

2022
COMPENDIUM
FOR
ARCs

1. HIGHWAY CODE LITERACY

1.1 ROAD SIGNS

Road traffic signs are structural designs erected along the roadsides for the purpose of directing, warning and informing the motoring public and pedestrians of road features ahead to guide their decisions.

A good knowledge of road traffic signs is compulsory for all drivers, as these are the basic communication means with the road that guarantees safe motoring.

These regulate and guide the decisions of drivers well ahead of any feature they would come across on the road.

The traffic signs are erect, while markings are done on the road pavement, all serving the same purpose.

Road signs are basically of three categories

- ❖ Warning or Danger signs
- ❖ Regulatory signs
- ❖ Informative signs

Of the three categories of road signs, the regulatory signs are divided into



- ❖ **Prohibitory signs:** They usually give negative instructions and are circular in shape with yellow background. However the STOP sign which is octagonal in shape, the NO WAITING and NO STOPPING sign with blue background and red border also belongs to the prohibitory signs

- ❖ **Mandatory signs:** Give positive instructions. They are circular and blue.

All the signs are identified by their shapes and colors

Type of sign	Shape	Color	Inscription
Warning / Danger signs	Triangular 	Yellow background with red border	Black
Prohibitory signs (Regulatory)	Circular 	Yellow / blue background with red border and cross line	Black
Mandatory signs (Regulatory)	Circular 	Blue	White
Informative signs	Rectangular 	Green	White
Stop	Octagonal 	Red background with yellow or white border	Yellow or white

Warning Signs	Prohibitory Signs	Mandatory Signs	Informative Signs
 Dangerous bend right	 No Right Turn	 Speed Limit (Minimum)	 Hospital
 Narrow bridge	 No Left Turning	 Roundabout	 Advance Direction sign
 Carriageway Narrows	 Speed Limit (Maximum)	 U-Turn	 Direction to Airport
 T-Junction	 No U- Turn	 Keep Right	 REST AREA

1.2 TRAFFIC SIGNALS

Traffic signals control vehicle and pedestrian traffic by assigning priorities to various traffic movements to influence traffic flow.

RED means "Stop" Wait behind the stop line on the carriageway

RED and **Amber** also mean 'Stop'. Do not pass through or start until **GREEN** shows.

GREEN means go on if the road is clear. When turning left or right take particular care and give way to pedestrians crossing.

AMBER means stop at the stop line. Go only if the **AMBER** green signal appears after crossing the stop line or when pulling up might cause crash.

A **GREEN** ARROW may be provided in addition to the full green signal if movement in a certain direction is allowed before or after the full green phase. If the way is clear go but only in the direction shown by the arrow irrespective of what other lights may be showing.

1.3 ROAD MARKINGS

Road markings are symbols or lettered messages painted on the road to warn or instruct road users of the road condition. Road markings are basically of four major types centre lines, edge lines, cross walks and pavement messages.

Centre Lines

a. Diagonal White Lines (Hatched Markings)

These are lines used at the center of the road to separate opposing flows of traffic. They are often provided at junctions to protect traffic turning left It may also be used on the approach to central traffic island or the start of a dual carriageway. Single, broken boundary line may be used at the edge of the road or next to the central reservation of a dual carriageway

Do not enter any hatched area bounded by broken lines unless it is safe to do so.

b. Continuous White Lines

Some double continuous white lines have narrow areas of hatched lines within them or a wider area of hatching to the side. You **MUST NOT** cross a continuous white line to enter a hatched area.

c. Chevron Markings

Chevron markings are found on part of the carriageway where traffic passes in the same direction on either side. The continuous boundary line means vehicles **MUST NOT** enter the area.

d. **Chevron Markings with Broken Edge**

Chevron Markings with Broken Edge are used on part of carriageway where traffic passes in the same direction on either side. Vehicles are not expected to enter the area unless it is safe to do so.

e. **Block Pavement Markings at Roundabouts**

Block pavement markings incorporated into a roundabout indicate sharp deviation of route.

This shows reduction in number of lanes or areas not available to traffic. Vehicles **MUST NOT** cross the continuous white lines except in an emergency,

1.4 **SPEED LIMITS**

Speed limit is a maximum speed a category of vehicle can travel on a road under ideal condition. All categories of vehicles have specific speed limits as shown in the table below:

TYPES OF VEHICLE	ROAD OF AREA	HIGHWAY	EXPRESSWAY
MOTORCYCLES	50	50	
PRIVATE CARS	50	80	100
TAXI CABS	50	80	90
TANKER TRUCKS	45	50	60
TOW VEHICLE	45	45	45
WHILE TOWING	50	60	70

1.5 **DRIVING UNDER SPECIAL CONDITIONS**

Driving under special conditions involves driving under unusual or emergency situations. This requires extra care, concentration, discipline and consideration. Special driving conditions include the following:

i. **Night Time Driving**

Night driving is two to three times more dangerous than day time driving due to poor visibility hence, extra care is required. The following measures are recommended:

- a. Lower the beams of headlamps for both oncoming vehicles and the ones in front.
- b. Reduce speed and lower beam in foggy weather.
- c. Use high-beam when it is safe to do so, especially when there is no approaching vehicle.
- d. Avoid looking directly into the lights of oncoming vehicles, watch the right-hand edge of the road.
- e. Keep headlamps properly adjusted/focused.
- f. f Keep wind screen clean. Slow down when facing glare from oncoming headlights.

ii. Driving in the Rain

Rain reduces visibility. Also, grip of a tyre (traction) reduces as the road becomes wet and slippery. While driving in the rain, stopping distance may become four or more times longer as on dry road. Consider the following:

- a. Reduce speed to enhance firm control.
- b. Drive in track of other vehicles ahead. Increase following distance.
- c. Ensure that headlamps are on so as to see and be seen by others.
- d. Use wipers to clean windscreen and heater or air conditioner to remove mist.

iii. Driving in Fog or Smoke

Fog or smoke reduces visibility. The following precautions are recommended:

- a. Slowdown.
- b. Turn on low beam headlamps.
- c. Be prepared to stop at very short notice.
- d. If too dense, pull off the road as soon as it is safe to do so.
- e. Turn on the hazard lights.

iv. Driving Under Sun Glare

Strong sun glare at sunrise and sunset may interfere with your vision. Sun glare is worse on cracked or dirty windscreen.

- a. Make use of sun visors or sunglasses, if necessary.
- b. Reduce speed for better vision and reaction.

v. Driving While Approaching a Hill

Motorists experience limited vision as they approach the crest of a hill. The steeper the gradient of a hill, the less the visibility ahead. Choose appropriate speed and position that will best enable prompt response to hazards.

vi. Driving While Approaching Blind Turns

Drive cautiously on blind turns as vision along the path of travel may be blocked by shrubs and other objects.

vii. Driving on a Busy Road

High vehicular density, pedestrian traffic and limited space for maneuver make driving on busy streets challenging. Frequent intersections, traffic lights and road signs interrupt traffic flow.

- a. Be alert to pedestrians stepping into traffic even if illegally.
- b. Regulate speed especially when behind taxis and cyclists.
- c. Be careful to obey speed limits even when traffic is light.

viii. Driving in Slow Traffic

In slow moving traffic, especially on single carriage roads, motorists may find themselves stuck behind slow moving vehicles such as tractors, heavy-duty trucks and articulated vehicles.

- a. Safely pass if the vehicle ahead pulls over. Do not get too close to the vehicle ahead before overtaking.
- b. Where the vehicle ahead does not pull over, answer the following questions before overtaking:
 - i. Is it legal to overtake?
 - ii. Is it safe?
 - iii. Is it necessary?

ix. Animals in Traffic

Presence of animals such as herds of cows or other stray animals on the road may create "unexpected" hazards which require quick decision on safe evasive actions.

- a. Make sound judgment in stopping or making other maneuvers.
- b. Be sure vehicles behind will be able to stop without crashing.
- c. Never swerve into oncoming vehicle lane or switch lane without considering inherent dangers.

x. Driving in Unfamiliar or on Bad Roads

Every driver must be extra careful when driving on an unfamiliar or bad roads. Potholes, uneven road surface, gradients and curves on unfamiliar roads can be hazardous.

- a. Reduce speed before entering a curve.
- b. Be alert to road signs forewarning of dangerous road conditions.
- c. Obey posted speed limits.
- d. Adopt common sense speed limit especially when entering and leaving built-up areas.

xi. **Convoy Driving**

This is driving in a company of two or more vehicles from same starting point, maintaining same speed and heading for the same destination. It is a highly demanding exercise requiring experience and discipline. Irrespective of mission or type, convoy operators are also expected to obey basic road safety rules.

- a. Obey recommended speed limits.
- b. Keep safe distance (following distance) from the vehicle ahead.
- c. Communication via radio frequency must be short and fast.
- d. Do not constitute hazard to other road users or chase them off the road.
- e. Convoy driving should not be an excuse for road rage and aggressive driving.
- f. Avoid tailgating.
- g. Be attentive and alert at all times.
- h. In busy towns, slow down, close up the convoy to reduce the length and enable other road users get through.
- i. Convoy drivers are not exempted from obeying road traffic rules and regulations.

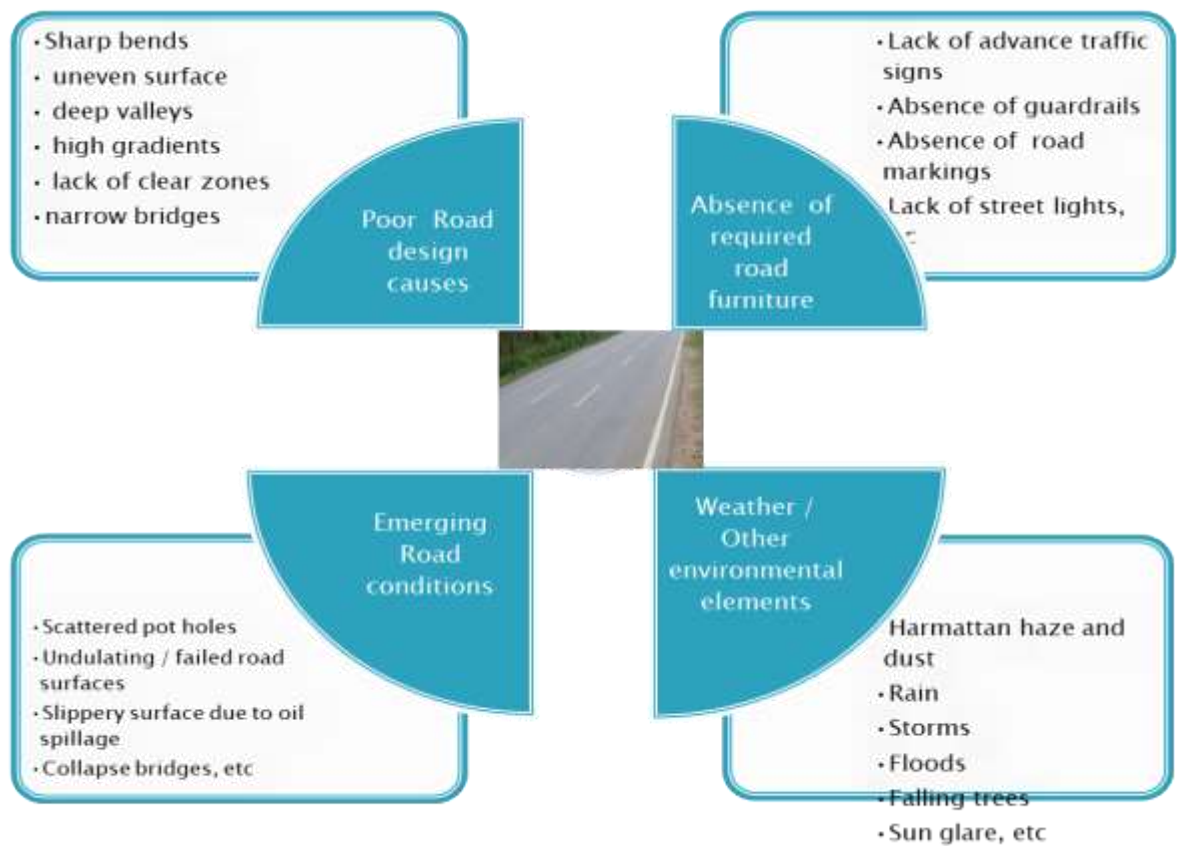
Always pay extra attention in built up areas or when driving under special conditions.

