

Qualification Pack



Commercial Vehicle Driver Level 4

QP Code: ASC/Q9703

Version: 1.0

NSQF Level: 4

Automotive Skills Development Council || 153, Gr Floor, Okhla Industrial Area, Phase - III, Leela Building
New Delhi - 110020

Qualification Pack

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ASC/Q9703: Commercial Vehicle Driver Level 4

Brief Job Description

Individuals at this job need to drive safely on the assigned route. Individual needs to have a valid HMV driving Licence and PSV badge. Individual is expected to Drive a commercial vehicle including LCV, pick up trucks, bus, maxi cab, school van, transport vehicles and ensuring safety of passengers/goods as well as public on the road. This role requires the individual to possess relevant technical skills to handle most of the routine break downs that could likely be encountered while driving long distances and through difficult terrains. The individual is also expected to achieve other key performance parameters like fuel efficiency, on time delivery etc.

Personal Attributes

This job requires the individual to drive for long hours under tiring and demanding physical and traffic conditions. Individual must be dependable and able to take responsibility for the assets (vehicle, goods) and passengers. The individual should be able to communicate effectively as he needs to deal with a variety of people every day.

Applicable National Occupational Standards (NOS)

Compulsory NOS:

1. [ASC/N0002: Work effectively in a team](#)
2. [ASC/N0012: Practice HSE and security related guidelines](#)
3. [ASC/N9701: Coordinate with depot/ branch office](#)
4. [ASC/N9703: Assess and ensure road worthiness of the vehicle](#)
5. [ASC/N9705: Drive safely and efficiently on the assigned route including long distance trips](#)

Qualification Pack (QP) Parameters

Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
Country	India
NSQF Level	4
Aligned to NCO/ISCO/ISIC Code	NCO-2015/8331.0301

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Minimum Educational Qualification & Experience	8th Class with 0-6 Months of experience if ASDC Commercial Vehicle Driver Level 4 Certificate OR 8th Class with 0-6 Months of experience driving a Commercial Vehicle in company of an experienced driver.
Minimum Level of Education for Training in School	
Pre-Requisite License or Training	ASDC Commercial Vehicle Driver Level 4 ASDC Auto Service Technician Level 3 or Training in road safety, familiarity with Features & basic repairs for Vehicles under control GPS/Navigation system Some training in stress management like yoga is recommended Basic technical skills in servicing and minor repairs
Minimum Job Entry Age	18 Years
Last Reviewed On	15/07/2013
Next Review Date	31/03/2021
Deactivation Date	31/03/2021
NSQC Approval Date	28/09/2015
Version	1.0

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ASC/N0002: Work effectively in a team

Description

This NOS unit is about working effectively with colleagues, either in individuals own work group or in other work groups within organisation

Scope

This unit/task covers the following: Colleagues:

- Superiors
- Members of own work group
- People in other work groups within or outside the organisation Communicate:
- Face-to-face
- By telephone
- In writing

Elements and Performance Criteria

Effective communication

To be competent, the user/individual on the job must be able to:

- PC1.** maintain clear communication with colleagues
- PC2.** work with colleagues
- PC3.** pass on information to colleagues in line with organisational requirements
- PC4..** work in ways that show respect for colleagues
- PC5.** carry out commitments made to colleagues
- PC6.** let colleagues know in good time if cannot carry out commitments, explaining the reasons
- PC7.** identify problems in working with colleagues and take the initiative to solve these problems
- PC8.** follow the organisations policies and procedures for working with colleagues
- PC9.** ability to share resources with other members as per priority of tasks

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** the organisations policies and procedures for working with colleagues, role and responsibilities in relation to this
- KU2.** the importance of effective communication and establishing good working relationships with colleagues
- KU3.** different methods of communication and the circumstances in which it is appropriate to use these
- KU4.** benefits of developing productive working relationships with colleagues
- KU5.** the importance of creating an environment of trust and mutual respect
- KU6.** whether not meeting commitments, will have implications on individuals and the organisation

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- KU7.** different types of information that colleagues might need and the importance of providing this information when it is required
- KU8.** the importance of problems, from colleagues perspective and how to provide support, where necessary, to resolve these

