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Handbook 277E

Curriculum Certificate of Professional Competence (CPC)

GUIDELINES

Handbook 277E

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Curriculum Certificate of Professional Competence (CPC)

April 2008



April 2008

**Curriculum
Professional Driver Training for Carriage of
Passengers and Goods (CPC)**

On learning

*I hear and I forget
I see and I remember
I do and I understand*

Confucius

Manuals from the Norwegian Public Roads Administration

This manual is one of a series of consecutively numbered manuals published by the Norwegian Public Roads Administration.

The manuals are available to interested persons outside the Norwegian Public Roads Administration.

The Directorate of Public Roads bears the overall responsibility for preparing and updating the manuals.

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- Level 1 - Red cover – comprising regulations, standards and guidelines approved by superior authority or by the Directorate of Public Roads by authorisation
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Curriculum

Certificate of Professional Competence (CPC)

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Updated versions, regulations and curricula for driving licence categories are available at www.vegvesen.no

Introduction	7
Part I	9
1. The term “competence”	9
2. Content and structure of initial qualification.....	11
2.1 Module-based structure	11
2.2 Calculation of training hours.....	12
2.3 The relationship to the driver training.....	12
2.4 Teaching plan	13
3. Content and structure of the periodic training.....	13
4. The teaching	13
Part II.....	15
Principal objective for the initial qualification of professional drivers.....	15
Module 1 Road transport and society.....	15
1.1 The role in society of road transport and the professional driver.....	16
1.2 Laws, regulations and other rules and consequences of their violation.....	16
1.3 Working time provisions and driving time and rest periods for professional drivers	17
1.4 Communication and service	17
1.4.1 Relevant service concepts	17
1.4.2 The importance of direct and web-based communication	17
1.4.3 Interpersonal communication.....	18
1.4.4 The significance of the driver’s own role and competence.....	18
1.4.5 Customer satisfaction and complaints.....	18
Module 2 The professional driver’s health, safety and working environment.....	21
2.1 The risk of accidents in the road transport sector.....	22
2.2 Social partner organisations and insurance schemes.....	22
2.3 Pension schemes.....	22
2.4 Personal matters	22
2.5 Ergonomics and health.....	23
2.6 The importance of lifestyle for health.....	23
2.7 Tobacco and intoxicating substances	24
2.8 Accident preparedness.....	24
2.8.1 Reporting the accident and securing the site.....	24
2.8.2 Life-saving first aid	24
2.8.3 Procedures when the vehicle carries dangerous goods	25
2.8.4 Procedures when there is fire and smoke emission.....	25
2.8.5 Psychological reactions	25
2.9 Criminality and smuggling.....	26

Module 3 Vehicle technology and optimal use of heavy vehicles	29
3.1 Engine and transmission, construction and operation	29
3.1.1 Engine.....	29
3.1.2 Transmission	30
3.2 Brakes.....	30
3.2.1 Service brakes	30
3.2.2 Auxiliary brakes	30
3.3 Road grip, tyres and snow chains.....	30
3.4 Safety equipment.....	31
3.5 Checks and inspections	31
3.6 Optimal driving	31
Module G4 The economic environment of goods transport	34
G 4.1 The organisation of goods transport	34
G 4.1.1 The place of goods transport in society.....	34
G 4.1.2 Transport geography.....	35
G 4.1.3 The goods transport market.....	35
G 4.1.4 The goods transport industry	35
G 4.1.5 Co-operation within the goods transport industry	35
G 4.2 Laws and regulations and use of documents in goods transport	36
G 4.2.1 The Professional Transport Act (permit provisions).....	36
G 4.2.2 Road freight contracts	36
G 4.2.3 Other laws and regulations governing the carriage of goods	36
G 4.2.4 Requirements relating to documents	36
G 4.2.5 Electronic documents	37
G 4.3 The carrier's economic environment.....	37
G 4.4 Planning and execution of goods transport	37
G 4.4.1 Planning goods transport.....	37
G 4.4.2 Knowledge of goods and properties of goods being transported	38
G 4.4.3 Delivery terms	38
G 4.4.4 International carriage of goods.....	38
Module G5 Goods transport in practice	40
G 5.1 Principles for loading and stowage	40
G 5.1.1 Stability – centre of gravity – forces that act on the vehicle and load	40
G 5.1.2 Calculating and placing loads.....	41
G 5.1.3 Consequences of incorrect loading.....	41
G 5.1.4 Packaging – tarpaulins/sheeting	41
G 5.2 Securing loads	42
G 5.2.1 Rules for securing loads	42

G 5.2.2	How goods move.....	42
G 5.2.3	Calculation and choice of securing equipment.....	42
G 5.2.4	Securing different types of load	42
G 5.2.5	Checking that loads are secure	43
G 5.2.6	Assessing equipment	43
G 5.3	Planning of haulage assignments with practical loading and unloading.....	43
G 5.3.1	Planning haulage assignments.....	43
G 5.3.2	Loading and unloading.....	43
G 5.4	Planning of driving in connection with haulage assignments	44
Module P4	The economic environment of passenger transport.....	46
P 4.1	Society's need for passenger transport and modes of transport.....	46
P 4.1.1	The place of passenger transport in society	46
P 4.1.2	Transport geography	47
P 4.1.3	The passenger transport market	47
P 4.1.4	The passenger transport industry	47
P 4.1.5	Co-operation within passenger transport	48
P 4.2	Laws and regulations governing carriage of passengers.....	48
P 4.2.1	The Professional Transport Act (permit provisions).....	48
P 4.2.2	Other laws and regulations governing road passenger transport	48
P 4.3	The economic conditions relating to passenger transport.....	49
P 4.3.1	Market and economy.....	49
P 4.3.2	Ticketing and settlement	49
P 4.4	Planning and execution of passenger transport.....	49
P 4.4.1	Planning of passenger transport	49
P 4.4.2	Information technology.....	50
P 4.4.3	Dangers of distraction while driving.....	50
P 4.4.4	International passenger transport	51
Module P5	Passenger transport in practice	52
P 5.1	Loading and securing in passenger transport.....	52
P 5.1.1	Loading of luggage	52
P 5.1.2	Loading and securing of passengers	53
P 5.1.3	Consequences of incorrect loading	53
P 5.2	Service and customer care.....	53
P 5.2.1	Quality in passenger transport.....	53
P 5.2.2	Service and personal behaviour	54
P 5.3	Planning and preparations for driving.....	54
P 5.3.1	Planning of driving assignments	54
P 5.3.2	Preparations for driving	54

P 5.4 Planning of driving in connection with transport assignments	55
Module 6 Safe behaviour on the road	57
6.1 Risks involved in using large vehicles	57
6.1.1 Risks as a professional driver.....	57
6.1.2 Special risks involved in driving a heavy vehicle	58
6.2 Economical and optimal driving methods.....	58
6.3 Safe behaviour in traffic and transport assignments	58
6.3.1 Driving behaviour at varying speeds.....	58
6.3.2 Driving behaviour in dense traffic	59
6.3.3 Driving in difficult conditions.....	59
6.3.4 Special elements in use of the vehicle.....	59
6.3.5 Use of bus, coach or minibus for passenger transport.....	59
6.3.5.1 Comfort	59
6.3.5.2 Use of special infrastructure for buses and coaches.....	60
6.3.6 Use of special infrastructure for lorries.....	60
6.4 Reflections on own driving behaviour	61

Introduction

Background

In 2003, the EU issued a new directive (“Professional Driver Training Directive”) which introduced requirements for compulsory professional driver training aimed at raising the competence of professional drivers of heavy motor vehicles throughout Europe. By raising the competence of professional drivers, the EU wishes to improve road safety and the safety of the driver, including during operations carried out by the driver while the vehicle is stopped. With the introduction of a specific professional requirement, it is hoped also to improve the standing of the profession of driver in order to increase recruitment to the profession.

In Norway, as in most other European countries, the requirement to become a professional driver of heavy vehicles has hitherto been simply that the driver must hold a driving licence for the vehicle in question. Through the new competence requirements, the professional drivers of the future will have a broader specialist transport background, while also receiving further vocational training relating to practical transport work.

The legal basis for the driver training

As a Member State of the EEA, Norway is obligated to implement the necessary adaptations in our own legislation. European Council Directive 2003/59/EEC (Professional Driver Training Directive) will therefore be enacted in Norwegian law pursuant to the new Section 29 of the Road Traffic Act, which sets requirements for the qualifications of professional drivers:

“A person who shall drive a motor vehicle for hire or reward must satisfy the requirements for initial qualification and periodic training in regulations issued by the Ministry. The driver must always have a valid certificate of proficiency as proof of having completed the training in his or her possession while driving.

The Ministry may issue regulations on initial qualification and periodic training, tests, fees, certificates and conditions for approval and operation of training centres and test centres, including requirements for training centre staff. The Ministry may also issue regulations on inspection of training and test centres.”

Content and scope of the driver training

The content and scope of the professional driver training is regulated in the Regulations relating to initial qualification and periodic training for professional drivers (Professional Driver Regulations) issued by the Norwegian Public Roads Administration of 16 April 2008 pursuant to Sections 24 and 29 of Act No. 4 of 18 June 1965 relating to Road Traffic (Road Traffic Act), cf. Decision of Delegation of Authority of 7 February 2008, cf. Annex III No. 36a (Directive 2003/59/EEC) to the EEA Agreement.

The Regulations apply to driver training for persons intending to acquire or renew a driving entitlement to carry passengers or goods by motor vehicle for hire or reward which requires a driving entitlement in categories C1, C1E, C, CE, D1, D1E, D or DE. The requirements under these Regulations are in addition to the requirement concerning driving entitlement under the Regulations of 19 January 2004 relating to driving licences etc., and the requirements for driver training in accordance with the Regulations of 1 October 2004 concerning driver training and driving tests etc.

The Professional Driver Regulations establish that trainee drivers shall undergo initial qualification and regular periodic training in accordance with this curriculum. The curriculum objectives, shown in italics, are included in the Professional Driver Regulations in the same way as the objectives in the curricula for driver training are included in the Regulations concerning driver training and driving tests etc.

Full initial qualification shall, in accordance with the Directive, consist in total of 280 hours of compulsory driver training, of which 20 hours shall involve driving individually. Professional driver competence can also be acquired through an accelerated initial qualification course of 140 hours, including 10 hours of driving individually. In the case of accelerated initial qualification, age limits are set for professional driver competence.

Where a driver wishes to broaden and expand his/her competence from carriage of passengers to carriage of goods, or vice versa, an additional 70 hours of training are required, of which five hours shall involve driving individually with the new types of vehicle or, in the case of accelerated initial qualification, 35 hours, including five hours of driving individually.

The requirements for initial qualification are introduced as from 10 September 2008 for those drivers who do not already hold the mentioned driving licence categories for carriage of passengers and from 10 September 2009 for carriage of goods. The periodic training shall be undertaken every five years. It applies to all professional drivers, including those who have acquired rights by holding a heavy vehicle driving licence. The introduction of the system is tied to the expiry date on the driving licence and commences in the year 2011.

Curriculum

The curriculum is divided into three parts:

Part I

Part I includes definitions and common information concerning both the initial qualification and the periodic training. It is important to read and review the rest of the curriculum in the light of Part I. For instructors planning the training, it is essential to be well acquainted with the Regulations concerning driver training and driving tests etc., the associated curricula for driver training in the relevant categories, the assumptions on which these curricula are based, and the curriculum for professional driver training.

Part II

Curriculum for initial qualification.

Part III

Curriculum for periodic training.

In the periodic training, the professional driver shall update, deepen and revise the knowledge which is essential for his/her work, with specific emphasis on road safety and optimal driving.

Part I

1. The term “competence”

Competence

The term “competence” has different meanings, depending on the context in which the word is used. Formally, competence describes the sphere of authority for a particular post or position. In everyday speech, the term is used to refer to a person’s skills, ability or qualifications.

The term “professional driver *competence*” indicates the actual *entitlement* to carry passengers or goods by motor vehicle for hire or reward. When the training is completed, this entitlement will be certified by means of a Certificate of Professional Competence (CPC).

When a person acquires a driving licence, he/she is said to have road traffic *competence*. A driver of a motor vehicle has road traffic *competence* when he/she has the knowledge, skills, attitudes and motivation required to master the vehicle and the road traffic environment safely. In the driving test, the candidate’s *road traffic competence* is decisive for whether that person passes the test. This competence is nevertheless insufficient to practice the profession of professional driver.

Professional driver training is intended to help the trainee driver achieve far broader competence than simply mastering the vehicle and the road traffic environment safely. The trainee driver must acquire *professional competence*. The professional driver competence consists of road traffic competence (acquired through the driver training) + the professional or vocational competence (acquired through the professional driver training).

Road traffic competence

The term “road traffic competence” is used in driver training. A wide range of knowledge and skills, or competence, is needed to drive a vehicle safely. One condition is that the driver must be capable of mastering the vehicle in the technical sense. However, the driver must also be able to interact with other road users, anticipate how they will act and how situations on the road may develop. In order to drive safely, the driver must realise what may be, or may develop into, dangerous situations. The driver must also appreciate how his/her own behaviour affects safety, and should wish to act in a way that makes him/her a safe driver. Road traffic competence may be considered a collective term for the competence needed to perform all these tasks.

Road traffic competence may, then, be seen as the knowledge, skills, attitudes and motivation the driver needs to tackle the road traffic environment safely. Road traffic competence is more than just observable skills. The driver must be capable of interpreting various situations on the road and assessing what constitutes proper, appropriate behaviour. The driver must also be able to mentally place himself/herself in another person’s situation; the driver must be capable of empathy. At the same time, the driver must possess the necessary self-control to act in accordance with his/her own judgement based on consideration of expedience and safety.

Well developed traffic competence is a prerequisite for successful driving. The driver must be able to control sudden impulses, aggression and other «distracting» emotions. The driver must be able to interact with and be considerate to other road users. People are not born with road

traffic competence. This competence is acquired by imitation, understanding, practice and repetition. The wish to drive in a safe manner can be created by providing the driver with knowledge concerning the consequences of a choice between a safe manner of driving and a risky manner of driving. Developing road traffic competence is a process that needs time.

