

What are Occupational Standards(OS)?

- OS describe what individuals need to do, know and understand in order to carry out a particular job role or function
- OS are performance standards that individuals must achieve when carrying out functions in the workplace, together with specifications of the underpinning knowledge and understanding



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Introduction

Qualifications Pack- Auto Rickshaw Driver

SECTOR: AUTOMOTIVE

SUB-SECTOR: ROAD TRANSPORTATION

OCCUPATION: DRIVING

JOB ROLE: AUTORIKSHAW DRIVER

REFERENCE ID: ASC/Q9713

ALIGNED TO: NCO-2004/ 8321.10

Brief Job Description: An Auto Rickshaw Driver is also called simply as Auto driver. Individuals at this job need to help passengers in commuting from one destination to another in a 3 wheeler (of all types viz. electrical, various capacity of engines and seating capacity included) within the city.

Personal Attributes: This job requires the individual to drive for long and awkward hours and unpredictable schedules. Individual must be polite and dependable with the ability to remain calm and composed under stressful conditions of traffic and demanding customers.

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Job Details	Qualifications Pack Code	ASC/Q9713		
	Job Role	Auto Rickshaw Driver		
	Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
	Sector	Automotive	Drafted on	30/09/14
	Sub-sector	Road Transportation	Last reviewed on	15/10/14
	Occupation	Driving	Next review date	Under revision expected date of revised version 31-Dec-15
	NSQC Clearance on	28/09/15		

Job Role	Auto Rickshaw Driver
Role Description	Picking passengers from source and dropping at destination on hiring basis
NSQF level	4
Minimum Educational Qualifications*	Class VIII th
Maximum Educational Qualifications*	Not Applicable
Training (Suggested but not mandatory)	<ul style="list-style-type: none"> ASDC Driver Level 3 module and preferably also ASDC Automotive Service Technician 2 & 3 wheeler Level 3 Compulsory: laws and regulations related to road use and safety Voluntary: stress management
Minimum Job Entry Age	Age LMV=18 Years HCV =minimum 20 years With valid licence from RTO
Experience	0 years if ASDC Driver Level 3 Certificate or 6 months in driving a LMV
Applicable National Occupational Standards (NOS)	<p>Compulsory:</p> <p>ASC/N 9703 Assess and ensure road worthiness of the vehicle</p> <p>ASC/N 9716 Drop the customer safely using the quickest route for Auto rickshaw</p> <p>ASC/N0012. Practice HSE and security related guidelines</p>
Performance Criteria	As described in the relevant OS units

Definitions

Keywords /Terms	Description
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.
Function	Function is an activity necessary for achieving the key purpose of the sector, occupation, or an area of work, which can be carried out by a person or a group of persons. Functions are identified through functional analysis and form the basis of OS.
Sub-function	Sub-functions are sub-activities essential to fulfill the achieving the objectives of the function.
Job role	Job role defines a unique set of functions that together form a unique employment opportunity in an organization.
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 they need to meet that standard consistently. Occupational Standards are applicable both in the Indian and global contexts.
Performance Criteria	Performance criteria are statements that together specify the standard of performance required when carrying out a task.
National Occupational Standards (OS)	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.
Knowledge and Understanding	Knowledge and understanding are statements which together specify the technical, generic, professional and organizational specific knowledge that an individual needs in order to perform to the required standard.
Organizational Context	Organizational context includes the way the organization is structured and how it operates, including the extent of operative knowledge managers have of their relevant areas of responsibility.

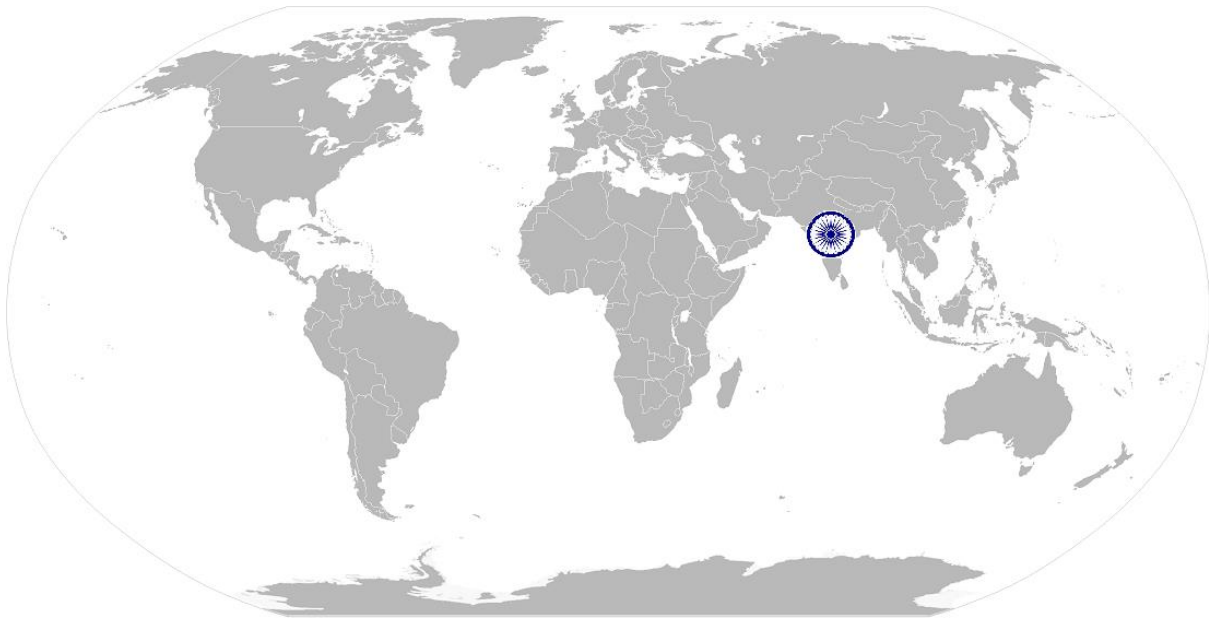
Technical Knowledge	Technical knowledge is the specific knowledge needed to accomplish specific designated responsibilities.
Core Skills/ Generic Skills	Core skills or generic skills are a group of skills that are the key to learning and working in today's world. These skills are typically needed in 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.
Keywords /Terms	Description
NOS	National Occupational Standard(s)
NSQF	National Standards Qualifications Framework
QP	Qualifications Pack
MCT	Mobile Communications Terminal is a device that helps cab drivers accept pickups and intimate the control room once the pickup is done
GPS	Global Positioning system

Acronyms

ASC/N9703

Assess and ensure road worthiness of the vehicle

National Occupational Standards



Overview

This unit is about assessing and ensuring that vehicle is fit for being on the road. The assessment would include technical evaluation as well as legal and compliance related guidelines.