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** complete well written work with attention to detail
- GS2.** read instructions, guidelines/procedures
- GS3.** listen effectively and orally communicate information
- GS4.** make decisions on a suitable course of action or response
- GS5.** plan and organise work to achieve targets and deadlines
- GS6.** check that the work meets customer requirements
- GS7.** deliver consistent and reliable service to customers
- GS8.** apply problem solving approaches in different situations
- GS9.** apply balanced judgements to different situations
- GS10.** apply good attention to detail
- GS11.** check that the work is complete and free from errors
- GS12.** get work checked by peers
- GS13.** work effectively in a team environment

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Effective communication</i>	25	75	-	-
PC1. maintain clear communication with colleagues	4	10	-	-
PC2. work with colleagues	2	7	-	-
PC3. pass on information to colleagues in line with organisational requirements	3	8	-	-
PC4.. work in ways that show respect for colleagues	3	8	-	-
PC5. carry out commitments made to colleagues	2	8	-	-
PC6. let colleagues know in good time if cannot carry out commitments, explaining the reasons	2	8	-	-
PC7. identify problems in working with colleagues and take the initiative to solve these problems	4	9	-	-
PC8. follow the organisations policies and procedures for working with colleagues	3	9	-	-
PC9. ability to share resources with other members as per priority of tasks	2	8	-	-
NOS Total	25	75	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0002
NOS Name	Work effectively in a team
Sector	Automotive
Sub-Sector	Manufacturing and R&D, Sales and Service, Road Transportation
Occupation	Maintenance
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	23/09/2013
Next Review Date	30/09/2015
NSQC Clearance Date	28/09/2015

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ASC/N0012: Practice HSE and security related guidelines

Description

This OS unit is about being aware of, communicating and taking steps towards minimizing potential hazards and dangers of accidents on the job and maintaining a clean work environment

Elements and Performance Criteria

Communicating potential accident points

To be competent, the user/individual on the job must be able to:

- PC1.** spot and report potential safety issues while driving
- PC2.** follow rules and regulations laid down by transport authorities
- PC3..** follow company policy and rules to avoid safety, health and environmental problems

Cleanliness and hygiene

To be competent, the user/individual on the job must be able to:

- PC4..** ensure cleanliness of ambulance
- PC5.** escalate issues related to cleanliness and hygiene issues to concern department
- PC6..** escalate issues related to hazardous material to concerned authority internal and external

Limit damage to people/client and public

To be competent, the user/individual on the job must be able to:

- PC7..** take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others
- PC8.** follow instructions or guidelines for limiting danger or damage in respect of equipment on board such as oxygen cylinders.
- PC9.** escalate the issue immediately if you cannot deal effectively with the danger
- PC10..** give clear information or instructions to others to allow them to take appropriate action
- PC11.** record and report details of the danger in line with operator guidelines
- PC12.** report any difficulties you have keeping to your organizations health and safety instructions or guidelines, giving full and accurate details
- PC13..** check the exhaust as per the recommended guideline and ensure the ambulance is meeting the emission norms. in case not get the ambulance retuned/ adjusted.
- PC14.** get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues
- KU2.** what action you can take, and are authorized to take, to limit danger
- KU3.** methods of effective and appropriate communication to let others know about the safety, cleanliness and emergency situations

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- KU4.** where and how to get help in dealing with safety and emergency situations
- KU5.** how to use appropriate equipment and alarm systems to limit danger
- KU6.** alternate routes in case of natural calamity, road construction work etc.

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** to effectively communicate the safety, cleanliness and emergency issues
- GS2.** keep all the safety equipments in an organized manner so that there is no difficulty to find them
- GS3.** report potential sources of danger
- GS4.** follow prescribed procedure to address safety and emergency issues
- GS5.** learn from past mistakes regarding use of safety and emergency issues
- GS6.** spot safety and cleanliness issues
- GS7.** assess impact of hazardous material, activity, incident

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Communicating potential accident points</i>	7	15	-	-
PC1. spot and report potential safety issues while driving	3	5	-	-
PC2. follow rules and regulations laid down by transport authorities	2	5	-	-
PC3.. follow company policy and rules to avoid safety, health and environmental problems	2	5	-	-
<i>Cleanliness and hygiene</i>	7	15	-	-
PC4.. ensure cleanliness of ambulance	3	5	-	-
PC5. escalate issues related to cleanliness and hygiene issues to concern department	2	5	-	-
PC6.. escalate issues related to hazardous material to concerned authority internal and external	2	5	-	-
<i>Limit damage to people/client and public</i>	16	40	-	-
PC7.. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others	2	5	-	-
PC8. follow instructions or guidelines for limiting danger or damage in respect of equipment on board such as oxygen cylinders.	2	5	-	-
PC9. escalate the issue immediately if you cannot deal effectively with the danger	2	5	-	-
PC10.. give clear information or instructions to others to allow them to take appropriate action	2	5	-	-
PC11. record and report details of the danger in line with operator guidelines	2	5	-	-
PC12. report any difficulties you have keeping to your organizations health and safety instructions or guidelines, giving full and accurate details	2	5	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
PC13.. check the exhaust as per the recommended guideline and ensure the ambulance is meeting the emission norms. in case not get the ambulance retuned/ adjusted.	2	5	-	-
PC14. get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms	2	5	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N0012
NOS Name	Practice HSE and security related guidelines
Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	30/07/2013
Next Review Date	30/07/2013
NSQC Clearance Date	28/09/2015

