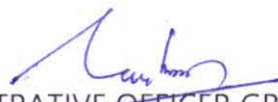


SYLLABUS FOR TRANSPORT SUPERVISOR A TO B - MFCP

Role, Duties and responsibilities of Drivers and Transport Supervisor at SCTIMT

- Organizational skills (Role of a supervisor, Work force management, Code of conduct and discipline, delegation, Time keeping and productivity, work force motivation)
- Driving techniques and Motor Car Mechanism
- Knowledge of driving skills and procedures
- Vehicle records
- Maintenance of vehicle records - Logbook, Registration certificate, insurance etc
- Tools and documents required with the vehicle
- Basic maintenance, servicing, repairs of the vehicles
- General upkeep of the vehicles
- Types of vehicles & Basics of the assemblies of vehicle systems
- Basic mechanisms of the inner working of vehicles including the latest technologies used in them.
- Fuel efficiency and Fuel economy
- Traffic rules and regulations
- Traffic signs, symbols, indications, map-legends/keys, signals and road markings etc
- Safety measures
- Central and Kerala State Motor Vehicles Act and Rules
- Registration and Insurance of motor vehicles
- Driver's license, suspension of driver's license, negligent driving, penalties for traffic offences
- Other traffic offences, penalties and procedures
- Basic Safety Standards related to motor vehicles
- Pollution and Environment and the relevant issues related to vehicular emissions
- Pollution compatibility of vehicles
- Causes and Types of accidents
- Emergency handling techniques
- Basic Life support and First aid
- Driver's responsibility in the event of accidents and the role of the supervisor
- Accident claims

The list of topics is only indicative nature and therefore understanding the syllabus demands a thorough understanding of the topics listed therein.


ADMINISTRATIVE OFFICER GR.I (I/C)

7/3/24