ASC/N9703

Assess and ensure road worthiness of the vehicle

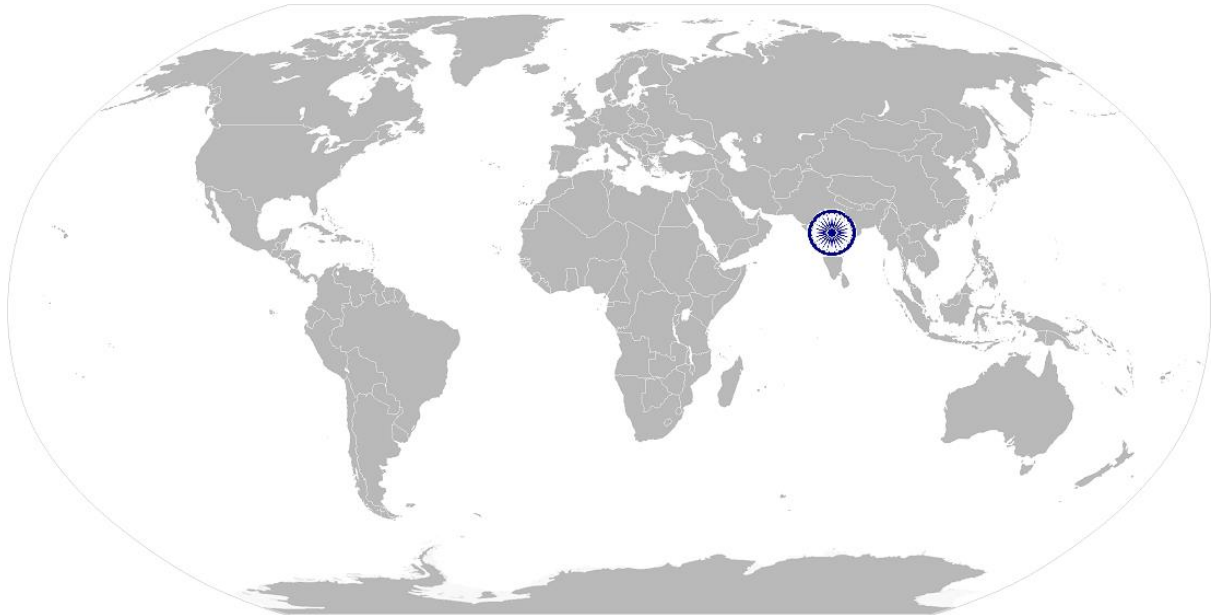
National Occupational Standard

Unit Code	ASC/N9703
Unit Title (Task)	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 commercial vehicle as per the:- <ul style="list-style-type: none"> Organizational requirements CMVR guidelines Additional HSE requirements Technical requirements
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Vehicle road worthiness	To be competent , the user/individual must be able to: PC1. check that the vehicle meets basic legal and compliance related requirements as per : <ul style="list-style-type: none"> the organization guidelines eg 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 all deviations observed while carrying out PC1 and PC2 PC4. record any other deviations observed during the trip
Basic technical check before the trip	To be competent , the user/individual must be able to: PC5. supervise and ensure all basic technical checks have been carried out as per standard organization or vehicle manual check list /procedure PC6. Verify availability of fuel / charge for the vehicle.
Escalation of technical problem	To be competent , the user/individual must be able to: PC7. report actual or possible defects to the senior driver or service supervisor in enough detail so they can diagnose the problem PC8. In consultation with superiors conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.
Knowledge and Understanding (K)	
A. Organizational Context (Knowledge of the company / organization and its processes)	The user/individual on the job needs to know and understand: KA1. company's policies on: road worthiness requirement; basic compliance to technical requirements and standards; safety and hazards KA2. CMVR guidelines and other specific local regulations KA3. organization structure KA4. escalation procedure

ASC/N9703

Assess and ensure road worthiness of the vehicle

Skills (S) [Optional]	
A. Core Skills/ Generic Skills	Basic reading and writing skills
	The user/ individual on the job needs to know and understand how to: SA1.Read and understand technical standards of vehicle operation in terms of fuel system and other control systems in vehicle. SA2.document technical issues pertaining to vehicle
	Communication skills
	The user/individual on the job needs to know and understand how to: SA3.follow supervisors instructions SA4.communicate with assistant and other personnel
A. Professional Skills	Decision making
	The user/individual on the job needs to make decisions on : SA5.when not to use the vehicle due to technical and/or compliance related issues
	Reflective thinking
	The user/individual on the job needs to know and understand: SA6.how to learn from past mistakes and identify potential problems

