



**INTERNATIONAL TRANSPORT FORUM
TRANSPORT MANAGEMENT BOARD**

ITF/TMB/TR(2016)3/ADD24/APP2/REV
For Official Use

Group on Road Transport

Report by BOSNIA and HERZEGOVINA on implementation of the QUALITY CHARTER

- A) Implementation of training capacity in Bosnia and Herzegovina**
- B) Standard curriculum of Driving Schools for practical and theoretical training**

This document amends a draft application on implementation of the Quality Charter by Bosnia and Herzegovina ITF/TMB/TR(2016)3/ADD24.

It is submitted under Draft Agenda Item 4 of the meeting of the Sub-Group on the Qualitative Development of the ECMT Quota to be held on 18 September 2018 in Paris, France.

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A) IMPLEMENTATION OF TRAINING CAPACITY IN BOSNIA AND HERZEGOVINA

Background information on training canters:

Training Institute (TI): Accredited secondary vocational school "Centar za obrazovanje" Široki Brijeg
Established in Široki Brijeg
Business address: Trnska cesta 197a 88220 Široki Brijeg, Bosnia and Herzegovina.
Website: <http://www.centar-obrazovanja.com>

Type of organisation: Secondary Vocational School

Endorsed by competent authorities/ holder of a valid license

1) The Ministry of Communications and Transport of Bosnia and Herzegovina issued the Approval to provide professional training for transport managers and drivers number: 01-04-02-2-6173-2/11 of 23.12.2011 to the Accredited Secondary Vocational School „Centar za obrazovanje“ Široki Brijeg, and concluded with the said school the Contract to perform professional training of managers and drivers in international road transport No. 01-34-2-60 / 12 of 05.01.2012 and Annex thereof number: 01-03-02-2-806 / 17 of 14.03.2017.

2) IRU ACADEMY Accreditation. Accredited programmes:

- ✓ ADR Driver – TANKS;
- ✓ ADR Driver - PACKAGING AND BULK;
- ✓ CPC MANAGER PROGRAMME IN NATIONAL AND INTERNATIONAL ROAD HAULAGE;
- ✓ CPC MANAGER PROGRAMME IN NATIONAL AND INTERNATIONAL ROAD PASSENGER TRANSPORT;
- ✓ CPC DRIVER PROGRAMME - INITIAL QUALIFICATION - CAT. C, C+E, C1, C1+E;
- ✓ CPC DRIVER PROGRAMME - PERIODIC QUALIFICATION - CAT. C, C+E, C1, C1+E;
- ✓ CPC DRIVER PROGRAMME - INITIAL QUALIFICATION – CAT. D, D+E, D1, D1+E,
- ✓ TACHOGRAPH - DRIVE & REST TIME REGULATIONS;
- ✓ SAFE LOADING AND CARGO SECURING;
- ✓ ECO-DRIVING.

The programme portfolio: The Accredited Secondary Vocational School "Centar za obrazovanje " Široki Brijeg has been approved by the local competent ministry in BiH - the Ministry of Education, Science, Culture and Sports of the West Herzegovina Canton - to continuously provide training aimed at acquiring professional qualifications for transport-related occupations.

- ✓ The programme of prequalification and acquisition of professional qualifications for the following occupations:
 - Road transport technician, IV degree of professional qualification
 - Freight forwarding and agency technician, IV degree of professional qualification
 - Logistics and Freight forwarding technician, IV degree of professional qualification
 - Domestic traffic technician, IV degree of professional qualification
 - Motor vehicle driver, III degree of professional qualification
- ✓ Professional training program for:
 - Motor vehicle driver engaged in international road transport of passengers and goods, V degree of professional qualification
- ✓ Training programme for the following occupations :
 - Operator of motor vehicles used to transport waste
 - UNIMOG multipurpose vehicle operator
 - Snow plough operator

Training capacity (Number of candidates for CPC qualification per year for 2016) :

- CPC Driver initial Qualification for categories C, C+E, C1, C1+E, D, D+E, D1, D1 + E: 615 Candidates;
- CPC Driver periodic Qualification for categories C, C+E, C1, C1+E, D, D+E, D1, D1 + E: 1 722 Candidates;
- CPC manager: 145 Candidates.

Training specific information:

Programmes

Training programs:

The Accredited Secondary Vocational School "Centar za obrazovanje "conducts training programs in line with the valid curricula designed and developed in compliance with the applicable legal regulations governing the area concerned, and the contemporary scientific accomplishments in the field of andragogy, such as:

- Initial and periodic professional training of drivers in international road transport programme , No: 2186/16 of 05.12.2016.
- Initial and periodic professional training of managers in international road transport programme , No: 2186/16 of 05.12.2016.

Duration:

- Initial and periodic professional training of drivers in international road transport for categories C, C+E, C1, C1+E, D, D+E, D1, D1 + E programme - 35 training hours and a mandatory exam;
- Initial and periodic professional training of managers in international road transport programme - 42 training hours and a mandatory exam.

