

HE

HTV - Advance Module

Safe driving

The driving manual and rules of the road



Safe driving

The driving basic manual and rules of the road

With India's fast paced development, comes a variety of problems. An increase in the number of vehicles on our roads, coupled with talking on the mobile phone, drinking and smoking while driving, all have proven to cause grave damage to life and property.

News is overflowing with incidents of deaths and injuries due to reckless driving. We must be careful, and not let ourselves become a part of this statistic.

Building a culture of educated and aware drivers who are sensitive to fellow road users, respect laws, and use the road responsibly is the only means to reduce the damage and senseless deaths caused on our roads everyday. Each one of us needs to take responsibility, and collectively we can change the nature of our roads, and road-users alike.

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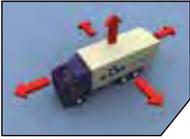
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The responsible driver



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A heavy transport vehicle driver carries additional responsibility of not just his own safety but there are administrative and social responsibilities and responsibilities regarding security of the vehicle and load. He also must set an example of good driving practices at all time while on the road and should show consideration and courtesy towards all other road users. Good health, a positive attitude and behaviour is required for defensive-driving on the road. It is a driver's responsibility to keep fit. He should be aware of the factors which can reduce his efficiency and capability for safe driving.

» Driver's responsibilities

A driver is responsible for the following:

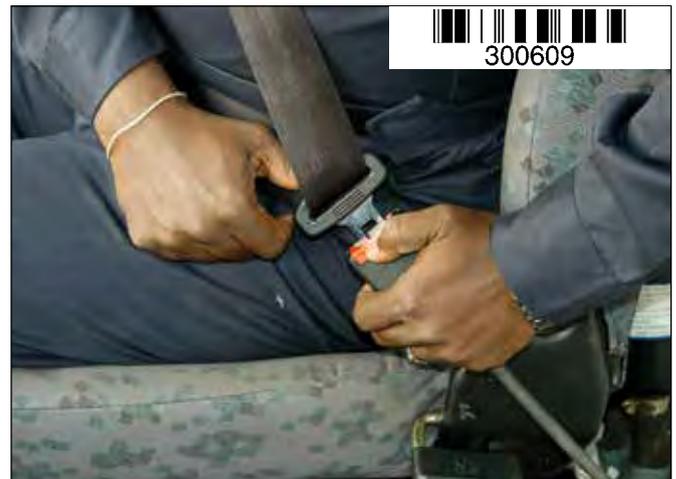
- ▶ To have a valid driving licence for the type and capacity of vehicle being driven.
- ▶ That the vehicle is registered.
- ▶ The vehicle fitness – It is a duty to keep the vehicle in a road worthy condition.
- ▶ To carry at all times the required documents, a first aid kit, a warning triangle and a fully equipped tool kit, spare wheel and jack while driving.



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- ▶ Securing and transporting load as well as safe and secure transportation of passengers are his duty. He must ensure that goods being carried are secured properly and the vehicle is not overloaded.
- ▶ To be alert and physically fit to operate and handle the vehicle under all circumstances and conditions (not tired/fatigued, drunk or distracted). To always follow and obey the traffic rules.

- ▶ To have a proper and comfortable sitting position in the vehicle which allows him to reach the vehicle controls and pedals comfortably and handle the steering wheel in a smooth unobstructed way.
- ▶ To always use the seatbelt.



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- ▶ To ensure that he has a good and clear vision of the road and the traffic on the road. Keep the windscreen clean and the driving mirrors properly adjusted.
- ▶ To use the vehicle in an eco friendly manner. Avoid sudden acceleration and braking. Avoiding pollution by switching off at stop lights and moving off smoothly.

The responsible driver

» Required documents

A professional driver should be familiar with all the required documents of the vehicle he is driving and his personal papers which certify him as a trained driver.

It is his responsibility to keep all the documents updated, such as renewal of driving licence, road tax and permits. He should be fully conversant with the traffic rules and regulations.



While driving, it is mandatory for the driver to always carry the following documents:

- ▶ A valid driving licence
- ▶ Vehicle registration certificate
- ▶ Road tax certificate as applicable
- ▶ Passenger tax/goods tax
- ▶ Consignment voucher/insurance
- ▶ Insurance certificate
- ▶ Pollution under control certificate
- ▶ Authorisation/Permit and vehicle fitness certificate
- ▶ TREMP Card if applicable and the route map (mandatory for Hazchem vehicles)

Any police officer in uniform or enforcement personnel from the transport department and authorised company officials can check these documents at any time.

Failure to produce valid documents is a punishable offence, the vehicle can be impounded.

Driving licence

A valid driving licence entitles the holder to drive a motor vehicle of one or more of the following classes, namely:

- ▶ Motorcycle without gear
- ▶ Motorcycle with gear
- ▶ Three wheeler
- ▶ Light motor vehicle (private/commercial)
- ▶ Transport vehicle (goods/passenger)
- ▶ Motor vehicle of a specified description

For driving an HTV vehicle he must possess a valid heavy transport vehicle licence (HMV/HTV/HPV)



Validity of the driving licence

If your licence is for a commercial passenger or goods vehicle, it must be renewed every 3 years or as stipulated by the licencing authority. However if you have an endorsement for carrying a haz chem goods, it must be endorsed every year (annually) after completing the required haz chem refresher course.

Renewal of driving licence

You must renew your driving licence within 30 days of expiry. Driving after 30 days of expiry of the licence is an offence. A commercial licence must be renewed after once every three years.

Requirements

- ▶ Application in form no. 9.
- ▶ Proof of age and residence.
- ▶ Medical certificate wherever required.
- ▶ Your current driving licence.
- ▶ Three copies of passport size photographs.
- ▶ The refresher training certificates.
- ▶ Fees as applicable.

In case of a lost licence

Loss of license must be reported immediately. The following procedure may be followed to obtain a duplicate licence:

- ▶ File a written report at the police station with all the information and details leading to the loss of the licence.
- ▶ Obtain a challan clearance report from the traffic police in case of a commercial licence.
- ▶ Fill form LLD (intimation of loss or destruction of license and application for duplicate).
- ▶ Attach a photocopy of your lost licence.
- ▶ Proof of age and residence.
- ▶ Fee as applicable.

For your own benefit, always keep a photocopy of your driving licence or records of the number, date and authority from which your licence was issued.

» Motor vehicle registration

Registration numbers

A vehicle cannot be driven unless it is registered and carries a registration number.



The registration mark, the number allocated by the transport authority, must be:

- ▶ displayed at the front as well as at the rear of the motor vehicle.
- ▶ of recommended size and clearly visible from a reasonable distance.

Fancy lettering is illegal and a punishable offence!

Driving a vehicle with an “Applied For” number plate is **NOT ALLOWED**.

Size of letters, numerals as well as colour combination of the registration number plate is governed by law!

It is imperative that you abide by the guidelines to avoid any prosecution or legal action by the authorities.

“Pollution under control” certificate

Your vehicle must have a valid “Pollution under control” certificate.



Most states have different requirements which vary from three months to six months validity. It is important to be aware of the requirements and abide by the state's rules and regulations.

Vehicle fitness certificate

Only a safe and well maintained vehicle is allowed on the roads. If a vehicle is over two years old it has to undergo a fitness test in every year in order to be declared road worthy. This test is mandatory for all transport vehicles over two years.