

GUIDELINES FOR PROPOSALS ON SETTING UP A TRAINING INSTITUTE ON DRIVING & RESEARCH

I. GENERAL

1. The proposal should contain categorical recommendation of the State Government if the proposal is from agencies other than State Government..
2. Land for the Institute would have to be provided by the State Government free from all encumbrances and the title of the land will vest in the State Government. In case of lease holding, same shall be on a perpetual lease of 99 years
3. The proposal should envisage self-sufficiency in meeting the recurring expenditure as this shall not be provided by the Central Government. However, the initial grant may include a component for the consumable for the first year only
4. The grant of the Central Government shall be one time grant for the capital component of the proposal and the estimates on this account should be based on latest approved CPWD or State PWD Schedule of Rates. However, actual procurement should be made by following tenders procedure to obtained most competitive price quality products. The capital component of the proposal may include modern equipments such as simulators, computers and other modern aids. Under this head, provision for hostel facilities including fitting and furnishing can also be considered.
5. In case of NGO the proposal should invariably contain a project appraisal report/feasibility report by an independent reputed agency and comments of State Government, if any.
6. The project should be completed within the period of the approval from the Government of India and submission of U.C after six months of completion failing which a penalty as suitable may be imposed on the State Government, which may include even debarring the State Government from future grants.
7. The State Government/Grantee Organization shall submit half yearly performance report.
8. It shall be obligatory on the part of the Institute set up from the funds of Central Government to implement the schemes run by Central Government on drivers training on the terms and conditions set out by the Central Government.

9. Initially, the proposals shall be considered for the locations in/adjacent to the State Capital /Major towns and only one proposal from a State shall be considered.
10. Details of a Standard Training Institute on Driving & Research is annexed.

II. WHO CAN SEND THE PROPOSAL:

1. State Government, and/or
2. Any other agencies such as NGO/Automobile Associations/Vehicle Manufacturers' Association/Autonomous Body/Private Vehicle Manufacturers authorized and recommended by the State Governments.
3. In case of the agencies other than State Government, they should be financially sound so as to be able to run the Institute.

III. CRITERIA OF THE ELIGIBILITY IN CASE OF AGENCIES OTHER THAN STATE GOVERNMENT

1. Must be registered with the appropriate legal authority.
2. Must be a clean record holder since inception.
3. Must be a public concern or NGO, etc.
4. Should have experience of 5 years in the field of Road Safety.

DETAILS OF A STANDARD TRAINING INSTITUTE ON DRIVING & RESEARCH

1.0. INTRODUCTION:

A Good Driver Training Centre is aimed to develop right attitudes towards driving responsibilities, instills understanding of Traffic Regulations and create good driving habits. By merely listening or reading, the driving skills cannot be acquired. The skill has to be learned by each individual's own practice. Haphazard learning never promises a high grade of skill. If young drivers are systematically trained, they can correct their mistakes and help reduce accidents. If the Drivers are not trained well, ultimately the general public will be endangered by their mistakes. Sound Driver Education and training produce good results. A properly trained generation of new Drivers would bring down the rate of accidents considerably in future.

2.0. OBJECTIVES:

- To conduct induction training course in driving of Heavy Motor Vehicles.
 - To conduct induction training course in driving of Light Motor Vehicles.
 - To conduct training course for Trainers.
- To conduct Refresher and Orientation Training Courses for the drivers who are in service.
- To conduct training course for the drivers who carry dangerous/hazardous goods.
 - To carry out research on behavioral/attitudinal changes required to be brought out in the drivers.

3.0. TRAINING SCHEMES:

3.1. INDUCTION TRAINING COURSE IN HEAVY MOTOR VEHICLE DRIVING:

Generally the drivers of Heavy Motor Vehicles come from cleaner stage having lack of knowledge in Traffic Rules & Regulations, driving skills and maintenance of vehicle and also carry all types of bad driving habits. This leads to the growth of road accident rate year by year. To overcome this, it is necessary to train heavy vehicle drivers in a systematic manner on scientific lines by selecting the candidates who complete 1 year in Light Motor Vehicle Driving Licence.

