ecognition of Prior Learning (RPL)

ASSESSMENT GUIDE FOR OPERATING DIFFERENT VEHICLES

National Certificate in Professional Driving
Qualification ID: 50285

Evidence Guide for Document 6

Operating Different Vehicles

UNIT STANDARDS IN THIS VOLUME

Unit Standard Number	Unit Standard Title	NQF Level	Credit Value
123257	Operate a rigid light vehicle	2	10
8038	Operating lift trucks	3	6
123253	Operate a rigid heavy vehicle	4	15
123254	Operate a vehicle combination	4	20

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Answers for Evidence Guide

Unit Standard ID Title: Operate a rigid light vehicle

Unit Standard number: 123257

Specific Outcome 1
Prepare a rigid light vehicle for road transport trips according to specification.

Assessment Criteria

1. *Vital rigid light vehicle components are inspected in a systematic way in order to comply with the relevant legislation. (Relevant legislation currently includes the Road Traffic Act of 1993.)*

2. *Rigid light vehicle inspection is recorded legibly and in accordance with operational requirements/specifications.*

3. *All rigid light vehicle defects are identified and reported accurately, comprehensively and timeously, so that the necessary actions to rectify defects are initiated.*

4. *All prescribed and or other relevant preliminaries are executed in terms legislative and organisational requirements. (Preliminaries can include brake tests and start up procedures.)*

Evidence Required **Written Knowledge Test**		**Evidence sign off**
Question 1 (3) Name the different license codes next to each specification that drivers need to operate. o Rigid vehicle above 16000 kg (C) o Light motor vehicle up to 3500 kg with a trailer of 900 kg (EB) o Combination or articulated vehicle above 16000 kg (EC) **Question 2 (2)** Describe the reason to prepare a vehicle for a trip. To identify and defects and to ensure the vehicle is safe to use on the roads and no risk to others. **Question 3 (4)** List the four main aspects of preparing the vehicle for a trip. 1. Inspect the vital components of the vehicle in a systematic manner 2. Record which components are serviceable 3. Record and report any components that are defective 4. Conduct a brake and steering test **Question 4 (3)** List three types of fluids that must be checked on a vehicle. 1. Engine oil 2. Coolant 3. Brake fluid **Question 5 (2)** Name two preliminary tests' a driver should perform before leaving the depot. Steering test ad brake test		**Self-assessment** *Initial* *Date* **ECF evaluation** *Initial* *Date*

Assessment Criteria for Competency:

In order to declare the learner competent he/she must obtain at least 7/14 for the test but does not apply for the practical evidence below.

Evidence Required

Inspection list (Prepare a rigid light vehicle for road transport trips according to specification)

The learner must use an appropriate vehicle inspection list.
Did the learner check the following …(if applicable)

	Criteria for inspection	Yes	No
1	Vehicle for any damage **(#)**		
2	Vehicle for cleanliness		
3	The windscreen for damage and cleanliness **(#)**		
4	The license disc is still valid **(#)**		
5	The windscreen wipers condition and wipe clean		
6	The head light, indicator lenses & front reflectors **(#)**		
7	The registration plate		
8	The side mirrors **(#)**		
9	The doors & windows condition & company logo		
10	The front right hand side tyre, rim, wheel nuts, valve **(#)**		
11	The battery **(#)**		
12	The exhaust system **(#)**		
13	The condition of the vehicle body **(#)**		
14	The spare wheel **(#)**		
15	The right hand side rear types, rims, wheel nuts and valves **(#)**		
16	The tail & stop light lenses & the rear indicators lenses		
17	The rear registration plate		
18	The left hand side rear tyres, rims, wheel nuts and valves **(#)**		
19	The fuel tank and cap		
20	The front left hand side tyre, rim, wheel nuts, valve		
21	Engine oil level		
22	Coolant level **(#)**		
23	Brake fluid level **(#)**		
24	Clutch fluid level **(#)**		
25	Power steering fluid level		
26	Fan belt condition **(#)**		
27	All engine components are secure		
28	The vehicle jack and wheel spanners are present and secure **(#)**		
29	The vehicles emergency triangles **(#)**		
30	The vehicle fire extinguisher **(#)**		
31	Doors & windows operate correctly		
32	Adjust seat accordingly **(#)**		
33	The cab floor is free of loose obstructions **(#)**		
34	The rear view mirror **(#)**		
35	Vehicle park brake is applied		
36	Switch on ignition and check all instruments are working **(#)**		
37	The hooter , wipers, lights and indicators are working **(#)**		

Evidence sign off

Self-assessment

Initial

Date

ECF evaluation

Initial

Date

Assessment Criteria for Competency:

In order to declare the learner competent he/she must meet all the crucial outcomes and specified criteria according to this context. See the … **(#)** symbol that indicates that the outcome is a prerequisite to be declared competent. If the learner do not comply with these specifications then it is crucial for the learner to master these outcomes because this can have crucial effects and impact. The learner is declared not yet competent after providing him or her with two chances to master the outcomes. The assessor must use his/her own discretion based on his/her practical experience.

Answers for Evidence Guide

Specific Outcome 2
Drive a rigid light vehicle in accordance with specified requirements.
Outcome Range:
Specified requirements include legal, manufacturer, and defensive driving requirements; current legal requirements include K53.
Assessment Criteria

1. *Rigid light vehicle is driven and manoeuvred in accordance with the specified standard Range: K53.*
2. *Rigid light vehicle is operated in accordance with manufacturer's specifications.*
3. *Rigid light vehicle is driven and manoeuvred in accordance with legal provisions. (The Road Traffic Act of 1993.)*
4. *Rigid light vehicle is driven to actively prevent accidents, injury to people or damage to property/vehicle, despite the incorrect actions of others or adverse conditions, by driving safely and in a defensive manner.*

Evidence Required **Written Knowledge test**		**Evidence sign off**
Question 1 ***(2)*** Name two types of hazards. 1. Stationary hazards 2. Moving hazards **Question 2** Write the full words for the following abbreviations: o SIPDE ***(5)*** 1. Search 2. Identify 3. Predict 4. Decide 5. Execute o ABC ***(3)*** 1. Attitude 2. Back-off 3. Clear space **Question 3** ***(1)*** How many seconds should there be between your vehicle and the vehicle in front? Three **Question 4** ***(3)*** List three emergencies a driver may have to deal with. 1. Incidents 2. Accidents 3. Medical **Question 5** ***(2)*** List two types of possible incidents. 1. Skidding 2. Running of the road **Question 6** ***(4)*** List the four actions of a driver when he/she is involved in an accident, according to the Road Traffic Act. 1. Stop 2. Make the situation safe for others 3. Render first aid where possible 4. Send or call for assistance		**Self-assessment** *Initial* *Date* **ECF evaluation** *Initial*

Question 7 List five possible mechanical failures that may occur. ***(5)*** 1. Engine overheating 2. Battery charging light stays on 3. Loss of brake pressure 4. Punctures 5. Fan belt breaking **Question 8** Describe 'K53'. ***(1)*** It is the Testing standard for Drivers licenses **Total 26**		*Date*

Assessment Criteria for Competency:

The learner must obtain a minimum of 13/26 in order to be declared competent for the test but does not apply for the practical evidence below.

Criteria for Assessment

The Assessor will explain to the learner what route is required. Make an appointment when you are ready for assessment on the practical demonstration based on the criteria below.

