



**Road Haulage
and Distribution
Training Council**

National and Scottish Vocational Qualifications

Driving Goods Vehicles

Qualification Standards

© RHDTc April 2002

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National & Scottish Vocational Qualifications for Driving Goods Vehicles

The RHDTC, in consultation with the road haulage and distribution industry, has developed two National and Scottish Vocational Qualifications for drivers of goods vehicles. Both qualifications are based on the approved National Occupational Standards for Vocational Driving.

The level 2 qualification is for goods vehicle drivers who are able to show the minimum level of occupational competence required for a goods vehicle driver. This competence is more than that required by the relevant statutory driving test, as it includes competencies in pre-driving checks (including the use of tachographs) and monitoring the loading of goods. The standards require driving skills to be shown whilst driving a goods vehicle that is laden with the candidate's typical load. While driving the vehicle, candidates are required to drive safely and with acceptable wear and tear on the vehicle. Candidates have the opportunity to show competence in unloading goods vehicles, and coupling and uncoupling goods vehicles. These two areas are covered by two additional units, which do not form part of the full qualification.

The level 3 qualification is for drivers who can show broader competencies and be considered as professional goods vehicle drivers. This qualification therefore builds on the level 2 qualification. Successful candidates at this level are expected to drive goods vehicles safely, within the levels of fuel efficiency and wear and tear on the vehicle expected of an experienced driver. Candidates have the opportunity to show competence in other areas covering obtaining information about the collection and delivery of loads, planning routes and timings, loading vehicles, and coupling and uncoupling vehicles. These areas are covered by option units.

Candidates for the level 2 qualification have to achieve seven mandatory units to receive a full award. Candidates for the level 3 qualification have to achieve eight mandatory units, plus any two units from a group of option units.

Candidates at either level should be encouraged to achieve as many units against which they can demonstrate competence, not just the minimum number of units required for a full award. Certificates would therefore be issued for individual units where these exceed, or are insufficient for a full award.

Work towards units of either qualification can be started whilst an individual is developing the knowledge and skills required for the relevant statutory driving test and licence. This means that it is not necessary to hold an appropriate full licence above a Category B (car and light van), in order to start working towards a qualification.

Driving Goods Vehicles, Level 2

Mandatory units

DGV 4	Monitoring the loading of the Vehicle by others	DGV 4.1	Prepare the vehicle for loading
		DGV 4.2	Monitor the loading of the vehicle
DGV 6	Completing pre-driving preparations	DGV 6.1	Identify vehicle instruments and controls
		DGV 6.2	Complete vehicle and safety checks
		DGV 6.3	Complete vehicle and load documentation
DGV 7	Maintaining the safety and the security of the load, self and property	DGV 7.1	Identify the legal, safety and operating requirements for the vehicle and the load
		DGV 7.2	Protect the vehicle and load from security risks
DGV 8	Maintaining awareness of driving conditions	DGV 8.1	Assess the effects of driving conditions
		DGV 8.2	Monitor the load during driving
		DGV 8.3	Contribute to the safety of self, vehicle, load and other road users
DGV 9	Operating the vehicle systems	DGV 9.1	Operate and monitor vehicle instruments and controls
		DGV 9.2	Ensure the efficient and careful use of the vehicle
DGV 10	Driving the vehicle on public roads	DGV 10.1	Position the vehicle on the road
		DGV 10.2	Control the speed of the vehicle
		DGV 10.3	Overtake other vehicles
		DGV 10.4	Brake the vehicle within a limited space
		DGV 10.5	Control the vehicle in an emergency situation
DGV 11	Driving the vehicle in restricted spaces	DGV 11.1	Select a space for manoeuvring the vehicle
		DGV 11.2	Manoeuvre the vehicle in restricted spaces

Additional units

DGV 5	Unloading the vehicle	DGV 5.1	Comply with proof-of-delivery requirements
		DGV 5.2	Assist the unloading of the vehicle
DGV 12	Coupling and uncoupling the vehicle	DGV 12.1	Couple the vehicle
		DGV 12.2	Uncouple the vehicle

This qualification identifies the minimum standard of vocational competence for a goods vehicle driver. A candidate for a full award requires all mandatory units. There are two additional units available to candidates who have the opportunity to demonstrate competence in these areas. Certificates will be given for the additional units, as well as units where a full award is not achieved.

Driving Goods Vehicles, Level 3

Mandatory units

DGV 4	Monitoring the loading of the vehicle by others	DGV 4.1	Prepare the vehicle for loading
		DGV 4.2	Monitor the loading of the vehicle
DGV 5	Unloading the vehicle	DGV 5.1	Comply with proof-of-delivery requirements
		DGV 5.2	Assist the unloading of the vehicle
DGV 6	Completing pre-driving preparations	DGV 6.1	Identify vehicle instruments and controls
		DGV 6.2	Complete vehicle and safety checks
		DGV 6.3	Complete vehicle and load documentation
DGV 7	Maintaining the safety and the security of the load, self and property	DGV 7.1	Identify the legal, safety and operating requirements for the vehicle and the load
		DGV 7.2	Protect the vehicle and load from security risks
DGV 8	Maintaining awareness of driving conditions	DGV 8.1	Assess the effects of driving conditions
		DGV 8.2	Monitor the load during driving
		DGV 8.3	Contribute to the safety of self, vehicle, load and other road users
DGV 9	Operating the vehicle systems	DGV 9.1	Operate and monitor vehicle instruments and controls
		DGV 9.2	Ensure the efficient and careful use of the vehicle
DGV 11	Driving the vehicle in restricted spaces	DGV 11.1	Select a space for manoeuvring the vehicle
		DGV 11.2	Manoeuvre the vehicle in restricted spaces
DGV 13	Driving the vehicle safely and efficiently on public roads	DGV 13.1	Position the vehicle on the road
		DGV 13.2	Control the speed of the vehicle efficiently
		DGV 13.3	Overtake other vehicles
		DGV 13.4	Brake the vehicle within a limited space
		DGV 13.5	Control the vehicle in an emergency situation

Option units

DGV 1	Obtaining information on the delivery and collection of loads	DGV 1.1	Obtain information on the load
		DGV 1.2	Obtain information on the destination and schedule
DGV 2	Planning the route and timings for the delivery and collection of loads	DGV 2.1	Identify a route to the destination
		DGV 2.2	Estimate driving distances and times for the route
		DGV 2.3	Plan driving stages
DGV 3	Loading the vehicle	DGV 3.1	Prepare the vehicle for loading
		DGV 3.2	Load the vehicle
DGV 12	Coupling and uncoupling the vehicle	DGV 12.1	Couple the vehicle
		DGV 12.2	Uncouple the vehicle

This qualification identifies the standard of vocational competence expected of an experienced and professional goods vehicle driver. A candidate for a full award requires all mandatory units, plus at least any two option units. Certificates will be given for individual units where a full award is not achieved.

Scope statements

Below is a list of some key phrases used and shown in bold type throughout the standards. These are used as 'scope statements' to emphasise the breadth of activity that could occur. The extent to which they are assessed will depend on the work role of candidates and the context in which they are being assessed.

Activities: loading, unloading, refuelling, parking, maintenance

Behaviour of the vehicle: handling, braking, acceleration, stability

Braking systems: footbrake, handbrake, retarders (engine, exhaust, transmission mounted electromagnetic or hydraulic devices)

Change in direction: right and left turns, lane changes, filters, negotiating roundabouts, manoeuvring

Change in speed: acceleration, deceleration

Condition of the load: movement, change in weight, loss of material

Connections: air line, electrical lines, fluids

Controls: accelerator, clutch, footbrake, handbrake, steering wheel, gears, indicators, lights, windscreen wipers, demisters, heating and ventilation, Power Take Off (PTO), differential lock

Destination: delivery point, collection point

Driving conditions: road conditions, traffic conditions, road layout

Emergencies: loss of control of the vehicle, mechanical failure, accidents

Hazards: road conditions, traffic conditions, road layout

Instruments: gauges, warning lights, displays, audible alerts, tachograph

Legal, safety, and operating requirements: highway codes, transport regulations, load restrictions, alcohol limits and drug restrictions, drivers' hours

Load: containers, liquids, goods, materials, livestock

Loading: complete, partial, sequential

Loading area: industrial/commercial sites, retail sites, public road

Locations: overnight parking, daytime parking, refuelling, while driving, during loading and unloading

Loss of control: collision, skidding, roll over, jack-knifing, trailer swing, engine failure, brake failure

Manoeuvre: forward movements, reverse movements, turns

Other vehicles: moving, stationary

Primary controls: accelerator, clutch, footbrake, steering wheel, gears

Restraints: straps, battens and chocks, chains, ropes

Road conditions: weather (rain, snow, sleet, ice, wind, fog), road surface (cracks and pot-holes, standing water, spillage, leaves), light (darkness, strong sunlight, dusk/dawn)

Road layout: single carriageway, multiple carriageway, hills and dips, bridges, height and width restrictions, road works, pavement and kerbs, traffic furniture, walls and hedges

Road users: motor vehicles, motor bikes, bicycles, pedestrians, animals

Routine checks: tyres, fluid levels (fuel, oil, coolant, brake, hydraulic, washer), seat belts, mirrors, windscreen and glass, wipers and washers, spray suppression, lights, reflectors, indicators, wheel nuts

Schedule: collection time, delivery time, stops

Security risks: theft of vehicle, theft of load, theft of personal items, vandalism, arson

Space: industrial/commercial sites, retail sites, public road, parking areas, garages

Stops: overnight, rests, refuelling, changeovers

Traffic conditions: stopping or queuing, overtaking by other road users, acceleration of traffic, turns

Unloading: complete, partial, sequential

Unloading area: industrial/commercial sites, retail sites, public road

Vehicle systems: ignition, electrical, lights, brakes, transmission, engine, fuel, tyres, coupling

Unit DGV 1 Obtaining information on the delivery and collection of loads

Element DGV 1.1 Obtain information on the load

Description of this element

The candidate should be able to get all the relevant information needed about the loads to be transported. These loads could be containers, liquids, goods, materials or livestock. This information will be about where the loads are to be collected from or delivered to, and any special arrangements needed to load or unload them. The candidate should also find out about any special arrangements for monitoring loads during the journey, as well as any legal, safety or operational requirements related to the loads. The candidate should know where and how to get help if there are any problems with getting the information needed. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with the types of load being transported.

