PHILIPPINE NATIONAL POLICE

STANDARD TRAINING PACKAGE FOR FIELD TRAINING PROGRAM TRAFFIC PHASE Field Training Officer’s Guide
Peace and order Agenda for Transformation and upholding of the Rule-Of-Law
PHILIPPINE NATIONAL POLICE

STANDARD TRAINING PACKAGE
FOR
FIELD TRAINING PROGRAM
TRAFFIC PHASE
Field Training Officer’s Guide
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PHILIPPINE NATIONAL POLICE

Standard Training Package for Field Training Program
Traffic Phase
Field Training Officer’s Guide
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MESSAGE

I commend the efforts of the Philippine National Police in the development of this Standard Training Package for Field Training Program with the goal of providing a detailed day-to-day guide to ensure that wherever the FTP is being conducted, the trainees/recruits are provided with quality and standardized training.

This endeavor is a manifestation of the PNP’s commitment towards the attainment of a credible and effective police force. It is through training that the knowledge, skills, and attitudes of every personnel are being molded.

The NAPOLCOM and the PNP will continue to work in synergy towards the achievement of our goals and the improvement of the peace and order situation in the country.

I extend my warmest congratulations to the PNP leadership for its efficient service and proactive effort to address the needs of the organization.

\[\text{MAR ROXAS}\]
Chairman, NAPOLCOM
FOREWORD

It is with pride that I commend the men and women of the Philippine National Police involved in crafting this first-ever Standard Training Package (STP) for Field Training Program (FTP) which will provide our field training officers (FTOs) an indispensable tool in facilitating the conduct of the FTP. It also includes a police trainees’ guide as reference for our police recruits as they go about the program. The efforts and commitment you shared to accomplish this task is worthy of recognition.

With the implementation of this STP for FTP, the organization is confident that it will be able to produce and develop more competent and effective police officers committed in providing “Serbisyong Makatotohanan” to the community that it swore to serve and protect.

This STP is part of the realization of the competency program under the CODE-P Strategic Initiative.

At the end of it all, everything rests upon us on how we will utilize the knowledge imparted to us and how we will exercise the authority and power vested upon us as police officers and public servants.

ALAN L. MADRID PURISIMA
Police Director General
Chief, PNP

“Serbisyong Makatotohanan”
FIELD TRAINING OFFICER’S GUIDE

on Traffic Phase

Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR HUMAN RESOURCE AND DOCTRINE DEVELOPMENT
Camp Crame, Quezon City

PREFACE

The Directorate for Human Resource and Doctrine Development (DHRDD) has undergone major developments aimed at improving the quality of training being given to every PNP personnel.

With the CPNP’s directive to improve the Field Training Program (FTP) for PO1, this Directorate, in coordination with the PNP Training Service (PNPTS), initiated the development of a Standard Training Package (STP) for FTP with the help of seasoned Field Training Officers (FTOs) and Regional Special Training Unit (RSTU) Training Managers from the different Police Regional Offices. The inputs provided in the development of this STP were derived from the first hand experiences of the FTOs and Training Managers, thus, making this STP more realistic and attuned to the needs of the police trainees.

The STP is a day-to-day guide for FTOs as well as trainees in the conduct of the FTP to ensure that all the learning objectives are accomplished. The STP for FTP will serve as the “bible” in implementing a uniform and standard training for all police trainees undergoing the Field Training Program. It contains, among others, the program of instruction, training manuscripts, slide presentations, sample scenarios, and test questionnaires that would aid the FTOs in conducting the field training of the police trainees. It also contains the Police Trainees Guide which would serve as the trainee’s reference and manual as they go about the program.

With this Standard Training Package, the DHRDD is hopeful that the FTO could provide better quality training and produce more competent and credible police officers in accordance with the CPNP’s CODE-P Strategic Initiative.

ALEX PAUL NTO MONTEAGUDO
Police Director
TDHRDD
ACKNOWLEDGEMENT

The Standard Training Package for Field Training Program (STP for FTP) could never been crafted if not for the time, effort, and dedication exemplified by the men and women of the Philippine National Police who shared not only their knowledge but also their first hand experiences and expertise in crafting this STP for FTP.

With this, I would like to extend my heartfelt gratitude and appreciation to the people behind this commendable accomplishment.

To the officers and staff of the PNP Training Service (PNPTS) led by PCSUPT VICENTE AREÑO LOOT, Director, PNPTS, for the support and assistance rendered in the development of this STP for FTP;

To PCSUPT LYNDEL ALPUERLO DESQUITADO and PCSUPT MANUEL CESAR ALVAREZ PRIETO, Deputy Director and Executive Officer, Directorate for Human Resource and Doctrine Development (DHRDD) for steering the DHRDD Technical Staff towards the realization of this project;

To the members of the Technical Staff - led by PSSUPT AGUSTIN ESPERANZA SENOT and to PSSUPT JEROME SALE BAXINELA, Head Facilitator, and PSSUPT RANULFO IBAÑEZ DEMIAR for their tenacity and commitment as they carried out all the spadework to ensure the successful implementation of this project.

My greatest appreciation goes out to the members of the Technical Working Groups composed of members of the PNPTS and the Field Training Officers and Regional Special Training Unit Training Managers and particularly to PSUPT PAMELA DESQUITADO BALASABAS, for their strength of purpose as they poured their energy to accomplish this goal.

And to NUP Ivy Anne B. Robrigado and NUP Lei-lani R. David for their diligence in editing and proofreading the STP for FTP.

To PDG ALAN LA MADRID PURISIMA, Chief, PNP, for providing the leadership and inspiration as he continues to steer the PNP towards the fulfillment of its goals and the betterment of the police service.

ALEX PAUL INTO MONTEAGUDO
Police Director &
TDHRDD
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INTRODUCTION

This Field Training Officer’s Guide is a simplified compilation of all knowledge needed by Police Trainees (PTs) as they undergo the Traffic Phase of the Field Training Program (FTP). This is designed to complement academic instructions through practical experiences in the field which will ultimately prepare them for the next step towards becoming police officers.

The Traffic Phase deals with the concepts of traffic, its goals, objectives, and processes. It also deals with traffic safety education, basic and common traffic enforcer actions. It further identifies the collective impression of PTs on traffic when they join the organization as police officers.

The PTs will gradually acquire knowledge and skills necessary to perform as able police officers. The exact point in training (time) at which the transition is made from one step to the next varies from each trainee. The goal is to develop the PTs to become effective, credible and experienced police officers with the highest caliber of public service.

Traffic is a complex system which targets the movement or flow of vehicles, pedestrians, and goods from point of origin to destination. The Traffic Phase will equip the PTs with knowledge, understanding and skills to address any setbacks and provide innovative traffic management services for a more coordinated, better and safer community. This also gives an overview of the actual performance of police officers in the field focusing on the standard traffic management procedures and processes in the locality.

This Guide emphasizes on the observable learning that needs to be taught and imparted to the PTs by the Field Training Officers (FTOs). It also concentrates on the standard and systematic application of the learning process. Various teaching methods will be applied like demonstrations, dramatizations, video presentations, practical exercises, and field immersions for a more holistic learning process to help develop the skills of PTs in the field of traffic.

PHASE INFORMATION

The Traffic Phase will be conducted for a period of four (4) weeks with eight (8) modules. It was designed for FTOs to effectively teach the PTs.
TRAINING GOAL

This Phase aims to introduce to the PTs the basic and fundamental knowledge in traffic as one of the law enforcement functions of the Philippine National Police.

TRAINING OBJECTIVES

At the end of this Phase, the PTs will be able to:

• Define traffic and its processes;
• Appreciate and value the traffic management processes to further promote awareness as part of their professional and personal growth; and
• Acquire the basic and fundamental skills on traffic procedures.

TARGET AUDIENCE

The target audience for this Phase are PTs who completed the six (6) months Public Safety Basic Recruit Course (PSBRC).

DURATION

The duration of this Phase is one (1) month or equivalent to four (4) weeks with 24 days including four (4) Saturdays for a total of 176 training hours.

LEARNING AIDS

The following learning aids are required in this Phase:

• Multi-Media Projector
• Multi-Media Pointer
• Laptop Computer
• Projector Screen
• Voice Recorder
• Flip Charts and Markers
• Citation Tickets
  ○ Temporary Operator’s Permit (TOP)
  ○ Traffic Violations Receipt (TVR)
  ○ Ordinance Violations Receipt (OVR)
• Driver’s License
• Manila Paper
• Extra Sheets of Paper
• Traffic Section Organizational Structure
• Manning Chart
• Area of Responsibility (AOR) Map

POLICE TRAINEE’S MATERIALS

The following are the materials needed by the PTs for the duration of the Traffic Phase:

• Police Trainee’s Guide
• Other Learning Materials

TRAINING REFERENCES

The following are the training references used by the STP-FTP Traffic Phase Team in crafting this Guide:

• Revised PNP Operational Procedures Manual (December 2013)
• Traffic Management Group Manual, Chapter V, pages 31-80
• Book on Trafficology (The Science of Traffic) Revised Edition 2008 by Prof. Felino Aguit Bragado
• Republic Act No. 4136 (Land Transportation and Traffic Code)
• Republic Act No. 6539 (Anti-Carnapping Act of 1972)
• Presidential Decree No. 1612 (Anti-Fencing Law of 1979)
• Presidential Decree No. 98 (Regulating the Issuance of License Plate of Motor Vehicles)
• PNP Ethical Doctrine
• Highway Patrol Group Handbook Series of 1999
• Land Transportation Office Department Orders and Issuances
• Republic Act No. 10084 (Helmet Law)
• Republic Act No. 8750 (Seat Belt Law)
• Training Materials from the National Center for Transportation Studies, University of the Philippines
# PROGRAM OF INSTRUCTION (POI)

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# Master Training Schedule

**FTO's Note:** You should strictly follow the schedule of activities on a specific day of the week and the learning processes required in this Phase.

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<td>LUNCH TIME</td>
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<th>Day 14</th>
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<th>Day 16</th>
<th>Day 17</th>
<th>Day 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM - 12:00 NN</td>
<td>Module VII</td>
<td>Module VIII</td>
<td>PE</td>
<td>PE</td>
<td>PE</td>
<td>Evaluation</td>
</tr>
<tr>
<td>12:00 NN - 1:00 PM</td>
<td></td>
<td>Module VIII</td>
<td>PE</td>
<td>PE</td>
<td>PE</td>
<td>LUNCH TIME</td>
</tr>
<tr>
<td>1:00 PM - 5:00 PM</td>
<td>Module VII with PE</td>
<td>PE</td>
<td>Module VIII</td>
<td>PE</td>
<td>PE</td>
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## Week 4

<table>
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<tr>
<th>Time</th>
<th>Day 19</th>
<th>Day 20</th>
<th>Day 21</th>
<th>Day 22</th>
<th>Day 23</th>
<th>Day 24</th>
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<tbody>
<tr>
<td>8:00 AM - 12:00 NN</td>
<td>PE</td>
<td>PE</td>
<td>PE</td>
<td>PE</td>
<td>PE Module VII</td>
<td>Evaluation</td>
</tr>
<tr>
<td>12:00 NN - 1:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>LUNCH TIME</td>
</tr>
<tr>
<td>1:00 PM - 5:00 PM</td>
<td>PE</td>
<td>PE</td>
<td>PE</td>
<td>PE</td>
<td>PE Module VII</td>
<td>End</td>
</tr>
</tbody>
</table>
TRAINING PLAN

MODULE I

1. ORIENTATION AND FAMILIARIZATION

2. DUTIES, RESPONSIBILITIES AND CORE VALUES OF A TRAFFIC POLICE OFFICER

TARGET AUDIENCE: Police Trainees

DAY: 1

VENUE: Station’s Traffic Unit / As appropriate

TIME ALLOTTED: Eight (8) hours

LEARNING AIDS: Traffic Section Organizational Structure, Manning Chart, Area of Responsibilities (AOR) Map, Laptop Computer Multi-Media Projector Multi-Media Pointer, Whiteboard with Marker

POLICE TRAINEE’S REQUIREMENTS: PT’s prescribed uniform (Tamang Bihis), PT’s Guide, Extra Sheet of Paper, flash drive, ballpen, pencil

TRAINING REFERENCES: Station’s/Unit’s Traffic Organizational Chart, Manning/Roster of Troops/Job Description, PNP Ethical Doctrine

TRAINING GOAL: This block of instruction will orient the PTs on the organizational structure of a traffic section, duties, responsibilities, core values of a traffic police officer, and familiarization in the area of deployment.
TRAINING OBJECTIVES  :  After this block of instruction, the PTs will be able to:

T.O. #1  :  List the name and designation of key personnel and be familiar with the organizational structure of the Police Station's Traffic Unit/Section;

T.O. #2  :  Enumerate the duties, responsibilities and core values of a Traffic Police Officer; and

T.O. #3  :  Enumerate the following based on the AOR Map:

   a. Road Networks
   b. Vital Installations
**FIELD TRAINING OFFICER’S GUIDE**
on Traffic Phase