Format:

- in a classroom, frontal, interactive, combined and practical (in the vehicle, simulators, practical exercises).

Availability of the curriculum:

Initial and periodic professional training of drivers in international road transport programme No: 2186/16 of 05.12.2016, and the Initial and periodic professional training of managers in international road transport programme No: 2186/16 of 05.12.2016. are publicly available, as are the materials needed to master the aforementioned programmes such as: practical guides, flyers and books published by the Accredited Secondary Vocational School "Centar za Obrazovanje " Široki Brijeg (Professional Drivers in International Road Transport, Managers in International road transport), as well as other materials suitable for mastering the curriculum foreseen by the programme: A driver's guide developed in collaboration with Erasmus + SEED ©, educational films, instructors' guides, case studies, technical training modules developed in cooperation with Erasmus + SEED © project, training materials of the IRU Academy as well as training institution's material intended for the education of professional drivers of motor vehicle used for transport of passengers and goods.

Developed:

Developed internally by the Training Institute and fully compliant with the requirements of the Ministry of Transport and Communications of Bosnia and Herzegovina and the IRU Academy ATI, and brought into line with the SEE countries programmes through the Erasmus+ SEED© project .

Training instruments:

Venue/location: Accredited Secondary Vocational School "Centar za obrazovanje" Široki Brijeg, with its main office at the business address Trnska cesta 197a 88220 Široki Brijeg Bosnia and Herzegovina, with at least 10 fully equipped classrooms and 20 seats per each classroom available at any time. In addition to the above main office, upon request by the Ministry of Communications and Transport of BiH, the School is capable of providing, within reasonable time, professional training for managers and drivers engaged in international road transport at minimum 10 other locations in larger BiH centres.

Training equipment for conducting the training: the School always has available a minimum of 50 personal computers and laptops available, the latest state-of-the-art equipment (smart boards), electronic equipment, equipment and supplies for safe loading training , ADR driver and vehicle equipment, analogue and digital tachograph simulator, visual, graphic and practical aids for conducting the training.

Training equipment to deliver CPC Driver and Manager training: the School always has at least one category C, C1, C1E, CE vehicle and at least one category, D1, D1E, DE vehicle which are used for training. Vehicles / simulators, personal

computers and laptops, state-of-the-art equipment, classrooms, facilities, electronic equipment, equipment and supplies for safe loading, ADR driver and vehicle equipment, tachograph simulator, visual, graphical and practical training aids.

Instructors' qualification

Selection process: The instructors are selected in a public competition the aim of which is to ensure that the instructor with the best qualifications has been selected for the position of the instructor through a public and transparent procedure. Particular significance is given to the selection of instructors as they are one of the most important, if not the most important, links in the training chain, together with the training programme and candidates.

Instructors are required to meet minimum conditions prescribed in Article 16 paragraph (2) point b) of the Rulebook on Conditions and Procedure for Issuing a Licenses and a Classification Cards for Drivers to Perform International Road Transport (Official Gazette of Bosnia and Herzegovina, No. 77/14) or to have university degree or minimum 240 ECTS credits. It is required that minimum five of the employed instructors hold a degree in road transport engineering with at least another five holding a degree in mechanical engineering, economics, IT or law.

Teaching experience (in years)/ Subject knowledge (field of expertise):

Instructors of the School, out of which there are always at least 10 in full-time permanent employment, have years-long experience in teaching about various road transport-related topics, among them there are masters and bachelors of transport engineering, masters and bachelors of economics, masters and bachelors of laws, masters and bachelors of mechanical engineering, masters and bachelors of information technologies.

Instructors of the School have good experience in performing their work in accordance with the relevant legal regulations. We also employ young instructors who meet all the requirements laid down by the relevant legal regulations. Therefore, we strive to share experience with our younger colleagues in order to maintain the level of highly professional instructors who will manage to successfully pass their knowledge and skills onto the prospective trainees.

Most of the instructors come from the sector of road traffic, but also from the sectors of mechanical engineering, economics, IT and legal science.

Practical experience in the road transport industry & Cat C/D driving license:

Instructors have an extensive practical experience in the road transport industry as well as with respect to driving schools where, while working as C/D category practical driving instructors, they pass their knowledge onto the future drivers. They enjoy high reputation in the community not only for their expertise but also for business ethics and personal integrity, and are active members of civil society.

The majority of road transport instructors hold a C / D category driving license, while, when it comes to instructors from other fields of expertise (economics, IT, law) to hold a C/D driving licence is not a crucial factor determining their selection.

Measures to be taken in place to maintain instructor's qualification: participation in professional seminars / continuous vocational training / etc.

Instructors have the right to continuing education which is also mandatory, meaning that they are required to attend professional seminars and trainings, and are encouraged to do scientific and research work so as to be able to keep in touch with the contemporary achievements in transport science and apply such achievements in the training they conduct.