Professional driver competence

Professional driver competence is defined as the entitlement to carry passengers or goods by motor vehicle for hire or reward, cf. *Section 2 Definitions* in the Regulations concerning initial qualification and periodic training for professional drivers (Professional Driver Training Regulations). This shall ensure that drivers have the necessary qualifications to exercise the profession of driver, and that they are given the opportunity to fulfil new requirements that arise from developments in the road transport market.

The requirement to possess professional driver competence will apply to virtually all professional drivers who drive on own account or for hire or reward, whether they drive as self-employed or salaried workers.

Acquired professional driver competence is also the knowledge, skills, attitudes and motivation the driver needs to exercise his/her profession in a proper and safe manner, in addition to actually driving the vehicle. This is about the demands and expectations of employers and customers that the driver needs to meet in connection with the assignment in question, be they of a formal, practical or more service-related nature.

In the same way in which road traffic competence can be learned, professional driver competence can also be developed in the driver. The driver will only attain full professional driver competence when the road traffic competence and the professional competence are combined, as both are involved in the performance of the work. It is therefore natural to view the curricula in driver training and professional driver training in the same context, with the professional driver competence representing a broadening and expansion of competence.

Societal and technological developments are constantly giving rise to new demands that professional drivers must meet. It is therefore essential to maintain and update professional driver competence. To this end, compulsory regular periodic training is a requirement.

2. Content and structure of initial qualification

2.1 Module-based structure

The initial qualification is built up of a number of modules that the trainee driver is required to complete. Each module has a principal objective and sub-objectives, and each sub-objective consists of a number of main elements. In total, the trainee driver must have attended classes in all six modules, two of which are modules devoted to goods transport (G4 and G5) or passenger transport (P4 and P5) and which are particular to the type of vehicle in which the driver wishes to attain professional competence. All the modules contain sub-objectives which must all be accomplished in order to attain the principal objective of the training.

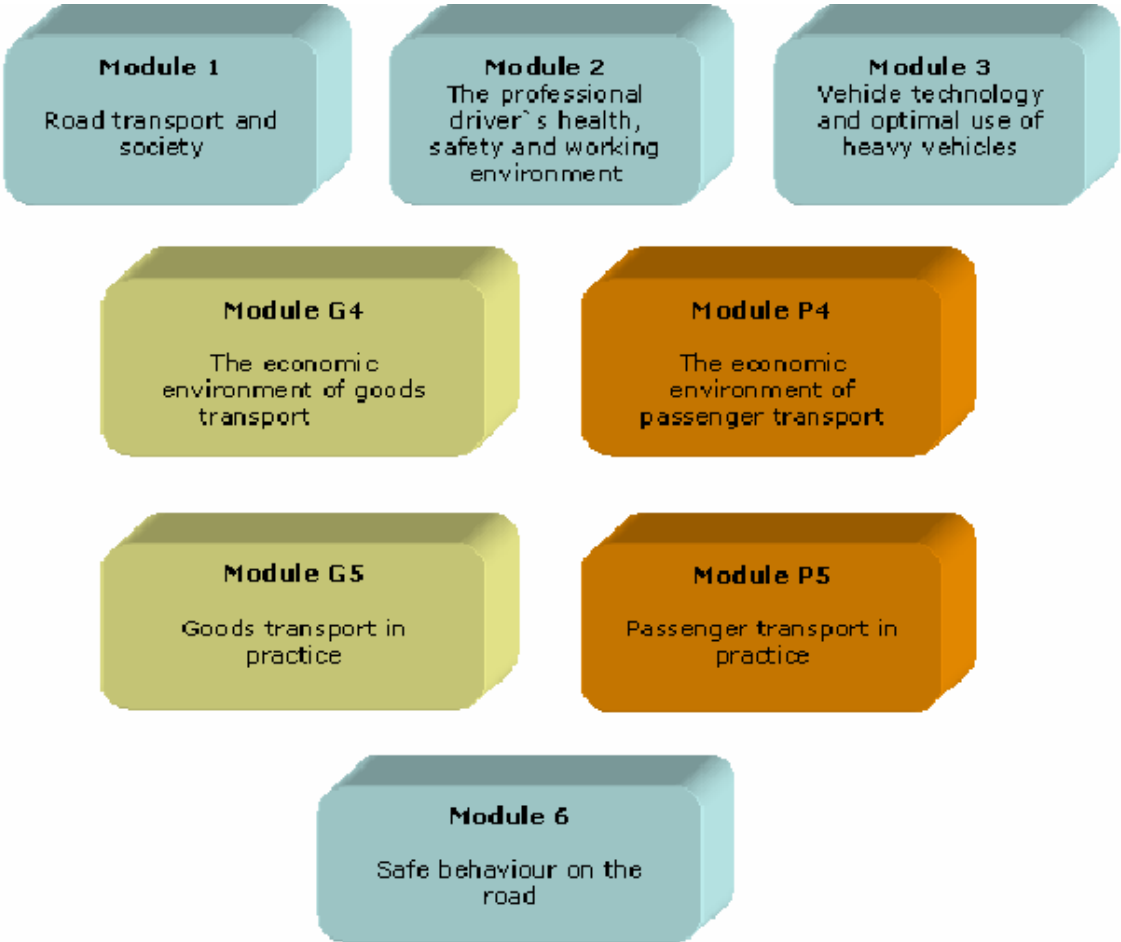


Figure 1 Module-based training

The modules must be completed in a rising sequence, i.e. from 1 to 6, although Modules 2 and 3 can be taken in any order. When a trainee driver is expanding his/her competence to include another category of motor vehicle, he/she is required to retake Modules 4 and 5, and parts of Module 6, to make up the total number of hours stated in Table 1.

2.2 Calculation of training hours

Because the modules/curriculum objectives cover both full and accelerated initial qualification, and are also intended to cover vehicle-specific additional training, where relevant, there will be different requirements for the number of hours of training involved in the different modules in order for the regulation number of hours to be achieved. This appears in the table below. The number of hours is given in clock hours, and is to be considered the minimum requirement.

Table 1 Compulsory hours

	18	38	52	70
Extension of scope, full initial qualification				
Extension of scope, accelerated initial qualification				
Full initial qualification, full rights				
Accelerated initial qualification				
Module 1 All licences	18	38		
Module 2 All licences	30	52		
Module 3 All licences	26	58		
Module P 4 Passenger transport Licences D1, D1E, D and DE	22	48	14	30
Module P 5 Passenger transport Licences D1, D1E, D and DE	20	40	13	25
Module G 4 Goods transport licences C1, C1E, C and CE	22	48	14	30
Module G 5 Goods transport licences C1, C1E, C and CE	20	40	13	25
Module 6	24	44	8	15
Total for licences D1, D1E, D and DE	140	280	35	70
Total for licences C1, C1E, C and CE	140	280	35	70

Table 1 shows the number of compulsory hours (clock hours) for different forms of the training

2.3 The relationship to the driver training

In terms of content and instruction, the curriculum must be seen in context with the curricula for the training to drive heavy vehicles. Some subjects are common to all categories of training, and for that reason there will be some crediting of hours*.

The accident preparedness course in Module 2 is the same as that used on the compulsory course to acquire a heavy vehicle driving licence. The load-securing course in Module G5 is identical to the compulsory load-securing course in driving licence categories C1 and C. Once a driver has completed the heavy vehicle driving licence training, seven clock hours are credited to the professional driver training for this course.

In Module 6, two clock hours of training in individual driving from the driver training programme (on-the-road safety course) are credited for those who have completed this compulsory course or who hold a heavy vehicle driving licence. For those who have not yet

* In Norway all curricula for driver training are founded on a 4 step model. The learning objectives for step 3 are regarded to be at the same level of competence as required in the EU directive for driver training. Hence parts of the syllabus for step 4 are overlapping the CPC syllabus. All lessons credited are compulsory lessons in the driver training curricula.

acquired a driving licence, the compulsory on-the-road safety course must be completed before commencing Module 6. In other words, the trainee driver must be on Step 4 of the driver training programme.

Trainee drivers who are doing their 4 step driver training and the 6 modules of initial qualification for professional driving at the same time must plan the training carefully in association with the driving school or training centre. A well planned training programme will have the best learning effect, while offering the benefit of not having to repeat any of the overlapping compulsory training. It is therefore recommended that the training be taken all in one place.

Upon successful completion, each module shall be recorded consecutively in the Register of Driving Schools, Examiners and Course Providers.

2.4 Teaching plan

The teaching plan is a plan showing how the individual driver training centre can fulfil the regulatory requirements using the resources at its disposal. Resources are understood to mean, inter alia, the teaching staff, the teachers' competence, the equipment, the area, the vehicle fleet and the need to co-operate in implementing the different modules. The teaching plans constitute the basis of communication both in relation to the course participants in the form of objective attainment and course offerings, and in relation to the authorities in their approval and inspection activities.

The curriculum is not designed like a teaching plan, although there is within it a learning progression, including subject repetition (the spiral learning principle). *For each training centre, therefore, it will be important to prepare on the basis of the curriculum its own, specific teaching plans* in relation to the particular purpose and target group each one aims to cover.

3. Content and structure of the periodic training

The curriculum is both a deepening and a concretisation of the subjects set out in Annex 1 to the Professional Driver Training Directive. The content of the periodic training shall also be based on the list of subjects in the Professional Driver Training Directive. The periodic training consists of five modules, with a duration of at least seven consecutive clock hours each. All the modules must be completed in the space of six months (from the first to the last course hour), and the driver must collect a certificate certifying successful completion of the periodic training within three months of completing the periodic training.

4. The teaching

Quality of the teaching

In order for the trainee driver to attain the objectives of the training, the teaching and instruction must be of the right quality. To accomplish this, the Regulations set the requirement that the training centre must at all times have updated and approved teaching plans and provide instruction in accordance with these. The training centre must also have a driver training manager approved by the Regional Road Office. The driver training manager shall follow up the training and instruction provided by the training centre and is responsible for ensuring that the teaching maintains the required professional and pedagogical standards.

Working methods

The training is objective-driven and the main focus shall be on the trainee driver's learning.

The instructor's facilitation and adaptation of the teaching is important for the trainee driver to attain the objectives. It matters little how far the instructor has advanced with regard to his programme of instruction, if the trainee driver has not advanced equally far in his/her learning.

Emphasis shall be placed on employing working methods that turn trainee drivers into active participants in the learning process. The theoretical training classes should not consist exclusively of PowerPoint presentations. The number of hours allowed for theory gives ample opportunity for giving specific assignments or for organising different kinds of instruction involving presenting the trainee drivers with problems for them to solve. Other subjects may be introduced by letting the trainee drivers start by finding out and gaining experience. Conclusions can then be drawn and rules made.

The teaching and instruction should be characterised by two-way communication, with plenty of room for discussion, exchange of experiences and questions from the trainee drivers. Organisation, choice of activities and opportunities to ask questions shall in all parts of the teaching be adapted to enable each trainee driver to benefit from the teaching.

Through participation in the compulsory training, the trainee driver shall develop a capacity for reflection, to see the situation from the perspective of others, and to co-operate and interact with other work colleagues and other road users. The content of and working methods employed in the training shall influence the trainee driver's awareness, perception of and attitude to risk, and his/her willingness to accept responsibility, take precautions and choose ways of working and driving which reduce the risk of accidents or incidents.

The trainee driver should feel that both the theoretical and practical lessons are so well organised and integrated that the time devoted to theory and practice is used optimally. When choosing practice areas and activities, consideration should be given to the trainee driver's own abilities and experience.

It is a prerequisite that the trainee driver's driving skills are at driving test level (in Step 4 / passed driving test) before he/she commences the part of the training that involves driving individually, which the Professional Driver Training Directive requires. This gives the trainee driver the basis for broadening his/her perspective from mastering the actual driving to carrying out a profession at the same time.

Individual adaptation of training

Although the Regulations lay down a specific number of compulsory hours of training, the need for training will vary. Some trainee drivers already hold a vocational driving licence and have driving experience in the category in which they wish to attain professional driver competence, while others may hold a driving licence in a different category. When planning the progression of the training, consideration must therefore be had for the background of experience of each trainee driver and each group of trainee drivers and their manner of acquiring the contents of the syllabus.

Part II

Principal objective for the initial qualification of professional drivers

After completing the training for the initial qualification of professional drivers, the trainee driver shall possess the necessary qualifications to work as a professional driver for hire or reward in the carriage of goods or passengers.

The trainee driver shall

- drive optimally and in a safe manner on the road*
- act professionally in the execution of his/her profession*
- have regard for his/her own safety and that of others during operations when the motor vehicle is stopped*
- help arouse interest in and contribute to recruitment to the profession of driver*

Module 1 Road transport and society

<i>Duration:</i>	<i>Full initial qualification, full rights</i>	<i>38 hours</i>
	<i>Accelerated initial qualification</i>	<i>18 hours</i>

Module 1 is common to both goods and passenger transport. It forms the basis for the other modules in the professional driver training for the carriage of both goods and passengers.

In this module, the trainee driver shall learn how the professional part of the road transport sector is organised, and its role in society. It is important to make evident the challenges and opportunities in the road transport sector, and the tasks a professional driver must be capable of performing, in co-operation and interaction with other participants and using different types of communication and web-based solutions. Module 1 shall also deal with the requirements for and content of the training that leads to the Driver Certificate of Professional Competence (CPC).

Objective for Module 1 Road transport and society

The trainee driver shall understand how road transport works and the importance it has in order for society to function.

The trainee driver shall

- 1. know the role in society of road transport and the professional driver*
- 2. know and be capable of finding his/her way in the relevant laws, regulations and other rules, and know that violation of the law may have serious consequences*
- 3. be able to explain the regulations governing working time, driving time and rest periods, and demonstrate and explain the use of analogue and digital tachographs*
- 4. understand the importance of providing service to customers and be aware of the challenges that may arise in various situations involving interpersonal communication.*

1.1 The role in society of road transport and the professional driver

The trainee driver shall know the role in society of road transport and the professional driver.