---

**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

---

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:00 AM</td>
<td>☐ First Call (4:00 AM) Attention</td>
<td>INVOCATION</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>4:05 AM</td>
<td>☐ Call (4:05 AM) Assembly Call</td>
<td></td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td>4:15 AM</td>
<td>☐ Accounting</td>
<td>REVEILLE</td>
<td>☐ As appropriate Reason(s):</td>
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<tr>
<td></td>
<td>4:20 AM</td>
<td>☐ (4:20 AM)</td>
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<tr>
<td></td>
<td>5:00 AM</td>
<td>☐ (4:15 AM)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DAY 1</td>
<td>5:00 AM</td>
<td>☐ Distribution of Cleaning Materials</td>
<td>PERSONAL NECESSITIES/</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>☐ Designation of AOR</td>
<td>CLEANING OF AOR/BREAKFAST</td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>☐ Availability and Distribution of Breakfast</td>
<td></td>
<td>☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ (7:00 AM-7:15 AM) Rank Inspection</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ (7:15 AM-7:45 AM) Defects Noted</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ Attendance Sheet</td>
<td>FORMATION AND RANK</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ (7:00 AM-7:15 AM) Rank Inspection</td>
<td>INSPECTION</td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ Inspection</td>
<td></td>
<td>☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ (7:15 AM-7:45 AM) Defects Noted</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ Daily Personnel Accounting Report</td>
<td></td>
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<td></td>
<td>7:45 AM</td>
<td>☐ Rank Inspection</td>
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<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ Tamang Bihis</td>
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<td></td>
<td>7:45 AM</td>
<td>☐ Proper haircut</td>
<td></td>
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<td></td>
<td>7:45 AM</td>
<td>☐ Tickler/Ballpen/Hanky</td>
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<td></td>
<td>7:45 AM</td>
<td>☐ Handcuff</td>
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<td></td>
<td>7:45 AM</td>
<td>☐ Socks</td>
<td></td>
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<td></td>
<td>7:45 AM</td>
<td>☐ Buckle</td>
<td></td>
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<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ Mustache</td>
<td></td>
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<td></td>
<td>7:45 AM</td>
<td>☐ Mustache</td>
<td></td>
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<tr>
<td></td>
<td>7:45 AM</td>
<td>☐ Finger nails</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Notes</td>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td>7:45 AM</td>
<td>Introduction to Traffic Phase</td>
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<tr>
<td>8:00 AM</td>
<td>Training Manuscript of Module I</td>
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<tr>
<td>8:00 AM</td>
<td>Intro to Traffic Phase</td>
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<tr>
<td>8:00 AM</td>
<td>INTRODUCTION TO MODULE I: ORIENTATION AND FAMILIARIZATION</td>
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<tr>
<td></td>
<td>Invocation: Police Officer’s Prayer Introduction</td>
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<tr>
<td></td>
<td>Training Goal</td>
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<td>Training Objectives</td>
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<td>Module Structure</td>
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<tr>
<td>8:00 AM</td>
<td>TOPIC PRESENTATION AND DISCUSSION</td>
<td></td>
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<td></td>
<td>Station’s Traffic Organizational Structure</td>
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<tr>
<td></td>
<td>Duties, responsibilities and core values of a traffic police officer</td>
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<tr>
<td>8:00 AM</td>
<td>GROUP DISCUSSION</td>
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<tr>
<td></td>
<td>PRACTICAL EXERCISE #1</td>
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<td>8:00 AM</td>
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<td>8:00 AM</td>
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<tr>
<td>12:00 NN</td>
<td>Availability of Lunch, Mess Kits, Venue for Lunch</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>12:00 NN</td>
<td>LUNCH BREAK</td>
<td></td>
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<tr>
<td></td>
<td>• Prayer before meal</td>
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<tr>
<td>12:00 NN</td>
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<tr>
<td>1:00 PM</td>
<td>Attendance Sheet for roll call formation</td>
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<tr>
<td>1:15 PM</td>
<td>FORMATION</td>
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<td></td>
<td>• Roll Call Formation/Attendance in the Afternoon</td>
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<td>1:15 PM</td>
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<td>1:00 PM</td>
<td>BRIEFING</td>
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<tr>
<td></td>
<td>• Prior to dispatch for PE</td>
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<td>1:15 PM</td>
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<td>1:15 PM</td>
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<td>1:15 PM</td>
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<tr>
<td>1:30 PM</td>
<td>Availability of AOR Map</td>
<td></td>
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<tr>
<td>1:30 PM</td>
<td>PRACTICAL EXERCISE #2</td>
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<tr>
<td></td>
<td>• Area familiarization through actual tour</td>
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<tr>
<td>1:30 PM</td>
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<tr>
<td>Time</td>
<td>Activity</td>
<td>Completed</td>
<td>Not Completed</td>
<td>Reason(s):</td>
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<tr>
<td>4:45 PM</td>
<td>Assign a PT to recap the activities for the day</td>
<td>Yes</td>
<td>No</td>
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<td></td>
<td>Issues and concerns</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td></td>
<td>Other Instructions</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td>Closing prayer</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td>RECAPITULATION</td>
<td></td>
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<tr>
<td></td>
<td>Summary of the activities for the day</td>
<td></td>
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<td></td>
<td>Closing Prayer: The Lord’s Prayer (Our Father)</td>
<td></td>
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<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Availability of Dinner</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mess kits</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Venue for Dinner</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td></td>
<td>PERSONAL TIME</td>
<td></td>
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<tr>
<td>6:00 PM</td>
<td>Supervision of study time</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>7:00 PM</td>
<td>DINNER TIME</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Prayer before meal</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Supervision of TAPS</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Attendance Sheet</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td>Defects Noted</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td>Issue Delinquency Report</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>FORMATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Roll Call Formation/Attendance before Time for All Personnel to Sleep</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td></td>
<td>(TAPS)</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4:00 AM</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<tr>
<td>(next day)</td>
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</tbody>
</table>
Module I

TRAINING MANUSCRIPT

ORIENTATION AND FAMILIARIZATION AND DUTIES RESPONSIBILITIES AND CORE VALUES OF A TRAFFIC POLICE OFFICER

FTO's Note: Start the training day with the POLICE OFFICER’S PRAYER to be led by a PT. The same PT will deliver THE LORD’S PRAYER at the end of the day. This should be done on a rotation basis.

INTRODUCTION

The Traffic Phase of the Field Training Program is designed to complement academic instructions through practical experiences in the field which will ultimately prepare you for the next step towards becoming police officers.

You will gradually acquire the skills and knowledge necessary to function as able police officers. The exact point in training (time) at which the transition is made from one step to the next varies with each trainee. The goal is to develop you to become effective, credible and experienced police officers with the highest caliber of public service.

PURPOSE

Traffic is a complex system on the movement or flow of vehicles, pedestrians and goods from point of origin to destination. In this Phase, you will be equipped with the knowledge, understanding and skills to address any setbacks and provide innovative traffic management services for a more coordinated, better and safer community.

This Phase will have an actual performance in the field focusing on the standard traffic management procedures and processes in the locality.

GOAL

The Traffic Phase introduces you to the basic and fundamental knowledge in traffic as one of the law enforcement functions in the Philippine National Police.
TRAINING OBJECTIVES

At the end of this Phase, you will be able to:

1. Define traffic and its processes;

2. Appreciate and value the processes of traffic to further promote awareness as part of their professional and personal growth; and

3. Acquire the basic and fundamental skills on traffic procedures.

MODULE STRUCTURE

MODULE I  :  1. Orientation and Familiarization

          :  2. Duties, Responsibilities and Core Values of a Traffic Police Officer

MODULE II :  Basic Traffic Laws, Rules and Regulations, Memoranda, Ordinances and Issuances

MODULE III:  Traffic Intersection Conflicts, Signs and Symbols

MODULE IV :  Traffic Direction and Control

MODULE V  :  Traffic Law Enforcement

MODULE VI :  Basic Principles of Defensive Driving

MODULE VII :  Duties of a Traffic Police Officer as First Responder in a Traffic Accident

MODULE VIII:  Traffic Police Officer in Court

EVALUATION/DELIBERATION

FTO's Note:  Do not teach the PTs how to become a traffic enforcer. His knowledge is limited to what a new police officer needs to perform his actual duty in the future. This Phase is designed to provide them with the basic knowledge on traffic.
The key personnel of Station’s Traffic Unit are:

1. Chief, Traffic Section
2. Traffic Investigation Officer
3. Traffic Enforcement Officer

GROUP DISCUSSION

The FTO will discuss the core values of the PNP which the PTs will relate to the core values of a traffic police officer. Provide each group with a Manila paper or extra sheet paper for them to enumerate and discuss the said core values. Each group output will be presented to the class.

DUTIES OF TRAFFIC PERSONNEL

1. Enforcement of traffic laws, ordinances, rules and regulations without fear or favor.

2. Assist the public when necessary and requested.

3. Keep in mind that in an intersection or any traffic post, the following factors should be considered in the placement of Traffic Police Officer:
   a. Personnel safety of the police officer;
   b. Presence of the police officer to traffic;
c. Presence of traffic to the police officer;

d. Non-obstruction to traffic of the police officer;

e. Ability to effect necessary control; and

f. Accessibility to persons seeking information or making complaints.

RESPONSIBILITIES OF TRAFFIC PERSONNEL

1. The officer shall not leave his post.

2. The officer shall responded to any emergency call.

3. The officer must be calm and be able to control his temper under trying and provoking circumstances.

4. The officer shall be in proper uniform with the appropriate equipment.

5. In issuing a traffic citation, one (1) minute shall be the maximum time spent for dealing with an offender.

6. The officer must wear an official I.D. card when undertaking traffic duties.

7. The officer must conform to the procedures in conducting traffic law enforcement.

8. Inform the driver of specific violation.

9. Accomplish clearly and legibly the traffic citation ticket.

PRACTICAL EXERCISE #1

class.

Enumerate the following based on the AOR Map:

1. rk
   a. hways)
PRACTICAL EXERCISE #2

**FTO’s Note:** The area of deployment will be based on the peculiarity of traffic in the AOR (refer to AOR maps and sketches).

The FTO class.

Each of deployment.

**FTO’s Note:** Introduce the selected topics to be studied by the PTs during the study period:

1. Main concepts of R.A. No. 4136 (Traffic Law), LTO Directives and Issuances, salient features of R.A. Nos. 10054 and 8750; and

2. Different violations of motorists.
### DUTIES OF TRAFFIC PERSONNEL

- Enforcement of traffic laws, ordinances, rules and regulations without fear or favor;
- Assist the general public when necessary and requested;
- Keep in mind that in an intersection or any traffic post, the following factors should be considered on the placement of the traffic police officer;
- Personal safety of the police officer/enforcer;

### DUTIES OF TRAFFIC PERSONNEL

- Presence of the police officer to traffic.
- Presence of the traffic to police officer.
- Non-obstruction to traffic by police officer.
- Ability to effect necessary control.
- Accessibility to persons wishing information or making complaints.

### RESPONSIBILITIES OF TRAFFIC PERSONNEL

- The officer shall not leave his post.
- The officer shall respond to any emergency call.
- The officer must be calm and control his temper under trying and provoking circumstances.
- The officer shall be in proper uniform with proper equipment.
- In issuing citation, one minute shall be the maximum time spent for dealing with the offender.

### RESPONSIBILITIES OF TRAFFIC PERSONNEL

- The officer must wear official ID card when undertaking traffic duties.
- The office must conform to the procedures of conduct traffic enforcement.
- Inform driver of specific violation.
- Accomplish clearly and legibly traffic citation ticket.
TRAINING PLAN

MODULE II : BASIC TRAFFIC LAWS, RULES AND REGULATIONS, MEMORANDA, ORDINANCES AND ISSUANCES

TARGET AUDIENCE : Police Trainees

DAY : 2

VENUE : Station’s Classroom / As appropriate

TIME ALLOTTED : Eight (8) hours

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Flip Charts and Markers
Driver’s License
Motor Vehicle Certificate of Registration and Official Receipt
Manila Paper
Extra Sheets of Paper

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Paper, flash drive, ballpen, pencil

TRAINING REFERENCES : Highway Patrol Group Handbook Series of 1999
Land Transportation Office Department Orders and Issuances
Republic Act No. 10084 (Helmet Law)
Republic Act No. 8750 (Seat Belt Law)

TRAINING GOAL : This block of instruction will teach the PTs on the basic traffic laws, rules and regulations, memoranda, ordinances, issuances, and its applicability in the execution of traffic by police officers.
TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Understand and recognize the main concepts of R.A. No. 4136, LTO Directives and Issuances, and the Salient Features of R.A. No. 10054 and R.A. No. 8750; and

T.O. #2 : Identify the different traffic violations of motorists.
**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>4:00 AM</td>
<td>☐ First Call (4:00 AM) Attention</td>
<td>INVOCATION</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>5:00 AM</td>
<td>☐ Call (4:05 AM) Assembly Call</td>
<td>☐ Morning Prayer</td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ (4:15 AM) Accounting</td>
<td>☐ Calisthenics/</td>
<td>☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ (4:20 AM)</td>
<td>Warm-up Exercises/</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Physical Conditioning</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>Road Run</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>5:00 AM</td>
<td>☐ Distribution of Cleaning Materials</td>
<td>PERSONAL NEEDS/</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>☐ Designation of AOR</td>
<td>CLEANING OF AOR/BREAKFAST</td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Availability and Distribution of Breakfast</td>
<td>☐ AOR Clean-up</td>
<td>☐ As appropriate Reason(s):</td>
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<td></td>
<td></td>
<td></td>
<td>☐ Personal hygiene</td>
<td></td>
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<td></td>
<td>☐ Wearing of prescribed uniform</td>
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<td></td>
<td>☐ Breakfast: Prayer before meal</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7:00 AM</td>
<td>☐ Attendance Sheet (7:00 AM-7:15 AM) Rank Inspection</td>
<td>FORMATION AND RANK</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>☐ Inspection (7:15 AM-7:45 AM)</td>
<td>INSPECTION</td>
<td>☐ Not Completed</td>
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<td></td>
<td>☐ Defects Noted</td>
<td>☐ Daily Personnel Accounting Report</td>
<td>☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Issue</td>
<td>☐ Rank Inspection</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>☐ Delinquency Report</td>
<td>☐ Tamang Bihis</td>
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<td></td>
<td></td>
<td></td>
<td>☐ Proper haircut</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>☐ Tickler/Ballpen/Hanky</td>
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<td></td>
<td></td>
<td></td>
<td>☐ Handcuff</td>
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<td></td>
<td>☐ Socks</td>
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<td></td>
<td>☐ Buckle</td>
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<td></td>
<td>☐ Mustache</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>☐ Finger nails</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Event Description</td>
<td>Completed</td>
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<td>------------------------------------------------------------------------------------</td>
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<tr>
<td>8:00 AM</td>
<td>Introduction to Module II</td>
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<tr>
<td>8:15 AM</td>
<td>Introduction to Module II</td>
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</tr>
<tr>
<td>8:00 AM</td>
<td>Topic Presentation and Discussion</td>
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</tr>
<tr>
<td>8:15 AM</td>
<td>Topic Presentation and Discussion</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Group Discussion</td>
<td></td>
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<tr>
<td>8:15 AM</td>
<td>Group Discussion</td>
<td></td>
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<tr>
<td>8:00 AM</td>
<td>Lunch Break</td>
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<td></td>
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<tr>
<td>8:15 AM</td>
<td>Lunch Break</td>
<td></td>
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<tr>
<td>8:00 AM</td>
<td>Formation</td>
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<td>8:15 AM</td>
<td>Formation</td>
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<tr>
<td>8:00 AM</td>
<td>Practical Exercise #1</td>
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<tr>
<td>8:15 AM</td>
<td>Practical Exercise #1</td>
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</tbody>
</table>