The assessor may ask the learner to drive a specific route according to the K53 system of vehicle control and within the vehicle Manufacturers specifications.

ANY ONE OF THESE (O) MARKED MEANS THE LEARNER IS NOT YET COMPETENT

	USE OF CONTROLS	*STRENGTHS*	*REMARKS*
	MANIPULATION OF CONTROLS		
1	Excessive movement	□□ O	
	USE OF GEARS		
2	Changes excessively	□□□□ O	
3	Grates gears	□□□□ O	
4	Hand rests on top of gear lever	□□□ O	
5	Misses or slips a gear	O	
	USE OF CLUTCH		
6	Jerky	□□□ O	
7	Slips clutch	□ O	
8	Rides clutch	□□ O	
9	Late in de-clutching	□□□□ O	
10	Keeps clutch depressed while stopped	□□O	
	USE OF BRAKES		
11	Does not brake progressively	□□O	
12	Park brake not used correctly	□□ O	
13	Brake used unnecessarily (no deceleration)	□□□ O	
14	Incorrect use on decline	□ O	
15	Rests foot on brake pedal	□□ O	
	PEDAL BALANCE		
16	Rolling back during pull off	□□O	
	STEERING		

17	Crossing arms while turning	□□□□ O	
18	Hands on steering wheel position	□□□ O	
19	Steers with one hand	□ O	
	ACCELERATOR MANAGEMENT		
20	Does not maintain constant speed	□□ O	
21	Blipping	□□ O	
22	Lets engine labour	□□ O	
23	Over-revs	□□ O	
	USE OF RETARDATION DEVICE		
24	Not according to specification	□□ O	
	COASTING		
25	De-clutch too early	□□□ O	
26	Select neutral too early	□□ O	
	ROAD SENSE		
	ROAD OBSERVATION		
27	No observation	□□ O	
28	Ignores changes in road surface	□□□ O	
29	Ignores road signs & markings	□□ O	
30	Moves into other vehicles blind spots	□□ O	
31	Incorrect use of mirrors	□□□ O	
	VEHICLE POSITIONING		
32	Travels to close to vehicle in front	□□ O	
33	Travel too far from vehicle in front	□□□ O	
34	Travels too far over in lane	□□□□ O	
	SPEED		
35	Ignores speed limit	□ O	
36	Takes too long to pull off at traffic lights, etc.		
	ASSESSMENT OF HAZARDS		
37	Fails to notice hazard	□□ O	
38	Fails to react to hazard	□□ O	
	CORNERING		
39	Cuts corner	□□ O	
40	Too fast	□ O	
41	Mounts curb	□ O	
42	Too wide	□ O	
	OVERTAKING		
43	Fails to check safety ahead	O	
44	Fails to check safety behind	O	
45	Fails to back down	□ O	
46	Accelerates when being overtaken	□ O	
	COMMUNICATION AND ATTITUDE		
47	Hooter used when not required	□ O	
48	Indicators not used correctly	□□□ O	
49	Shows irritation of other road users	□ O	
50	Demonstrates displeasure to others	O	
	MANOEUVERING		
51	Alley docking from left	□□□□ O	
52	Alley docking from right	□□□□ O	
53	Reversing in a straight line	□□□ O	

Assessment Criteria for Competency:

In order to declare the learner competent he/she must meet all the specifications in the practical demonstration assessment. The assessor must use his/her own discretion based on his/her practical experience.

Answers for Evidence Guide

Specific Outcome 3
Ensure the maintenance of road transport service quality.

Assessment Criteria

1. *Time schedules are considered, implications for freight/passengers are established, and appropriate action is taken to ensure the maintenance of freight quality/passenger safety and comfort.*
2. *The impact of load positioning on the stability of the rigid light vehicle is accurately described.*
3. *Driving style is adapted in order to maintain freight quality/passenger safety and comfort during transportation*
4. *Organisational standards are adhered to with full consideration of safety and comfort factors and appropriate actions implemented to rectify problems are appropriate for specific contexts. (Safety factors can include stopping only at scheduled locations, passenger door only opened and closed when completely stationary, load (e.g., number of passengers, freight mass, loading of coach and trailer, etc.) restricted to design and legal limit of vehicle, luggage and emergency doors fully secured, attachment of luggage trailer confirmed; Comfort factors include acceleration and deceleration forces applied gradually; cornering speeds maintained within comfort levels; moving off only when passengers are seated or standing securely.)*

Evidence Required
Practical Demonstration

The learner must include the following evidence in the Portfolio of Evidence.

Criteria	**Managing unforeseen problems**	**Yes**	**No**
Time schedules	The learner communicated any implications relating to freight or passengers		
	The learner has taken appropriate action to the maintenance of fright quality and or ensured the passengers safety in line with the safety procedures		
The learner is able to describe the impact of load positioning on the stability of the rigid light vehicle	The learner is able to illustrate how to resolve a problem when the freight is not stable		
Practical Demonstration: The learner is able to demonstrate …	**Managing unforeseen problems**	**Yes**	**No**
That the driving style is adapted in order to maintain freight handling during transportation	The learner is able to demonstrate how he/she will act if there are unforeseen problems e.g. weather, rain etc.		
Organisational standards are adhered to with full consideration of			

Evidence sign off

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consideration of safety and comfort factors and appropriate actions implemented to rectify problems are appropriate for specific contexts					*Date*

Assessment Criteria for Competency:

In order to declare the learner competent he/she must meet all the specifications in the practical demonstration assessment. The assessor must use his/her own discretion based on his/her practical experience.

Answers for Evidence Guide

Specific Outcome 4
Handle unexpected situations according to specified procedures.
Outcome Range:
Unexpected situations can include, but are not limited to incidents, accidents, breakdowns, fire on vehicle, medical emergency, hi-jacking, mechanical failure (e.g. burst tyre), spillage/load loss, etc.

Assessment Criteria

1. *Rigid light vehicle and cab instruments are monitored for malfunctions and appropriate action is taken, where required.*
2. *Driving is adapted to unexpected situations safely and according to specified procedures.*
3. *Unexpected situations are reported according to operational procedures and legal requirements.*
4. *Corrective actions to get freight/passengers to their destinations in the event of route deviations, delays experienced and breakdowns, as well as the company guidelines for consideration in selecting course of action described for specific contexts.*

Evidence Required **Practical Questioning and Illustration** **The learner must explain how he/she will adapt to the following situations**		**Evidence sign off**
Section A: Practical **Practical Questioning and Illustration (Strictly use the Health and Safety Procedures and other standards in this context)** The learner must be able to ***demonstrate action*** and explain the steps to follow with the following unforeseen problems that may occur: (Mark a tick next to each answer that was provided and where learner is found competent) o Accidents ☐ o Fire on vehicle ☐ o Medical emergency ☐ o Hi-jacking ☐ o Mechanical failure ☐ o Spillage ☐ o Potholes ☐ o Bad weather conditions ☐ **21 Marks** **Written Knowledge Test** **Question 1 (1)** What must a hijacker do to hijack your vehicle? Must stop it and be close enough to get to the driver or passenger **Question 2 (6)** What should a driver do if he / she is hijacked? o Stay calm o Do what they say and give them what they ask for o Do not put your hands up unless they say so o Do not put your hands up unless they say so o Do not move suddenly or try to get something from your pocket unless they say you must o Call for assistance as soon as possible after the hijack **Question 3 (3)** List three additional aspects a driver must consider apart from driving the vehicle. o Road conditions		**Self-assessment** *Initial* *Date* **ECF evaluation** *Initial*

- Traffic conditions
- Driver fatigue

Date

Question 4 (3)
List three possible causes of a skid.