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ASC/N9701: Coordinate with depot/ branch office

Description

This OS unit is about the driver to communicate with depot/branch office for obtaining duty schedule as well as reporting back at the end of the schedule

Scope

The unit/ task covers the following:

- compliance to duty reporting
- intimating the Depot/Branch Office on completion of given schedule
- escalation of problems to supervisor

Elements and Performance Criteria

Compliance to duty

To be competent, the user/individual on the job must be able to:

- PC1..** report to duty on time as per the schedule
- PC2..** collect information on daily and weekly route/delivery schedule and special instructions
- PC3..** fill details in the log register; for e.g. date, day, time, name, batch number, route to be travelled/goods to be delivered etc.
- PC4..** compliance to duty closure procedure on completion of responsibilities for the day
- PC5..** deposit passengers personal property/goods delivery note if any

Escalation of problems

To be competent, the user/individual on the job must be able to:

- PC6..** inform about accidents, break downs etc. during the day if any and also about any altercation between driver/conductor/assistant and passengers / public / officials

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: personnel management, duty reporting procedure and associated MIS compliance
- KU2.** reporting structure within organization
- KU3.** problem escalation procedure
- KU4.** route planning information system if any

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** fill in the attendance sheet and the requisite details

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- GS2.** fill in complaints pertaining to the vehicle which needs depot/branch officers attention
- GS3.** keep abreast by reading about new policies at an organization level
- GS4.** read the goods challan and explain the same to octroi/RTO authorities if need be
- GS5.** execute task, schedules, and work-loads with co-workers and supervisors
- GS6.** follow supervisors instructions about the route planning for transporting passengers / delivering goods required
- GS7.** share work load as required
- GS8.** assist others who require help
- GS9.** share knowledge with co-workers/assistant

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Compliance to duty</i>	25	58	-	-
PC1.. report to duty on time as per the schedule	5	11	-	-
PC2.. collect information on daily and weekly route/delivery schedule and special instructions	5	12	-	-
PC3.. fill details in the log register; for e.g. date, day, time, name, batch number, route to be travelled/goods to be delivered etc.	5	12	-	-
PC4.. compliance to duty closure procedure on completion of responsibilities for the day	5	12	-	-
PC5.. deposit passengers personal property/goods delivery note if any	5	11	-	-
<i>Escalation of problems</i>	5	12	-	-
PC6.. inform about accidents, break downs etc. during the day if any and also about any altercation between driver/conductor/assistant and passengers / public / officials	5	12	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9701
NOS Name	Coordinate with depot/ branch office
Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	15/07/2013
Next Review Date	15/07/2015
NSQC Clearance Date	28/09/2015

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ASC/N9703: Assess and ensure road worthiness of the vehicle

Description

This OS unit is about to ensure that the vehicle is road worthy for use. The individual is responsible to check the vehicle thoroughly before starting the trip.

Scope

This unit/ task covers the following: Assess the road worthiness of the vehicle as per the:

- Service Manual requirements
- CMVR guidelines
- Additional HSE requirements
- Technical requirements

Elements and Performance Criteria

Vehicle road worthiness

To be competent, the user/individual on the job must be able to:

- PC1..** check that the vehicle meets basic legal and compliance related requirements as per : the organization guidelines erg rule books of STUs CMVR guidelines from MoRTH and other guidelines issued by Road Transport Authorities like RTOs any other safety, security and environmental guidelines
- PC2..** check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change
- PC3..** record any other deviations observed during the trip

Basic technical check before the trip

To be competent, the user/individual on the job must be able to:

- PC4..** supervise and ensure all basic technical checks have been carried out as per standard organization check list /procedure

Escalation of technical problem

To be competent, the user/individual on the job must be able to:

- PC5..** report actual or possible defects to the senior driver or owner or service supervisor in enough detail so they can diagnose the problem
- PC6..** In consultation with owner conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys policies on: road worthiness requirement; basic compliance to technical requirements and standards; safety and hazards
- KU2.** CMVR guidelines and other specific local regulations

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KU3. organization structure

KU4. escalation procedure

Generic Skills (GS)

User/individual on the job needs to know how to:

GS1. Read and understand technical standards of vehicle operation in terms of fuel system and other control systems in vehicle.

