



# Course Information

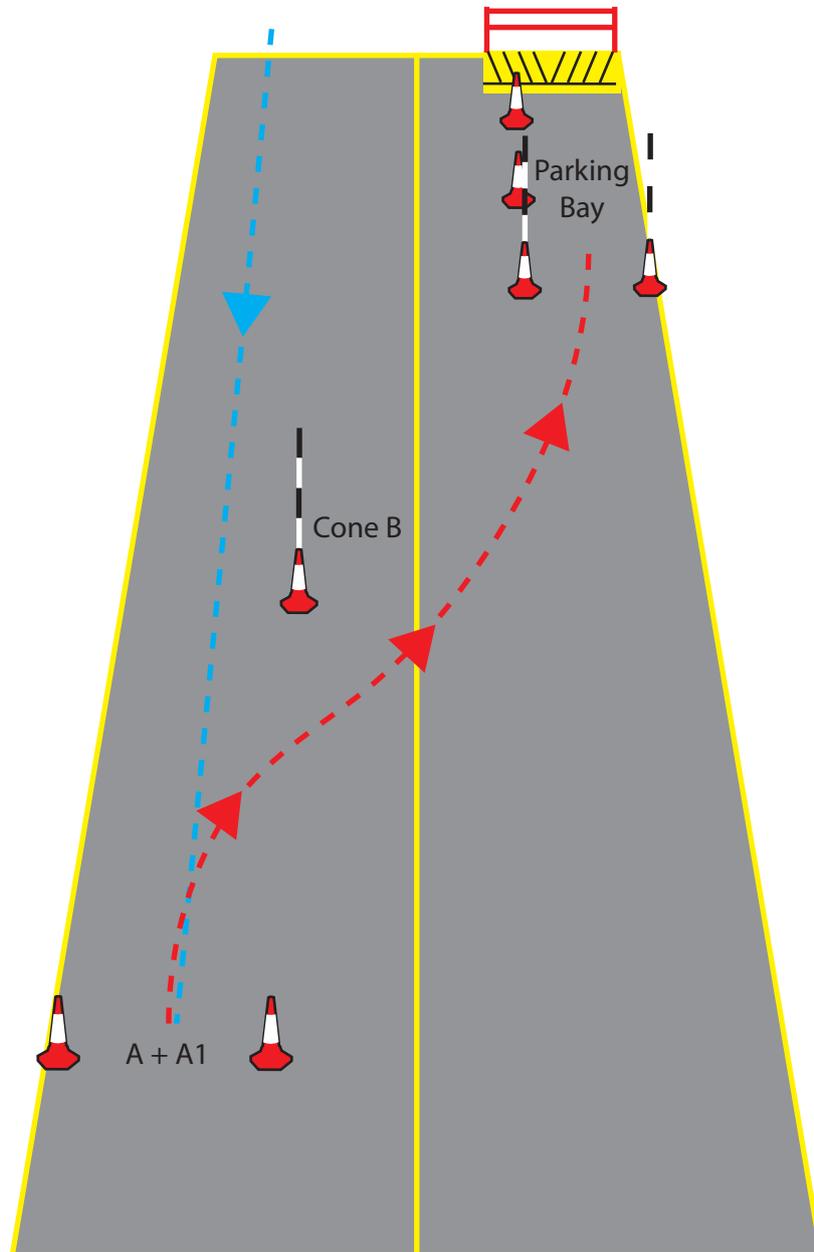
## Category D1+E Minibus & Trailer

Trainee Name: .....

This booklet is to be retained by the Trainee  
and presented to the instructor on each training session.



# The reversing exercise



As you can see from the picture above, your aim is to drive up to the A & A1 cones, the front of your vehicle must not pass the cones A & A1. Then reverse past cone B on the opposite side to the approach and finish with the vehicle in the parking bay. The rear of the vehicle must be within the yellow and black marked area without pushing the barrier.

Remember to maintain good control of your vehicle and make effective all round observation. Avoid hitting any cones or the parking bay barrier and don't let more than 3/4 of the breadth of the tyre cross the yellow line that borders the reversing area.