The candidate must be able to:-

- O/Q 1. identify where information on the **load** can be obtained;
- O/Q 2. identify any problems with obtaining the information on the load and take appropriate action;
- O/P 3. identify any special requirements for loading and unloading;
- O/P 4. identify any special requirements for monitoring the load during transport;
- O/P 5. communicate in an appropriate manner with other people
- P/Q 6. Comply with all relevant **legal, safety and operating requirements** at all times

The candidate should know:-

- a) what type of information on the load is required;
- b) what type of special requirements could be requested;
- c) what type of problems with the load could occur; and
- d) what the legal, safety, and operating requirements are, relevant to the load.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from records of the information that the candidate has got about the typical loads collected or delivered. The candidate will be asked where and how this information was got and checked that it is enough and accurate. The assessor will make sure that the candidate knows about the laws, regulations and restrictions associated with the types of load that are transported. If the candidate does not know the exact details of these laws, regulations, etc, it should be confirmed the candidate knows where any specific details needed can be got.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can get the relevant information about the loads that are normally transported.

Unit DGV 1 Obtaining information on the delivery and collection of loads

Element DGV 1.2 Obtain information on the destination and schedule

Description of this element

The candidate should access all the relevant information about destinations and schedules for delivering and collecting loads. The destinations will therefore be delivery points and collection points. The schedules will include collection, delivery and stop times. The information will also include details of any special requirements or arrangements for reaching destinations, or timings for deliveries or collections. The candidate should know where and how to get help if there are any problems with getting the information needed. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with destinations and schedules for delivering or collecting loads.

The candidate must be able to:-

- O/Q 1. identify where information on the **destination** and **schedule** can be obtained;
- O/P 2. identify any problems with obtaining the information on the destination and schedule and take appropriate action;
- O/P 3. identify any special requirements for reaching the destination;
- O/P 4. identify any special requirements for timing the delivery or collection;
- P/Q 5. assess any recent information that could affect the achievement of the destination and schedule;
- O/P 6. communicate in an appropriate manner with other people
- P/Q 7. Comply with all relevant **legal, safety and operating requirements** at all times

The candidate should know: -

- a) what type of information on the destination and schedule is required;
- b) what type of special requirements could be requested;
- c) what type of problems with the destination and schedule could occur; and
- d) what the legal, safety, and operating requirements are relevant to the destination and schedule.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from records of the information that the candidate has got about typical destinations and schedules involved in collecting or delivering loads. The candidate will be asked where and how this information was got and checked that it is enough and accurate. The assessor will make sure that the candidate knows about the laws, regulations, restrictions and operating requirements associated with destinations and schedules. If the candidate does not know the exact details of these laws, regulations, etc, it should be confirmed the candidate knows where to obtain any such details.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can get the relevant information about their normal destinations and schedules. It will not be sufficient to get evidence of just one destination or schedule.

Unit DGV 2 Planning the route and timings for the delivery and collection of loads

Element DGV 2.1 Identify a route to the destination

Description of this element

The candidate should be able to work out and select suitable routes to specific delivery and collection destinations. This should be done by using appropriate maps and other relevant information. The selection of routes should take account of the type of loads being transported, which could be containers, liquids, goods, materials or livestock. Selection of the route should also take account of the vehicle being driven and the types of road used. Other routes should also be identified, should it be necessary to use an alternative. The candidate should be able to identify and avoid possible problems caused by restrictions such as low bridges, or weight limits. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with selecting routes for delivering or collecting loads.

The candidate must be able to:-

- O/P 1. review all relevant information on the **destination**;
- O/P 2. identify any effect the **load** might have on the selection of the route;
- O/P 3. obtain relevant maps and information needed to reach the destination;
- O/P 4. identify the main and minor roads for reaching the destination;
- O/Q 5. identify any potential problems with using the roads;
- O/P 6. identify alternative routes where necessary; and
- P/W 7. comply with all relevant **legal, safety, and operating requirements**

The candidate should know: -

- a) how to obtain relevant maps and information;
- b) what type of effect a load might have on the selection of a route;
- c) what is the vehicle height and weight;
- d) how to identify low bridges and other restrictions;
- e) how to work out routes; and
- f) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from the candidate's records of routes to typical specified destinations for collecting or delivering loads. These routes could be for actual journeys, or journeys specified for assessment purposes. The candidate will be asked how the type of vehicle, loads and roads were taken into account when selecting these routes. The assessor will make sure that the candidate is able to identify any possible problems related to height or weight restrictions on routes and how these were dealt with. The assessor will also confirm that the candidate knows about the laws, regulations and restrictions associated with routes used to transport loads.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can identify and select suitable routes for collecting or delivering typical loads. It will not be sufficient to get evidence about just one collection or delivery, or journey.

Unit DGV 2 Planning the route and timings for the delivery and collection of loads

Element DGV 2.2 Estimate driving distances and times for the route

Description of this element

The candidate should be able to estimate driving distances and times for routes to deliver or collect loads. *This should be done by using sufficient relevant information about the routes and schedules, as well as any other useful information.* As schedules could indicate collection times, delivery times or stops, the candidate should be able to estimate possible average speeds for the different types of road, as well as estimate driving distances and times to meet the schedules. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with driving distances and times.

The candidate must be able to:-

- O/P 1. review all relevant information on the route and the **schedule**;
- O/P 2. obtain all relevant information needed to estimate the driving distance;
- O/P 3. identify the potential average speed for the different roads on the route;
- O/P 4. estimate the driving distances and time required to achieve the route and schedule; and
- P/W 5. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) how to obtain relevant information on the route;
- b) how to estimate driving distances;
- c) how to estimate driving times; and
- d) what the relevant legal, safety, and operating requirements are for the vehicle and the load.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from examples of the candidate's estimates of driving distances and times for typical routes to deliver or collect loads. These examples could be of actual routes, or routes specified for assessment purposes. The candidate will be asked what information was used to make these estimations and what legal, safety and operating requirements needed to be met.

As assessment will be carried out over a period of time, the assessor will make sure the candidate estimates driving distances and times for typical routes to collect or deliver loads. It will not be sufficient to get evidence about just one collection, delivery, or journey.

Unit DGV 2 Planning the route and timings for the delivery and collection of loads

Element DGV 2.3 Plan driving stages

Description of this element

The candidate should be able to plan the driving stages of routes to deliver or collect loads. *This should be done by using sufficient relevant information about driving distances, times and stops.* The stops could be for overnight, rest, refuelling or changeover of drivers. Planning should also take account of any impact the load will have on the driving stages. The candidate should therefore know what type of load requirements could affect driving stages. These types of loads could be containers, liquids, goods, materials or livestock. While planning driving stages, the candidate should make the best use of available driving time, as well as make sure the planned stops have the facilities required for driver, vehicle and load. Where details of driving stages are to be given to others, then these should be given clearly. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with driving stages.

The candidate must be able to:-

- O/P 1. review all relevant information on the driving distances and times;
- O/P 2. identify any **load** requirements that have an impact on the driving stages;
- O/Q 3. determine the most effective way to use the available driving time;
- O/P 4. identify appropriate **stops** that have the facilities required for self, vehicle, and load;
- P/W 5. inform the relevant people of the driving stages; and
- P/W 6. comply with all **relevant legal, safety, and operating requirements.**

The candidate should know: -

- a) how to obtain relevant information on the driving distances and times;
- b) what type of load requirements could affect the driving stages;
- c) when stops might be required;
- d) what type of facilities are required at stops; and
- e) what the relevant legal, safety, and operating requirements are for the vehicle and the load

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from examples of the candidate's plans for driving stages. These plans should be based on specified driving distances and times for typical routes to deliver or collect loads. These examples could be of actual routes, or routes specified for assessment purposes. The candidate will be asked what load requirements were taken into account in the planning, what facilities were required and identified at stops, and how the most effective use of driving time was achieved. The candidate will also be asked how legal, safety and operating requirements will be met.

As assessment will be carried out over a period of time, the assessor will make sure the candidate plans driving stages for typical routes to collect or deliver loads. It will not be sufficient to get evidence about just one collection, delivery, or journey

Unit DGV 3 Loading the vehicle

Element DGV 3.1 Prepare the vehicle for loading

Description of this element

The candidate should be able to prepare vehicles for loading, by making sure the vehicle is compatible with the load and that it is ready to receive the load. These loads could be containers, liquids, goods, materials or livestock. Attention should be paid to any special requirements for loading and that the loading area is suitable and safe for loading to take place. These areas could be industrial, commercial, retail sites, or public roads. The candidate should be able to manoeuvre vehicles into suitable positions for complete, partial or sequential loading. If any problems occur with loading vehicles, the candidate should be able to take appropriate action to resolve the problem. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with preparing vehicles for loading.

