

## **CHAPTER ONE**

# **1.0 INTRODUCTION**

### **1.1 The Purpose of the Curriculum**

This curriculum states basic principles of driver training in Kenya.

The curriculum is designed for the training of drivers of all vehicles, and it comprises plans for training of drivers. All drivers and riders in Kenya have to undergo this training and must pass the test to be allowed to drive or ride a motor vehicle. The principle adopted in developing this curriculum is that a set number of units have been defined for each module. There are eight modules which translate to respective categories of Licenses. The first four units must be done by all drivers before embarking on additional specific units to meet requirements for each module as defined in this curriculum.

Within the framework of this curriculum, the main reference document will be the Kenya Learner Drivers' Handbook. The handbook is built on the learning objectives for driver training and focuses on both theory and practical driving.

Traffic crashes constitute social and economic challenges nationally, due to all those who are killed and injured and the attendant economic loss. Human error has been cited as the major contributor to road crashes. The curriculum seeks to mitigate this by improving the competence and discipline of drivers by addressing the knowledge, skills and attitude gap.

The education and training of drivers of motor vehicles therefore, is an important step towards improving the overall driving skills of drivers. Those who are responsible for driver training in Kenya MUST comply with this approved curriculum.

This document is arranged in 10 chapters, for a total of 9 training modules.

**Chapter 1:** Common Core Units

**Chapter 2 :** MODULE 1 - MOTORCYCLES

**Chapter 3:** MODULE 2 - LIGHT VEHICLES

**Chapter 4:** MODULE 3 – PROFESSIONAL LIGHT VEHICLES

**Chapter 5:**MODULE 4- PUBLIC SERVICE VEHICLES

**Chapter 6:** MODULE 5-MOTORCYCLE TAXI AND THREE WHEELERS

**Chapter 7:**MODULE 6 -TRUCK DRIVERS

**Chapter 8:**MODULE 7-SPECIAL PROFESSIONAL DRIVING LICENSE

**Chapter 9:** MODULE 8- INDUSTRIAL, CONSTRUCTION AND AGRICULTURAL VEHICLES

## **1.2 The General Goals of Driver Training**

Driver Training aims to give the learner driver the proper knowledge, skills and attitudes in order to develop the necessary driving competence and discipline.

General goals;

- i) A safe, reliable and efficient road transport system.
- ii) Reduction in road crashes and loss of life.
- iii) Compliance with the traffic laws, rules, regulations and other provisions.
- iv) Promote safe road use culture demonstrated by road courtesy and care for vulnerable road users.
- v) Promote road worthiness of vehicles.

## **1.3 The Traffic System**

It is valuable to adopt an analytical view in the field of traffic safety. This analytic view is coherent with the framework of the Traffic System, which is made up of the vehicle, the road user, the road and its environment and the traffic control system.

Road crashes are caused by errors on the part of the road users, deficiencies on the vehicles, the road design and condition. Sometimes they are caused by lack of co-ordination between various components of the Traffic System.

Applying the framework of the Traffic System, will make it possible to analyze the causes of traffic crashes and put forward counter measures systematically.

Within the context of the Traffic System, one has to look at the driver as an operator of the vehicle in a complex traffic environment. Behind the wheel the driver's tasks are to:

- i) Collect and process information from the road, the traffic and the vehicle's behavior.
- ii) Make correct decisions about appropriate control actions.
- iii) Execute the actions skillfully.
- iv) Complying with the existing traffic laws.

The driver has to assess the results of the actions and respond adequately to the new situation.

Driving is in many ways a social skill, in the sense that co-operation between road users is important for the benefit of traffic safety.

## **1.4 The Driver Training General Requirements.**

### **1.4.1 Learning Approach**

Driver training, like any other educational activity, has to be based on well-known pedagogical and psychological principles. Sound judgment, developed by the driving instructors and driving examiners over the years is also essential.

The driver's tasks, previously mentioned, constitute the contents of the Driver's Code that will be the cornerstone in Driver Training. The Driver's Code consists of these three elements:

- i) Observe
- ii) Decide, and
- iii) Act

The aim of the Driver's Code is to:

- i) Establish a method for coping with any traffic situation systematically.
- ii) Establish a disciplined road behavior, which is based on awareness of the hazards thus being a prerequisite for defensive and environmental friendly driving.

### **1.4.2 Use of Licensed Schools and Instructors**

All driving lessons are to be learnt in a licensed driving school under the instruction of a qualified and licensed instructor.

### **1.4.3 Theory Lessons**

- a) Driving instructions shall include theory lessons based on this curriculum. A learner driver has to undertake and be examined in each unit within a module.
- b) The typical sequence of the driver-training program will be as follows:
  - i) Introduction to driving.
  - ii) Fundamental driving rules.
  - iii) Model town.
  - iv) Human factors in driving.
  - v) Introduction to the class of vehicle.
  - vi) Motor Vehicle parts, instruments and controls.
  - vii) Basic vehicle control.
  - viii) Maneuvers on a yard under controlled traffic conditions.
  - ix) Maneuvers on the road under all traffic conditions.
  - x) Specific units depending on Module.
- c) By means of effective teaching methods, the driving Instructor will adjust the driver training program to the learner driver's individual qualifications and understanding in order to optimize the learning outcome.
- d) The school shall meet the time allocated in the curriculum
- e) Continuous assessment tests, shall be administered upon completion of at most 40 hours of learning, and shall be in the form of 50 multiple choice questions. A learner must answer at least 35 questions correctly to be deemed to have passed the test. The tests shall constitute 30% of the pass mark in the school's internal test which shall precede examination for issuance of certificate of competence prior to licensing. Records of each learners test answer sheets shall be maintained by the school for a period of 3 years.
- f) A learner shall only be deemed to have fulfilled the requirements of training under this curriculum upon attending at least 75% of the lessons. Every school shall maintain a register of attendance for each learner driver. Theory training may be provided online, provided an online attendance and assessment register is maintained.
- g) The level of performance regarding practical driving skills and theoretical knowledge is evaluated in the examination process.

#### **1.4.4 Practical training**

- i. The school shall ensure that the learner obtains a provisional driving license before driving.
- ii. The school shall test the learner driver on the first four units before arranging for issuance a provisional driving license.
- iii. A learner driver who fails in the test (b) above shall not be issued with the provisional driving license.
- iv. A learner driver shall be trained to drive in a yard and tested before being taken to drive on a public road.
- v. The school shall use the Kenya Learner's Driver Handbook as the main reference material.
- vi. The school must meet the time allocation requirements set out in the curriculum.
- vii. The school shall use both commentary driving and explain-act- comment techniques.
- viii. A learner driver has to attend 100 % of the classes to be deemed to have completed practical driving lessons.