1.6 **CAUSES OF RTC**

After several researches, causes of road traffic crashes have been grouped into three according to the causative factors. These factors are:

- ❖ Human factor
 - ❖ Mechanical factor
 - ❖ Environmental factor
- a. **Human Factor** - Human factor contributes to about 90% of the road crashes. Drivers alone contribute about 80% to the crashes. Some of the specific causes are, overconfidence, speed, lack of concentration, tiredness, driving under the influence of drugs or alcohol, poor vehicle care, indiscriminate parking, wrong or dangerous overtaking, passengers distraction, and pedestrian behavior.
 - b. **Mechanical Factor** - Mechanical factor has been known to contribute in about 10% of the crashes on our roads. Crashes due to this factor have the following as some of the causes:
 - ❖ Malfunctioning of engine
 - ❖ Poor steering mechanism
 - ❖ Tyre burst
 - ❖ Brake failure

c. **Environmental Factors** - Environmental factor refers to road elements including weather that contributes to crashes.



1.7 DEFENSIVE DRIVING TECHNIQUES

Defensive Driving is driving in a manner that utilizes safe driving skills to scan, identify, predict and avoid potential hazards. A defensive driver is one who deploys defensive driving skills to ensure his safety and other road users.

Qualities of a Defensive Driver

- a. Always anticipate the action of other road users.
- b. Adequate understanding of the Highway Code and obedience to traffic laws and regulations.
- c. Makes allowance for personal deficiencies and other road users' lack of skills and knowledge".
- d. Be ready to give concessions and yield right of way to avoid collision.
- e. Quickly understand and adapt to road conditions.
- f. Always be patient while driving.

Important Reminders for Defensive Drivers

- a. Road Traffic crashes are not accident, they are caused
- b. Other road users may lack skills, adequate knowledge of traffic laws and regulations. Be careful.

2. PERFORMANCE MANAGEMENT SYSTEM

Performance Management System involves a process of measuring effectiveness and efficiency of an individual staff which culminates into the overall achievement of the Corporate Performance Management scorecard. It aims to tie the day-to-day activities and targets of individual staff to the realization of the corporate objectives of an organization.

2.1 STRUCTURE OF APER

Supervisors are expected to appraise subordinates in the following areas depending on their cadres. Below are the attributes with their definitions:

OFFICERS (FRSC ADM 01)

PART 1

Key Deliverables (20%): Delivery on assigned key performance indicators (KPIs) task and assignment.

PART II

A. Generic Organizational Competencies (60% and 40% for ACC - above):

- i. Interpersonal Skills - Shows respect and consideration in dealing with others.
- ii. Verbal Communication Skills - Communicates clearly in English Language with confidence and has a broad use of vocabulary.
- iii. Written Communication Skills - Writes in a concise and articulated manner.
- iv. Personal Organizational Skills - Plans proactively and effectively.
- v. ICT Skills - Is familiar with the functioning of a computer system and is comfortable using email for communication.
- vi. Customer Service Skills - Is customer focus and as such sensitive to customer needs.
- vii. Time Management Skills - Is punctual to work, meetings, etc and realistic in making commitments.
- viii. Team Work: Keen to offer assistance and carries people along.
- ix. Personal Leadership Skills - Is able to lead self towards the achievement of personal vision and targets in spite of challenges.
- x. Bearing and Grooming Skills - Always appears neat and well turned out in clean, well ironed uniforms, impeccably groomed hairs, nails and other body parts.

B. Job Specific Competencies (20% for all officers):

- i. Technical Writing Skills - Style of writing peculiar to a profession or functions.
- ii. Supervisory Skills - Providing superior direction, input and guidance to subordinates in the day to day delivery or assignments.
- iii. Strategic Planning Skills - Evaluates processes for defining strategy and direction as well as allocating resources to implement same successfully.
- iv. Creativity/Innovation - Development of new ideas and unique novel solutions to problem or needs.
- v. Intelligence Gathering - Gathering timely and accurate security related information.
- vi. Technology Competencies - Specific IT Skills required for delivery work processes.
- vii. Arbitration Skills - Alternative dispute resolution, mediation and negotiation skills.
- viii. Conceptual Skills - Ability to think and conceptualize abstract and complex issues.
- ix. Facilitation Skills - Presentation, coaching, engagement skills and processes for maximizing a group's discussion outcome.
- x. Accounting Skills - Recording, reporting and analyzing financial transaction.
- xi. Budget Skills - Knowledge, skill and processes for measuring and reporting financial compliance.

C. Leadership and Management Competencies - 20% (ACC and above only):

- i. Management/Team Building Skills - Resourcefulness, motivations.
- ii. Leadership Skills - Inspires positive confidence for others to follow.
- iii. Strategic Thinking Skills - Considers both short and long term effective analysis of macro-environment.
- iv. Dynamic Skills - Effectively makes useful contact within and outside the organization.

ROAD MARSHAL (FRSC ADM 02)

- A. **AGREED DELIVERABLES** (20%): Delivery on assigned key performance indicators (KPIs) task and assignment.

B. CORE ATTRIBUTE AND SKILLS (80%):

- i. Service Attitude - Maintains an enthusiastic and positive attitude; always in self control.
- ii. Punctuality - Consistently arrives at work on time, keeps committed deadlines and promptly responds to official request.
- iii. Policy Alignment - Deems it important to follow FRSC policies and procedures; does not disregard rules and regulations of the office.
- iv. Working with others/Team spirit - is focused on the teams targets and objectives.
- v. Creativity - is innovative; thinking outside the box.
- vi. Neatness/Carriage - Uniform is always clean and neatly ironed, hair and other assets are well managed.
- vii. Verbal Communication - Speaks good English; Presents information clearly and logically.
- viii. Writing Skills - Writes comfortably in English; is able to prepare official reports with zero or minimal correction.
- ix. ICT Skills - Able to use Microsoft word and other Microsoft packages; uses the internet effectively in the course of work.
- x. Ethics and Values - He is clearly regarded as an epitome and model of integrity and trustworthiness.
- xi. Personal Organization and Diligence - Organizes self and others effectively; is consistent in achieving goals.
- xii. Leadership - Show an effective blend of high competence and exemplary character in all things assigned. He is self-determined, but moves colleagues towards common goals.
- xiii. Self-Improvement and Learning - Shows a willingness to improve self and to learn new skills through both informal and formal means.

ROAD MARSHAL ASSISTANT (FRSC ADM 03)

- A. AGREED ACTIVITIES (50%): Delivery on assigned key performance indicators (KPIs); task and assignments.
- B. CORE ATTRIBUTES AND SKILLS (50%):
 - i. Technical Skills - Indicate technical skill e.g. driving.

- ii. Punctuality and Attendance - Arrives at work on time; keeps to earlier arranged timing schedules for his work deliverables.
- iii. Ethics and Values - he is principled; maintains acceptable standards of behavior.
- iv. Discipline and Personal Organization - Respects duly constituted authority; willingly obey orders.
- v. Dressing/Comportment - Dress appropriately; looks clean and tidy at work.
- vi. Team Work - Always willing to cooperate and lend a hand in all situations.
- vii. Customer service Skills - Is friendly and respectful when providing service.
- viii. Policy alignment - Deems it important to follow organization policies and procedures; is obedient to the guidelines of the organization.
- ix. Self Improvement and Learning - Shows a willingness to improve self and to learn new skills through both formal and informal means.
- x. Verbal Communication - Speaks good English; provides information clearly and logically.

2.2 JOB BINDER

This document contains the job functions/specifications of each Staff with the Key Performance Indicators (KPIs) i.e. expected deliverables. The KPIs must conform with the SMART acronym i.e. the KPIs must be:

- *SPECIFIC (S)**
- *MEASURABLE (M)**
- *ACHIEVABLE (A)**
- *REALISTIC (R) and**
- *TIME-BOUND (T)**

Employee performance management is a process for establishing performance yardsticks at an individual level, which are related to and directly linked with the Corporate performance measures or yardsticks for the period. In addition to improving the strategic governance of an organization, this is expected to also create a shared understanding by all Staff, of how their individual responsibilities contribute to the corporate objectives - in the alternative, can limit or impede the achievement of same if not diligently pursued.

2.3 CORPORATE GOALS

Having the vision, mission and core values of FRSC in view, the Corps Marshal at the beginning of each year presents the overarching corporate strategic

thrust/corporate goal for the year. Then, the Corps Planning offices develops the corporate planning document and process for the realization of these goal. The corporate goals are cascaded across Departments, Corps Offices and Commands. Therefore, should the Corps Marshal's target be "to reduce road traffic crashes by 20% in the course of a given year", both the routine and strategic targets of the various Departments, Corps Offices and Commands should directly or indirectly support the achievement of this goal. Below are the corporate strategic Goals of FRSC for 2022;

- a. **Accomplish 15% reduction in Road Traffic Crash Fatality.**
- b. **Enhance Road Safety Partnership for Innovative Intervention.**
- c. **Consolidate on the Road Traffic Data System for Improved Road Safety Policy Formulation**

3. EFFECTIVE PATROL OPERATIONS

3.1 Concept of Patrol Operations

Patrol originated from the French word "patouiller" meaning walk or trample in the mud. English acquired it through German to mean "tramp around through the mud of a military camp when doing guard duty". Thus patrol is an act of keeping guard by walk or driving in one direction and then back again, or walking or driving around an area on a regular basis in order to deter or prevent illegal or hostile activities.

Types of Patrol

- a. **Mobile Speed Control Patrol:** This is suited for dual Carriageways. The patrol car or bike maintains a speed of 105km on the slow lane of the dual carriageway thereby controlling the speed of other vehicles coming behind while overtaking vehicles are booked or their vehicle numbers taken down.
- b. **Static Speed Control Patrol:** It is utilized on both dual and single carriageways. It involves the use of patrol car, bike, communication equipment and radar gun (mounted on vehicle) respectively. The car is parked along the road while the bike is parked further ahead. Speeding vehicles that fails to stop for the Patrol vehicle are apprehended by the bike ahead.
- c. **Surveillance Patrol:** Is utilized in town traffic control and on the highways to detect traffic violations. The Surveillance car moves at any speed under the limit of the law.
- d. **Rescue Mission:** This patrol type is adopted after receiving information of a crash. The team mobilizes for rescue and clearing of obstructions during which patrol car utilizes authority devices like siren and flashers without necessarily driving beyond the prevailing speed limit.
- e. **Night Patrol:** Takes place between 1800hrs - 2200hrs (except otherwise arranged) to check vehicles lighting system violations and is restricted to Urban environment where Security of team is guaranteed. The team members require reflective jackets, search lights, flashers etc to make them visible.
- f. **Foot Team Patrol:** FRSC staff in mufti monitors traffic with special focus on such violations as Use of Phone While Driving (UPD), Seat belt violation (SUV) etc while uniform staff stationed ahead arrest the violators.
- g. **Metropolitan Bike Patrol:** A bike rider goes on roving patrol with a partner who serves as arresting marshal.

A patrol team comprises 4 to 5 members accompanied by a bike and is led by an officer not less than ARC. Two Riders on Bikes can also form a patrol team if within the township area.

A patrol squad is a collection of patrol teams and it is to be led by an Officer not less in rank than DRC. The patrol (except special patrol) hours are usually 0600hrs - 1300hrs and 1300hrs -1800hrs for morning and afternoon shifts respectively. A stand by rescue team must be on alert at all times.

3.2 Patrol Procedures

Patrol as an enforcement Strategy geared towards the achievement of the statutory objectives and mandates of the Corps. It is a regular and continuous day-to-day activity for the purpose of surveillance, rescue (in case of emergencies) and monitoring of compliance to traffic laws and regulation.