As per the Rule 31(3) and 31(4) of Central Motor Vehicles Rules, 1989 the training period for Transport Vehicles shall not be less than 30 days and Driving Hours shall not be less than 15 Hours.

Though the minimum Training period has been prescribed in the Central Motor Vehicle Rules, 1989, to make the drivers more skilled, the course duration may be prescribed as 12 weeks.

In the 12 weeks training period, the steering practice is proposed to be given 1 hour per day per candidate by allotting 7 candidates per vehicle per one Driving Instructor. Totally, 72 hours of steering practice and 120 hours of theory classes are proposed to be given for each trainee based on the syllabus prescribed for Heavy Motor Vehicle Driving in the Rule 31 (3) of C.M.V. Rules, 1989 (the lessons cover Parts E,F,G,H,I,J & K).

In the 72 hours of steering practice each trainee may be given 1000 KMs of driving practice.

One Driver Training vehicle is required to give training to 14 candidates per day in two shifts.

The details of the scheme for imparting training in heavy motor vehicle driving is detailed in the Annexure-I.

3.2. INDUCTION TRAINING COURSE IN LIGHT MOTOR VEHICLE DRIVING

The new Motor Vehicles Act, 1988 and Central Motor Vehicles Rules, 1989 are applicable to all classes of road users. Most important are the new pre-cautions and procedures laid down in the Driving Regulations in Section 118 of Motor Vehicles Act, 1988 which must be followed by all road users especially new road signs. Hence, the LMV drivers also be trained like heavy vehicle drivers in a systematic manner so as to improve the road safety.

As per the Rule 31 (2) and 31 (4) of Central Motor Vehicles Rules, 1989, the training period for non-transport vehicles shall not be less than 21 days and driving hours shall not be less than 10 hours.

Moreover, as per the rule 15 of C.M.V.Rules, 1989, “No person shall appear for the test of competence to drive unless he has held a learner’s licence for a period of at least 30 days”.

In view of the above, the training course period for a Light Motor Vehicle training period has been prescribed as one month duration.

In one month duration, it is proposed to give 20 hours of steering practice and 40 hours of theory classes for each trainee based on the syllabus prescribed for Light Motor Vehicle Driving in the Rule 31(2) of C.M.V. Rules, 1989 (the lessons cover Parts A,B,C,F,G & K).

The details of the scheme for imparting training in LMV driving is detailed in the Annexure – II.

3.3. TRAINING COURSE FOR TRAINERS :

Apart from training of drivers there is a need for improving the standard of Driver Training Instructors.

As per the Rule 24(3)(viii) of the C.M.V. Rules, 1989, the following minimum qualifications have been prescribed for Driving Instructor who is engaged for Driving Instructor purpose in the driving school.

- a pass in the X Std.
- five years driving experience
- a certificate in motor mechanic course
- thorough knowledge in road traffic rules and regulations

For a trainer to be achieved proficiency in training, he should be moulded in a proper manner so as to enable him to handle theory classes and practical sessions systematically. The Driving Instructor is mainly entrusted with the following responsibilities:

- Imparting training to the trainees in the vehicle
- Handling theory classes in different subjects
- To oversee and supervise the driving performance of trainees with reference to fuel conservation as well as safe driving.
- To evaluate the performance of the trainees.

This being a primary task, a specialized training programme for trainers (Driving Instructors) may be conducted in the Training Institute. The details of the scheme for imparting training course for trainers is detailed in the Annexure-III.

3.4. REFRESHER & ORIENTATION CAPSULE COURSE FOR DRIVERS WHO ARE IN SERVICE:

Refresher/Orientation Training courses for short duration of 3 days or 5 days may also be conducted periodically in the Training Institute for the drivers who are in service not only in State Road Transport Undertakings but also in Private Sector as well as Public Sector Undertakings including Tank/Truck Drivers to inculcate a sense of responsibility on road safety. The courses may be conducted on the following topics by inviting Experts in the appropriate field.

