

HE

LMV - Advance Module

Safe driving

The driving manual and rules of the road



The responsible driver



300804

Driving safely is a skill that requires good training and carries a great responsibility. There are administrative and social responsibilities and responsibilities regarding security of the vehicle, passengers and load carriage. To drive a motor vehicle you must have a valid driving licence and a registered and insured road worthy vehicle.

A good driver should be in good health, have a positive attitude and behaviour towards other road users and adapt defensive-driving on the road. It is a driver's moral responsibility to keep fit. He should be aware of the factors and conditions 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.
- ▶ To carry at all times the required documents, a first aid kit and a warning triangle while driving.
- ▶ Vehicle fitness. – it is his duty is to keep the vehicle in a road worthy condition.
- ▶ 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, not drunk, not 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.
- ▶ 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. Avoid pollution by switching off at stop lights and moving off smoothly.

» Required documents

A good 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
- ▶ Insurance certificate
- ▶ Pollution under control certificate
- ▶ Permit and vehicle fitness certificate (applicable only to transport and commercial vehicles)



Safe driving

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

A photocopy can be accepted only if it is stamped and attested by a gazetted government official.

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

Validity of the driving licence

The licence is valid for 20 years from the date of issue or until you reach the age of 50 years, whichever is earlier. For over 50 years age the validity is 5 years.

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.

Renewal of driving licence

Renewal of the driving licence depends on your age. If you are 30 years old, you can obtain a licence for validity up to the age of 50. If you are 45 years or above, the renewal will be for a period of 5 years at a time.

You must renew your driving licence within 30 days of expiry. Driving after 30 days of expiry of the licence is an offence.

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.

In case of a lost licence

Loss of licence 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 in the application in form 6.
- ▶ 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 mark

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



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 with the age and category of the vehicle.



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 car is allowed on the roads. If a vehicle is over 15 years old it has to undergo a fitness test in order to be declared road worthy this test is mandatory for all cars and vehicles over 15 years.

Periodical checks and vehicle maintenance

Only a road worthy motor vehicle is allowed on the road. This means that all the mechanical and electrical parts should be functioning well and the vehicle in a well maintained condition. It is the responsibility of the driver to ascertain the perfect working condition of the vehicle he is driving and to keep the vehicle in a safe running condition.

The vehicle must be always properly maintained and in such a condition that it can be driven safely at any time. Pre driving checks and regular checks are a must for safe driving. If you find any defect, don’t start your trip without fixing it.

While driving keep a constant eye on the instrument panel, mirrors and the behaviour of the vehicle. If there are any warning lights, buzzers, smell or indications that your vehicle is not behaving normally or within the defined parameters stop and assess the problem.



If the problem cannot be located or solved, decide whether vehicle is still safe to drive or whether it has to be towed to the nearest workshop.

Pre driving checks, periodical checks at the petrol stop and regular servicing will minimize problems while driving and reduce the maintenance cost.

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Misuse of vehicle

In case you are not the owner, do not misuse the vehicle. Use it for the task given to you and do not allow anybody else other than the authorised person to drive the vehicle.

In case of an accident inform the owner immediately.

» Loading and boarding

Loading and boarding is an important factor that affects the vehicles stability, controls and manoeuvring. Each vehicle has a specified load capacity and a maximum seating capacity.

Loading or boarding beyond its capacity leads to vehicle damage and loss of control. This can lead to dangerous situations and loss of control while driving.



Loading and transporting goods

- ▶ Never overload the vehicle. Do not cross the specified limits (kgs/mtrs/width/height).
- ▶ Every transport item or package has to be put in a place where it is safe. If necessary it has to be secured and lashed.
- ▶ Never store loose items like tools, laptop, water bottles, on the rear seat shelf or unsecured on the rear seat .In case you brake suddenly, loose items will fly around and can become dangerous weapons causing injuries to you and the passengers and lead to loss of control.

The responsible driver

- ▶ Heavy loads should be kept inside the car boot or dickey.



- ▶ The load should not block your all round driving vision.
- ▶ Always be cautious while transporting passengers and luggage together.
- ▶ When using the roof rack. Make sure the weight does not crush the roof. Each vehicle and roof rack has a limit to the weight it can carry safely. Make sure that transported goods are properly secured and don't dislodge while driving or endanger other road users.



Caution:

Overloading the roof rack can imbalance the car dangerously leading to loss of control and accidents. The overall comfort, safety and security are the responsibilities of the driver.

Passenger transportation

The driver is responsible for the safe transportation of passengers. Do not carry more passengers than seats available or as per the carrying capacity.

Overloading of vehicle can lead to serious accidents.



The driver must ensure that all passengers are wearing their seat belts properly.



Children transportation

Children should be transported in special seats designed according to their age and weight. Do not allow children to sit in the front or without seat belts.

