

Unit ID: 771

Domain

COURIER OPERATIONS

Title:

**Ride courier delivery motorcycle as part
of postal services operations**

Level: 2

Credits: 10

Purpose

This unit standard specifies the competency required to ride a courier delivery motorcycle as part of postal services operations. It includes checking motorcycle condition; riding courier motorcycle to deliver load; monitoring traffic and road conditions; and monitoring and maintaining motorcycle performance. This unit standard is intended for those who work in postal service operations.

Special Notes

1. Entry information

Prerequisite:

- Unit 737 *Follow safety and security work procedures in a postal services environment* or demonstrated equivalent knowledge and skills.

2. Assessment of this unit may be undertaken within a licensing examination conducted by, or under the authority of the Namibian road traffic authority, namely the Namibia Traffic Information Systems (NATIS).
3. Driving may be carried out by day or night; in typical weather conditions; on the open road; on a private road; while at a depot, base or warehouse; while at a client's workplace or work site.
4. Work information and documents may include but are not limited to: national driving license requirements; national road rules; workplace driving instructions and procedures; motorcycle manufacturer's instructions, specifications and recommended driving procedures including pre-operational checks of motorcycle; emergency procedures; motorcycle log book or record book.
5. Glossary
 - '*Defensive driving*' is defined as driving to: save lives, time and money, in spite of the conditions around you and the actions of others. It is a form of training for motor vehicle drivers that goes beyond mastery of the rules of the road and the basic mechanics of driving. Its aim is to reduce the risk of driving by anticipating dangerous situations, despite adverse conditions or the mistakes of others. This can be achieved through adherence to a variety of general rules, as well as the practice of specific driving techniques.
6. Regulations and legislation relevant to this unit standard include the following:
 - Namibia Post and Telecommunications Establishment Act, No. 17 of 1992
 - Namibia Labour Act, No 11 of 2007
 - Social Security Act, Act no. 34 of 1994
 - Namibian traffic authority driving regulations and licence requirements pertaining to the class of motorcycle

- Namibian road rules
- Namibia Traffic Information Systems, NATIS
- National permit regulations and requirements
- Namibian environmental protection legislation
- National Road Traffic Act, No. 22 of 1999
- National Road Traffic Act, No. 22 of 1999; Chapter 6 part 4 (dangerous goods and materials)
- Occupational Health and Safety Regulations No.18, 1997
and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Check motorcycle condition

Range

Pre-operational checks may include but are not limited to: visual check of motorcycle for operational capability; checking and topping up of fluid levels; checks of tyre pressure; checks of operation of motorcycle lights; checks of gearing, steering and brakes; check of seat adjustment.

Performance Criteria

- 1.1 Condition of motorcycle is checked for compliance with legislative and company requirements for warning devices, manufacturer's specifications and the nature of road to be followed.
- 1.2 Attachments to motorcycle are checked to ensure appropriate adjustment and operation in line with company procedures.
- 1.3 Mirrors and seats are adjusted for safe operation by the driver in line with company procedures.
- 1.4 Log books are checked and appropriate workplace documentation completed in line with company procedures.
- 1.5 Warning signs for dangerous goods are attached to courier motorcycle as required in line with legislative requirements and company procedures.

Element 2: Ride courier motorcycle to deliver load

Range

Motorcycle handling procedures may include but are not limited to: starting and stopping; steering and manoeuvring; accelerating and braking; stopping; using defensive driving techniques.

Driving hazards may include but are not limited to: vehicle traffic and pedestrians; uneven ground, steps, road surfaces; wet and iced roads; sand on roads; dust and vapours; hazardous or dangerous materials; humidity, air temperature and radiant heat; light including ultraviolet (UV); noise;; oil on road; animals and objects on road.

Personal protective equipment for motorcycle riding may include but is not limited to: approved and safety rated crash helmet; visor; leather garments; motorcycle boots; sunglasses; sunscreen.

Dangerous goods may include but are not limited to: medical samples or supplies; explosives; acids, alkalines; solvents.

Performance Criteria

- 2.1 Motorcycle is started, steered, manoeuvred, positioned and stopped in line with traffic regulations, manufacturer's instructions and company procedures.
- 2.2 Engine power is managed to ensure efficiency and performance and to minimise engine and gear damage in line with company procedures.
- 2.3 Driving hazards are identified and/or anticipated and avoided or controlled through defensive driving in line with company procedures.
- 2.4 Motorcycle is parked, shut down and secured in line with manufacturer's specifications, traffic regulations and company procedures.
- 2.5 Motorcycles carrying dangerous goods are driven along designated routes in line with the Namibian Dangerous Goods codes, relevant government regulations and company procedures.
- 2.6 Load is checked to confirm compliance with the load limit of the motorcycle in line with company procedures.
- 2.7 Any required signs or indicators are fixed to the motorcycle in line with company procedures.
- 2.8 Load is secured, transported and motorcycle is operated in line with road safety regulations.
- 2.9 Motorcycle is manoeuvred with due consideration to any required precautions related to characteristics of the load and/or relevant government regulations pertaining to special loads.
- 2.10 Personal protective equipment and clothing are identified, worn and adjusted to meet legislative, regulatory or policy requirements in line with company procedures.

Element 3: Monitor traffic and road conditions

Range

Factors that can cause traffic delays and diversions include but are not limited to: traffic accidents; flooded sections of road; road damage; bridge or tunnel damage; road

works; building construction work; emergency situations such as bushfires, building fires; road closures for special events such as marches, parades; holiday traffic; road closures for utility works such as electricity, water, sewerage, telecommunications, gas.

Conditions may include but are not limited to: operations conducted at day or night; typical weather conditions; on the open road; on a private road or worksite; while at a workplace.

People may include but are not limited to: customers; other employees and supervisors; management; union representatives; industrial relations, Occupational Health and Safety specialists; other professional or technical staff; local government authorities.

Performance Criteria

- 3.1 Most efficient route of travel is taken through monitoring and anticipation of traffic flows and conditions, road standards and other factors likely to cause delays or route deviations in line with company procedures.
- 3.2 Traffic and road conditions are constantly monitored and acted upon to enable safe operation and to ensure no injury to people or damage to property, equipment, loads and facilities in line with company procedures.

Element 4: Monitor and maintain motorcycle performance

Range

Routine maintenance may include but is not limited to: replacement of blown globes in motorcycle lights; changing of tyres; repair of tyre punctures.

Performance criteria

- 4.1 Motorcycle performance is maintained through pre-operational inspections and checks of the motorcycle in line with road safety rules and company procedures.
- 4.2 Performance and efficiency of motorcycle operation is monitored during use in line with company procedures.
- 4.3 Defective or irregular performance or malfunctions are reported in line with company procedures.
- 4.4 Motorcycle records are maintained and updated and information is processed in line with company procedures.

Registration Data

Subfield:	Postal Services
Date first registered:	
Date this version registered:	
Anticipated review:	
Body responsible for review:	Namibia Training Authority