Main elements

- The scope of road transport and the place in society of professional transport
- The effect of road transport on health, the environment and road safety
- Requirements for modern and rational transport activity
- Vocational groups that fall under the transport and logistics professions
- Society's need for greater competence among people engaged in providing transport for hire or reward as a profession
- Requirements for workers at various stages in the logistics chain
- The development of own competence and professional pride
- Training and career opportunities for individuals in the transport industry
- The terms driving entitlement, driving licence and Certificate of Professional Competence (CPC)
- Models for initial qualification and periodic training for professional drivers
- Driver competence with driving licence, Certificate of Professional Competence (CPC), vocational training certificate, transport permits
- Requirement for permits in passenger and goods transport
- Additional competence, such as ADR competence, lorry driver, crane driver, machine driver, safety training, chauffeur's permit for carriage of passengers, and special certificate of competence for transport of live animals

1.2 Laws, regulations and other rules and consequences of their violation

The trainee driver shall know and be capable of finding his/her way in the relevant acts, regulations and other rules, and know that violation of the law may have serious consequences.

Main elements

- The role and law enforcement responsibilities of the public authorities and various forms of reaction
- Road Traffic Act and related Regulations
- Automobile Liability Act with Regulations
- Obligatory Abstinence Act
- Act on Professional Transport by Motor Vehicle and Vessel (Professional Transport Act)
- Road Freight Contracts Act
- Conditions for scheduled transport by bus and coach
- Working Environment Act with related Regulations on Systematic Health, Safety and Environment Activities in Enterprises
- Act relating to Holidays
- Regulations on Use of Work Equipment
- Passport Regulations
- Immigration Act's visa requirements
- Customs Act

1.3 Working time provisions and driving time and rest periods for professional drivers

The trainee driver shall be able to explain the regulations governing working time, driving time and rest periods, and demonstrate and explain the use of analogue and digital tachographs.

Main elements

- Who the rules apply to
- Regulations on driving time and rest periods
- Regulations on the working time of drivers and other persons in the road transport sector
- Planning the journey, breaks and rest periods
- The duty to co-operate
- The driver's duties
- The vehicle owner's duties
- Correct use of digital and analogue tachographs
 - correct completion of diagram charts
 - correct use of driver card
 - storage of diagram charts
 - reading and reporting from digital printers

1.4 Communication and service

The trainee driver shall understand the importance of providing service to customers and be aware of the challenges that may arise in various situations involving interpersonal communication.

1.4.1 Relevant service concepts

The trainee driver shall have knowledge of customer care and service.

Main elements

- Core service
- Peripheral service delivery
- The importance of good internal service
- What a customer is looking for when purchasing a service
- Important rules for delivering service
- Proprietary goods
- Quality and quality assurance
- What creates customer satisfaction
- What is meant by customer-differentiated service
- What the term "just in time" can mean for a professional driver
- The importance of good regularity

1.4.2 The importance of direct and web-based communication

The trainee driver shall have knowledge of the different modes of communication and master the basic use of web-based communication.

Main elements

- E-mail, text and picture messages in product information
- Seek and find information relevant for the profession
- Refer to various internet portals
- Seek job vacancies on the internet
- Alternatives for in-house communication
- Navigation and positioning systems
- Different fleet management systems
- Intelligent transport systems (ITS)

1.4.3 Interpersonal communication

The trainee driver shall have knowledge of different ways to communicate, and on the basis of given situations be aware of his/her choice of mode of communication.

Main elements

- The importance of interpersonal communication in
 - one- and two-way communication
 - conscious use of body language
- Advantages and disadvantages of verbal and written communication
- The importance of good and precise use of language
- Cultural differences
- Factors that enhance or weaken the communication process

1.4.4 The significance of the driver's own role and competence

The trainee driver shall be aware of the different roles performed by a professional driver. The trainee driver shall be capable of describing the significance of his/her own role and competence.

Main elements

- The driver as representative of the enterprise, seller, goods handler and customer service staff
- Own professional competence engenders professional pride and security
- Conduct and use of language in communication with customers, employers and colleagues
- Personal appearance, use of uniform, clean working clothes and personal hygiene
- Ethical guidelines and cultural codes for goods and passenger transport
- Routines and rules for cleaning and maintaining the enterprise's own vehicles and transport equipment

1.4.5 Customer satisfaction and complaints

The trainee driver shall appreciate the relation between the enterprise's logistics system and customer satisfaction, service, logistics and complaints.

Main elements

- The terms logistics, third party logistics and logistic chain
- The importance of logistics for customer service

- Consequences for the driver and the enterprise of complaints and dissatisfied customers
- The customer's rights in the event of faults and defects in delivery of goods/services
- Use of insurance claim forms in the event of injury to persons or damage to goods, and in ordinary road accidents
- The enterprise's insurance claims processing system

Comments

In this part of the training, the trainee driver shall gain an overview of the general laws and regulations which are relevant in order to be able to work as a professional driver. The trainee driver shall be capable of finding his/her way in the relevant laws and regulations that he/she needs to know about. Later in the training there will be a need to refer to relevant legislation in relation to particular subjects. The trainee driver must gain insight into those parts of the driver training that involve compulsory participation, the competence that is achieved, and the training in the road transport sector that will provide real competence, such as the training for a vocational training certificate. Emphasis must be placed on the fixed time limits for renewal of driving licence with the addition of the relevant code for professional driver training and the issue of the Certificate of Professional Competence (CPC).

The trainee driver shall be given practical tasks to carry out regarding the use of the tachograph. Examples of how the legislation is applied can be provided by excursions to relevant user and control stations. The teaching should be organised in the form of case studies and group work, and the tasks should be based on real assignments in different areas of road transport. Basic competence in the provisions governing driving time and rest periods is part of the heavy vehicle driving licence syllabus, so this will involve a repetition and deepening of these subjects.

Comments on the objectives in communication and service

The module shall give the trainee driver knowledge of logistics chains, service and communication. The driver is the connecting point between the carrier and the transported goods or passengers and, as the representative of the professional party, the driver has a special responsibility to be able to inform people of their rights in the event of, for example, lost luggage or goods, delays and so on. Knowledge of service and communication is thus an important part of the professional driver's competence.

The introduction in 1.4 above must be viewed as a sub-objective, which should be studied in greater depth in subsections 1.4.1 and so on. Parts of Module 1.4 can be implemented as excursions/visits to relevant enterprises and departments that are typical users of different types of communication equipment. These may be firms of forwarding agents, large warehouses or haulage exchanges. Being able to see these systems in practical use and meeting professional users often renders the subjects more readily understandable, and also provides variation for the trainee driver.

The organisation of road transport is important for both road safety and the environmental impact of road traffic. Driving an empty vehicle to pick up a load, spreading deliveries and poor utilisation of existing transport capacity must necessarily render the transport apparatus over-dimensioned in terms of tonnage, volume and number of units. Including the shipper stage in the work in this part of the training will in the longer term enable both driver training and transport to be better organised.

The training shall help the professional driver acquire positive cultural codes, which is important for both road safety and the general reputation of the driving profession. The trainee driver shall be made aware of his/her attitude to the profession, dress, rules and, not least, his/her way of driving and the vehicle's equipment.

It is recommended that tasks be given that the trainee driver can work on, possibly in groups. It may be appropriate to approach these tasks using computer-based solutions. This will require the trainee driver to be assigned tasks that are relevant in relation to the driver-customer relationship. It may involve giving the correct information about transported goods and objects, and deciding who the information should be addressed to, when it should be given and what content it should have.

Module 2 The professional driver's health, safety and working environment

<i>Duration:</i>	<i>Full initial qualification, full rights</i>	<i>52 hours</i>
	<i>Accelerated initial qualification</i>	<i>30 hours</i>

Module 2 is common to the driver training in both goods and passenger transport. The purpose of this module is to make the driver aware of his/her own safety and health, particularly in terms of road safety, a healthy diet and ways of organising the work. This part of the training shall also focus on the risks a driver can be exposed to, from persons outside the vehicle, or from passengers in the vehicle.

The implementation of Module 2 comprises both classroom teaching and practical exercises, including a course in accident preparedness. The course in accident preparedness shall be completed in accordance with Section 25 of the Regulations concerning driver training and driving tests etc., and at the earliest when the trainee driver is on Step 3 of his/her driver training.

Objective for Module 2 The professional driver's health, safety and working environment

The trainee driver shall understand that society's demand for ever more efficient transport cannot go before consideration for the driver's own health and safety and that of others. The trainee driver shall know how to take steps to counteract undesired consequences.

The trainee driver shall

- 1. know the risks associated with working in the road transport sector, be particularly aware of the human factor as a direct cause of accidents, and understand why the focus on accidents and near-accidents involving heavy vehicles is of central importance in the work to improve road safety*
- 2. know the relevant social partner organisations, including the insurance schemes that are often linked to membership of such organisations*
- 3. know the compulsory and voluntary pension schemes for both employed and self-employed professional drivers*
- 4. know the personal stresses and strains that a professional driver can be subject to*
- 5. know the importance of ergonomically correct work posture, and be able to explain the most common causes of work-related health problems for professional drivers*
- 6. be capable of explaining the importance of diet for good health and know the consequences of irregular meals and an unhealthy diet*
- 7. be capable of explaining the consequences of the use of tobacco, different types of intoxicating substances and anaesthetics*
- 8. know how to behave in an accident or emergency situation, and be able to take the necessary action in relation to the type of accident concerned by participating in an accident preparedness course, in accordance with Chapter 25 of the Regulations of 1 October 2004 No. 1339 concerning driver training and driving tests etc.*
- 9. be aware of the risk of becoming involuntarily involved in criminal activity related to road transport, and be capable of taking precautions to prevent it.*

2.1 The risk of accidents in the road transport sector

The trainee driver shall know the risks associated with working in the road transport sector, be particularly aware of the human factor as the direct cause of accidents, and understand why the focus on accidents and near-accidents involving heavy vehicles is of central importance in the work to improve road safety.

Main elements

- The concept of risk
- Conflicts of interest in road traffic
- The relationship between transport needs and road safety
- Types of road accidents
- Accidents involving heavy vehicles
- Work accidents and fall accidents
- Prevention of road accidents
- Accident risk in relation to profession
- Accidents in tunnels
- Statistics

2.2 Social partner organisations and insurance schemes

The trainee driver shall know the relevant social partner organisations, including the insurance schemes that are often linked to membership of such organisations.

Main elements

- The importance and role of the social partner organisations
- Employee organisations
- Business and industrial organisations
- Agreements and collective agreements in employment, including employment relationships, working conditions and pay
- Central and local pay and working time negotiations and bargaining
- Special workers' compensation insurances
- Insurance schemes (types of insurance: non-life, life, pure endowment assurance, pension, investment funds, etc.)

2.3 Pension schemes

The trainee driver shall know the compulsory and voluntary pension schemes for both employed and self-employed professional drivers.

Main elements

- The Norwegian National Insurance Scheme
- Public and private pension schemes

2.4 Personal matters

The trainee driver shall know the personal stresses and strains that a professional driver can be subject to.

Main elements

- How psychological pressure in the work situation arises and can be counteracted
- Conflicts of interest between the various roles a driver has to fulfil
- Ethics in working life
- Symptoms of and mastering fatigue and stress
- Sleep and sleep problems
- Medications and medicines that affect the driver's alertness and driving behaviour
- The effect of psychological reactions on driving behaviour
- How pressure of time and irregular working hours affect driving behaviour
- The ability to mentally place oneself in another road user's situation (empathy)
- The enterprise's psychosocial conditions and responsibility for preparing and organising the work
- The relationship between work and family/leisure time: the work-life balance

2.5 Ergonomics and health

The trainee driver shall know the importance of ergonomically correct work posture and be able to explain the most common causes of work-related health problems in professional drivers.

Main elements

- The most common work-related injuries and their causes
- Work-related diseases
- Physical and mental health
- Correct working techniques
- Use of correct clothing, safety boots and other safety equipment
- Use of technical aids
- The importance of sitting correctly while driving
- Consequences of an inactive lifestyle
- Physical activity and lifestyle diseases
- The importance of active breaks
- Assessment of own physical activity habits
- Knowledge of the recommendations for physical activity

2.6 The importance of lifestyle for health

The trainee driver shall be capable of explaining the importance of diet for good health and know the consequences of irregular meals and an unhealthy diet.

Main elements

- Eating habits and diet
- Diet and lifestyle diseases
- The importance of regulating meals and fluid balance
- Assessment of own diet, in accordance with the health authorities' recommendations
- Conscious choice of food and places to eat

2.7 Tobacco and intoxicating substances

The trainee driver shall be capable of explaining the consequences of the use of tobacco, different types of intoxicating substances and anaesthetic agents.

Main elements

- Tobacco and effects on behaviour
- The harmful effects of tobacco (smoking, snuff-taking and passive smoking)
- Assessment of own tobacco habits
- Knowledge of different aids for quitting smoking
- Benefits of freedom from tobacco (personal finances, health gains)
- The effects of alcohol and intoxicating substances in relation to behaviour and safety
- The effects of medicines and other substances that can alter behaviour
- Duration of the effects of alcohol and intoxicating substances and conversion in the body
- Symptoms of drug and alcohol dependency and health-related consequences
- Breathalyser checks, consequences of driving under the influence of alcohol or drugs and reactions of the authorities
- In-house routines for the prevention and treatment of alcohol and drug problems, including alcohol lock (alcohol ignition lock)

2.8 Accident preparedness

The trainee driver shall know how to behave in an accident or emergency situation, and be able to take the necessary action in relation to the type of accident concerned by participating in an accident preparedness course, in accordance with Chapter 25 of the Regulations of 1 October 2004 No. 1339 concerning driver training and driving tests etc.

The course shall enable the trainee driver to act as a resource person in the event of a road accident or emergency situation, and by his/her actions help to limit injury and damage in the event of a road accident or possible fire at the site of an accident.