The training is organized by the institution itself, the Accredited Secondary Vocational School „Centar za obrazovanje“ Široki Brijeg. In addition to attending internal training, the instructors also attend various seminars, scientific conferences, fairs and similar professional gatherings. The instructors training frequency largely depends on the new legal regulations to be adopted and new contemporary achievements to be made in the profession, so that instructors would be always able to gain the latest knowledge and skills which they could in turn transfer to the trainees who will need such knowledge and skills in their professional careers.

Examination procedures:

Conducted under the supervision of an Examination Body (to specify) / fully under the TI's control

The Ministry of Communications and Transport of BiH and the IRU ACADEMY supervise the work.

Manual / With automatic examination system

The Ministry of Communications and Transport of BiH sets up a commission tasked with performing supervision, which may be announced or unannounced, the purpose of which is to determine whether all operational requirements have been complied with, as well as to control the operations of the authorised body (TI). In addition to performing direct supervision, the IRU ACADEMY is able to perform supervision through the information system (Academy online AOL).

B) STANDARD CURRICULUM OF DRIVING SCHOOLS FOR PRACTICAL AND THEORETICAL TRAINING IN BOSNIA AND HERZEGOVINA

Training of motor vehicle drivers in the theoretical and practical part shall be performed by driving schools and educational institutions in the process of regular education of students according to educational program for professional drivers, in accordance with Law on Principles of Road Traffic Safety of Bosnia and Herzegovina (Official Gazette of Bosnia and Herzegovina, No. 6/06, 75/06, 44/07, 84/09, 48/10, 18/13, 8/17, 89/17, 9/18), and Rulebook on training for the motor vehicle driver (Official Gazette of Bosnia and Herzegovina, No. 46/12).

Rulebook on training for the motor vehicle driver (Official Gazette of Bosnia and Herzegovina, No. 46/12, 12/18)

Person can access to training for motor vehicle drivers (hereinafter: candidate), if he/she:

- a) is of legal age for specific categories and subcategories of motor vehicles,
- b) is able to solve tests and operate vehicle of certain category or subcategory, that has to be proved by medical certificate that should not be older than one year,
- c) has citizenship of Bosnia and Herzegovina, registered temporary or permanent residence in Bosnia and Herzegovina, as well as foreign citizen who has approved temporary or permanent residence in Bosnia and Herzegovina for a period exceeding six months,
- d) fulfills other conditions proscribed for certain category or subcategory.

Training for motor vehicle driver (hereinafter: training), includes:

- a) knowledge about regulations on road traffic safety, together with basic knowledge about motor vehicles,
- b) first aid program for the persons injured in traffic accident, and
- c) driving of motor vehicle.

Training in regulations on road traffic safety and driving of motor vehicle shall be performed in accordance with **Program of candidates training** for the motor vehicle driver.

Training shall begin with the training in regulations on road traffic safety, basic knowledge on motor and auxiliary vehicles. One lesson on regulations on road traffic safety lasts 45 minutes. Candidate cannot have more than four lessons in one day.

Instructor of theoretical part of training is obliged to perform preparation for the lesson that must last at least 10 minutes. Lessons on regulations on road traffic safety can be performed with the group of up to 30 candidates. Before the beginning of the theoretical part of training, for each formed group, driving school shall be obliged to submit to authority relevant for education schedule of theoretical training including data on the names of candidates, categories they are training for, date and time of training.

Duration of the road traffic safety regulations training:

- The training in road traffic safety regulations for subcategories A1 or B1 shall consist of 20 lessons.

- The training in road traffic safety regulations for categories A and B shall consist of 28 lessons, while in the case of candidates holding subcategories A1 and B1 driving licence the training shall include 10 lessons.
- The training in road traffic safety regulations for subcategory C1 shall consist of 32 lessons, while in the case of candidates holding categories A, B or BE driving licences the training shall include 10 lessons.
- The training in road traffic safety regulations for subcategory D1 in the case of candidates holding a category B or BE driving licence shall consist of 10 lessons, while in the case of candidates holding categories/subcategories C1, C1E, C or CE driving licences the training shall consist of 6 lessons.
- The training in road traffic safety regulations for category D shall consist of 16 lessons in the case of candidates holding category B or BE driving licences, and 6 lessons in the case of drivers holding categories/subcategories D1, D1E, C or CE driving licences.
- The training in road traffic safety regulations for agricultural tractors, work machinery and cultivators shall consist of 8 lessons.
- The training in road traffic safety regulations for mopeds shall consist of 12 lessons.

Failure to attend the lessons:

- The candidate motor vehicle drivers undergoing road traffic safety regulations training for categories A and B and subcategory C1 may be absent for a justified reason from up to 8 lessons.
- The candidate motor vehicle drivers undergoing the road traffic safety regulations training for subcategories A1 and B1 may be absent for a justified reason from up to 4 lessons.
- The candidate motor vehicle drivers undergoing the road traffic safety regulations training for agricultural tractors, working machinery and cultivators may be absent for a justified reason from up to 2 lessons.
- The candidates who hold any of the categories/subcategories and are required to attend the additional lessons from the road traffic safety regulations training may be absent for a justified reason for up to 2 lessons.