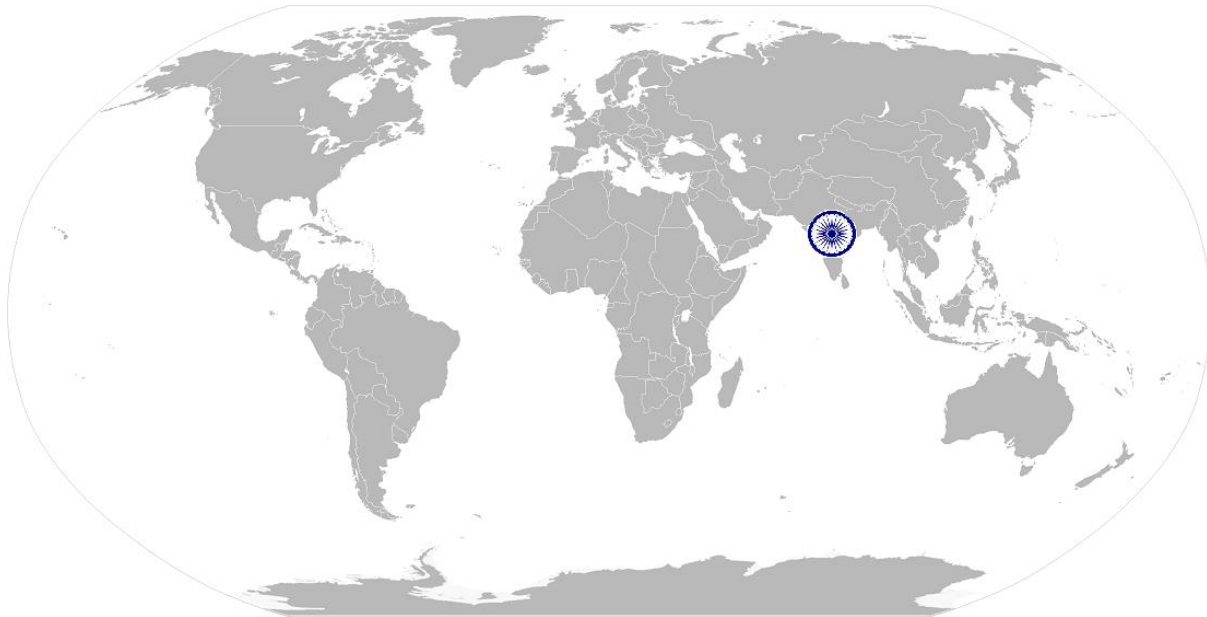


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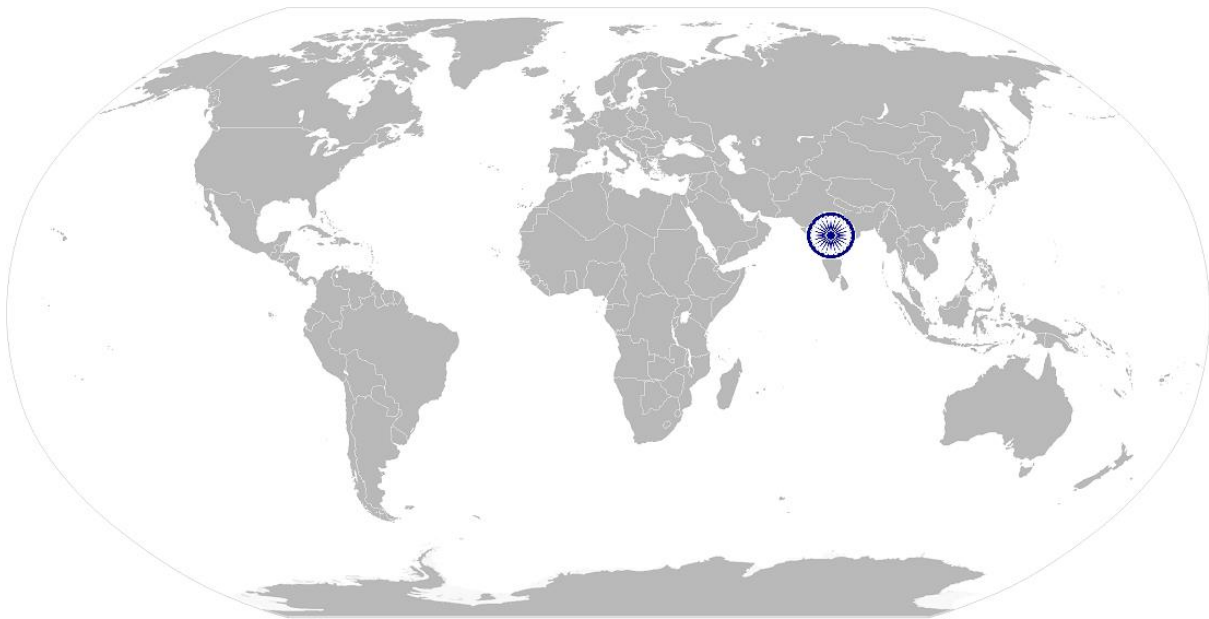
Assess and ensure road worthiness of the vehicle

NOS Version Control

NOS Code	ASC/N9703		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	30/03/14
Industry Sub-sector	Road Transportation	Last reviewed on	15/4/14
Occupation	Driving	Next review date	Under revision expected date of revised version 31-Dec-15



National Occupational Standards



Overview

This unit is about taking the quickest route within the city for dropping the passenger at the desired destination and collects the applicable fare.

ASC/N9716

Drop the customer safely using the quickest route for Aoturickshaw

National Occupational Standard

Unit Code	ASC/N9716
Unit Title (Task)	Drop the customer safely using the quickest route for Aoturickshaw
Description	This OS unit is about the individual driving safely and dropping the passengers by taking the quickest route and collecting the requisite fare
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> • driving safely to ensure passengers and public safety • picking and dropping the passenger safely using the quickest route and collecting fare at the end of the trip • traffic regulations to be followed • conduct with passengers and public
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Conformance to standard driving practices	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. confirm all checks have been carried out for road worthiness of the vehicle.</p> <p>PC2. confirm all papers and documents including driving license, vehicle documents and documents related to goods etc are available.</p> <p>PC3. ensure extra care while carrying school children, that they are seated properly without limbs exposed outside.</p> <p>PC4. start the vehicle and before moving re confirm all gauges are functioning including MCT and in built navigation system if available.</p> <p>PC5. For electrical vehicles verify before throttling for Parking brake release and ensure that Lever is in Forward position.</p> <p>PC6. Apply throttle (increase/decrease in speed) gradually for better control, maximising the range and for longevity of electric motor and circuits.</p> <p>PC7. Ensure to drive within the safe speed limit of 25 kmph or as legislated. This will ensure safe stopping distance .</p> <p>PC8. after starting but within few meters of moving to check the brakes.</p> <p>PC9. change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration</p> <p>PC10. use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely</p> <p>PC11. 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/ a passerby.</p> <p>PC12. use the wiper controls so that you can see clearly</p> <p>PC13. monitor and respond correctly to gauges, warning lights and other aids when driving</p> <p>PC14. in case of any malfunctioning or breakdown, to immediately attend to the problem by :</p>