#### **1.4.5 Practical test**

The practical test at the institution shall be divided into two, the yard test and the on-road test. Before the start of the test, the instructor shall explain how the test will be done and how the evaluation will be done.

- i. The learners have to be tested on a defined route.
- ii. The school shall maintain a record of the test routes used.

- iii. The learner driver must use commentary driving.
- iv. The Instructor shall examine using an assessment checklist.
- v. The school shall maintain the records of all assessment checklists for a period of 3 years.

### **1.5 Driving License and Driving Test**

The driving test consists of a theoretical and a practical component. The theoretical test shall consist of a continuous assessment test administered after every 40 hours of training and a final test at the end of all the units in a module. The test shall comprise of a minimum of 50 multiple-choice questions.

The practical test is taken in two parts:

- i. (Maneuver yard) test- The learner driver is tested in a training yard to evaluate his ability to maneuver under different set conditions.
- ii. A road test is conducted in a test route where the candidate has to negotiate most traffic situations in a skilled and safe manner.

A learner driver must pass the (Maneuver yard) test before proceeding to take the road test. A performance report is prepared for each driver. He/she must demonstrate skills in both theory and practical by attaining a pass mark of 70 %.

### **1.6 Examination**

#### **a) General Conditions:**

The following conditions shall be met by a school before presenting the learner drivers for examination in a driving test centre:

- i. A school shall not present for examination a learner who has not passed the school tests.
- ii. A school shall register the learners for the examination and submit to an examiner a School's test report with respect to each candidate. Only Learners who have attained a minimum aggregate score of 70% in the school final test shall be presented for examination.

#### **b) Failing to pass the examination**

A Learners who fails in an examination offered in a driver test centre shall be referred back the driving school for re-training, provided;

- i. That no Re-testing is done before the expiry of 21 days.
- ii. That a Learner who fails in theory examination shall be required to re-take the entire examination while one who fails a practical exam shall be required to re-sit the practical within a period not exceeding 6 months.
- iii. A candidate who fails to take the re-test shall be required to register a fresh and re-do the course.

### **1.7 Validity of Licenses**

- i. All Licenses shall be renewed annually for a period of 9 years. On the 10<sup>th</sup> year, the License holder shall be required to repeat the training and examination process, obtain a new certificate of competence and undergo a medical examination.
- ii. Holders of Professional Drivers Licenses shall be required to accumulate a minimum number of continuous development points, set by a Professional Body of drivers, annually as a condition for License renewal
- iii. Additionally, all drivers above the age of 60 years are shall be required to have a medical fitness report annually before renewal of their driving Licenses.

### **1.8 Driving License Categories**

#### **1.8.1 CATEGORY A**

##### **i. Category A1 (Moped)**

- Up to and including 50 C.C.
- Minimum age 16 years.
- No passenger.

**ii. Category A2 (light motorcycle)**

- Above 50 C.C.
- Minimum age 18 years.
- Maximum load 60 kg (for upto 400 C.C)
- Maximum 1 passenger
- 

**iii. Category A3 Motorcycle Taxi, Couriers and three-wheelers.**

- 100 C.C. and above.
- Minimum age 21
- Previous 1 year riding experience of A2
- Maximum load 100 kg (for up to 400 C.C)
- Maximum 1 passenger

**1.8.2 CATEGORY B**

**i. Category B (Light Vehicle)**

- Light vehicle (passenger car) or with a Gross Vehicle Weight (GVW) of maximum 3500 kg with one light trailer (not exceeding 750 kg)
- Not more than seven passengers.
- Minimum age 18 years.

**ii. Category B Automatic (Light Vehicle Automatic)**

- Light vehicle (passenger car) with a Gross Vehicle Weight (GVW) of maximum 3 500 kg with one light trailer (not exceeding 750 kg).
- Equipped with automatic gear box.
- Not more than seven passengers.
- Minimum age 18 years.

**iii. Category B Professional**

- Light vehicle (passenger car) with a Gross Vehicle Weight (GVW) of maximum 3,500 kg with one light trailer (not exceeding 750 kg).
- Equipped with manual or automatic gear box.
- Not more than seven passengers.
- Minimum age 21 years.

**1.8.3 CATEGORY C**

**i. Category C1 (Light Truck)**

- Light truck with a Gross Vehicle Weight (GVW) exceeding 3 500 kg and a maximum 7500 kg with maximum one light trailer (limited to not exceed 750 kg)
- Minimum age 22 years

**2 Category C (Medium Truck)**

- Heavy truck with a Gross Vehicle Weight (GVW) exceeding 7 500 kg with maximum one light trailer (limited to not exceed 750 kg)
- Minimum age 24 years

**3 Category CE (Heavy Truck with trailer)**

- Heavy truck with a Gross Vehicle Weight (GVW) exceeding 7 500 kg with heavy trailer or semitrailer.
- Articulated vehicles.

-Minimum age 28 years.

#### **1.8.4 CATEGORY D**

##### **i. Category D (Van)**

-Maximum 13 passengers.  
-Minimum age 22 years.

##### **ii. Category D1 (Mini Bus)**

-Between 14-32 passengers  
-Minimum age 25 years.

##### **Category D2 (Large Bus)**

-33 passengers and above.  
-Minimum age of 30 years.

#### **1.8.5 CATEGORY E (SPECIAL PROFESSIONAL DRIVERS' LICENSE)**

-Minimum age 21 years  
-Completed 3 months driving practice with any vehicle classified under categories C1, C, CE, D, D1, D2 and licensed as **EC1, EC, ECE, ED, ED1, ED2** respectively.  
- Class ED2 Licenses shall be endorsed for classes D1 & D while Class ECE Licenses shall be endorsed for C & C1

#### **1.8.6 CATEGORY G (INDUSTRIAL, CONSTRUCTION AND AGRICULTURAL PLANTS& EQUIPMENT)**

-Special types of Plants and Equipment for which special authorization is required from the authority before such plants can be registered for use.  
-To operate such Plants and Equipment a driving License is a requirement  
-Endorsement for Class G will be done on the driving License.

### **1.9 Basic/Common Units**

This section deals with parts of driver training that are mandatory for all drivers, independent of class of license. The topics in this section are grouped into four parts:

- i) Introduction to Driving
- ii) Fundamental driving rules.
- iii) Model town
- iv) Human factors in traffic

### **1.9 General Objective of Driver Learning**

The learner rider must learn and get appropriate experience to be able to act as an insightful and competent driver with respect to safety, mobility and concern of other road users. The competence achieved has to be verified through a theoretical and a practical test before a License is issued.