- Behavioural Practices
- Defensive Driving Techniques
- Traffic Rules and Regulations
- Accident Investigation
- Training Course on Safety Clinic for Accident Prone Drivers
 - o Training Course on Fuel Conservation
 - o Training Course on Public Relations
 - o Training Course on Safe Transportation of Dangerous and Hazardous Goods
 - o 3 days course for Tanker/Truck Vehicle Endorsement in driving licence.
 - o 1 day Refresher Course for Renewal of Tanker/Truck Vehicle Driving Licence

4.0. INFRASTRUCTURE REQUIREMENTS:

A minimum of 15 acres of land would be required to set up a Driving Training Institute with various infrastructure facilities such as class rooms with teaching aids like OHP, Slide Projector, T.V. and V.C.R./VCD and Multimedia Projector for handling theory classes on Traffic Rules and Regulations, Driving Procedures, Vehicle Mechanism, Public Relations and First Aid.

To display cut section models of various working systems of an automobile, including failed components as well as static models on driving procedures, a separate driving lab is also required.

Testing equipments to test physical abilities of drivers including eye vision, Driving Simulator, and a comprehensive driving range with various types of manoeuvres to impart off-road driving practice in basic driving procedures and driving practice in skill development are also required. A Layout of Driving Range and various facilities provided in the Driving Range for skill development practice may be seen in the Annexure – V.

The other infrastructure such as workshop shed for maintenance and repairs of training vehicles, canteen and Hostel facilities are also to be provided in the Institute itself. The details of the infrastructure requirement is given in the Annexure-IV.

5.0 FINANCIAL IMPLICATIONS:

5.1 CAPITAL INVESTMENT:

The Central Government will provide 70% of the capital investment and 30% will be borne by the State Government/Grantee Organisation.

5.2 RECURRING EXPENDITURE:

The total recurring expenditure shall be borne by the State Government/Grantee Organisation.

6.0 CONCLUSION:

i) The capacity of the Institute may be targeted to train 280 heavy vehicle drivers, 360 light vehicle drivers and 120 driving instructors per annum at the minimum.

ii) The Institute shall also conduct short term Refresher courses for Public and Private Sector Undertakings' drivers who are in service and a special training course for tank/truck drivers who carry hazardous/dangerous goods for about 400 drivers per annum to reduce accident rate and improve road safety.

The annual turn out may be increased in a phased manner depending upon the increase of infrastructural facilities.

iii) To create more awareness in road safety, the training institute may conduct certain theory classes on road traffic rules and regulations and defensive driving techniques, at the rate of 1 hour per day per candidate (similar to First Aid classes conducted by St. John's Ambulance Association) for the candidates who appear for fresh driving licence and at the time of renewal of driving licence with the association of Transport Authorities.

iv) The training institute may also be utilized by the Transport Authorities to test the driving abilities of the candidates from public who appear for M.V.I's Test for driving licence.

ANNEXURE-I

SCHEME FOR INDUCTION TRAINING COURSE IN HEAVY MOTOR VEHICLE DRIVING

1) MINIMUM STANDARDS REQUIRED FOR TRAINEES:

The minimum requirements for the trainees to undergo Heavy Vehicle Driver Training are given as below :

Education	:	Fluent in reading and writing in Regional Language.
Driving Licence	:	1 year completed in Light Motor Vehicle Driving.
Physical Condition	:	Good vision and free from other Physical disabilities.

2) COURSE DURATION : 12 Weeks

3) SYLLABUS:

The syllabus as prescribed in Rule 31(3) of Central Motor Vehicles rules, 1989 for Heavy Motor Vehicles (the lessons cover parts E, F, G, H, I, J & K) may be followed.