2.8.1 Reporting the accident and securing the site

The trainee driver shall learn, through demonstrations and practical exercises

- which actions should be taken at the site of an accident before the arrival of professional emergency services personnel
- to report to a medical emergency telephone service, and to have knowledge of its functions
- to secure the site of an accident
- the use of established company procedures where they exist
- how to use safety equipment in road tunnels
- the conduct and leader role of the professional driver in accidents in tunnels

2.8.2 Life-saving first aid

The trainee driver shall learn, through demonstrations and practical exercises

- to make a quick and superficial assessment of an injured or acutely ill person by observing, speaking to and touching the patient
- clear the airways of patients lying down or sitting upright

- stop external bleeding
- stabilise the head and neck when neck and back injuries are suspected
- perform cardio-pulmonary resuscitation (CPR)
- take steps to prevent internal bleeding, circulation failure and loss of heat

2.8.3 Procedures when the vehicle carries dangerous goods

The trainee driver shall have knowledge of

- how vehicles carrying dangerous goods are distinguished
- relevant actions on the site of an accident involving a vehicle carrying distinguishing markings according to the ADR regulations
- how to use special safety equipment, cf. instructions in writing (transport accident card) and where these are located in the vehicle
- what the letter “X” means in front of the danger number on the orange sign in connection with ADR tank transport

2.8.4 Procedures when there is fire and smoke emission

The trainee driver shall have knowledge of

- general problems related to smoke emission and procedures in smoke-filled areas
- the advantages of carrying own fire extinguisher, even though not required by law
- fire and emission of smoke in tunnels, including ways of evacuation
- fire and emission of smoke in a vehicle, including evacuation techniques
- fire extinguishers (location in the vehicle, preparation for use, use and duration of discharge)
- other means of extinguishing a fire
- causes and development of a fire
- early detection of small fires
- places and areas in the vehicle where experience shows that small fires can start
- the risk posed by diesel fuel, which has such a low ignition temperature that a leak can be ignited by the heat from the exhaust manifold

The trainee driver shall participate in practical exercises under supervision and be capable of

- preparing fire extinguishers for use
- putting out a fire with a powder extinguisher and a blanket
- using an appropriate means for putting out a fire in a vehicle and in other locations in the event of an accident or critical situation

2.8.5 Psychological reactions

The trainee driver shall have knowledge of psychological reactions, including

- typical emergency situations and accidents on the road
- common psychological reactions that may occur in involved persons
- how those affected by an emergency can be helped: various methods and models for help, including self-help and organised support by colleagues
- why emergency management is important
- delayed reactions
-

2.9 Criminality and smuggling

The trainee driver shall be aware of the risk of becoming involuntarily involved in criminal activity related to transport, and be capable of taking precautions to prevent it.

Main elements

- Preventive measures against criminality in all goods handling
- The risk of attack when the vehicle is stopped, and during breaks and rest periods
- The risks of publishing driving routes or type of load
- Prevention of and behaviour in response to criminal attack against the vehicle, the driver himself/herself or other drivers/colleagues
- Measures against the smuggling of goods, drugs, weapons, plants and animals
- Background to/reasons for people wanting to become legal/illegal migrants, and the need for transport
- Measures against people smuggling and human trafficking
- Knowledge of the enterprise's and the driver's own responsibility for procedures when criminal acts have occurred or attempted criminal acts are discovered
- Use of checklists for various assignments based on the enterprise's established procedures
- Electronic aids
- Co-operation with Customs, the police and other authorities

Comments:

Module 2 shall give the trainee driver the knowledge, attitudes, understanding and respect for the importance of systematic health, safety and environment activities (HSE) within an enterprise. The trainee driver shall know the laws, regulations, guidelines, publications and rules in force on this subject, and be able to find his/her way in these.

Work-related strain injuries and diseases are common among professional drivers. The trainee driver shall be aware of the possibilities for reducing the risk of injury and disease. Work accidents and road accidents inflict a huge cost on individuals, businesses and society in terms of strain, suffering and expense. All road users have a responsibility for helping to reduce that cost to a minimum.

Professional drivers as a group are prone to health problems. Professional drivers are more likely than most people to develop respiratory, stomach and intestinal diseases and musculoskeletal disorders. There is also a demonstrably increased risk of cancer, especially lung cancer and cancer of the colon. In many cases, this may result from a lack of physical activity, or from irregular mealtimes, choosing the wrong kind of place to eat, or the lack of opportunity to choose, making a healthy diet difficult to achieve.

Fatigue among professional drivers increases the likelihood of being involved in a road accident. The focus must be placed on showing how the body's mechanisms work, in order to motivate the trainee driver to eat healthily, to take plenty of breaks, to take regular physical exercise, and to follow a sensible diurnal rhythm, etc.

The misuse of intoxicating substances (substance misuse) can lead to medical, social or financial problems. Intoxicating substances means alcohol, drugs or other intoxicating agents. People with substance misuse problems need help. Attempts on the part of colleagues or the driver himself/herself to cover up the problems can prove to be a disservice. If colleagues and superiors become aware that a colleague has substance misuse problems, it is in everybody's

interest to involve professionals who can help. Frequent absences, late attendance and poorly executed work can all be signs of substance misuse. It is also important to focus on the fact that legally prescribed medicines can also affect the individual's driving skills.

Comments on the accident preparedness course

Part 2.8 of Module 2 is the compulsory course in accident preparedness from the driving licence curriculum in categories C1, C and D1 and D (overlapping curricula). The course covers accident site management, life-saving first aid, procedures in the event of fire and emission of smoke, and psychological reactions. In this course, the trainee driver shall learn to use effectively those aids which normally are at the heavy vehicle driver's disposal: mobile telephone, fire extinguisher, clothing suitable for quenching a fire, a warning triangle, one's own vehicle which may be used for blocking the road, etc. In addition, the trainee driver shall be able to use special safety equipment, cf. instructions in writing (transport accident card), where these are located in vehicles carrying dangerous (ADR) goods.

The course shall contribute to enabling the heavy vehicle driver to act as a resource person from the time a road accident or emergency situation occurs and until the professional emergency services arrive. The heavy vehicle driver has the vehicle and the road as his/her workplace. It is quite likely that a heavy vehicle driver will be among the first to arrive at the scene of an accident. Buses and coaches are equipped with fire extinguishers, and many heavy vehicles have good communication equipment. A heavy vehicle driver often has a better view from his/her cab or driver's seat than the driver of a passenger car.

By mastering first aid skills and accident site procedures and knowing how to deal with fire and smoke emission, the heavy vehicle driver can become an important resource person at the scene of an accident. The driver may through his/her actions help to limit injury and damage in the event of an accident and any fire at the accident site. The course shall also prepare the driver for the mental impact of being involved in a serious accident.

It may be useful to draw the distinction between actions expected from the heavy vehicle driver and those which should be left for the professional emergency services to perform. The professional emergency services have the equipment, experience and training required at the scene of an accident. They are also specialised, so there will normally be a number of emergency personnel at the site. The course assumes that the driver of a heavy vehicle will have at his/her disposal a fire extinguisher, a piece of clothing suitable for quenching a small fire, a first-aid kit, a warning triangle and a mobile telephone. We also assume that there is at least one other person present at the site who is capable of assisting the heavy vehicle driver.

Compared with the professional emergency services, the heavy vehicle driver has of course only limited means at his/her disposal. The heavy vehicle driver shall learn to make use of simple aids. He/she is not supposed to be a police officer nor a fire-fighter nor a trained member of an ambulance crew. And he/she does not have neck support equipment, stretchers, etc.

Comments on criminality and smuggling

This is a new subject in relation to professional driver training. In order for drivers to feel secure on the roads, they need a basic knowledge of the subject. They need to be able to take preventive action to secure themselves and their loads and also help to prevent criminal activity developing. Here the emphasis should be on the type of criminality a driver may be exposed to, for example people smuggling.

Flexibility is one of the main characteristics of the networks that specialise in people smuggling, including the type of transport they use. The routes used by smugglers may be simple and direct, while others may arrive at the destination by an indirect route. The time it takes from departure to arrival can be anything from a few days to several years. The smuggling takes place by land, sea and air.

The heavy vehicle driver may also be subject to assault and robbery, or be offered money to perform a service which at first sight may appear legal. This can be demonstrated with examples and statistics showing the geographical areas where risk is high and showing the various types of criminality that may occur.

Physical assault or other methods can put the driver out of action, giving criminals access to the load and other valuables. The trainee driver must also be prepared for the risk of bus or coach hijacking, which may also occur. The hijacking may be executed by people who are mentally unbalanced or by others who want to use the bus or coach as an arena to make their views known.

It is important to focus on the “everyday” things, such as closing windows, locking the vehicle and checking communications. The driver’s behaviour may cause unauthorised persons to become interested in both the driver and the load. It is important to act wherever possible so as to avoid provocation or calling attention to oneself.

Module 3 Vehicle technology and optimal use of heavy vehicles

<i>Duration:</i>	<i>Full initial qualification, full rights</i>	<i>58 hours</i>
	<i>Accelerated initial qualification</i>	<i>26 hours</i>

Module 3 is common to the driver training in both goods and passenger transport. In this module, the trainee driver shall gain a broader knowledge of the vehicle's construction and operation in order to use fuel and energy as efficiently as possible, enabling the driver to contribute to a cleaner and better environment. Module 3 comprises classroom teaching, demonstrations and practical instruction in the vehicle, which shall be completed as a course in optimal driving in the last part of the training.

Objective for Module 3 Vehicle technology and optimal use of heavy vehicles

The trainee driver shall know the construction, operation and maintenance needs of heavy vehicles. It shall be demonstrated to the trainee driver that the manner of driving is of great importance for the safe and optimal use of the vehicle. Module 3 forms the basis for the trainee driver's own driving in Module 6.

The trainee driver shall

- 1. know the different engine alternatives, types of fuel, transmission principles between engine and wheels, and how these are constructed and operate, and know the steps to take when using the vehicle to ensure safe and optimal driving*
- 2. be able to explain the construction and operation of various brake systems, how they should be maintained and the consequences of functional failure*
- 3. know requirements for securing sufficient road grip with the use of the correct tyres and fitting of snow chains*
- 4. have knowledge of the use of other safety equipment, including the consequences of inadequate fitting and maintenance of the equipment*
- 5. be capable of carrying out checks and inspections of the vehicle and its equipment*
- 6. be able to explain what correct driving behaviour and a conscious choice of modes of transport mean for fuel economy and the environment*

3.1 Engine and transmission, construction and operation

The trainee driver shall know the different engine alternatives, fuel types, transmission principles between engine and wheels, and how these are constructed and operate, and know the steps to take when using the vehicle to ensure safe and optimal driving.

3.1.1 Engine

The trainee driver shall know the different engine standards and use of different types of fuel.

Main elements

- European engine standards, what distinguishes them and how they are introduced
- Solutions employed to satisfy various environmental requirements
- Production and use of alternative fuels, advantages and disadvantages
- Fuel additives
- Diagrams showing torque, output and fuel consumption

3.1.2 Transmission

The trainee driver shall know the construction and operation of the transmission, its correct use, checks and maintenance, and the consequences of incorrect use.

Main elements

- Dry plate clutch, hydraulic clutch and torque amplifier, automatic and manual gears, propeller shaft, differential, hub reduction, mechanical lock, drive shaft combinations, e.g. 6x2 to 8x8
- Diagrams of engine revs/working areas for the different gears
- Electronic traction control (ASR)
- Precautions when towing a vehicle

3.2 Brakes

The trainee driver shall be able to explain the construction and operation of various brake systems, how they should be maintained and the consequences of functional failure.

3.2.1 Service brakes

The trainee driver shall be able to explain the construction and operation, and be able to carry out checks and inspections of various types of brake systems.

Main elements

- Hydraulic and pneumatic brakes and a combination of these
- The terms own power, auxiliary power and external power
- Checks to ensure the brakes are functioning before driving
- Brake alert system before and during driving
- Checking for wear
- Consequences of incorrect use and checks for overheating during breaks in the driving

3.2.2 Auxiliary brakes

The trainee driver shall be able to explain the use of different types of auxiliary brakes and the causes of any functional failure.

Main elements

- Turbine brakes
- Electromagnetic brakes
- Exhaust brakes
- Advantages and disadvantages, and possible risks in use
- Hazards of braking while descending long inclines
- Combined use of brakes and retarder / auxiliary brakes
- Limits for use of brakes and retarder / auxiliary brakes
- Different methods for reducing speed

3.3 Road grip, tyres and snow chains

The trainee driver shall know the requirements for securing sufficient road grip with the use of the correct tyres and fitting of snow chains.

Main elements

- The vehicle must not be driven until sufficient road grip has been secured
- Consequences of lack of road grip
- Tyre pressure in accordance with the vehicle's user manual
- Tyre tread depth requirements in relation to season and type of tyre
- Prohibition on driving with spiked tyres outside Norway
- Assessing when and how snow chains should be used
- Judging the quality of snow chains
- Safe, quick and efficient fitting of snow chains
- Devices and methods for securing road grip

3.4 Safety equipment

The trainee driver shall have knowledge of the use of other safety equipment, including the consequences of inadequate fitting and maintenance of the equipment.

Main elements

- Use of seat belts and their importance in heavy vehicles fitted with airbags, and how these work together if the airbag is set off
- Securing children in heavy vehicles
- Use of sleeping berths during driving
- The necessity of using appropriate storage spaces to avoid loose objects in the vehicle
- Training in electronic driver support systems and the risks associated with operating them

3.5 Checks and inspections

The trainee driver shall be capable of carrying out checks and inspections of the vehicle and its equipment.

Main elements

- Engine oil level, types of oil and topping up oil
- Leaks in the engine, gear mechanism and fuel system
- The vehicle's brakes
- Wheels, tyres and snow chains
- Fitting snow chains to the wheels
- Installing additional equipment
- Procedures when the vehicle's alert and warning devices are triggered

3.6 Optimal driving

The trainee driver shall be able to explain what correct driving behaviour and a conscious choice of modes of transport mean for fuel economy and the environment.

