

**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND
INSTITUTIONAL REFORMS
MAURITIUS**



29 August 2023

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 41 of 2023
E/70/1/10 V2

From: Secretary for Public Service

To: Supervising Officers in charge of Ministries/Departments


Defensive Driving – Training Programme

Please refer to this Ministry's Circular Letter No. 25 of 2022 dated 18 April 2022 regarding the above subject.

2. As you are aware, this Ministry, in collaboration with the Mauritius Institute of Training and Development (MITD), had mounted a special driving training course for Drivers in the Public Service and 58 Drivers from different Ministries/Departments had benefitted from the training held in June 2022, August 2022 and February 2023.
3. As from Financial Year 2023-2024, the Civil Service College, Mauritius (CSCM) will organise training programme in Defensive Driving in collaboration with the MITD. The course, which is now MQA registered, will be of a duration of three and a half days (total 27 hours), comprising theoretical (16 hours), practical (8 hours) and debriefing (3 hours) sessions.
4. The Learning Outcomes and Objectives of the training as well as the contents of the training course is at Annex. The cost for each participant for the training course in Defensive Driving (including catering) is Rs 9,950 and will have to be met by the relevant Ministries/Departments under their respective vote item for training. Ministries/Departments will also have to provide their own vehicle for practical session.
5. You are requested to make the optimum use of this training course and to arrange for a maximum number of Drivers of your respective Ministries/Departments to follow this course in Defensive Driving.

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6. For additional information/clarification, you may wish to liaise with the following officers-
- Mrs A. Bhowon Tengur, Assistant Permanent Secretary on 405 5413 or on email address abhowon@govmu.org; and
 - Mr J. Violette, Training Manager, CSCM on 208 7653 or on email address jviolette@cscm.mu
7. I rely on your collaboration and support in this initiative to sensitise our Drivers on the importance of adopting a defensive driving culture with a view to reducing accidents and ensuring safety and security on our roads in line with the Road Safety Charter.



K. Conhye
Secretary for Public Service

*Copy to: Secretary to Cabinet and Head of the Civil Service
Director General, Civil Service College, Mauritius*

MAURITIUS INSTITUTE OF TRAINING AND DEVELOPMENT

PROFESSIONAL DRIVERS TRAINING CENTRE

STANDARD DEFENSIVE DRIVING COURSE

Course Duration: 27 Hrs

Theory: 16 Hrs

Practical: 08 Hrs

Debrief: 03 Hrs

Learning Outcomes

To inculcate safety awareness culture during interaction between driver, vehicle and other road users. Defensive driving course is designed to help drivers avoid all type of traffic collisions despite the actions of others and the driving conditions, by teaching the principle of defensive driving and essential collision avoidance techniques while promoting an attitude of mutual understanding, courtesy and co-operation on the road. The defensive driving course uses interactive learning environment where participants analyze real driving situations, spot/identify driving hazards and execute the correct defenses

Objectives:

- *To perform the duties and responsibilities of a professional driver.*
- *To know the legal obligation of a driver.*
- *To promote defensive driving skills.*
- *To reduce the fleet running cost and excessive vehicle wear and tear, through safe driving practices.*

| <u>SN</u> | <u>TOPICS</u> | <u>SUB - TOPICS</u> |
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| 1 | Road signs | <ul style="list-style-type: none"> • prohibitive, mandatory, warning, informative and road markings |
| 2 | Driving Dangers | <ul style="list-style-type: none"> • how crashes happen, statistics and high-risk driving times |
| 3 | Safe Driving | <ul style="list-style-type: none"> • definition of Defensive Driving and key attitudinal and behavioral concepts for safety |
| 4 | Risk Awareness | <ul style="list-style-type: none"> • risk awareness, risk mitigation and why taking risks causes skill failures |
| 5 | Buffer Zones | <ul style="list-style-type: none"> • the time and distance equation and need to leave a safety bubble |
| 6 | Covering Brakes | <ul style="list-style-type: none"> • why this technique is important and improves reaction time |
| 7 | Vision Skills | <ul style="list-style-type: none"> • how a driver can better use their eyes to read/scan ahead and predict hazards |
| 8 | Blind Spots | <ul style="list-style-type: none"> • how to adjust mirrors, check blind spots and why daytime headlights are essential |