4) COURSE CONTENTS:

<u>Theory</u>			<u>Driving Practice</u>		
<u>Topic</u>		<u>No. of Weeks</u>	<u>Topic</u>		<u>No. of Weeks</u>
Driving Theory	-	2	Basic Driving Practice (in Driving Range)	-	2
Traffic Education	-	2	Skill Driving Practice (in Driving Range)	-	2
Vehicle Mechanism Theory	-	2	Driving Practice in Rural and Highway Roads	-	4
Vehicle Maintenance & Repairs	-	2	Driving Practice in City Roads (in Dense and Lane Traffic)	-	4
Public Relations	-	2			
First Aid	-	1			
Human Relation	-	1			
Total	:	12			12

5) EVALUATION:

At the end of the Training Course, the trainees are evaluated totally 700 Marks in Theory as well as in Driving Practice. The minimum requirement of marks for pass in each subject is as follows:

	Maximum Marks	Minimum Marks required for pass
Driving Practice	300	180

Theory:		
Traffic Education	100	40
Driving Theory	100	40
Vehicle Mechanism Theory & Practical	100	40
Public Relations	100	40
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Total :	700	340
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6) ELIGIBILITY TO WRITE EXAMINATION:

A minimum of 85% attendance is required.

7) EXTENSION OF TRAINING:

For shortage of attendance or failure in Driving Practice, the training period will be extended in terms of weeks i.e. 1 or 2 weeks (or) depending upon the candidates requirement by collecting additional fee.

8) FAILURE IN EXAMINATION:

If anybody fails in any theory paper or driving practice, the candidate has to re-appear for the Examination.

9) TEST:

The Trainees those who passed the driving Performance Test called Internal Trade Test conducted by the Institute will only be sent to Motor Vehicle Inspector's Test for Heavy Vehicle Driving Licence Endorsement.

10) CERTIFICATE:
After passing in all Theory papers and Motor Vehicle Inspector's Test, the Proficiency Test Certificate will be issued to the candidates.

ANNEXURE-II

SCHEME FOR INDUCTION TRAINING COURSE IN LIGHT MOTOR VEHICLE DRIVING

1) MINIMUM STANDARDS REQUIRED FOR TRAINEES :

The minimum requirements for the trainees to undergo Light Motor Vehicle Driving Training are given as below :

Education : Fluent in reading and writing in Regional Language

Physical Condition : Good vision and free from other Physical disabilities.

2) COURSE DURATION : 4 Weeks

3) SYLLABUS :

The syllabus as prescribed in Rule 31 (2) of Central Motor Vehicles Rules, 1989 for Light Motor Vehicles (the lessons cover parts A, B, C, F, G & K) may be followed.

4) COURSE CONTENTS :

<u>Theory</u>		<u>Driving Practice</u>	
<u>Topic</u>	<u>No. of Weeks</u>	<u>Topic</u>	<u>No. of Weeks</u>
Driving Theory -	1	Basic Driving Practice (in Driving Range)	- 1
Traffic Education -	1	Skill Driving Practice (in Driving Range)	- 1
Basic Vehicle Mechanism Theory & Practical -	1	Driving Practice in Rural and Highway Roads	- 1
		Driving Practice in City Roads (in Dense and Lane Traffic)	- 1
Public Relations & First Aid -	1		
Total :	4		4

5) EVALUATION:

At the end of the Training Course, the trainees are evaluated in Theory as well as in Driving Practice.

6) ELIGIBILITY TO WRITE EXAMINATIONS:

A minimum of 85% attendance is required.

7) EXTENSION OF TRAINING:

For shortage of attendance or failure in Driving Practice, the training period may be extended in terms of weeks i.e. 1 or 2 weeks.

8) FAILURE IN EXAMINATION:

If anybody fails in any theory paper or driving practice, the candidate has to re-appear.

9) TEST:

The Trainees who passed the Driving Performance Test called Internal Trade Test conducted by the Institute will only be sent to Motor Vehicle Inspector's Test for Light Motor Vehicle Driving Licence Endorsement.

10) CERTIFICATE:

After passing in all Theory papers and Motor Vehicle Inspector's Test, the Proficiency Test Certificate may be issued to the candidates.