### **1.11 Specific Objectives of Driver Learning**

The knowledge, skills and abilities that should be gained and proven by the learner driver are of different kinds and on different levels. By the end of the driver education, the learner driver must (be able to):

**i.Know about;** meaning that he must be informed about driving to such an extent that his knowledge follows a more goal-oriented and specific training. (Objectives of this kind are included in the theoretical part of the driving test).

**ii.Point out and name;** meaning that he must be able to locate and name by generally used terms, for example, certain controls and instruments of the vehicle. (Objectives of this kind are included in both the theoretical and practical parts of the driving test).

iii. **Read and explain the meaning of;** meaning that he must be able to use, for instance, the instruments of the vehicle, explain and demonstrate what they indicate. (Objectives of this kind are included in the practical part of the driving test).

iv. **Check;** meaning that he must be able to inspect certain components of the vehicle, with or without using tools, and explain in general terms whether or not safety requirements are satisfied. (Objectives of this kind are included in the practical part of the driving test).

v. **State the content of or explain the meaning of;** meaning that he must be able to differentiate between correct and incorrect answers to questions on, risk factors and traffic rules ., or explain verbally the topic in question in general terms. (Objectives of this kind are included in the theoretical and practical part of the driving test).

vii. **Identify, recognize, assess or anticipate;** meaning that he must be able to observe certain points in real traffic situations (or in pictures), appreciate their importance for safety, and differentiate between correct and incorrect responses to questions on the points, or explain verbally their importance in general terms. (Objectives of this kind are included in both the theoretical and practical parts of the driving test).

viii. **Perform observations and maneuvers;** meaning that he must identify and assess objects or situations, control the vehicle and execute maneuvers or other tasks skillfully. (Objectives of this kind are included in the practical part of the driving test).

ix. **React appropriately;** meaning that he must be able to control the vehicle and adapt speed, position and driving direction in accordance with the traffic rules, safety considerations such as showing regard to other road users and seamlessly Maneuvering through traffic. (Objectives of this kind are included in the practical part of the driving test).

## 1.12 Units Summary and Time Allocation

Code	Topic	Content	Time (Hours)		
			Theory	Practice	Total
1.12.1	Introduction to driving.	<ul style="list-style-type: none"><li>• Traffic safety situation in Kenya and the common causes of vehicle related crashes.</li><li>• Background of driver training- Key players in the Road Safety sector.</li><li>• The importance of driver training.</li><li>• The goals of driver training.</li><li>• Driving License and driving test.</li><li>• The driver's tasks.</li><li>• The driver's responsibilities.</li><li>• The principles of driver training</li><li>• Legal requirements for driving in Kenya- NTSA Act, Traffic Act, County By-Laws.</li><li>• Classes of vehicles</li></ul>	5	0	5
1.12.2	Fundamental Driving Rules	<ul style="list-style-type: none"><li>• Traffic rules, regulations and other Safety requirements</li><li>• Highway Code</li><li>• Rules of behavior in traffic</li></ul>	4	0	4
1.12.3	Model Town	<ul style="list-style-type: none"><li>• Name parts of the Model town.</li><li>• Explain the directional arrows.</li><li>• Road markings and Road Signs</li><li>• State the importance of road markings.</li></ul>	1	4	5

Code	Topic	Content	Time (Hours)		
			Theory	Practice	Total
		<ul style="list-style-type: none"> <li>Move model car from one point to another safely.</li> </ul>			
1.12.4	Human factors in Traffic	<ul style="list-style-type: none"> <li>Observation</li> <li>Driver perception and awareness</li> <li>Judgment of speed and distance</li> <li>Stopping distance</li> <li>Selection of proper speed</li> <li>Factors that influence the driving skills</li> <li>Special needs of vulnerable groups</li> <li>Limitations in number of passengers and quantity of goods</li> <li>Drugs and Alcohol.</li> <li>Customer care and public relations</li> <li>Hygiene, Health and Safety</li> <li>Crash handling procedures</li> <li>First Aid</li> </ul>	6	2	8
<b>Total</b>			<b>16</b>	<b>6</b>	<b>22</b>

### **1.12.1 INTRODUCTION TO DRIVING**

#### **1.12.1C Expected Outcome**

The trainee should familiarize with Basics of driving

#### **Theory/Practice**

#### **1.12.1T/P0 Objectives**

By the end of this unit, the learner driver should be able to:

- discuss traffic safety situation in Kenya and the common causes of vehicle related crashes
- outline background of driver training- key players in the road safety sub-sector.
- explain the importance of driver training.
- discuss the goals of driver training.
- define driving Licenses and driving test.
- name driver's tasks.
- state driver's responsibilities.
- discuss principles of driver training.
- state legal requirements for driving in Kenya-NTSA Act, Traffic Act, County By-Laws.
- list classes of vehicles.

#### **Content**

1.12.1T/P1 Traffic safety situation in Kenya and the common causes of vehicle related crashes

1.12.1T/P2 Background of driver training- Key players in the Road Safety Sub-Sector

1.12.1T/P3 Importance of driver training

1.12.1T/P4 Goals of driver training

1.12.1T/P5 Driving License and driving test

1.12.1T/P6 Driver's tasks

1.12.1T/P7 Driver's responsibilities

1.12.1T/P8 Principles of driver training

1.12.1T/P9 Legal requirements for driving in Kenya-NTSA Act, Traffic Act, County By-Laws

1.12.1T/P10 Classes of vehicles.

### **1.12.2 FUNDAMENTAL DRIVING RULES**

#### **1.12.2C Expected Outcome**

The trainee should be able to explain fundamental driving rules

#### **Theory/Practice**

#### **1.12.2T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) apply the traffic rules and regulations
- b) discuss Highway Code
- c) discuss the general rules of behavior in traffic regarding safety, courtesy and responsibility .
- d) state driver's responsibilities as owner and user of vehicles concerning vehicle registration, third party risk insurance, condition of the vehicle.

#### **Content**

1.12.2T/P1 Traffic rules and regulations

i.Traffic rules, regulations and other safety requirements on vehicles and drivers valid on all roads, streets, bridges and other places accessible to normal traffic, whether public or private.

ii.Obeying driving instructions given by road markings, traffic signs and directives by the police and knowing the priority of such directives when more than one kind is at hand.

1.12.2T/P2 Highway Code.