GS2. document technical issues pertaining to vehicle

GS3. follow supervisors instructions

GS4. communicate with assistant and other personnel

GS5. when not to use the vehicle due to technical and/or compliance related issues

GS6. how to learn from past mistakes and identify potential problems

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Vehicle road worthiness</i>	15	36	-	-
PC1.. check that the vehicle meets basic legal and compliance related requirements as per : the organization guidelines erg rule books of STUs CMVR guidelines from MoRTH and other guidelines issued by Road Transport Authorities like RTOs any other safety, security and environmental guidelines	5	12	-	-
PC2.. check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change	5	12	-	-
PC3.. record any other deviations observed during the trip	5	12	-	-
<i>Basic technical check before the trip</i>	5	11	-	-
PC4.. supervise and ensure all basic technical checks have been carried out as per standard organization check list /procedure	5	11	-	-
<i>Escalation of technical problem</i>	10	23	-	-
PC5.. report actual or possible defects to the senior driver or owner or service supervisor in enough detail so they can diagnose the problem	5	11	-	-
PC6.. In consultation with owner conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.	5	12	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9703
NOS Name	Assess and ensure road worthiness of the vehicle
Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
NSQF Level	3
Credits	TBD
Version	1.0
Last Reviewed Date	27/07/2013
Next Review Date	31/12/2015
NSQC Clearance Date	28/09/2015

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ASC/N9705: Drive safely and efficiently on the assigned route including long distance trips

Description

This OS unit is about safe driving practice

Scope

This unit/ task covers the following:

- driving practices to ensure safety of life and material
- traffic and regulatory norms
- dealing with brake downs and emergencies in varied terrains and far flung geographies
- dealing with people
- driving practices to ensure optimum fuel efficiency

Elements and Performance Criteria

Conformance to standard driving practices

To be competent, the user/individual on the job must be able to:

PC1.. conform to standard driving practices covering such as confirm all checks have been carried out for road worthiness of the vehicle. confirm all papers and documents including driving license, vehicle documents and documents related to goods etc are available. start the vehicle and before moving re confirm all gauges are functioning after starting but within few meters of moving to check the brakes. change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely coordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all weather and road conditions in forward gear. In reverse gear to take help of assistant. use the windows, wipers, demisters and climate and ventilation controls so that you can see clearly monitor and respond correctly to gauges, warning lights and other aids when driving in case of any malfunctioning or breakdown, to immediately attend to the problem by :-stopping the vehicle at a safe place -carrying out a quick diagnostic check -carrying out minor adjustments or temporary repairs if possible -asking for help in case of major problems by accurately reporting the exact nature of problem so that adequate help is made available at all times while driving to practice good driving habits of gear change, acceleration and braking to ensure obtaining maximum fuel efficiency.

Conformance to traffic regulation

To be competent, the user/individual on the job must be able to:

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PC2.. conform to state specific traffic regulations such as change lanes safely at appropriate speed and observing traffic conditions overtake other road users legally, safely and by using correct signalling at all times observe the speed and distance in relation to vehicles ahead, behind and on the sides and maintain a safe distance from other vehicles. signal your intentions correctly to other road users within a safe, systematic routine respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman. use indicators and arm signals to signal intentions as per the traffic requirements Use the parking light when stationary, where needed select a safe, legal and convenient place to stop; secure the vehicle safely on gradients using hand brakes and wheel choke check for oncoming cyclists, pedestrians and other traffic before opening your door remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public.

General conduct on the road

To be competent, the user/individual on the job must be able to:

PC3.. give preference and right of road usage to children, elderly and differently abled. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals.

