



<b>COURSE TITLE</b>	: Safe and Defensive Driving Person	<b>COURSE CODE</b>	: SDDP
<b>COURSE DURATION</b>	: 2-day(s) / 13.50 hour(s)	<b>COURSE LEVEL</b>	: Basic
<b>COURSE CATEGORY</b>	: Skill Competency	<b>VALIDITY CARD</b>	: 3 years
<b>HRD CORP SCHEME</b>	: Claimable	<b>EXAMINATION FEE</b>	: RM280.00
<b>COURSE FEE</b>	: RM800.00 (Inclusive of 8% SST)		
<b>TOTAL FEE</b>	: RM1,080.00 (Inclusive of 8% SST)		

**1. OBJECTIVE(S):**

At the end of the course, the participant will be able to:

- i. Explain the legal requirement in regard to commuting at work.
- ii. Identify, assess hazards while driving and control measure.
- iii. Acquire safe and correct skill and technique about defensive driving.

**2. TARGET GROUP(S):**

- i. Managers/ Executives.
- ii. Safety and Health Officers.
- iii. OSH Practitioners.
- iv. Safety and Health Committee Members.
- v. Supervisors and all levels of workers.

**3. ENTRY REQUIREMENT(S):**

- i. Able to read and write in Bahasa Malaysia or English.
- ii. Possess valid class D & DA driving license.

**4. TOPIC(S):**

- i. Topic 1 - Act & Regulations.
- ii. Topic 2 - Introduction to Vehicle.
- iii. Topic 3 - Road Hazard & Safe Driving.
- iv. Topic 4 - Vehicle Handling & Control.
- v. Topic 5 - Vehicle Maintenance.
- vi. Topic 6 - Accident & Emergency Management.
- vii. Practical sessions.



**5. LIST OF REFERENCE BOOK(S):**



- i. Occupational Safety and Health Act 1994 (Amendment 2022).
- ii. Road Transport Act 1987.
- iii. Road Traffic Rules 1959.
- iv. Commercial Vehicles Licensing Board Act 1987.

**6. LIST OF TEACHING AID(S):**

- i. LCD projector.
- ii. Computer.
- iii. White board with accessories.
- iv. Flip chart with accessories.
- v. Vehicle.

**7. LIST OF CLASSROOM ACTIVITIES:**


- i. Lecture.
- ii. Practical and assessment.

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	COURSE SCHEDULE		
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**TAJUK KURSUS : ORANG YANG MEMANDU DENGAN SELAMAT DAN BERHEMAH**  
**COURSE TITLE : SAFE AND DEFENSIVE DRIVING PERSON**

**HARI PERTAMA/ DAY ONE**

TIME	HOOR	TOPIC	TRAINER / FACILITATOR
0830 – 0900	0.50	Pendaftaran dan Taklimat <i>Registration and Course Briefing</i>	NIOSH
0900 – 0930	0.50	Modul 1: Akta dan Peraturan <i>Module 1 : Act and Regulation</i>	
0930 – 1000	0.50	Modul 2 : Pengenalan Kenderaan <i>Module 2 : Introduction to Vehicle</i>	
1000 – 1030	0.50	Modul 3 : Hazard di Jalanraya & Keselamatan Pemanduan <i>Module 3 : Road Hazard &amp; Safe Driving</i>	
1030 – 1045	0.25	MINUM PAGI/ MORNING TEA BREAK	
1045 – 1200	1.25	Sambungan <i>Continuation</i>	
1200 – 1245	0.75	Modul 4 : Pengendalian & Pengawalan Kenderaan <i>Module 4 : Vehicle Handling &amp; Control</i>	
1245 – 1300	0.25	Modul 5 : Penyelenggaraan Kenderaan <i>Module 5 : Vehicle Maintenance</i>	
1300 – 1400	1.00	MAKAN TENGAHARI/ LUNCH	
1400 – 1415	0.25	Sambungan <i>Continuation</i>	
1415 – 1445	0.50	Modul 6 : Pengurusan Kecemasan & Kemalangan <i>Module 6 : Accident &amp; Emergency Management</i>	
1445 – 1515	0.50	Demostrasi Praktikal Pengendalian Kenderaan <ul style="list-style-type: none"> <li>• Pusingan lapan (8)</li> <li>• Kawalan stereng, teknik membrek &amp; <i>clutch</i></li> <li>• <i>Slalom</i> hadapan serta memakir</li> <li>• <i>Slalom</i> mengundur serta memakir</li> <li>• Brek dan elak</li> <li>• Kawalan gelinciran &amp; pemanduan jalanraya</li> </ul>	
1515 – 1530	0.25	MINUM PETANG/ AFTERNOON TEA BREAK	
1530 – 1600	0.50	Sambungan <i>Continuation</i>	
1600 – 1700	1.00	Sesi Demonstrasi (Pemeriksaan Kenderaan) <i>Demonstration Session (Vehicle Inspection)</i>	
	<b>6.50</b>	<b>TAMAT HARI PERTAMA/ END OF DAY ONE</b>	

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## HARI KEDUA/ DAY TWO

TIME	HOOR	TOPIC	TRAINER / FACILITATOR
0830 – 0945	1.25	Sesi Penilaian Praktikal • Pusingan lapan (8) • Kawalan stereng, teknik membrek & <i>clutch</i>	
0945 – 1015	0.50	Sesi Penilaian Praktikal • <i>Slalom</i> hadapan serta memakir • <i>Slalom</i> mengundur serta memakir	
1015 – 1030	0.25	MINUM PAGI/ MORNING TEA BREAK	
1030 – 1230	2.00	Sambungan <i>Continuation</i>	
1230 – 1300	0.50	Sesi Penilaian Praktikal • Brek dan elak	
1300 – 1400	1.00	MAKAN TENGAHARI/ LUNCH	
1400 – 1515	1.25	Sambungan <i>Continuation</i>	
1515 – 1530	0.25	MINUM PETANG/ AFTERNOON TEA BREAK	
1530 – 1615	0.75	Sesi Penilaian Praktikal • Kawalan gelinciran & pemanduan jalanraya	
1615 – 1645	0.50	Sambungan <i>Continuation</i>	
1645 – 1700	0.25	Rumusan oleh fasilitator	
	<b>7.00</b>	<b>TAMAT KURSUS/ END OF THE COURSE</b>	

### Notes :

- 1.) Cards expiring more than 2 years must re-attend the SDDP course.