ASC/N9716

Drop the customer safely using the quickest route for Aoturickshaw

	<ul style="list-style-type: none"> • 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
<p>Picking and dropping passenger and fare collection</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC15. understand the routine trips with</p> <ul style="list-style-type: none"> • Timing of pick up and drop • Location like school, clinic • Frequency like daily, weekly or any fixed days <p>PC16. after reaching the pickup point, confirm the name with the customer and</p> <p>PC17. greet the customer appropriately</p> <p>PC18. load the passenger's luggage (if any) in the vehicle</p> <p>PC19. offer help for boarding to elderly or differently abled customers</p> <p>PC20. Point out to customer any news papers, magazines, entertainment media available on vehicle.</p> <p>PC21. In case of adverse weather conditions like rains, ensure side entry areas are covered with water-proof/resistant sheets to avoid inconvenience to passengers.</p> <p>PC22. check with the passenger about his destination and start the fare meter and show the starting reading to the customer</p> <p>PC23. select the destination route of the passenger considering the traffic condition and distance</p> <p>PC24. start and check passenger and ensure they are seated properly and move</p> <p>PC25. drive through the selected route without violating any traffic norms</p> <p>PC26. If unsure about the route stop and ask for directions from locals</p> <p>PC27. avoid unnecessary honking and avoid using high beam lights in city</p> <p>PC28. en- route, pay toll charges if any, and collect from customer along with fare</p> <p>PC29. do not use mobile phone while driving</p> <p>PC30. do not indulge in unnecessary talk with customer and specially avoid topics involving politics or communal issues.</p> <p>PC31. to an out station customer do point out any landmark on the route</p> <p>PC32. stop the vehicle and the fare meter and help customers in de-boarding Safely taking special care in case of elderly and differently abled.</p> <p>PC33. collect the fare based on the reading that is displayed on the meter or based on fare prior settled with customer. Fare may be collected in cash. Be sure to return balance</p> <p>PC34. change to customer strictly as per fare calculations.</p> <p>PC35. do not demand any tips but accept thankfully if the customer offers</p> <p>PC36. unload the luggage from the vehicle if any and hand it over to the passenger. Verify no valuables or belongings of the customer have been left in the vehicle.</p>

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Drop the customer safely using the quickest route for Aoturickshaw

<p>Conformance to traffic regulation</p>	<p>PC37. wish the customer appropriately before parting</p> <p>To be competent, the user/individual on the job must be able to:</p> <p>PC38. conformance to state specific traffic regulations such as</p> <ul style="list-style-type: none"> ▪ change lanes safely at appropriate speed and observing traffic conditions ▪ ensure lane discipline ▪ avoid road-hogging- especially not to drive in the first lane meant for speedier vehicles ▪ avoid over-speeding while turning/cornering ▪ avoid over-loading, side hanging of passengers, protruding bags to prevent mishaps ▪ overtake other road users legally, safely and by using correct signaling ▪ 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. ▪ make your intentions clear to other road users. Use indicators signals as per the traffic requirements while turning right/left. ▪ 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/ alighting ▪ park the vehicle in the space designated for the same taking care so as not to cause obstruction , damage to other vehicles. Apply parking brakes . In case of emergency condition apply /place suitable warning indicators. ▪ remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other public.
<p>General conduct on the road</p>	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC39. 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>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. policies on safe driving practices; system and processes to ensure safe driving</p> <p>KA2. reporting structure</p> <p>KA3. problem escalation procedure</p>

ASC/N9716

Drop the customer safely using the quickest route for Aoturickshaw

<p>B. Technical Knowledge</p>	<p>The individual on the job needs to know and understand:</p> <p>KB1. safe driving techniques such as</p> <ul style="list-style-type: none"> • 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 <p>KB2. alternate routes in case of natural calamity, road construction work etc.</p> <p>KB3. troubleshooting techniques in the event of technical problems like wheel changing by using jack</p> <p>KB4. traffic regulations</p> <p>KB5. requirements /aspects of electrical vehicles</p> <ul style="list-style-type: none"> • when the brakes are applied, throttle will not function. • Range depends upon the traffic, load factor, as indicated by the Battery amps meter in the dashboard. • Need to plan the trip according to the Battery meter reading on Dashboard: otherwise battery needs to be charged before the trip. • Battery needs to be charged on a daily basis on everyday vehicle usage. • When vehicle is not in use, battery needs to be charged fully once in 15 days. <p>KB6. elements of good driving habits for obtaining fuel efficiency :</p> <ul style="list-style-type: none"> • 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 <p>KB7. fare rates applicable within the city</p> <p>KB8. fare calculation based on the metrics followed i.e. either km or day basis</p>
Skills (S) [Optional]	
<p>A. Core Skills/ Generic Skills</p>	<p>Basic reading and writing skills</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA1. to communicate effectively in local language and also preferably basic spoken Hindi and basic written English</p>
	<p>Communication skills</p>

ASC/N9716

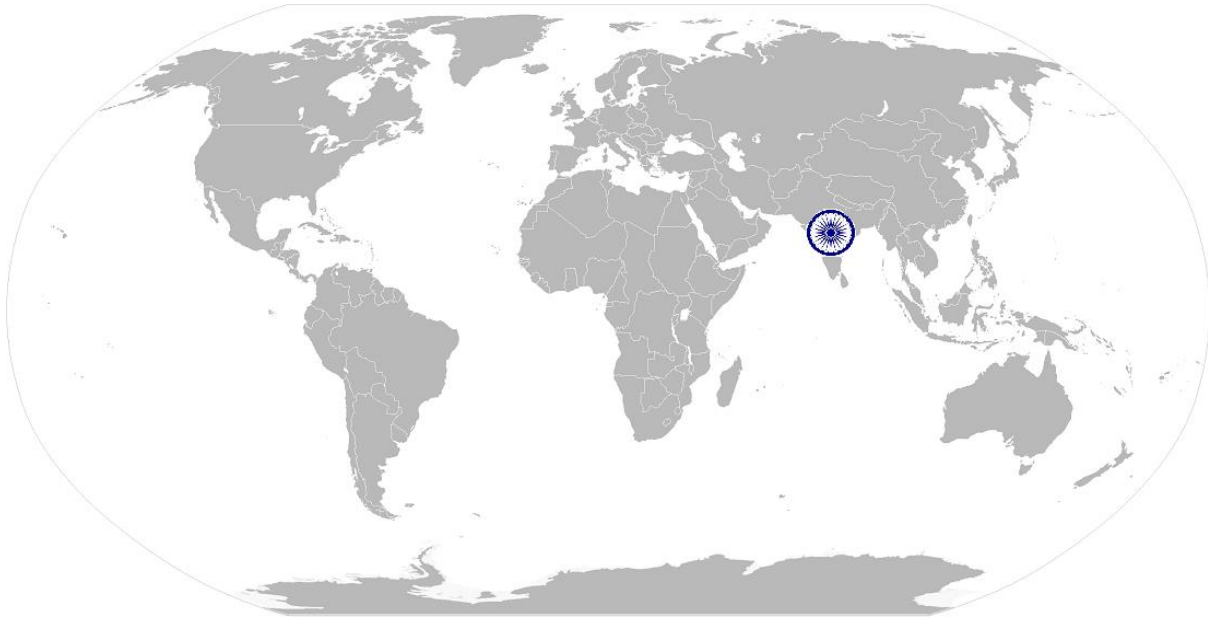
Drop the customer safely using the quickest route for Aoturickshaw