Patrol Operations entails:

- a. Pre-Patrol
- b. On-Scene patrol
- c. Post-Patrol

a. Pre-Patrol Activities

- Preparation of patrol Roster
- First parade by the Driver
- Declaration and signing for patrol materials (N1,000 maximum)
- Pre-patrol Briefing

It also involves:

- Dressing - No. 6 in the with FRSC dress protocol
- Timing-Shifts
- Materials/Equipments
- Documentation:
 - Attendance register, Cash declaration Register, Notice of offence booklet.

b. On-Scene Patrol Activities

- Proceeding on patrol (decide on patrol style, Focus and patrol point)
- Allotment of responsibilities (Arresting marshal, patrol clerk, booking official)
- Mobile static speed control activities
- Enforcement activities
- Cautioning/enlightenment
- Road/traffic behaviour observation
- Patrol Round-off

c. Post-Patrol Activities

- Patrol report writing - As well as field report form & incident report.
- Handing over of impoundments and Confiscations
- Checking/Confirmation of patrol Report claims.
- Vehicle Status check by Head of operations
- Fuelling of the vehicle against the following day

3.3 Patrol Positioning

- a. Vehicles and bikes must be parked at right angle to the road clear of bends, hills, slopes, that makes them highly visible to approaching traffic on both sides of the roads.
- b. If bike is available should be parked by the passenger side of the vehicle at 5 meters distance.
- c. Driver should remain in the vehicle; Patrol leader by the side of the vehicle, first arresting marshal should be at 20meters, second at 15meters and third at 10meters from the Patrol vehicle respectively.
- d. SOP on rescue should be strictly adhered to.
- e. Only one vehicle should be stopped at a time.
- f. Engage only one side of traffic at a time during patrol activities.
- g. Patrol Men must not wear earpiece while on patrol.

3.3 Patrol Ethics

- a. Avoid stopping more than two vehicles at the same time which can lead to rowdy situation and ineffective performance.
- b. Apprehending staff should approach offender with notice of offence sheet in his/her hand, explain the offence and book the offender.
- c. Complete the Notice of Offence properly and issue the original copy to the offender.
- d. Don't confiscate offender's papers without formal booking.
- e. Impound offenders vehicle if unable to produce vehicle papers drivers licence or if vehicle is declared wanted/rickety or driver is drunk.
- f. Book offender for primary offence first after arrest and if there is no suspicion of documents, confiscate the drivers licence and release the vehicle to go and pay for the offences.
- g. If there is suspicion on the document or all the documents presented are photocopies, demand to produce the original within 24hrs for sighting, the team leader to write this on the reverse side of notice of offence, meanwhile the vehicle is impounded.

- h. Note that when requested to sight any document, the offence should be booked since confirmation and validity is still on.
- i. Do not plead on behalf of offender or act as mediator or engage in any post booking exercise.
- j. Siren, Public Address System and flasher forms part of FRSC paraphernalia, hence should not be used indiscriminately or for intimidation.
- k. Team leader must write a patrol report on completing of patrol for the day, complete field report form and submit same to Command's Head of operations.
- l. Confiscated items should be indicated in the field Report form and submitted to Duty Officer on return.
- m. All members must get to take off from and come back to base after patrol.
- n. Do not forcefully remove number plate, wheel spanners, Jack, spare tyres etc of offender in Lieu of Confiscation.

4. CRASH SCENE MANAGEMENT AND CASUALTY EVACUATION

First aid is the emergency care given to an injured or sick person. In an emergency situation, a bystander knowing first aid could save someone's life.

4.1 CASUALTY HANDLING

The "ABCs" of first aid is a helpful way to easily understand and remember how to approach an emergency situation and what to check for.

a. Airways

- Tilt the head back to open the airway.
- If anything is blocking it use a spatula to scoop it out.
- Then turn the victim onto his side into recovery position.
- This is done by folding one of his hands on the chest and spreading the other while the victim is gently rolled to side.

b. Breathing

- Watch or feel his lower chest to see if it is moving up and down.
- You can check by putting your ear close to his face, so that you can feel or listen to find out if there is air coming out of his mouth.
- If his is not breathing, give artificial respiration. The aim is to work on the heart when it stops working.
- Mouth-To-Mouth insufflations and cardiac massage.
- After every third artificial respiration, the first aider places his two palms on each other and locks them,
- Then places them on the sternum bone of victim, depresses the sternum five (5) times.
- The process is repeated until the victim is resuscitated.

c. Circulation (Blood)

- Check if there is a pulse.
- You may check this by feeling the pulse near the neck or on the wrist.
- If you can feel the pulse count the number of pulse for one minute and report any change the doctor when he arrives.
- Get medical aid immediately.

Variations on the ABC Guidelines

There are multiple variations of the "ABCs" of first aid, but they all essentially represent the same basic concepts.

Some places advocate for the acronym **DRSABCD** (like "Doctor's ABCD") for:

Danger: Check the scene and the person for any possible dangers to you or them.

Response: See if they are awake, can move or react, and if they can answer questions.

Send for help: Call 122 or 112 National emergency services.

Airway: Make sure their airway is open and clear.

Breathing: Check if they are breathing or to what degree they are struggling to breathe.

Cardiopulmonary resuscitation (CPR): If you know how to do so properly, perform CPR.

Defibrillation: If you have a portable defibrillator, follow the instructions and use it on the person.

Most importantly, in any emergency situation, try to stay calm and approach the problem with care. Assess the situation as best you can and call for help. Follow the instructions of the dispatcher or emergency personnel.

4.2 RESCUE PROCEDURES

Understand the environment to get necessary information about carrying out the rescue:

- Know the location of the mis-happening
- Mobilize personnel for movement
- Get services ready i.e able mobility to carry the victim
- Get and take investment equipment required to rescue
- Alert relevant agencies, which might give needed support i.e, fire services, etc.
- Move to the accident scene using authority devices to clear the way of traffic congestion where necessary

At the accident scene one must

- Observe the general terrain of the accident
- Ensure safety of rescue team by placing reflective warning signs at least 100 meters away
- Ensure high visibility of rescuer by wearing reflective jackets
- Ensure that traffic is properly controlled and make use of communication to your advantage
- Stop vehicles and divert traffic as the situation may demand i.e if the accident involves blocking the road.
- Do not allow crowding of accident scene by sympathizers.
- Identify accident victims by priority or severity of injuries
- Move victims in critical stage to hospital without delay
- Give first aids to victims with injuries of less severity. Dead bodies are moved last.

- Always move your victims to the nearest hospital or health center (mostly General Hospital).
- Retrieve safe property, enter in the format and report at base for further identification of owner and relatives.

4.3 RESCUE MATERIALS AND EQUIPMENT

Typically, when you think "emergency rescue", first responders like firefighters, police and EMS professionals are who come to mind. While yes, it's true that search and rescue is part of their jobs, anyone can be involved in an emergency situation where someone needs rescued or helped. For example, if you are in a car accident you may need to get yourself and others to safety; or, if you witness a sports accident or child injury at the park, you may need to offer first aid.

Whether it's for your career or not, rescue preparedness is good to know. We've put together a list of recommended items to have on hand for both the rookie rescuers and the professionals.

Rescue materials and equipment

Think of Emergency Rescue Equipment as equipment that has the sole purpose of treating or preventing injury. Regardless of the environment or location, here are the must-have items for successful RTC rescue operations:

- First Aid Kits
- Knife/Scissors
- Stretcher
- Blanket
- Gloves
- Splint
- Reflective caution signs and Flare
- Fire extinguisher
- Torchlight with spare batteries
- Body bags
- Fire-man Axe
- Matchets
- Reflective tape/Cones
- Reflective Jackets
- Cervical Collar
- Extricating machine

4.4 Extrication Techniques

Extrication is the process of removing a vehicle from around a person who has been involved in a crash when conventional means of exit are impossible or inadvisable.

The following are the techniques required to carry out a successful extrication:

- a. Stabilize the vehicle where it lies as movement may exacerbate injury.
- b. Make the vehicle safe: switch off the ignition, immobilize the battery, and swill away any petrol.
- c. Identify the time-critical victims
- d. Read the wreckage
- e. Try the easiest way into the vehicle first.
- f. Remove the wreckage from the casualty and not the casualty from the wreckage
- g. Do not move from one entrapment situation into another

5. FRSC EDUCATION POLICY

All over the world education stand as the major factor in the drive to development. A nation or organization cannot strive to greatness without paying much attention to the education of citizen or workforce. FGN (1998) stressed that education is an instrument for national development. It fosters the worth and development of the individual, for each individuals sake and for the general development of the society. It can be confirmed from this that education develops a man for self-fulfillment, societal development and for national advancement

5.1 IMPORTANCE OF TRAINING

- a. Enhance interest in one's job
- b. Removes negative attitude to work
- c. Improves performance and productivity
- d. Removes tardiness
- e. Checkmates excessive absenteeism
- f. Discourage complaints
- g. Improves quality of output
- h. Reduces incidence of accident at work
- i. Reduce rate of insubordination
- j. Brings about easy adaption to new technology
- k. Enhances efficient implementation of new policies

5.2 GUIDELINES FOR TRAINING PROGRAMMES IN FRSC

- a. Courses to be pursued shall be progressive and targeted essentially at development staff and knowledge, so as to improve proficiency.
- b. Courses to be pursued shall be relevant schedule or preparatory to taking up a new schedule.
- c. A staff shall qualify to pursue further studies on part-time basis in any of the approved courses and approved institution of learning after spending a minimum of two (2) years with the corps from the first day of appointments. Minimum of five (5) years is approved for full-time basis
- d. A staff seeking approval for further studies shall complete from TSC/EDU/O1A

- e. Career progression training at the FRSC Academy and Training school shall be accorded priority, while training with short duration in any recognized professional institution shall be encourage.
- f. Development staff after training shall take cognizance of the new skill acquired.
- g. Staff to be granted approval for further studies shall not exceed 5% of the total staff strength in the corps at any given years and such approval shall be subject to availability of fund.
- h. Any staff on course can be re-called by the corps marshal and chief Executive, should the need arise.
- i. Staff who are unable to complete any course of study within the normal duration may apply to the corps marshal and chief Executive for extension through Training standards and certification Department.
- j. Any staff that has put in 34years in service or attained 59 year of age should not be qualified for a sponsored course of study leave without pay.
- k. A marshal shall not be considered for conversion if he did not secure approval to go on the course in the first instance.
- l. A staff shall qualify to pursue any of the approved courses if free of any disciplinary case that could lead to termination/dismissal.

5.3 TYPES OF COURSES

- a. Short- Duration courses
- b. Part-time courses
- c. Foreign courses
- d. Technical assistance

a. SHORT DURATION COURSES

- i. These are training programmes not exceeding six (6) months which shall be handled by FRSC Training Institutions (Academy & Training School). Apart from this, staff may be nominated and sent to Universities/ Government institutions offering similar short duration courses such as:
- ii. Centre for Management Development (CMD)
- iii. Civil Service College (CSC)
- iv. National Information and Technology Development Agency (NITDA)

- v. Digital Institute
- vi. Nigerian Army School of Supply & Transport
- vii. TV College/Nigeria Film Institute
- viii. Public Service Institute of Nigeria
- ix. Citizenship & Leadership Training Centre.

b. PART-TIME COURSES

The conditions for part-time courses shall be as follow:

- i. Approval may be given to staff to engage on part-time studies if the course is relevant to the commission.
- ii. Staff proceeding on part-time studies shall do so completely at his own expense for courses that will lead to the award of certificate, National Diploma (ND), Higher National Diploma (HND) and Bachelors Degree.

c. FOREIGN COURSES

- i. Staff of the rank of RC and above shall be considered for foreign courses, except where otherwise dictated by the needs/demands of the job or where offers of training from multilateral agencies or friendly donor countries specifically request participants of a lower rank.
- ii. It is good to note that staff selected for foreign courses shall be entitled to full sponsorship during the period of study according to financial regulations.

5.4 ATTAINABLE QUALIFICATIONS

Courses undertaken shall lead to the award of the following:

- i. Doctor of Philosophy (Ph.D.)
- ii. Masters Degree
- iii. Postgraduate Diploma
- iv. Postgraduate Certificate
- v. Bachelor's Degree
- vi. Higher National Diploma
- vii. National Diploma
- viii. Professional Certificate from Institution recognized by law

5.5 EDUCATIONAL SPONSORSHIP IN FRSC

TYPES OF SPONSORSHIP

- a. Full Sponsorship
- b. Partial Sponsorship

c. Study Leave Without Pay

FULL SPONSORSHIP: Postgraduate and Masters Degree beneficiaries shall receive an amount for tuition, books and project as contained in the admission letter of the institution. The cost of accommodation and transportation shall be determined on location.