1.12.2T/P3 General rules of behavior in traffic regarding safety, courtesy and responsibility.

- I. Application of a defensive driving style in order to increase safety margins, avoid getting into risky or disastrous situations, improve driving economy and protect the environment.
- II. Special attention to vulnerable road users such as children, old people and persons with disabilities.
- III. Giving consideration to unprotected road users like pedestrians, cyclists and motorcyclists.
- IV. Use of the horn, when necessary, to warn other road-users.
- V. Giving Right-of-way for specific vehicles, road users or in specific situations.
- VI. Acting properly in case of a crash or when arriving at the scene of a crash.

1.12.2T/P4 Drivers responsibilities as owner and user of vehicles concerning vehicle registration, third party risk insurance, condition of the vehicle.

### **1.12.3 MODEL TOWN**

#### **1.12.3c Expected Outcome**

The trainee should be able demonstrate driving in a model town.

#### **Theory/Practice**

#### **1.12.3T/P0 Objectives**

By the end of this unit, the learner driver should be able to:

- a) name parts of the model town
- b) explain the directional arrows
- c) explain road signs and markings
- d) state the importance of road signs and road markings
- e) move model car from one point to another correctly

#### **Content**

1.12.3T/P1 Parts of the model town

1.12.3T/P2 Explain the directional arrows

1.12.4T/P3 Explain road signs and markings

1.12.5T/P4 State the importance of road signs and road markings

### **3.3.4T/P0 Objectives**

By the end of this unit the trainee should be able to:

- a) start off, drive and stop a vehicle
- b) position a vehicle in different environments
- c) apply appropriate speed in different situations
- d) demonstrate how to drive on hills and through bends
- e) apply skills while encountering various situations like railway crossings ,roundabouts, pedestrian crossing and junctions
- f) choose and shift lanes appropriately
- g) change directions by turning
- h) make appropriate maneuvers while passing stationary vehicles, pedestrians and overtaking
- i) meet oncoming traffic
- j) drive in dark, dim and foggy conditions and use of lights in daytime

#### **Content**

- 3.3.4T/P1 Vehicle driving
- 3.3.4T/P2 Vehicle positioning
- 3.3.4T/P3 Speed in different situations
- 3.3.4T/P4 Hills and bends
- 3.3.4T/P5 Driving through various situations
- 3.3.4T/P6 Choosing and shifting Lanes appropriately
- 3.3.4T/P7 Changing direction by turning
- 3.3.4T/P8 Making appropriate maneuvers
- 3.3.4T/P9 Meeting oncoming traffic
- 3.3.4T/P10 Driving in dark, dim and foggy conditions

### **3.3.5 EXAMINATION FOR LIGHT VEHICLE DRIVERS**

#### **3.3.5C Expected Outcome**

The trainee shall be able to acquire a certificate of competence (CoC) for driving the professional class category applied for under a driver mentor and subsequently be issued with a driving License.

#### **Theory/Practice**

#### **3.3.5T/P0 Objective**

By the end of this unit the trainee will be able to sit the theory and practical driving examination for the professional class category applied.

#### **Content**

- 3.3.5T/P1 Theory and practical exam

**Responsible** Driving test examiner

**Where** At the driving test center

**Time Schedule** 2 Hours (T)      0.5 Hours (P)

**Demands** Score: Passed/not passed Overall pass mark> 70%

**Materials** Theory tests and driving tests sheets

## **CHAPTER FOUR**

### **4.0 TRAINING OF PROFESSIONAL LIGHT VEHICLE (PLV) DRIVERS**

This License category shall apply to all persons employed as drivers of light vehicles and includes chauffeurs and any other person employed professionally as a driver of a light vehicle.

#### **4.1 Minimum Requirements for enrolment to train as a PLV Driver**

- I. O level education or the equivalent.
- II. Should be able to read and write in the official languages.

- III. Police clearance certificate.
- IV. Minimum age of 22 years.
- V. Previous driving experience of minimum 4 years.
- VI. Certificate proving medical fitness obtained within the last 6 months.
- VII. No previous criminal record over the last 24 months.
- VIII. No previous dangerous driving offence over the last 24 months.

#### **4.2 Units for PLV Drivers**

This topic deals with parts of driver training that are valid for Professional Light Vehicle drivers.

- i) Introduction to a PLV.
- ii) Vehicle construction and controls.
- iii) Self-Inspection of Vehicle.
- iv) Observation.
- v) Vehicle control.
- vi) Communication on the Road.
- vii) Speed management.
- viii) Space Management.
- ix) Emergency Maneuvers'.
- x) Skid Control & Recovery.
- xi) Adverse Driving Conditions.
- xii) Preventive Maintenance.
- xiii) Conditions of Carriage.
- xiv) Hazardous Materials.
- xv) Emergency procedure.
- xvi) Work Planning.
- xvii) Cargo Handling.
- xviii) Customer Care.
- xix) Driving on the Road (practical).
- xx) Examination

#### **4.3 Requirement for issuance of a PLV License**

PLV License is categorized as a Professional Driver's License (PDL)

- i) Certificate of Competence (CoC) issued under this curriculum
- ii) Certificate of membership of a professional drivers' body approved by the Authority

#### **4.4. Unit Summary and Time Allocation**

Code	Topic	Content	Time (Hours)		
			Theory	Practice	Total
4.4.1	Introduction to PLV.	<ul style="list-style-type: none"> <li>• Regulations governing operation of PLV</li> <li>• Requirements to obtain the driver license</li> <li>• The importance/role of the vehicle as part of the national transportation system</li> <li>• The crash rate of the vehicle</li> </ul>	2	0	2
4.4.2		<ul style="list-style-type: none"> <li>• Controls and instruments</li> </ul>	1	5	6