The candidate must be able to:-

- O/Q 1. establish whether the vehicle is compatible with the **load**;
- O/Q 2. ensure the vehicle is ready to receive the load;
- O/P 3. identify any special requirements for **loading**;
- O/Q 4. ensure the **loading area** is suitable and safe;
- P/O 5. manoeuvre the vehicle into a suitable position for loading;
- P/W 6. identify any problems with the loading and take appropriate action
- P/W 7. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) how to prepare different vehicles for different types of load;
- b) what are the potential special requirements for loading;
- c) how different vehicles should be prepared for different loads; and
- d) how vehicles should be positioned.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate preparing vehicles for loading. The candidate should be able to explain compatibility between different vehicles and loads. The candidate should also be able to describe potential special requirements of typical loads transported. The assessor should observe the candidate manoeuvring vehicles in to suitable positions for loading. The assessor should also make sure the candidate knows and understands the legal, safety and operating requirements relating to loading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate is able to prepare vehicles for typical loads. It will not be sufficient to get evidence about just one load.

Unit DGV 3 Loading the vehicle

Element DGV 3.2 Load the vehicle

Description of this element

The candidate should be able to load vehicles, making sure the loads are stowed and secured with the appropriate restraints. These loads could be containers, liquids, goods, materials or livestock and the restraints could be straps, battens and chocks, chains or ropes as appropriate for the load. Loading could be for complete, partial or sequential loads. In addition to securing loads, the candidate should make sure that any loose material or restraints are secured before starting journeys. The candidate should know where and how to get help with any problems related to loading. The candidate will also need to know and follow the relevant security procedures for protecting the load, as well as know and keep to the relevant legal, safety and operating requirements associated with loading vehicles.

The candidate must be able to:-

- P/Q 1. load the vehicle in the appropriate way for the type of **load**;
- O/P 2. stow the load on the vehicle;
- O/P 3. ensure the load is secured with the correct **restraints**;
- O/P 4. ensure any loose materials and restraints are secured and not able to shift or come loose during transport;
- P/Q 5. ensure all safety requirements for transporting the load are followed;
- P/Q 6. apply the relevant security procedures for protecting the load;
- O/Q 7. identify any problems with the loading and take appropriate action; and
- P/W 8. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) how to stow and secure different types of load;
- b) how to ensure the load is secure and stable;
- c) what type of problems with the loading could occur; and
- d) what the legal, safety, and operating requirements are relevant to the load.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate loading vehicles. The candidate should be able to select and use different types of restraints that are suitable for the loads being transported. The assessor should observe the candidate making sure the load is safe and stable, with its restraints and any loose material or equipment secured before starting journeys. The assessor should also make sure the candidate applies the relevant procedures for protecting the load, and knows the legal, safety and operating requirements relating to loading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate is able to load vehicles with several typical loads. It will not be sufficient to get evidence about just one load.

Unit DGV 4 Monitoring the loading of the vehicle by others

Element DGV 4.1 Prepare the vehicle for loading

Description of this element

The candidate should be able to prepare vehicles for loading, by making sure the vehicle is compatible with the load and that it is ready to receive the load. These loads could be *containers, liquids, goods, materials or livestock*. Attention should be paid to any special requirements for loading and that the loading area is suitable and safe for loading to take place. These areas could be *industrial, commercial, retail sites, or public roads*. The candidate should be able to manoeuvre vehicles into suitable positions for complete, partial or sequential loading. The candidate will also need to know the relevant legal, safety and operating requirements associated with preparing vehicles for loading.

The candidate must be able to:-

- O/Q 1. establish whether the vehicle is compatible with the **load**;
- O/Q 2. ensure the vehicle is ready to receive the load;
- O/P 3. identify any special requirements for **loading**;
- O/Q 4. ensure the **loading area** is suitable and safe;
- P/O 5. manoeuvre the vehicle into a suitable position for loading;
- P/Q 6. Identify any problems with the loading and take appropriate action
- P/W 7. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) how to prepare different vehicles for different types of load;
- b) what are the potential special requirements for loading;
- c) how vehicles should be positioned; and
- d) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate preparing vehicles for loading. The candidate should be able to explain compatibility between different vehicles and loads. The candidate should also be able to describe potential special requirements of typical loads transported. The assessor should observe the candidate manoeuvring vehicles in to suitable positions for loading. The assessor should also make sure the candidate knows and understands the legal, safety and operating requirements relating to loading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate is able to prepare vehicles for typical loads. It will not be sufficient to get evidence about just one load.

Unit DGV 4 Monitoring the loading of the vehicle by others

Element DGV 4.2 Monitor the loading of the vehicle

Description of this element

The candidate should be able to monitor other people loading vehicles, making sure the loads are stowed and secured with the appropriate restraints. These loads could be containers, liquids, goods, materials or livestock and the restraints could be straps, battens and chocks, chains or ropes as appropriate for the load. Loading could be for complete, partial or sequential loads. In addition to making sure loads are secured, the candidate should make sure that any loose material or restraints are not able to shift or come loose. The candidate should know where and how to get help with any problems related to loading. The candidate will also need to know and follow the relevant security procedures for protecting the load, as well as know and keep to the relevant legal, safety and operating requirements associated with loading vehicles.

The candidate must be able to:-

- P/Q 1. monitor the loading of the vehicle in the appropriate way for the type of **load**;
- O/P 2. ensure the load is stowed on the vehicle;
- O/P 3. ensure the load is secured with the correct **restraints**;
- O/P 4. ensure any loose materials and restraints are secured and not able to shift or come loose during transport;
- P/Q 5. ensure all relevant legal, safety and operating requirements for transporting the load are applied;
- P/Q 6. apply relevant security procedures and guidelines for protecting the load;
- O/Q 7. communicate with others in an appropriate manner
- P/O 8. identify any problems with the **loading** and take appropriate action; and
- P/W 9. Comply with all relevant **legal, safety and operating requirements** at all times

The candidate should know: -

- a) how to monitor the loading of different types of load;
- b) how to ensure the load is secure and stable;
- c) what are the security risks associated with different loads;
- d) what type of problems with the loading could occur; and
- e) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate monitoring vehicles being loaded. The candidate should be able to make sure the different types of restraints that are suitable for the loads being transported are selected and used. The assessor should observe the candidate making sure the load is safe and stable, with its restraints and any loose material or equipment secured before starting journeys. The assessor should also make sure the candidate ensures the application of the relevant procedures for protecting the load, as well as understands the legal, safety and operating requirements relating to loading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate is able to monitor several vehicles being loaded with typical loads. It will not be sufficient to get evidence about just one loading being monitored by the candidate.

Unit DGV 5 Unloading the vehicle

Element DGV 5.1 Comply with proof-of-delivery requirements

Description of this element

The candidate should be able to make sure loads are delivered in accordance with documentation by getting appropriate proof of delivery after unloading. The relevant documentation could be in either paper or electronic form. The loads could be *containers, liquids, goods, materials or livestock*. The candidate should be able to deal with any problems with obtaining proof-of-delivery, including what to do when there is no one to take responsibility for the load. The candidate will also need to know and keep to the relevant legal, safety and operating requirements related to meeting proof-of-delivery requirements.

The candidate must be able to:-

operating requirements.

- O/P 1. identify the person responsible for officially receiving the **load**;
- O/P 2. ensure the load is delivered according to the documentation;
- O/P 3. complete all proof-of-delivery documentation once unloading has been completed;
- O/Q 4. identify any problems with obtaining the proof-of-delivery and take appropriate action; and
- P/O 5. communicate in an appropriate manner with other people
- P/W 6. comply with all relevant **legal, and**

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from the candidate's records of proof of delivery, which could be in either paper or electronic form. These records should show that the candidate has identified the persons responsible for receiving loads and that all documentation has been completed in line with requirements. It should be confirmed that the candidate knows what to do when there are problems with getting proof of delivery, including when there is no one to take responsibility for loads. The assessor will make sure that the candidate knows about the legal and operating requirements associated with getting proof of delivery of the typical loads that are delivered.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can get proof of delivery for several loads that are normally delivered. It will not be sufficient to get evidence about just one load.

Unit DGV 5 Unloading the vehicle

Element DGV 5.2 Assist the unloading of the vehicle

Description of this element

The candidate should be able to assist the unloading of vehicles by manoeuvring the vehicles in to suitable positions for *complete, partial or sequential* unloading, making sure the vehicle is prepared for unloading, and that parts of load to be unloaded are identified. Loads could be *containers, liquids, goods, materials or livestock*. The unloading area, which could be *industrial, commercial, retail sites, or public roads*, should be suitable and safe, with any special requirements for unloading identified and met. The candidate should monitor unloading, taking appropriate action to deal with any problems that may arise. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with unloading goods vehicles.

The candidate must be able to:-

- O/P 1. identify any special requirements for **unloading**;
- O/Q 2. ensure the **unloading area** is suitable and safe for the unloading;
- P/O 3. manoeuvre the vehicle into a suitable position for unloading;
- O/Q 4. ensure the vehicle is prepared correctly for unloading;
- O/P 5. identify the part of the load to be unloaded;
- P/Q 6. monitor the unloading of the vehicle wherever possible;
- O/P 7. confirm the unloading has been completed;
- P/O 8. communicate in an appropriate manner with other people
- O/Q 9. identify any problems with the unloading and take appropriate action; and
- P/W 10. comply with all relevant **safety, and operating requirements**.

