
Overview

This standard is about driving funeral services support 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:

- Drive and routinely maintain funeral services support vehicles

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. drive safely in accordance with relevant codes of practice, legislation and your funeral business' policies and procedures
14. treat other road users and pedestrians with courtesy and consideration at all times
15. confirm that parking areas are available and suitable for access by the funeral services support vehicle
16. confirm that the funeral service support vehicle is secure before leaving

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. the legislation to follow and your funeral business' policies and procedures for driving safely
15. how to treat other road users and pedestrians with courtesy and consideration
16. how to confirm that parking areas are available and suitable for access by the funeral services support vehicle
17. why you need to confirm that the funeral services support vehicle is secure before leaving it

Scope/range

When driving funeral services support vehicles, you must show that you can achieve the outcome with each of the following:

1. Funeral vehicles:
 - 1.1. private ambulances
 - 1.2. hearse
 - 1.3. other removal vehicles

2. Legislation:
 - 2.1. legislation relating to national highways
 - 2.2. local bye-laws
 - 2.3. road vehicle (construction and use) regulations

When assuring road worthiness of funeral vehicles, you must show that you can achieve the outcome with each of the following:

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 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

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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