Main elements

- The importance of the enterprise's choice to promote optimal driving

- Factors that affect fuel consumption, such as
 - mounting equipment and décor that increase air resistance
 - measures to reduce air resistance (spoilers, etc.)
 - loose tarpaulins and tilt
 - the ratios between speed and air resistance
 - rolling resistance and choice of correct tyres and air pressure
 - average consumption for different vehicles with and without load
 - the effect of idle running on fuel consumption
- Economical driving based on diagrams showing engine power, torque and fuel consumption
- The connection between fuel costs and other costs, such as wear on the engine, gears, tyres and brakes
- Choice of speed in relation to consumption, efficiency and safe driving in traffic
- Reduction of soot, airborne particles and other particles
- Noise as an environmental problem
- Unnecessary idle running
- Electronic information on consumption

Comments

In this curriculum, the terms “ECO-driving” or “environmentally friendly driving” have been replaced with the term “optimal driving”. Here, “optimal” means the best possible on the basis of the prevailing conditions.

The most common modes of transport in today’s society can hardly be said to be directly environmentally friendly in the sense of *sustainability*. The term “environmentally friendly driving” may arouse the wrong associations and therefore be misleading. A belief that the driving is environmentally friendly may have a restrictive effect when alternative fuel solutions or modes of transport are being considered.

In terms of content, the terms mean approximately the same. The driver shall treat and drive the vehicle in question in a manner that is the most economical and environmentally friendly as possible. Implicit within the term “optimal driving” is also the requirement that the driver must consider the possibility of using more environmentally friendly fuel, and whether an alternative mode of transport would be more economical and environmentally friendly.

In Module 3.6, the trainee driver shall be given a theoretical and practical introduction to optimal driving.

The teaching shall help the trainee driver acquire a thorough knowledge of the construction and operation of the vehicle. It is assumed that the instructor is fully up to date regarding technological developments in the transport sector.

Vehicles are increasingly equipped with safety devices. It is important that the professional driver knows their purpose, use and function. Some safety devices are built into the construction of the vehicle by the manufacturer, and the driver can do little or nothing to influence them. The driver shall be aware of the hazards of functional failure, such as the failure of a trailer’s ABS.

Other safety devices are systems the vehicle is equipped with, the use of which can be

determined by the driver. A professional driver must be able to use this safety equipment correctly, and be capable of determining when and how it should be used. Incorrect use of or failure to use seat belts, brakes, auxiliary brakes, snow chains and so on, can have dramatic consequences for safe driving.

The use of the vehicle in commercial activities requires good insight and understanding on the part of the driver. It takes time to acquire a cost-effective manner of driving. The trainee driver shall be able to use diagrams showing torque, tractive power and equipment which can impact on fuel consumption. The trainee driver shall be able to assess the possibility of using more environmentally friendly fuel and alternative modes of transport that are more economical and less harmful to the environment. This knowledge shall be applied and documented in the individual driver training aimed at optimal driving, provided in Module 6.

Module G4 The economic environment of goods transport

<i>Duration:</i>	<i>Full initial qualification, full rights</i>	<i>48 hours</i>
	<i>Accelerated initial qualification</i>	<i>22 hours</i>
	<i>Competence expansion from passenger transport</i>	<i>30/14 hours</i>

Module G4 applies for those wishing to acquire professional driver competence within the carriage of goods. The purpose of the module is to give the trainee driver an introduction to the place of goods transport in society and the special laws and regulations that form the framework conditions for the work of the goods vehicle driver. It is also intended to provide a basic knowledge of the goods transport sector, with the emphasis on the aids and the documents that a professional driver needs to be familiar with when undertaking national and international carriage of goods. The module shall give the trainee driver an understanding of the planning required prior to undertaking a haulage assignment.

Objective for Module G4 The economic environment of goods transport

The trainee driver shall have a basic knowledge of goods transport and know how haulage assignments are planned and carried out in compliance with the regulations.

The trainee driver shall

- 1. be able to account for the organisation and societal importance of goods transport*
- 2. have knowledge of the laws, regulations, rules, agreements and documents relating to goods transport, and be able to employ them in their proper context*
- 3. have knowledge of the costs connected with the purchase and operation of transport equipment, and be able to assess investment in same*
- 4. know how various kinds of goods transport are operated nationally and internationally, and know the requirements for planning and executing transport, in order to ensure that delivery is according to contract.*

G 4.1 The organisation of goods transport

The trainee driver shall be able to account for the organisation and societal importance of goods transport.

G 4.1.1 The place of goods transport in society

The trainee driver shall know the main features of the structure of Norwegian business and industry and the place of goods transport within it.

Main elements

- The need for transport within primary industries, industry, and the wholesale and retail trades
- Goods transport as a service industry
- Variation in the conditions for goods transport and the development and transport needs of industry

G 4.1.2 Transport geography

The trainee driver shall have knowledge of the distribution of domestic goods transport needs and the most important import and export channels.

Main elements

- Main structure and volume of domestic goods transport, also to and from Norway
- Transport geography in relation to international road transport

G 4.1.3 The goods transport market

The trainee driver shall be able to explain and give examples of different modes of transport and products within the goods transport market.

Main elements

- Different forms of goods transport
 - general haulage, bulk, tank, log, timber and temperature-controlled haulage, live animal haulage and other current forms of haulage
- Intermodal transport solutions

G 4.1.4 The goods transport industry

The trainee driver shall know the market and economic conditions relating to the goods transport industry and how the industry is organised.

Main elements

- Competition and market equilibrium in the goods transport sector
- Government charges and special taxes, and framework conditions
- Running one's own business
- Third-party haulage
- Haulage exchanges
- Own transport
- Contractors
- Subcontractors
- Employment relationships
- Use of forwarding agents and their duties

G 4.1.5 Co-operation within the goods transport industry

The trainee driver shall know the possibilities for co-ordinating the use of transport resources across different modes of transport.

Main elements

- Railway and shipping product offerings, including the role as supplier of groupage and general haulage
- Various forms of co-operation between participants in air, road, sea and rail transport
- Services for carriage of air freight by road
- The role of goods transport in third-party logistics
- The need for good working relations between carriers, goods agents and forwarding agents

G 4.2 Laws and regulations and use of documents in goods transport

The trainee driver shall know the laws, regulations, rules, agreements and documents relating to goods transport, and be able to employ them in their proper context.

G 4.2.1 The Professional Transport Act (permit provisions)

The trainee driver shall know the most important provisions of the Professional Transport Act.

Main elements

- Requirements for permits
- Conditions for obtaining a goods transport permit
- Documentation in relation to permits

G 4.2.2 Road freight contracts

The trainee driver shall know the most important provisions of the Road Freight Contracts Act as they affect drivers and carriers.

Main elements

- What freight driver responsibility involves in terms of obligations, rights and liability in damages
- Confirmation of road freight contracts

G 4.2.3 Other laws and regulations governing the carriage of goods

The trainee driver shall know that carriage of certain goods may be regulated by special laws, regulations and provisions.

Main elements

- Transport of dangerous goods, foodstuffs, waste and mail
- Regulations governing the transport of live animals
- Special types of transport with abnormal load dimensions: length, width and weight
- Through-going transport using one or more means of transport without transferring the goods

G 4.2.4 Requirements relating to documents

The trainee driver shall understand the content and meaning of the documents that must accompany the haulage assignment, and know how to obtain and fill them out.

Main elements

- Transport operating licences
- Obligations under standard contracts for the carriage of goods
- Accompanying documents for carriage of goods
- Dispensation applications for abnormal loads: width, length and weight
- Filling in insurance claim forms
- Waybills/consignment notes (documents of title)

- Dangerous goods (ADR) documents
- Use of pallet receipts
- Loading/stowage certificate

G 4.2.5 Electronic documents

The trainee driver shall be able to read and use electronic documents in connection with goods handling.

Main elements

- Electronic waybills/consignment notes, paperless shipments, scanning of goods
- Norwegian Customs' paperless customs clearance (TVINN)
- Personal data administrator (PDA)

G 4.3 The carrier's economic environment

The trainee driver shall have knowledge of the costs associated with the purchase and operation of transport equipment, and be able to assess investment in same.

Main elements

- Costs of purchasing and operating a means of transport
- Production and earnings requirements
- Costings for haulage assignments
- Fleet agreements, leasing products, insurance
- Specialisation within modes of transport
- Utilisation of transport work, such as loading meter, cubic metres per kilometre and tonnes per kilometre
- Environmental and economic gains from fully utilising the vehicle's payload
 - Calculations such as
 - loading meter
 - cubic metres per km
 - tonnes per km

G 4.4 Planning and execution of goods transport

The trainee driver shall know how various forms of goods transport are operated nationally and internationally, and know the requirements for planning and executing transport, in order to ensure that delivery is according to contract.

G 4.4.1 Planning goods transport

The trainee driver shall have knowledge of those elements and aids that form part of the planning and quality assurance of national and international haulage assignments.

Main elements

- Planning of goods transport such as distribution and long-haul transport
 - choice of route
 - summer and winter seasons
 - tunnels
 - time planning for ferry transport
 - parking/rest areas to comply with rest-time regulations

- choice of means of transport and approval of same
- limitations
- crossing borders
- Necessary transport operating licences
- Positioning systems and monitoring
- Maps and navigation systems for the road transport sector
- Fleet management and safety systems
- Systems for business management and internet-based services for the transport industry

G 4.4.2 Knowledge of goods and properties of goods being transported

The trainee driver shall know that the properties of the goods have significance for the transport and that goods shall be marked accordingly.

Main elements

- Temperature sensitivity
- Dangerous goods
- Value and tradeability
- The physical condition of the goods (solid, liquid, gas)
- Marking and symbols on goods of various kinds, including marking of hazardous goods
- Marking and labelling goods for transport
- Marking and labelling of goods that pose a health hazard
- Amount of goods and unladen weight

G 4.4.3 Delivery terms

The trainee driver shall know the rules and regulations governing the relationship between forwarding agent and carrier and driver, and be able to follow the necessary procedures when delivering the goods.

Main elements

- The forwarding agent's responsibilities and duties
- The most common payment and delivery terms
- Various transport bylaws that apply between participants in the transport market
- Control of reception of goods and load carriers
- Handling non-conformances in the event of damage, loss or shortages in relation to the enterprise's and insurance companies' conditions

G 4.4.4 International carriage of goods

The trainee driver shall know the relevant provisions in the agreements applicable to the international carriage of goods.

Main elements

- The driver's responsibility for obtaining information about the laws and regulations applicable to road transport and road traffic in other countries
- International conventions and agreements on the carriage of goods (CMR, ADR, TIR, ATP)

- International transport permits and licences, including different types of licence (Community licence, single goods vehicle licences, CEMT licence) and the keeping of statistics
- Other documents that may accompany the vehicle and/or the goods in international transport, various certificates and permits
- Use of customs documents (Single Administrative Document (SAD), forms of carnet)
- Procedures at border crossings and obligations under the Customs Act
- International transport licences
- Obligations under the CMR Convention
- Drafting of international consignment note
- Use of forwarding agents when crossing borders

Comments

In this module, priority is given to the planning side of haulage assignments. This is necessary in order to give the trainee driver insight into the economic environment for road haulage and the logistics chain in general.

In working with this subject, emphasis must be placed on the connection between types of goods and modes of transport. It may be necessary to study statistics on transported goods in relation to the amount of goods, type of goods and mode of transport. The trainee drivers may also discuss the authorities' desire to distribute goods transport onto, for example, air, sea and railway transport, and the challenges this will pose for the road transport sector.

The transport of live animals is also part of goods transport. Taking live animals in transit over long distances is a special challenge that demands much of the driver's professional insight and empathy. This area must deal particularly with the transport of animals to abattoirs, which in numerous contexts has been considered as being sheer cruelty to animals. There is also a requirement for special training for professional carriers of animals.

The teaching must focus on the full utilisation of the vehicle's payload, and on how carriers can work together to achieve this. Enterprises will be served by focusing on this subject, as it is of great importance for a holistic understanding of the industry, viewed in a societal perspective. The trainee drivers can be invited to suggest systems to accomplish these aims.

Subjects from Module 1 shall be carried on and continued in Module G4. The subjects should be concretised and exemplified with a basis in the special character of goods transport. Module G4 shall also form the basis for the practical training in Module G5, and the modules should be viewed together, in context.

Module G5 Goods transport in practice

<i>Duration:</i>	<i>Full initial qualification, full rights</i>	<i>40 hours</i>
	<i>Accelerated initial qualification</i>	<i>20 hours</i>
	<i>Competence expansion from passenger transport</i>	<i>25/13 hours</i>

Module G5 applies for those wishing to acquire professional driver competence within the carriage of goods. The trainee driver shall know the preparations required in order to carry out goods transport safely. The load-securing course from the driver training forms part of the module and shall form the basis for the instruction provided. The module does not contain any own driving on the part of the trainee driver.

Objective for Module G5 Goods transport in practice

The trainee driver shall be able to load the vehicle and secure the load in compliance with the regulations. The trainee driver shall be able to plan actual haulage assignments.

The trainee driver shall

- 1. know the most important principles for loading and unloading different types of loads and be able to calculate, place and arrange the load so as to execute the transport in a safe and satisfactory manner*
- 2. participate in a load-securing course under Section 27-2 of the Regulations of 1 October 2004 No. 1339 concerning driver training and driving tests etc.*
- 3. be able to plan haulage assignments with different types of load, and perform loading and unloading safely*
- 4. plan two haulage assignments to be executed in Module 6, one involving goods distribution and the other a long-haul assignment, with a total duration of ten hours in the case of full initial qualification and five hours in the case of accelerated initial qualification.*

G 5.1 Principles for loading and stowage

The trainee driver shall know the most important principles for loading and unloading various types of loads and be able to calculate, place and arrange the load so as to execute the transport in a safe and satisfactory manner.

G 5.1.1 Stability – centre of gravity – forces that act on the vehicle and load

The trainee driver shall know the various types of load, requirements, properties and potential hazards.