**INTRODUCTION TO MODULE II: BASIC TRAFFIC LAWS, RULES AND REGULATIONS, MEMORANDA, ORDINANCES AND ISSUANCES**
- Invocation: Police Officer’s Prayer Training
- Goal Training
- Objectives

**TOPIC PRESENTATION AND DISCUSSION**
- Main Concepts of R.A. No. 4136

**GROUP DISCUSSION**

**LUNCH BREAK**
- Prayer before meal

**FORMATION**
- Roll Call Formation/Attendance in the Afternoon

**PRACTICAL EXERCISE #1**
- LTO Department Order No. 2008-39 and Other Issuances
- R.A. No. 10054
- R.A. No. 8750
<table>
<thead>
<tr>
<th>Time</th>
<th>Task Description</th>
<th>Completed</th>
<th>Not Completed</th>
<th>As appropriate Reason(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Personal tasking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Availability of Dinner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Mess Kits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Venue for Dinner</td>
<td></td>
<td></td>
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<tr>
<td>6:30 PM</td>
<td>Dinner Time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:30 PM</td>
<td>Prayer before meal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Supervision of studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Study Time</td>
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<td>7:00 PM</td>
<td>Attendance Sheet</td>
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<tr>
<td>7:00 PM</td>
<td>Defects Noted</td>
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</tr>
<tr>
<td>9:00 PM</td>
<td>Issuance of Delinquency Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Formation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Roll Call Formation/Attendance before Time for All Personnel to Sleep (TAPS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Time for all Personnel to Sleep (TAPS)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
<td></td>
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<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
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<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
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<tr>
<td>4:00 AM</td>
<td>Supervision of TAPS</td>
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<td>4:00 AM</td>
<td>Supervision of TAPS</td>
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</tr>
<tr>
<td>4:00 AM</td>
<td>Supervision of TAPS</td>
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</tbody>
</table>
Module II

TRAINING MANUSCRIPT

BASIC TRAFFIC LAWS, RULES AND REGULATIONS, MEMORANDA, ORDINANCES AND ISSUANCES

**FTO's Note:** Start the training day with the POLICE OFFICER’S PRAYER to be led by a PT. The same PT will deliver THE LORD’S PRAYER at the end of the day. This should be done on a rotation basis.

**INTRODUCTION**

This module will teach you the basic traffic laws, rules and regulations, memoranda, ordinances, issuances, and its applicability in the execution of traffic by police officers.

After this block of instruction, you will be able to:

T.O. #1 : Understand and recognize the main concepts of R.A. No. 4136, LTO directives and issuances, and the salient features of R.A. No. 10054 and R.A. No. 8750; and

T.O. #2 : Identify the different traffic violations of motorists.

**GROUP DISCUSSION**

**FTO's Note:** Divide the PTs into four (4) groups to discuss the main concepts of R.A. No. 4136. Assign one (1) of the following topics to the groups:

1. Driver’s License Violations
2. Motor Vehicle Registration Violations
3. Parking Violations
4. Moving Traffic Violations

Each group is given one (1) hour to prepare and discuss. For the presentation of group output, any training aids can be used.
MAIN CONCEPTS OF REPUBLIC ACT NO. 4136 (LAND TRANSPORTATION AND TRAFFIC CODE)

1. Driver’s License Violations
   a. Driving without a license
   b. Driving with a delinquent, invalid, suspended, ineffectual or revoked license
   c. Failure to show or surrender driver’s license
   d. Failure to carry a driver’s license
   e. Failure to sign a driver’s license
   f. Driving while under the influence of liquor or prohibited drugs

   Salient features of R.A. No. 10586 and procedures during arrest of a driver:
   
   (1) Allowing an unlicensed/improperly licensed person to drive
   (2) Fake or counterfeit license
   (3) Allowing another person to use one’s license
   (4) Using a motor vehicle in the commission of a crime
   (5) A student driver operating a motor vehicle without being accompanied by a licensed driver
   (6) Unlicensed conductor
   (7) Expired driver’s license

2. Motor Vehicle Registration Violations

   R.A. No. 4136, Sec. 5 - No motor vehicle shall be used or operated on or upon any public highway of the Philippines unless the same is properly registered for the current year in accordance with the provisions of this Act.

   a. Unregistered Motor Vehicle – a motor vehicle which is not duly registered with the Land Transportation Office (LTO).
Example:

(1) Newly assembled motor vehicle from the factory
(2) Rebuilt motor vehicle from the motor shop
(3) Imported vehicle which is subject for custom duties

b. Delinquent Registration – a motor vehicle which is duly registered with the LTO but the validity of the registration will expire within the current year. The indication of registration of a motor vehicle relies on the LTO validating sticker. The registration of the motor vehicle corresponds to the assigned plate number.

The Last Digit is the allowable renewal month of registration of a motor vehicle:

<table>
<thead>
<tr>
<th>Digit</th>
<th>Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>January</td>
</tr>
<tr>
<td>2</td>
<td>February</td>
</tr>
<tr>
<td>3</td>
<td>March</td>
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<tr>
<td>4</td>
<td>April</td>
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<tr>
<td>5</td>
<td>May</td>
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<tr>
<td>6</td>
<td>June</td>
</tr>
<tr>
<td>7</td>
<td>July</td>
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<tr>
<td>8</td>
<td>August</td>
</tr>
<tr>
<td>9</td>
<td>September</td>
</tr>
<tr>
<td>0</td>
<td>October</td>
</tr>
</tbody>
</table>

The Middle Digit is the assigned week of registration of the motor vehicle.

<table>
<thead>
<tr>
<th>Digits</th>
<th>Week of the Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2, 3</td>
<td>First week of the month</td>
</tr>
<tr>
<td>4, 5, 6</td>
<td>Second week of the month</td>
</tr>
<tr>
<td>7, 8</td>
<td>Third week of the month</td>
</tr>
<tr>
<td>9, 0</td>
<td>Fourth week of the month</td>
</tr>
</tbody>
</table>

c. Unauthorized change of color or configuration
d. Unregistered substitute or replacement engine

**Note:** The above violations should have a motor vehicle clearance from the Highway Patrol Group.
e. Operating/allowing the operation of a motor vehicle with a suspended/revoked certificate
3. Parking Violations

R.A. No. 4136, Sec. 46 - For the purposes of this Act, shall mean that a motor vehicle is “parked” or “parking” if it has been brought to a stop on the shoulder or proper edge of a highway, and remains inactive in that place or close thereto for an appreciable period of time. A motor vehicle which properly stops merely to discharge a passenger or to take in a waiting passenger, or to load or unload a small quantity of freight with reasonable dispatch shall not be considered as “parked”, if the motor vehicle again moves away without delay.

a. Parking within an intersection  
b. Parking on a crosswalk/pedestrian lane  
c. Parking within six (6) meters of the intersection of curb lines  
d. Parking within four (4) meters of the driveway entrance to any fire station  
e. Parking within four (4) meters of a fire hydrant  
f. Parking in front of a private driveway  
g. Double parking  
h. Parking at any place where official signs “Prohibited Parking” are posted

4. Moving Traffic Violation

a. Reckless Driving - disregard of the safety of others  
b. Illegal turn – disregard of this sign poses danger to other motorist.  
c. Driving against traffic – one of the most dangerous behavior of a driver.  
d. Illegal Overtaking
   (1) Overtaking at unsafe distance  
   (2) Cutting an overtaken vehicle  
   (3) Failure to give way to an overtaking vehicle  
   (4) Increasing speed when being overtaken before the overtaking vehicle has completely passed
(5) Overtaking when left side is not visible or clear of the incoming traffic
(6) Overtaking on a crest of a grade
(7) Overtaking on a curve
(8) Overtaking at a railway grade crossing
(9) Overtaking in an intersection
(10) Overtaking between “MEN WORKING” or “CAUTION” sign
(11) Overtaking in a “NO OVERTAKING” zone

REPUBLIC ACT NO. 4136 (LAND TRANSPORTATION AND TRAFFIC CODE)

Section 39. Overtaking a vehicle. The driver of any motor vehicle overtaking another vehicle proceeding in the same direction shall pass at a safe distance to the left thereof, and shall not again drive to the right side of the highway until safety clear of such overtaken vehicle except that on a highway, within a business or residential district, having two or more lanes for the movement of traffic in one direction, the driver of a vehicle may overtake and pass another vehicle on the right. Nothing in this Section shall be construed to prohibit a driver overtaking and passing, upon the right, another vehicle which is making or about to make a left turn.

Section 40. Driver to give way to overtaking vehicle. The driver of a vehicle about to be overtaken and passed by another vehicle approaching from the rear shall give way to the overtaking vehicle on suitable and audible signal being given by the driver of the overtaking vehicle, and shall not increase the speed of his vehicle until completely passed by the overtaking vehicle.

Section 41. Restrictions on overtaking and passing.

1. The driver of a vehicle shall not drive to the left side of the center line of a highway in overtaking or passing another vehicle proceeding in the same direction, unless such left side is clearly visible, and is free of incoming traffic for a sufficient distance ahead to permit such overtaking or passing to be made in safety.

2. The driver of a vehicle shall not overtake or pass another vehicle proceeding in the same direction, when approaching the crest of a grade, not upon a curve in the highway, where the driver’s view along the highway is obstructed within a distance of five hundred feet ahead, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle
may overtake or pass another vehicle. Provided, that on a highway within a business or residential district, having two or more lanes for movement of traffic in one direction, the driver of a vehicle may overtake or pass another vehicle on the right.

3. The driver of a vehicle shall not overtake or pass any other vehicle proceeding in the same direction, at any railway grade crossing, not at any intersection of highways unless such intersection or crossing is controlled by traffic signal, or unless permitted to do so by a watchman or a peace officer, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle on the right. Nothing in this Section shall be construed to prohibit a driver overtaking or passing upon the right another vehicle which is making or about to make a left turn.

4. The driver of a vehicle shall not overtake or pass, or attempt to pass, any other vehicle, proceeding in the same direction, between any points indicated by the placing of official temporary warning or caution signs indicating that men are working on the highway.

5. The driver of a vehicle shall not overtake or pass, or attempt to overtake or pass, any other vehicle proceeding in the same direction in any “no-passing or overtaking zone.”

Section 42. Right-of-Way

1. When two vehicles approach or enter an intersection at approximately the same time, the driver of the vehicle on the left shall yield the right-of-way to the vehicle on the right, except as otherwise hereinafter provided the driver of any vehicle traveling at an unlawful speed shall forfeit any right-of-way which might otherwise have hereunder.

2. The driver of a vehicle approaching but not having entered an intersection, shall yield the right-of-way to a vehicle within such intersection or turning therein to the left across the line of travel of such first-mentioned vehicle, provided the driver of the vehicle turning left has given a plainly visible signal of intention to turn as required in this R.A. No. 4136. The driver of any vehicle upon a highway within a business or residential district shall yield the right-of-way to a pedestrian crossing such highway within a crosswalk, except at intersections where the movement of traffic is being regulated by a peace officer or by traffic signal.
Every pedestrian crossing a highway within a business or residential district, at any point other than a crosswalk, shall yield the right-of-way to vehicles upon the highway.

3. The driver of a vehicle upon a highway shall bring to a full stop such vehicle before traversing any “through highway” or railroad crossing, provided that when it is apparent that no hazard exists, the vehicle may be slowed down to five miles per hour instead of bringing it to a full stop.

**LTO DEPARTMENT ORDER NO. 2008-39**

| FTO's Note: | Provide each PT a copy of LTO Department Order No. 2008-39 for this lecture. You can download it at www.lto.gov.ph. |

**REPUBLIC ACT NO. 10054**

**AN ACT MANDATING ALL MOTORCYCLE RIDERS TO WEAR STANDARD PROTECTIVE MOTORCYCLE HELMETS WHILE DRIVING AND PROVIDING PENALTIES THEREFOR**

**Section 3. Mandatory Use of Motorcycle Helmets.** All motorcycle riders, including drivers and back riders, shall at all times wear standard protective motorcycle helmets while driving, whether long or short drives, in any type of road and highway. Standard protective motorcycle helmets are appropriate types of helmets for motorcycle riders that comply with the specifications issued by the Department of Trade and Industry.

**Section 4. Exemption.** Drivers of tricycles shall be exempted from complying with the mandatory wearing of motorcycle helmets as provided in R.A. No. 10054.