	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA2. communicate information in a format that the passenger is able to interpret</p> <p>SA3. behave courteously with passenger.</p> <p>SA4. effectively communicate to control room any damage or repairs required with respect to smooth functioning of vehicle</p>
	<p>Team work and multi tasking</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA5. seamlessly coordinate with control room to ensure timely pickup and drop of passenger</p> <p>SA6. assist other drivers who require help and take help where needed</p> <p>SA7. coordinate with traffic inspectors, toll operators etc.</p>
	<p>Learning attitude</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SA8. keep oneself updated with the new vehicle technologies and functionalities</p> <p>SA9. gain knowledge/ experience from driving on of different routes and profile of passengers</p>
B. Professional Skills	<p>Planning</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB1. plan and drive based on traffic and road condition using radio links/navigation aids where available</p> <p>SB2. 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</p>
	<p>Decision making</p>
	<p>The user/ individual on the job needs to make decisions pertaining to:</p> <p>SB3. fitness of vehicle for safe driving</p> <p>SB4. breakdown condition</p> <p>SB5. accident and emergency situations and medical emergencies</p>
	<p>Problem Solving</p>
	<p>The user/individual on the job needs to know and understand how to:</p> <p>SB6. assess the problem, evaluate the possible solution(s) and use an optimum /best possible solution(s)</p> <p>SB7. identify immediate or temporary solutions to resolve delays and crisis situations</p>
	<p>Passenger management</p>
<p>The user/individual on the job needs to know and understand how to:</p> <p>SB8. manage children, aged and differently abled individuals</p> <p>SB9. effective tackling of passengers and public who may be stressed, frustrated, confused, angry or drunken</p> <p>SB10. build passenger friendly work environment and use customer centric approach to resolve crisis</p>	

ASC/N9716

Drop the customer safely using the quickest route for Aoturickshaw

	Conflict Management Skills
	The user/individual on the job needs to know and understand how to: SB11. resolve conflict while dealing with passenger and public
	Reflective thinking
	The user/individual on the job needs to know and understand: SB12. how to learn from past mistakes to resolve technical and non-technical problems

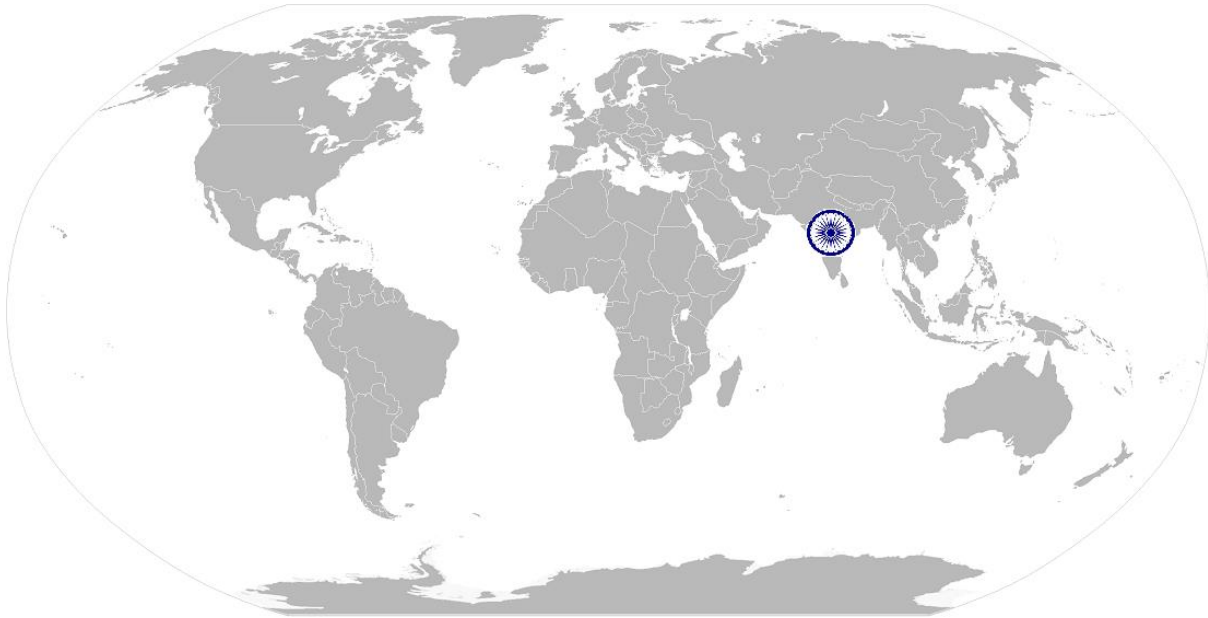


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Drop the customer safely using the quickest route for Aoturickshaw