Training in motor vehicle driving can be accessed by the person who passed the test on road traffic safety regulations and test on first aid provision.

A motor vehicle driving lesson lasts 45 minutes and educational double lesson lasts 90 minutes. During one-day candidate may not have more than two educational lessons or one educational double lesson. Before the lesson or double lesson, the Instructor is obliged to perform preparation for the lesson that must not last less than 15 minutes.

Before starting the first lesson or a double lesson, Instructor shall make preparations for the practical driving lesson, and after the completion of each lesson or a double lesson, the Instructor shall take five minutes for the training evaluation and required record-keeping, and ten minutes for the preparation of the next practical driving lesson and a break.

First four training lessons shall be performed on training ground or on a less frequent road decided by the competent municipality body, and after that, training shall be performed on a public road.

During the candidate training, Instructor performs training with only one candidate in the vehicle.

During the training, besides the candidate and the instructor, in the vehicle can be the owner of the driving school or person authorized for supervision over the operation of the driving school.

Driving instructor during the training of the candidate for Category A and Subcategory A1 gives instructions to candidate by the communication device (communicator).

During the training on a public road candidate for a driver of Category A and Subcategory A1 must wear reflecting color vest with a white letter „L“, in a blue field and a protective helmet.

The vehicle used by the Instructor to follow a category A and subcategory A1 driver candidates during the practical driving lessons, may not be operated by another driver candidate.

Duration of practical driving training:

- The practical driving training for subcategories A1 or B1 shall consist of 20 lessons.
- The practical driving training for category A shall consist of 25 lessons, 5 lessons in the case of a candidate holding a driver licence for subcategory A1, and 15 lessons in the case of a candidate holding a category B driving licence.
- The practical driving training for category B shall consist of 35 lessons, and 25 lessons in the case of candidates holding category/subcategory A, A1 or B1 driving licences.
- The practical driving training for subcategory C1 shall consist of 12 lessons if the candidate holds a category B driving licence.
- The practical driving training for category C shall consist of 8 lessons if the candidate holds a subcategory C1 driving licence.
- The practical driving training for subcategory D1 shall consist of 12 lessons if the candidate holds a category B driving licence.
- The practical driving training for category D shall consist of 24 lessons if the candidate holds a category B driving licence, 12 lessons in the case of candidates holding a category C driving licences, and 8 lessons for candidates holding a subcategory D1 driving licences.
- The practical driving training for categories/subcategories BE, C1E, CE, D1E and DE shall consist of 8 lessons.

Driving school shall issue to a candidate a certificate on completed training on road traffic safety regulations.

Driving school shall issue a certificate on completed training motor vehicle driving.

At a request of a candidate who successfully finished training for a motor vehicle driving, driving school shall organize additional lessons for motor vehicle driving.

At a request of a driver, driving school may organize and perform additional training for a category or subcategory owned by a driver.

Students that study to become motor vehicle drivers, as well as other students that are trained in driving by the study program and school program, shall take the test in road traffic safety regulations, first aid and motor vehicle driving even before the age of 18, after the mentioned training, in accordance with study program and program of competent education authority.

P R O G R A M M E

ON TRAINING OF CANDIDATES FOR DRIVERS

Goal of the Program: Candidate for a driver trained to operate motor vehicle by his/her own and in a safe manner, in accordance with regulations.

Candidate for a driver, after the training is performed, must have knowledge, skills and abilities on the following:

- Knowledge on traffic regulations, especially those intended for the restriction of traffic accidents,
- Developed consciousness on manners in accordance with traffic regulations,
- Techniques of safe drive,
- High level of traffic culture,
- Knowledge on characteristics of vehicle he/she is trained on, developed consciousness on importance of technical condition of vehicle for safe drive and ability to observe all important technical damages on vehicle, especially damages that represent safety risk,
- Ability to observe dangers in traffic and pay attention to them,
- Developed skills and habits for safe and individual vehicle driving, sufficient control on vehicle in order to prevent dangerous situations and to adequately react if such situations occurred,
- Pay attention to all factors that inflict on driving (alcohol, weariness, restricted sight, etc.) in order to perform safe drive,
- Guaranty safety of other traffic participants on road, especially the weakest and most exposed, expressing full respect of others.

I. TRAINING IN ROAD TRAFFIC SAFETY REGULATIONS

Necessary number of training lessons for motor vehicles drivers of certain category, or subcategory shown in tables in Article 7 of this Rulebook, which is elaborated in accordance with contents established by the Training program.