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| 9 | Hazard Perception | <ul style="list-style-type: none"> examples of scenarios and how to apply defensive driving techniques |
| 10 | Starting a Vehicle | <ul style="list-style-type: none"> the instrument panel, color of lights, how a diesel engine is different, vehicle systems |
| 11 | Seat & Steer | <ul style="list-style-type: none"> how to sit in the seat and steer for optimum comfort and control (fatigue reduction) |
| 12 | Braking Skids | <ul style="list-style-type: none"> what happens when you brake in a panic situation (mechanically, physically & mentally) |
| 13 | ABS/ESC/SRS | <ul style="list-style-type: none"> how these vehicle systems work and what a driver needs to know about their operation |
| 14 | Seatbelts | <ul style="list-style-type: none"> why and how to wear a seatbelt correctly for optimum safety |
| 15 | Loose Objects | <ul style="list-style-type: none"> why cargo needs to be secured and where the best locations are for storage |
| 16 | Pre-start Checks | <ul style="list-style-type: none"> how to perform the important engine and tire checks before driving |
| 17 | Parking | <ul style="list-style-type: none"> how to reverse park safely and why reverse first parking is best |
| 18 | Separation | <ul style="list-style-type: none"> 2 second rule |
| 19 | Roundabouts/ Priorities/ Junctions | <ul style="list-style-type: none"> Signaling / Positioning and manoeuvring at roundabouts and intersections |
| 20 | Overtaking | <ul style="list-style-type: none"> the correct position for overtaking and the overtaking test for determining if/when |
| 21 | Drunk Driving | <ul style="list-style-type: none"> alcohol impairment which includes demonstrations using Fatal Vision Beer Goggles |
| 22 | Tires | <ul style="list-style-type: none"> the warning signs of bad maintenance, how to check pressures and tread depth |
| 23 | Fatigue | <ul style="list-style-type: none"> causes, warning signs, cabin oxygen ratio and other measures |
| 24 | Distractions | <ul style="list-style-type: none"> how mobile phones, GPS and other distractions affect a driver (divided attention failure) |
| 25 | Communication | <ul style="list-style-type: none"> the appropriate processes and procedures a driver should follow when communicating their intentions to others and also the basic understanding of clues given by other driver |
| 26 | Legal provisions | <ul style="list-style-type: none"> offenses and contravention |
| 27 | Railroad crossings | <ul style="list-style-type: none"> the dangers associated at rail crossing and the engineering controls in place to make the crossing safer |
| PRACTICAL DRIVING SESSIONS WILL COVER THE FOLLOWING | | |
| 28 | Defensive Driving | <ul style="list-style-type: none"> application of defensive driving techniques in real-world driving |

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| 29 | Vehicle features | <ul style="list-style-type: none"> the use of little-known vehicle features to improve comfort and safety |
| 30 | Skid Awareness | <ul style="list-style-type: none"> what a brake lockup feels like, how to prevent it and how to recover from a braking skid |
| 31 | ABS Awareness | <ul style="list-style-type: none"> how ABS operates and its limitations (panic on the brakes) |
| 32 | Emergency Braking | <ul style="list-style-type: none"> practice of threshold braking to prevent excessive brake application (the slam and panic syndrome) and allow steering control even in ABS equipped vehicles |
| 33 | Steering | <ul style="list-style-type: none"> correct steering techniques for optimum vehicle control |
| 34 | Collision Avoidance | <ul style="list-style-type: none"> emergency lane change drill to show the reactive skills needed to avoid an obstacle and the limits of a vehicle and how speed influences vehicle grip/control |
| 35 | Vision Skills | <ul style="list-style-type: none"> Slalom exercise and/or cornering drills to demonstrate long range vision and scanning |
| 36 | Reversing/Parking | <ul style="list-style-type: none"> Parking and/or reversing exercises to address common driving errors |