Specialized and professional courses undertaken at National Institute for Policies and Strategic Studies (NIPSS), National Defence College (NDC), Armed Forces Command and Staff College (AFCSC) and Administrative Staff College (ASCON), shall also receive full sponsorship and monthly allowance as follows:

i.	DCM	-	N100,000
ii.	ACM	--	N90,000
iii.	CC/DCC	-	N70,000
iv.	ACC/CRC	--	N60,000
v.	SRC/RC	--	N50,000
vi.	DRC/ARC	--	N40,000

Staff on full sponsorship shall also:

- i. Be released from duty
- ii. Be entitled to continuous payment
- iii. Be entitled to promotion during the period of study.

This category of staff shall maintain effective communication with management through TSC for the period of study.

PARTIAL SPONSORSHIP: Partial sponsorship may be enjoyed by staff who are to pursue higher degrees including PhD not exceeding 36 months for specialized courses. A maximum of N500,000 only shall be given to beneficiaries for tuition, books and projects for PGD and Masters degree programmes while a maximum of 1,000,000 for Ph.D.

STUDY LEAVE WITHOUT PAY: If the course of study is relevant, approval shall be given to staff (Officers and Marshals) whose appointment has been confirmed and have served the corps for a minimum of five (5) years and such staff shall do so exclusively at their own expense. For courses leading to award bachelors degree and above, the duration of which shall not be more than 48 months.

6. SPEED LIMITING DEVICE

A Speed Limiting Device is an electronic device fitted in a vehicle (Buses, Trucks, Vans Tankers etc) with a view of ensuring this vehicle maintains a speed limit according to the regulations of the country. Speed Limiting Device operates through electronic sensors and the engine's computer.

A series of sensors detect how fast the vehicle is going, and then communicates that information to the engine's computer, which manages nearly all the engine's functions. Once the vehicle reach a pre-determined top speed, the computer steps in and restricts the flow of air and fuel to the engine and even the sparks that cause combustion. Either way, the vehicle will be unable to exceed the top speed as determined by the car's manufacturer.

6.1 TYPES OF SPEED LIMITER DEVICE

There are two (2) major types of speed limiting device:

- a. Mechanical speed limiting device and
- b. Electrical/Electronic speed limiting device.

6.2 legal backing for FRSC to enforce speed limiter use in Nigeria

The Corps derived its powers to enforce the use of limiter by all categories of vehicles from paragraph (4) of the National Road Traffic Regulation (NRTR), 2012 which says "a person shall not drive a vehicle on any public road which is not fitted with a speed limiter".

6.3 Advantages of Speed Limiting Device

Speed limiting device is observed to have the following advantages:

- a. Lower speed results in less fuel consumption by vehicles.
- b. Lower speed also cuts down vehicle maintenance cost and slows down depreciation value thus vehicle last longer.
- c. It will significantly impact positively in changing the individual driving behaviour which has been hard to achieve over the years.
- d. It will reduce the speed of vehicle to pre-set limit thus reducing overall crash risk and likely to lessen severity of crash.
- e. It will engender good monitoring mechanism for vehicle owners'/fleet operators.
- f. It will engender compliance with the **ECOWAS** mandate, fulfilment of the Corps statutory functions through good practice.
- g. It will assist to eliminate losses associated with speed related crashes. These losses are usually in vehicles loss, damage to roads and road infrastructure, house, goods etc.
- h. It will assist to preserve the young virile members of the society from deaths and maiming associated with speed induced crashes.

- i. "it enables more relaxed driving and lower insurance premium as consequence of fewer crashes.
- j. "It will assist to eliminate losses associated with speed related crashes. These losses are usually in vehicles loss, damage to roads and road infrastructure, house, goods etc.
- k. It will assist to preserve the young virile members of the society from deaths and maiming associated with speed induced crashes.
- l. It enables more relaxed driving and lower insurance premium as consequence of fewer crashes.

6.4 SPEED LIMIT

Speed limit is the maximum legal speed a category of vehicle can travel on a road under ideal condition. The recommended table for speed limit for all categories of vehicles is as follows:

TYPES OF VEHICLE	URBAN AREA	HIGHWAY	EXPRESSWAY
MOTORCYCLES	50	50	
PRIVATE CARS	50	80	100
TAXIS/BUSES	50	80	90
TANKERS/TRACTORS	45	50	60
TOW VEHICLE	45	45	45
WHEEL LOADERS	50	60	70
WHEEL TRACTORS			

7. ISO 9001:2015 QMS

7.1 The Concept of ISO 9001:2015 QMS

FRSC as a best example of lead agency in Road Traffic Administration and Safety Management in Africa has developed its initiatives towards achieving excellence in service delivery based on a 3-pronged approach of People, Process and Technology.

The Concept of 'Process' of the tripod was pursued through the adoption of ISO 9001 (Quality Management System) in February 2008. This is one of the various standards of the International Organization for Standardization (ISO).

The Corps has been using the QMS to further the Corps' commitment to continually improve its effectiveness in serving the needs of Nigerians in the area of road safety. It has helped the Corps become more effective and maintain recognition by its customers.

This is a milestone that reflects FRSC true disposition as a determined organization that is committed to attaining excellence in all aspects of its operations and service delivery.

QMS is one of the best known international Standards code-named ISO 9001 by the International Organization for Standardization (ISO).

ISO is derived from the Greek word "ISOS" which means 'equal'. It Stands for International Organization for Standardization. It was established in 1947 with Headquarters in Geneva, Switzerland.

Each country is represented in ISO by the standards body of such country. Therefore, ISO is represented in Nigeria by Standards Organization of Nigeria (SON).

7.2 Pre-QMS era in FRSC

In 2007, FRSC, under the leadership of the then Corps Marshal and Chief Executive, Osita Chidoka took stock of the past, evaluated the present with a view to charting a new direction and more purposeful future for the Corps. This necessitated the introduction of QMS in the Corps and consequently spurred everybody in the Corps to action in order to make the Corps a world class organization.

The Corps began its journey into QMS world in 2008. Before then, FRSC activities were characterized by myriads of administrative lapses ranging from improper documentation, poor record keeping and overlapping job functions.

Lack of processes and procedures, increasing customer complaints, internal waste and damages, staff poor attitude to work, frequent breakdown of facilities, poor performance of staff, and other vices. Standard took the back seat as at then.

7.3 Journey to ISO Certification

There are about 22,000 ISO Standards to date worldwide, covering various subjects/industries. But ISO 9001 is the most popular and acceptable . To address the above challenges bedeviling the Corps, QMS was used to seek improvement in line with global best practices, through: Involvement of the people - Everybody in the Corps was involved from the beginning.

In 2009, the entire FRSC Top Management team was trained on ISO 9000:2000. Followed by the training of 80 Officers as Internal System Auditors. 68 qualified as Internal System Auditors with 60 proceeding to Lead Auditors.

45 eventually became Lead Auditors. A total of 452 processes were identified in the Corps and documented in the first ever FRSC Quality Manual developed alongside the Quality Policy. In the course of implementation, the Corps procured the services of a consulting firm that assisted with the Gap Analysis of the Corps.

In order to have direct supervision, Quality Management System Unit was established in the office of the Corps Marshal and Chief Executive.

Awareness programmes on how to achieve quality in the Corps' business as well as the need for commitment of staff to organizational goals took place in all FRSC formations.

Trained Internal System Auditors were used to evaluate the effectiveness of the system through internal system audits. Mock Audit of departments and Corps Offices at the HQs were conducted. ISO lectures were featured in most FRSC trainings and workshops.

The External System Auditors from the Standards Organization of Nigeria (SON) were used to also evaluate the effectiveness of the system through system audits. Internal efficiency was entrenched by establishing guidelines through the FRSC Quality Manual for everyone to follow easily.

7.4 What does ISO 9001:2015 cover?

- a. Based on PLAN-DO-CHECK-ACT methodology.
- b. Provide a process-oriented approach.
- c. Risk-based thinking

7.5 Benefits of ISO 9001:2015?

ISO 9001:2015 helps organisation to:

- a. Ensure their customers consistently receive high quality products and services.
- b. Create satisfied customers, Management and employees.
- c. Organise and improve the efficiency of processes Continually improve on its
- d. Credibility by proving to customers that its products and services meet expectation.

- e. ISO 9001 is positive for organisational image as it shows that you comply with internationally recognised quality standard.

7.6 The Role of Staff in the implementation of ISO 9001

- a. Know your job, do it well and on time.
- b. Be committed, responsible and remain accountable.
- c. Ensure your Working tools are available and well maintained.
- d. Be a team player.
- e. Maintain records/Evidence of assigned jobs.
- f. Suggest better ways of improving the system.
- g. Be ready for ISO 9001 System Audit of your work at any time.
- h. Be audit friendly and co-operate with System Auditors.
- i. Support the ISO 9001 implementation in your office.
- j. Remember you are very important; we cannot achieve ISO 9001 certification without your positive contributions.

8. FRSC REGULATIONS ON DISCIPLINE, 2018

8.1 Offences Relating To Duty

- a. AWOL - Major Entry and forfeiture of Salary for the number of days.
- b. Desertion - Dismissal
- c. Dereliction of duty - Loss of seniority
- d. Lateness - minor entry or reprimand.
- e. Malingering -Major Entry and forfeiture of Salary for the number of days.
- f. Acts of Negligence - Loss of seniority

8.2 Offences Relating To Information

- a. unauthorized disclosure of Information-Termination
- b. failure to make report - Loss of seniority
- c. Presentation of false document or certificate - Termination
- d. Unauthorised educational qualification - Loss of seniority.
- e. Concealment of higher qualification on Appointment- Loss of seniority.

8.3 Offences Relating to Borrowing, Lending Debts, Illegal Employment, Petitions and Improper Dressing

- a. Borrowing from junior staff - Reduction in rank.
- b. Failure to pay debt - Reduction in Rank
- c. Carrying on any other paid employment - Termination
- d. Influenced promotion - Major Entry.
- e. Improper dressing - Major Entry.
- f. Anonymous petition - Termination

8.4 Offences Relating to Corruption, Gross Misconduct and Indiscipline

- a. Obstructing Marshals on Duty - Loss of seniority.
- b. Incivility to member of the public - Loss of seniority.
- c. Maltreatment and false complaint - Major Entry.
- d. Bribe - Termination of Appointment.
- e. Failure to make entry after patrol - Reduction in rank.
- f. False Allegation - Termination of Appointment
- g. Disobedience to Standing/particular order - Major Entry.
- h. Failure to pay compliment - Major Entry.
- i. Improper channel of correspondence - Reduction in Rank.
- j. Drinking or smoking while on duty - Reduction in Rank.
- k. Forgery - Termination of Appointment
- l. Assault/civic conduct- Reduction in Rank.
- m. Manslaughter/murder- (criminality) handed over to police, placed on half salary and upon conviction dismissed from service.
- n. Mutiny- dismissal from service.
- o. Rape - dismissal from service.
- p. Rioting - Dismissal from service.
- q. Scandalous behaviour- termination of appointment.
- r. Rudeness to superior- loss of seniority.

- s. Stealing or looting- dismissal from service.
- t. Treason- handed over to police, placed on half salary and dismissal from service upon conviction.

8.5 Offences relating property

- a. Damage to property: Replacement of the property damaged within 3 months.
- b. Driving and damaging of Corps vehicle by non-commissioned driver or offender's vehicle - Payment of cost of repairs or replacement of vehicle within three (3) months or have appointment termination.

8.6 Offences relating information processing

- a. Unauthorised production of driver licence- Termination of appointment.
- b. Unauthorised production of number plate- Termination of appointment.
- c. Duty room offences- Reduction in rank.

8.7 Other offences

- a. failure to testify before FDP- Reduction in rank
- b. False information to FDP- Reduction in rank
- c. Wilfully insults/assaults in FDP- Reduction in rank
- d. Continuous misconduct- Termination of appointment.

8.8 Procedure for FDP

An FDP may be convened by the appropriate Authorizing Officers to investigate Officers from the rank of ACC to DCM for all misconducts under the Regulations, and also for members of the Corps from the rank of RMAIII to CRC for misconducts that may attract punishment not lower than loss of seniority on conviction. See Regulation 61.

Who can convene an FDP?