Knowledge and Understanding (KU)

The individual on the job needs to know and understand:

- KU1.** companys guidelines on safe driving practices; system and processes to ensure safe driving
- KU2.** reporting structure
- KU3.** problem escalation procedure
- KU4.** safe driving techniques such as avoid over speeding and follow prescribed limits maintain safe distance from other vehicles avoid pot holes, stones, other strewn objects in case of bridges and underpasses, observe and avoid driving when water level is above danger mark observe movement of pedestrians to avoid collision observe movement of stray animals to avoid collision
- KU5.** alternate routes in case of natural calamity, road construction work etc.
- KU6.** troubleshooting techniques in the event of technical problems like changing wheels using jack
- KU7.** traffic regulations
- KU8.** elements of good driving habits for obtaining fuel efficiency : avoid clutch riding avoid frequent changing of gears avoid frequent braking avoid over speeding avoid idling of engine beyond reasonable limit avoid high idling speed setting in engine ensure there is no brake binding obtain right grade of fuel from authorized outlets only ensure correct quantity of fuel received as per bill

Generic Skills (GS)

User/individual on the job needs to know how to:

- GS1.** to communicate effectively in local language and also preferably basic spoken Hindi and basic written English
- GS2.** communicate information in a format that meets the requirements

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- GS3.** seamless coordination with colleagues
- GS4.** assist others who require help
- GS5.** take help from Assistant or junior driver
- GS6.** keep oneself updated with the new vehicle technologies and functionalities
- GS7.** gain knowledge/ experience from working on different routes
- GS8.** when on long distance/ inter state schedule , plan the trip keeping in mind regulations like no entry times and municipal limits in urban areas
- GS9.** plan and drive based on traffic and road condition using radio links/navigation aids where available
- GS10.** plan safe handling of life and materials as per the exact load being transported e.g.special people groups like children, elderly, differently abled or perishable,hazardous goods
- GS11.** fitness of vehicle for safe driving
- GS12.** breakdown condition
- GS13.** accident and emergency situations and medical emergencies
- GS14.** assess the problem, evaluate the possible solution(s) and use an optimum /best possible solution(s)
- GS15.** identify immediate or temporary solutions to resolve delays and crisis situations
- GS16.** manage children, aged and differently abled individuals
- GS17.** effective tackling of passengers and public who may be stressed, frustrated, confused, or angry
- GS18.** build passenger friendly work environment and use customer centric approach to resolve crisis
- GS19.** resolve conflict while dealing with public
- GS20.** how to learn from past mistakes to resolve technical and non-technical problems

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Assessment Criteria

Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<i>Conformance to standard driving practices</i>	10	23	-	-
PC1.. conform to standard driving practices covering such as confirm all checks have been carried out for road worthiness of the vehicle. confirm all papers and documents including driving license, vehicle documents and documents related to goods etc are available. start the vehicle and before moving re confirm all gauges are functioning after starting but within few meters of moving to check the brakes. change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely coordinate the operation of all controls to manoeuvre the vehicle safely and responsibly in all weather and road conditions in forward gear. In reverse gear to take help of assistant. use the windows, wipers, demisters and climate and ventilation controls so that you can see clearly monitor and respond correctly to gauges, warning lights and other aids when driving in case of any malfunctioning or breakdown, to immediately attend to the problem by :-stopping the vehicle at a safe place -carrying out a quick diagnostic check -carrying out minor adjustments or temporary repairs if possible -asking for help in case of major problems by accurately reporting the exact nature of problem so that adequate help is made available at all times while driving to practice good driving habits of gear change, acceleration and braking to ensure obtaining maximum fuel efficiency.	10	23	-	-
<i>Conformance to traffic regulation</i>	10	23	-	-

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Assessment Criteria for Outcomes	Theory Marks	Practical Marks	Project Marks	Viva Marks
<p>PC2.. conform to state specific traffic regulations such as change lanes safely at appropriate speed and observing traffic conditions overtake other road users legally, safely and by using correct signalling at all times observe the speed and distance in relation to vehicles ahead, behind and on the sides and maintain a safe distance from other vehicles. signal your intentions correctly to other road users within a safe, systematic routine respond appropriately to all permanent and temporary traffic signals, signs and road markings as well as hand signals of traffic policeman. use indicators and arm signals to signal intentions as per the traffic requirements Use the parking light when stationary, where needed select a safe, legal and convenient place to stop; secure the vehicle safely on gradients using hand brakes and wheel choke check for oncoming cyclists, pedestrians and other traffic before opening your door remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public.</p>	10	23	-	-
<i>General conduct on the road</i>	10	24	-	-
<p>PC3.. give preference and right of road usage to children, elderly and differently abled. Comply with any related rules, regulations and practices for handling general public issues as well as show consideration towards stray animals.</p>	10	24	-	-
NOS Total	30	70	-	-