ANNEXURE-III

SCHEME FOR TRAINING COURSE FOR TRAINERS

1) MINIMUM STANDARDS REQUIRED FOR TRAINEES:

The minimum requirements for the trainees to undergo the “Training Course for Trainers” course is given as below:

Education	:	a pass in X Std.
Driving Experience	:	5 years
Certificate	:	a certificate in motor mechanic course
Knowledge	:	Thorough knowledge in road traffic rules and regulations

2) COURSE DURATION : 4 Weeks

3) COURSE CONTENTS:

<u>Theory</u> (A.M. Session)		<u>Driving Practice</u> (P.M. Session)	
<u>Topic</u>	<u>No. of Weeks</u>	<u>Topic</u>	<u>No. of Weeks</u>
Driving Theory	- 1		
Traffic Education	- 1	Skill Driving Practice (in Driving Range)	- 1
Vehicle Mechanism Theory & Practicals	- 1	Driving Practice in Rural and Highway Roads	- 1
Instructional Techniques, Human Relations, Public Relations, Aids Awareness First Aid Film Show	1	Driving Practice in City Roads (in Dense and Lane Traffic) Vision Test, Reaction Test, - Theory Test & Driving Skill Test	- 1 1
Total :	----- 4 -----		----- 4 -----

4) EVALUATION:

At the end of the Training Course, the trainees may be evaluated in theory portions and in driving skills.

5) CERTIFICATE:

A certificate also may be awarded who successfully completes the Training Course.

ANNEXURE – IV

DETAILS OF INFRASTRUCTURE REQUIREMENT

1. Land:

To establish a full fledged driving center with various infrastructure facilities such as class rooms, office room, workshop, driving laboratory, hostels, canteen and driving range, a minimum of 15 acres of land is required.

2. Buildings:

i) Class Rooms:

For handling theory classes, 3 class rooms of size each 6 m x 8 m are required in which 1 class room will be utilized for Heavy vehicle driver trainees, second one will be utilized for light vehicle driver trainees and another one will be utilized for conducting refresher and special training courses for the drivers who are in service including the drivers who carry hazardous/dangerous goods.

ii) Office and Staff Rooms:

Three more rooms of size each 6 m x 8 m are required for the use of office and staff.

iii) Driving Laboratory:

One hall of size 36 m x 8 m is required to display various systems and cut section models of vehicle and to display models about various driving procedures.

iv) Workshop:

One shed of size 20 m x 12 m with A.C. sheet roof is also required to carryout day to day repair works and maintenance of the training vehicles.

v) Canteen:

For the benefit of trainees, canteen facilities are also proposed to be provided in a separate building of size 36 m x 8 m including recreation with necessary furniture and fittings.

(vi) Hostels:

For the benefit of the trainees, hostel facilities also may be provided within the Training Institute campus including recreation facilities. To accommodate about 50 candidates at a time, a minimum one Hostel Block of size 46 m x 6 m with 8 rooms of size each 5 m x 4 m may be constructed.

3. Furniture and Fittings:

i) For trainees: For each trainee a chair-cum-writing pad may be provided in the class rooms. To handle classes at a time for 35 heavy vehicle driver trainees, 15 light vehicle driver trainees and about 50 drivers of refresher & special training courses, 100 nos. of chair-cum-writing desk along with fittings may be provided.

ii) For staff: For office and staff also necessary furniture and fittings may be provided.

4. Vehicles:

To start with, it is proposed to train about 280 heavy vehicle drivers, 360 light vehicle drivers and to conduct refresher courses for about 400 serving drivers per annum, a minimum of 7 heavy motor vehicles, 3 light motor vehicles are required.

5. Teaching and Training Equipments:

i) Working Models of various systems of an Automobile:

- Cooling System
- Transmission System
- Fuel system
- Electrical system

ii) Cut Section Models:

Working Models

- Petrol Engine (4 Cylinder)
- Diesel Engine (4 Cylinder)
- Diesel Engine (6 Cylinder)
- Rear Axle Assembly

Non-Working Models

- Front axle with Pull & Push Rod and Tie rod Assembly
- Gear Box Assembly
- Steering Box Assembly
- Brake Chamber
- E-1 Brake Valve
- Air Filter
- Unloader Valve

iii) Failed Components:

- | | |
|-------------------------|---------------------------|
| - Clutch cover Assembly | - Axle Shaft |
| - Clutch Disc | - Crown wheel with pinion |
| - Gear Box Gears: | - Starter Motor |
| Top Gear Shaft | - Alternator |
| Main Shaft | |
| Counter Gear | |

iv) Static Models in Driving Procedures:

With the help of the Vehicle Toys the following driving procedures may also be displayed :

- MSM & PSL Safety Routines
- IPDE Principle
- Stopping Distance
- Following Distance
- Curve Handling

v) Traffic Sign Boards

vi) Over head Projector

xi) Transparency sheets

vii) Slide Projector

xii) 16 mm Slides

viii) TV & VCR/VCD

xiii) VHS

ix) Multimedia Projector

xiv) VCDs

x) Magnetic Board

6. Workshop Equipments:

To carry out day-to-day repairs and maintenance of vehicles, complete set of tools and other accessories such as air compressor, puncture kit with tyre lever, wheel brace, jack and tyre pressure gauge, trolley jack, grease gun, spanners (a set each of fix spanners, box spanners, pliers, screw drivers, screw spanners and hammer), battery charger, a fully equipped first aid box are required for workshop for use in emergency.

7. Testing equipments:

To check the physical abilities of the drivers including vision test, the following reaction testing equipments are also proposed to provide in the Driver Training Institute.

- | | |
|---|-----------------------|
| - Keystone Eye vision Screener | - Imported from U.K. |
| - Vision Tester for Low Luminance adaptation | - Imported from Japan |
| - Action Judgment Tester | - “ |
| - Digital Type speed anticipation Reaction Tester | - “ |
| - Electric depth perception tester | - “ |
| - Digital type discriminative Reaction Tester | - “ |

To check colour blindness, a book called “Test for Colour Blindness” produced by Dr. Shinobu Ishihara, Japan may also be used.

8. Office Equipments:

Typewriter, Xerox Machine and Computers with accessories.

9. Library:

One Library may also be established for the benefit of the trainees covering books on traffic rules and regulations, driving procedures, vehicle maintenance and repairs.

10. Driver Training Simulator:

To impart Driver Training in a scientific manner and to evaluate trainees' driving performance at the end of the training course without bias and to test the skills of drivers based on one's reactions under various traffic and roadway conditions, driver training simulators may also be provided in the Training Institute.

11. Driving Range:

A Driving Range is also proposed to formulate by incorporating different types of manoeuvres to impart off-road driving practice so as to learn basic driving procedures and practice driving skills in various situations. The details of roads proposed to be provided with various manoeuvres in the driving range and its purpose is as explained below: (vide Annexure – V).

Annexure - V

<u>Road</u>	<u>Purpose</u>
i) Two Lane Straight Road	Used for freshers to impart Basic Driving Practice i.e. starting – moving – stopping – gear changing – steering control – passing – overtaking – curve handling – driving in crawling speed – low speed – average speed – high speed – following distance – stopping distance – stopping the vehicle in case of brake failure, etc. can be practiced.
ii) Parking	Practice in 3 types of parking manoeuvres i.e. parking in parallel, angular and perpendicular to road. Simulating parking operations in bus stations and truck parks.
iii) Hump Road	Parking, stopping and starting operations on sloped road i.e. to practice clutch balance point and biting point and also cautious driving due to reduced sight distance.
iv) Dip Road	To educate the trainees to know the level of water stream in the causeway and the driving procedure to be adopted while driving in such water streams.
v) 3 Point Turn &	This is to train the drivers on difficult turning on restricted roads 5 Point Turn to take U-Turn.
vi) S-Shaped Bend	To familiarize the trainees with difficult manoeuvres and without much of deceleration/acceleration.
vii) 8-Shaped Bend	To train the drivers on left and right steering, sharp turning and negotiating roundabouts.
viii) Cul-de-sac with side road Arrangement	To educate drivers on proper methods of reversing and turning.
ix) 4 Lane and 6 Lane Road	Lane changing, Lane selection and Lane discipline, stopping before stop line, junction approach, etc. can be practiced.
x) Speed Tract Lane Road	Controlling of vehicle in emergency situations such as Two brake failure, tyre burst, etc.

12. Driving Range Aids:

The Driving Range Aids such as erection of road traffic signs and automatic light signals, road markings, traffic barriers, traffic bollards, lighting and other road furniture and appurtenance may also be provided in the driving range.