Main elements

- That the vehicle and load can be subject to powerful forces during braking and acceleration and side forces when cornering
- Taking special conditions into account and the individual type of load:
 - liquid load
 - overhanging/suspended load
 - customs-sealed container
 - bulk transport
 - particularly heavy objects

- live animals
- the specific gravity of the goods
- snow and ice on load carrier and vehicle roof

G 5.1.2 Calculating and placing loads

The trainee driver shall be able to perform the calculations to ensure the correct placing of the load.

Main elements

- Types of load with different specific gravity
- The road network, weights and dimensions
- Different vehicles and vehicle combinations
- Centre of gravity of load and vehicle
- Calculating the size of the load-space
- Loading and stowage in different modes of transport
- The importance of the loading/stowage certificate and when it is used

G 5.1.3 Consequences of incorrect loading

The trainee driver shall be able to explain the consequences of incorrect loading.

Main elements

- Reduced road safety
- Overloading of the vehicle
- Overloading of roads, bridges, etc.
- Reactions of the authorities where overloading occurs
 - calculations of overload charges for exceeding axle weight and gross vehicle weight (GVW) limits
 - fines
 - confiscation
 - other penalties

G 5.1.4 Packaging – tarpaulins/sheeting

The trainee driver shall know the different methods of protecting goods.

Main elements

- Different types of transport packaging
- When specially approved packaging is required, for example for dangerous goods
- Modular structure from consumer packaging to transport packaging
- Environmental consequences of modern packaging
- Return systems for packaging
- Pallets and pallet standards
- Use of tarpaulins/sheeting

G 5.2 Securing loads

The trainee driver shall understand that the load must be properly secured. The trainee driver shall have the knowledge and skills required to secure the load so as to prevent accidents, by participating in a load-securing course under Section 27-2 of the Regulations, and shall be able to secure the main categories of goods which require

- *lashing*
- *blocking*
- *dunnage*

and acquire the techniques to use a combination of these methods.

The trainee driver shall be able to check lashing systems, to use securing equipment and to protect goods with the aid of covers/sheeting.

G 5.2.1 Rules for securing loads

The trainee driver shall know

- the main requirements that apply to securing loads and to load-securing equipment
- that special requirements for securing loads apply when two or more different means of transport are employed in the same transport chain
- that it may be necessary to obtain additional information when special loads are to be secured

G 5.2.2 How goods move

The trainee driver shall, through demonstrations and practical work, observe

- how loads that are incorrectly or poorly secured can fall off
- the forces acting on the load forwards, backwards and sideways during driving
- how ordinary cargo moves when the vehicle accelerates and brakes
- how rolling cargo moves when the vehicle accelerates and brakes
- how friction influences the cargo's movements during braking
- that differences in weight influence the cargo's movement
- that heavy weight (1000 kg) prevents the cargo from moving
- that use of the wrong securing equipment can lead to cargo being displaced or falling off

G 5.2.3 Calculation and choice of securing equipment

The trainee driver shall be able to calculate and select the proper securing equipment by

- planning the securing of different types of cargo and load
- assessing different methods of load-securing such as dunnage, lashing, blocking and covering

G 5.2.4 Securing different types of load

The trainee driver shall be able to secure properly different types of cargo and loads by

- securing different types of cargo, including rolling cargo, stacked goods and loads with a high specific gravity
- using over top lashing, spring lashing, loop lashing, straight lashing/cross lashing, locking, blocking and covering

G 5.2.5 Checking that loads are secure

The trainee driver shall have demonstrated to him/her whether the load has been secured properly by

- braking and cornering/turning the vehicle
- tipping the load to the relevant angle
- checking the securing equipment after testing

G 5.2.6 Assessing equipment

The trainee driver shall

- be capable of maintaining the load-securing equipment and deciding whether it is in proper order
- know the consequences of misjudging the quality of the equipment
- be able to use the necessary personal protection, such as working clothes, gloves and safety boots

G 5.3 Planning of haulage assignments with practical loading and unloading

The trainee driver shall be able to plan haulage assignments with different types of loads, and perform loading and unloading safely.

G 5.3.1 Planning haulage assignments

The trainee driver shall be able without supervision to plan and obtain the necessary information to execute different types of haulage assignment by lorry or vehicle combination in a lawful, safe and efficient manner.

Main elements

- Plan haulage assignments with different types of loads and vehicles based on the conditions for use of large heavy vehicles, maps, and log book
- Obtain the necessary licences, permits and documents
- Calculate the payload and volume of different vehicle types
- Calculate the driving distance, driving time, location and frequency of breaks and rest periods
- Choice of driving route based on road standard, environmental impact and road conditions
- Plan time for making regular checks on the vehicle prior to and during driving
- Operation of digital and analogue tachographs
- The correct equipment for loading, unloading and securing loads
- The importance of being precise when loading and unloading

G 5.3.2 Loading and unloading

The trainee driver shall be able to load three different vehicles or vehicle combinations without supervision in compliance with the safety regulations and taking into account the goods and the limitations of the vehicle and the road.

Main elements

- Stationing of the vehicle for loading and unloading
- Ergonomically correct work operations and techniques
- Use of pallet stacker/fork lift, tailgate elevator, crane, truck or wheel loader
- Use of containers or swap bodies
- Use of filling systems for tank or bulk transport
- Control weighing of vehicles/vehicle combinations

G 5.4 Planning of driving in connection with haulage assignments

The trainee driver shall be able to plan two haulage assignments to be executed in Module 6, one involving goods distribution and the other a long-haul assignment, with a total duration of ten hours in the case of full initial qualification and five hours in the case of accelerated initial qualification.

Main elements

- Driving in urban street environments, in suburbs and on country roads
- Driving in different traffic densities
- Driver stops for meals/refreshments and rest areas
- Own and others' safety
- Breaks and rest periods
- Sleep and diet
- Daily inspection of vehicle and load
- Safe and optimal driving

Comments

The teaching shall be devoted primarily to the work the driver has to do while the vehicle is stopped. The focus must be on ergonomically correct work postures, for lifting, pushing and pulling goods. In the case of loading and unloading operations of bulk or liquid cargo and the use of handling equipment for that purpose, it is important that the focus should be on correct work techniques together with the use of prescribed safety equipment. Emphasis shall be placed in the instruction on the methods for loading different vehicles with different types of goods.

This module provides a continuation of the knowledge acquired by the trainee driver from calculating payload as part of the driver training. The work with respect to the syllabus shall be aimed at, inter alia, the practical application of these skills later in the training. The trainee driver should be given the opportunity to work on tasks where he/she is required to use the relevant vehicle papers and load documents. The calculations in relation to the centre of gravity of the load and of the vehicle and height above the road are also of central importance in relation to stability.

Comments on securing of loads

The course shall aim to make trainee drivers familiar with the requirements for securing loads and for load-securing equipment, and shall give them the skills to calculate and choose the proper securing equipment. They shall also be taught to secure different types of load properly.

The regulations that apply to load securing are relatively complicated. Trainee drivers cannot be expected to possess the mathematical skills required to calculate, for example, the weight of the load in Newtons, the coefficient of friction, etc. The instructor therefore faces a formidable task. The theoretical basis will require much simplification. The subject matter will need to be concretised and demonstrated. Concepts like friction, momentum and centrifugal force will need to be illustrated simply, not calculated.

It is important that trainee drivers appreciate and understand that loads must be properly secured, and that they learn how to do it. If the trainee drivers overdimension the securing measures, there is no point to removing the securing equipment again, if the securing has been done correctly. The course should involve a large element of practical work. All the trainee drivers shall themselves be capable of properly securing different types of load. It matters little how far the instructor has advanced with regard to his programme of instruction, if the trainee driver has not advanced equally far in his/her learning. For the teaching to be effective, it will be practical and expedient to let groups of trainee drivers circulate from traffic station to traffic station, where they can carry out different types of tasks.

Comments on practical loading and use of the vehicle:

At least three different loading and unloading tasks shall be performed in accordance with G5.3.1. The loading tasks in this part shall precede the training which involves driving individually, and shall be included as part of the planning for the driver training. G5.3.2 shall be practical in nature with the trainee drivers performing loading and unloading as traffic station-based training with up to three trainee drivers per group. The groups execute the tasks on a rolling basis. Each group shall have a vehicle, loading equipment and a cargo at its disposal.

G5.4 shall comprise the planning of two haulage assignments, involving both local goods distribution and long-haul transport. The distribution should be assigned to areas where such driving is natural, for example by setting up delivery addresses in urban areas, and including practical loading operations and natural loading points. The long-haul assignment should be planned over a longer driving distance, and the trainee driver should organise at least one loading or unloading operation underway. The time planned for loading or unloading shall not shorten the total driving time as described in Tables 2 and 3, using the apportionment of hours in Module 6.

In the case where the trainee driver is expanding competence already acquired in passenger transport, the haulage assignments shall be planned and executed according to the apportionment of hours in points 2 and 3 of Table 3, a total of five hours. The haulage assignments shall take place in a variety of road traffic environments and shall include the challenges normally associated with driving a lorry/vehicle combination and using the infrastructure relevant for such transport.

Training centres that do not have the practice areas and equipment required to offer the practical exercises may co-operate with other participants in the road transport sector to organise and provide the loading and unloading exercises.

Module P4 The economic environment of passenger transport

<i>Duration:</i>	<i>Full initial qualification, full rights</i>	<i>48 hours</i>
	<i>Accelerated initial qualification</i>	<i>22 hours</i>
	<i>Competence expansion from goods transport</i>	<i>30/14 hours</i>

Module P4 applies for those wishing to acquire professional driver competence within the carriage of passengers. The purpose of the module is to give the trainee driver an introduction to the place of passenger transport in society and to the special laws and regulations that form the framework conditions for the work of the bus, coach or minibus driver. It is intended to provide a basic knowledge of the passenger transport sector, with the emphasis on the aids and the documents that a professional driver needs to be familiar with when undertaking national and international passenger transport. The module shall give the trainee driver an understanding of the planning required prior to undertaking passenger transports.

Objective for Module P4 The economic environment of passenger transport

The trainee driver shall have a basic knowledge of passenger transport and know how to plan and execute a transport assignment to be safe, efficient and comfortable in compliance with the regulations.

The trainee driver shall

- 1. be able to account for the organisation and societal importance of passenger transport, including the role of the authorities and their responsibility to provide adequate transport services for the population*
- 2. know the laws, regulations, rules, agreements and documents relating to passenger transport, and be able to employ them in their proper context*
- 3. know the market and economic conditions relating to road passenger transport, and the most common forms of payment and settlement in the sector*
- 4. be able to prepare national and international passenger transport assignments, with particular emphasis on satisfying the requirements for planning, execution and post-processing*

P 4.1 Society's need for passenger transport and modes of transport

The trainee driver shall be able to account for the organisation and societal importance of passenger transport, including the role of the authorities and their responsibility to provide adequate transport services for the population.

P 4.1.1 The place of passenger transport in society

The trainee driver shall know the main features of the structure of Norwegian business and industry and the place of passenger transport within it.

Main elements

- Transport needs with regard to work-related travel, commuting, holidays and leisure
- Passenger transport as a service industry
- Variations in the conditions for passenger transport and the development of society's transport needs
- The concept of public transport
- Existing public transport services and their share of the passenger transport market
- The importance of public transport for society, the environment and sustainable development
- The structure of the transport system with buses and taxis

P 4.1.2 Transport geography

The trainee driver shall have knowledge of the distribution of domestic passenger transport needs and the most common travel patterns among the population.

Main elements

- The main features of Norwegian transport geography
- The main structure of road passenger transport in Norway, and to and from Norway
- Transport geography in relation to international transport by road

P 4.1.3 The passenger transport market

The trainee driver shall be able to explain and give examples of the road passenger transport market, and the travel offerings that exist.

Main elements

- Different modes of road passenger transport (local routes, long-distance routes, express routes, regional routes, school routes, sightseeing, themed trips, conference trips, taxi operations)
- Choice of transport solution in relation to concession
- Transport with special requirements (transport of disabled passengers, school transport, individually adapted transport)

P 4.1.4 The passenger transport industry

The trainee driver shall have knowledge of how passenger transport enterprises are normally organised and the competitive environment within which they operate.

Main elements

- Competition and market adaptation within road passenger transport
- Government charges and special taxes, and framework conditions
- The most common forms of ownership, organisation and operation of bus companies and taxi dispatching centres
- Running one's own business (tour buses and coaches)
- Third-party passenger transport
- Contractors
- Subcontractors
- Employment relationships
- Travel agency and tour operator businesses

P 4.1.5 Co-operation within passenger transport

The trainee driver shall be able to describe forms of co-operation among passenger carriers by road and know the participants in the passenger transport market.

Main elements

- Railway product offerings, including the role as supplier for bus, coach and light/underground railway transport
- Different forms of co-operation between participants in air, road, sea and railway transport
- Specially adapted transports to and from airports, ports and city centres
- Need for co-ordination among carriers, across different transport modes
- Carriage of goods by bus and coach

P 4.2 Laws and regulations governing carriage of passengers

The trainee driver shall know the laws, regulations, rules, agreements and documents relating to passenger transport, and be able to employ them in their proper context.

P 4.2.1 The Professional Transport Act (permit provisions)

The trainee driver shall know the most important provisions of the Professional Transport Act.

Main elements

- Provisions of the Professional Transport Act and related Regulations which regulate the transport of passengers for hire or reward
- Conditions for obtaining a permit for passenger transport
- Documentation in relation to permit

P 4.2.2 Other laws and regulations governing road passenger transport

The trainee driver shall know and be able to find his/her way in the most important laws, regulations and other provisions regulating passenger and public transport, both national and international.

Main elements

- Norwegian transport bylaws
- Insurance for passenger transport
- The Postal Services Act
- Regulations governing travel guarantee
- Transport operating licences
- Rules governing the use of seat belts and safety equipment
- Use of insurance claim forms

P 4.3 The economic conditions relating to passenger transport

The trainee driver shall know the market and economic conditions relating to road passenger transport, and the most common forms of payment and settlement in the sector.

P 4.3.1 Market and economy

The trainee driver shall know the market and economic conditions relating to road passenger transport, and the role of the authorities and their responsibility to provide adequate transport services for the population.