FDP may be convened by any of the following appropriate Disciplinary Authorities:

- a. The Chairman of the Commission
- b. The Corps Marshal
- c. Heads of Department (HODs)
- d. Corps Officers (COS)
- e. Heads of Special Unit
- f. Zonal Commanding Officers (ZCO)
- g. Sector Commanders (SC)
- h. Unit Commanders (UC). See Regulation 58.

The Composition of FDP and Qualifications for Membership

FRSC Disciplinary Panel shall compose of the following:

- a. A Chairman, who shall not be below the rank of CRC

- b. Three other members one of whom shall be a Legal Officer of the Command where the misconduct is committed or a Legal Officer in Legal Office in RSHQ; and
- c. A Secretary who is also a member.

It should be noted that where a Marshal is being investigated, one of the members should be a Marshal not below the rank of Senior Marshal Inspector (SMI). See Regulation 59(1).

A Marshal should not be a member of an FDP set up to investigate an Officer except where the Officer is jointly investigated with a Marshal.

The Chairman investigating an Officer must be senior in rank to the defaulter and must not be below the rank of a Chief Route Commander (CRC).

No member of the Corps shall be appointed to serve in the FRSC Disciplinary Panel except he is subject to the Corps Regulations and has been in the service of the Commission for a period of not less than Six (6) months. See Regulation 60.

If a member of the Corps is a complainant at any proceedings, he should not be a member of the Panel investigating the defaulter.

A person to be called as a witness should not also be a member of Panel.

FDP Investigation Procedure

Investigation in an FDP is conducted in the following manner:

- a. A defaulter must be informed of the allegation(s) against him in writing and given at least seventy-two (72) hours to prepare his defence. Note that once all disciplinary matters are published in PART ONE ORDER, they are deemed to have been officially communicated to all members of the Corps and the defaulter once published.
- b. The defaulter shall be marched in, before an FDP without head dress and belt by the Provost.
- c. The names of members of the FDP should be read to the hearing of the defaulter before the investigation begins.
- d. The defaulter is entitled to object to the membership of the Panel with good reason.
- e. Oath shall be taken by the members of the Panel.

- f. The allegation(s) are to be read to the hearing of the defaulter before commencement of investigation.
- g. Plea shall be taken by the defaulter. It has to be guilty or not guilty. There is nothing like guilty with reason. It simply means not guilty.
- h. Both sides call witness (es) (if any) and they must be placed on oath.
- i. There are examination-in-chief, cross examination and re-examination by witnesses on both sides.
- j. Exhibits are to be tendered, if any, in the form of documents or any other thing by both sides (if any).
- k. Investigations should be properly recorded in register(s) or electronic record to be maintained by AHR, RSHQ and field Commands.
- l. The panel may after hearing evidence dismiss the allegation or call on the defaulter to state his defence.
- m. Also upon conclusion, the Panel may record a finding of not guilty but if it considers the allegation proven it shall record a finding of guilty. A member of the Corps can only be punished once it is proven that he has committed misconduct contrary to the Regulations.
- n. Note that the Panel can recommend a lighter punishment if the misconduct established is less than the misconduct being alleged. See Regulation 59(3).
- o. Punishment (s) recommended in respect of misconduct (s) take effect from the date the punishment is approved by the Management or the appropriate authority. See Regulation 62.
- p. Copies of disciplinary proceedings including all exhibits (if any) are be forwarded to Corps Marshal
- q. Any defaulter who is dissatisfied with the decision of an appropriate authority shall have right of appeal to the Commission or to Corps Marshal in the absence of the Commission. The appeal shall be forwarded to the Commission through the approved channel of communication but an advanced copy may be sent to the Commission or Corps Marshal within two weeks. See Schedule 3 of the Regulations.

8.9 Procedure for Summary Proceeding Disciplinary Panel (SPDP)

This aspect of investigation is conducted in a summary manner. When a report or allegation has been made orally or in writing to the appropriate authority, the appropriate authority shall if convinced that a prima facie case has been established, direct that the Officer or Marshal against whom the report is made appears before him and two others and state the allegation to the defaulter and request him to make his defence immediately.

A Marshal not below the rank of Senior Marshal Inspector is to be one of the two others where the defaulter is a Marshal.

If the defence put up by the defaulter is not satisfactory, the appropriate punishment shall be recommended to the appropriate authority.

The summary proceeding shall be recorded verbatim in a Summary Proceeding Register.

Note that for all members of the Corps where the punishment is dismissal, termination, reduction in rank or loss of seniority, investigation shall be by FRSC Disciplinary Panel which shall make appropriate recommendations to the appropriate authority. Also note that ACC and above do not face Summary Proceeding for any misconduct committed by them. See Regulations 55 to 58.

9. DATA COLLECTION

The acquisition of knowledge on its own starts with the acquisition of data. All important decisions in life are based on the information collected on a subject matter. The quality of decisions taken is a function of the adequacy and relevance of the information at our disposal. It is therefore important to know that at its primary stage, data is regarded as raw i.e it makes little or no meaning. It only makes complete meaning when it has been processed.

Consequently, the collection of data in Road Safety does not stop at that. As a matter of fact, collected data undergoes analysis which gives/makes it have meaning. The word data means information but is often regarded as raw in its unprocessed stage. For an organization like Road Safety, every data it collects undergoes analysis and interpretation before it is brought out as a veritable tool and utilized in the achievement of the goals of the Corps where applicable.

Definition Of Data

Data is a collection of facts, such as numbers or measurements and the word data means information. Strictly speaking, the word —data is in the plural (the singular form is —datum). However, the word is often used as if it is a singular noun. So, we commonly say "the data is available" rather than the more correct way "the data are available".

Classification Of Data

Data classification is the categorization of data for its most effective and efficient use. It can be classified as follows:

1. According to Nature

- a. Quantitative data: This is information obtained from numeral variables e.g. number of officers and marshals in a command, age, bills etc.
- b. Qualitative data: This is a categorical measurement expressed not in terms of numbers, but rather by means of a natural language description such as names, characteristics and alpha-numeric (e.g. vehicle plate number), gender (male or female), religion (Christian or Muslim), casualty details (injured or killed) etc.

2. According to Source

- a. Primary data: This is information collected on first hand.
- b. Secondary data: This is second hand information e.g. published data

3. According to Measurement

- a. Discrete data: These are numerical observations obtained as whole numbers e.g. traffic count data, age etc.
- b. Continuous data: These are data that can take any value and they are measured e.g. height, length etc.

4. According to Arrangement

- a. Ungrouped data: This is a raw data with no specific arrangement e.g. the final grades of 12 officers in FRSC Academy at the last officers' refreshers training course. 83, 80, 78, 86, 76, 82, 78, 83, 84, 90, 96, 90.
- b. Grouped data: This is an organized set of data that is arranged which involves two or more groups.

Example

GRADES	FREQUENCY(NUMBER OF OFFICERS)
(a)	(b)
75-79	3
80-84	5
85-89	1
90-94	2
95-99	1
TOTAL	12

Data Collection

Data collection is any process of preparing and collecting data. Inaccurate data collection can impact the results of a study and ultimately lead to invalid results.

The purpose of data collection is:

- a. To obtain information to keep as records.
- b. To make decisions about important issues, or
- c. To pass information on to others.

10. COURTESIES AND ETIQUETTES OF A PARA-MILITARY OFFICER

10.1 Ethical behaviour in FRSC

Personnel's behavior must be exemplary wherever he finds himself. Polite behavior of a gentle man is required of him. He should be friendly and considerate and firm with all. Staff are expected to conduct themselves within and outside the office in the following ways:

- **Dress, Appearance and Carriage:** The standard of dressing and appearance of uniform personnel determine in part their level of discipline. Personnel must therefore be smart and well turned out at all times. In using civil clothes, flashy and multifarious colored materials are to be avoided. Good materials and a good tailor will help meet acceptable standards. Remember, "People address you the way you are dressed".
- **Indebtedness:** Personnel shall pay all just financial obligations in proper and timely manner especially those inspired by law such as Federal, State or Local taxes or rate, Mess bills, etc.
- **Savings:** All personnel are encouraged to imbibe the culture of saving and to put aside at least some reasonable percentage of their income as savings monthly. They are also advised to take advantage of the available facilities such as mortgage scheme and insurance. The Corporative Scheme which has come to stay in FRSC is also an avenue for saving.
- **Insolvency:** It is decent to live within one's means. Personnel should be able to regularize their expenditure to avoid being 'Hard up'. All personnel are to refrain from lending and borrowing money. It is forbidden for Officers and men to borrow from subordinates or beyond their financial ability to pay. A Personnel in financial embarrassment is a security risk to the organization and to the nation as he can easily be compromised. Failure to live within one's means can lead one to bankruptcy and must be avoided.
- **Public Funds:** All staff have responsibility for the funds in their care. They shall ensure safekeeping of the funds. They must keep accurate records of financial transactions and present them for audit when required.
- **Private Accounts:** Every personnel shall keep records of their private account, by filling their cheque counter foils. They are required to always ask for their monthly statement from their banks.
- **Dud Cheque:** It is dishonoring to write a cheque above the amount one has in the bank. All who serve shall avoid issuing dud cheque which may lead to trial.

- **Utterance and Sounding off:** Good manners are determined through people's utterance. A disciplined personnel does not talk frivolously and must be careful with what he says. He must talk less, listen more and see most.
- **Exhibitionism:** Exhibitionism means drawing attention to oneself in public places e.g. through shouting, whistling and loud laughter. These are acts of bad manners and must be avoided.
- **Apologies:** Apologies at appropriate time show good manners. For instance, if you interrupt a speaker, you should say 'I am sorry'. Personnel must endeavor to apologize when there is breach of etiquette occasioned by their own action or inaction. However, apologize only when you are manifestly wrong. Also personnel must weigh the consequences of their actions and be ready to face the outcome.
- **Keeping Bad Company:** It is unacceptable for personnel to be seen among people of questionable character as they are assessed by the type of company they keep. All who serve shall be men of honor and integrity and as such, they must strive to maintain the good image of their organization by avoiding bad company.
- **Pocketing:** Pocketing one's hands in uniform does not portray one as disciplined. It makes the Officer or Marshal look arrogant. It is a slight and disrespect to address parade with hands in your pocket.
- **Lying:** This is a dishonest act punishable by law. The image of the liar is tarnished and it is difficult to know when he tells the truth. A liar is prone to many other types of misconduct such as stealing, cheating, etc.
- **Hand shake:** The superior will initiate handshake with the subordinate by stretching out his hand first. The subordinate will respectfully accept the hand in a gentlemanly manner. The subordinate will not slap the superior's hand nor squeeze it. It is an ungentlemanly behavior to slap or squeeze the hand of your superior.

10.2 Work Ethics and Etiquettes in the Work Place:

- Work ethics according to Wikipedia is value based on hard work and diligence. It is also a belief in the moral benefit of work and its ability to enhance character. Workers exhibiting a good work ethic in theory should be selected for better positions, more responsibility and ultimately promotion. Workers who fail to exhibit a good work ethic may be regarded as failing to provide fair value for the wage the employer is paying them and should not be promoted or placed in positions of greater responsibility.

- When you have a good work ethic, you are dedicated to job that you deem valuable. You hold yourself to high standards of responsibility. You keep yourself accountable for getting work done right and on time. Having a solid work ethic means you understand that productivity, organizational skills, being reliable and possessing good character are all attributes that successful people share.

10.3 Characteristics of Good Work Ethics

Certain characteristics are required of every individual to promote the good work ethics of an organization. Such characteristics include:

- **Honesty:** stealing personal property, sabotaging a coworker's idea and making it your own are all ways that dishonesty creeps into the workplace. Employees with strong work ethics refrain from lying or cheating to make others look bad in the hopes of making themselves appear smarter. Instead, they take responsibility for mistakes, own up to failures and keep the lines of communication open with everyone involved.
- **Refrains from gossip:** Workplace gossip can be destructive. When employees gossip about their peers, bosses or even clients, it is considered a deviant behavior. An employee with good workplace ethics refuses to engage in gossip or even listen to it. This person will encourage others to mind their own business, or else address the person or situation head-on so that assumptions and badmouthing can stop. Doing so helps eliminate resentment among coworkers and helps keep morale high.
- **Values Diversity:** Paramilitary personnel with good work ethics understand the importance of a diverse workplace. When you value everybody's contributions regardless of age, ability, gender or race; it gives room for more creativity and better problem-solving approach. Diversity in the workplace contributes to successful client interactions as all staff will have a sense of belonging to the progress of the organization.
- **Corporation:** This is an essential ingredient of good work ethic. While work may not always be satisfying or enjoyable, you see the bigger picture and do what is necessary for the team and the organization. Instead of debating every issue and finding reasons why things cannot get done, you use strong conflict resolution skills to solve problems and manage the workload.
- **Respect others:** An employee with strong work ethic is rarely late to work or any other official function. He respect everyone's time, from superiors to subordinates and clients. He is also polite, conscientious of people's feelings and considerate of workers in a shared workspace. In addition,

someone with a strong work ethic uses time wisely so that deadlines are met. Out of respect he will hear and consider everyone's opinion.