The candidate should know: -

- a) what are the potential special requirements for unloading;
- b) how different vehicles should be prepared to deliver different loads;
- c) where vehicles should be positioned;
- d) how to monitor the unloading of different types of load;
- e) what type of problems with the unloading could occur; and
- f) what are the relevant safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate assisting unloading vehicles. The candidate should be able to manoeuvre vehicles in to safe and suitable unloading areas, after finding out about any special requirements for unloading. The assessor should watch the candidate monitoring different types of loads being unloaded and making sure the operation is completed. The assessor should also make sure the candidate knows about the safety and operating requirements relating to unloading vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can assist with unloading several typical loads that are transported. It will not be sufficient to get evidence about just one load.

Unit DGV 6 Completing pre-driving preparations

Element DGV 6.1 Identify vehicle instruments and controls

Description of this element

The candidate should be able to make sure he or she is familiar with the location and function of the typical instruments and controls found on goods vehicles. These instruments include audible alerts, displays, gauges, warning lights and tachographs where fitted. The controls include those used for normal driving such as accelerator, brakes, clutch, gears, heating and ventilation, indicators, lights, windscreen wipers and demisters; as well as differential locks, power take off systems, etc where fitted. The candidate will be expected to get information about any instruments or controls that are not familiar.

The candidate must be able to:-

- P/Q 1. identify the **location of instruments and controls**;
- O/P 2. confirm the functions of instrumentation and controls;
- P/W 3. obtain information on any unfamiliar instrumentation and controls;
- P/O 4. comply with all **relevant legal, safety and operating requirements** at all times

The candidate should know: -

- a) what are the typical instrumentation and controls found on different vehicles;
- b) who can provide information on the operation of instrumentation and controls; including where unfamiliar instruments and controls are encountered.
- c) what are the relevant safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate confirming the location and operation of the various instruments and controls typically used on different goods vehicles. The assessor should confirm that the candidate knows from where and how to get information on any instrument or control with which he or she is not familiar.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can identify the various instruments and controls typically used on goods vehicles, and confirm their correct operation. It will not be sufficient to get evidence about the controls and instruments on one vehicle.

Unit DGV 6 Completing pre-driving preparations

Element DGV 6.2 Complete vehicle and safety checks

Description of this element

The candidate should be able to confirm the roadworthiness and safety of vehicles by carrying out the maintenance and safety checks and adjustments within his or her responsibility. The checks would normally include fluid levels (as required), indicators, lights, mirrors, reflectors, seat belts, spray suppression, tyres, wheel nuts, windscreen and glass, wipers and washers; as well as confirmation of the correct operation of the vehicles' instruments and controls. The adjustments will include mirrors, seat belts, seat position and steering wheel where appropriate. Action should be taken by the candidate to deal with any previously reported or new problems with the vehicle. The candidate should also confirm the vehicle and load height and weight. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with pre-driving preparations.

The candidate must be able to:-

- P/Q 1. ensure all **instruments, controls,** and vehicle systems are functioning ;
- P/O 2. adjust mirrors, seat, and steering wheel for optimum control and observation;
- O/Q 3. verify the vehicle and load height and weight;
- O/P 4. identify any new or previously reported problems with the vehicle and take appropriate action; and
- P/W 5. comply with all relevant **legal, safety, and operating requirements.**

The candidate should know: -

- a) how to check instruments, controls, and vehicle systems;
- b) how to obtain information on previously-reported problems;
- c) the risks associated with 'blind spots' inside or outside the vehicle;
- d) what are the indications of any problems;
- e) what are the procedures for reporting defects; and
- f) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate carrying out pre-driving checks and adjustments, which should be within the candidate's responsibility. The purpose of these checks and adjustments is to make sure the vehicle is roadworthy. The candidate should therefore meet his or her responsibility under the various legal, safety and operating requirements. The assessor will therefore make sure the candidate knows and understands these responsibilities.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can complete pre-driving checks and adjustments on different goods vehicles. It will not be sufficient to get evidence about just one vehicle.

Unit DGV 6 Completing pre-driving preparations

Element DGV 6.3 Complete vehicle and load documentation

Description of this element

The candidate should be able to complete pre-driving preparations by making sure the correct vehicle and load are officially released for use, and the documents relating to the vehicle and load are completed. This documentation could be in either paper or electronic form. In addition to completing these documents, the candidate should make sure documentation relating to insurance, road tax, vehicle plate and other legal documents are correct. The candidate should know his or her responsibilities for the vehicle and its load, and be able to take appropriate action to resolve any problem that may arise with vehicle or load documents. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with vehicle and load documentation.

The candidate must be able to:-

- O/Q 1. identify the person responsible for officially releasing the vehicle and load;
- O/Q 2. ensure the correct vehicle is identified for use;
- O/P 3. complete all vehicle and load documentation ;
- O/Q 4. ensure insurance, road tax, vehicle plate, and other legal documentation is correct;
- O/Q 5. identify any problems with the vehicle and load documentation and take appropriate action;
and
- P/W 6. comply with all **relevant legal, safety, and operating requirements.**

The candidate should know: -

- a) what documentation should be carried;
- b) what are the responsibilities of the driver for the vehicle and load; and
- c) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from typical records of the candidate's documents for vehicle and load that would have been completed before starting journeys. These records should confirm that the vehicle and load were officially released, and the candidate completed other relevant details of vehicle and load as required. The assessor should make sure the candidate knows his or her responsibilities under the relevant legal, safety and operating requirements, including what documents should be carried in the vehicle. The assessor should also confirm that the candidate could deal effectively with any problems that may arise with documents for vehicles or their loads.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can complete vehicle and load documents related to several journeys. It will not be sufficient to get evidence about just one set of documents for a single load or journey.

Unit DGV 7 Maintaining the safety and the security of the load, self and property

Element DGV 7.1 Identify the legal, safety and operating requirements for the vehicle and the load

Description of this element

The candidate should know his or her own responsibilities under the legal, safety and operating requirements that relate to the vehicles they drive, the loads carried and the roads used. This knowledge should enable the candidate to contribute at all times to the safety and security of themselves, loads and property. The responsibilities will relate to highway codes, transport regulations, load restrictions, alcohol limits, drug restrictions and driver's hours. Competency in this area should therefore be demonstrated consistently and throughout normal work activities. The candidate should know what the relevant responsibilities are and where to get information to help them meet these responsibilities. The candidate should also be able to recognise and deal with any problem related to meeting their legal, safety or operating responsibilities.

The candidate must be able to:-

- P/W 1. obtain information on the **legal, safety, and operating requirements** that apply to driving their vehicles, carrying the loads, and the roads used;
- P/Q 2. demonstrate knowledge of the legal, safety, and operating requirements of the vehicle and the load before driving;
- P/Q 3. confirm that the correct driving licence for the vehicle being driven is held;
- P/Q 4. check their own fitness to drive safely in compliance with all relevant legal, safety and operating requirements
- P/Q 5. Identify any problems in complying with relevant legal, safety and operating requirements and take appropriate action

The candidate should know: -

- a) where to obtain information on legal, safety, and operating requirements for driving, drivers hours regulations., axle loads, projections of load (front, rear, side) and vehicle movements on the road,
- b) what type of problems with legal, safety, and operating requirements for driving, drivers hours regulations, axle loads projections of load (front, rear, side) and vehicle movements on the road, and
- c) the legal, safety, and operating requirements for driving, drivers hours regulations, axle loads projections of load (front, rear, side) and vehicle movements on the road.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from observing the candidate during his or her normal and typical work activities, asking the candidate questions to confirm knowledge, or observing the candidate demonstrating that knowledge, as well as talking with work colleagues of the candidate. The evidence for this element should confirm knowledge of the relevant legal, safety and operating requirements.

The emphasis of this element is the candidate knowing the legal, safety and operating requirements he or she is expected to meet, before undertaking activities related to driving laden goods vehicles. Where a candidate does not have this knowledge or understanding, he or she will be expected to find the information and confirm their understanding of it.

Unit DGV 7 Maintaining the safety and the security of the load, self and property

Element DGV 7.2 Protect the vehicle and load from security risks

Description of this element

The candidate should be able to demonstrate contribution to the protection of vehicles and loads from security risks in different locations. These risks include theft of the vehicle, the load or personal items, vandalism and arson. Locations include overnight or daytime parking, refuelling, during loading or unloading, and while driving. The candidate will therefore need to know the security risks associated with different loads and locations, and will be expected to know and follow organisational security procedures, taking appropriate and safe emergency or responsive action when necessary. The candidate should be able to report any theft or damage, or pass on any suggestions for improving security to the appropriate person. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with protecting vehicles from security risks.

The candidate must be able to:-

- P/Q 1. demonstrate the organisational security procedures to the vehicle and load in different locations
- P/Q 2. demonstrate the correct emergency procedures;
- P/Q 3. report any theft or damage according to organisational procedures

The candidate should know: -

- a) what are the security risks associated with the vehicle and load;
- b) what are the security risks associated with different loads;
- c) what are the security risks of different locations;
- d) what are the organisation's procedures relating to the security of the vehicle
- e) what are the actions that should be taken for different types of security risk.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under simulated conditions.

Evidence should come from watching the candidate taking the appropriate and necessary precautions to protect vehicles and loads from security risks during his or her normal duties. These precautions should be for different types of loads, in different types of locations, with the candidate understanding the security risks associated with the loads and locations. Evidence of the candidate taking appropriate and safe emergency or responsive action should also be collected where available. It should be confirmed that the candidate knows, understands and follows organisational procedures and guidelines for security. These include reporting theft or damage, as well as passing on suggestions for improving security.