A) Content of Training program for categories/subcategories A1, B1, A, B, BE, C1, C1E, C, CE, D1, D1E, D, DE and drivers of mopeds, tractors, working machines and moto cultivators

- **Road traffic regulations:** expressions, categories of vehicles, conditions for vehicle driving, acquirement of right to drive, obligations and responsibilities of traffic participants;
- **Behavior of traffic participants:** traffic culture, solidarity and human interaction between the traffic participants, attitudes and habits, cautiousness and attention in traffic, observation of traffic situation, assessment of traffic situation and process of making the right decision, duly reaction, time of reaction, communication between the traffic participants, defensive driving, risky performance, behavior during the affection of

alcohol, drugs or medicines, effect of psycho-physical condition and weariness, behavior of traffic participants as a basic cause of traffic accidents, risks of night driving;

- **Road as a safety factor:** characteristics of different types of roads, road surface and condition of road surface, adhesion, forces that have influence on the vehicle, distance and assessment of distance between the vehicles during the drive, stopping direction of the vehicle, breaking trace and reaction trace, elements that affects the length of reaction and stopping, road works;
- **Traffic signs:** traffic signs, types, name, meaning, traffic lights and light markings, markings on road and other surfaces, signs given by authorized persons, sound and light signs, actions in accordance with traffic signs;
- **Observation of traffic conditions and situation:** visibility conditions, weather, observation of traffic situation, perception, prevision, observation from the vehicle, observation of the changes in traffic conditions;
- **Other participants in road traffic:** specific risks linked to the lack of experience of other traffic participants, pedestrians, obligations of drivers toward pedestrians, most jeopardized traffic participants, children, basic psycho-physical characteristics of child-traffic participant that demands specific attention of the driver, persons with disability, bicyclists, moped drivers, new drivers;
- **Traffic rules:** vehicle actions in traffic, inclusion into the traffic and assessment of the right moment of inclusion regarding speed and distance, movement of the vehicle, speed and assessment of the vehicle speed, turning, by-passing of vehicles and priority, traffic in crossroads, traffic in crossroads, bypassing, overtaking and passing, stopping and parking, traffic on road crossing over the railway, traffic in motorway, expressway and road intended exclusively for the traffic of motor vehicles, traffic in tunnel, escorted vehicles and vehicles that have a priority in traffic;
- **Vehicle in the function of road safety:** documents, basic knowledge on functioning of vehicle devices, equipment of the vehicle, proper position of the driver in the vehicle, visibility from the vehicle, driver mirrors, instrument panel in the vehicle, light-signaling devices and their usage, safety belt and head rest, steering devices, stopping devices, suspension, pneumatics, safety devices, haulage, transport of goods, transport of passengers, importance of the usage of special seats for transport of children in the vehicle, importance of the markings on the seats, registration and technical inspection, procedure in the case of breakdown, risks regarding unfixed objects in vehicle during the urgent stopping, measures regarding evacuation from the vehicle, economic and ecologically acceptable driving;
- **Driving in urban area (city):** road with one way traffic, driving on the road with several traffic lanes, realignment, choosing of traffic lane, circular intersection, public passengers transport, driving in convoy, stopping and parking;
- **Driving outside of urban area (city):** inclusion and exclusion from the traffic, distance between vehicles, driving in convoy, overtaking and passing, stopping, turning, reverse driving, banking drive, drive on longitudinal inclination;

- **Obligations in the case of traffic accident:** obligations, procedure, safety measures;
- **Driving in special conditions:** reduced visibility, night, weather conditions, rain, fog, winter conditions, traffic restrictions.

B) Content of the special program of training for categories/subcategories A1, A, C1, C1E, C, CE, D1, D1E, D, DE.

a) For category/subcategory A, A1 and moped drivers:

- Usage of protective equipment;
- Role and importance of protection helmet;
- Visibility of those vehicles by the other road traffic participants;
- Factors of traffic risk;
- Vehicles in the function of road traffic safety.

b) For categories and subcategories C, CE, C1 and C1E:

- Specificities regarding construction and functioning of engine and devices, anti-freezing protection, usage and functioning of breaking system, speed regulation system and ABS system-types, usage, functioning, main parts, usage and daily maintenance of system for the coupling of tractor and auxiliary vehicle, preventive maintenance of the vehicle;
- Tachograph, tachograph chart, duration of driving, obligatory rests of the drivers,
- Obligations of the drivers in accordance other regulations in this area;
- Regulations regarding usage of the equipment for the speed restriction, proper usage and maintenance of pneumatics, and measures during the change of tires on the vehicle;
- Laden weight, mass, total mass, maximum permissible mass, axle weight;
- Dimensions of vehicle and restriction of visibility field regarding vehicle characteristics;
- Transport of passengers and goods, transport documentation, responsibilities of drivers, transport and delivery of goods in accordance with proscribed conditions;
- Safety factors regarding the transport of goods, irregular transport, transport of dangerous goods, transport of special goods, marking of vehicles, equipment, goods control, different kinds of goods, loading and unloading of goods and usage of loading means.

c) For categories/subcategories D, DE, D1, D1E:

- Responsibilities of a driver regarding transport of persons;
- Types of transport;
- Comfort and safety of the passengers, transport of children;
- Bus marking;
- Supervision and inspection of the bus before driving;
- Relationship of the driver with passengers;
- Documentation necessary for the transport.