# Uncouple & Recouple

## **Uncouple** - *Always wear gloves for your safety.*

- Park on a firm level surface, always apply the vehicle handbrake and turn off the engine
- Engage the trailer handbrake
- Lower the landing leg and re-tighten
- Wind down the leg to release trailer coupling from the tow ball
- Remove the electrical lead and stow off the ground
- Remove the break away cable
- Remove the number plate from trailer and place in the car/van
- Pull slowly forward and park the vehicle alongside the trailer

## **Recouple**

- Ensure the trailer handbrake is on and inspect the trailer for damage, defects and legality
- Drive the vehicle forwards and reverse up to the trailer stopping just short of the trailer
- Dismount from the vehicle and check the height of the trailer coupling
- Reverse slowly towards the trailer, stop just short of the trailer, turn off the engine
- Attach the break away cable
- Release the trailer handbrake and pull the trailer up to the tow ball, aligned for coupling
- Re-apply the trailer handbrake
- Attach the electrical lead
- Lower down the leg and let the tow ball engage the trailer coupling head
- Wind down the landing leg to check the coupling has engaged the ball hitch
- Wind up the leg and stow safely
- Release the trailer handbrake
- Turn on all the vehicle lights
- Check around the trailer for condition, lights operate and any damage
- Attach the trailer number plate
- Ask the examiner to help check the brake lights

# Show me

**E 1 - Tachograph - Show me how you would replace the tachograph disc on this vehicle.**

*Candidate to demonstrate how to insert tachograph disc. Digital tachographs may require an explanation if the candidate does not have a digital card.*

**E 2 - Wheel nuts - Show me how you would check that the wheel nuts are secure on this vehicle.**

*A visual check to identify any nuts that are obviously loose, and check that the wheel nut indicators (if fitted) are in alignment.*

**E 3 - Doors - Show me how you would check that all doors including cargo doors are secure.**

*All doors must be closed and locking levers for cargo doors set in the recommended secured position.*

**E 4 - Mudguards - Show me how you would check the condition of the mudguards on this vehicle.**

*As part of daily walk-round check ensure mudguards and spray suppression equipment are secure.*

**E 5 - Instruments - Show me what instrument checks you would make before and after starting the engine on this vehicle.**

*Check to make sure all gauges and warning systems are working. Ensure that all gauges are reading correctly and that warning lights / audible warning devices are extinguished before moving away.*

**E 6 - Air - Show me how you would check for air leaks on this vehicle.**

*Charge the air tanks, consult gauges for drops in air pressure. Walk round vehicle listening for any obvious leaks.*

**E 7 - Windscreen Washers - Show me how you would clean the windscreen using the windscreen washer and wipers**

*Operate control to wash and wipe windscreen (turn ignition on if necessary).*

**E 8 - Windscreen Demister - Show me how you would set the windscreen demister to clear the windows effectively.**

*Set all relevant controls including; fan, temperature, air direction / source and heated screen to clear windscreen and windows. Engine does not have to be started for this.*

**E 9 - Rear Fog Light(s) - Show me how you would switch on the rear fog light(s) and explain when you would use it/them. (No need to exit vehicle)**

*Operate switch (turn on ignition and dipped headlights if necessary). Check warning light is on. Explain use.*

**E 10 - Headlights - Show me how you switch your headlight from dipped to main beam. (No need to exit vehicle)**

*Operate switch (with ignition or engine on if necessary), check with main beam warning light.*

**E 11 - Brake lights - Show me how you would check that the brake lights are working on this vehicle. (I can assist you, if you need to switch the ignition on, please don't start the engine).**

*Operate brake pedal, make use of reflections in windows, garage doors, etc, or ask someone to help.*

# Tell me

**E 12 - Body - Tell me how you would check the condition of the body is safe on this vehicle.**

*As part of a daily walk-round check, ensure the body is fully roadworthy and there are no significant defects. No loose panels or items, which could endanger other road users. All inspection panels must be secure.*

**E 13 - Loading - Tell me how you would operate the loading mechanism on this vehicle (Vehicle specific. e.g.. Tail Lift).**

*Candidates should be able to explain briefly the correct operation and safe working practice of specific machinery fitted to the vehicle, e.g. tail lift, kneeling bus.*

**E 14 - Wipers - Tell me how you would check the condition of the windscreen wipers on this vehicle.**

*Windscreen wipers must operate. Blades should be in good condition.*

**E 15 - Reflectors - Tell me how you would check the condition of the reflectors on this vehicle.**

*Ensure that all reflectors are fitted, clean, and functional (not cracked or broken)*

**E 16 - Suspension - Tell me how you would check the condition of the suspension on this vehicle.**

*As part of a daily walk-round check, suspension should be checked for any obvious signs of deterioration or damage.*

**E 17 - Loading - Tell me the main safety factors involved in loading this vehicle.**

*The load should be evenly distributed throughout the length of the vehicle so as not to affect control while the vehicle is being driven. Any load must be carried so that it does not endanger other road users. It must be securely stowed within the size and weight limits for the vehicle. The load needs to be secure so that it cannot move or fall from the vehicle when cornering or braking.*

# Additional Questions

**Questions covered by procedures already in place will continue to be asked as at present. These will be in addition to the combination used on test.**

*Are you satisfied that your cab locking mechanism is secure?*

*Show me where the emergency exits are and how you would check that they are operating correctly.*