Code	Topic	Content	Time (Hours)		
			Theory	Practice	Total
	Vehicle Construction and Controls.	<ul style="list-style-type: none"> <li>• Engine ignition, accelerator and exhaust system</li> <li>• Instruments and control lights</li> <li>• Transmission system</li> <li>• Steering system</li> <li>• Braking system</li> <li>• Lights and reflectors</li> <li>• Wheels, tyres and shock absorbers</li> <li>• The body</li> <li>• Special equipment, tools and accessories; fire extinguisher</li> <li>• Electrical system</li> <li>• Pre-trip inspection checks</li> </ul>			
4.4.3	Self- Inspection of vehicle.	<ul style="list-style-type: none"> <li>• Systematically inspecting a Vehicle before driving.</li> <li>• Post Trip inspections.</li> <li>• Common vehicle anomalies during long distance driving.</li> </ul>	1	1	2
4.4.4	Observation.	<ul style="list-style-type: none"> <li>• Maintaining a 360 degree view of the vehicle.</li> <li>• Frontal and peripheral vision.</li> <li>• Blind Spots.</li> <li>• Scanning the environment.</li> <li>• Hazard perception &amp; recognition.</li> <li>• Types and use of driving mirrors.</li> </ul>	1.5	0.5	2
4.4.5	Vehicle Control.	<ul style="list-style-type: none"> <li>• Making the necessary safety preparations.</li> <li>• Controlling movements of the car.</li> <li>• Basic principles of steering.</li> <li>• Making the car move, accelerate and stop smoothly.</li> <li>• Operating the pedals with increased precision and co-ordination.</li> <li>• Changing gears while driving without losing control. -Procedure for shifting up and down though gears. -Double clutch and time shift process -instruments and controls in gear shifts -transmissions shifting procedures and patterns for conventional types</li> <li>• Forward driving and turning.</li> </ul>	2	5	7

Code	Topic	Content	Time (Hours)		
			Theory	Practice	Total
		<ul style="list-style-type: none"> <li>• Operating the steering wheel gently</li> <li>• Performing turnings as normally occurring in traffic.</li> <li>• Parking at Kerb.</li> <li>• Make proper judgments of the vehicle length and width</li> <li>• Hard braking (emergency braking).</li> <li>• Achieving optimum braking without locking.</li> <li>• U-turning and turning by forward and reverse driving.</li> <li>• Change direction of driving on the road</li> <li>• Backing and Reversing.</li> <li>• Parking Maneuvers.</li> </ul>			
4.4.6	Communication on the Road.	<ul style="list-style-type: none"> <li>• “Why Communicate?”.</li> <li>• Applying MSM technique (<i>Mirror, Signal, manouever</i>).</li> <li>• Hazard communication and signs.</li> <li>• Decoding subtle signs and cues from other drivers.</li> </ul>	2	0	2
4.4.7	Speed Management.	<ul style="list-style-type: none"> <li>• Impact of Speed on Road crashes and fatalities.</li> <li>• Maintaining correct following distance. (4 Second Rule)</li> <li>• Calculating Stopping distance.</li> <li>• Road surface condition and impact on vehicle stopping.</li> <li>• Braking Systems and techniques – ABS, gears, Engine breaks and retarders.</li> <li>• Freewheeling risks.</li> <li>• Correct cornering technique</li> <li>• Centre of gravity.</li> <li>• Shifting loads.</li> <li>• Downhill driving.</li> <li>• Relationship of Speed and visibility.</li> <li>• Speed influence on traffic flow.</li> </ul>	4	1	5
4.4.8	Space Management.	<ul style="list-style-type: none"> <li>• The concept of space envelop</li> <li>• Techniques of space recovery</li> <li>• Positioning to ‘see and be seen’.</li> </ul>	1	2	3
4.4.9	Emergency Maneuvers.	<ul style="list-style-type: none"> <li>• Optimizing Stopping distance.</li> </ul>	3	0	3

Code	Topic	Content	Time (Hours)		
			Theory	Practice	Total
		<ul style="list-style-type: none"> <li>• Safely performing evasive turns on the road.</li> <li>• How to get off the road turns and return safely.</li> <li>• Handling brake failure and blow outs</li> <li>• Making quick stops and turns.</li> </ul>			
4.4.10	Skid Control and Recovery.	<ul style="list-style-type: none"> <li>• Causes of Skids</li> <li>• Aqua-planing.</li> <li>• Front wheel skid and all wheel skid.</li> <li>• Skid Recovery Procedure.</li> </ul>	3	3	6
4.4.11	Adverse Driving conditions.	<ul style="list-style-type: none"> <li>• Night Driving               <ul style="list-style-type: none"> <li>-Critical factors in night driving.</li> <li>-Visibility and Conspicuity</li> </ul> </li> <li>• Extreme driving conditions               <ul style="list-style-type: none"> <li>- Fog</li> <li>- Windy condition</li> <li>- Heavy rain</li> <li>- Hot weather</li> </ul> </li> </ul>	5	0	5
4.4.12	Preventive Maintenance.	<ul style="list-style-type: none"> <li>• Defining Preventive maintenance(PM)</li> <li>• Kinds of PM</li> <li>• Drivers Obligations.</li> <li>• Trouble shooting, diagnostics and reporting vehicle malfunctions.</li> </ul>	4	1	5
4.4.13	Conditions of Carriage.	<ul style="list-style-type: none"> <li>• Meaning and Importance of Conditions of carriage</li> <li>• Laws and conditions governing carriage of unaccompanied articles, parcels and freight.</li> </ul>	5	0	5
4.4.14	Hazardous Materials.	<ul style="list-style-type: none"> <li>• Definition and characteristics of Hazardous vehicles.</li> <li>• Hazmat endorsement framework.</li> <li>• Classification of Hazardous Materials.</li> <li>• Safe handling procedure in loading and offloading.</li> <li>• Requirements for Hazmat transportation.</li> </ul>	4	1	5
4.4.15	Emergency Procedures.	<ul style="list-style-type: none"> <li>• Basic responsibilities at a Scene of crash.</li> <li>• Safety precautions on crash Scene.</li> <li>• Responding to vehicles fires.</li> <li>• Spillage handling.</li> <li>• Incident reporting procedure.</li> </ul>	4	3	7

Code	Topic	Content	Time (Hours)		
			Theory	Practice	Total
		<ul style="list-style-type: none"> <li>Basic First aid.</li> </ul>			
4.4.16	Work Planning.	<ul style="list-style-type: none"> <li>Preparing Journey/Trip Plans.</li> <li>Legal limits on Duty hours /Driving hours.</li> <li>Completing records of duty.</li> </ul>	3	2	5
4.4.17	Cargo Handling.	<ul style="list-style-type: none"> <li>Cargo Securement.</li> <li>Axle Weight distribution.</li> <li>Safe Loading and unloading.</li> <li>Legal aspects of loading ( EAC vehicle axle load control act 2013, Traffic act Cap 403)</li> <li>Cargo Documentation <ul style="list-style-type: none"> <li>- Terms and Definition.</li> <li>-Cargo Movement documentation.</li> <li>-Pickup and Delivery procedures.</li> </ul> </li> <li>Security of Cargo <ul style="list-style-type: none"> <li>-Detecting and reporting a suspicious activity at loading points/dock and transit.</li> <li>-DO and Don'ts of personal security.</li> </ul> </li> <li>Conditions of carriage for unaccompanied parcels and freight.</li> </ul>	7	1	8
4.4.18	Customer Care.	<ul style="list-style-type: none"> <li>Communication skills</li> <li>handling customer expectations and complaints</li> <li>Handling persons with special needs and persons with disabilities</li> <li>Personal hygiene</li> <li>Sexual harassment and offences and discrimination</li> </ul>	2	0	2
4.4.19	Driving on the Road.	<ul style="list-style-type: none"> <li>Vehicle driving</li> <li>Vehicle positioning</li> <li>Speed in different situations</li> <li>Hills and bends</li> <li>Driving through various situations</li> <li>Choosing and shifting lanes appropriated</li> <li>Changing direction by turning.</li> <li>Making appropriate maneuvers.</li> <li>Meeting oncoming traffic.</li> <li>Driving in dark, dim and foggy conditions.</li> </ul>	0	24	24