Assessment of a candidate against this element should confirm consistent performance related to security of vehicles and loads. It will not be sufficient to collect evidence on a single occasion.

Unit DGV 8 Maintaining awareness of driving conditions

Element DGV 8.1 Assess the effects of driving conditions

Description of this element

The candidate should be able to demonstrate awareness of driving conditions by assessing the effects driving conditions may have on the behaviour of vehicles (including loss of control), and how road conditions and layout affect traffic conditions. Behaviour of vehicles relates to their handling, braking, acceleration and stability. Road conditions relate to weather, road surface and light. Road layouts include single and multiple carriageways, hills and dips, bridges, height and weight restrictions, road works, pavements, kerbs, traffic furniture, walls and hedges. Traffic conditions include stopping or queuing, overtaking, acceleration of traffic, and turning. The candidate will be expected to monitor driving conditions during driving and assess their impact on the collection or delivery of loads, with the relevant people being informed of any delays. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with assessing and responding to driving conditions.

The candidate must be able to:-

- O/P 1. obtain information on the likely **driving conditions**
- P/Q 2. monitor changes in driving conditions during driving;
- 3. inform relevant people of changes in the schedule resulting from driving conditions
- 4. comply with all relevant **legal, safety and operating requirements** at all times

The candidate should know: -

- a) where to obtain information on driving conditions;
- b) what are the restrictions on driving in difficult conditions;
- c) what are the relevant legal, safety, and operating requirements;
- d) what type of delays could occur, and who needs to be informed.
- e) how driving conditions could affect the behaviour of the vehicle while driving at different speeds;
- f) how road conditions and the road layout could affect traffic conditions
- g) how the driving conditions could cause the loss of control of the vehicle

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving typical vehicles with loads and responding to prevailing driving conditions. These responses should be after the candidate has recognised and assessed the factors that could affect driving. The assessor should confirm the candidate understands the interaction of these factors and the overall affect they could have on driving. The assessor should make sure that sufficient performance evidence has been collected across typical driving conditions, which include road conditions, traffic conditions and road layout.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can recognise and assess a variety of typical driving conditions. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 8 Maintaining awareness of driving conditions

Element DGV 8.2 Monitor the load during driving

Description of this element

The candidate should be able to monitor the condition of loads during driving and assess how different driving conditions could affect the load. These affects include movement, change in weight and loss of material from the load. The candidate should be able to recognise and report any damage to or change in the condition of loads, and assess how the changes could cause loss of control of the vehicle. The candidate should know and keep to restrictions in transporting loads where appropriate. The candidate should also know and keep to the relevant legal, safety and operating requirements associated with monitoring loads being transported.

The candidate must be able to:-

- P/W 1. obtain information on current and future **driving conditions** before and during driving;
- P/Q 2. monitor the condition of the load at regular intervals;
- O/Q 3. Identify any damage to the load
- P/W 4. report any change in the condition of the load according to organisational procedures;
- P/W 5. comply with all relevant **legal, safety, and operating requirements.**

The candidate should know: -

- a) where to obtain information on driving conditions;
- b) what are the restrictions to transporting different loads;
- c) how changing driving conditions could affect the condition of the load;
- d) how changes in the condition of the load could cause a loss of control.
- e) how to monitor the condition of different loads; and
- f) what are the relevant legal, safety, and operating requirements

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving and monitoring typical loads being transported. The candidate should identify any change in the condition of loads, particularly where there is damage to the load, or where changes in condition of the load could affect the handling of the vehicle. The assessor should make sure that sufficient performance evidence has been collected across typical driving conditions, which include road conditions, traffic conditions and road layout.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can monitor the condition of a variety of typical loads. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 8 Maintaining awareness of Driving Conditions

Element DGV 8.3 Contribute to the safety of self, vehicle, load and other road users

Description of this element

The candidate should be able to demonstrate consistent contribution to the safety of own vehicle, load, and other road users, (occupants of motor vehicles, riders of motor bikes or bicycles, pedestrians and animals). The candidate should be able to recognise and respond appropriately to hazards, such as caused by road conditions, traffic conditions and road layouts, as well as anticipate the actions of other road users that could affect safety. Wherever possible, the candidate should take preventative action while driving to avoid danger to other road users. In cases of accidents or emergencies, the candidate should be able to give appropriate and safe assistance to others who need help. In breakdown situations, the candidate should be able to take action that safeguards people, the vehicle and its load. The candidate should therefore know what action can be taken in accident, emergency and breakdown situations; as well as know and keep to the relevant legal, safety and operating requirements.

The candidate must be able to:-

- O/P 1. respond to changes in the road conditions, traffic regulations, traffic conditions;
- O/P 2. respond effectively to actions of other **road users** that could affect the safety of the vehicle, the load or other road users;
- O/P 3. ensure other road users are aware of any intended changes in direction or manoeuvres before they are carried out;
- P/Q 4. take preventative action to avoid harm to any road users;
- Q/P 5. demonstrate the correct procedure during breakdowns or accident to ensure the safety of self, vehicle, load and other road users
- 6. comply with all relevant **legal, safety and operating requirements** at all times

The candidate should know: -

- a) what type of road changes ,traffic regulations and traffic conditions could occur while driving;
- b) what signs would indicate that other road users are aware of intended changes in direction or manoeuvres;
- c) what are the actions that should be taken for dealing with an emergency
- d) what are the relevant legal, safety, and operating procedure that should be adopted during a breakdown or accident.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competency will probably be collected over a period of time in the normal work place, or under simulated conditions.

Evidence should come from watching the candidate drive during their normal and typical work. The assessor should be confident that the candidate's normal driving technique and attitude does contribute to safety, as required by this standard. Where any situation cited in the standard does not occur naturally or frequently, e.g. accidents, emergencies or breakdowns, the assessors will confirm the candidate's competence by means other than observation of performance in the workplace. It is expected that the assessor will ask the candidate about safe driving techniques and attitudes to confirm understanding of the factors that contribute to safety. These techniques and attitude will usually be in the background to other work activities and therefore be supporting the candidate's driving competencies. So evidence for this element will most likely be collected simultaneously with collecting evidence for other elements.

Assessment of a candidate against this element should confirm consistent contribution to safety while driving. It will not be sufficient to collect evidence on a single occasion

Unit DGV 9 Operating the vehicle systems

Element DGV 9.1 Operate and monitor vehicle instruments and controls

Description of this element

The candidate should be able to operate vehicle controls to maintain the safety and security of people and the vehicle. These controls include the normal and typical ones used to drive and control vehicles, as well as those used for driver comfort and safety. The candidate will also have to monitor vehicle instruments while driving, which include audible alerts, displays, gauges, tachograph (where fitted) and warning lights. In addition to operating controls and monitoring instruments, the candidate should also be able to identify any problems with the brakes, engine, electric systems, fuel system, ignition, lights, transmission, tyres and transmission, and take appropriate action. The candidate should also be able to deal with problems in coupling systems. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with operating vehicle controls and monitoring vehicle instruments.

The candidate must be able to:-

- P/Q 1. operate the vehicle **controls** ;
- P/Q 2. monitor the vehicle **instruments** at suitable times during driving;
- P/Q 3. operate the vehicle controls to maintain the safety and security of self, the vehicle, and others;
- P/Q 4. identify any problems with the **vehicle systems** and take appropriate action; and
- P/W 5. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) how to operate different vehicle systems;
- b) what type of problems could occur with different systems; and
- c) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving typical vehicles with loads, and checking that the candidate does operate vehicle controls, and monitors the instruments. The candidate's actions should contribute to the safety and security of people and the vehicle. It should be confirmed that the candidate can identify any problems that may arise in typical vehicle systems and take appropriate action. The assessor should therefore ask the candidate about the type of problems that could arise and how they should be dealt with. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with operating vehicle controls and monitoring vehicle instruments.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can operate the controls, and monitor the instruments on the vehicles typically driven by the candidate. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 9 Operating the vehicle systems

Element DGV 9.2 Ensure the efficient and careful use of the vehicle

Description of this element

The candidate should be able to make sure the vehicle is used efficiently and carefully by making sure it has the correct type and amount of fuel, operated in a way that conserves fuel wherever possible and minimises wear and tear on the vehicle systems. The candidate should therefore know the fuel requirements for the vehicles that he or she drives, as well as know how driving techniques can affect fuel consumption and wear and tear on vehicles' brakes, engine, transmission, tyres and coupling systems. The candidate should also be able to identify any problems affecting the efficiency of the vehicle and take appropriate action. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with efficient and careful use of goods vehicles.