Main elements

- Competition, tenders and market adaptation within the passenger transport sector
- Costs of operating road passenger transport
- Choice of appropriate materiel
- Public authorities' framework conditions, and government charges and duties
- Production and earnings requirements
- Simple costings for transport assignments

P 4.3.2 Ticketing and settlement

The trainee driver shall know the most common forms of payment and settlement, and the terms and conditions relating to passenger transport. The trainee driver shall know the responsibilities and routines of the professional driver with respect to handling cash.

Main elements

- How the fares system is constructed
- Social concessionary schemes
- Commonly used market discounts, especially linked to product type and volume
- Different ticket systems
- Use of special travel passes
- Rules governing responsibility for settlement and settlement reports
- Routines for dealing with publicly paid passenger transport

P 4.4 Planning and execution of passenger transport

The trainee driver shall be able to prepare national and international passenger transport assignments, with particular emphasis on satisfying the requirements for planning, execution and post-processing.

P 4.4.1 Planning of passenger transport

The trainee driver shall have knowledge of the elements and aids that form part of the planning and quality assurance of national and international transport assignments.

Main elements

- Planning of passenger transport on scheduled services and tours
 - choice of route

- summer and winter seasons
- road tunnels
- time planning and ferry transport
- parking areas for compliance with rest period rules
- choice of means of transport and approval of same
- restrictions
- border crossings
- places to eat
- Use of tour orders
- The possibilities and limitations of different bus and coach types
- Specially adapted passenger transport for disabled persons
- Structure and background of shift plans and requirements in accordance with driving time and rest periods
- Different forms of reporting and their purpose
- The function of the tour leader and need for co-operation
- Different terminal types and functions
- Use of terminal platforms
- Important route networks, transfers and connecting points
- Information on transferring passengers for onward travel
- Information systems in passenger terminals

P 4.4.2 Information technology

The trainee driver shall have knowledge of the relevant information technology.

Main elements

- Electronic route information and real time information
- Information to passengers and driver using visual automated interior displays and announcements
- Navigation systems for the transport sector
- Positioning systems and monitoring
- Fleet management and safety systems
- Online ticket sales

P 4.4.3 Dangers of distraction while driving

The trainee driver shall be aware of the possible conflicts that may arise between safe driving and other tasks the driver has to perform.

Main elements

- Ticketing
- Communication
 - mobile telephone
 - other forms of communication
 - talking to passengers
 - announcing bus stops
- Information from the vehicle's instruments
- Attention directed towards own passengers
- Use of in-coach entertainment equipment

P 4.4.4 International passenger transport

The trainee driver shall know the rules governing international passenger transport.

Main elements

- Regulations governing international scheduled services and tour bus driving
- Customs provisions relating to international passenger transport
- Procedures at border crossings
- Toll charges, value added tax, fuel duty

Comments on P4 The economic environment of passenger transport

In this module, priority is given to the planning side of passenger transport assignments. This is necessary in order to give the trainee driver insight into the economic environment of road passenger transport and the logistics chain in general.

In working with this subject, emphasis must be placed on the connection between the special character of passenger transport and different modes of transport. It may be necessary to study statistics on transport needs relative to passengers and settlement patterns. The trainee drivers may also discuss the authorities' desire to distribute passenger transport from private cars onto bus and railway transport, and the challenges this will pose for the road passenger transport sector.

In order to create understanding for how ticket prices and bus fares are set, the instruction should emphasise costing and make clear the cost factors involved. On this basis, the trainee driver should be capable of estimating what a defined assignment will cost.

The internal working conditions in a passenger transport enterprise are often affected by tendering systems and change of owners. In this module, the trainee driver must gain an understanding of the use of tendering principles and how they affect ticket prices.

Particular attention should be devoted to the needs of disabled passengers. It must be assumed that the number of disabled people will rise at a pace with the average increase in the lifespan of the population in general. It is natural to intensify the focus on this area, since more and more buses and coaches are being fitted with disabled equipment for this target group. At the same time, greater importance is being attached in society in general to providing disabled facilities in connection with town planning and new building design (entrances, toilets, lifts, etc).

Excursions to passenger transport enterprises and passenger terminals may be included as part of the teaching.

Subjects from Module 1 shall be carried on and continue in Module P4. These subjects should be concretised and exemplified on the basis of the special character of passenger transport.

Module P4 shall also form the basis for the practical training in Module P5, and the two modules should be viewed together, in context.

Module P5 Passenger transport in practice

<i>Duration:</i>	<i>Full initial qualification, full rights</i>	<i>40 hours</i>
	<i>Accelerated initial qualification</i>	<i>20 hours</i>
	<i>Competence expansion from goods transport</i>	<i>25/13 hours</i>

Module P5 applies for those wishing to acquire professional driver competence within passenger transport. The trainee driver shall know the preparations required to execute passenger transport in a safe, comfortable and service-friendly manner. The module does not contain any own driving on the part of the trainee driver.

Objective for Module P5 Passenger transport in practice

The trainee driver shall understand the importance of the requirements that a professional driver must satisfy in relation to load security, safety and service, including the consequences of deficient performance. The trainee driver shall be able to plan actual passenger transport assignments.

The trainee driver shall

- 1. understand the most important principles for loading and securing of passengers and goods in compliance with the regulations, and the consequences of deficient performance*
- 2. know the requirements and challenges relating to service and customer care in passenger transport*
- 3. be able to plan various transport assignments, carry out loading and unloading safely, and operate the bus's various technical and comfort-related systems*
- 4. plan two transport assignments to be executed in Module 6, one involving driving a scheduled service on a bus route and the other driving a tour bus or coach, with a total duration of ten hours in the case of full initial qualification and five hours in the case of accelerated initial qualification.*

P 5.1 Loading and securing in passenger transport

The trainee driver shall understand the most important principles for loading and securing of passengers and goods in compliance with the regulations, and the consequences of deficient performance.

P 5.1.1 Loading of luggage

The trainee driver shall be able to load a bus or coach in a safe and efficient manner, and be able to place goods and luggage where they are easily accessible, while also ensuring that goods and luggage are properly secured so as to prevent them from injuring passengers or being damaged in transit.

Main elements

- Correct placing of goods in relation to the vehicle's and the goods' common centre of gravity and the volume of the luggage compartment
- Placing of luggage taking into account the distribution of weights on the bus/coach
- Securing loads inside the bus/coach and in the luggage compartment

- Placing of luggage in relation to passengers entering and leaving the bus/coach
- Risks involved in passengers' use of luggage shelves above the rows of seats
- Restrictions on the use of ski box and trailer
- Use of bar codes for marking luggage

P 5.1.2 Loading and securing of passengers

The trainee driver shall know the importance of the placing of passengers in the bus/coach and also their safety inside and outside the bus/coach.

Main elements

- Passenger seats, their operation and adjustment
- Checking and use of seat belts in the bus/coach
- Placing and securing of prams, wheelchairs and other aids and equipment
- Use of standing places
- Entering and leaving articulated buses and double-deckers
- The driver's leader role in case of an accident in a tunnel

P 5.1.3 Consequences of incorrect loading

The trainee driver shall be able to understand the consequences of incorrect loading.

Main elements

- Overloading of the vehicle
- Overloading of the road
- Consequences for customers/passengers
- Reactions of the authorities to overloading
 - charges
 - fines
 - suspension of driving licence and confiscation of licence plates
- Onward transport of passengers where transfers are required

P 5.2 Service and customer care

The trainee driver shall know the requirements and challenges relating to service and customer care in passenger transport.

P 5.2.1 Quality in passenger transport

The trainee driver shall be aware of how passenger carriers ensure their services are of good quality.

Main elements

- The concept of quality and passengers' rights
- The development and purpose of a quality assurance system
- Practical examples of quality assurance procedures
- Treatment of non-conformance and reporting
- Lost property

P 5.2.2 Service and personal behaviour

The trainee driver shall know how service and personal behaviour help enhance the quality of passenger transport and the reputation of the driver and the driving profession among the general public.

Main elements

- Civility and personal behaviour
- Uniform rules, consequences of and expectations in relation to the use of uniform
- Information to passengers on how they can continue their journey by other means of transport
- Information on passengers' rights with respect to an unsatisfactory travel experience, and how to complain
- Customer groups with special needs
- Challenges related to cultural factors
- Identity marking of persons with serious illnesses
- Passengers under the influence of alcohol or drugs, and passengers displaying threatening or violent behaviour
- Procedure in the event of illness or death

P 5.3 Planning and preparations for driving

The trainee driver shall be able to plan various passenger transport assignments, perform loading and unloading safely, and operate the bus's various technical and comfort-related systems.

P 5.3.1 Planning of driving assignments

The trainee driver shall be able without supervision to plan and obtain the necessary information to execute various forms of transport assignment by bus or coach.

Main elements

- Planning of various transport assignments using different types of bus or coach based on the conditions for use of large vehicle, maps, GPS and registration card
- Calculation of different bus types' load capacity, number of passengers and weight of luggage
- Calculation of driving distance, driving time, location and frequency of breaks for driver and passengers
- Choice of driving route based on road standard, environmental impact and climatic conditions
- Planning of time for carrying out routine checks on the vehicle prior to and during driving
- The importance of punctual departures and arrivals
- Filling in insurance claim forms

P 5.3.2 Preparations for driving

The trainee driver shall be able to load the bus/coach and secure the load based on the type of bus/coach and assignment involved. The trainee driver shall know how to operate and maintain the vehicle's various technical and comfort-related systems.

Main elements

- Loading and securing goods
- Organising ergonomically correct work operations and techniques
- Preparations for passengers
- The location of safety equipment in different types of bus and coach
- Use of emergency exits and emergency openers when the bus is standing in the normal upright position and when overturned
- Operation of heating, ventilation and air-conditioning systems
- Operation of digital and analogue tachographs
- Use of in-coach audio and entertainment equipment
- Preparing the bus/coach with regard to:
 - interior and exterior cleaning
 - drinks vending machine and refrigerator
 - water supply for toilet/hand basin
 - emptying the toilet and complying with the hygiene requirements
 - precautions for use of toilet in cold weather
 - operational checks of equipment to assist loading and unloading of disabled passengers
- Dealing with lost property
- Filling in a fault report
- Control weighing of bus/coach

P 5.4 Planning of driving in connection with transport assignments

The trainee driver shall plan two transport assignments to be executed in Module 6, one involving driving a scheduled bus route and the other driving a tour bus or coach, with a total duration of ten hours in the case of full initial qualification and five hours in the case of accelerated initial qualification.

Main elements

- Driving in urban street environments, in suburbs, and on country roads
- Driving in varying traffic densities
- Bus stops
- Public transport terminals
- Schools
- Places to stop for meals/refreshment and rest/service areas
- Bus and coach parking areas
- Own and others' safety
- Passenger comfort

Comments to Module P5 Passenger transport in practice

The instruction shall enable the trainee driver to plan the practical aspects of passenger transport, including having regard for passengers' rights, safety and comfort. The driving should be planned to simulate a transport assignment as realistically as possible. The training should also comprise the driver's work and safety and the safety of passengers when the vehicle is stopped.

The instruction must focus on ergonomically correct work postures, for lifting, pushing and

pulling luggage and goods. In the case of loading and unloading it is important that the focus should be on correct work techniques together with the use of prescribed safety equipment, including placing and securing of wheelchairs and children's prams. Emphasis should be placed in the instruction on the methods for loading different vehicles with different types of luggage and goods, and how they should be secured.

Service and customer care must deal with the duty to inform passengers of their rights in the event of, for example, delays. The observance of fair rights for passengers in connection with delays or cancellations is important, not only in a rights perspective, but also in a societal perspective, in that it may encourage more people to use public transport and thus reduce emissions and contribute to a more sustained development.

The planned driving shall comprise the practical execution of transport assignments, relating both to scheduled bus services and driving of tour buses and coaches. Bus route driving practice should be performed on existing bus routes. The training should be based on current timetables and include frequent stops to simulate realistic driving on a bus route. This part of the module has a framework of five hours in the case of full initial qualification and two hours in the case of accelerated initial qualification, according to the timetable in Tables 2 and 3 in Module 6.

Tour bus driving should be planned as a realistic bus or coach tour assignment, with a duration of five hours in the case of full initial qualification and three hours in the case of accelerated initial qualification (taken as two separate exercises/assignments).

In the case of expansion of competence from goods transport, the passenger transport assignments should be planned and executed according to points 2 and 3 in Table 3, making a total of five hours. The transport assignment shall take place in a variety of road traffic environments, shall include the challenges normally associated with bus and coach driving, and shall employ the infrastructure relevant for such transport.

The instruction can be planned to take place in groups, with the trainee drivers taking turns to drive. There may be benefit in employing a teaching model featuring role play, with the non-driving trainee drivers playing the part of passengers getting on and off the bus. Accompanying trainee drivers may agree in consultation with their instructor on the standard of comfort that should be required or is acceptable.

Module 6 Safe behaviour on the road

<i>Duration:</i>	<i>Full initial qualification, full rights</i>	<i>44 hours</i>
	<i>Accelerated initial qualification</i>	<i>24 hours</i>
	<i>Competence expansion</i>	<i>15/8 hours</i>

Module 6 is the concluding module of the professional driver training programme. It is common for the carriage of both goods and passengers.

Module 6 aims to use all the competence previously acquired, through both the vocational driver training and the previous modules of the professional driver training. It is important that the trainee driver should develop his/her own personal driving competence, and be able to see this in relation to the practical exercise of the profession of driver. Module 6 contains both theoretical subjects and practical driving which, together and alternately, give the trainee driver the opportunity to try out and reflect on various aspects of a professional driving career.

Objective for Module 6 Safe behaviour on the road

The trainee driver shall develop further his/her professional driver competence and be able to contribute to a safer road traffic environment by adopting an optimal driving strategy.