- Excessive speed
- Harsh braking
- Harsh acceleration

Total: 13
Problem solving question (In line with company procedures) (8)
Question 5
Explain the procedures to follow when you are involved in an accident where a pedestrian has been killed …

The learner stated the following criteria:

	Criteria	Yes	No
1	Stop the vehicle immediately where it is?		
2	Make the accident scene safe to prevent other accidents		
3	Ask someone to call for help		
4	Render any applicable first aid that he/she is trained for		
5	Take down victims and witnesses details		
6	Draw a sketch of the scene		
7	Report the accident to the police within 24 hours		
8	Apply the company specific procedures		

Assessment Criteria for Competency:

The learner must obtain 21/21 for section A because the information is crucial and the learner must know how to handle unexpected situations. The learner must obtain 7/13 for the knowledge test to be declared competent. The learner must obtain full marks 8/8 for question 5 to be declared competent.

Answers for Evidence Guide

Specific Outcome 5
Reflect on vehicle performance and own operation of vehicle against requirements.

Assessment Criteria

1. *The effect that weather, road and traffic conditions have on rigid light vehicle performance and driver actions is explained for specific contexts. (Weather conditions include wet weather; road conditions include road surfaces (e.g. dirt roads, gravel roads, potholes, etc.), road shapes (e.g. mountain roads, hill roads, etc.) and road types (e.g., national or regional roads); traffic conditions include high and low density traffic.)*
2. *The influence of driver actions on the cost effective and efficient operation of rigid light vehicle is explained in terms of relevant, specified efficiency and effectiveness criteria.*
3. *The effect of physiological and psychological responses and conditions on driving performance is described in terms of how to manage these responses and conditions. (Psychological responses can include stress; physiological responses can include fatigue.)*

Evidence Required **Written Knowledge Test and Report (Reflect on vehicle performance)**		**Evidence sign off**
Section A 1. List four aspects that may contribute to driver fatigue. (4) The continuous humming sound of driving Warm temperature in the cab Continuous staring at the road Too heavy or large a meal before or during driving 2. List four things that contribute to economical driving.(4) Correct gear selection Accelerator management Correct tyre pressures Reduced stopping and pulling off Controlled revving and idling 3. List five aspects that contribute to driver stress.(5) Always in a hurry Excessive driving hours High volumes of traffic Poor road conditions Poor vehicle condition, etc 4. List three health and medical conditions drivers must monitor.(3) Eye sight Stress levels Epilepsy High or low blood pressure 5. List four possible symptoms of driver fatigue.(4) Yawning Tired eyes or seeing double Dry mouth Feeling cold **(20)** **Section B** **Write a report on the vehicle performance** and include the following in the report to reflect upon: - (Read Assessment Criteria for more information) Reflection Report: o The weather conditions o Influence of the driver's actions o Psychological responses and conditions **(10)**		**Self-assessment** *Initial* *Date* **ECF evaluation** *Initial* *Date*

Assessment Criteria for Competency:

The learner must obtain 15/30 for Section A and B in order to be declared competent. The assessor must use discretion in Section B.

Answers for Evidence Guide

Specific Outcome 6
Park rigid light vehicle in accordance with specified requirements.

Assessment Criteria

1. *Vehicle is parked within designated or reserved areas in accordance with manufacturer specifications, traffic regulations and operational procedures.*
2. *Vehicle is shut down in accordance with manufacturer specifications, traffic regulations and operational procedures.*
3. *Vehicle is secured in accordance with manufacturer specifications, traffic regulations and operational procedures.*
4. *Security and convenience factors are taken into account.(Factors include proximity to main pedestrian entrances, access to luggage compartments and ease of conveyance and loading, security of parked and unattended vehicle, etc.)*

Evidence Required

Practical Demonstration

Task
Park rigid light vehicle in accordance with specified requirements
The learner must be able to …

	Practical criteria	Yes	No
1	Park the vehicle in the correct position		
2	Allow the engine to idle before switching off		
3	Check that the park brake is applied		
4	Check that the lights are off		
5	Record the kilometer reading		
6	Switch off correctly		
7	Stow all items and equipment in the cab out of sight		
8	Clean the cab		
9	Close all windows and lock all doors		
11	Ensure that the canopy is locked, secure & safe		

Evidence sign off

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Assessment Criteria for Competency:
The learner must obtain full marks, 11/11 when parking a vehicle in order to comply with Standards.

Unit Standard 2 of this Volume

Answers for Evidence Guide

Unit Standard ID Title: Operating lift trucks **Unit Standard number:** 8038

Specific Outcome 1
Identify and classify freight.
Outcome Notes
Identify and classify freight taking into account documentation, packaging, and labeling associated with the specific freight.

Assessment Criteria

1. *Explain what he/she is doing and why in selecting specific handling methods and attachments for particular commodities/freight.*
2. *Explain how and why he/she selected a particular piece of lifting equipment for a particular type of freight.*
3. *Explain what you are doing and why in selecting storage facilities for freight.*
4. *Identify the most appropriate course of action in relation to:*

- *safe working practices and procedures in the handling and storage of freight in general;*
- *potential hazards in the working environment.*

5. *Explain and demonstrate the operating functions of the particular lift truck relevant for the job environment, giving cognisance to different environmental conditions and freight types.*
6. *Generate and consider options and possibilities for achieving maximum work performance of the equipment through:*

- *care of lifting equipment and attachments;*
- *operating of lifting equipment and attachments*

bearing in mind manufacturers` specifications and environmental conditions.

7. *Evaluate your own performance and identify strengths as well as areas for improvement in terms of the work performance of the equipment.*

Evidence Required **Multiple Choice Questions (Make a cross to select the correct answer)**		**Evidence sign off**
1. The "Load Center" of a truck is measured from the: a) Fork tips, back along the forks. b) Pivot point in center of front wheels. c) **Face or heel of the forks**. 2. The lift truck will be at it's most stable when the center of gravity is: a) At the top of the mast. b) On the left side of the fork carriage. c) **Within the stability triangle of the lift truck.**		**Self-assessment** *Initial* *Date* **ECF evaluation**

3. When driving on level ground with a load the correct position of mast and forks should be:

a) With forks as near to the ground as possible and mast vertical.
b) With forks 150-200 mm off the ground and mast vertical.
c) **With forks 150-200 mm off the ground and mast tilted back.**

4. When stacking a load at height, the mast should brought to the vertical position:

a) As soon as the load is at the required height.
b) When the load is directly over the stack.
c) **When the load is close to the ground in front of the stack.**

5. What is the center of gravity?

a) It is the middle of a load.
b) **It is the place where the object will balance.**
c) It is the bottom part of a load.

Initial

Date

Practical demonstration – Checklist
The learner is able to …

Criteria	Competent	Not yet competent	Remarks
Identify freight taking into account documentation, packaging, and labeling associated with the specific freight.			
Classify the freight			
Demonstrate quality packaging according to standard procedures			

Assessment Criteria for Competency:

The learner must obtain full marks for this section in order to be declared competent.

