



Course Information

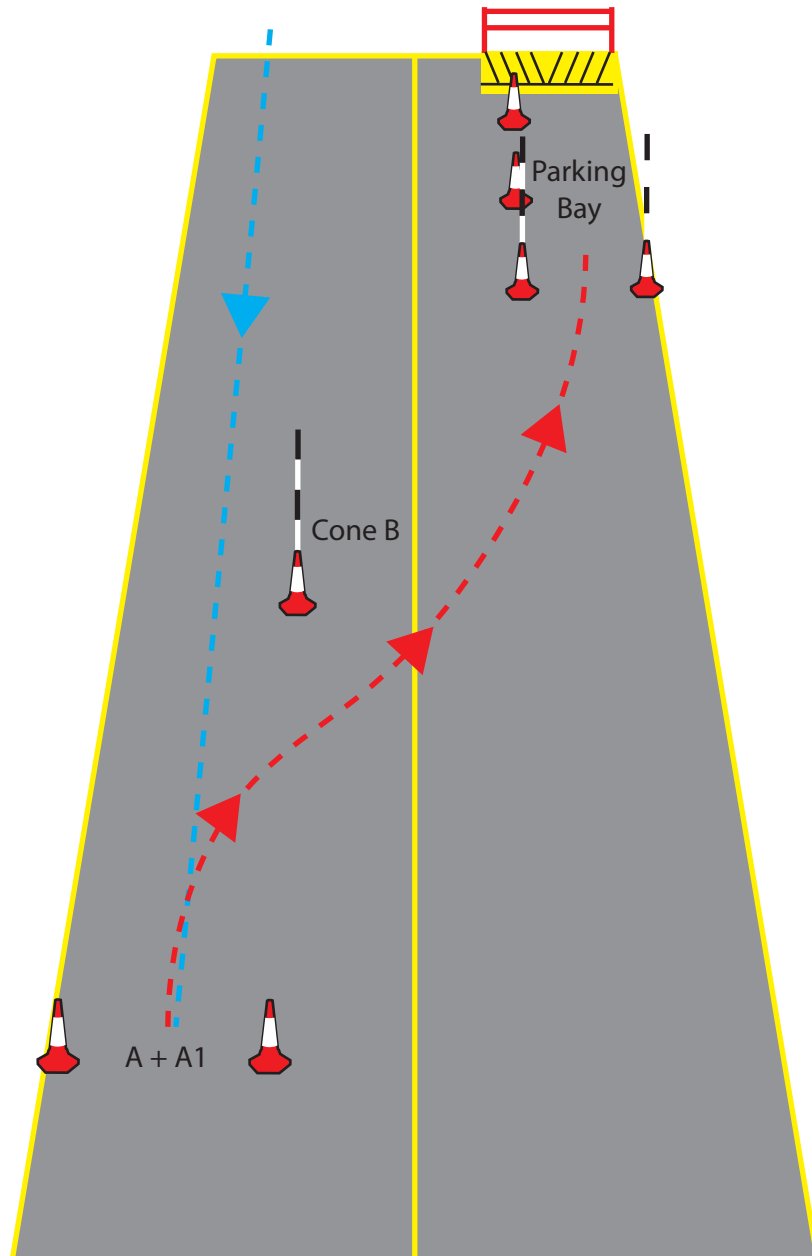
Category D1 (Minibus)

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.

Show me

CD 1 - 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 are set in the recommended secured position.

CD 2 - 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.

CD 3 - 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.

CD 4 - Air - Show me how you would check for the correct air pressure on this vehicle.

Ensure gauges are reading the correct pressures for the vehicle and that all warning lights are extinguished and audible warning devices are not sounding.

CD 5 - Wheel Nuts - Show me how you would check 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.

CD 6 - Audible Warning - Show me how you would check the operation (specify horn, warning device for reversing) of the audible warning devices on this vehicle.

Demonstrate use of control

CD 7 - 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 door, etc, or ask someone to help.

CD 8 - 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.

CD 9 - Steering - Show me / explain how you would check that the power assisted steering is working.

If the steering becomes heavy the system may not be working properly. Before starting a journey two simple checks can be made. Gentle pressure on the steering wheel, maintained while the engine is started, should result in a slight but noticeable movement as the system begins to operate. Alternatively turning the steering wheel just after moving off will give an immediate indication that the power assistance is functioning.

CD 10 - Indicators - Show me how you would check that the direction indicators are working.

Applying the indicators or hazard warning switch and check functioning of all indicators.

Show me

CD 11 - 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.

CD 12 - First Aid - Show me where the first aid equipment is kept on this vehicle.

Candidate to indicate equipment if carried. Where equipment is not present, candidates should be able to explain under what circumstances (i.e vehicle types, loads carried) it must be provided.

CD 13 - Windscreen Washes - 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).

CD 14 - 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 demonstration.

CD 15 - Rear Fog Light - Show me how you would switch on the rear fog light(s) and explain when you would use it/them. No need to exit the vehicle.

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

CD 16 - Headlights - Show me how you switch your headlight from dipped to main beam.

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

Tell me

CD 17 - Loads - 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.

CD 18 - 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).

CD 19 - Windscreen - Tell me how you would check the condition of the windscreen & windows on this vehicle.

The windscreen and windows must be clean, clear and free from defects. No mascots or sticker that restrict view.

CD 20 - Tyres - Tell me how you would check your tyres to ensure that they are correctly inflated, have sufficient tread depth and that their general condition is safe to use on the road.

Follow manufacturer's guide, using appropriate equipment, check and adjust pressures when tyres are cold. Must have a tread depth of at least 1mm across 3/4 of the breadth of the tread and in a continuous band around the entire circumference. There should be no cuts, damage or signs of cord visible at the sidewalls.

CD 21 - 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.

CD 22 - 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.

CD 23 - Oil - Identify where you would check the engine oil level and tell me how you would check that the engine has sufficient oil.

Identify dipstick / oil level indicator, describe check of oil level against the minimum/maximum markers.

CD 24 - 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.

Tell me

CD 25 - Coolant - Identify where you would check the engine coolant level and tell me how you would check that the engine has the correct level.

Identify high/low level markings on header tank where fitted or radiator filler cap, and describe how to top up to correct level.

CD 26 - Lights - Tell me how you would check that the headlamps, sidelights & tail lights are working.

Explain. Operate switch (turn on ignition if necessary), walk round vehicle.

CD 27 - Tail Lift, etc - Tell me how you would operate the loading mechanism on this vehicle (vehicle specific i.e. 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.

CD 28 - Washer Fluid - Identify where the windscreen washer reservoir is and tell me how you would check the windscreen washer level.

Identify reservoir and explain how to check level.

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.