**REPUBLIC ACT NO. 8750**

**AN ACT REQUIRING THE MANDATORY COMPLIANCE BY MOTORISTS OF PRIVATE AND PUBLIC VEHICLES TO USE SEAT BELT DEVICES, AND REQUIRING VEHICLE MANUFACTurers TO INSTALL SEAT BELT DEVICES IN ALL THEIR MANUFACTURED VEHICLES**

**Section 4. Mandatory Use of Seat Belts.** For their own safety, the driver and front seat passengers of a public or private motor vehicle are required to wear or use their seat belt devices while inside a vehicle of running engine on any road or thoroughfare, provided, that for private vehicles, except for jeeps, vans, buses and such other private vehicles as may be determined in the Implementing Rules and
Regulations (IRR), front and back seat passengers are likewise required to use their seat belt devices at all times.

In the case of public motor vehicles, the driver shall be required to immediately inform and require the front seat passengers upon boarding a vehicle of running engine to wear the prescribed seat belts. Any passenger who refuses to wear seat belts shall not be allowed to continue his/her trip.

For special public service vehicles such as school services and other similar vehicles as may be determined by the IRR, seat belt devices should be provided and used by both drivers and front seat passengers as defined herein and the first row passengers immediately behind the driver at all times while inside a vehicle of running engine.

Section 5. Children Prohibited to Sit in Front Seat. Infants and/or children with ages six (6) years and below shall be prohibited to sit in the front seat of any running motor vehicle.

PRACTICAL EXERCISE #1

FTO's Note:
.

Question :

Figure 1: ____________________

Figure 2: ____________________
Figure 3: ________________

Figure 4: ________________

Figure 5: ________________

Figure 6: ________________

Figure 7: ________________
Answer Key : Figure 1. )

Figure 2. Act.)

Figure 3. c)

Figure 4. t)

Figure 5. hicle

Figure 6. et)

Figure 7. ehicle

FTO’s Note: Introduce the selected topics to be studied by the PTs during the study period:

1. Basic types of traffic sign; and
2. Common types of collision.
REPUBLIC ACT No. 4136
This Act shall be known as the "Land Transportation and Traffic Code."

Motor Vehicle
• shall mean any vehicle propelled by any power other than muscular power using the public highways, but excepting road rollers, trolley cars, street-sweepers, sprinklers, lawn mowers, bulldozers, graders, fork-lifts, amphibian trucks, and cranes if not used on public highways, vehicles which run only on rails or tracks, and tractors, trailers and traction engines of all kinds used exclusively for agricultural purposes.

Trailers
• having any number of wheels, when propelled or intended to be propelled by attachment to a motor vehicle, shall be classified as separate motor vehicle with no power rating.

Passenger automobiles
• shall mean all pneumatic-tire vehicles of types similar to those usually known under the following terms: touring car, command car, speedster, sports car, roadster, jeep, cycle, car (except motor wheel and similar small outfits which are classified with motorcycles), coupe, landaulet, closed car, limousine, cabriolet, and sedan.

Motor vehicles with changed or rebuilt bodies, such as jeepneys, jitneys, or station wagons, using a chassis of the usual pneumatic-tire passenger automobile type, shall also be classified as passenger automobile, if their net allowable carrying capacity, as determined by the Commissioner of Land Transportation, does not exceed nine passengers and if they are not used primarily for carrying freight or merchandise.

The distinction between "passenger truck" and "passenger automobile" shall be that of common usage: Provided, That a motor vehicle registered for more than nine passengers shall be classified as "truck": And Provided, further, That a "truck with seating compartments at the back not used for hire shall be registered under special "S" classifications. In case of dispute, the Commissioner of Land Transportation shall determine the classification to which any special type of motor vehicle belongs.
**Articulated vehicle**

- shall mean any motor vehicle with a trailer having no front axle and so attached that part of the trailer rests upon motor vehicle and a substantial part of the weight of the trailer and of its load is borne by the motor vehicle. Such a trailer shall be called as "semi-trailer."

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**Driver**

- shall mean every and any licensed operator of a motor vehicle

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**Professional driver**

- shall mean every and any driver hired or paid for driving or operating a motor vehicle, whether for private use or for hire to the public

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**Owner**

- shall mean the actual legal owner of a motor vehicle, in whose name such vehicle is duly registered with the Land Transportation Commission.
- The "owner" of a government-owned motor vehicle is the head of the office or the chief of the Bureau to which the said motor vehicle belongs.

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**Dealer**

- shall mean every person, association, partnership, or corporation making, manufacturing, constructing, assembling, remodeling, rebuilding, or setting up motor vehicles; and every such entity acting as agent for the sale of one or more makes, styles, or kinds of motor vehicles, dealing in motor vehicles, keeping the same in stock or selling same or handling with a view to trading same.

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**Garage**

- shall mean any building in which two or more motor vehicles, either with or without drivers, are kept ready for hire to the public, but shall not include street stands, public service stations, or other public places designated by proper authority as parking spaces for motor vehicles for hire while awaiting or soliciting business
Highways

- shall mean every public thoroughfare, public boulevard, driveway, avenue, park, alley and callejon, but shall not include roadway upon grounds owned by private persons, colleges, universities, or other similar institutions.

Parking or parked

- for the purposes of this Act, shall mean that a motor vehicle is "parked" or "parking" if it has been brought to a stop on the shoulder or proper edge of a highway, and remains inactive in that place or close thereto for an appreciable period of time. A motor vehicle which properly stops merely to discharge a passenger or to take in a waiting passenger, or to load or unload a small quantity of freight with reasonable dispatch shall not be considered as "parked", if the motor vehicle again moves away without delay.

Section 5. All motor vehicles and other vehicles must be registered.

- (a) No motor vehicle shall be used or operated on or upon any public highway of the Philippines unless the same is properly registered for the current year in accordance with the provisions of this Act.
- (b) Any registration of motor vehicles not renewed on or before the date fixed for different classifications, as provided hereunder, shall become delinquent and invalid:
  1. For hire motor vehicles - on or before the last working day of February;
  2. Privately-owned motor vehicles - from March one to the last working day of May;
  3. All other motor vehicles - from June one to the last working day of June, except when the plates of such motor vehicles are returned to the Commission in Quezon City or to the Office of the Motor Vehicles Registrar in the provincial or city agency of the Commission on or before the last working day of December of the year of issue.

- (e) Encumbrances of motor vehicles.
  - Mortgages, attachments, and other encumbrances of motor vehicles, in order to be valid, must be properly recorded on the face of all outstanding, copies of the certificates of registration of the vehicle concerned.
  - Cancellation or foreclosure of such mortgages, attachments, and other encumbrances shall likewise be recorded, and in the absence of such cancellation, no certificate of registration shall be issued without the corresponding notation of mortgage, attachment and/or other encumbrances.
  - Records of encumbrances of motor vehicles shall be kept by the Land Transportation Commission in chronological sequence and shall contain, among other things, the time, date and number of the entry in a "Book of Motor Vehicles" referring to the creation, cancellation or foreclosure of the aforesaid mortgages, attachments or to other encumbrances.
  - The Land Transportation Commission shall collect a fee of five pesos for every annotation of a mortgage, attachment and/or other encumbrances, or cancellation thereof.

Section 15. Use and authority of certificate of registration.

- (a) The said certificate shall be preserved and carried in the car by the owner as evidence of the registration of the motor vehicle described therein, and shall be presented with subsequent applications for re-registration, transfer of ownership, or recording of encumbrances. Provided, that in lieu of the certificate of registration a true copy or photostat thereof may be carried in the motor vehicle.
- (b) The certificate of registration issued under the provisions of this Act for any motor vehicle shall, while the same is valid and effective and has not been suspended or revoked, be the authority for the operation of such motor vehicle.
- (c) No motor vehicle shall be operated on the public highways in a manner which would place it under a classification requiring the payment of a larger registration fee than that stated in the certificate of registration.
Section 18. Use of number plates

- At all times, every motor vehicle shall display in conspicuous places, one in front and one in the rear thereof, the said number plates.
- The number plates shall be kept clean and cared for, and shall be firmly affixed to the motor vehicle in such a manner as will make it entirely visible and always legible.
- Except in the case of a dealer's number plates which may be used successively on various motor vehicles in stock, no person shall transfer number plates from motor vehicle to another.
- No dealer's number plate shall be used on any motor vehicle after said vehicle has been sold and delivered to a purchaser, and no dealer shall allow such dealer's number plates to be used on any motor vehicle after its sale and delivery to a purchaser.

Section 19. Duty to procure license

- Except as otherwise specifically provided in this Act, no person shall operate any motor vehicle without first procuring a license to drive a motor vehicle for the current year, nor while such license is delinquent, invalid, suspended or revoked.
- The license shall be carried by the driver at all times when operating a motor vehicle, and shall be shown and/or surrendered for cause and upon demand to any person with authority under this Act to confiscate the same.

Section 20. License for enlisted men operating Government motor vehicles

- Enlisted men operating a motor vehicle owned by the Government of the Philippines shall be licensed in accordance with the provisions of this Act, but no license or delinquency fees shall be collected therefrom. All licenses so issued shall bear the words "For Government Vehicles Only" plainly marked or stamped in red ink across the face thereof.
- A license so marked or stamped shall authorize the holder thereof to operate a private-owned motor vehicle.

Section 21. Operation of motor vehicles by tourists

- bona fide tourist and similar transients who are duly licensed to operate motor vehicles in their respective countries may be allowed to operate motor vehicles during but not after ninety days of their sojourn in the Philippines.
- If any accident involving such tourist or transient occurs, which upon investigation by the Commissioner or his deputies indicates that the said tourist or transient is incompetent to operate motor vehicles, the Commissioner shall immediately inform the said tourist or transient in writing that he shall no longer be permitted to operate a motor vehicle.
- After ninety days, any tourist or transient desiring to operate motor vehicles shall pay fees and obtain and carry a license as hereinafter provided.

Section 24. Use of driver's license and badge

- It shall be unlawful for any duly licensed driver to transfer, lend or otherwise allow any person to use his license for the purpose of enabling such person to operate a motor vehicle.
- No owner of a motor vehicle shall engage, employ, or hire any person to operate such motor vehicle, unless the person sought to be employed is a duly licensed professional driver.

Section 29. Confiscation of driver's licenses

- Law enforcement and peace officers duly designated by the Commissioner shall, in apprehending any driver for violations of this Act or of any regulations issued pursuant thereto, or of local traffic rules and regulations, confiscate the license of the driver concerned and issue a receipt prescribed and issued by the Commission therefor which shall authorize the driver to operate a motor vehicle for a period not exceeding seventy-two hours from the time and date of issue of said receipt. The period so fixed in the receipt shall not be extended, and shall become invalid thereafter. Failure of the driver to settle his case within fifteen days from the date of apprehension will cause suspension and revocation of his license.
Section 30. Student-driver's permit

- Upon proper application and the payment of three pesos, the Commissioner or his deputy may issue student-driver's permit, valid for six months to persons not under eighteen years of age, who desire to learn to operate motor vehicles. No application for a driver's license shall be received unless the applicant has undergone instruction in the operation of motor vehicles for at least one month and has a valid student-driver's permit. Provided, however, that any person who has a license to operate vehicles in other countries, upon presentation of appropriate evidence of such license, be allowed to pay for a driver's license without presenting a student-driver's permit.
- A student-driver who fails in the examination shall continue as a student driver for at least one additional month. No student driver shall operate a motor vehicle unless a registered by a duly licensed driver.
- The licensed driver acting as instructor to the student driver shall likewise be responsible and liable for any violation of the provisions of this Act and for any injury or damage done by the motor vehicle or incurred as a result of its operation by a student under his direction.

Section 31. Imitation and false representations

- No person shall make or use attempt to make or use a driver's license, badge, certificate of registration, number plate, tag or permit in imitation or similitude of those issued under this Act, or intended to be used as or for a legal license, badge, certificate, plate, tag or permit, or with intent to sell or otherwise dispose of the same to another. No person shall falsely or fraudulently represent as valid and in force any driver's license, badge, certificate, plate, tag or permit issued under this Act which is delinquent or which has been revoked or suspended.
- No person shall, knowingly and with intent to deceive, make one or more false or fraudulent statements in an application for the registration of vehicles, or for a driver's license.

Section 34.- Accessories of Motor Vehicle

- (a) Tires of motor vehicles. - No motor vehicle with metallic tires shall be operated upon any public highway, and solid tires whenever used shall be at sufficient thickness to prevent the metal rims thereof from coming in direct contact with the road.
- (b) Brakes. - Every motor vehicle with four or more wheels shall be provided with a hydraulic brake system so that in case of hydraulic line failure affecting the braking efficiency of any of the four wheels at least the front or rear wheels shall retain normal braking capabilities. In the absence of such dual braking system every motor vehicle with four or more wheels shall be provided with a fail-safe device of such design and make so that failure of the hydraulic braking system of the vehicle because of leakage or other faults of the system will not affect all wheels but rather render at all times effective the braking power of either the two front wheels or the two rear wheels when brakes are applied. This requirement, however, does not apply to motor vehicles equipped with pneumatic braking system.
- Headlights. - Every motor vehicle of more than one meter of projected width, while in use on any public highway shall bear two headlights, one on each side, with white or yellowish light visible from the front vehicle, not later than one-half hour after sunset and until at least one-half four before sunrise and whenever weather conditions so require, shall both be lighted.
- Additional lamps and light may be carried, but no red lights shall be visible forward or ahead of the vehicle. Trucks, buses, trailers, and other similar vehicles must carry, while in use on any public highway during nighttime, colored riding lights on each of the four corners not more than ten centimeters from the top.
- All motor vehicles shall be equipped with devices for varying the intensity of light, and the driver must dim the headlights or tilt the beams downward whenever the vehicle is being operated on well-lighted streets within the limits of cities, municipalities, and thickly populated barrios or districts, or whenever such vehicle meets another vehicle on any public highway.
- (d) Taillights. - Every motor vehicle and trailer shall, during the above-mentioned hours, also bear on each side in the rear a lamp showing a red light visible at least one hundred meters from the rear of the vehicle and a lamp throwing a white light upon the number plate issued for such vehicle.
- (e) Stop lights. - Every motor vehicle shall be equipped at the rear with at least one lamp which shall throw a sustained bright red light visible under all conditions, even under bright sunlight, when the brakes are applied. Each bus, truck, trailer or similar vehicle shall be equipped, as its stop light at or near its rear center, with a lamp at least twelve centimeters in diameter with the word "stop" inscribed in the center.
• (f) Motorcycle and other vehicle lights. - Every motor vehicle of less than one meter of projected width shall be subject to the preceding provisions of this section, except that one headlight and one taillight shall be required. No signal light shall be necessary.
• Additional lamps may be carried provided they comply with the preceding provisions of this section.
• Every motor vehicle, or whatever style, kind, make, character, or nature, when upon a highway during the hours above mentioned, whether in motion or not, shall have one or more lights so arranged that the same shall be visible at least fifty meters from the front and the rear of such vehicle.
• (g) Lights when parked or disabled. - Appropriate parking lights or flares visible one hundred meters away shall be displayed at a corner of the vehicle whenever such vehicle is parked on highways or in places that are not well-lighted or is placed in such manner as to endanger passing traffic.