- **Observes proper office manners:** The worst thing one can do to any organization is to portray it as not having personnel with good manners. Therefore, personnel should endeavor to observe the following:
 - Never seat with your feet on your work desk as this gives visitors a bad impression of the organization.
 - When a superior who is not your immediate superior enters your office you are obliged to stand up until asked to sit down.
 - Never keep somebody standing in your office unnecessarily unless he or she is there on disciplinary ground.
 - If refreshment is available, such as coffee or tea offer your visitor.
 - Never lean or seat on someone's table while talking to him. If a superior you are visiting does not offer you a seat, remain standing. To lean or seat on another person's desk presumes a degree of familiarity with the person that should never be displayed in public.
 - It is best not to eat in your office. Many people believe that because of the pressure of work they must eat in the office, but there are also good reasons why you must not do so under normal conditions. It is not dignifying to eat in your office. Your office is meant for working and not eating. Give yourself a break no matter how busy you think you may be, you can always find a few minutes to step outside your work area. Find a quiet spot and eat your food.
- **Be tolerant with your co-workers.** Regard them as members of the team who also contribute to the achievement of your corporate goals. Create a cordial atmosphere in your office by allowing the subordinate to sit down as it is disrespectful for him to do so without your permission.
- **Set example for others to emulate.** If you encounter someone you dislike suppress your intolerance. Allowing other people to annoy you is evidence of your lack of self-discipline.

11. PARADE AND DRILLS

Parades are aimed at showcasing the level of discipline, expertise and strength of the nation, command or unit. In simple words, parades can be described as the uniform and orderly display of men and materials. Parade is divided into two: Routine and Ceremonial parades.

1. **Routine Parade:** These are parades that are carried out almost on daily basis. This type of parade is usually called to either pass information or for inspection purposes. The following are examples of routine parades.

- a. **Reveille:** This is the first bugle call sounded in the early hours of the morning at exactly 0600 hours. It is meant to signify the commencement of the day's activities during this period; the National flag will be hoisted.
- b. **Retreat:** Retreat is sounded at sunset to signify the end of the day's activities i.e. lowering the national flag and to notify sentries to start challenging intruders until sunrise.
- c. **Tattoo:** Tattoo is an outdoor show with the use of bugle at night to check men on daily basis after the day's work. This is to ensure that all personnel are back and complete in the barracks.
- d. **Quarter Guard:** Quarter Guard are mounted to showcase the discipline, alertness and readiness of the command.
- e. **Change Of Quarter-Guards:** Change of Quarter Guard parade is mounted weekly in a command to signify the end of duty for a Quarter Guard.
- f. **RSM Parade:** RSM parade is more or less a rehearsal for the Commanding Officer parades.
- g. **Commanding Officer's Parade:** Commanding officer's parade is held at RSHQ, Zones, Sectors and Unit Command levels. In FRSC it is referred to as muster parade.

2. **Ceremonial Parades:** Ceremonial parades are parades conducted to mark important ceremonies. In ceremonial parades people are invited within and outside the commission to witness it. It is usually inspected and reviewed by a Reviewing Officer who is often selected from military, Para-military or a highly placed Civilian. In ceremonial parades, officers and Marshals are expected to dress in their number one (1) uniform, otherwise known as ceremonial uniform.

11.1 Types of ceremonial parade

Ceremonial parade pattern varies in view of the specific occasion it is organized for. The following are the types of ceremonial parades:

a. Passing out parade.

Passing out Parade is conducted in training institutions to mark the end of training for a set of cadets or men respectively. It involves the cadets and marshals marching pass and taking their oath of commission or attestation as the case may be.

b. Independence/ Anniversary parade.

The Independence Day parade is to commemorate the National independence anniversary day which is held on the 1st October yearly. FRSC do participate in this parade in conjunction with other military and paramilitary organizations. The composition, timing and order of parade are same as that of Passing out Parade just with more Guards due to availability of officers. But the parade is always commanded by a military officer where there is a military formation otherwise will be commanded by a police officer especially at the state level where there is no military formation.

c. Wedding Ceremonies.

It is customary in regimented organizations for a parade to be organized for a staff (both Officers and Marshals) that is wedding. Specifically, swords are crossed for commissioned Officers. The least numerical strength of sword party members is twelve (12) who formed in file, but still more officers could participate based on their availability. However, Officers still adorn themselves with swords only on ceremonial occasion when needs arise. This occasion is carried either at Church, Mosque, and Court Registry or at the reception ground. The sword is presented to the celebrant at the reception ground for the cutting of the cake. This is done on behalf of the President C-in-C as a symbol to commemorate the wedding and for the protection of the wife. The presentation of the sword should be done by an officer equal in rank and seniority or subordinate to the Officer wedding. Note that sword is not crossed for Marshals.

d. Pulling out parade.

Pulling out parade is also known as farewell parade and it is held at the instance of retiring senior Officers who have served the nation meritoriously. These classes of senior Officers are pulled out as a sign of respect and final farewell from the service. This is done immediately after the farewell parade.

e. Burial/funeral parade.

Funeral parade is organized in honour of the deceased serving personnel. All ranks are to wear uniform. The national flag and FRSC flag will be over the coffin and prior to interment will be folded in triangular shape and presented to the chief mourner who will in turn present it to the next of kin. The head dress, belt, sword and boots of the deceased should be placed on the coffin in addition to wreaths. The burial party will consist of an Officer, senior non-commission officer or Non-commission officer in charge and six to eight

bearers depending upon circumstances. The rank of the bearers will depend upon the rank of the deceased. Where these ranks are not available, junior ranks next to the rank of deceased may be used. All ranks passing a military or paramilitary funeral will salute the bier. Burial party may consist of 6-8 persons to arrive at the mortuary.

f. Handing and Taking Over Parade.

This is otherwise known as vesting day parade which is conducted to mark the end of leadership of a commanding Officer in a command and the commencement of a new one. For vesting day parade, a parade of not less than two guards forms up at the parade ground.

11.2 TYPES OF DRILLS

- a. **Foot drills:** Foot drills are individual and collective drill carried out at a halt or on the march without the use of arms or swords. It is the foundation of all drills foot drills are to be practiced at platoon and company levels.
- b. **Squad drills:** Squad drills are carried out on the move in quick or slow time. The squad has two prescribed formations, lines and columns either in two's or three's. The movements of troops in these formations forms the basis of all parades and ceremonial drills Squad drills provide the rudiments for team work and it is always rehearsed at platoon and company levels.
- c. **Arms drills:** This refers to drill carried out with weapon which are incorporated into ceremonial parade. The use of weapons on parade dates back to the evolution of warfare and it is aimed at showcasing the lethality of a force and expertise in the use of its weapons. In today parades the weapons carried are ceremonial and do not bear ammunition except blank ammunition on special occasions such as funeral ceremonies.
- d. **Sword drills:** Officers are known by swords they carry. Sword drills are taught to officers who bear and use sword on parade. Although in the military, warrant officers carry swords on parades they do not draw them except during trooping and presentation of color parade. Two qualities that should be pursued in sword drill are accuracy and graceful movement. All officers are to ensure that they practice and perfect the movements in sword drills.
- e. **Cane and stick drills:** Cane and stick drills involve the use of cane and pace stick usually by RSM. It is often required to appoint recruits as cane/stick orderlies to reviewing/visiting officers during ceremonial parades. These orderlies act as guides to the reviewing officer. The pace stick drill is mainly meant for SNCO's and drill instructors that are required to bear the sticks.

- f. **Sentry drill:** Sentry drills are carried out by sentries to enable them pay compliments, challenge intruders, turn out the guard and patrol while at their sentry posts. The drills are intended to ensure that the sentries remain at alert throughout the duration of their duty.
- g. **Mounted drills:** Mounted drills are conducted with an officer on a horse. It is well known custom for army officers to ride on a horse back especially officers of guard brigade. Adjutant of the Nigerian Defense Academy and officers of Depot NA during ceremonial parades. This type of drill is not applicable to some Para-military parades.

12. NATIONAL UNIFORM LICENSING SCHEME (NULS)

12.1 Overview of NULS

The NULS is an umbrella name of many products. It was launched simultaneously in all the States of the Federation and the FCT on 5th February, 1990. These are:

- National Drivers' Licence Scheme (NDL).
- National Vehicle Identification Scheme (NVIS),
- National Vehicle Licensing Scheme (NVLS),
- Proof of Ownership Certificate (POC),
- Vehicle Identification Tag (VIT),
- Roadworthiness Validity Tag (RwVT),
- National Vehicle Number Code (NVNC) and
- Central Data Bank (CDB) now FRSC Information Technological Centre (ITC).

12.2 Process and Procedure of obtaining FRSC products.

In a bid to continue to give the best services to the teeming population which also aligns with the presidential executive order No.1 for Ease of Doing Business, FRSC continues to simplify its processes and procedures for obtaining its products. As follows:

12.3 Process and Procedure of obtaining NDL

a. Fresh NDL:

- i. Attend training at an accredited driving school.
- ii. Obtain Learner's permit.
- iii. Obtain medical certificate from an approved government hospital.
- iv. Pass the driving test and obtain a certificate of proficiency from the VIO.
- v. Complete the driver's licence application form at the Driver's Licence Centre (DLC).
- vi. Pay the licence fee online or at the Bank.
- vii. Applicant proceeds to BIR/MLA/MVAA for the confirmation of the payment
- viii. A Vision Acuity Test shall be conducted at FRSC DLC to confirm the health status of the driver's eyes.
- ix. Proceed to the FRSC Officer at the DLC for biometric data capture.
- x. FRSC DLC processes & issues a Temporary Driver's Licence with 60days validity period to the applicant on the spot
- xi. Pick up permanent driver's licence at the BIR Office after 60 days.

b. Renewal of NDL.

- i. Applicant shall fill and submit application form online at (www.nigeriadriverslicence.org).
- ii. Pay the licence fee online or at the Bank.
- iii. Make the confirmation of the payment at BIR/Motor Vehicle Administration Agency (MVAA).

- iii. A Vision Acuity Test shall be conducted at FRSC DLC to confirm the health status of the driver's eyes.
- iv. Proceed to the Federal Road Safety Corps Officer at the DLC for biometric data capture.
- v. Obtain a temporary driver's licence valid for 60 days.
- vi. Pick up original driver's licence at the BIR Office after 60 days.

12.4 Process and Procedure of vehicle Registration

The following is the approved processes and procedures for vehicles and motorcycle registration in Nigeria.

STEP 1: Log on to <http://www.nvis.frsc.ng.org>. Complete application Form MVA 01 online and crosscheck to ensure all information provided are correct. Then click on 'SUBMIT' for generation of item number.

STEP 2: Print the form with the item number generated and proceed to Motor Licensing Authority (MLA) of the State Internal Revenue Service (SIRS) office for applicants from the 36 States of the Federation and Vehicle Inspection Officer (VIO) in the Directorate of Road Traffic Services (DRTS) for FCT applicants.

STEP 3: Authorized persons in MLA verify information provided by applicant and approve form for payment.

STEP 4: Proceed to VIO for physical inspection of the vehicle to be registered to ensure its roadworthiness.

STEP 5: Pay the prescribed fees to the designated bank of the MLA/SIRS and take the evidence of payment, Completed Form MVA 01, Receipt of purchase, Custom papers etc back to MLA where receipt is issued in lieu of payment.

