

Drive and routinely maintain ceremonial funeral vehicles

Overview

This standard is about driving ceremonial funeral vehicles and carrying out routine maintenance on them that does not require specialist skills as a vehicle technician.

This standard is for funeral directors, funeral director assistants, funeral operatives and funeral attendants.

When you have completed this standard you will be able to demonstrate your understanding of and ability to:

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Performance criteria

You must be able to:

1. check that the condition of the vehicle meets the requirements of relevant legislation, codes of practice and your funeral business' policies and procedures
2. check, within the responsibilities of your role, the vehicle adheres to relevant legislation and your relevant driver's licence is current
3. confirm that the servicing and maintenance of the vehicle is in accordance with your funeral business' schedule
4. make routine maintenance checks on all the vehicles within your responsibility
5. keep routine records of vehicle maintenance that are complete and accurate and in accordance with relevant codes of practice, legislation and your funeral business' policies and procedures
6. correctly remove items not fixed to the vehicle interior prior to cleaning and replace them after cleaning
7. check that personal protective equipment (PPE) and coverings used during cleaning operations are in accordance with relevant codes of practice, legislation and your funeral business' policies and procedures
8. select and apply cleaning methods, cleaning and finishing agents that are appropriate and consistent with manufacturers' instructions
9. after cleaning, check that vehicles are free from residual cleaning and finishing agents
10. dispose of used cleaning agents and waste materials safely in accordance with relevant codes of practice, legislation and your funeral business' policies and procedures
11. report faults or damage to the vehicle identified during routine checks and cleaning to appropriate personnel promptly when these occur
12. follow your funeral businesses' procedures for instructions about driving rotas
13. attend pre-route and funeral plan briefings
14. drive safely in accordance with relevant codes of practice, legislation and your funeral business' policies and procedures
15. drive the vehicle at a steady pace throughout the journey, avoiding violent braking and acceleration wherever possible
16. adhere to the agreed route, timings and cortege formation throughout the planned journey
17. use alternative routes when accidents or long delays are known in advance
18. explain to mourners the use of seat belts in accordance with relevant codes of practice, legislation and business policies and procedures
19. treat mourners and other road users and pedestrians with courtesy and consideration at all times
20. confirm that parking areas are available and suitable for access by the

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funeral vehicle

21. confirm that the funeral vehicle is secure before leaving it

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Knowledge and understanding

You need to know and understand:

1. which relevant legislation, codes of practice and your funeral business' policies and procedures you need to follow when maintaining vehicles
2. where to obtain information about tax and insurance on vehicles in your funeral business
3. how to check the validity of your own driving licence
4. why you need to confirm that the servicing and maintenance of the vehicle is up-to-date
5. what routine maintenance checks are carried out on vehicles
6. the relevant legislation and your funeral businesses' requirements are for maintaining records of maintenance of vehicles'
7. why you need to remove items not fixed to the vehicle interior prior to after cleaning vehicles
8. the personal protective equipment (PPE) and coverings to use during cleaning operations
9. the cleaning methods, cleaning and finishing agents that are appropriate and where to get instructions about cleaning agents
10. why vehicles need to be free of residual cleaning and finishing agents
11. why you need to dispose of used cleaning agents and waste materials safely
12. who to report faults or damage to the vehicle that are identified during routine checks and cleaning
13. how to follow your funeral businesses' procedures for instructions about driving rotas
14. when pre-route and funeral plan briefings are held in your funeral business
15. the legislation to follow and your funeral business' policies and procedures for driving safely
16. why you are required to drive the vehicle at a steady pace throughout the journey, avoiding violent braking and acceleration wherever possible
17. the information to follow to assist you in adhering to the agreed route, timings and cortege formation
18. how to obtain advance information about incidents and long delays on the planned route
19. why you need to explain to mourners to use seat belts
20. how to treat mourners and other road users and pedestrians with courtesy and consideration
21. how to confirm that parking areas are available and suitable for access by the funeral vehicle
22. why you need to confirm that the funeral vehicle is secure before leaving it

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Scope/range

1. Methods of examination:
 - 1.1. visual
 - 1.2. functional

2. Consumable items:
 - 2.1. for cleaning the vehicle
 - 2.2. for disinfecting the vehicle
 - 2.3. for lighting the vehicle
 - 2.4. for heating the vehicle
 - 2.5. Fuel for vehicle
 - 2.6. lubricants for vehicle

3. Requirements:
 - 3.1. legal
 - 3.2. functional

4. Records:
 - 4.1. records of vehicle inspections
 - 4.2. maintenance schedule
 - 4.3. legal documents

When cleaning funeral vehicles, you must show that you can achieve the outcome when dealing with each of the following:

1. Methods:
 - 1.1. manual
 - 1.2. machine assisted

2. Cleaning and finishing agents for:
 - 2.1. interior
 - 2.2. exterior

3. Funeral vehicles:
 - 3.1. interior
 - 3.2. exterior

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Links to other NOS

The standards in the funeral operations suite should be complemented by pan-sector standards such as working relationships, business, administration and resource management, as well as any other specific requirements of the employer

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Suite	Funeral Services
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