Answers for Evidence Guide

Specific Outcome 2
Handle, load and store freight.
Outcome Notes
Handle, load and store freight in accordance with laid down standards, environmental requirements, and with due consideration to inter alia the commodities and their properties, storage area, placement of load.

Assessment Criteria

1. *Explain what he/she is doing and why in selecting specific handling methods and attachments for particular commodities/freight.*
2. *Explain how and why he/she selected a particular piece of lifting equipment for a particular type of freight.*
3. *Explain what you are doing and why in selecting storage facilities for freight.*
4. *Explain what you are doing and why in selecting storage facilities for freight.*
5. *Explain and demonstrate the operating functions of the particular lift truck relevant for the job environment, giving cognisance to different environmental conditions and freight types.*
6. *Generate and consider options and possibilities for achieving maximum work performance of the equipment through:*

- *care of lifting equipment and attachments;*
- *operating of lifting equipment and attachments*

bearing in mind manufacturers` specifications and environmental conditions.

7. *Evaluate your own performance and identify strengths as well as areas for improvement in terms of the work performance of the equipment.*

Evidence Required
Practical demonstration

The learner is able to …

Criteria	Competent	Not yet competent	Remarks
Handle, load and store freight in accordance with laid down standards,			
Comply with environmental requirements, of the commodities			
Store the commodities, in the correct storage area, placement of load.			

Evidence sign off

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Assessment Criteria for Competency:

The learner must obtain full marks for this section in order to be declared competent.

Answers for Evidence Guide

Specific Outcome 3
Achieve maximum work performance of lifting equipment and attachments.
Outcome Notes
Achieve maximum work performance of lifting equipment and attachments, by applying knowledge of equipment dimensions, controls and capacities, manufacturing specifications and circumstances in the working environment.

Assessment Criteria

1. *Explain what he/she is doing and why in selecting specific handling methods and attachments for particular commodities/freight.*
2. *Explain what you are doing and why in selecting storage facilities for freight.*
3. *Identify the most appropriate course of action in relation to:*

- *safe working practices and procedures in the handling and storage of freight in general;*
- *potential hazards in the working environment.*

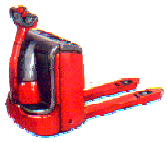
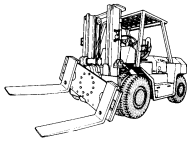
4. *Explain and demonstrate the operating functions of the particular lift truck relevant for the job environment, giving cognisance to different environmental conditions and freight types.*
5. *Generate and consider options and possibilities for achieving maximum work performance of the equipment through:*

- *care of lifting equipment and attachments;*
- *operating of lifting equipment and attachments*

bearing in mind manufacturers` specifications and environmental conditions.

6. *Evaluate your own performance and identify strengths as well as areas for improvement in terms of the work performance of the equipment.*

 # Gap

Evidence Required (The learner will sit with the assessor and do this assessment on a one-on-one basis. Identify the following lift trucks, symbols and attachments		**Evidence sign off**
 A	 B	 C		Self-assessment *Initial* *Date*
 D	 E	 F		
 G	 H	 I J		ECF evaluation

Did the learner identify each item correctly?

ITEM	YES	NO	ITEM	YES	NO
A			F		
B			G		
C			H		
D			I		
E			J		

Initial

Answers for Evidence Guide

Specific Outcome 4
Operate equipment in accordance with organisational and legislative standards and procedures.
Outcome Notes
Operate equipment in accordance with laid down organisational and legislative standards and procedures as well as manufacturer's guidelines. "Operating" includes the actual pre-check and operational checks, operating, shutting down and parking of the lift truck.

Assessment Criteria

1. *Explain what he/she is doing and why in selecting specific handling methods and attachments for particular commodities/freight.*
2. *Explain how and why he/she selected a particular piece of lifting equipment for a particular type of freight.*
3. *Explain what you are doing and why in selecting storage facilities for freight.*
4. *Identify the most appropriate course of action in relation to:*

- *safe working practices and procedures in the handling and storage of freight in general;*
- *potential hazards in the working environment.*

5. *Explain and demonstrate the operating functions of the particular lift truck relevant for the job environment, giving cognisance to different environmental conditions and freight types.*
6. *Generate and consider options and possibilities for achieving maximum work performance of the equipment through:*

- *care of lifting equipment and attachments;*
- *operating of lifting equipment and attachments*

bearing in mind manufacturers` specifications and environmental conditions.

7. *Evaluate your own performance and identify strengths as well as areas for improvement in terms of the work performance of the equipment.*

Instruction to the Learner

The learner to perform the pre-start checks and explain the purpose of the components on the lift truck he/she operates daily.

Did the learner check and explain the following?

	Components of the lift truck	Checked	Purpose
1	No obstructions under truck		
2	Condition of attachment		
3	Position of attachment		
4	Load back rest		
5	Carriage		
6	Mast		
7	Lifting chains		
8	Hydraulic lift cylinder		
9	Hydraulic tilt cylinder		
10	Overhead guard		
11	Tyre condition and pressure (If applicable)		
12	Wheel nuts and wheel rims		
13	Operators compartment clean		
14	Hydraulic oil level		
15	Fan belt tension and fan blades		
16	Water pump		
17	Counterweight		
18	Radiator cap		
19	Radiator water level		
20	Fuel cap		
21	Battery electrolyte level		
22	Battery terminals		
23	Air filter		
24	Engine oil level		
25	Brake fluid level		
26	All pipes and hoses		

27	Transmission oil		
28	Capacity plate		
29	Any oil or water leaks		
30	General condition		
31	Gas cylinder secure (If applicable)		
32	Gas leaks (If applicable)		

Assessment Criteria for Competency:

The learner must obtain full marks for this section in order to be declared competent.

Answers for Evidence Guide

Specific Outcome 5
Access available support systems and emergency services in case of incidents and accidents.

Assessment Criteria

1. *Explain what he/she is doing and why in selecting specific handling methods and attachments for particular commodities/freight*
2. *Explain how and why he/she selected a particular piece of lifting equipment for a particular type of freight.*
3. *Explain what you are doing and why in selecting storage facilities for freight.*
4. *Identify the most appropriate course of action in relation to:*

- *safe working practices and procedures in the handling and storage of freight in general;*
- *potential hazards in the working environment.*

5. *Explain and demonstrate the operating functions of the particular lift truck relevant for the job environment, giving cognisance to different environmental conditions and freight types.*
6. *Generate and consider options and possibilities for achieving maximum work performance of the equipment through:*

- *care of lifting equipment and attachments;*
- *operating of lifting equipment and attachments*

bearing in mind manufacturers` specifications and environmental conditions.

7. *Evaluate your own performance and identify strengths as well as areas for improvement in terms of the work performance of the equipment.*

Evidence Required **Collect evidence of emergency services in case of incidents and accidents**		**Evidence sign off**
Task The learner must collect evidence as mentioned above. Evidence may include but is not limited to emergency situations: o Emergency Plan o Escape route o Fire drills o Signs o Emergency standards regulations Include this in your portfolio of evidence. The assessor will assess your understanding of evidence collected.		**Self-assessment** *Initial* *Date* **ECF evaluation** *Initial*

Assessment Criteria for Competency:

The learner must obtain full marks for this section in order to be declared competent. The learner must be able to identify the access available support systems and emergency services in case of incidents and accidents. It is crucial to know this because it may be a matter of 'life' or 'death'.