• (j) Mufflers. - Every motor vehicle propelled by an internal combustion engine shall be equipped with a muffler, and whenever said motor vehicle passes through a street of any city, municipality, or thickly populated district or barrio, the muffler shall not be cut out or disconnected. No motor vehicle shall be operated in such a manner as to cause it to emit or make any unnecessary or disagreeable odor, smoke or noise.

Section 35. Restriction as to speed. -

• (a) Any person driving a motor vehicle on a highway shall drive the same at a careful and prudent speed, not greater nor less than is reasonable and proper, having due regard for the traffic, the width of the highway, and of any other condition then and there existing; and no person shall drive any motor vehicle upon a highway at such a speed as to endanger the life, limb and property of any person, nor at a speed greater than will permit him to bring the vehicle to a stop within the assured clear distance ahead.

Exemption

• (1) A physician or his driver when the former responds to emergency calls;
• (2) The driver of a hospital ambulance on the way to and from the place of accident or other emergency;
• (3) Any driver bringing a wounded or sick person for emergency treatment to a hospital, clinic, or any other similar place;
• (4) The driver of a motor vehicle belonging to the Armed Forces while in use for official purposes in times of riot, insurrection or invasion;
• (5) The driver of a vehicle, when he or his passengers are in pursuit of a criminal;
• (6) A law-enforcement officer who is trying to overtake a violator of traffic laws; and
• (7) The driver officially operating a motor vehicle of any fire department, provided that exemption shall not be construed to allow unless or unnecessary fast driving of drivers aforementioned.
Section 36. Speed limits uniform throughout the Philippines

- No provincial, city or municipal authority shall enact or enforce any ordinance or resolution specifying maximum allowable speeds other than those provided in this Act.

Section 37. Driving on right side of highway

- Unless a different course of action is required in the interest of the safety and the security of life, person or property, or because of unreasonable difficulty of operation in compliance herewith, every person operating a motor vehicle or an animal-drawn vehicle on a highway shall pass to the right when meeting persons or vehicles proceeding toward him, and to the left when overtaking persons or vehicles going the same direction, and when turning to the left in going from one highway to another, every vehicle shall be conducted to the right of the center of the intersection of the highway.

Section 39. Overtaking a vehicle.

- The driver of any motor vehicle overtaking another vehicle proceeding in the same direction shall not drive to the left side of the center line of a highway in overtaking or passing another vehicle proceeding in the same direction, unless such left side is clearly visible, and is free of oncoming traffic for a sufficient distance ahead to permit such overtaking or passing to be made in safety.

- The driver of a vehicle shall not overtake or pass another vehicle proceeding in the same direction, when approaching the crest of a grade, not upon a curve in the highway, where the driver’s view along the highway is obstructed within a distance of five hundred feet ahead, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle provided that on a highway within a business or residential district, having two or more lanes for movement of traffic in one direction, the driver of a vehicle may overtake or pass another vehicle on the right.

Section 40. Driver to give way to overtaking vehicle

- The driver of a vehicle about to be overtaken and passed by another vehicle approaching from the rear shall give way to the overtaking vehicle on suitable and audible signal being given by the driver of the overtaking vehicle, and shall not increase the speed of his vehicle until completely passed by the overtaking vehicle.

Section 41. Restrictions on overtaking and passing.

- (a) The driver of a vehicle shall not drive to the left side of the center line of a highway in overtaking or passing another vehicle proceeding in the same direction, unless such left side is clearly visible, and is free of oncoming traffic for a sufficient distance ahead to permit such overtaking or passing to be made in safety.

- (b) The driver of a vehicle shall not overtake or pass another vehicle proceeding in the same direction, when approaching the crest of a grade, not upon a curve in the highway, where the driver’s view along the highway is obstructed within a distance of five hundred feet ahead, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle provided that on a highway within a business or residential district, having two or more lanes for movement of traffic in one direction, the driver of a vehicle may overtake or pass another vehicle on the right.

- (c) The driver of a vehicle shall not overtake or pass any other vehicle proceeding in the same direction, at any railway grade crossing, not at any intersection of highways unless such intersection or crossing is controlled by traffic signal, or unless permitted to do so by a watchman or a peace officer, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle on the right. Nothing in this section shall be construed to prohibit a driver overtaking or passing upon the right another vehicle coming toward him, and to the left when overtaking persons or vehicles going the same direction, and when turning to the left in going from one highway to another, every vehicle shall be conducted to the right of the center of the intersection of the highway.

- (d) The driver of a vehicle shall not overtake or pass, or attempt to pass, any other vehicle, proceeding in the same direction, between any intersection or crossing is controlled by traffic signal, or unless permitted to do so by a watchman or a peace officer, except on a highway having two or more lanes for movement of traffic in one direction where the driver of a vehicle may overtake or pass another vehicle provided that on a highway within a business or residential district, having two or more lanes for movement of traffic in one direction, the driver of a vehicle may overtake or pass another vehicle on the right.

- (e) The driver of a vehicle shall not overtake or pass, or attempt to overtake or pass, any other vehicle proceeding in the same direction in any "no-passing or overtaking zone.”
Section 42. Right of way.

- (a) When two vehicles approach or enter an intersection at approximately the same time, the driver of the vehicle on the left shall yield the right of way to the vehicle on the right, except as otherwise hereinafter provided. The driver of any vehicle traveling at an unlawful speed shall forfeit any right of way which he might otherwise have hereunder.

- (b) The driver of a vehicle approaching but not having entered an intersection, shall yield the right of way to a vehicle within such intersection or turning therein to the left across the line of travel of such first-mentioned vehicle, provided the driver of the vehicle turning left has given a plainly visible signal of intention to turn as required in this Act.

- (c) The driver of any vehicle upon a highway within a business or residential district shall yield the right of way to a pedestrian crossing such highway within a crosswalk, except at intersections where the movement of traffic is being regulated by a peace officer or by traffic signal. Every pedestrian crossing a highway within a business or residential district, at any point other than a crosswalk shall yield the right of way to vehicles upon the highway.

- (d) The driver of a vehicle upon a highway shall bring to a full stop such vehicle before traversing any "through highway" or railroad crossing: Provided, That when it is apparent that no hazard exists, the vehicle may be slowed down to five miles per hour instead of bringing it to a full stop.

Section 43. Exception to the right of way rule.

- (a) The driver of a vehicle entering a highway from a private road or drive shall yield the right of way to all vehicles approaching on such highway.

- (b) The driver of a vehicle upon a highway shall yield the right of way to police or fire department vehicles and ambulances when such vehicles are operated on official business and the drivers thereof sound audible signal of their approach.
c) The driver of a vehicle entering a "through highway" or a "stop intersection" shall yield the right of way to all vehicles approaching to either direction on such "through highway": Provided, That nothing in this subsection shall be construed as relieving the driver of any vehicle being operated on a "through highway" from the duty of driving with due regard for the safety of vehicles entering such "through highway" nor as protecting the said driver from the consequence of an arbitrary exercise off such right of way.

Section 44. Signals on starting, stopping or turning

a) The driver of any vehicle upon a highway, before starting, stopping or turning from a direct line, shall first see that such movement can be made in safety, and if any pedestrian may be affected by such movement, shall give a clearly audible signal by sounding the horn, and whenever the operation of any other vehicle approaching or following may be affected by such movement, shall give a signal plainly visible to the driver of such other vehicle of the intention to make such movement.

(b) The signal herein required shall be given by means of extending the hand and arm beyond the left side of the vehicle, or by an approved mechanical or electrical signal device.

Section 45. Turning at intersections

a) The driver of a vehicle intending to turn to the left shall approach such intersection in the lane for traffic and, in turning, shall pass to the left of the center of the intersection, except that, upon highways, a left turn shall be made from the left lane of traffic in the direction in which the vehicle is proceeding.

b) The driver of a vehicle intending to turn to the left shall approach such intersection in the lane for traffic to the right of and nearest to the center line of the highway and, in turning, shall pass to the left of the center of the intersection, except that, upon highways, a left turn shall be made from the left lane of traffic in the direction in which the vehicle is proceeding.

c) For the purpose of this section, the center of the intersection shall mean the meeting point of the medial lines of the highways intersecting one another, except when it is occupied by a monument, grass plot or any permanent structure other than traffic control device.

Section 46. Parking prohibited in specified places

No driver shall park a vehicle, or permit it to stand, whether attended or unattended, upon a highway in any of the following places:

1. Within an intersection
2. On a crosswalk
3. Within six meters of the intersection of curb lines
4. Within four meters of the doorway entrance to and fire station
5. Within four meters of fire hydrant
6. In front of a private driveway
7. On the roadway side of any vehicle stopped or parked at the curb or edge of the highway
8. At any place where official signs have been erected prohibiting parking

Section 47. Parked vehicle

Whenever a motor vehicle is parked unattended on any highway, the driver thereof must turn off the ignition switch and stop the motor and notch effectively the hand brake.
Section 48. Reckless driving
• No person shall operate a motor vehicle on any highway recklessly or without reasonable caution considering the width, traffic, grades, crossing, curvatures, visibility and other conditions of the highway and the conditions of the atmosphere and weather, or so as to endanger the property or the safety or rights of any person or so as to cause excessive or unreasonable damage to the highway.

Section 49. Right of way for police and other emergency vehicles
• Upon the approach of any police or fire department vehicle, or of an ambulance giving audible signal, the driver of every other vehicle shall immediately drive the same to a position as near as possible and parallel to the right-hand edge or curb of the highway, clear of any intersection of highways, and shall stop and remain in such position, unless otherwise directed by a peace officer, until such vehicle shall have passed.

Section 51. Hitching to a vehicle
• No person shall hang on to, ride on, the outside or the rear end of any vehicle, and no person on a bicycle, roller skate or other similar device, shall hold fast to or hitch on to any moving vehicle, and no driver shall knowingly permit any person to hang on to or ride, the outside or rear end of his vehicle or allow any person on a bicycle, roller skate or other similar device to hold fast or hitch to his vehicle.

Section 52. Driving or parking on sidewalk
• No person shall drive or park a motor vehicle upon or along any sidewalk, path or alley not intended for vehicular traffic or parking.

Section 53. Driving while under the influence of liquor or narcotic drug.
• No person shall drive a motor vehicle while under the influence of liquor or narcotic drug.

Section 54. Obstruction of traffic
• No person shall drive his motor vehicle in such a manner as to obstruct or impede the passage of any vehicle, nor, while discharging or taking on passengers or loading or unloading freight, obstruct the free passage of other vehicles on the highway.
Section 55. Duty of driver in case of accident

- In the event that any accident should occur as a result of the operation of a motor vehicle upon a highway, the driver present, shall show his driver’s license, give his true name and address and also the true name and address of the owner of the motor vehicle.
- No driver of a motor vehicle concerned in a vehicular accident shall leave the scene of the accident without aiding the victim.

except under any of the following circumstances:

- 1. If he is in imminent danger of being seriously harmed by any person or persons by reason of the accident;
- 2. If he reports the accident to the nearest officer of the law; or
- 3. If he has to summon a physician or nurse to aid the victim.
TRAINING PLAN

MODULE III : TRAFFIC INTERSECTION CONFLICTS, SIGNS AND SYMBOLS

TARGET AUDIENCE : Police Trainees

DAY : 3

VENUE : Station’s Classroom / As appropriate

TIME ALLOCATED : Eight (8) hours

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Flip Charts and Markers
Driver’s License
Motor Vehicle Certificate of Registration and Official Receipt
Manila Paper
Extra Sheets of Paper

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Paper, flash drive, ballpen, pencil


TRAINING GOAL : This block of instruction will provide the PTs with the knowledge on the common traffic signs and symbols and the ability to recognize the different types of collision.
TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Enumerate the three (3) basic types of traffic sign:
   a. Danger Warning Sign
   b. Informative Sign
   c. Mandatory Sign

T.O. #2 : Recognize the three (3) common types of collision:
   a. Side swipe collision
   b. Head-on collision
   c. Rear-end collision
### DAILY TRAINING SCHEDULE

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<tr>
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<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
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<tr>
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<td>Introduction to Traffic Intersection Conflicts, Signs and Symbols</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 AM</td>
<td>VIDEO PRESENTATIONS #1 AND #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOPIC PRESENTATION AND DISCUSSION</td>
<td></td>
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<tr>
<td></td>
<td>▶ Common Traffic Signs</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>▶ Types of Collision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Training Manuscript for Module III</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 NN</td>
<td>LUNCH BREAK</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>▶ Prayer before meal</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1:00 PM</td>
<td>Attendance Sheet for Roll Call Formation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15 PM</td>
<td>BRIEFING</td>
<td></td>
<td></td>
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<tr>
<td>1:15 PM</td>
<td>Prior to dispatch for PE</td>
<td></td>
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<tr>
<td>1:30 PM</td>
<td>PRACTICAL EXERCISE #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identification of the Road Conflicts and Right-of-Way Rule</td>
<td></td>
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</tbody>
</table>