II. TRAINING IN KNOWLEDGE ON MOTOR AND AUXILIARY VEHICLES

A) Content of Training program for categories/subcategories A1, B1, A, B, BE, C1, C1E, C, CE, D1, D1E, D, DE and drivers of mopeds, tractors, working machines and Moto cultivators:

a) Internal combustion engines

1. Division of engines with internal combustion,
2. Operation basics of engine with internal combustion,
3. Principles of four-stroking OTO engine operation,
4. Principles of four-stroking diesel engine operation,
5. Basic differences between OTO engine and diesel engine,
6. Device for fuel supply,
7. Electric devices on engine,
8. Lubrication device,
9. Other engine devices.

b) Motor vehicles

1. Steering device,
2. Stopping device,
3. Lighting device,
4. Vehicle marking device,
5. Light signaling device,
6. Other devices of special importance for road safety,
7. Division of motor vehicles in accordance to their purpose,
8. Weight of vehicle and apportionment of the weight on wheels.

c) Devices on tractors and trailers

d) Devices on working machines

e) Devices on motorcycle and moped

III. TRAINING IN MOTOR VEHICLE DRIVING

A) Content in training at the closed course for category A and subcategory A1

First part of the training candidate performs on the closed course, or on the special areas marked for that purpose, where candidate trains ability to perform special actions by which he/she need to prove that he/she has proper knowledge on driving techniques for the vehicle of specific category/subcategory A and A1 and which is a condition for safe inclusion in traffic and driving.

Preparation of vehicle for the driving

Candidate for motor vehicles driver has to be trained for preparation of the vehicle for the driving in order to perform safe drive. Actions included in preparatory part of the driving are:

- Adjustment of protective equipment (gloves, cloths, shoes, protective helmet);
- Checking of sound warning devices, adjustment of mirrors, turning on of the lights, starting of the motor vehicle.

Special actions candidate is trained for

- **Taking down the vehicle from its „legs” and putting up the vehicle on its „legs”** (candidate must put down vehicle from the „legs”, properly sit on it, move down from it and properly put up the vehicle on its „legs”);
- **Pushing the vehicle without the engine operation** walking by the vehicle (candidate is pushing the vehicle over the circle in a left side, than right side, and after that he/she is placing the vehicle in a starting position);
- **Parking the vehicle on its „legs”** (candidate must move down from the vehicle, place the vehicle on its „legs”, declutch all devices, and protect the vehicle from movement or fall).

Driving in slow speed in direction and stopping

This action shall be performed by starting from the point by keeping the direction and balance in the second transmission level in the area marked by the line 0,2 (m) thick 35 (m) long and 0,5 (m) wide, with the stopping in front of the line, than turning the vehicle and driving in the opposite direction in the same area. Candidate must keep the legs on the proper place, properly use the clamp, accelerator and brakes and must not touch the ground by his/her feet, nor can vehicle leave the marked area.

Slalom drive in slow speed

Candidate must drive slalom between the cones, distance between the cones is 1,5 length of the motorcycle, in marked area 2,5 (m) wide, by the speed of 5-10 (km/h). Both legs must be in the right position. During this operation candidate must properly use the clamp, accelerator and brakes. He/she must not touch the ground, or bring down the cones, nor can the vehicle leave the marked area. Cones must have the height of at least 35 cm from the ground.

B) Content of training performed on a public road for category A and subcategory A1

Inclusion and exclusion from the traffic: observation of traffic conditions, usage of indicators, control over the vehicle, choice of the right moment for the inclusion, letting of pedestrians and vehicles, caution measures, stopping of vehicle, exclusion of the vehicle from the traffic, coming out from the vehicle and leaving of the vehicle.

Driving in a public road: position of the vehicle in a traffic lane, choose of a traffic lane, keeping the distance in convoy, control over the vehicle, handling the steering wheel and devices, changing the transmission level if the vehicle is without the automatic transmission, acceleration and slowing down, braking and stopping, adjustment of the speed in accordance with the traffic conditions without effecting the other drivers, proper bypassing, keeping the side distance, letting of vehicles during the bypassing, driving uphill and downhill, observation of the traffic, usage of driver mirrors.

Driving in turns: slowing down, braking, adjustment of speed in accordance with traffic situation and conditions.

Approaching and driving in crossroad: realignment, driving in crossroad, turning left and right, traffic lane choosing, traffic lane change, letting of vehicles, actions regarding pedestrians.

Actions in accordance with the traffic signs: traffic signs given by the authorized person, light-signaling devices-traffic light, traffic signs, additional tables, road markings.

Overtaking and passing: proper procedure during overtaking and passing, checking of traffic conditions, usage of indicators, adjustment of the driving speed.

Inclusion: inclusion procedure on motorway, expressway or way intended for motor vehicles traffic and exclusion from those roads, usage of traffic lane for acceleration and slowing down.

Adjustment of driving speed: adjustment of driving speed in accordance with the condition of the road and traffic conditions, action he/she performs, maximum permissible speed regarding the type of the vehicle, regarding the type of the road and other traffic participants.

Driving in special conditions: includes driving during the day, night, rain, fog and other weather conditions restricting the drive and visibility.