Unit Standard 3 of this Volume

Answers for Evidence Guide

Unit Standard ID Title: Operate a heavy rigid Vehicle

Unit Standard number: 123253

Specific Outcome 1
Prepare a rigid heavy vehicle for road transport trips according to specification.

Assessment Criteria

1. *Vital rigid heavy vehicle components are inspected in a systematic way in order to comply with the relevant legislation. (Relevant legislation currently includes the Road Traffic Act of 1993.)*

2. *Rigid heavy vehicle inspection is recorded legibly and in accordance with operational requirements/specifications.*

3. *All rigid heavy vehicle defects are identified and reported accurately, comprehensively and timeously, so that the necessary actions to rectify defects are initiated.*

4. *All prescribed and or other relevant preliminaries are executed as per organisational requirements. (Preliminaries can include brake tests and start up procedures.)*

Ask the learner to prepare the vehicle for a trip. Let the learner use an appropriate vehicle inspection list.

Prepare a rigid heavy vehicle for road transport trips according to specification

	Specifications	Yes	No
1	Vehicle for any damage		
2	Vehicle for cleanliness		
3	The windscreen for damage and cleanliness		
4	The licence disc is still valid & COF disc		
5	The windscreen wipers condition and wipe clean		
6	The head light, indicator lenses & front reflectors		
7	The registration plate		
8	The side mirrors		
9	The doors & windows condition & company logo		
10	The front right hand side tyre, rim, wheel nuts, valve		
11	The batteries & cradle		
12	The air compressor tanks & drain excess condensation		
13	The visibility tape condition		
14	The information plate		
15	The exhaust system		
16	The condition of the vehicle body		
17	The spare wheel		
18	The right hand side rear types, rims, wheel nuts and valves		
19	The tail & stop light lenses & the rear indicators lenses		
20	The chevron		
21	The rear registration plate		
22	The left hand side rear tyres, rims, wheel nuts and valves		
23	The fuel tank and cap		
24	The front left hand side tyre, rim, wheel nuts, valve		
25	The vehicle attachments & hydraulic condition		
26	Engine oil level		
27	Coolant level		
28	Brake fluid level		
29	Clutch fluid level		

30	Power steering fluid level		
31	Fan belt condition		
32	All engine components are secure		
33	The vehicle jack and wheel spanners are present and secure		
34	The vehicles emergency triangles		
35	The vehicle fire extinguisher		
36	Doors & windows operate correctly		
37	Adjust seat accordingly		
38	The cab floor is free of loose obstructions		
39	The rear view mirror		
40	Vehicle gear selector is in the safe starting position		
41	Vehicle park brake is applied		
42	Switch on ignition and check all instruments are working		
43	The hooter and wipers are working		
44	The head and tail lights are working		
45	The indications and hazard lights are working		

Assessment Criteria for Competency:

The learner must obtain full marks for this section in order to be declared competent. The learner must be able to prepare a rigid heavy vehicle for road transport trips according to specification. It is crucial to know this because it may be a matter of 'life' or 'death'.

Answers for Evidence Guide

Specific Outcome 2
Drive a heavy rigid vehicle in accordance with specified requirements.
Outcome Range
Specified requirements include legal, manufacturer, and defensive driving requirements; current legal requirements include K53.

Assessment Criteria

1. *Rigid heavy vehicle is driven and maneuvered in accordance with the specified standard Range: K53.*
2. *Rigid heavy vehicle is operated and maneuvered in accordance with manufacturer's specifications*
3. *Rigid heavy vehicle is driven and maneuvered in accordance with legal provisions (The Road Traffic Act of 1993).*
4. *Rigid heavy vehicle is driven to actively prevent accidents, injury to people or damage to property/vehicle, despite the incorrect actions of others or adverse conditions, by driving safely and in a defensive manner.*

The Assessor will explain to the learner what route is required. Make an appointment when you are ready for assessment on the practical demonstration based on the criteria below.

The assessor may ask the learner to drive a specific route according to the K53 system of vehicle control and within the vehicle Manufacturers specifications.

ANY ONE OF THESE (O) MARKED MEANS THE LEARNER IS NOT YET COMPETENT

	USE OF CONTROLS	*STRENGTHS*	*REMARKS*
	MANIPULATION OF CONTROLS		
1	Excessive movement	□□ O	
	USE OF GEARS		
2	Changes excessively	□□□□ O	
3	Grates gears	□□□□ O	
4	Hand rests on top of gear lever	□□□ O	
5	Misses or slips a gear	O	
	USE OF CLUTCH		
6	Jerky	□□□ O	
7	Slips clutch	□ O	
8	Rides clutch	□□ O	
9	Late in de-clutching	□□□□ O	
10	Keeps clutch depressed while stopped	□□O	
	USE OF BRAKES		
11	Does not brake progressively	□□O	
12	Park brake not used correctly	□□ O	
13	Brake used unnecessarily (no deceleration)	□□□ O	
14	Incorrect use on decline	□ O	
15	Rests foot on brake pedal	□□ O	
	PEDAL BALANCE		
16	Rolling back during pull off	□□O	
	STEERING		
17	Crossing arms while turning	□□□□ O	
18	Hands on steering wheel position	□□□ O	
19	Steers with one hand	□ O	
	ACCELERATOR MANAGEMENT		
20	Does not maintain constant speed	□□ O	
21	Blipping	□□ O	
22	Lets engine labour	□□ O	
23	Over-revs	□□ O	

	USE OF RETARDATION DEVICE		
24	Not according to specification	□□ O	
	COASTING		
25	De-clutch too early	□□□ O	
26	Select neutral too early	□□ O	
	ROAD SENSE		
	ROAD OBSERVATION		
27	No observation	□□ O	
28	Ignores changes in road surface	□□□ O	
29	Ignores road signs & markings	□□ O	
30	Moves into other vehicles blind spots	□□ O	
31	Incorrect use of mirrors	□□□ O	
	VEHICLE POSITIONING		
32	Travels to close to vehicle in front	□□ O	
33	Travel too far from vehicle in front	□□□ O	
34	Travels too far over in lane	□□□□ O	
	SPEED		
35	Ignores speed limit	□ O	
36	Takes too long to pull off at traffic lights, etc.		
	ASSESSMENT OF HAZARDS		
37	Fails to notice hazard	□□ O	
38	Fails to react to hazard	□□ O	
	CORNERING		
39	Cuts corner	□□ O	
40	Too fast	□ O	
41	Mounts curb	□ O	
42	Too wide	□ O	
	OVERTAKING		
43	Fails to check safety ahead	O	
44	Fails to check safety behind	O	
45	Fails to back down	□ O	
46	Accelerates when being overtaken	□ O	
	COMMUNICATION AND ATTITUDE		
47	Hooter used when not required	□ O	
48	Indicators not used correctly	□□□ O	
49	Shows irritation of other road users	□ O	
50	Demonstrates displeasure to others	O	
	MANOEUVERING		
51	Alley docking from left	□□□□ O	
52	Alley docking from right	□□□□ O	
53	Reversing in a straight line	□□□ O	

Assessment Criteria for Competency:

The learner must obtain full marks for this section in order to be declared competent. The learner must be able Drive a heavy rigid vehicle in accordance with specified requirements. It is crucial to know this because it may be a matter of 'life' or 'death'.

Answers for Evidence Guide

Specific Outcome 3
Ensure the maintenance of road transport service quality.

