



COURSE OVERVIEW HE1292

Safe Driving Skills (E-Learning Module)

Course Title

Safe Driving Skills
(E-Learning Module)

Course Reference

HE1292

Course Format & Compatibility

SCORM 1.2. Compatible with IE11, MS-Edge, Google Chrome, Windows, Linux, Unix, Android, IOS, iPadOS, macOS, iPhone, iPad & HarmonyOS (Huawei)

Course Duration

30 online contact hours
(3.0 CEUs/30 PDHs)



Course Description



Driving a vehicle for work or other purposes can be demanding. It is important to abide by relevant driver fatigue laws, regulations, guidelines and generally take care of your health, in the interest of public safety and your own wellbeing.



As professionals, vehicle drivers must be committed to being responsible road users for whom safety is the prime concern. They have to make sound decisions in the face of potentially dangerous situations. Good preparation is necessary, and that means prospective vehicle drivers need to acquire the appropriate knowledge and skills for these types of vehicles. They must also stay up to date on the rules and regulations governing road transportation.



This E-Learning course is designed to provide participants with a detailed and up-to-date overview of safe driving skills. It covers the driving skills, pre-trip inspection, exterior inspection, instrument inspection and interior inspection; the diligent driving observation which increases alert driving and driver attention; the inspection of rear-view mirror, side mirrors and dash board; the good driving observation habits; the hazards when driving and avoid driver distractions; and avoiding driving on unsealed roads, dusty conditions, sandy conditions, country and remote roads and near heavy vehicles.





During this interactive course, participants will learn to avoid overtaking a road train; apply driving tips when driving at night, rainy, foggy or smoky conditions, country roads, mountain or range roads, local suburban streets and main roads; identify the stopping distances between speed and braking; recognize the warning signs of tiredness including the factors affecting perception while driving; the fleet and driver vehicle OSHA safety program; identify the roles of safety / loss control officer and vehicle operator responsibilities; employ driver selection, driver training and reviews and accident investigation; carryout vehicle accident review, vehicle selection, vehicle maintenance, vehicle inspections and driver on-the-road inspections; review vehicle maintenance file, MVR check and point structure system; implement defensive driving policy, defensive driving procedures and vehicle inspection checklist; apply correct sitting posture, driving posture and commentary drive assessment; and review pre-assessment information guide, questions for checking underpinning knowledge, observation check list and supporting evidence.

Course Objectives

After completing the course, the employee will:-

- Apply systematic techniques on safe driving skills
- Promote the defensive driving behavior and reduce the instances of motor vehicle crashes
- Identify the barriers to safe driving behavior
- Demonstrate application of correct observation techniques on road
- Be able to use a driving audit checklist and audit other drivers
- Identify the factors that influence the ability to stop the vehicle or avoid a hazard
- Identify hazards and risks as they present in an on-road environment
- Demonstrate pre-drive preparation
- Demonstrate correct seating position in vehicle
- Modify driving behavior as hazards and risks present whilst on road
- Demonstrate correct vehicle handling skills for safe driving
- Demonstrate a commentary drive whilst driving a motor vehicle
- Understand the concept of focus on road safety
- Understand the concept of defensive driving techniques and journey management techniques
- Understand the concept of alertness and fatigue management
- Understand the concept of effects of medication and substance abuse, vehicle restraint systems and safety equipment
- Understand the concept of pre-trip checks and proper seating position
- Understand the concept of local driving hazards (including personal security) regulations and culture



- Apply driving skills as well as perform pre-trip inspection, exterior inspection, instrument inspection and interior inspection
- Carryout diligent driving observation which increases alert driving and driver attention
- Be aware of what is happening around you, move eyes constantly and inspect the rear-view mirror, side mirrors and dash board
- Look left, straight ahead and to the right before entering any intersection
- Watch for peds and cyclists, glance inside parked vehicles and watch the tires of any vehicle that could come in the path
- Explain why good driving observation habits is the most important key to avoiding collisions
- Identify hazards when driving and avoid driver distractions
- Avoid driving on unsealed roads, dusty conditions, sandy conditions, country and remote roads and near heavy vehicles
- Avoid overtaking a road train as well as apply driving tips when driving at night, rainy, foggy or smoky conditions, country roads, mountain or range roads, local suburban streets and main roads
- Identify the stopping distances covering speed and braking
- Recognize the warning signs of tiredness including the factors affecting perception while driving
- Discuss fleet and driver vehicle OSHA safety program as well as identify the roles of safety / loss control officer and vehicle operator responsibilities
- Employ driver selection, driver training and reviews and accident investigation
- Carryout vehicle accident review, vehicle selection, vehicle maintenance, vehicle inspections and driver on-the-road inspections
- Review vehicle maintenance file, MVR check and point structure system
- Implement defensive driving policy, defensive driving procedures and vehicle inspection checklist
- Apply correct sitting posture, driving posture and commentary drive assessment
- Review pre-assessment information guide, questions for checking underpinning knowledge, observation check list and supporting evidence

Who Should Attend


This course provides an overview of all significant aspects and considerations of safe driving skills for heavy duty drivers and to all personnel authorized to drive company vehicles and who are in possession of a valid driving license appropriate to the category of vehicle which is authorized.

Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course.

Certificate Accreditations


Certificates are accredited by the following international accreditation organizations: -

- 
USA International Association for Continuing Education and Training (IACET)

Haward Technology is an Authorized Training Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 1-2013 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 1-2013 Standard**.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant's involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant's CEU and PDH Transcript of Records upon request.

- 
British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

Course Fee

As per proposal

Training Methodology

This Trainee-centered course includes the following training methodologies:-

- Talking presentation Slides (ppt with audio)
- Simulation & Animation
- Exercises
- Videos
- Case Studies
- Gamification (learning through games)
- Quizzes, Pre-test & Post-test

Every section/module of the course ends up with a Quiz which must be passed by the trainee in order to move to the next section/module. A Post-test at the end of the course must be passed in order to get the online accredited certificate.

Course Contents

- Safe Driving Skills
- The Pre-trip Inspection
- Exterior Inspection
- Instrument Inspection
- Interior Inspection
- You are Now Ready to Start Driving
- Diligent Driving Observation Increases Alert Driving and Driver Attention
- Notice What Happening Around You
- Move Eyes Constantly
- The Rear View Mirror
- The Side Mirrors
- The Dash Board
- Look Left, Straight Ahead, and to the Right Before Entering Any Intersection
- Look Left First
- Look Center Second
- Look Right Last
- Look Well Ahead
- Watch for Peds and Cyclists
- Glance Inside Parked Vehicles
- Watch the Tires of Any Vehicle that could Come into Your Path



- Remember Good Driving Observation Habits is the Most Important Key to Avoiding Collisions
- Identifying Hazards When Driving
- Videos
- Driver Distractions
- Focus — Distracted Drivers are Dangerous.
- Driving Conditions
- Driving on Unsealed Roads
- Driving in Dusty Conditions
- Driving in Sandy Conditions
- Driving on Country and Remote Roads
- Driving Near Heavy Vehicles
- Overtaking a Road Train
- Driving Tips for Drivers
- Driving at Night
- Driving in Rainy, Foggy or Smoky Conditions
- Driving on Country Roads
- Driving on Mountain or Range Roads
- Driving on Unsealed (Dirt) Roads
- City Driving
- Driving on Local Suburban Streets
- Driving on Main Roads
- Stopping Distances: Speed and Braking
- How Long it Takes to Stop (Driving an Average Family Car)
- Driving Tired
- Warning Signs of Tiredness
- Tips to Avoid Driving Tired
- Before Driving
- When Driving
- What Factors Affect Perception While Driving?
- Fleet and Driver Vehicle OSHA Safety Program
- Fleet and Driver Vehicle Safety Program
- Responsibilities
- Management



- Supervisors
- Employees
- Safety / Loss Control Officer
- Vehicle Operator Responsibilities
- Driver Selection
- Driver Training and Reviews
- Accident Investigation
- Vehicle Accident Review
- Vehicle Selection
- Vehicle Maintenance
- Vehicle Inspections
- Driver On-The-Road Inspections
- Vehicle Maintenance File
- Vehicle Breakdown
- MVR Check and Point Structure System
- Defensive Driving Policy
- Defensive Driving Procedures
- Intersections
- Front-End Collisions
- Rear-End Collisions
- Being Passed
- Encroaching on Other Traffic Lanes
- Railroad Grade Crossings
- Oncoming Traffic
- Turning
- Pedestrians
- Extreme Weather and Road Conditions
- Vehicle Inspection Checklist
- Correct Sitting Posture
- Driving Posture
- Seat Height
- Seat Position
- Tilt of the Seat



- The Inclination of the Seat Back
- Lumbar Support
- Supporting the Thoracic Spine or Rib Cage
- Adjusting Your Mirrors
- Seat Belts
- Steering Wheel and Arm Position
- Steering Height
- Other Factors
- Commentary Drive Assessment
- Pre-Assessment Information Guide
- Questions for Checking Underpinning Knowledge
- Observation Check List
- Supporting Evidence
- Assessment Summary