Vehicle driving on traffic areas with special characteristics: traffic areas with special characteristics are crossroads with circular traffic, crossroads over the railway or tramway, (if there are that kind of points in the place where the test is performed), driving near the stop stations of public passengers transport vehicles, uphill and downhill driving.

Relation toward the other traffic participants: children, incapable persons, handicapped persons, pedestrians, bicyclists and other participants, vehicles of public passengers transport, improper, unfair and unpredictable reactions, reactions regarding the mistakes of other traffic participants, observation of the actions of other traffic participants, endangering or disturbance of other participants.

C) Content of training performed on public road for the drivers of the vehicles of B and B1 category/subcategory

Training of candidates shall be performed on public road in real traffic conditions (day).

Candidate for a driver shall be trained to be able to prepare vehicle for a drive and to drive safely, and is also obliged to present the following:

- Inspection before the usage (check the level of oil in the engine, anti-freezing liquid, window cleaning liquid, brake liquid, check the equipment of the vehicle and their usage-prepare the vehicle for haulage, to place the safety triangle);
- Adjustment of seats, proper position, adjustment of driver mirrors, putting the safety belt and adjustment of head rest;
- Inclusion and exclusion from the traffic: observation of traffic conditions, usage of indicators, right moment for the inclusion, letting of pedestrians and vehicles, stopping, attention measures, leaving of the vehicle;
- Starting the drive in the uphill and downhill using the auxiliary and working brake;
- U-turning of vehicle, driving in the proper position in the area of traffic lane;
- Parking the vehicle and leaving of the parking area (vertical or diagonal, on plain surface, in uphill or downhill). Candidate must properly announce the performance of the action, follow the conditions and use driver mirrors. Candidate will perform the parking in a

proper way if he/she parked vehicle parallel with the roadside at a distance of 10 to 20 cm from it;

- **Driving and behavior in traffic:** position of the vehicle in traffic lane, keeping the distance in convoy, control over the vehicle, change of the transmission level, acceleration and slowing down, braking and stopping, adjustment of speed regarding the traffic conditions, proper bypassing and letting of vehicles, driving in turns, uphill and downhill driving;
- **Driving in intersection:** approaching, realignment, driving in different types of intersections, adjustment of driving speed, observation of traffic situation, actions toward the other traffic participants, passing the vehicles, choosing of the traffic lane, turning;
- **Actions in accordance with traffic signs** given by authorized person, light–signaling devices-traffic lights, traffic signs, road markings;
- **Inclusion** in motorway or expressway or road reserved for the traffic of motor vehicles and exclusion from those roads, usage of lane for stopping and slowing down;
- **Adjustment of driving speed:** in accordance with the conditions of road and traffic, action performed, maximum permissible speed regarding the type of road, and other traffic participants;
- **Overtaking and passing:** propriety of the actions of overtaking and passing, checking of traffic conditions, usage of indicators, adjustment of driving speed, procedure while overtaking other vehicle;
- Driving in city-urban area and outside city-urban area;
- **Drive in special conditions:** day (reduced visibility), night, rain, fog, snow if weather conditions allow it;
- **Driving in traffic areas with special characteristics:** circular traffic, crossing over the railway or tramway, (if there is any in the area of driving test), driving near the stopping points of public passengers transport, uphill and downhill driving;
- **Relation toward the other traffic participants:** children, incapable persons, handicapped persons, pedestrians, bicyclists and other participants, vehicles of public passengers transport, improper, unpredictable reactions, reactions on the mistakes of other traffic participants, observation of the actions of other traffic participants, endangering or effecting on other participants.

D) Content of training performed on public road for drivers of BE category

Training shall be performed on public road in real traffic conditions. Training shall be performed in the same way as for B category with additional requests that candidate must fulfill.

Preparation of the vehicle: Candidate for a driver shall be trained so he/she can prove that he/she is able to fulfill additional requests:

- To check the coupling mechanism of the tractor and auxiliary vehicles, braking and electronic links,
- To check safety factors regarding the weight of the auxiliary vehicle.

Coupling and uncoupling of tractor and auxiliary vehicle: action is performed in order that candidate must couple tractor and auxiliary vehicle, so that auxiliary vehicle is in the line with the tractor vehicle. Candidate must drive tractor vehicle in front of auxiliary vehicle, stop it and drive it back to reach the auxiliary vehicle, having in mind the propriety of the operation. Coupling must be performed properly. After that the candidate must check the operation of light-signaling devices.

Inclusion and exclusion from the traffic: observation of the traffic conditions, usage of indicators, control of the convoy of vehicles, choosing the right moment for the inclusion, passing of pedestrians and vehicles, parking, parallel with the edge of the road, reverse driving, uncoupling of auxiliary vehicle, precaution measures, leaving the vehicle.