Assessment Criteria

1. *Time schedules are considered, implications for freight/passengers are established, and appropriate action is taken to ensure the maintenance of freight quality/passenger safety and comfort.*
2. *The impact of load positioning on the stability of the rigid heavy vehicle is accurately described.*
3. *Driving style is adapted in order to maintain freight quality/passenger safety and comfort during transportation.*
4. *Organisational standards are adhered to with full consideration of safety and comfort factors and actions implemented to rectify problems are appropriate for specific contexts. (Safety factors can include stopping only at scheduled locations, passenger door only opened and closed when completely stationary, load (e.g., number of passengers, freight mass, loading of coach and trailer, etc.) restricted to design and legal limit of vehicle, luggage and emergency doors fully secured, attachment of luggage trailer confirmed; Comfort factors include acceleration and deceleration forces applied gradually; cornering speeds maintained within comfort levels; moving off only when passengers are seated or standing securely.)*

Evidence Required				**Evidence sign off**
The learner must include the following evidence in the Portfolio of Evidence.				**Self-assessment**
Criteria	**Managing unforeseen problems**	**Yes**	**No**	*Initial*
Time schedules	The learner communicated any implications relating to freight or passengers			*Date*
	The learner has taken appropriate action to the maintenance of fright quality and or ensured the passengers safety in line with the safety procedures			
The learner is able to describe the impact of load positioning on the stability of the rigid light vehicle	The learner is able to illustrate how to resolve a problem when the freight is not stable			**ECF evaluation**

Practical Demonstration: The learner is able to demonstrate …	**Managing unforeseen problems**	**Yes**	**No**		*Initial*
That the driving style is adapted in order to maintain freight handling during transportation	The learner is able to demonstrate how he/she will act if there are unforeseen problems e.g. weather, rain etc.				
Organisational standards are adhered to with full consideration of safety and comfort factors and appropriate actions implemented to rectify problems are appropriate for specific contexts					

Assessment Criteria for Competency:

In order to declare the learner competent he/she must meet all the specifications in the practical demonstration assessment. The assessor must use his/her own discretion based on his/her practical experience.

Answers for Evidence Guide

Specific Outcome 4
Handle unexpected situations according to specified procedures.
Outcome Range
Unexpected situations can include, but are not limited to incidents, accidents, breakdowns, fire on vehicle, medical emergency, hi-jacking, mechanical failure (e.g. burst tyre), spillage/load loss, etc.

Assessment Criteria

1. *Rigid heavy vehicle and cab instruments are monitored for malfunctions and appropriate action is taken, where required.*
2. *Driving is adapted to unexpected situations safely and according to specified procedures.*
3. *Unexpected situations are reported according to operational procedures and legal requirements.*
4. *Description of corrective actions to get freight/passengers to their destinations in the event of route deviations, delays experienced and breakdowns, as well as the company guidelines for consideration in selecting course of action are appropriate for specific contexts.*

Evidence Required **Practical Questioning and Illustration** **The learner must explain how he/she will adapt to the following situations**		**Evidence sign off**
Section A: Practical **Practical Questioning and Illustration (Strictly use the Health and Safety Procedures and other standards in this context)** The learner must be able to ***demonstrate action*** and explain the steps to follow with the following unforeseen problems that may occur: (Mark a tick next to each answer that was provided and where learner is found competent) o Accidents ☐ o Fire on vehicle ☐ o Medical emergency ☐ o Hi-jacking ☐ o Mechanical failure ☐ o Spillage ☐ o Potholes ☐ o Bad weather conditions ☐ **21 Marks** **Written Knowledge Test** **Question 1 (1)** What must a hijacker do to hijack your vehicle? Must stop it and be close enough to get to the driver or passenger **Question 2 (6)** What should a driver do if he / she is hijacked? o Stay calm o Do what they say and give them what they ask for o Do not put your hands up unless they say so o Do not put your hands up unless they say so o Do not move suddenly or try to get something from your pocket unless they say you must o Call for assistance as soon as possible after the hijack **Question 3 (3)** List three additional aspects a driver must consider apart from driving the vehicle. o Road conditions		**Self-assessment** *Initial* *Date* **ECF evaluation** *Initial*

- Traffic conditions
- Driver fatigue

Date

Question 4 (3)
List three possible causes of a skid.

- Excessive speed
- Harsh braking
- Harsh acceleration

Total: 13
Problem solving question (In line with company procedures) (8)
Question 5
Explain the procedures to follow when you are involved in an accident where a pedestrian has been killed …

The learner stated the following criteria:

	Criteria	Yes	No
1	Stop the vehicle immediately where it is?		
2	Make the accident scene safe to prevent other accidents?		
3	Ask someone to call for help?		
4	Render any applicable first aid that he/she is trained for?		
5	Take down victims and witnesses details?		
6	Draw a sketch of the scene?		
7	Report the accident to the police within 24 hours?		
8	Apply the company specific procedures?		

Assessment Criteria for Competency:

The learner must obtain 21/21 for section A because the information is crucial and the learner must know how to handle unexpected situations. The learner must obtain 7/13 for the knowledge test to be declared competent. The learner must obtain full marks 8/8 for question 5 to be declared competent.

Answers for Evidence Guide

Specific Outcome 5
Park rigid heavy vehicle in accordance with specified requirements.

Assessment Criteria

1. *Rigid heavy vehicle is parked within designated or reserved areas in accordance with manufacturer specifications, traffic regulations and operational procedures.*
2. *Rigid heavy vehicle is shut down in accordance with manufacturer specifications, traffic regulations and operational procedures.*
3. *Rigid heavy vehicle is secured in accordance with manufacturer specifications, traffic regulations and operational procedures.*
4. *Security and convenience factors are taken into account. (Factors include proximity to main pedestrian entrances, access to luggage compartments and ease of conveyance and loading, security of parked and unattended vehicle, etc.)*

Evidence Required **Practical Demonstration**		**Evidence sign off**
Task Park rigid heavy vehicle in accordance with specified requirements The learner must be able to …		**Self-assessment** *Initial* *Date*

	Practical criteria	**Yes**	**No**
1	Park the vehicle in the correct position		
2	Allow the engine to idle before switching off		
3	Check that the park brake is applied		
4	Check that the lights are off		
5	Record the kilometer reading		
6	Switch off correctly		
7	Stow all items and equipment in the cab out of sight		
8	Clean the cab		
9	Close all windows and lock all doors		
11	Ensure that the canopy is locked, secure & safe		

ECF evaluation
Initial

Assessment Criteria for Competency:

The learner must obtain full marks, 11/11 when parking a vehicle in order to comply with Standards.

Unit Standard 4 of this Volume
Answers for Evidence Guide

Unit Standard ID Title: Operate a Vehicle Combination

Unit Standard number: 123254

Specific Outcome 1
Prepare a vehicle combination for road transport trips according to specification.

Assessment Criteria

1. *Vital vehicle combination components are inspected in a systematic way in order to comply with the relevant legislation.(Relevant legislation currently includes the Road Traffic Act of 1993.)*
2. *Rigid heavy vehicle inspection is recorded legibly and in accordance with operational requirements/specifications.*
3. *Vehicle combination defects are identified and reported accurately, comprehensively and timeously, so that the necessary actions to rectify defects are initiated.*
4. *All prescribed and or other relevant preliminaries are executed.*
5. *(Preliminaries can include brake tests and start up procedures.)*

Ask the learner to prepare the vehicle combination for a trip. Let the learner use an appropriate vehicle inspection list.