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National Occupational Standards (NOS) Parameters

NOS Code	ASC/N9705
NOS Name	Drive safely and efficiently on the assigned route including long distance trips
Sector	Automotive
Sub-Sector	Road Transportation
Occupation	Driving
NSQF Level	4
Credits	TBD
Version	1.0
Last Reviewed Date	27/07/2013
Next Review Date	15/07/2013
NSQC Clearance Date	28/09/2015

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Assessment Guidelines and Assessment Weightage

Assessment Guidelines

1. Criteria for assessment for each Qualification Pack will be created by the Sector Skill Council. Each Element/ Performance Criteria (PC) will be assigned marks proportional to its importance in NOS. SSC will also lay down proportion of marks for Theory and Skills Practical for each Element/ PC.
2. The assessment for the theory part will be based on knowledge bank of questions created by the SSC.
3. Assessment will be conducted for all compulsory NOS, and where applicable, on the selected elective/option NOS/set of NOS.
4. Individual assessment agencies will create unique question papers for theory part for each candidate at each examination/training center (as per assessment criteria below).
5. Individual assessment agencies will create unique evaluations for skill practical for every student at each examination/ training center based on these criteria.
6. To pass the Qualification Pack assessment, every trainee should score the Recommended Pass % aggregate for the QP.
7. In case of unsuccessful completion, the trainee may seek reassessment on the Qualification Pack.

Recommended Pass % : 70

Assessment Weightage

Compulsory NOS

National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N0002.Work effectively in a team	25	75	-	-	100	10
ASC/N0012.Practice HSE and security related guidelines	30	70	-	-	100	10
ASC/N9701.Coordinate with depot/ branch office	30	70	-	-	100	10
ASC/N9703.Assess and ensure road worthiness of the vehicle	30	70	-	-	100	25

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National Occupational Standards	Theory Marks	Practical Marks	Project Marks	Viva Marks	Total Marks	Weightage
ASC/N9705.Drive safely and efficiently on the assigned route including long distance trips	30	70	-	-	100	45
Total	145	355	-	-	500	100

Acronyms

NOS	National Occupational Standard(s)
NSQF	National Skills Qualifications Framework
QP	Qualifications Pack
TVET	Technical and Vocational Education and Training

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Glossary

Sector	Sector is a conglomeration of different business operations having similar business and interests. It may also be defined as a distinct subset of the economy whose components share similar characteristics and interests.
Sub-sector	Sub-sector is derived from a further breakdown based on the characteristics and interests of its components.
Occupation	Occupation is a set of job roles, which perform similar/ related set of functions in an industry.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organisation.
Occupational Standards (OS)	OS specify the standards of performance an individual must achieve when carrying out a function in the workplace, together with the Knowledge and Understanding (KU) they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria (PC)	Performance Criteria (PC) are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (NOS)	NOS are occupational standards which apply uniquely in the Indian context.
Qualifications Pack (QP)	QP comprises the set of OS, together with the educational, training and other criteria required to perform a job role. A QP is assigned a unique qualifications pack code.
Unit Code	Unit code is a unique identifier for an Occupational Standard, which is denoted by an 'N'
Unit Title	Unit title gives a clear overall statement about what the incumbent should be able to do.
Description	Description gives a short summary of the unit content. This would be helpful to anyone searching on a database to verify that this is the appropriate OS they are looking for.
Scope	Scope is a set of statements specifying the range of variables that an individual may have to deal with in carrying out the function which have a critical impact on quality of performance required.

Qualification Pack

Knowledge and Understanding (KU)	Knowledge and Understanding (KU) are statements which together specify the technical, generic, professional and organisational specific knowledge that an individual needs in order to perform to the required standard.
Organisational Context	Organisational context includes the way the organisation is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills (GS)	Core skills or Generic Skills (GS) are a group of skills that are the key to learning and working in today's world. These skills are typically needed in any work environment in today's world. These skills are typically needed in any work environment. In the context of the OS, these include communication related skills that are applicable to most job roles.
Electives	Electives are NOS/set of NOS that are identified by the sector as contributive to specialization in a job role. There may be multiple electives within a QP for each specialized job role. Trainees must select at least one elective for the successful completion of a QP with Electives.
Options	Options are NOS/set of NOS that are identified by the sector as additional skills. There may be multiple options within a QP. It is not mandatory to select any of the options to complete a QP with Options.