The candidate must be able to:-

- O/P 1. ensure the vehicle has the correct type and amount of fuel;
- P/Q 2. monitor the fuel levels of the vehicle regularly;
- P/Q 3. operate the vehicle in a way that conserves fuel wherever possible;
- P/O 4. minimise wear and tear on the **vehicle systems**;
- P/Q 5. identify any problems affecting the efficiency of the vehicle and take appropriate action; and
- P/W 6. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) what are the fuel requirements of the different vehicles being driven;
- b) the impact of driving technique on vehicle wear and tear and fuel consumption;
- c) how to operate fuel delivery systems; and
- d) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving typical vehicles with loads, and checking that the candidate does drive vehicles in a way that conserves fuel and minimises vehicle wear and tear. The candidate should know the fuel requirements of the vehicles he or she drives. The assessor should make sure the candidate can identify problems that could affect vehicle efficiency and be able to take appropriate action. The assessor should also make sure the candidate knows and keeps to the relevant legal, safety and operating requirements associated with efficient and careful use of goods vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can use the vehicles typically driven by the candidate efficiently and carefully. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 10 Driving the vehicle on public roads

Element DGV 10.1 Position the vehicle on the road

Description of this element

The candidate should be able to position the vehicle on the road to maintain the safety and security of himself or herself and other road users. Positioning the vehicle on the road should be in response to assessment of any possible hazard, the prevailing driving conditions, and be suitable to the load being transported. These loads could be containers, liquids, goods, materials or livestock. The candidate will therefore need to understand how different types of hazard on the road, driving conditions, or the load could affect the position of the vehicle on the road. The candidate should indicate any intended change in direction, which could be turning, changing lanes, filtering, or negotiating roundabouts, while maintaining lane discipline wherever possible. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with positioning goods vehicles on the road.

The candidate must be able to:-

- P/Q 1. respond to potential **hazards** on the road or surrounding areas;
- P/Q 2. identify any **change in direction** required to maintain the route;
- O/P 3. position the vehicle to maintain the safety of self and other **road users** in both directions;
- O/P 4. position the vehicle according to the prevailing **driving conditions**;
- O/P 5. position the vehicle in a suitable way for the vehicle and its **load**;
- P/Q 6. use and cancel signals appropriately when changing direction and check that other road users have observed them;
- O/P 7. maintain lane discipline;
and
- P/W 8. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) how changing driving conditions could affect other road users;
- b) how the actions of other road users could cause a loss of control,
- c) how to spot when other road users are about to change direction and speed;
- d) when to use signals to indicate a change of position;
and
- e) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that Organisation, and checking the candidate can position the vehicle to maintain the safety and security of road users. The assessor should confirm that the candidate is able to assess possible hazards on the road, and the prevailing driving conditions, before deciding on any change in position. The candidate should be observed giving appropriate indication of any intended change in direction, while maintaining lane discipline wherever possible. Any change in position should be made safely and take account of the load being transported. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with changing the position of goods vehicles on the road.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can change the position of vehicles on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 10 Driving the vehicle on public roads

Element DGV 10.2 Control the speed of the vehicle

Description of this element

The candidate should be able to control the speed of the vehicle on the road to maintain the safety and security of himself or herself and other road users. Changing speed of the vehicle, either acceleration or deceleration should be in response to assessment of any possible hazard, the prevailing driving conditions, keeping safe separation distances with other road users and be suitable to the load being transported. These loads could be containers, liquids, goods, materials or livestock. The candidate will therefore need to understand how different types of hazard on the road, driving conditions, or the load could affect the speed of the vehicle on the road. The candidate should apply braking systems, including retarding devices. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with controlling the speed of goods vehicles on the road.

The candidate must be able to:-

- P/Q 1. identify any **change in speed** required to meet different road conditions and/or maintain the schedule;
- O/P 2. control the speed of the vehicle to maintain the safety of self and **road users** in both directions;
- O/P 3. control the speed of the vehicle according to the prevailing **driving conditions**;
- O/P 4. control the speed of the vehicle in a suitable way for the vehicle and its **load**;
- P/O 5. apply the **braking systems** of the vehicle; and
- P/W 6. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) how speed should be altered to meet different types of road conditions and schedule requirements;
- b) how to use the controls of the vehicle to adjust speed;
- c) how to assess and maintain safe separation distances;
- d) what are the factors affecting vehicle stopping distances; and
- e) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that company, and checking the candidate can control the speed of the vehicle the vehicle to maintain the safety and security of road users. This includes maintaining safe separation distances with other road users. The assessor should confirm that the candidate is able to assess possible hazards on the road, and the prevailing driving conditions, before changing speed. The candidate should be observed applying braking systems, which should be done safely and take account of the load being transported. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with controlling the speed of goods vehicles on the road, including the factors affecting the stopping distances of vehicles. As assessment will be carried out over a period of time, the assessor will make sure the candidate can control the speed of vehicles driven by the candidate on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 10 Driving the vehicle on public roads

Element DGV 10.3 Overtake other vehicles

Description of this element

The candidate should be able to overtake other vehicles safely, after assessing the need to overtake, identifying suitable points at which to overtake, and signalling the intention to overtake when appropriate. The candidate should understand and take account of the road conditions, traffic conditions or road layouts that could present a hazard to the overtaking manoeuvre. Overtaking would be of moving vehicles and stationary vehicles, and should not endanger the occupants of other motor vehicles, riders of motor bikes or bicycles, pedestrians or animals. The candidate should be able to control the speed and position of the vehicle during overtaking manoeuvres. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with overtaking other vehicles.

The candidate must be able to:-

- P/Q 1. overtake other vehicles when necessary;
- O/Q 2. identify potential hazards affecting the overtaking manoeuvre;
- O/P 3. identify a suitable point to overtake vehicles and ensure that driving conditions are still suitable;
- O/P 4. signal the intention to overtake in sufficient time for road users in both directions to take appropriate action;
- O/P 5. control the position and speed of the vehicle to safely overtake other vehicles;
and
- P/W 6. comply with all relevant legal, safety, and operating requirements.

The candidate should know: -

- a) when it is safe to overtake vehicles;
- b) what type of hazards are involved in overtaking;
- c) when signals should be used;
- d) when overtaking should occur, and when it should not; and
- e) what are the relevant legal, safety, and operating requirements.
- f) factors affecting the distance required to overtake other vehicles.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can overtake other vehicles safely. The assessor should confirm that the candidate is able to assess the need to overtake, assess distances required to overtake and identify suitable points at which to overtake other vehicles. The candidate should be observed signalling the intention to overtake when appropriate. It should be confirmed that the candidate understands and takes account of the road conditions, traffic conditions or road layouts that could present a hazard to the overtaking manoeuvre. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with overtaking other vehicles on the road.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can overtake other vehicles on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 10 Driving the vehicle on public roads

Element DGV 10.4 Brake the vehicle within a limited space

Description of this element

The candidate should be able to apply the vehicle's braking systems, so that the vehicle is either slowed down or brought to a stop within a limited space. The candidate should be able to decide whether to slow the vehicle, or stop it, depending on the driving conditions, the hazards that might affect safety, the distance available for braking, and the current situation. The braking systems should be applied effectively, while maintaining control of the vehicle and its load during deceleration. The candidate should therefore understand the braking characteristics of different vehicles, both laden and unladen, and the effects of brake fade. After severe braking, the candidate should be able to confirm the roadworthiness of the vehicle and understand the effect this braking could have on the vehicle. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with braking goods vehicles within limited spaces.

The candidate must be able to:-

- P/Q 1. brake the vehicle in a manner appropriate to the **driving conditions** and the distance available for braking the vehicle;
- P/Q 2. slow or bring the vehicle to a complete stop
- P/O 3. apply **braking systems** effectively;
- P/O 4. control the deceleration of the vehicle to maintain the safety of self and other **road users** in both directions;
- P/O 5. control the deceleration of the vehicle in a suitable way for the vehicle and its load;
- O/P 6. confirm the roadworthiness of the vehicle after severe braking;
and
- P/W 7. comply with all relevant **legal, safety, and operating requirements.**

The candidate should know: -

- a) what type of hazards could occur on the road;
- b) what are the braking characteristics of different types of vehicle when laden and unladen;
- c) how to use the controls of the vehicle to adjust braking in different road conditions;
- d) what effect could severe braking have on the roadworthiness of a vehicle;
- e) what are the effects of brake fade; and
- f) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can apply braking systems safely to either slow or stop the vehicle within a limited space. The candidate should be able to decide whether to slow or stop the vehicle, and to assess distances required to brake the vehicle. It should therefore be confirmed that the candidate understands and takes account of the road conditions, traffic conditions or road layouts, and the safety of other road users that could present a hazard to braking. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with braking laden and unladen vehicles within limited spaces.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can apply braking systems on different vehicles under different driving conditions. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 10 Driving the vehicle on public roads

Element DGV 10.5 Control the vehicle in an emergency situation

Description of this element

The candidate should be able to demonstrate competence in the control of a vehicle in an emergency situation. The candidate should therefore be able to recognise emergency situations, which include loss of control of a vehicle, mechanical failure and accidents, and know the appropriate action to deal with them so that the danger to themselves and other road users is minimised. The candidate should be able to confirm the continued roadworthiness of a vehicle after any emergency action. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with controlling vehicles in emergency situations.

The candidate must be able to:-

- O/Q 1. identify immediately any emergencies that require action;
- O/Q 2. identify the appropriate action to take;
- O/Q 3. assess the distance available for braking the vehicle;
- O/P 4. apply the primary controls of a vehicle effectively in response to an emergency;
- P/O 5. control the behaviour of a vehicle to maintain the safety of self and other road users;
- O/Q 6. confirm the roadworthiness of a vehicle after an emergency;
and
- P/W 7. comply with all relevant **legal, safety, and operating requirements.**

The candidate should know: -

- a) what type of emergencies could occur;
- b) what are the actions that should be taken for different types of emergency;
- c) how to use the controls of a vehicle during emergencies;
- d) what effect could different emergencies have on the roadworthiness of a vehicle; and
- e) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from questioning the candidate, having already observed that they are competent in driving a vehicle that is laden according to the normal working environment or normal practice in that organisation. The assessor will confirm that the candidate knows the appropriate use of vehicle controls in different emergency situations. The candidate should also know how and be able to confirm the continued roadworthiness of vehicles after any emergency action. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with controlling vehicles in emergency situations.