	Vehicle combinations criteria	Yes	No
1	Vehicle for any damage		
2	Vehicle for cleanliness		
3	The windscreen for damage and cleanliness		
4	The drawing vehicle license disc is still valid & COF disc		
5	The windscreen wipers condition and wipe clean		
6	The head light, indicator lenses & front reflectors		
7	The registration plate		
8	The side mirrors		
9	The doors & windows condition & company logo		
10	The drawing vehicles front right hand side tyre, rim, wheel nuts, valve		
11	The batteries & cradle		
12	The air compressor tanks & drain excess condensation		
13	The drawing vehicles visibility tape condition		
14	The drawing vehicles information plate		
15	The exhaust system		
16	The condition of the vehicle body		
17	The drawing vehicles spare wheel		
18	The drawing vehicles right hand side rear types, rims, wheel nuts and valves		
19	The drawing vehicles tail & stop light lenses & the rear indicators lenses		
20	The drawing vehicles chevron		
21	The drawing vehicles rear registration plate		
22	The drawing vehicles left hand side rear tyres, rims, wheel nuts and valves		
23	The fuel tank and cap		
24	The drawing vehicles front left hand side tyre, rim, wheel nuts, valve		
25	The vehicle attachments & hydraulic condition		
26	Engine oil level		
27	Coolant level		
28	Brake fluid level		
29	Clutch fluid level		
30	Power steering fluid level		
31	Fan belt condition		
32	All engine components are secure		
33	The vehicle jack and wheel spanners are present and secure		
34	The vehicles emergency triangles		
35	The vehicle fire extinguisher		

36	Doors & windows operate correctly		
37	Adjust seat accordingly		
38	The cab floor is free of loose obstructions		
39	The rear view mirror		
40	Vehicle gear selector is in the safe starting position		
41	Drawing vehicles park brake is applied		
42	Switch on ignition and check all instruments are working		
43	The hooter and wipers are working		
44	The head and tail lights are working		
45	The drawing vehicles indications and hazard lights are working		

Assessment Criteria for Competency:

The learner must obtain full marks for this section in order to be declared competent. The learner must be able to prepare a vehicle combination for road transport trips according to specification. It is crucial to know this because it may be a matter of 'life' or 'death'.

Answers for Evidence Guide

Specific Outcome 2
Drive a vehicle combination in accordance with specified requirements.
Outcome Range
Specified requirements include legal, manufacturer, and defensive driving requirements; current legal requirements include K53.
Assessment Criteria

1. *Vehicle combination is driven and manoeuvred in accordance with the specified standard.*
2. *Vehicle combination is driven in accordance with manufacturer`s specifications and to actively prevent accidents, injury to people or damage to property/vehicle, despite the incorrect actions of others or adverse conditions, by applying defensive driving principles. (The Road Traffic Act of 1993.)*
3. *Vehicle combination is driven in a manner, which takes cognisance of the articulation point/s.*

The Assessor will explain to the learner what route is required. Make an appointment when you are ready for assessment on the practical demonstration based on the criteria below.

The assessor may ask the learner to drive a specific route according to the K53 system of vehicle control and within the vehicle Manufacturers specifications.

ANY ONE OF THESE (O) MARKED MEANS THE LEARNER IS NOT YET COMPETENT

	USE OF CONTROLS	*STRENGTHS*	*REMARKS*
	MANIPULATION OF CONTROLS		
1	Excessive movement	□□ O	
	USE OF GEARS		
2	Changes excessively	□□□□ O	
3	Grates gears	□□□□ O	
4	Hand rests on top of gear lever	□□□ O	
5	Misses or slips a gear	O	
	USE OF CLUTCH		
6	Jerky	□□□ O	
7	Slips clutch	□ O	
8	Rides clutch	□□ O	
9	Late in de-clutching	□□□□ O	
10	Keeps clutch depressed while stopped	□□O	
	USE OF BRAKES		
11	Does not brake progressively	□□O	
12	Park brake not used correctly	□□ O	
13	Brake used unnecessarily (no deceleration)	□□□ O	
14	Incorrect use on decline	□ O	
15	Rests foot on brake pedal	□□ O	
	PEDAL BALANCE		
16	Rolling back during pull off	□□O	
	STEERING		
17	Crossing arms while turning	□□□□ O	
18	Hands on steering wheel position	□□□ O	
19	Steers with one hand	□ O	
	ACCELERATOR MANAGEMENT		
20	Does not maintain constant speed	□□ O	
21	Blipping	□□ O	
22	Lets engine labour	□□ O	
23	Over-revs	□□ O	
	USE OF RETARDATION DEVICE		
24	Not according to specification	□□ O	
	COASTING		
25	De-clutch too early	□□□ O	

26	Select neutral too early	□□ O	
	ROAD SENSE		
	ROAD OBSERVATION		
27	No observation	□□ O	
28	Ignores changes in road surface	□□□ O	
29	Ignores road signs & markings	□□ O	
30	Moves into other vehicles blind spots	□□ O	
31	Incorrect use of mirrors	□□□ O	
	VEHICLE POSITIONING		
32	Travels to close to vehicle in front	□□ O	
33	Travel too far from vehicle in front	□□□ O	
34	Travels too far over in lane	□□□□ O	
	SPEED		
35	Ignores speed limit	□ O	
36	Takes too long to pull off at traffic lights, etc.		
	ASSESSMENT OF HAZARDS		
37	Fails to notice hazard	□□ O	
38	Fails to react to hazard	□□ O	
	CORNERING		
39	Cuts corner	□□ O	
40	Too fast	□ O	
41	Mounts curb	□ O	
42	Too wide	□ O	
	OVERTAKING		
43	Fails to check safety ahead	O	
44	Fails to check safety behind	O	
45	Fails to back down	□ O	
46	Accelerates when being overtaken	□ O	
	COMMUNICATION AND ATTITUDE		
47	Hooter used when not required	□ O	
48	Indicators not used correctly	□□□ O	
49	Shows irritation of other road users	□ O	
50	Demonstrates displeasure to others	O	
	MANOEUVERING		
51	Alley docking from left	□□□□ O	
52	Alley docking from right	□□□□ O	
53	Reversing in a straight line	□□□ O	

Assessment Criteria for Competency:

The learner must obtain full marks for this section in order to be declared competent. The learner must be able to drive a vehicle combination in accordance with specified requirements. It is crucial to know this because it may be a matter of 'life' or 'death'.

Answers for Evidence Guide

Specific Outcome 3
Ensure the maintenance of road transport service quality.

Assessment Criteria

1. *Time schedules are considered, implications for freight/passengers are established, and appropriate action is taken to ensure the maintenance of freight quality/passenger safety and comfort.*
2. *The impact of load positioning on the stability of the vehicle combination is accurately described.*
3. *The impact of additional trailers on the dynamics of the vehicle combination is explained in terms of the interaction of the following aspects and their impact on the stability of the vehicle combination*:

- Mass of individual vehicle units in the combination.
- Speed of the combination.
- Direction of travel.
- Road surface.
- Load distribution.
- Jack-knifing.