- **Traffic drive:** position of the group of vehicles in traffic lane, keeping the distance in the convoy, control of the convoy of the vehicles, managing of the steering and transmission devices, changing of the transmission level, speeding up and slowing down, braking and stopping, adjustment of the speed in accordance with traffic conditions without the effect on other drivers, proper passing by, keeping side distance, drive in turns, drive on uphill and downhill, observation of the traffic; usage of driver mirrors;
- **Starting of a drive uphill and downhill** by the vehicle with the usage of brakes;
- **U-turn** in one action or more actions;
- **Breaking and stopping** with different driving speeds;
- **Crossroad driving:** approaching, realignment, driving in different types of intersections and manners of traffic operation, adjustment of driving speed, observation of traffic situation, actions toward the other traffic participants, passing of vehicles;
- **Actions in accordance with traffic signs** given by the authorized person, light traffic signs, traffic signs, road markings;
- **Overtaking and passing:** regularity of the procedure of overtaking and passing, checking of traffic conditions, usage of light indicators, adjustment of driving speed, procedure in the situation when other vehicle is overtaking;
- **Adjustment of driving speed:** in accordance with road and traffic conditions, with the action performed, with the maximum permissible speed regarding the type of road, with other participants;
- Drive in city-urban area and outside city-urban area;
- **Drive in special conditions:** rain, fog, snow, reduced visibility, if weather conditions allow it;
- **Driving in intersections with special characteristics:** circular traffic, road crossing over the railway or tramway (if any), driving near the stopping stations of vehicles of the public passengers transport public, uphill and downhill driving;
- **Actions toward the other traffic participants:** children, incapable persons, handicapped persons, pedestrians, bicyclists and other participants, vehicles of public passengers transport, improper, unpredictable reactions, reactions on the mistakes of other traffic participants, observation of the actions of other traffic participants, endangering or effecting on other participants.

E) Content of training performed on public road for drivers of category/subcategory C1, C, C1E, CE, D1, D1E, D, DE

Training shall be performed on public road in real traffic conditions and candidate for a driver must perform following actions:

- **Preparation of vehicle for driving:** performance of daily (preventive technical inspection), check of the oil level in the engine, check of the anti-freezing liquid and window washing liquid, adjustment of seats and mirrors, usage of obligatory vehicle equipment, preparation of vehicle for haulage, placing of safety triangle, placing of

tachograph sheet, check of the signaling and control devices, check of the air pressure in braking system;

- **Inspection of safety factors regarding goods:** auto body, doors of loading space, mechanism for goods loading (if any), cabin locking, securing of goods;
- **Inclusion and exclusion from the traffic:** observation of traffic conditions, control over the vehicle, choosing the right moment for the inclusion, passing of pedestrians and vehicles, stopping, tachograph handling, keeping the tachograph chart and sensing of necessary data, exit from the vehicle, uncoupling of the auxiliary vehicle, securing the vehicle from the movement and vehicle leaving;
- **Driving and the position of the vehicle in a traffic lane:** choosing the traffic lane, keeping the distance in convoy, control over the vehicle, steering and transmission operation, changing the transmission level, acceleration and slowing down, braking and stopping, adjustment of speed in accordance with traffic conditions without effect other drivers, proper bypassing, keeping the side distance, passing of vehicles during the bypassing, driving in turns, uphill and downhill driving, observation of the traffic, usage of driver mirrors;
- **Driving in regular route** between two points (urban or suburban transport), comfort and safety of a drive, position of a vehicle in a traffic lane, choosing the traffic lane, procedure in bus stopping points, keeping the distance in a convoy, control over the vehicle, change of transmission level, acceleration and slowing down, braking and stopping, adjustment of driving speed in accordance with traffic conditions without effecting other drivers, proper passing by, keeping the side distance, passing of vehicles during the bypassing, driving in turns, uphill and downhill drive, observation of traffic, usage of driver mirrors;
- **Starting the vehicle on the uphill:** starting with the usage of parking brake, parking of vehicle on uphill or downhill and placing of wedges;
- **U-turning:** checking of traffic conditions, usage of indicators, usage of side street, propriety of action performed;
- **Parking of vehicle** in order to enable safe entrance and exit of passengers from the bus. Checking only during the test for categories/subcategories D1, D and DE;
- **Driving in crossroad:** approaching, adjustment of driving speed, observation of traffic situation, driving in different types of crossroads and manner of traffic performance, alteration, relation toward the other traffic participants;
- **Action in accordance with other traffic signs** given by the authorized person, light-signaling devices-traffic lights, traffic signs, markings on the road surface;
- **Overtaking and passing:** propriety of overtaking and passing, checking of traffic conditions, usage of indicator, adjustment of driving speed, action when other vehicle is overtaking;
- **Adjustment of driving speed:** in accordance with road and traffic conditions, with the action performed, with maximum permissible speed regarding the type of the vehicle, type of road and other participants;
- Driving in city-urban area and outside city-urban area;
- **Driving in special conditions:** rain, fog, snow, reduced visibility if weather conditions allows it;

Relation with other traffic participants, especially children, older persons, handicapped persons, pedestrians, bicyclists and other persons, vehicles of public urban transport of passengers, irregular, unfair and unforeseen reaction, reaction on mistakes of other traffic participants, observation of the actions of other traffic participants, jeopardizing of other participants.