If facilities are available to the candidate to demonstrate this competence in a simulated situation assessors should use this method of collecting evidence.

Unit DGV 11 Driving the vehicle in restricted spaces

Element DGV 11.1 Select a space for manoeuvring the vehicle

Description of this element

The candidate should be able to identify spaces suitable for manoeuvring vehicles forwards, backwards and through turns, so the vehicle can be loaded, unloaded, refuelled, parked or prepared for maintenance. The candidate will therefore have to compare the space required and the spaces available to decide whether the vehicle can be manoeuvred safely. The sites at which manoeuvres are carried out include industrial, commercial or retail sites, public roads, parking areas and garages. The candidate should anticipate possible problems, or dangers to the vehicle during manoeuvres, particularly when using other people to assist during manoeuvring. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with manoeuvring goods vehicles.

The candidate must be able to:-

- O/P 1. identify a suitable **space** for the vehicle and the manoeuvring **activities** to be undertaken;
- O/Q 2. determine whether the vehicle can be manoeuvred safely into the available space;
- O/Q 3. identify alternative spaces if necessary; and
- O/Q 4. comply with all relevant **legal, safety, and operating requirements.**

The candidate should know: -

- a) what are the dimensions of the vehicle;
- b) what clearances are necessary for the vehicle and different activities;
- c) what type of damage could occur during manoeuvring;
- d) what are the problems of using other people to assist during manoeuvring; and
- e) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving typical vehicles and deciding where it is safe to manoeuvre the vehicle so that it can be loaded, unloaded, refuelled, parked or made ready for maintenance. The assessor will confirm that the candidate is able to compare the space required to manoeuvre the vehicle with the spaces available and suitable for the particular activity to be undertaken. The assessor will also make sure the candidate knows and keeps to the relevant legal, safety and operating requirements associated with manoeuvring goods vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can assess different spaces required, so that loading, unloading, refuelling, parking and maintenance can be undertaken. It will not be sufficient to get evidence on just a single occasion, or for one activity.

Unit DGV 11 Driving the vehicle in restricted spaces

Element DGV 11.2 Manoeuvre the vehicle in restricted spaces

Description of this element

The candidate should be able to manoeuvre vehicles forwards, backwards and through turns in restricted spaces, so that the vehicle can be loaded, unloaded, refuelled, parked or prepared for maintenance. The spaces in which manoeuvres will be made therefore include industrial, commercial or retail sites, public roads, parking areas and garages. Manoeuvres should be carried out at speeds appropriate for the vehicle and the load, which could be containers, liquids, goods, materials or livestock, and should not endanger people, the vehicle or other property. The candidate should indicate the intention to manoeuvre where required and monitor the actions of other road users while carrying out the manoeuvre. On completion of the manoeuvre, the vehicle should be in a suitable position for the required activities. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with manoeuvring vehicles in restricted spaces.

The candidate must be able to:-

- O/P 1. ensure the **space** is clear of obstructions;
- P/O 2. signal the intention to **manoeuvre** in sufficient time for other **road users** to take appropriate action;
- P/Q 3. monitor the actions of other road users throughout the manoeuvre;
- P/Q 4. manoeuvre the vehicle at an appropriate speed for the vehicle and its **load**;
- P/O 5. manoeuvre the vehicle to maintain the safety of self and other road users;
- P/O 6. manoeuvre the vehicle to avoid damage to the vehicle and the surrounding environment;
- O/P 7. complete the manoeuvre so that the vehicle is in a suitable position for the required **activities**;
and
- P/W 8. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) what type of hazards could occur during manoeuvring;
- b) when to use signals to indicate manoeuvring;
- c) what are the effects of inappropriate speed during manoeuvring; and
- d) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate moving vehicles safely forwards, backwards and through turns in restricted spaces, so that the vehicle can be loaded, unloaded, refuelled, parked or made ready for maintenance. The spaces in which the candidate is assessed should be typical of those in which the candidate normally manoeuvres vehicles, and should include industrial, commercial or retail sites, public roads, parking areas or garages. These manoeuvres should be carried out as a part of the candidate's normal work role. The assessor should watch the candidate manoeuvre vehicles at speeds that are appropriate to the load, which should be typical of those transported by the candidate. The assessor will also make sure the candidate knows and keeps to the relevant legal, safety and operating requirements associated with manoeuvring vehicles in restricted spaces.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can manoeuvre vehicles in restricted spaces for different purposes, such as for loading, unloading, refuelling, parking and maintenance. It will not be sufficient to get evidence on just a single occasion, or for one activity.

Unit DGV 12 Coupling and uncoupling the vehicle

Element DGV 12.1 Couple the vehicle

Description of this element

The candidate should be able to make the coupling between units and their trailers, after manoeuvring the unit in order to position it for coupling. After coupling has been made, the air, electric and fluid lines should be connected. The candidate will therefore need to know about the different coupling systems and the other connections that also have to be made. After the coupling and other connections have been made, the candidate will be expected to test the coupling, make sure the unit and trailer systems work properly and that the vehicle is safe to drive. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with coupling trailers.

The candidate must be able to:-

- P/O 1. **manoeuvre** the unit in relation to the trailer ready for coupling;
- O/P 2. prepare the unit and trailer for coupling;
- O/P 3. ensure the trailer's brakes are applied during coupling;
- O/P 4. test the coupling has been established ;
- O/P 5. make all the necessary **connections**;
- O/P 6. ensure that unit and trailer systems are functioning ;
- O/P 7. ensure the vehicle is safe for driving;
and
- P/W 8. comply with all relevant **legal, safety, and operating requirements.**

The candidate should know: -

- a) how different types of coupling work;
- b) when different connections have to be made; and
- c) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate manoeuvre units in to suitable position for coupling, preparing the unit for coupling and then completing the coupling, including making the necessary connections for air, electric and fluids. After coupling has been made, the candidate should be watched testing the coupling and other connections, then confirming that the complete vehicle is safe to drive. The assessor should make sure that the candidate knows about other coupling types, as well as the legal, safety and operating requirements associated with coupling units and trailers.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can carry out complete coupling operations, using different types of units and trailers where possible. It will not be sufficient to get evidence on just a single occasion, or for one coupling.

Unit DGV 12 Coupling and uncoupling the vehicle

Element DGV 12.2 Uncouple the vehicle

Description of this element

The candidate should be able to uncouple trailers from their units, after selecting and manoeuvring the vehicle in to a safe and suitable site. The connections for air, electric and fluids should be disconnected before driving the unit away from the trailer. The candidate will therefore need to know how to uncouple the different types of coupling arrangements, and how to disconnect the other connections. After the coupling and other connections have been released, the candidate will be expected to make sure the units systems are working properly and that it is safe to drive. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with uncoupling units and trailers.

The candidate must be able to:-

- O/Q 1. select a safe site for uncoupling the vehicle;
- P/O 2. manoeuvre the vehicle ready for uncoupling;
- O/P 3. prepare the unit and trailer for uncoupling;
- O/P 4. ensure the trailer's brakes are applied during uncoupling;
- O/P 5. release the connections between the unit and trailer ;
- P/O 6. drive away from the trailer carefully and ensure the uncoupling has been achieved;
- O/P 7. ensure that unit and relevant trailer systems are functioning ;
- O/P 8. ensure the unit is safe for driving;
- P/W 9. comply with all relevant legal, safety, and operating requirements.

The candidate should know: -

- a) how different types of coupling work;
- b) how to unhook different connections; and
- c) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate manoeuvre vehicles in to suitable position for uncoupling, preparing the unit and trailer for uncoupling and then completing the uncoupling, including disconnecting the connections for air, electric and fluids. After uncoupling, the candidate should be watched driving away from the trailer and then testing the units systems, confirming that it is safe to drive. Where appropriate the candidate should demonstrate that systems on the uncoupled trailer are operating properly. The assessor should make sure that the candidate knows about other coupling types, as well as the legal, safety and operating requirements associated with uncoupling units and trailers.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can carry out complete uncoupling operations, using different types of units and trailers where possible. It will not be sufficient to get evidence on just a single occasion, or for one uncoupling.

Unit DGV 13 Driving the vehicle safely and efficiently on public roads

Element DGV 13.1 Position the vehicle on the road

Description of this element

The candidate should be able to position the vehicle on the road to maintain the safety and security of himself or herself and other road users. Positioning the vehicle on the road should be in response to assessment of any possible hazard, the prevailing driving conditions, and be suitable to the load being transported. These loads could be containers, liquids, goods, materials or livestock. The candidate will therefore need to understand how different types of hazard on the road, driving conditions, or the load could affect the position of the vehicle on the road. The candidate should indicate any intended change in direction, which could be turning, changing lanes, filtering, or negotiating roundabouts, while maintaining lane discipline wherever possible. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with positioning goods vehicles on the road.