The trainee driver shall

- 1. know the risks involved in using large vehicles in transport assignments*
- 2. demonstrate optimal utilisation of heavy vehicles*
- 3. execute two types of relevant transport assignments as planned in Module 5, driving in a manner which is safe, efficient, comfortable and professionally correct*
- 4. develop self-insight, an appreciation and understanding of risk, and the ability to judge his/her own driving performance and professional competence*

The practical driving shall be carried out with the type of vehicle that the trainee driver aims to acquire professional driver competence in, accompanied by an approved driving instructor. Resource persons from the transport sector may be employed for the theory lessons.

6.1 Risks involved in using large vehicles

The trainee driver shall know the risks involved in using large vehicles in transport assignments.

6.1.1 Risks as a professional driver

The trainee driver shall know and reflect on the risks of working in the road transport sector. The trainee driver shall be particularly aware of the human factor as a direct cause of some accidents, and understand why the focus on accidents and near-accidents involving heavy vehicles is central to the work to improve road safety.

Main elements

- Levels of risk in road traffic and at terminals
- Accident risk in relation to profession

- How to avoid driver error being the direct cause of a road accident
- Suicide in the form of other road users' deliberate head-on collision with a heavy vehicle

6.1.2 Special risks involved in driving a heavy vehicle

The trainee driver shall know the special risks involved in driving a heavy vehicle under different conditions.

Main elements

- The vehicle's driving characteristics, stability, swing forces, brake forces
- Blind areas around the vehicle
- Extreme weather and the consequences of heavy rainfall and fluctuating temperatures
- Driving in a queue and rear-end collisions in road tunnels
- Fires in road tunnels
- Marking and signing of road tunnels

6.2 Economical and optimal driving methods

The trainee driver shall demonstrate optimal utilisation of heavy vehicles.

Main elements

- Correct observation techniques and information gathering in order to plan the driving as well and efficiently as possible
- Utilisation of the engine's torque and revs
- Choice of gear changes in relation to the vehicle's load and speed
- Choice of speed in relation to the course of the road
- Utilise the vehicle's momentum (roll momentum)
- Maintaining a correct distance to the vehicle in front, also when utilising momentum
- Show an understanding of the relationship between environmentally aware driving behaviour and road safety

6.3 Safe behaviour in traffic and transport assignments

The trainee driver shall execute two types of relevant transport assignment as planned in Module 5, driving in a manner which is safe, efficient, comfortable and professionally correct.

6.3.1 Driving behaviour at varying speeds

The trainee driver shall be aware of the elements of risk and the risk of misjudgement in continuous driving.

Main elements

- Driving at high speed and in overtaking situations
- Distance to the vehicle in front
- Transition from high speed to road conditions requiring particularly low speed
- Adjusting speed to suit the conditions and placing of the vehicle in relation to the breadth of the road, road grip, visibility and weather conditions
- Placing of the vehicle in the carriageway and choice of lane

6.3.2 Driving behaviour in dense traffic

The trainee driver shall be aware of particular elements of risk while driving in dense or heavy traffic.

Main elements

- Urban and built-up environments with dense traffic, different traffic environments and different groups of road users
- Urban and suburban environments with different speed limits
- Dangers of failure to adjust speed to suit the prevailing visibility and traffic conditions

6.3.3 Driving in difficult conditions

The trainee driver shall master driving in difficult conditions and take account of the size of the vehicle.

Main elements

- Driving on narrow roads with sharp inclines and descents
- Driving on roads with gravel surface
- Use of the vehicle's equipment with regard to passability
- Driving in poor visibility
- Driving in tunnels, risks on entering and exiting tunnels
- Emergency braking with fully loaded vehicle on asphalt, gravel and winter conditions (according to season)
- Risk of overhang
- Situations where there is most risk of injury or damage and how to plan to avoid this
- The need to maintain a safe distance from other road users and obstacles
- Driving into and out of bus stops, rest or service areas and other roadside areas
- Situations where there is a risk of the bottom/side of the vehicle scraping the ground

6.3.4 Special elements in use of the vehicle

The trainee driver shall be able to operate the vehicle's secondary control apparatus.

Main elements

- Defrosters
- Heating systems
- Side windows and roof hatches
- Misting problems
- Indoor climate/air conditioning

6.3.5 Use of bus, coach or minibus for passenger transport

6.3.5 applies only for those wishing to acquire a Driver's Certificate of Professional Competence (CPC) for passenger transport.

6.3.5.1 Comfort

The trainee driver shall have the knowledge and skills required to be able to drive the bus or

coach in a safe, efficient, comfortable and optimal manner.

Main elements

- Avoid subjecting the vehicle to powerful side forces
- Avoid subjecting the vehicle to powerful forces during braking and acceleration
- Assess when it is important to show particular consideration for passengers' needs, especially in relation to
 - standing passengers
 - older people
 - children and prams
 - special factors associated with transporting schoolchildren
 - sick passengers
 - disabled passengers

6.3.5.2 Use of special infrastructure for buses and coaches

The trainee driver shall be able to use the special infrastructure intended for passenger transport, and be aware for reasons of safety of his/her responsibility for managing conflicts of interest between his/her own driving and other road users and passengers.

Main elements

- Bus stops
- Terminals
- Dedicated public transport lanes
- Special areas permitted for buses
- School areas
- Turning areas
- Port areas, ferries and customs areas

6.3.6 Use of special infrastructure for lorries

6.3.6 applies only for those wishing to acquire a Driver's Certificate of Professional Competence (CPC) for goods transport.

The trainee driver shall be able to use the special infrastructure intended for goods transport, and be aware for reasons of safety of his/her responsibility for managing possible conflicts of interest between his/her own driving and other road users.

Main elements

- Ferries, port areas and customs areas
- Goods terminals
- Construction areas
- Reloading areas
- Rest and service areas
- Dedicated HGV/lorry lanes

6.4 Reflections on own driving behaviour

The trainee driver shall develop self-insight, an appreciation and understanding of risk, and the ability to judge his/her own driving performance and professional competence.

Main elements

- Reflect on one's own practice and experiences
- Assess one's own driving and exchange experience with fellow trainee drivers
- Assess different solutions to a given problem
- Account for one's own views

Comments on safe behaviour on the road

The trainee driver shall have demonstrated to him/her a manner of driving that enables the vehicle to be utilised efficiently, and which provides a picture of a safe, optimal manner of driving in traffic which can be transferred to actual transport assignments.

The trainee driver shall have completed the (compulsory) on-the-road safety course[†] prior to commencing the driving in Module 6. The trainee driver will therefore have 2 hours (120 minutes) deducted from the training involving driving individually, as shown in Tables 2 and 3.

A total of 7 hours shall be set aside for this module, 1 hour of which shall be used for introduction and preparation. In the individual driving component, the instructor shall demonstrate to the trainee driver the optimal, efficient and safe use of the vehicle in traffic. The trainee driver shall drive a predetermined route (duration 1 hour) during which the following shall be registered: fuel consumption, time expenditure, number of gear changes, engine revs, comfort, and time of day. The same route shall be driven twice, with a break of 3 hours in between. The break shall be used for summing up and reflecting on the subject and preparing for Drive 2. The entire module shall conclude with 1 hour's summing up.

The instruction shall be provided with up to two trainee drivers per vehicle. Before the practical driving commences, the trainee driver shall be made familiar with the timetable and instruction schedule. He/she shall also be given an introduction to the measuring equipment that will be used, as well as the opportunity to familiarise himself/herself with the vehicle before use. The driving shall be on a predetermined route, which shall be driven twice.

Drive 1 and Drive 2 shall follow the same route, and consist of driving in varied environments. It may be of benefit to arrange for the two drives to be undertaken at the same time of day. In Drive 1, the trainee driver shall drive making his/her own choices and assessments. The instructor may make comments or intervene in some other way in the event of a dangerous situation arising or violation of the Road Traffic Act.

The theory instruction during the break prior Drive 2 shall focus on methods of driving and circumstances that are a prerequisite for saving fuel. On Drive 2, both the instructor and the trainee driver shall each be active in their own way in relation to driving in a manner that reduces fuel consumption. This means that the instructor can actively guide the trainee driver to make the correct choices, at specific times, and in relation to safe behaviour in traffic.

[†] As a part of the driver training

In conclusion, emphasis shall be given to examining the extent of the savings made, including time expenditure. The trainee driver must be brought to reflect on his/her own driving behaviour, and thus draw conclusions from the results achieved. The results from the two drives shall be recorded and then presented to the trainee driver individually and to the group as a whole. A record shall be made of fuel consumption, gear changes, stops, time expenditure and speed, using instruments to record G-forces (sideways movements, acceleration and retardation) fuel consumption, time, distance, number of gear changes and engine revs (if possible).

In this connection, an estimate may be prepared of the savings potential for participants over the course of one year based on Drive 1/ Drive 2. Drive 2 may result in increased consumption, without that necessarily being wrong. The reasons for this must be included in the summing up.

The environmental gains achieved by changing one's style of driving must be made clearly evident to trainee drivers, in the form of fuel consumption and amount of CO₂ emissions per vehicle/km, and consumption per trip.

Comments on safe behaviour in traffic and transport assignments

The driving shall be executed as shown in Tables 2 and 3. Time shall be set aside for introduction and preparation, review and evaluation for each individual part. It is assumed that the trainee driver has loaded the vehicles as previously planned in Module 5.4.

Trainee drivers wishing to acquire a Driver's Certificate of Professional Competence (CPC) for goods transport shall carry out the transport assignment in the form of local goods distribution and long-haul driving.

Trainee drivers wishing to acquire a Driver's Certificate of Professional Competence (CPC) for passenger transport shall carry out the transport assignment by, respectively, driving a scheduled service on a bus route and driving a tour bus or coach.

Safe behaviour on the road and in traffic shall be organised as two separate transport assignments to be executed on different days. The driving shall take place in a variety of road traffic environments under changing road and traffic conditions and shall employ the infrastructure relevant for the particular transport assignment.

In the case of full initial qualification (280 hours), the trainee driver shall complete 20 hours of driving individually according to the table below. A completed compulsory on-the-road safety course as part of the driver training is credited here with 2 hours. The theory hours are apportioned and linked to the individual transport assignments to be undertaken by the trainee driver. 5 hours shall be devoted to improving individual driving skills.

Table 2 Apportionment of hours, full initial qualification, Module 6

Detailed breakdown of hours in Module 6:		
<u>280 hours full initial qualification: 20 hours individual driving</u>	<u>Driving</u>	<u>Theory</u>
1. Initial qualification, optimal driving:	1 + 1 hours	5 hours
2. 2 transport assignments as planned in Module 5 (2 x 5 hrs)	5 + 5 hours	15 hours
3. Individual driver training and competence-raising	5 hours	2 hours
4. Credited on-the-road safety course:	2 hours	
5. Optimal driving without supervision	1 hour	2 hours

Table 2 shows a detailed apportionment of hours for individual driving and related theory

Accelerated initial qualification (140 hours) shall be completed with 10 hours of individual driver training according to the table below. A completed compulsory on-the-road safety course as part of the driver training is credited here with 2 hours. The transport assignment shall be completed twice, the first time involving a local assignment (goods distribution) and the second a long-haul assignment.

A trainee driver who is expanding his/her competence area is required to complete at least 5 hours of individual driving as described in points 2 and 3 under Table 3.

Table 3 Apportionment of hours, accelerated initial qualification, Module 6

Detailed breakdown of hours in Module 6		
<u>140 hours accelerated initial qual.: 10 hours individual driving</u>	<u>Driving</u>	<u>Theory</u>
1. Initial qualification, optimal driving:	1 + 1 hours	5 hours
2. Transport assignment, route/distribution as planned in Module 5	2 hours	2 hours
3. Transport assignment, tour driving/long-haul transport as planned in Module 5	3 hours	4 hours
4. Credited on-the-road safety course:	2 hours	
5. Optimal driving without supervision	1 hour	2 hours

Table 3 shows a detailed apportionment of hours for individual driving and related theory

A trainee driver who is expanding his/her competence from goods transport to passenger transport, or vice versa, is required to complete 5 hours of individual driving according to the criteria in Table 3, points 2 and 3, with the planning basis as stated in Module 5.

More concerning the apportionment of hours according to Tables 2 and 3.

Point 1:

All trainee drivers shall undertake training in the optimal use of heavy vehicles. On the first day, 2 hours (120 minutes) will be spent on driving.

Points 2 and 3:

Following this, two transport assignments will be executed, one short and one long: 5 hours (300 minutes) in accelerated initial qualification

15 hours (900 minutes) in full initial qualification.

Point 4:

2 hours (120 minutes) will be credited from the compulsory on-the-road safety course taken as part of the driver training, so that the total number of hours is reduced by 2 hours. Full initial qualification will then consist of 18 hours of compulsory training, while accelerated initial qualification consists of 8 hours.

Point 5:

Finally, 1 hour (60 minutes) is devoted to the unsupervised optimal use of the vehicle on the same route as in the first part of the training.

A trainee driver who is expanding his/her competence area is required to complete at least 5 hours of individual driving according to the model in points 2 and 3 in Table 3.

In order to practise in realistic training exercise areas, it will be relevant to initiate a working relationship with the business community, driving schools and training centres, so as to provide the facilities for employing the infrastructure and the relevant loading and unloading areas for goods or bus terminals.

Knowledge of heavy vehicle accidents shall have a central place in the syllabus. The theory component shall be devoted to risk and road traffic accidents. Importance should be attached to achieving a high degree of trainee driver activity by setting tasks and encouraging discussion both in groups and the class as a whole. The theory component shall be provided in context with the individual practical objectives and exercises. The practical training shall be undertaken on the type of vehicle in which the trainee driver wishes to acquire professional driver competence. The subjects studied in previous modules shall be reviewed and focused on again.

The aim of the concluding section of Module 6 is to help create and foster sound attitudes in the professional driver. It shall therefore be used by the trainee driver for reflecting on and assessing his/her own driving behaviour.

In full initial qualification, the driving component shall have a total duration of 18 hours, apportioned as follows according to Table 2: (2+5+5+5+1 hours).

In accelerated initial qualification, the driving component shall have a total duration of 8 hours, apportioned as follows according to Table 3: (2+3+2+1 hours).