**INTRODUCTION TO MODULE III: TRAFFIC INTERSECTION CONFLICTS, SIGNS AND SYMBOLS**
- Invocation: Police Officer's Prayer Training
- Goal Training
- Objectives

**Objective**

- Completed
- Not Completed
- As appropriate

**Reason(s):**

---

**Video Presentations #1 and #2**

**Topic Presentation and Discussion**

- Common Traffic Signs
- Types of Collision

**Objective**

- Completed
- Not Completed
- As appropriate

**Reason(s):**

---

**Lunch Break**

**Objective**

- Completed
- Not Completed
- As appropriate

**Reason(s):**

---

**Formation**

**Objective**

- Completed
- Not Completed
- As appropriate

**Reason(s):**

---

**Briefing**

**Objective**

- Completed
- Not Completed
- As appropriate

**Reason(s):**

---

**Practical Exercise #1**

- Identification of the Road Conflicts and Right-of-Way Rule

**Objective**

- Completed
- Not Completed
- As appropriate

**Reason(s):**

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<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Recapitulation</th>
<th>Personal Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:45 PM</td>
<td>Assign a PT to recap the activities for the day</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Issues and Concerns</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open Forum</td>
<td></td>
<td></td>
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<td></td>
<td>Guidance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td></td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Availability of Dinner Mess Kits</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Venue for Dinner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Supervision of studies</td>
<td></td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Supervision of studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Roll Call Formation/Attendance before Time for All Personnel to Sleep (TAPS)</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Attendance Sheet</td>
<td></td>
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<tr>
<td></td>
<td>Defects Noted</td>
<td></td>
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<td></td>
<td>Issuance of Delinquency Report</td>
<td></td>
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</tr>
<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
<td></td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Time for all Personnel to Sleep (TAPS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 AM (next day)</td>
<td>Supervision of TAPS</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Module III

TRAINING MANUSCRIPT

TRAFFIC INTERSECTION CONFLICTS AND SIGNS AND SYMBOLS

**FTO’s Note:** Start the training day with the POLICE OFFICER’S PRAYER to be led by a PT. The same PT will deliver THE LORD’S PRAYER at the end of the day. This should be done on a rotation basis.

**GOAL**

This module will provide you with the knowledge on the common traffic signs and symbols and the ability to recognize the different types of collision.

**OBJECTIVES**

After this block of instruction, you will be able to:

**T.O. #1:** Enumerate the three (3) basic types of traffic sign:

a. Danger Warning Sign
b. Informative Sign
c. Mandatory Sign

**T.O. #2:** Recognize the three (3) common types of collision:

a. Side swipe collision
b. Head-on collision
c. Rear-end collision

**VIDEO CLIP PRESENTATION**

Present the following video clips:

- Video Clip #1 – Traffic Signs and Symbols
- Video Clip #2 – Road Safety
TRAFFIC SIGNS AND SYMBOLS AND ROAD SAFETY

Traffic Signs

Traffic Signs have important messages to convey: and their shapes and colors carry the same meaning everywhere.

A. Danger or Warning Signs - are intended to warn road-users of a danger on the road and to inform them of its nature.

| Shape: Equilateral triangle with one side horizontal |
| Color: Red |

B. Regulatory Signs - are intended to inform road-users of special obligations.

| Shape: Round |
| Color: HalfWhite |

C. Priority Signs

Danger or Warning Signs

Beware of:

- Dangerous Bend
- Dangerous Left Bend
- Dangerous Right Bend
- Dangerous Left Double Bend
- Dangerous Right Double Bend
- Dangerous Double Bend

Regulatory Signs

- No Right Turn
- No U-Turn
- No Overtaking
- Speed Limit
- No Entry for Vehicles Exceeding 1 Meter Width
- No Blowing of Horn
- No Parking
- No Entry of Vehicles Exceeding 5 Tons
- No Entry for Vehicles Exceeding 5 Tons Height
- No Entry of Vehicles Exceeding 3 Tons Maximum Size
- No Entry of Vehicles Exceeding 10 Meters in Length
Regulatory Signs

Informative Signs

**RIGHT-OF-WAY RULES:**

1. **First Time Vehicle Rule**
   - At all intersections without "stop" signs, slow down and prepare to stop. Yield to vehicles already in the intersection or about to enter it.

2. **Same Time Vehicle Rule**
   - At all intersections without "stop" or "yield" signs (or with stops in all directions), yield to the vehicle on your right if it has reached the intersection of same time as your vehicle.

3. **Stop Signs**
   - Stop at any limit line or crosswalk. Yield to all approaching vehicles on the through street. Go only when it is safe for you to cross. Approaching vehicles should slow down and allow you to get across safely.

4. **Left Turn**
   - Signal left turn and yield to approaching traffic until it is completely safe to finish the turn.
THREE (3) COMMON TYPES OF COLLISION

1. Side swipe collision
2. Head-on collision
3. Rear-end collision

PRACTICAL EXERCISE #1

FTO Instructions:

1. rotonda.
2. tivities.
3. conducted.
4. below:
<table>
<thead>
<tr>
<th>Plate Number</th>
<th>Right-of-Way Rule Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>First Time Vehicle Rule</td>
</tr>
<tr>
<td></td>
<td>Same Time Vehicle Rule</td>
</tr>
<tr>
<td></td>
<td>Stop Signs</td>
</tr>
<tr>
<td></td>
<td>Left Turn</td>
</tr>
<tr>
<td></td>
<td>Rotonda</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Plate Number</th>
<th>Right-of-Way Rule Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>14.</td>
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<td>15.</td>
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</tbody>
</table>

5. List Rules.

6. nees.

7. paper.

8. violations.

**FTO Responsibilities:**

1. Shall be responsible for the safety and security of all PTs.

2. Shall be responsible in preparing the ideal venue of the activity.

3. Shall strictly prohibit PTs to conduct a traffic direction and control. This module is limited only to introduce them to the different Right-of-Way Rules.
**FTO’s Note:** Introduce the selected topics to be studied by the PTs during the study period:

1. Different methods of hand signal in manning the traffic;
2. Proper usage of whistle, flashlight, reflectorized gloves, and vest while conducting traffic direction and control at night; and
3. Proper conduct of traffic direction and control on congestion (gridlock) at any given situation.

---

“If you know your steps are ordered by the Lord, then trust your path is clear.”
— Alaina Odessa
TRAINING PLAN

MODULE IV : TRAFFIC DIRECTION AND CONTROL

TARGET AUDIENCE : Police Trainees

DAY : 4 and 5

VENUE : Station’s Classroom/ Locality / As appropriate

TIME ALLOTTED : Twenty-four (24) hours

LEARNING AIDS : Multi-Media Projector
                 Laptop Computer
                 Projector Screen
                 Flip Charts and Markers
                 Digital or Video Camera
                 Extra Sheets of Paper

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
                                  PT’s Guide
                                  Whistle, flashlight, reflectorized traffic gloves and vest

TRAINING REFERENCE : Highway Patrol Group Handbook

TRAINING GOAL : This block of instruction will provide the PTs with the basic knowledge on traffic direction and control and the techniques of its execution.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

  T.O. #1 : Be familiar with the different methods of hand signal in manning the traffic;

  T.O. #2 : Be familiar with the proper usage of whistle, flashlight, reflectorized gloves and vest while conducting traffic direction and control at night;

  T.O. #3 : Know the proper conduct of direction and control in traffic congestion (gridlock) at any given situation; and

  T.O. # 4 : Apply the acquired knowledge during the practical exercises.
FTO'S NOTE: Check the appropriate boxes or circles indicated in the daily training schedule.

**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:00 AM</td>
<td>□ First Call (4:00 AM) Attention</td>
<td>INVOCATION</td>
<td>□ Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Call (4:05 AM) Assembly Call</td>
<td></td>
<td>□ Not Completed</td>
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<tr>
<td></td>
<td></td>
<td>□ (4:15 AM) Accounting</td>
<td></td>
<td>□ As appropriate</td>
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<td></td>
<td></td>
<td>□ (4:20 AM)</td>
<td></td>
<td>Reason(s):</td>
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<tr>
<td></td>
<td>5:00 AM</td>
<td></td>
<td>REVEILLE</td>
<td></td>
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<tr>
<td></td>
<td>5:00 AM</td>
<td>□ Distribution of Cleaning Materials</td>
<td>PERSONAL NECESSITIES/Cleaning of AOR/Breakfast</td>
<td>□ Completed</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>□ Designation of AOR</td>
<td></td>
<td>□ Not Completed</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>□ Availability and Distribution of Breakfast</td>
<td></td>
<td>□ As appropriate</td>
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<tr>
<td></td>
<td>7:00 AM</td>
<td></td>
<td></td>
<td>Reason(s):</td>
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<tr>
<td></td>
<td>7:45 AM</td>
<td>□ Attendance Sheet (7:00 AM-7:15 AM)</td>
<td>FORMATION AND RANK INSPECTION</td>
<td>□ Completed</td>
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<tr>
<td></td>
<td></td>
<td>□ Rank Inspection (7:15 AM-7:45 AM)</td>
<td></td>
<td>□ Not Completed</td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>□ Defects Noted</td>
<td></td>
<td>□ As appropriate</td>
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<td>Reason(s):</td>
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<td>□ Issuance of Delinquency Report</td>
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<tr>
<td></td>
<td>7:45 AM</td>
<td>□ Training Manuscript for Module IV</td>
<td>INTRODUCTION TO MODULE IV: TRAFFIC DIRECTION AND CONTROL</td>
<td>□ Completed</td>
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<tr>
<td></td>
<td>8:00 AM</td>
<td></td>
<td>□ Invocation: Police Officer's Prayer</td>
<td>□ Not Completed</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>□ Training Goals</td>
<td>□ As appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>□ Training Objectives</td>
<td>Reason(s):</td>
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<tr>
<td>Time</td>
<td>Activity</td>
<td>Topic Presentation and Discussion</td>
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<tr>
<td>8:00 AM</td>
<td>Training Manuscript for Module IV</td>
<td>Proper stance of traffic police officer while conducting traffic direction and control</td>
<td></td>
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<tr>
<td></td>
<td>Whistles</td>
<td>Proper hand signal</td>
<td></td>
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<tr>
<td></td>
<td>Flashlights</td>
<td>Proper use of flashlight, whistle, reflectorized gloves and vests</td>
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<tr>
<td></td>
<td>Reflectorized vests</td>
<td></td>
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<tr>
<td></td>
<td>Reflectorized gloves</td>
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<td></td>
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<tr>
<td>12:00 NN</td>
<td>Availability of Lunch</td>
<td></td>
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<tr>
<td></td>
<td>Mess Kits</td>
<td></td>
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<tr>
<td></td>
<td>Venue for Lunch</td>
<td></td>
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<tr>
<td>12:00 NN</td>
<td>LUNCH BREAK</td>
<td>Prayer before meal</td>
<td></td>
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<tr>
<td>1:00 PM</td>
<td>Attendance Sheet for Roll Call Formation</td>
<td></td>
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<td></td>
<td>Roll Call Formation/Attendance in the Afternoon</td>
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<tr>
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<td>PRACTICAL EXERCISE #1</td>
<td>Simulation</td>
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<td></td>
<td>Digital or Video Camera</td>
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<td></td>
<td>Whistle</td>
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<td></td>
<td>Flashlight</td>
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<td></td>
<td>Reflectorized vest</td>
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<td></td>
<td>Reflectorized gloves</td>
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<tr>
<td>1:15 PM</td>
<td>Attendance Sheet</td>
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<tr>
<td>4:45 PM</td>
<td>RECAPITULATION</td>
<td>Summary of the activities for the day</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Issues and concerns</td>
<td>Closing Prayer</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Instructions</td>
<td></td>
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<tr>
<td></td>
<td>Closing prayer</td>
<td></td>
<td></td>
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<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td></td>
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<tr>
<td>6:00 PM</td>
<td>PERSONAL TIME</td>
<td></td>
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</table>

**Field Training Officer’s Guide on Traffic Phase**

MODULE IV

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Topic Presentation and Discussion</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>Training Manuscript for Module IV</td>
<td>Proper stance of traffic police officer while conducting traffic direction and control</td>
</tr>
<tr>
<td></td>
<td>Whistles</td>
<td>Proper hand signal</td>
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<tr>
<td></td>
<td>Flashlights</td>
<td>Proper use of flashlight, whistle, reflectorized gloves and vests</td>
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<td>Reflectorized vests</td>
<td></td>
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<tr>
<td></td>
<td>Reflectorized gloves</td>
<td></td>
</tr>
<tr>
<td>12:00 NN</td>
<td>Availability of Lunch</td>
<td></td>
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<tr>
<td></td>
<td>Mess Kits</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Venue for Lunch</td>
<td></td>
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<tr>
<td>12:00 NN</td>
<td>LUNCH BREAK</td>
<td>Prayer before meal</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Attendance Sheet for Roll Call Formation</td>
<td>Attendance in the Afternoon</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>PRACTICAL EXERCISE #1</td>
<td>Simulation</td>
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<td>Digital or Video Camera</td>
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<td>Whistle</td>
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<td>Flashlight</td>
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<td>Reflectorized vest</td>
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<td>Reflectorized gloves</td>
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<tr>
<td>1:15 PM</td>
<td>Attendance Sheet</td>
<td></td>
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<tr>
<td>4:45 PM</td>
<td>RECAPITULATION</td>
<td>Summary of the activities for the day</td>
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<td></td>
<td>Issues and concerns</td>
<td>Closing Prayer</td>
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<td></td>
<td>Other Instructions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Closing prayer</td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>PERSONAL TIME</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Event Description</td>
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<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Availability of Dinner, Mess kits, Venue for Dinner</td>
<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Review of the subject matter</td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Attendance Sheet, Defects Noted, Issuance of Delinquency Report</td>
<td></td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Supervision on TAPS</td>
<td></td>
</tr>
</tbody>
</table>

**DINNER TIME**
- □ Completed
- □ Not Completed
- □ As appropriate Reason(s):

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- □ Not Completed
- □ As appropriate Reason(s):

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- □ Not Completed
- □ As appropriate Reason(s):

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- □ Not Completed
- □ As appropriate Reason(s):
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**Field Training Officer's Guide on Traffic Phase**
Module IV

TRAINING MANUSCRIPT

TRAFFIC DIRECTION AND CONTROL

**FTO's Note:** Start the training day with the POLICE OFFICER'S PRAYER to be led by a PT. The same PT will deliver THE LORD'S PRAYER at the end of the day. This should be done on a rotation basis.