Code	Topic	Content	Time (Hours)		
			Theory	Practice	Total
		<ul style="list-style-type: none"> <li>• Defensive driving techniques.           <ul style="list-style-type: none"> <li>- Observing others driver's behavior and attitude.</li> <li>- Anti-carjacking techniques.</li> <li>- Door and window management.</li> </ul> </li> </ul>			
4.4.20	Examination of PLV Driver	<ul style="list-style-type: none"> <li>• Theory and Practical Exam</li> </ul>	2	0.5	2.5
<b>Total</b>			<b>56.5</b>	<b>49</b>	<b>105.5</b>

#### 4.4.1 INTRODUCTION TO A PLV

##### Theory

##### 4.4.1T0 Specific Objective

The trainee will be able to demonstrate knowledge of regulation of PLV.

##### Content

- 4.4.1T1 Regulations governing operation of PLV
- 4.4.1T2 Requirements to obtain the driver License
- 4.4.1T3 Importance / role of the vehicle as a part of the national transportation system
- 4.4.1T4 Crash rate of the vehicle

#### 4.4.2 VEHICLE CONSTRUCTION AND CONTROLS

##### 4.4.2c Expected Outcomes

The trainee should be able to demonstrate knowledge on vehicle construction and control.

##### Theory/Practice

##### 4.4.2T/P0 Objective

By the end of this unit the learner driver should be able to:

- a) describe controls and instruments as used in light vehicles
- b) discuss the following components of a light vehicle.
- c) describe accessories of a light vehicle.
- d) discuss the light vehicle system.
- e) discuss the importance of lights and reflectors.
- f) explain wheels and tyres.
- g) describe the light vehicle body.
- h) discuss special equipment

##### Content

##### 4.4.2T/P1 Controls and instruments

##### 4.4.2T/P2 Discuss the following components of a light vehicle

- engine,
- ignition,
- accelerator
- exhaust

##### 4.4.2T/P3 Describe light vehicle accessories

- Air-conditioning
- Anti-lock Braking System (ABS)

- Secondary Restraint System (SRS)

4.4.2T/P4 Discuss the light vehicle system

- Transmission system
- Steering system
- Braking system
- Suspension system

4.4.2T/P5 Lights and reflectors

4.4.2T/P6 Wheels and tyres

4.4.2T/P7 Light vehicle body

4.4.2T/P8 Special equipment

- First Aid box
- Tool box
- Warning triangles
- Fire extinguisher

#### **4.4.3 SELF –INSPECTION OF VEHICLE**

##### **4.4.3c Expected Outcomes**

The trainee should be able to perform Self Inspection of vehicle

##### **Theory/Practice**

##### **4.4.3T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) Systematically inspect a Vehicle before driving.
- b) Perform Post Trip inspections.
- c) State common vehicle anomalies during long distance driving.

##### **Content**

4.4.3T/P1 systematically inspecting a vehicle before driving.

4.4.3 T/P2 Post Trip inspections.

4.4.3T/P3 Common vehicle anomalies during long distance driving.

#### **4.4.4 OBSERVATION**

##### **4.4.4c Expected Outcomes**

The trainee should be able to correctly observe the driving environment

##### **Theory/Practice**

##### **4.4.4 T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) Maintain a 360 degree view of the vehicle.
- b) Describe Frontal and peripheral vision.
- c) Point out Blind Spots.
- d) Explain scanning the environment.
- e) Demonstrate Hazard perception & recognition.
- f) State types and use of driving mirrors

##### **Content**

4.4.4T/P1 Maintaining a 360 degree view of the vehicle.

4.4.4T/P2 Frontal and peripheral vision.

4.4.4T/P3 Blind Spots.

4.4.4T/P4 Scanning the environment.

4.4.4T/P5 Hazard perception & recognition.

#### 4.4.4 T/P6 Types and use of driving mirrors

#### 4.4.5 VEHICLE CONTROL (Manoeuvre yard)

##### 4.4.5c. Expected Outcome

The trainee should be able to apply basic vehicle control skills.

##### 4.4.5 T/P0 Objective

By the end of this unit the trainee should be able to:

- a) prepare to drive
- b) describe the necessary safety preparations for driving
- c) be able to control the movement of the car by co-coordinating pedal activities, changing gears and steering.
- d) operate the pedals with increased precision and co-ordination, especially by combined clutch/accelerator and clutch/brake, (in all vehicles).
- e) demonstrate gear changing techniques
- f) demonstrate forward driving and turning
- g) operate the steering wheel gently
- h) perform turnings as normally occurring in traffic
- i) demonstrate how to park along the kerb
- j) make appropriate judgment of the vehicle length and width, the position of the wheels and the longitudinal direction of the vehicle in relation to the road side
- k) perform hard braking (emergency braking)
- l) carry out optimum braking without locking the wheels, losing steering control or stalling the engine.
- m) perform different maneuvers
- n) apply skills in change of direction
- o) demonstrate skills in different kinds of parking

##### Content

- 4.4.5 T/P1 Driving preparation
- 4.4.5 T/P2 Necessary safety preparations for driving and get familiar with the names and positions of controls and instruments
- 4.4.5 T/P3 Car movement control
- 4.4.5T/P4 Car movement
  - Acceleration
  - Smooth start and stop
- 4.4.5T/P5 Operating
  - the pedals with increased precision and co-ordination, especially by combined clutch/accelerator and clutch/brake, (in all vehicles).
- 4.4.3T/P6 Changing gears while driving without losing control of other operations like steering and attention to what is happening around.
- 4.4.3T/P7 Driving and turning
- 4.4.3T/P8 Operate the steering wheel gently, get the car in right direction and keep the car on fairly correct course
- 4.4.3T/P9 Perform turnings
- 4.4.3T/P10 Parking at Kerb
- 4.4.3T/P11 Proper judgments of the vehicle length and width, the position of the wheels and the longitudinal direction of the vehicle in relation to the road side
- 4.4.3T/P12 Hard-braking (emergency braking)
- 4.4.3T/P13 Optimum braking without locking the wheels, losing steering control or stalling the engine.
- 4.4.3T/P14 U-turning by forward and reverse driving

4.4.3T/P15 Driving directions change

4.4.3T/P16 Different kinds of parking

#### **4.4.6 COMMUNICATION ON THE ROAD**

##### **4.4.6c Expected Outcomes**

The trainee should be able to correctly communicate on the road

##### **Theory/Practice**

##### **4.4.6 T/P0 Objective**

By the end of this unit the learner driver should be able to:

Explain “Why Communicate?”.