STEP 6: MLA assigns vehicle number, generates Vehicle Licence and Roadworthiness Certificate as approved by VIO and completes Vehicle Registration book. An applicant also obtains a valid insurance policy.

STEP 7: FRSC NVIS DESK Officer uploads the vehicle registration details while the MLA issues the Vehicle Number Plates, Vehicle Licence, Vehicle Registration Book, Roadworthiness Certificate, Electronically-generated Proof of Ownership Certificate (and Hackney Permit or Stage Carriage Certificate for commercial vehicle).

13. COMMAND AND CONTROL OF CEREMONIAL PARADE

Parade is an extension of drill. A parade (also called march or march-past) is a procession of people, usually organized along a street, often in costume, and often accompanied by marching bands, floats or sometimes large balloons. Parades are held for a wide range of reasons, but are usually celebrations of some kind. In Britain the term parade is usually reserved for either military parades or other occasions where participants march in formation; for celebratory occasions the word procession is more usual. In the Armed Forces the term also has several less formal connotations.

However, parades can be said to be a uniform and orderly display of men and materials.

In extrapolating the above subject, some related salient terms would be defined for better comprehension of the discourse. These are as follows:

- a. **Drill:** This consists of certain movements by which a unit or individual are move in orderly, uniform manner from one place to another. It is a regimented approach of memorizing or instilling certain desired traits or actions through repetition until the action is instinctive to the officer or marshal being drilled.
- b. **Ceremonial Parades:** These are formations and movements in which a number of guards or staff execute movements in unison and with precision just as in drill and in commemoration or respect of public figure, event and/or achievements etc. However, their primary value is to render honours and stimulate esprit de corps.
- c. **Parade Commander:** This is the person that commands parade.
- d. **Alignment:** A straight line on which a body of men is formed or is to form.
- e. **Parade Ground:** This is where staff regularly gather in formations or guards for inspection or training or regimented ceremonies like passing out or farewell etc.

Directions of Parade

Parades consist of four directions:

- Advance
- Retire
- Left

Right

The Advance is the primary direction of movement, regardless of which direction the soldiers are actually facing (similar to a ship's bow.) On a parade square, the advance is determined by the position of the dais or flags. When these are not present, the direction of the drill commander is the advance.

- The Retire is opposite to the advance, against the primary direction of movement (similar to a ship's stern.)
- The Left is to the left of the Advance (similar to a ship's port.)
- The Right is to the right of the Advance (similar to a ship's starboard.)

13.1 TYPES OF PARADE

Parade has been categorised into:

a. Routine Parade:

These are parades that are carried out almost on daily basis. This type of parade is usually called to either pass information or for inspection purposes. The following are examples of routine parades.

b. Reveille: This is the first bugle call sounded in the early hours of the morning at exactly 0600 hours. It is meant to signify the commencement of the day's activities during this period; the National flag will be hoisted.

c. Retreat: Retreat is sounded at sunset to signify the end of the day's activities i.e. lowering the national flag and to notify sentries to start challenging intruders until sunrise.

d. Tattoo: Tattoo is an outdoor show with the use of bugle at night to check men on daily basis after the day's work. This is to ensure that all personnel are back and complete in the barracks.

e. Quarter Guard: Quarter Guard are mounted to showcase the discipline, alertness and readiness of the command.

f. Change Of Quarter-guards: Change of Quarter Guard parade is mounted weekly in a command to signify the end of duty for a Quarter Guard.

g. RSM Parade: RSM parade is more or less a rehearsal for the Commanding Officer parades.

h. Commanding Officer's Parade: Commanding officer's parade is held at RSHQ, Zones, Sectors and Unit Command levels. In FRSC it is referred to as muster parade

13.2 COMMAND AND CONTROL OF CEREMONIAL PARADE

Ceremonial parades are parades conducted to mark important ceremonies. In ceremonial parades people are invited within and outside the commission to witness it. It is usually inspected and reviewed by a Reviewing Officer who is often selected from military, Para-military or a highly placed Civilian. In ceremonial parades, officers and Marshals are expected to dress in their number one (1) uniform, otherwise known as ceremonial uniform.

13.3 FORMS OF CEREMONIAL PARADE

Ceremonial parade pattern varies in view of the specific occasion it is organized for. The following are the ceremonial parades:

- a. PASSING OUT PARADE.
- b. INDEPENDENCE/ ANNIVERSARY PARADE.
- c. WEDDING CEREMONIES.
- d. PULLING OUT PARADE.
- e. BURIAL/FUNERAL PARADE.
- f. HANDING AND TAKING OVER PARADE.

Passing out Parade

- Passing out Parade is conducted in training Institutions to mark the end of training for a set of cadets or men respectively. It involves the cadets and marshals marching pass and taking their oath of commission or attestation as the case may be.
- In this parade guards are formed due to availability of cadets. The composition of each guard is 48 cadets or Marshals and 3 Officers (one Guard commander and 2 sub-Guard commanders). The parade usually has guards in even numbers of 2, 4, 6 or 8.

Sequence of Formations During Passing out Parade

- Falling in/ form up of parade by RSM.
- Numbering, sizing and proving of parade by RSM.
- The flag bearers will join the parade in the front.
- The band will take position in front of the flag bearers facing the direction the parade is to march.
- The RSM will march in the cadets/trainees into the parade ground.
- RSM will halt and advance the parade to face him.

- The cadets/trainees will form two ranks from three ranks.
- The cadets/trainees will take dressing from the right hand maker.
- The RSM will stand the cadets/trainees at ease while waiting for the arrival of the 2i/c to Adjutant to take over the parade.
- The RSM will call the cadets/trainees to attention and proceed to hand over the parade to the 2i/c. after handing over; the RSM will march to take post with the colour party outside the parade ground.
- The 2i/c Adjutant will draw his sword and March forward to take his position in front of the parade. Thereafter, he halts and turns about to face the saluting dais. He will also stand the cadets/trainees at ease.
- The Bugle is sounded for the "Guard and sub-Guard commanders" to fall in and take their rightful positions. After the Bugle, the parade 2i/c Adjutant calls the parade to attention. Thereafter the "Guard and sub-Guard commanders" march to the edge of the parade ground, turn to the right facing the parade, halt and stand at ease.
- The parade 2i/c Adjutant commands the "Guards and sub-Guards commanders" to fall into their guards. They will now assume the position of attention and draw their swords with the assistance of the side drummer who will time their actions. Having assumed their positions in front of their guards, they halt, turn about then take their dressing. The parade 2i/c then stands the whole body of parade "at ease".
- The parade Adjutant will approach the parade ground, the 2i/c calls the parade to attention and marches forward to hand over the parade to the parade Adjutant. The parade Adjutant takes over the parade but allow the 2i/c to march back and fall in at the extreme left of the parade beside the last guard.
- The parade Adjutant draws his sword and march forward to take his position in front of the parade, turns about and faces the saluting dais.
- The parade Adjutant commands "the ensign to the colour" to "march-on the colours".
- The parade remains at attention as the colour march on, while the Adjutant, 2i/c and other "Guard and sub-Guard commanders" flash their swords to salute the colours.

- The colour party marches into the parade ground and take position at the center half of the parade.
- The "Ensign to the colour" commands the escort to the colour to salute.
- The parade Adjutant commands the "Guard and Sub-Guard commanders" to return their swords to carry position.
- The Adjutant commands "the Ensign to the colour" to take post in line with the sub-guard commanders.
- Ensign to the colour marches the colour party to align at the centre of the guards.
- As the Parade Commander approach the parade ground, the Adjutant calls the parade to attention and marches forward to handover the parade to the parade commander.
- The Adjutant turns to the right and marches off to take post at the extreme right of the parade beside number one (1) guard.
- The cadets overall parade commander now takes charge of the parade by asking the parade to "stand at ease".
- While awaiting the arrival of the Reviewing Officer, the band may be invited to play some background music.
- The Reviewing Officer on his arrival will inspect the Quarter Guard mounted before proceeding to the parade ground.
- On arrival of the Reviewing Officer, he will mount the saluting dais and funfair will be rendered by the band. Thereafter, the parade commander will call for General/National salute to be rendered for the Reviewing Officer depending on his status or who he is representing. This is done while the parade is at attention.
- The parade commander marches forward to the Reviewing Officer, halts, salutes and invites him to inspect the parade. He then turns to the right, halts and waits for the Reviewing Officer to come down from the saluting dais. He then leads the Reviewing Officer together with the commandant flanked by flag bearers to inspect the parade starting from the right flank of the parade.

- Inspection over, the parade Commander asks for the permission of the Reviewing Officer to carry on with the parade. When the permission is granted, the parade commander will salute and march to assume his position in front of the parade while the Reviewing Officer returns to the saluting dais still flanked by the flag bearers.
- After the inspection of the parade, the parade commander will give the guards the command "Form 3 ranks from 2 ranks, form 3 ranks" 3 ranks will be formed.
- The parade will march past in slow and quick time. Thereafter, they will halt and take dressing from the centre.
- The parade will advance in review order by taking 14 marching paces. The body of the parade will halt at 10 paces to the Reviewing Officer and are commanded to stand at ease by the parade commander. Thereafter, there will be presentation of awards to deserving cadets/trainees followed by speeches. Speeches are usually brief.
- Prayers will be rendered by the chaplain or imam for the cadets.
- The parade gives three hearty cheers to the Reviewing Officer. The parade Commander calls for either National salute or General Salute after which he seeks the permission of the Reviewing Officer to pass out the cadets/trainees.
- The parade then forms two ranks from three ranks. They take "inward" dressing. The parade commander then commands the colour party to take post. The colour party will take five marching paces and halts. The parade commander will now command the body of the parade to turn inward. The band will play funfair and a solemn tune bidding the cadets' farewell from the Academy.
- The cadets file out in slow march. On approaching the salute dais, the cadets will salute the reviewing officer by turning their faces inwards in the direction of the Reviewing Officer. The Guard and Sub-Guard commanders will follow and Band will be the last to file out from the parade ground.

Independence Parade

- The Independence Day parade is to commemorate the National independence anniversary day which is held on the 1st October yearly. FRSC

do participate in this parade in conjunction with other military and paramilitary organizations.

- The composition, timing and order of parade are same as that of Passing out Parade just with more Guards due to availability of officers. But the parade is always commanded by a military officer where there is a military formation otherwise will be commanded by a police officer especially at the state level where there is no military formation.

Ceremonial Wedding

It is customary in regimented organizations for a parade to be organized for a staff (both Officers and Marshals) that is wedding. Specifically, swords are crossed for commissioned Officers. The least numerical strength of sword party members is twelve (12) who formed in file, but still more officers could participate based on their availability. Crossing sword for officer gains its origin from past practice wherein sword was integral outfit of only officers. However, Officers still adorn themselves with swords only on ceremonial occasion when needs arise. This occasion is carried either at Church, Mosque, and Court Registry or at the reception ground. The sword is presented to the celebrant at the reception ground for the cutting of the cake. This is done on behalf of the President C-in-C as a symbol to commemorate the wedding and for the protection of the wife. The presentation of the sword should be done by an officer equal in rank and seniority or subordinate to the Officer wedding. Note that sword is not crossed for Marshals.