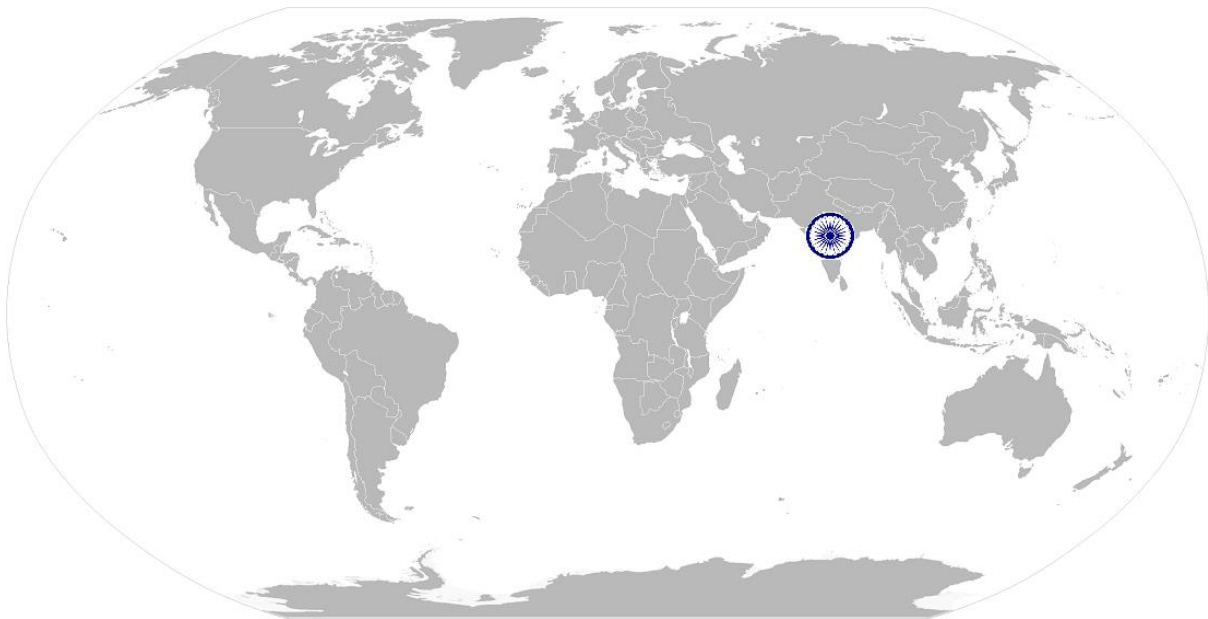
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NOS Code	ASC/N9716		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	30/03/14
Industry Sub-sector	Road Transportation	Last reviewed on	15/04/14
Occupation	Driving	Next review date	Under revision expected date of revised version 31-Dec-15



ASC/N0012: Practice HSE and security related guidelines

National Occupational Standards




Overview

This unit is about commitment towards reporting potential hazards, taking preventive measures to contain accidents in order to make the work environment safe for self, colleagues, clients and public and maintain a clean working environment.

ASC/N0012

Practice HSE and security related guidelines

National Occupational Standard

Unit Code	ASC/N0012
Unit Title (Task)	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.
Scope	<p>This unit/ task covers the following:</p> <ul style="list-style-type: none"> ▪ identification of potential sources of safety issues in driving ▪ follow standard safety standards ▪ keep the work environment clean and organized ▪ communicate to reporting supervisor about safety issues ▪ handling of emergency situations such as accident, fire, passenger, client related issues 
Performance Criteria(PC) w.r.t. the Scope	
Element	Performance Criteria
Communicating potential accident points	<p>To be competent, the user/individual on the job must be able to:</p> <p>PC1. spot and report potential safety issues while driving</p> <p>PC2. follow rules and regulations laid down by transport authorities</p> <p>PC3. follow company policy and rules to avoid safety, health and environmental problems</p>
Cleanliness and hygiene	<p>PC4. ensure cleanliness of vehicle</p> <p>PC5. escalate issues related to cleanliness and hygiene issues to concern department</p> <p>PC6. escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external</p>
Limit damage to people/client and public	<p>PC7. take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others</p> <p>PC8. follow instructions or guidelines for limiting danger or damage</p> <p>PC9. escalate the issue immediately e.g. to police control room if you cannot deal effectively with the danger</p> <p>PC10. give clear information or instructions to others to allow them to take appropriate action</p> <p>PC11. record and report details of the danger in line with operator</p>

ASC/N0012

Practice HSE and security related guidelines

	<p>guidelines/manual</p> <p>PC12. report any difficulties you have keeping to your organization's health and safety instructions or guidelines, giving full and accurate details</p> <p>PC13. Check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/ adjusted.</p> <p>PC14. Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.</p>
<p>Knowledge and Understanding (K)</p>	
<p>A. Organizational Context (Knowledge of the company / organization and its processes)</p>	<p>The user/individual on the job needs to know and understand:</p> <p>KA1. organization's instructions or guidelines relating to dealing with and reporting safety and emergency issues</p> <p>KA2. what action you can take, and are authorized to take, to limit danger</p> <p>KA3. methods of effective and appropriate communication to let others know about the safety, cleanliness and emergency situations</p> <p>KA4. where and how to get help in dealing with safety and emergency situations</p>
<p>B. Technical Knowledge</p>	<p>KA5. how to use appropriate equipment and alarm systems to limit danger</p> <p>KA6. alternate routes in case of natural calamity, road construction work etc.</p>
<p>Skills (S) [Optional]</p>	
<p>A. Core Skills/ Generic Skills</p>	<p>Communication skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA1. to effectively communicate the safety, cleanliness and emergency issues</p> <p>Organizing skills</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SA2. keep all the safety equipments in an organized manner so that there is no difficulty to find them</p> <p>SA3. keep the work environment clean</p>
<p>B. Professional Skills</p>	<p>Decision making</p> <p>The user/ individual on the job needs to know and understand how to:</p> <p>SB1. report potential sources of danger</p> <p>SB2. follow prescribed procedure to address safety and emergency issues</p> <p>Reflective thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB3. learn from past mistakes regarding use of safety and emergency issues</p> <p>Critical thinking</p> <p>The user/individual on the job needs to know and understand how to:</p> <p>SB4. spot safety and cleanliness issues</p>