Apply MSM technique (*Mirror, Signal, manouever*).

Describe Hazard communication and signs.

Decode subtle signs and cues from other drivers

##### **Content**

4.4.6T/P1     “Why Communicate?”.

4.4.6T/P2     MSM technique (*Mirror, Signal, maneuver*).

4.4.6T/P3     Hazard communication and signs.

4.4.6T/P4     Decoding subtle signs and cues from other drivers

#### **4.4.7 SPEED MANAGEMENT**

##### **4.4.7c Expected Outcomes**

The trainee should be able to correctly adopt speed to road condition.

##### **Theory/Practice**

##### **4.4.7 T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) Explain the impact of Speed on Road crashes and fatalities.
- b) Demonstrate how to maintain correct following distance. (4 Second Rule)
- c) Calculate Stopping distance.
- d) Describe Road surface condition and its impact on vehicle stopping distance.
- e) State Braking Systems and techniques.
- f) Explain freewheeling risks.
- g) Demonstrate correct cornering technique
- h) Explain the center of gravity and its impact on vehicle stability
- i) Discuss shifting loads.
- j) Demonstrate downhill driving.

##### **Content**

4.4.7 T/P1     Impact of Speed on Road crashes and fatalities.

4.4.7 T/P2     Maintaining correct following distance. (4 Second Rule)

4.4.7 T/P3     Calculating Stopping distance.

4.4.7 T/P4     Road surface condition and impact on vehicle stopping.

4.4.7 T/P5     Braking Systems and techniques – ABS, gears, Engine breaks and retarders.

4.4.7 T/P6     Freewheeling risks.

4.4.7 T/P7     Correct cornering technique

4.4.7 T/P8     Centre of gravity.

4.4.7 T/P9     Shifting loads.

4.4.7 T/P10    downhill driving.

#### **4.4.8 SPACE MANAGEMENT**

#### **4.4.8c      Expected Outcomes**

The trainee should be able to correctly maintain a space envelop

#### **Theory/Practice**

##### **4.4.8 T/P0   Objective**

By the end of this unit the learner driver should be able to:

- a) Explain the concept of space envelop
- b) Demonstrate the techniques of space recovery
- c) Position vehicle to 'see and be seen'.

#### **Content**

4.4.8 T/P1      The concept of space envelop

4.4.8 T/P2      Techniques of space recovery

4.4.8 T/P3      Positioning to 'see and be seen'.

#### **4.4.9      EMERGENCY MANOUEVERS**

##### **4.4.9c      Expected Outcomes**

The trainee should be able to correctly perform emergency manoeuvres

#### **Theory/Practice**

##### **4.4.9 T/P0   Objective**

By the end of this unit the learner driver should be able to:

- a) Optimize stopping distance.
- b) Safely perform evasive turns on the road.
- c) Demonstrate how to get off the road turns and return safely.
- d) Handle brake failure and blow outs
- e) Make quick stops and turns.

#### **Content**

4.4.9 T/P1      Optimizing Stopping distance.

4.4.9 T/P2      Safely performing evasive turns on the road.

4.4.9 T/P3      How to get off the road turns and return safely.

4.4.9 T/P4      Handling brake failure and blow outs

4.4.9 T/P5      Making quick stops and turns.

#### **4.4.10      SKID CONTROL AND RECOVERY**

##### **4.4.10c      Expected Outcomes**

The trainee should be able to correctly perform skid control and recovery

#### **Theory/Practice**

##### **4.4.10 T/P0   Objective**

By the end of this unit the learner driver should be able to:

- a) Explain causes of Skids
- b) Describe Aqua-planing.
- c) Front wheel skid and all wheel skid.
- d) Demonstrate Skid Recovery Procedure

#### **Content**

4.4.10 T/P1      Causes of Skids

4.4.10 T/P2      Aqua-planing.

4.4.10 T/P3      Front wheel skid and all wheel skid.

4.4.10 T/P4      Skid Recovery Procedure

#### **4.4.11      ADVERSE DRIVING CONDITIONS**

#### **4.4.11c      Expected Outcomes**

The trainee should be able to correctly drive in adverse conditions

#### **Theory/Practice**

#### **4.4.11      T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) Explain Night Driving
  - Critical factors in night driving.
  - Visibility and Conspicuity
- b) Extreme driving conditions
  - Fog
  - Windy condition
  - Heavy rain
  - Hot weather

#### **Content**

##### **4.4.11 T/P1      Night Driving**

- Critical factors in night driving.
- Visibility and Conspicuity

##### **4.4.11 T/P2      Extreme driving conditions**

- Fog
- Windy condition
- Heavy rain
- Hot weather

#### **4.4.12      PREVENTIVE MAINTAINANCE**

#### **4.4.12c      Expected Outcomes**

The trainee should be able to influence preventive maintenance of vehicle

#### **Theory/Practice**

#### **4.4.12 T/P0      Objective**

By the end of this unit the learner driver should be able to:

- a) Define Preventive maintenance (PM)
- b) State kinds of PM.
- c) Discuss Drivers Obligations.
- d) Trouble shoot, perform diagnostics and report vehicle malfunctions.

#### **Content**

##### **4.4.12 T/P1      Defining Preventive maintenance (PM)**

##### **4.4.12 T/P2      Kinds of PM.**

##### **4.4.12 T/P3      Driver's Obligations.**

##### **4.4.12 T/P4      Trouble shooting, diagnostics and reporting vehicle malfunctions.**

#### **4.4.13      CONDITIONS OF CARRIAGE**

#### **4.4.13c      Expected Outcomes**

The trainee should be able to comply with conditions of carriage.