- **Arrival of the Groom:** The Sword party must have formed up in two ranks facing each other inwardly awaiting the arrival of the groom at the entrance of the event venue. As the groom alight and stand by the Officers on parade, a funfair would be played by the band. Thereafter, the parade commander would call the parade to attention, removal of sword from the scabbard and General salute word of command will be given by the parade commander where they will salute the groom in which the groom would respond by saluting when the sword is flashed and brings down his when it is at carriage position.
- **Inspection of the Parade:** This is done by the leadership of the sword commander who advances from the body of the party to welcome the groom and render the party status. Thereafter, guides the groom in inspecting the turn out of the party members starting from the first member on the left rank and leading to right rank and ending with last on the right rank. Thereafter, he would take permission to carry on with the parade. In all this, the commander's sword is at carriage position

- **Marching in the Groom:** Here Officers will march in two ranks, into the church in slow time, as they escort the groom. The groom and his best man leading. This is done in view of sword party commander's command. Note: head dress or gear must be removed with the right hand to be held with the left hand with crest facing front. As they get close to the pulpit or where the groom would sit during the event, the groom and his best man take their seat while others turn outward or inward depending the seating pattern of the venue; and march out from the venue.
- **Marching in the Bride:** This is entirely civil in which the bride would be accompanied in by her friends and family members to take her seat after the groom must have taken his, awaiting her arrival.
- **Stepping out of the Event Venue:** At this juncture, it is believed that they must have been joined together in holy matrimony. The husband would come holding the wife with his left hand, closely behind them are his body guard and the wife's chief bridesmaid and other well-wishers. They will all march out in slow time as the band plays.
- **Crossing of Sword:** The party members had to come out from the venue earlier before now and form two ranks inwardly in front of the venue with their sword at carry position at the command, Officers will draw sword, draw sword! When the groom comes out, position himself and put on his head dress with his body guard, funfair would be played by band. After the command: General Salute, Salute! At this, the members would salute and the groom response appropriately saluting. Thereafter, the party member would return to carry position at the command carry! As usual the groom would cut down his hand to attention position. Then, at the command Officers with cross swords, cross swords! As the sword is crossed the band plays the slow time and the bridal train march under it to a distance. They will halt and turn about facing the party to the church direction. By the command, parade with return sword, return sword! Here the swords are brought to the carry position and returned to the scabbard as in sword drill. Note: the crossing is meant for the bridal train only.
- **Congratulatory Salutation:** Here, the commander would issue the command, congratulatory salute, right and left turn! In response, the right rank would turn to left as those on left would turn to right all facing the couples. The first officer on the right from the church takes a pace forward, turns to the right and march in quick time, swinging only the right arm, as the left hand is holding the scabbard. Halt in front of the husband and salute, take a pace forward shakes and congratulates him. He takes a pace backward,

salute and takes post by his side remaining at attention. Also, the officer opposite him, takes pace forward as soon as the congratulating officer takes a pace backward, and continues the exercise, the second officer, this time form up by the side of the wife and remain at attention. Note: the right rank falls by the husband and the left rank falls by the wife, the bridal train is now brought to the front of the celebrant for a group photograph. Also, note that during the photograph, the two makers by the husband and wife draw and cross their sword putting the celebrants at the centre, while others form a semi-circle with their swords still remain in the scabbard.

- **Falling Out:** At the command, a pace forward March, officers turn to the right and salute, fall out! The officers alone take a pace forward, turn to the right and salute, at the same time the husband receives the salute and they march out in quick time.
- **Procedure at reception ground:** The following activities are carried out at the reception venue:
- **The Band Positioning:** The bandsmen will be placed in the reception hall where they can see all the actions and always play the fanfare as the members of the high tables are being appointed.
- **Marching in of the Celebrant:** The sword party members would strategically position themselves in two ranks inwardly awaiting the arrival of the couple. At the arrival, sword would be drawn and maintained at carry position at the commander's command. General Salute would be offered as the groom is expected to salute appropriately. Thereafter, the Couple would be marched into the venue as was done at the wedding venue.
- **Presentation of sword:** It is customarily expedient that the sword is used in cutting the wedding cake. To this end, the commander now presents the sword of honour to the husband, who has come out and stood in front of the cake. The commander with two escorts will advance in slow time, with their sword at the carry position. They halt in front of the husband and salute, then the commander takes a pace forward and say the presidential message as follows: This is the beginning of victory, great battles have been fought and won by the use of sword, officers are known by the sword they carry,
- I ----- on behalf of president & commander-in-chief and Corps Marshal, hereby present this sword on this great occasion of your wedding though weapon of war to defend the nation, FRSC, beautiful wife and for cutting of wedding cake. Congratulations! Then present the sword to the husband, who returns it to body guard who slot it in the husband scabbard and salute.

Note: their hands will remain there until the fanfare is over during receiving of sword. The commander now draws his sword, kiss and retain and take a pace backward to align with his escort and salute. Finally, they all turnabout, march out in quick time and halt, turn the right in single file and salute to dismiss.

- v Cutting of the Cake: The cake is cut with sword and hands remain there until the fanfare is over
- v Feeding of Couples: Here the fanfare must play for the feeding of the husband alone, but for the bride, the side drums can be tapped. Note that the husband feeds the wife first.
- v Dancing with the Husband: After the celebrants must have opened the floor by dancing with other relatives as the M/C may deem necessary, there must be a special dance called "Ball Room Dancing", this is only for the officers and celebrants. Note that all officers present will come out dance without their head dress as stipulated in contemporary system.
- v Presentation of Gifts: The groom would strategically position himself and receives gifts and hand over to the body guard for safe keeping. During this, the husband salutes and shake hand with his colleagues but only offer hands shake to civilians.
- v Dispersal: After presentation of gifts and dance, it is believed that the event has come to an end officially; all other functions as designed, then the Officers can now depart.

Pulling out Parade

- Pulling out parade is also known as farewell parade and it is held at the instance of retiring senior Officers who have served the nation meritoriously. These classes of senior Officers are pulled out as a sign of respect and final farewell from the service. This is done immediately after the farewell parade.
- The composition of this parade is made up of both Officers and Marshals. The Officers will act as Guard and sub-Guard commanders.
- This parade takes the exact pattern of a Passing out Parade except that the body of the parade will be formed by Marshals only and slight changes after the Reviewing Officers address. They as follows.
- The parade commander will assume attention position, command the parade to attention and give general salute. After the salute, the parade commander marches towards the Reviewing Officer to seek permission to carry on with the parade. Thereafter, the parade commander, guard and

sub-guard commanders will flash their swords in honour of the colour party as they step out from the parade ground.

- The parade commander will command the parade to march past in "COLUMN OF ROUTES". The parade then turns to the right and halt. The parade commander, guard and sub- Guard commanders take position. The band moves to the front of the parade and halt. The parade commander will give the command "BY THE RIGHT QUICK MARCH". The band leads and they all march past in front of the saluting dais and salute the Reviewing officer and march off.
- After the parade, a Land Rover with rope tied to the front will be driven to the front of the parade where senior officers subordinate to the Officer being pulled out will form up with the most senior who will command the pulling will stand at the front(right) and command the Officers to pick up rope.
- The Officer being pulled out together with his spouse will enter the open Land Rover and the senior officer on the right of the parade will command the parade to march in slow time. They will now pull him till they get out of the gate of the premises. They will be escorted by the band.

Burial/Funeral Parade

Funeral parade is organized in honour of the deceased serving personnel. All ranks are to wear uniform. The national flag and FRSC flag will be over the coffin and prior to interment will be folded in triangular shape and presented to the chief mourner who will in turn present it to the next of kin. The head dress, belt, sword and boots of the deceased should be placed on the coffin in addition to wreaths. The burial party will consist of an Officer, senior non commission officer or Non commission officer in charge and six to eight bearers depending upon circumstances. The rank of the bearers will depend upon the rank of the deceased. Where these ranks are not available, junior ranks next to the rank of deceased may be used. All ranks passing a military or paramilitary funeral will salute the bier.

Burial party may consist of 6-8 persons to arrive at the mortuary.

The chief mourner receives the body from the hospital authority and hands over the coffin to the burial party commander.

The commander calls the burial party to attention. They march forward, carry the coffin and lower it into the waiting ambulance.

14. OVERVIEW OF FRSC IT PLATFORMS

THE LIST OF FRSC e-APPLICATIONS

S/N	APPLICATION	URL - ADDRESS
1	FRSC official website	https://frsc.gov.ng
2	National Vehicle Identification Scheme (NVIS)	https://nvis.frsc.gov.ng
3	Nigeria Driver's Licence (NDL) website	https://nigeriadriverslicence.org
4	Foreign Driver's Licence	http://foreigndriverslicence.frsc.gov.ng
5	Unified Field Operations System	https://fieldops.frsc.gov.ng https://fieldopsmobile.frsc.gov.ng (Android version)
6	Speed Limiting Device Management System	https://speedlimiter.frsc.gov.ng
7	Road Transport Safety Standardisation Scheme (RTSSS)	https://rtsss.frsc.gov.ng
8	Driving School Standardisation Programme (DSSP)	https://dssp.frsc.gov.ng
9	Duty Room Information Management System	http://ops1.frsc.gov.ng
10	Annual Performance Evaluation Reports System	https://apers.frsc.gov.ng
11	FRSC Academy	https://academy.frsc.gov.ng
12	FRSC Signage	https://signage.frsc.gov.ng
13	FileMailTracker	https://fmt.frsc.gov.ng
14	FRSC Stakeholders and Partnership Portal	http://stakeholders.frsc.gov.ng
15	FRSC Dashboard	https://intranet.frsc.gov.ng
16	Post Service Scheme (PSS)	http://pss.frsc.gov.ng

15. THE ART OF PUBLIC SPEAKING

The Federal Road Safety Corps as an agency came into being as a result of a great social problem. The problem was road traffic crashes and the attendant misery that it brings to people. Apart from taking lives, it maims many and renders them unproductive and dependent on others for survival. It is a settled fact that the human factor is the most potent factor responsible for road crashes. Therefore, to reduce road traffic crashes to the barest possible minimum, there is a need for attitudinal change towards road usage in the society. This can be only achieved through persistent, interesting, scholarly but informative, clear, concise, and corrective preaching of the message of safety consciousness in every available forum.

Such forums include, but not limited to; Motor Park rallies, television talk shows, radio programmes, interviews, etc.

15.1 Qualities of a Good Speech

- a. Any good speech must have certain qualities that ensure the fulfillment of its purpose
- b. And that purpose is to convey ideas or information from the speaker to the audience.
- c. As such, the speech has to be: simple, clear, concise, forceful, and pleasing.

15.2 Qualities of a Good Speaker

According to George Kaitholil, a good speaker should have **ELOQUENCE**, and this is made up of the following:

- a. Earnestness
- b. Observation
- c. Quick wittedness
- d. Useful intention
- e. Enthusiasm
- f. Confidence in self
- g. Empathy

15.3 Dos and Don'ts of a Good Speaker

- a. Be audience-oriented, know the level of education of your listeners, their interest, views and sensibilities and this will help you to know how best to put your ideas across to them.

- b. Be a good listener, when you listen to other speakers you learn more and become a better speaker.
- c. Listen to yourself as you speak- The volumes of your voice, the speed of talk, the inflection, hesitations and punctuations are very important.
- d. You must have a deep understanding of the topic you are speaking about- carry out adequate research on the topic and ensure you have all the facts and figures at your fingertips.
- e. Make conscientious effort to achieve the optimum response.
- f. Take responsibilities for what you say
- g. Know your limitations, and be honest enough to acknowledge them.
- h. Do not be over confident, and do not put on airs.

15.4 Types of Speeches

There can be as many kinds of speeches, as there are speakers, audience, and occasions. Some examples are:

- a. Lecture
- b. Narrative or descriptive speech
- c. Sermon
- d. Political speech
- e. Funeral oration
- f. Vote of Thanks (Speech)
- g. Closing speech
- h. Valedictory speech
- i. Toast
- ✓ Debate speech

15.5 The Procedure for an Effective Speech Delivery:

It is a well-accepted fact that practice makes perfect. For you to successfully deliver a speech the following steps should be taken:

- a. Plan the speech
- b. Prepare the speech
- c. Practice the speech
- d. Perform the speech

i. **HOW TO START:** You must conquer stage fright. Once you have mastered your speech through proper planning and rehearsal, there is no reason why you should fidget:

ii. **ADDRESS OR SALUTATION:** When you are called upon to give your speech, you have to walk briskly and gracefully to the podium looking straight with a smile and an air of importance and confidence around you.

iii. **THE OPENING SENTENCE:** The opening words should elicit the goodwill of the listeners and make them benevolent towards you.

The speech should therefore be made up of:

- a. Greeting
- b. Opening sentence
- c. Introduction
- d. Main Body
- e. Conclusion

iv. **HOW TO STOP:** The conclusion should be well planned to make an impact. It should be a well-directed effort to impress on the audience, the views and sentiments you have already expressed.

v. **HOW LONG TO SPEAK:** According to la Rochefoucauld, true eloquence consist in saying all that is necessary, and nothing but necessary. Therefore while delivering your speech, keep the KISS acronym in mind i.e.

- a) Keep
- b) It
- c) Short and
- d) Simple
- e) Not by mouth alone.

vi. **USE OF GESTURES:** Gestures are motions of the body meant to add grace and expression to speech. They are effective natural aids a speaker can use in expressing himself.