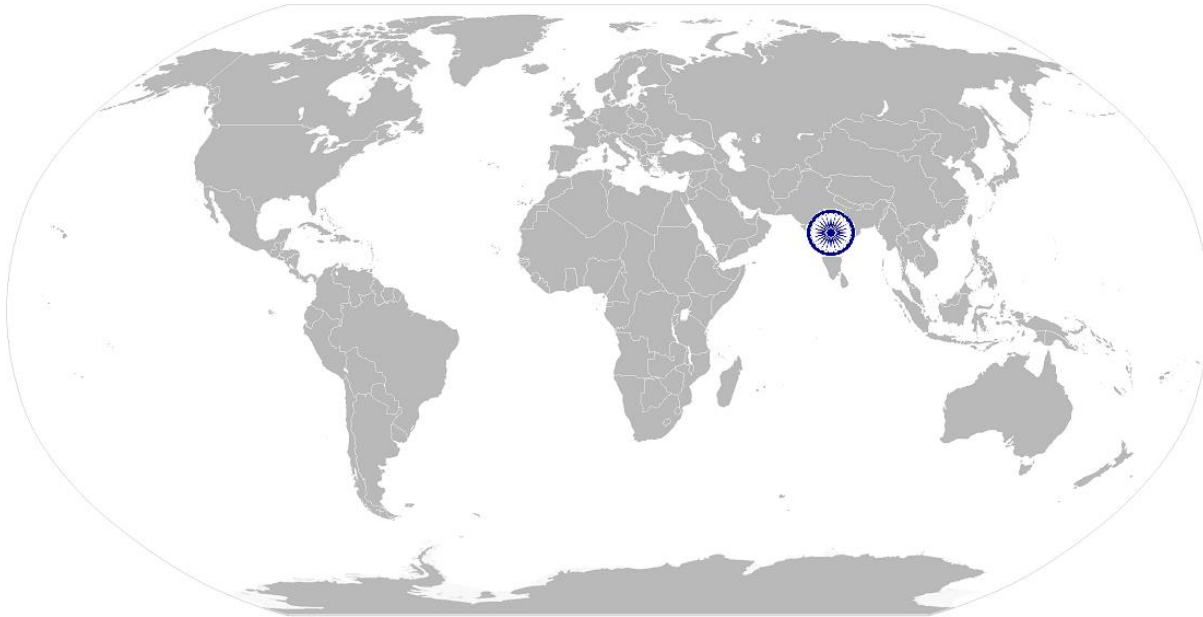


ASC/N0012

Practice HSE and security related guidelines

NOS Version Control

NOS Code	ASC/N0012		
Credits(NSQF) [OPTIONAL]	TBD	Version number	1.0
Industry	Automotive	Drafted on	30/03/14
Industry Sub-sector	Road Transportation	Last reviewed on	15/04/14
Occupation	Driving	Next review date	Under revision expected date of revised version 31-Dec-15





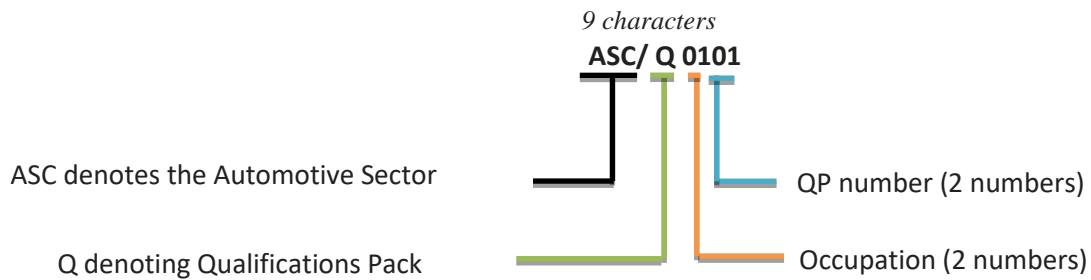
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Practice HSE and security related guidelines

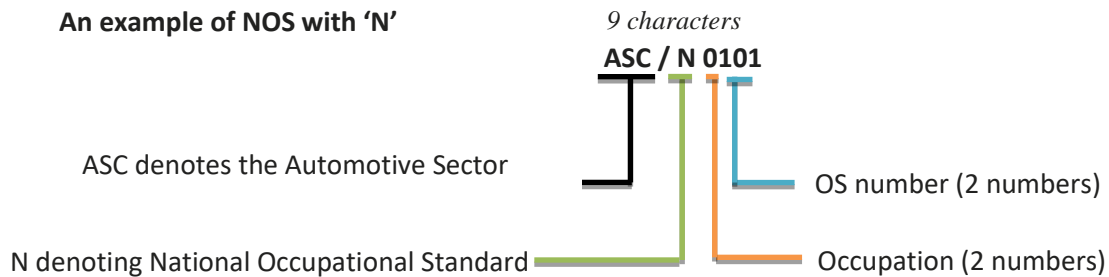
Annexure

Nomenclature for QP and NOS

Qualifications Pack



Occupational Standard



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ASC/N0012

Practice HSE and security related guidelines

The following acronyms/ codes have been used in the nomenclature above:

Sub-sector	Range of Occupation numbers
Manufacturing	31 - 45 & 61 - 68
Research & Development	81 - 84
Sales & Service	01 - 21
Road Transportation	96 - 97

Sequence	Description	Example
Three letters	Automotive	ASC
Slash	/	/
Next letter	Whether QP or NOS	N
Next two numbers	Occupation code	10
Next two numbers	OS number	12

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Criteria for assessment of Trainees

JOB ROLE	Auto Rickshaw Driver L4
Qualification Pack	ASC/Q 9713
No. Of NOS	2 Role specific ,1 generic

Guidelines for Assessment

1. Assessment to be conducted by ASDC as per competency output defined in the NOS/QP and the assessment criteria provided in the NOS/QP.
2. Assessment to be carried out by a third party Assessment Body duly affiliated to the SSC.
3. ASDC assessments will be comprehensive and cover all aspects of acquired knowledge, practical skills and also basic ability to communicate. Accordingly, evaluation process would include:
 - i. Theory/Knowledge test
 - ii. Practical demonstration test
 - iii. Face to Face
4. Theory/Knowledge assessment will be carried out on line through a link provided for each assessment that generates a random paper from a bank of questions available at the back end.
 - On line test would be conducted in the presence of an ASDC assessor till web enabled proctoring is deployed.
5. ASDC assessor would be conducting Practical and Viva as per the criteria provided in the NOS/QP.
6. Cut off criteria for certification (Marks obtained in %):70%

Compulsory NOS				Marks Allocation	
Total Marks: 300				Theory	Skills Practical
Assessment outcomes	Assessment Criteria for outcomes	Total Marks	Out of	Theory	Skills Practical
ASC/N9703 Ensure road worthiness of the vehicle	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	100	17	5	12
	PC2.check vehicle service record indicative of any history of technical defects or immediate need for servicing like oil/filter change		17	5	12
	PC3.record any other deviations observed during the trip		17	5	12
	PC4.supervise and ensure all basic technical checks have been carried out as per standard organization check list /procedure		16	5	11