#### **Theory/Practice**

#### **4.4.13 T/P0      Objective**

By the end of this unit the learner driver should be able to:

- a) Define Conditions of carriage
- b) Explain importance of Conditions of carriage

- c) Outline the Laws and conditions governing carriage of unaccompanied articles, parcels and freight.

**Content**

- 4.4.13 T/P1 Meaning of Conditions of carriage  
4.4.13 T/P2 Importance of Conditions of carriage  
4.4.13 T/P3 Laws and conditions governing carriage of unaccompanied articles, parcels and freight.

**4.4.14 HARZADOUS MATERIALS**

**4.4.14c Expected Outcomes**

The trainee should be able to safely handle and transport hazardous materials

**Theory/Practice**

**4.4.14 T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) Define characteristics of Hazardous goods.
- b) Explain Hazmat endorsement framework.
- c) Outline Classification of Hazardous Materials.
- d) Discuss Safe handling procedure in loading and offloading.
- e) Point out requirements for Hazmat transportation

**Content**

- 4.4.14 T/P1 Characteristics of Hazardous goods.  
4.4.14 T/P2 Hazmat endorsement framework.  
4.4.14 T/P3 Classification of Hazardous Materials.  
4.4.14 T/P4 Safe handling procedure in loading and offloading.  
4.4.14 T/P5 Requirements for Hazmat transportation.

**4.4.15 EMERGENCY PROCEDURES**

**4.4.15c Expected Outcomes**

The trainee should be able to perform emergency procedures.

**Theory/Practice**

**4.4.15 T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) Outline basic responsibilities at a scene of crash.
- b) Explain Safety precautions on crash Scene.
- c) Explain how to respond to vehicles fires.
- d) Describe Spillage handling procedure.
- e) Explain Incident reporting procedure.
- f) Demonstrate basic First aid .

**Content**

- 4.4.15 T/P1 Basic responsibilities at a scene of crash.  
4.4.15 T/P2 Safety precautions on crash Scene.  
4.4.15 T/P3 Responding to vehicles fires.  
4.4.15 T/P4 Spillage handling.  
4.4.15 T/P5 Incident reporting procedure.  
4.4.15 T/P6 Basic First aid.

**4.4.16 WORK PLANNING**

**4.4.16c Expected Outcomes**

The trainee should be able to safely plan work.

**Theory/Practice****4.4.16 T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) Prepare a Journey/Trip Plan.
- b) Explain Legal limits on Duty hours /Driving hours.
- c) Completing records of duty/Work Tickets/Trip cards.

**Content**

4.4.16 T/P1	Preparing Journey/Trip Plans.
4.4.16 T/P2	Legal limits on Duty hours /Driving hours.
4.4.17 T/P2	Completing records of duty.

**4.4.17 CARGO HANDLING****4.4.17c Expected Outcomes**

The trainee should be able to handle cargo correctly.

**Theory/Practice****4.4.17 T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) Explain Cargo Securement.
- b) Discuss Axle Weight distribution.
- c) Outline Safe Loading and unloading procedure
- d) Point out Legal aspects of loading ( EAC vehicle axle load control act 2013, Traffic act Cap 403)
- e) Discuss Cargo Documentation
  - Terms and Definition.
  - Cargo Movement documentation.
  - Pickup and Delivery procedures.
- f) Explain Security of Cargo
  - Detecting and reporting a suspicious activity at loading points/dock and transit.
  - DO and Don'ts of personal security.
- g) Discuss Conditions of carriage for unaccompanied parcels and freight

**Content**

4.4.17 T/P1	Cargo Securement.
4.4.17 T/P2	Axle Weight distribution.
4.4.17 T/P3	Safe Loading and unloading.
4.4.17 T/P4	Legal aspects of loading ( EAC vehicle axle load control act 2013, Traffic act Cap 403)
4.4.17 T/P5	Cargo Documentation <ul style="list-style-type: none"><li>- Terms and Definition.</li><li>-Cargo Movement documentation.</li><li>-Pickup and Delivery procedures.</li></ul>
4.4.17 T/P6	Security of Cargo <ul style="list-style-type: none"><li>-Detecting and reporting a suspicious activity at loading points/dock and transit.</li><li>-DO and Don'ts of personal security.</li></ul>
4.4.17 T/P7	Conditions of carriage for unaccompanied parcels and freight

**4.4.18 CUSTOMER CARE****4.4.18c Expected Outcomes**

The trainee should be able to handle customers with care

## **Theory/Practice**

### **4.4.18 T/P0 Objective**

By the end of this unit the learner driver should be able to:

- a) apply excellent communication skills at the workplace
- b) handle customer expectations and complaints competently
- c) handle persons with special needs appropriately
- d) practice personal hygiene
- e) avoid incidences of sexual harassment and any form of discrimination
- f) apply time and stress management skills

### **Content**

- 4.4.18 T/P1 Communication skills
- 4.4.18 T/P2 handling customer expectations and complaints
- 4.4.18 T/P3 Handling persons with special needs and persons with disabilities
- 4.4.18 T/P4 Personal hygiene
- 4.4.18 T/P5 Sexual harassment and offences and discrimination
- 4.4.18 T/P6 Time and Stress management
- 4.4.19 DRIVING ON THE ROAD (PRACTICAL)

### **4.4.19c Expected outcome**

The trainee will be able to drive in a defensive manner on the road to minimize the chances of a road crash

### **Practical**

### **4.4.19P0 Objective**

By the end of this unit, the learner driver should be able to;

- a) demonstrate vehicle driving
- b) demonstrate correct vehicle positioning
- c) Apply Speed in different situations
- d) Perform Hills and bends driving
- e) Demonstrate Driving through various situations
- f) Demonstrate Choosing and shifting lanes appropriated
- g) Perform changing direction by turning.
- h) Make appropriate maneuvers.
- i) Meet oncoming traffic.
- j) Demonstrate driving in dark, dim and foggy conditions
- k) apply defensive driving techniques
- l) practice appropriate anti carjacking techniques

### **Content**

- 4.4.19 P1 Vehicle driving
- 4.4.19 P2 Vehicle positioning
- 4.4.19 P3 Speed in different situations
- 4.4.19 P4 Hills and bends
- 4.4.19 P5 Driving through various situations
- 4.4.19 P6 Choosing and shifting lanes appropriated
- 4.4.19 P7 Changing direction by turning.
- 4.4.19 P8 Making appropriate maneuvers.
- 4.4.19 P9 Meeting oncoming traffic.
- 4.4.19 P10 Driving in dark, dim and foggy conditions.
- 4.4.19P11 Defensive driving techniques
  - Driver behavior and attitude