The candidate must be able to:-

- P/Q 1. respond to any potential **hazards** on the road or surrounding areas;
- P/Q 2. identify any **change in direction** required to maintain the route;
- O/P 3. position the vehicle to maintain the safety of self and other **road users** in both directions;
- O/P 4. position the vehicle according to the prevailing **driving conditions**;
- O/P 5. position the vehicle in a suitable way for the vehicle and its **load**;
- P/Q 6. use and cancel signals appropriately when changing direction and check that other road users have observed them;
- O/P 7. maintain lane discipline;
and
- P/W 8. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) how changing driving conditions could affect other road users;
- b) how actions of other road users could cause a loss of control;
- c) how to spot when other road users are about to change direction and speed;
- d) when to use signals to indicate a change of position; and
- e) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can position the vehicle to maintain the safety and security of road users. The assessor should confirm that the candidate is able to assess possible hazards on the road, and the prevailing driving conditions, before deciding on any change in position. The candidate should be observed giving appropriate indication of any intended change in direction, while maintaining lane discipline wherever possible. Any change in position should be made safely and take account of the load being transported. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with changing the position of goods vehicles on the road.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can change the position of vehicles on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 13 Driving the vehicle efficiently on public roads

Element DGV 13.2 Control the speed of the vehicle efficiently

Description of this element

The candidate should be able to control the speed of the vehicle on the road to maintain the safety and security of himself or herself and other road users. The candidate will also have to be able to control the speed in such a way that fuel consumption is optimised and wear and tear on the vehicle is minimised. Changing speed of the vehicle, either acceleration or deceleration should be in response to assessment of any possible hazard, the prevailing driving conditions, keeping safe separation distances with other road users and be suitable to the load being transported. These loads could be containers, liquids, goods, materials or livestock. The candidate will therefore need to understand how different types of hazard on the road, driving conditions, or the load could affect the speed of the vehicle on the road. The candidate will need to know and keep to the relevant legal, safety and operating requirements associated with controlling the speed of goods vehicles on the road.

The candidate must be able to:-

- P/Q 1. assess any potential **hazards** on the road or surrounding areas;
- P/Q 2. identify any **change in speed** required to meet different types of road conditions and requirements;
- O/P 3. control the speed of the vehicle to maintain the safety of self and **road users** in both directions;
- O/P 4. control the speed of the vehicle according to the prevailing **driving conditions**;
- O/P 5. control the speed of the vehicle in a suitable way for the vehicle and its **load**;
- P/O 6. control the speed of the vehicle in a way that optimises fuel consumption;
- P/O 7. control the speed of the vehicle in a way that minimises wear and tear on the vehicle; and
- P/W 8. comply with all relevant **legal, safety, and operating requirements**.

The candidate should know: -

- a) how speed should be altered to meet different types of road conditions and requirements;
- b) how to use the controls of the vehicle to adjust speed and optimise fuel consumption;
- c) how to assess and maintain safe separation distances;
- d) what are the factors affecting vehicle stopping distances ; and
- e) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can control the speed of the vehicle the vehicle to maintain the safety and security of road users. This includes maintaining safe separation distances with other road users. The candidate's driving technique of controlling the speed of the vehicle should also optimise fuel consumption and minimise wear and tear on the vehicle. The assessor should confirm that the candidate is able to assess possible hazards on the road, and the prevailing driving conditions, before changing speed. The candidate should be observed applying braking systems, which should be done safely and take account of the load being transported. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with controlling the speed of goods vehicles on the road, including the stopping distances of different types of vehicles.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can control the speed of vehicles driven by the candidate on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 13 Driving the vehicle safely and efficiently on public roads

Element DGV 13.3 Overtake other vehicles

Description of this element

The candidate should be able to overtake other vehicles safely, after assessing the need to overtake, identifying suitable points at which to overtake, and signalling the intention to overtake when appropriate. The candidate should understand and take account of the road conditions, traffic conditions or road layouts that could present a hazard to the overtaking manoeuvre. Overtaking would be of moving vehicles and stationary vehicles, and should not endanger the occupants of other motor vehicles, riders of motor bikes or bicycles, pedestrians or animals. The candidate should be able to control the speed and position of the vehicle during overtaking manoeuvres. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with overtaking other vehicles.

The candidate must be able to:-

- P/Q 1. overtake other vehicles when necessary;
- O/Q 2. identify potential hazards affecting the overtaking manoeuvre;
- O/P 3. identify a suitable point to overtake vehicles and ensure that driving conditions are still suitable;
- O/P 4. signal the intention to overtake in sufficient time for road users in both directions to take appropriate action;
- O/P 5. control the position and speed of the vehicle to safely overtake other vehicles; and
- P/W 6. comply with all relevant **legal, safety, and operating requirements.**

The candidate should know: -

- a) when it is safe to overtake vehicles;
- b) what type of hazards are involved in overtaking;
- c) when signals should be used;
- d) when overtaking should occur, and when it should not
- e) factors affecting the distance required to overtake other vehicles
- f) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can overtake other vehicles safely. The assessor should confirm that the candidate is able to assess the need to overtake, assess distances required to overtake and identify suitable points at which to overtake other vehicles. The candidate should be observed signalling the intention to overtake when appropriate. It should be confirmed that the candidate understands and takes account of the road conditions, traffic conditions or road layouts that could present a hazard to the overtaking manoeuvre. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with overtaking other vehicles on the road.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can overtake other vehicles on the road under different driving conditions. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 13 Driving the vehicle safely and efficiently on public roads

Element DGV 13.4 Brake the vehicle within a limited space

Description of this element

The candidate should be able to apply the vehicle's braking systems, so that the vehicle is either slowed down or brought to a stop within a limited space, and in a way that does not cause unnecessary wear and tear on the vehicle. The candidate should be able to decide whether to slow the vehicle, or stop it, depending on the driving conditions, the hazards that might affect safety, the distance available for braking, and the current situation. The braking systems should be applied effectively, while maintaining control of the vehicle and its load during deceleration. The candidate should therefore understand the braking characteristics of different vehicles, both laden and unladen, and the effects of brake fade. After severe braking, the candidate should be able to confirm the roadworthiness of the vehicle and understand the effect this braking could have on the vehicle. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with braking goods vehicles within limited spaces.

The candidate must be able to:-

- P/Q 1. brake the vehicle in a manner appropriate to the driving conditions and the distance available for braking the vehicle;
- P/Q 2. slow or bring the vehicle to a complete stop;
- P/O 3. apply **braking systems** effectively, in way that does not cause unnecessary wear and tear on the vehicle;
- P/O 4. control the deceleration of the vehicle to maintain the safety of self and other **road users** in both directions;
- P/O 5. control the deceleration of the vehicle in a suitable way for the vehicle and its load;
- O/P 6. confirm the roadworthiness of the vehicle after severe braking;
and
- P/W 7. comply with all relevant **legal, safety, and operating requirements.**

The candidate should know: -

- a) what type of hazards could occur on the road;
- b) what are the braking characteristics of different types of vehicle when laden and unladen;
- c) how to use the controls of the vehicle to adjust braking under different road conditions;
- d) what effect could severe braking have on the roadworthiness of a vehicle;
- e) what are the effects of brake fade; and
- f) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from watching the candidate driving a vehicle that is laden according to the normal working environment or normal practice in that organisation, and checking the candidate can apply braking systems safely to either slow or stop the vehicle within a limited space, and without causing unnecessary wear and tear to the vehicle. The candidate should be able to decide whether to slow or stop the vehicle, and to assess distances required to brake the vehicle. It should therefore be confirmed that the candidate understands and takes account of the road conditions, traffic conditions or road layouts, and the safety of other road users that could present a hazard to braking. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with braking laden and unladen vehicles within limited spaces.

As assessment will be carried out over a period of time, the assessor will make sure the candidate can apply braking systems on different vehicles under different driving conditions. It will not be sufficient to get evidence on just a single occasion.

Unit DGV 13 Driving the vehicle safely and efficiently on public roads

Element DGV 13.5 Control the vehicle in an emergency situation

Description of this element

The candidate should be able to demonstrate competence in the control of a vehicle in an emergency situation. The candidate should therefore be able to recognise emergency situations, which include loss of control of a vehicle, mechanical failure and accidents, and know the appropriate action to deal with them so that danger to themselves and other road users is minimised. The candidate should be able to confirm the continued roadworthiness of a vehicle after any emergency action. The candidate will also need to know and keep to the relevant legal, safety and operating requirements associated with controlling vehicles in emergency situations.

The candidate must be able to:-

- O/Q 1. identify immediately any emergencies that require action;
- O/Q 2. identify the appropriate action to take;
- O/Q 3. assess the distance available for braking a vehicle;
- O/P 4. apply the primary controls of a vehicle effectively to respond to an emergency;
- P/O 5. control the behaviour of a vehicle to maintain the safety of self and other road users;
- O/P 6. confirm the roadworthiness of a vehicle after the emergency;
and
- P/W 7. comply with all relevant **legal, safety, and operating requirements.**

The candidate should know: -

- a) what type of emergencies could occur;
- b) what are the actions that should be taken for different types of emergency;
- c) how to use the controls of a vehicle during emergencies;
- d) what effect could different emergencies have on the roadworthiness of a vehicle; and
- e) what are the relevant legal, safety, and operating requirements.

recommended methods of collecting evidence P = performance O = outcome Q = questioning W = witness

Evidence requirement.

In order to make a fair assessment decision, the assessor must be certain that the candidate produced the evidence being used, and is capable of repeating competent performance. Evidence of competence will probably be collected over a period of time in the normal work place, or under similar conditions.

Evidence should come from questioning the candidate, having already observed that they are competent in driving a vehicle that is laden according to the normal working environment or normal practice in that organisation. The assessor will confirm that the candidate knows the appropriate use of vehicle controls in different emergency situations. The candidate should also know how and be able to confirm the continued roadworthiness of vehicles after any emergency action. The assessor will also confirm that the candidate knows and keeps to the relevant legal, safety and operating requirements associated with controlling vehicles in emergency situations.

If facilities are available to the candidate to demonstrate this competence in a simulated situation assessors should use this method of collecting evidence.