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	PC5.report actual or possible defects to the senior driver or owner or service supervisor in enough detail so they can diagnose the problem		16	5	11
	PC6.In consultation with owner conclude about the road worthiness of vehicle and if found unfit to decide to use another vehicle.		17	5	12
		Total	100	30	70
ASC/N9716 Drop the customer safely using the quickest route and collect the applicable fare	PC1.confirm all checks have been carried out for road worthiness of the vehicle.	100	3	1	2
	PC2.confirm all papers and documents including driving license, vehicle documents and documents related to goods etc are available.		3	1	2
	PC3.ensure extra care while carrying school children, that they are seated properly without limbs exposed outside.		3	1	2
	PC4.start the vehicle and before moving re confirm all gauges are functioning including MCT and in built navigation system if available.		3	1	2
	PC5.for electrical vehicles verify before throttling for Parking brake release and ensure that Lever is in Forward position.		3	1	2
	PC6.apply accelerator (increase/decrease in speed) gradually for better control, maximizing the range and for longevity of electric motor and circuits.		3	1	2
	PC7.ensure to drive within the safe speed limit of 25 kmph or as legislated. This will ensure safe stopping distance .		3	1	2
	PC8.after starting but within few meters of moving to check the brakes.		3	1	2
	PC9.change gear smoothly and in good time; coordinate the change of gears with steering control and acceleration		3	1	2
	PC10.use the accelerator, steering control and brakes correctly to regulate speed and bring the vehicle to a stop safely		3	1	2
	PC11.coordinate the operation of all controls to maneuver the vehicle safely and responsibly in all weather and road conditions in forward gear. In reverse gear to take help of assistant/ a passerby.		3	1	2
	PC12.use the wiper controls so that you can see clearly		3	1	2
	PC13.monitor and respond correctly to gauges, warning lights and other aids when driving		3	1	2

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PC14.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	3	1	2
PC15.understand the routine trips with, Timing of pick up and drop, Location like school, clinic, Frequency like daily, weekly or any fixed days	3	1	2
PC16.after reaching the pickup point, confirm the name with the customer and	3	1	2
PC17.greet the customer appropriately	3	1	2
PC18.load the passenger's luggage (if any) in the vehicle	1.5	0.5	1
PC19.offer help for boarding to elderly or differently abled customers	3	1	2
PC20.point out to customer any newspapers, magazines, entertainment media available on vehicle.	1.5	0.5	1
PC21.in case of adverse weather conditions like rains, ensure side entry areas are covered with water proof/resistant sheets to avoid inconvenience to passengers	2.5	0.5	2
PC22.check with the passenger about his destination and start the fare meter and show the starting reading to the customer	2.5	0.5	2
PC23.select the destination route of the passenger considering the traffic condition and distance	4	1	3
PC24.start and check passenger and ensure they are seated properly and move	2.5	0.5	2
PC25.drive through the selected route without violating any traffic norms	2.5	0.5	2
PC26.if unsure about the route stop and ask for directions from locals	2.5	0.5	2
PC27.avoid unnecessary honking and avoid using high beam lights in city	2.5	0.5	2
PC28.en-route, pay toll charges if any, and collect from customer along with fare	2.5	0.5	2

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PC29.do not use mobile phone while driving	2.5	0.5	2
PC30.do not indulge in unnecessary talk with customer and specially avoid topics involving politics or communal issues.	1.5	0.5	1
PC31.to an out station customer do point out any landmark on the route	1.5	0.5	1
PC32.stop the vehicle and the fare meter and help customers in de-boarding Safely taking special care in case of elderly and differently abled.	1.5	0.5	1
PC33.collect the fare based on the reading that is displayed on the meter or based on fare prior settled with customer. Fare may be collected in cash. Be sure to return balance	1.5	0.5	1
PC34.change to customer strictly as per fare calculations.	3	1	2
PC35.do not demand any tips but accept thankfully if the customer offers	1.5	0.5	1
PC36.unload the luggage from the vehicle if any and hand it over to the passenger. Verify no valuables or belongings of the customer have been left in the vehicle.	1.5	0.5	1
PC37.wish the customer appropriately before parting	1.5	0.5	1

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	<p>PC38.conformance to state specific traffic regulations such as: change lanes safely at appropriate speed and observing traffic conditions, ensure lane discipline, avoid road-hogging- especially not to drive in the first lane meant for speedier vehicles, avoid over-speeding while turning/cornering, avoid over-loading, side hanging of passengers, protruding bags to prevent mishaps, overtake other road users legally, safely and by using correct signaling, 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, make your intentions clear to other road users. Use indicators signals as per the traffic requirements while turning right/left, 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/ alighting, park the vehicle in the space designated for the same taking care so as not to cause obstruction , damage to other vehicles, Apply parking brakes . In case of emergency condition apply /place suitable warning indicators, remain calm and composed during difficult situations like traffic jam, accidents and strictly avoid any feud with fellow commuters and other</p>				
	<p>PC39.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>				
			3	1	2
			2.5	0.5	2
			100	30	70
ASC/N 0012 Practice HSE and security related guidelines	PC1.spot and report potential safety issues while driving	100	8	3	5
	PC2.follow rules and regulations laid down by transport authorities		7	2	5
	PC3.follow company policy and rules to avoid safety, health and environmental problems		7	2	5
	PC4.ensure cleanliness of vehicle		8	3	5

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PC5.escalate issues related to cleanliness and hygiene issues to concern department	7	2	5
PC6.escalate issues related to hazardous material (if not reported in case of goods transport) to concerned authority – internal and external	7	2	5
PC7.take immediate and effective action to limit the danger or damage, without increasing the danger or threat to yourself or others	7	2	5
PC8.follow instructions or guidelines for limiting danger or damage	7	2	5
PC9.escalate the issue immediately if you cannot deal effectively with the danger	7	2	5
PC10.give clear information or instructions to others to allow them to take appropriate action	7	2	5
PC11.record and report details of the danger in line with operator guidelines	7	2	5
PC12.report any difficulties you have keeping to your organization's health and safety instructions or guidelines, giving full and accurate details	7	2	5
PC13.Check the exhaust as per the recommended guideline and ensure the vehicle is meeting the emission norms. In case not get the vehicle re-tuned/adjusted.	7	2	5
PC14.Get the waste from routine cleaning, changed spare parts etc. disposed off as per environmental norms.	7	2	5
Total	300	100	70