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### Overview

This unit is about driving a vehicle safely, legally and efficiently. It covers route planning, checking the vehicle and its associated equipment for condition before a journey and parking. It also covers dealing with contingencies including: vehicle malfunction or breakdown, adverse driving conditions, congestion, aggressive road users, accidents and emergencies and other significant delays.

#### There are two elements

- 1 Check the vehicle and prepare for the journey
- 2 Operate and control the vehicle safely and efficiently

#### Target Group

This unit applies to custodial care staff who drive official vehicles. This includes field staff working for an electronic monitoring organisation or operational support staff.

# SFJCCFE3

## Drive vehicles to carry out custodial duties

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### Performance criteria

#### Check the vehicle and prepare for the journey

*You must be able to:*

- P1 demonstrate that you are in possession of a valid license to drive the vehicle
- P2 have the correct authorisation to use the vehicle
- P3 make sure all relevant aspects of the vehicle meet legal and organisational requirements
- P4 correctly undertake any minor maintenance, according to your role and responsibilities
- P5 report any maintenance needs that you cannot deal with according to your role and responsibilities
- P6 load the vehicle and stow tools and equipment safely and correctly
- P7 identify the destination and plan, as appropriate, the most efficient route, taking account of the time of day and other circumstances
- P8 have sufficient fuel for the planned journey
- P9 complete all required records clearly and accurately

#### Operate and control the vehicle safely and efficiently

*You must be able to:*

- P10 follow the designated route, identifying and correcting any navigation errors
- P11 carry out all manoeuvres in a safe and controlled manner
- P12 follow all legal requirements
- P13 drive the vehicle in a way that is fuel efficient and minimises wear and damage
- P14 identify and respond correctly to actual or potential road hazards
- P15 take prompt and appropriate action in the event of incidents relating to the vehicle, driving conditions and other emergencies
- P16 show consideration for other road users
- P17 park the vehicle safely and legally, and make sure it is secure when you leave it

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### Knowledge and understanding

*You need to know and understand:*

- K1 the vehicle safety requirements that are the responsibility of the driver under the law, and according to your organisation's procedures
- K2 the minor maintenance procedures that are part of your role and responsibilities, and how to carry these out
- K3 maintenance procedures that you are not allowed to deal with, and how to report these correctly
- K4 how to estimate distances and fuel requirements
- K5 how to lift and handle materials safely
- K6 how to secure loads and stow tools and equipment safely
- K7 how to plan your route, read maps and navigate
- K8 how to select alternative routes to take account of traffic and weather conditions
- K9 the vehicle and other records that need to be kept up-to-date, and how to do so
- K10 the Highway Code as it applies to the vehicles you drive
- K11 who to seek additional directions from when necessary
- K12 the principles of defensive driving
- K13 how to drive the vehicle in a way that is fuel efficient and minimises damage and wear, and why this is necessary
- K14 the main warning signs that the vehicle is not operating correctly, and what to do when you identify these
- K15 what your responsibilities are in the event of an accident and other types of emergencies
- K16 the importance of reporting significant delays
- K17 your responsibilities for parking, valeting and securing the vehicle when you have finished using it

## SFJCCFE3

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<b>Developed by</b>	Skills for Justice
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<b>Originating organisation</b>	Skills for Justice
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<b>Original URN</b>	FE3
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<b>Relevant occupations</b>	Health, Public Services and Care; Public Services; Process, Plant and Machine Operatives; Transport Drivers and Operatives
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<b>Suite</b>	Custodial Care
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<b>Key words</b>	Drive
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