**GOAL**

This module will provide you with the basic knowledge on traffic direction and control and the techniques of its execution.

**OBJECTIVES**

After this block of instruction, you will be able to:

- **T.O. #1**: Be familiar with the different methods of hand signal in manning the traffic;
- **T.O. #2**: Be familiar with the proper usage of whistle, flashlight, reflectorized gloves and vest while conducting traffic direction and control at night;
- **T.O. #3**: Know the proper conduct of direction and control in traffic congestion (gridlock) at any given situation; and
- **T.O. #4**: Apply the acquired knowledge during the practical exercises.

**DEFINITION OF TRAFFIC DIRECTION AND CONTROL**

It is the control of the movements of road users according to proportionate time through traffic signal or hand gesture.
PROPER STANCE OF A TRAFFIC POLICE OFFICER WHILE CONDUCTING TRAFFIC DIRECTION AND CONTROL

1. Equipment

When directing and controlling traffic, police officer should be equipped with appropriate traffic-directing gear which includes a reflective traffic vest and gloves, whistle, and flashlight.

2. Position

Depending on the situation, traffic volume, road type, and level of risk for the participating Police Officer, a technique in traffic direction and control includes selecting an appropriate position. Positions are based on the highest level of visibility for both motorists and pedestrians.

Police Officers may choose the technique of standing in the intersection’s center, which offers the greatest visibility and control but is considered the most dangerous. Standing on the corner is ideal for directing pedestrian traffic and offers greater safety.

3. Hand Signals

Traffic Police Officers may use the technique of hand signals to provide traffic direction and control. Officers should stand parallel with traffic so that the "stopped" traffic faces the front and back of the officer’s body.

To stop the flow of traffic, the Traffic Police Officer uses the technique of lifting an upraised palm in the direction of traffic being “stopped” by making eye contact with the first driver who must stop. By keeping the palm uplifted, the Traffic Police Officer then lifts an upraised palm to the other direction of traffic being stopped, making eye contact with the first driver the officer intends to stop.

To begin the flow of traffic, the Traffic Police Officer points at the first driver he intends to begin driving, then upturns the palm and bends the elbow, drawing the palm in a “come forward” motion that extends past his head. Other techniques encourage right-hand and left-hand turns.

4. Whistle Techniques

Traffic Police Officers may use whistles to direct and control traffic.

a. One (1) whistle blast means “STOP”

b. Two (2) whistle blasts means “GO”
Repeated short whistle blasts may be used to attract the attention of individuals who are not responding to traffic direction and control.

5. **Verbal Cues**

Traffic Police Officers rarely use their voices to direct and control traffic. But when drivers or pedestrians do not respond to hand gestures or whistle techniques, the officer may choose to politely approach them and verbally explain what they must do.

**HAND GESTURES TO STOP TRAFFIC**

1. Stand where you can be seen, which is normally in the middle of the intersection.
2. Stand straight with weight of your body kept balanced and show motorists that you mean business.
3. With your right hand, point your index finger and look straight to the driver you intend to “STOP”.
4. With your left hand, make one (1) full whistle blast to call the attention of the driver.
5. Raise your right hand with your palm facing the driver you intend to “STOP”.
6. Never lower your arms and never remove your attention to the driver, until vehicle has come to a complete stop.
7. Repeat the process for traffic in the opposite lane.
HAND GESTURES TO START TRAFFIC DURING DAYTIME

1. Stand where you can be seen, normally in the middle of the intersection.
2. Stand straight with weight of your body kept balanced, and show motorists that you mean business.
3. With your right hand, point your index finger and look straight to the driver you intend to “GO”.
4. With your left hand, make two (2) short whistle blasts to call the attention of the driver.
5. Raise your hand with your palm facing the driver you intend to “GO” and swing your hand up and over your chin. Bend arm only at elbow and make three (3) repetitions.
6. Repeat the process for traffic in the opposite lane.

HAND GESTURES TO MAKE RIGHT/LEFT TURN AT DAYTIME

1. Stand where you can be seen, normally in the middle of the intersection.
2. Stand straight with weight of your body kept balanced, and show motorists that you mean business.
3. With your right hand, point your index finger and look straight to the driver you intend to “GO”.

4. Point your right arm to the direction you want the driver to “GO”.

5. With your left hand, make a two (2) short whistle blasts to call the attention of the driver.

6. Raise your right hand with your palm facing the driver you intend to “GO” and swing your hand up and over your chin, bend arm only at elbow and make three (3) repetitions.

7. Repeat the process for traffic in the opposite lane.

TECHNIQUES IN TRAFFIC DIRECTION AND CONTROL

1. Keep intersection open.

2. Never allow motorist to cross when they do not have any exit point.

3. Stop motorist at designated stopping lane, however, do not stop motorist near you. Provide motorist sufficient distance to stop gradually.

4. Prefer to stop fast moving vehicles.

5. When two (2) or more vehicles are about to obstruct an intersection, stop motorist that will be affected.

6. If two (2) or more traffic police officers are conducting traffic direction and control, the first to command must be identified by the team leader and should be strictly followed by all members of the team.
FACTORS TO CONSIDER BEFORE ASSIGNING A POLICE OFFICER TO A TRAFFIC POST

1. Personal safety of the traffic police officer
2. Visibility of the police officer to traffic
3. Visibility of the traffic to police officer
4. Non-obstruction to traffic by the police officer
5. Ability to effect necessary control
6. Accessibility to persons seeking information or making complaints

HOW TO HANDLE TRAFFIC CONGESTION (GRIDLOCK)

1. Upon arrival at the area, report the traffic situation to the nearest police station.
2. Determine the cause of the traffic congestion.

   If the traffic congestion is caused by vehicular accident:
   
   a. Immediately inform the nearest police station to provide a Traffic Investigator and/or ambulance, if there are fatalities or injuries;
   
   b. Handle traffic accident as a First Responder only. Conduct fast and immediate actions while keeping in mind the complete processing of the accident; and
   
   c. Remove vehicles involved in the accident scene.

   If traffic congestion is caused by mechanical trouble:
   
   a. Assist motorist to move the vehicle to a place where it will not obstruct the flow of traffic or immediately contact towing service for the removal of vehicle;
   
   b. Back at your assigned traffic post, establish yourself to conduct a systematic flow of traffic;
   
   c. Observe if the flow of traffic becomes smooth; and
   
   d. Implement proper traffic regulation to avoid further traffic congestion/jam.
RESPONDING TO THE ACCIDENT SCENE

1. The first priority in any response is the safe arrival of emergency vehicles and personnel at the accident site.

2. Follow the requirements of a first responder with due regard to safety and extra care. Always maintain a radio contact with your police station.

3. Always take the most efficient route that will effectively position the response vehicles to provide the best protection for the incident, while giving consideration to its operational function.

In order to provide safety at the scene while conducting traffic direction and control, the following should be considered:

a. Secure the incident site to protect emergency personnel, their equipment and the public from hazardous conditions at the scene and throughout the traffic control zone, the point from where normal traffic flow is diverted to the point where traffic returns to normal;

b. Establish a traffic control set-up that gives motorists adequate warning and reaction time;

c. Separate pedestrians from vehicular traffic; and

d. Limit access to the site by authorized persons only.

A secure or well-defined incident scene (traffic control zone) will command the attention of motorists and pedestrians, and clearly guide them around.

When the condition in conducting traffic direction and control is at night time, the FTO may choose the technique of standing in the intersection’s center, which offers the greatest visibility and control but is considered the most dangerous. FTOs should always considered the safety of the PTs, although it is consider the smooth delivery of public service. Standing at the corner is ideal for directing pedestrian traffic and offers greater safety.

**FTO’s Note:** While the PTs have been taught about the basic hand gestures in directing traffic, they should also be equipped with the proper traffic gear, thus it is the responsibility of the FTO to check and account the PTs and their equipment before conducting a traffic activity at night time.
HAND GESTURES TO STOP TRAFFIC AT NIGHT

1. Stand where you can be seen, normally in the middle of the intersection.

2. Stand straight with weight of your body kept balanced, and show motorists that you mean business.

3. With your right hand, point your index finger and look straight to the driver you intend to “STOP”.

4. With your left hand, make one (1) long whistle blast to call the attention of the driver.

5. Raise your hand with your palm facing the driver you intend to “STOP”.

6. Never lower your arms and never remove your attention to the driver, until vehicle has come to a complete stop.

7. Repeat the process for traffic in the opposite lane.

HAND GESTURES TO START TRAFFIC AT NIGHT

1. Stand where you can be seen, normally in the middle of the intersection.

2. Stand straight with weight of your body kept balanced, and show motorists that you mean business.

3. With your right hand, point your index finger and look straight to the driver you intend to “GO”.

4. With your left hand, make one (1) long whistle blast to clear the way for the driver to proceed.

5. Never lower your arms and never remove your attention to the driver, until vehicle has come to a complete stop.

6. Repeat the process for traffic in the opposite lane.
4. With your left hand, make two (2) short whistle blasts to call the attention of the driver.

5. Raise your right hand with your palm facing the driver you intend to “GO” and swing your hand up and over your chin, bend arm only at elbow and make three (3) repetitions.

6. Repeat the process for traffic in the opposite lane.

**GESTURES TO MAKE RIGHT/LEFT TURN AT NIGHT**

1. Stand where you can be seen, normally in the middle of the intersection.

2. Stand straight with weight of your body kept balanced, and show motorists that you mean business.
3. With your right hand, point your index finger and look straight to the driver you intend to “GO”.

4. With your left hand, make two (2) short whistle blasts to call the attention of the driver.

5. Raise your right hand with your palm facing the driver you intend to “GO” and swing your hand up and over your chin, bend arm only at elbow and make three (3) repetitions.

6. Repeat the process for traffic in the opposite lane.

**DONT’S IN CONDUCTING TRAFFIC DIRECTION AND CONTROL**

1. Never conduct a traffic direction and control out of fun. This will catch the attention of motorists that may lead to accident or slow down the flow of traffic.

2. Always remember that when you conduct traffic direction and control, you are the window of your organization, you must act accordingly and dignified at all times.

**FTO’s Note:** You will present Video Clip #3 that is provided in this STP.

1. Watch Video Clip #3 (30 minutes)

2. PTs will have a group discussion after the video showing.

**PRACTICAL EXERCISE #1**

oves.

**SCENARIO #1:**

**SCENARIO #2:**

scene.
PRACTICAL EXERCISE #2

FTO’s Duties:

1. Direct Control.
2. Install by.
3. area.
4. Direct each PT to perform what they have learned in Day 4.

FTO’s Responsibilities:

1. Shall be responsible for the safety and security of all police trainees.
2. Shall be responsible in preparing the ideal venue of the activity
3. Strictly prohibit the police trainee to conduct a traffic enforcement function.

FTO’s Instructions:

1. Review the video clip and have critique on the performance of each PT.
2. Discuss to PT other possible actions that may occur in the given situation.

FTO’s Note: Introduce the selected topic to be studied by the PTs during the study period:

- Hand signals in manning the traffic and traffic control
MODULE IV SLIDES

TRAFFIC DIRECTION AND CONTROL
the control of the movements of road users according to proportionate time through traffic signal or hand gesture

OBJECTIVES
To prevent traffic accident
To maintain the smooth flow of traffic

TRAFFIC
movement of person, goods, vehicle, either powered by a muscular power of a combustion system from one point to another for the purpose of safe travel

TRAFFIC MANAGEMENT
refers to the planning, organizing, directing and controlling the safe, economic and expeditious movements of people and goods through traffic engineering, traffic education and traffic environment in a transport system

3 E's OF TRAFFIC MANAGEMENT
Traffic engineering – deals with the planning and geometric designs of streets and traffic control devices to include traffic operation thereon.

Traffic Education – refers to the teaching and training of drivers, pedestrians and commuters to develop them to be courteous, disciplined and competent road users.

