shared responsibility, and both drivers and transport managers play a crucial role in minimising risks during night driving.

## Instructor Notes / Remarks

*L.I. 2180, Section 65: Lamps*

*Section 66: Mirror,  
windscreen and glass*

*Highway Code, Section 4: Vehicles, 4.2-4.14*

Get the drivers talking about the topic and not just responding to questions.

Take the opportunity to get the drivers to give examples of where they have seen issues specific to night driving and their consequences.

Confirm or question the training participants:

- What are the benefits of night driving by commercial vehicles?

- What are the challenges for night driving by commercial vehicles?
- What should you do if an oncoming vehicle's lights dazzle you?
- What should you do to ensure proper lighting and visibility?
- Where should you avoid stopping/parking at night?

Questions from other stand-alone modules (Fatigue, Alcohol & Drug Impairment and Walk around vehicle checks) can also be used here.

Remember:

Summing up on completion of the lesson is vital, ask yourself, have you achieved your objectives and have they been understood by your training participant? If so, then give a look forward to the next lesson.



L.I. 2180, Section 65: Lamps  
Section 66: Mirror, windscreen and glass  
Highway Code, Section 4: Vehicles, 4.2-4.14