4. Driving style is adapted in order to maintain freight quality/passenger safety and comfort during transportation
5. Organisational standards are adhered to with full consideration of safety and comfort factors and actions are implemented to rectify problems for specific contexts. (Safety factors can include stopping only at scheduled locations, passenger door only opened and closed when completely stationary, load (e.g., number of passengers, freight mass, loading of coach and trailer, etc.) restricted to design and legal limit of vehicle, luggage and emergency doors fully secured, attachment of luggage trailer confirmed; Comfort factors include acceleration and deceleration forces applied gradually; cornering speeds maintained within comfort levels; moving off only when passengers are seated or standing securely.)

Evidence Required
Practical Illustration

The learner must include the following evidence in the Portfolio of Evidence.

Criteria	Managing unforeseen problems	Yes	No
Time schedules	The learner communicated any implications relating to freight or passengers		
	The learner has taken appropriate action to the maintenance of fright quality and or ensured the passengers safety in line with the safety procedures		

Evidence sign off

Self-assessment

Initial

Date

ECF evaluation

The learner is able to describe the impact of load positioning on the stability of the rigid light vehicle	The learner is able to illustrate how to resolve a problem when the freight is not stable		

Practical Demonstration: The learner is able to demonstrate …	**Managing unforeseen problems**	**Yes**	**No**
That the driving style is adapted in order to maintain freight handling during transportation	The learner is able to demonstrate how he/she will act if there are unforeseen problems e.g. weather, rain etc.		
Organisational standards are adhered to with full consideration of safety and comfort factors and appropriate actions implemented to rectify problems are appropriate for specific contexts			

Initial

Assessment Criteria for Competency:

In order to declare the learner competent he/she must meet all the specifications in the practical demonstration assessment. The assessor must use his/her own discretion based on his/her practical experience.

Answers for Evidence Guide

Specific Outcome 4
Handle unexpected situations according to specified procedures.
Outcome Range:
Unexpected situations can include, but are not limited to incidents, accidents, breakdowns, fire on vehicle, medical emergency, hi-jacking, mechanical failure (e.g. burst tyre), spillage/load loss, etc.

Assessment Criteria

1. *Vehicle and cab instruments are monitored for malfunctions and appropriate action is taken, where required.*
2. *Driving is adapted to unexpected situations safely and according to specified procedures.*
3. *Unexpected situations are reported according to operational procedures and legal requirements.*

Evidence Required **Practical Questioning and Illustration** **The learner must explain how he/she will adapt to the following situations**		**Evidence sign off**
Section A: Practical **Practical Questioning and Illustration (Strictly use the Health and Safety Procedures and other standards in this context)** The learner must be able to ***demonstrate action*** and explain the steps to follow with the following unforeseen problems that may occur: (Mark a tick next to each answer that was provided and where learner is found competent) o Accidents ☐ o Fire on vehicle ☐ o Medical emergency ☐ o Hi-jacking ☐ o Mechanical failure ☐ o Spillage ☐ o Potholes ☐ o Bad weather conditions ☐ **21 Marks** **Written Knowledge Test** **Question 1 (1)** What must a hijacker do to hijack your vehicle? Must stop it and be close enough to get to the driver or passenger **Question 2 (6)** What should a driver do if he / she is hijacked? o Stay calm o Do what they say and give them what they ask for o Do not put your hands up unless they say so o Do not put your hands up unless they say so o Do not move suddenly or try to get something from your pocket unless they say you must o Call for assistance as soon as possible after the hijack **Question 3 (3)** List three additional aspects a driver must consider apart from driving the vehicle. o Road conditions		**Self-assessment** *Initial* *Date* **ECF evaluation** *Initial*

- Traffic conditions
- Driver fatigue

Date

Question 4 (3)
List three possible causes of a skid.

- Excessive speed
- Harsh braking
- Harsh acceleration

Total: 13
Problem solving question (In line with company procedures) (8)
Question 5
Explain the procedures to follow when you are involved in an accident where a pedestrian has been killed …

The learner stated the following criteria:

	Criteria	Yes	No
1	Stop the vehicle immediately where it is?		
2	Make the accident scene safe to prevent other accidents?		
3	Ask someone to call for help?		
4	Render any applicable first aid that he/she is trained for?		
5	Take down victims and witnesses details?		
6	Draw a sketch of the scene?		
7	Report the accident to the police within 24 hours?		
8	Apply the company specific procedures?		

Assessment Criteria for Competency:

The learner must obtain 21/21 for section A because the information is crucial and the learner must know how to handle unexpected situations. The learner must obtain 7/13 for the knowledge test to be declared competent. The learner must obtain full marks 8/8 for question 5 to be declared competent.

Answers for Evidence Guide

Specific Outcome 5
Park vehicle combination in accordance with specified requirements.

Assessment Criteria

1. *Vehicle combination is parked within designated or reserved areas in accordance with manufacturer specifications, traffic regulations and operational procedures.*
2. *Vehicle combination is shut down in accordance with manufacturer specifications, traffic regulations and operational procedures.*
3. *Vehicle combination is secured in accordance with manufacturer specifications, traffic regulations and operational procedures.*
4. *Security and convenience factors are taken into account.(Factors include proximity to main pedestrian entrances, access to luggage compartments and ease of conveyance and loading, security of parked and unattended vehicle, etc.)*

Evidence Required				**Evidence sign off**
Task Park rigid heavy vehicle in accordance with specified requirements The learner must be able to …				**Self-assessment** *Initial* *Date*
	Practical criteria	**Yes**	**No**	
1	Park the vehicle in the correct position			
2	Allow the engine to idle before switching off			
3	Check that the park brake is applied			
4	Check that the lights are off			**ECF evaluation**
5	Record the kilometer reading			
6	Switch off correctly			*Initial*
7	Stow all items and equipment in the cab out of sight			
8	Clean the cab			
9	Close all windows and lock all doors			
11	Ensure that the canopy is locked, secure & safe			

Assessment Criteria for Competency:

The learner must obtain full marks, 11/11 when parking a vehicle in order to comply with Standards.

Answers for Evidence Guide

Specific Outcome 6
Couple and uncouple a drawing vehicle and trailer/s according to specified procedures.

Assessment Criteria

1. *Procedures for coupling and uncoupling a drawing vehicle and trailer/s are appropriate for specific trailer type.*
2. *All systems connecting trailer to drawing vehicle are functional when coupling*
3. *Systems include suzi-pipes, electrical connections, fifth wheel, and locking pin.*
4. *All systems are correctly disconnected, when uncoupling.*

Evidence Required

Practical

Trailer Checklist

	Trailer criteria	Yes	No
1	Trailer for any damage		
2	Trailer for cleanliness		
3	The trailers licence disc is still valid & COF disc		
4	The trailers indicator lenses & reflectors		
5	The trailers registration plate		
6	The trailers right hand side tyres, rims, wheel nuts, valves		
7	The trailers visibility tape condition		
8	The trailers information plate		
9	The trailers spare wheel/s		
10	The trailers tail & stop light lenses		
11	The trailers park brake is applied		
12	The trailers landing legs		
13	The trailers chevron		
14	The trailers left hand side rear tyres, rims, wheel nuts and valves		
15	The trailers attachments & hydraulic condition		

Evidence sign off

Self-assessment

Initial

Date

ECF evaluation

Initial

Assessment Criteria for Competency

The learner must be able to couple and uncouple a drawing vehicle and trailer/s according to specified procedures. The learner must obtain full marks.