Traffic Enforcement – includes traffic direction and control, traffic investigation and apprehension performed by police and other agencies with authority to induce voluntary compliance

Factors to consider in alleviating traffic problems:
Expressway: elevated on surface (interchanges).
Limited access roads (fenced and limited intersection).
Boulevards (Minimum intersection and opening).
Primary roads
Secondary roads
Feeder roads
Bridges (rivers and railroads)
Over and Underpasses (critical intersection)
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</tr>
<tr>
<td>Never allow motorist to cross when they don’t have any exit.</td>
<td>Where the traffic congestion/jam is caused by vehicular accident, conduct fast, immediate but complete investigation and remove vehicles involved in the scene of the accident.</td>
</tr>
<tr>
<td>Stop motorist at their designated stopping lane, however, do not stop motorist near you, provide motorist sufficient distance to stop gradually. Prefer to stop fast moving vehicles.</td>
<td>If traffic congestion/jam is caused by mechanical trouble, assist motorist to push the vehicle to a place where it will not obstruct the flow of traffic.</td>
</tr>
<tr>
<td>When two or more vehicles are about to obstruct their intersection, stop motorist affecting it.</td>
<td>Establish yourself and conduct a systematic flow of traffic.</td>
</tr>
<tr>
<td>In two or more men directing traffic direction and control, the first to command must be given by a Team leader followed up by the members.</td>
<td>Observe if the flow of traffic becomes smooth, it not refer back to number one.</td>
</tr>
</tbody>
</table>

| **RESPONSIBILITIES OF A TRAFFIC LAW ENFORCER** | **THE TEN (10) COMMANDMENTS OF TRAFFIC** |
| Keep in mind that in an intersection or any traffic post the following factors should be considered on the placement of the traffic policeman. | **KEEP RIGHT.** |
| Enforcement of traffic laws, ordinances, rules and regulations without fear and favor and assist the general public when necessary and requested. | **OBSERVE ROAD COURTESY.** |
| – Personal safety of the policeman/ enforcer. | One must yield to emergency vehicles, pedestrians, trains, vehicles with right of way, vehicles ahead, uphill traffic, traffic with momentum, straight traffic and traffic signs. |
| – Visibility of the policeman to traffic. | **VEHICLES SHOULD NOT BE PARKED NEAR INTERSECTION, CROSSWALK, PEDESTRIAN LAKES, FIRE STATION, FIRE HYDRANT, AND PRIVATE DRIVE WAYS.** |
| – Visibility of the traffic to policeman. | |
| – Non-obstruction to traffic by policeman. | |
| – Ability to effect necessary control. | |
| – Accessibility to persons wishing information or making complaints. | |

<table>
<thead>
<tr>
<th><strong>The officer shall not leave his post during his hour of duty without permission, except when properly relieved by another policeman/ enforcer. In case of personal necessity or required by the situation in any police emergency, he shall notify his station before leaving and upon return to his post.</strong></th>
<th><strong>THE TEN (10) COMMANDMENTS OF TRAFFIC</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>KEEP RIGHT.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>OBSERVE ROAD COURTESY.</strong></td>
</tr>
<tr>
<td></td>
<td>One must yield to emergency vehicles, pedestrians, trains, vehicles with right of way, vehicles ahead, uphill traffic, traffic with momentum, straight traffic and traffic signs.</td>
</tr>
<tr>
<td></td>
<td><strong>VEHICLES SHOULD NOT BE PARKED NEAR INTERSECTION, CROSSWALK, PEDESTRIAN LAKES, FIRE STATION, FIRE HYDRANT, AND PRIVATE DRIVE WAYS.</strong></td>
</tr>
</tbody>
</table>
IF IN DOUBT, DO NOT OVERTAKE.
In general, the overtaking lane is the lane to the left of the overtaken vehicle going in the same direction. The overtaken vehicle is the burden vehicle.

THE BUS-STOP RULE.
Buses queue up on a single file in their order of arrival. The lead bus moves forward to the center of the column of buses lining-up on the bus stop zone, and remain until the zone is filled up with buses, but not longer than three minutes. Any bus has the option to move out of the area or bypass a bus stop. There shall no doubling at any point in the bus stop zone.

RULES TO PREVENT OR UNTANGLE TRAFFIC CONGESTION OR TRAFFIC JAM.
Keep opposing lanes and intersections open. In heavy, slow or stopped traffic, there shall be no overtaking. In a construction, the vehicles should merge alternately.

OBSERVE THE TRAFFIC MANAGEMENT MEASURE. Like the bus yellow lane rule, bus stop segregation scheme, truck ban, counter flow-reversible lane, one way, car pool (at least three passenger in EDSA), odd and even scheme and restraints on turning.

THE PHILOSOPHY OF A PINOY DRIVER.
Motorist should observe equity of the lead vehicle, doctrine of the last clear chance, and the first-come-first-served or Rotunda rule.

ON PEDESTRIANS.
Keep off roadway except to cross on a crosswalk or pedestrian lane, wait, embark, and alight at bus or jeepney stop.

REMEMBER THE INTERNATIONAL DRIVING SAFETY REMINDER. Safety first.
TRAINING PLAN

MODULE V : TRAFFIC LAW ENFORCEMENT

TARGET AUDIENCE : Police Trainees

DAY : 7 and 8

VENUE : Station Traffic Division/ As appropriate

TIME ALLOTTED : Sixteen (16) hours

LEARNING AIDS : Multi-Media Projector
                 Multi-Media Pointer
                 Laptop Computer
                 Projector Screen
                 Flip Charts and Markers
                 Sample Citation Tickets

                 a. Temporary Operator’s Permit (TOP)
                 b. Traffic Violations Receipt (TVR)
                 c. Ordinance Violations Receipt (OVR)
                    Driver’s License, Manila Paper, Extra Sheets of Paper
                    Area of Responsibility (AOR) Map

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
                                  PT’s Guide

TRAINING REFERENCES : PNP Operational Procedures (December 2013)
                      TMG Manual, Chapter V, pages 31-80, R.A No. 4136
                      Book on Trafficology (The Science of Traffic)
                      Revised Edition 2008 by Prof. Felino Aguit Bragado
                      R.A. No. 4136, R.A. No. 6539, P.D. No. 1612, P.D.
                      No. 98 and other related laws, rules and regulations,
                      memoranda and issuances

TRAINING GOAL : This block of instruction will provide the PTs with
                 the basic knowledge on traffic law enforcement and
                 develop their necessary skills.
TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Recognize the commonly violated traffic laws, ordinances, rules and regulations;

T.O. #2 : Differentiate the following:

   a. Invalid Driver’s License;
   b. Suspended Driver’s License; and
   c. Revoked Driver’s License.

T.O. #3 : Identify the three (3) Police Traffic Enforcement Actions;

T.O. #4 : Recognize the three (3) methods used in approaching the violator’s vehicle; and

T.O. #5 : Enumerate the special and usual traffic situations.
**FTO'S NOTE**: Check the appropriate boxes or circles indicated in the daily training schedule.

**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:00 AM</td>
<td>☐ First Call (4:00 AM) Attention</td>
<td>INVOCATION</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Call (4:05 AM) Assembly Call</td>
<td></td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ (4:15 AM) Accounting</td>
<td></td>
<td>☐ As appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ (4:20 AM)</td>
<td></td>
<td>Reason(s):</td>
</tr>
<tr>
<td></td>
<td>5:00 AM</td>
<td>☐ Distribution of Cleaning Materials</td>
<td>PERSONAL NECESSITIES/CLEANING OF AOR/BREAKFAST</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Designation of AOR</td>
<td></td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Availability and Distribution of Breakfast</td>
<td></td>
<td>☐ As appropriate</td>
</tr>
<tr>
<td></td>
<td>5:00 AM</td>
<td>□ Distribution of Cleaning Materials</td>
<td></td>
<td>Reason(s):</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>☐ Designation of AOR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Availability and Distribution of Breakfast</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>☐ Distribution of Cleaning Materials</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>☐ Attendance Sheet</td>
<td>FORMATION AND RANK INSPECTION</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>(7:00 AM-7:15 AM) Rank Inspection</td>
<td></td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(7:15 AM-7:45 AM) Defects Noted</td>
<td></td>
<td>☐ As appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Issue</td>
<td></td>
<td>Reason(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Delinquency Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Issue</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DAY 7**

- **INVOCATION**
  - ☐ Morning Prayer
- **REVEILLE**
  - ☐ Calisthenics/
  - Warm-up Exercises/
  - Physical Conditioning
  - Road Run
- **PERSONAL NECESSITIES/CLEANING OF AOR/BREAKFAST**
  - ☐ AOR Clean-up
  - ☐ Personal hygiene
  - ☐ Wearing of prescribed uniform
  - ☐ Breakfast: Prayer before meal
- **FORMATION AND RANK INSPECTION**
  - ☐ Daily Personnel Accounting Report
  - ☐ Rank Inspection
  - ☐ Tamang Bihis
  - ☐ Proper haircut
  - ☐ Tickler/Ballpen/Hanky
  - ☐ Handcuff
  - ☐ Socks
  - ☐ Buckle
  - ☐ Mustache
  - ☐ Finger nails
### Module V: Traffic Law Enforcement

#### 7:45 AM - 8:00 AM
- Introduction on Traffic Law Enforcement
- Availability of Learning Aids Required

#### 8:00 AM - 12:00 NN
- Training Manuscript for Module V
- Availability of Subject Matter Expert
  - with SME
  - without SME

#### 12:00 NN - 1:00 PM
- Lunch Break
  - Prayer before meal

#### 1:00 PM - 1:15 PM
- Roll Call Formation
  - Attendance in the Afternoon

#### 1:15 PM - 4:45 PM
- Availability of Subject Matter Expert
  - with SME
  - without SME

### TOPIC PRESENTATION AND DISCUSSION
1. Commonly violated traffic laws, ordinances, rules and regulations.
2. Differentiate the following:
   - a. Invalid driver's license
   - b. Suspended driver's license
   - c. Revoked driver's license

### TOPIC PRESENTATION AND DISCUSSION
- The three (3) methods used in approaching the violator's vehicle
- Enumerate the cases of special and usual traffic situations
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:45 PM</td>
<td>Assign a PT to recap the activities for the day</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Issues and concerns</td>
<td>As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>Guidance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open Forum</td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As appropriate Reason(s):</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Availability of Dinner</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Mess Kits</td>
<td>As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>Venue for Dinner</td>
<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Supervision on studies</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As appropriate Reason(s):</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Attendance Sheet</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td>Defects Noted</td>
<td>As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>Issue</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delinquency Report</td>
<td></td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As appropriate Reason(s):</td>
</tr>
<tr>
<td>4:00 AM (next day)</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>As appropriate Reason(s):</td>
</tr>
<tr>
<td>DAY</td>
<td>TIME</td>
<td>FTO CHECKLIST</td>
</tr>
<tr>
<td>-------</td>
<td>---------</td>
<td>--------------------------------</td>
</tr>
</tbody>
</table>
|       | 4:00 AM | ![First Call (4:00 AM) Attention](#) ![Call (4:05 AM) Assembly Call](#) ![Accounting (4:15 AM)](#) ![Accounting (4:20 AM)](#) | INVOCATION  
 Morning Prayer  
 REVEILLE  
 Callisthenics/ Warm-up Exercises/ Physical Conditioning Road Run | ![Completed](#) ![Not Completed](#) ![As appropriate Reason(s):](#) |
|       | 5:00 AM | ![Distribution of Cleaning Materials](#) ![Designation of AOR](#) ![Availability and Distribution of Breakfast](#) | PERSONAL NECESSITIES/ CLEANING OF AOR/BREAKFAST  
 AOR Clean-up  
 Personal hygiene  
 Wearing of prescribed uniform  
 Breakfast: Prayer before meal | ![Completed](#) ![Not Completed](#) ![As appropriate Reason(s):](#) |
| DAY 8 | 5:00 AM | ![Attendance Sheet (7:00 AM-7:15 AM) Rank Inspection (7:15 AM-7:45 AM)](#) Defects Noted ![Delinquency Report](#) | FORMATION AND RANK INSPECTION  
 Daily Personnel Accounting Report  
 Rank Inspection  
 Tamang Bihis  
 Proper haircut  
 Tickler/Ballpen/Hanky  
 Handcuff  
 Socks  
 Buckle  
 Mustache  
 Finger nails | ![Completed](#) ![Not Completed](#) ![As appropriate Reason(s):](#) |
|       | 7:00 AM | ![Recap of activities](#) | BRIEFING  
 Recap of yesterday’s activities  
 Administrative announcement for today’s activities | ![Completed](#) ![Not Completed](#) ![As appropriate Reason(s):](#) |
<p>|       | 7:45 AM | <img src="#" alt="Recap of activities" /> | | |</p>
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Description</th>
<th>Completed</th>
<th>Not Completed</th>
<th>As appropriate Reason(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>LECTURE PROPER</td>
<td></td>
<td></td>
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<tr>
<td>10:00 AM</td>
<td>Availability of Subject Matter Expert</td>
<td></td>
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<tr>
<td></td>
<td>□ with SME</td>
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<tr>
<td></td>
<td>□ without SME</td>
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<tr>
<td>10:15 AM</td>
<td>GROUP DISCUSSION</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12:00 NN</td>
<td>Availability of Subject Matter Expert</td>
<td></td>
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<td></td>
<td>□ with SME</td>
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<tr>
<td></td>
<td>□ without SME</td>
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<tr>
<td>12:00 NN</td>
<td>LUNCH BREAK</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1:00 PM</td>
<td>Availability of Lunch, Mess Kits, and Venue for Lunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Availability of Lunch</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>□ Mess Kits</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Venue for Lunch</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1:00 PM</td>
<td>LUNCH BREAK</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1:15 PM</td>
<td>Attendance Sheet for roll call formation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1:15 PM</td>
<td>FORMATION</td>
<td></td>
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<tr>
<td></td>
<td>□ Roll Call Formation/Attendance in the Afternoon</td>
<td></td>
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</tr>
<tr>
<td>4:45 AM</td>
<td>FIELD IMMERSION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Availability of Subject Matter Expert</td>
<td></td>
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<tr>
<td></td>
<td>□ with SME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ without SME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Task Description</td>
<td>Recapitulation</td>
<td>Personal Time</td>
<td>Dinner Time</td>
</tr>
<tr>
<td>-------</td>
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<td>-------------</td>
</tr>
<tr>
<td>4:45 PM</td>
<td>Assign a PT to recap the activities for the day, Issues and concerns, Other Instructions, Closing prayer</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Availability of Dinner, Mess Kits, Venue for Dinner</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Supervision on studies</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Attendance Sheet, Defects Noted, Issue Delinquency Report</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Roll Call Formation/Attendance before Time for All Personnel to Sleep (TAPS)</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
<td>☐ Completed, ☐ Not Completed, ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Completed</td>
<td>Not Completed</td>
<td>Reason(s):</td>
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</tr>
<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 AM (next day)</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
Module V

TRAINING MANUSCRIPT

TRAFFIC LAW ENFORCEMENT

**FTO’s Note:** Start the training day with the POLICE OFFICER’S PRAYER to be led by a PT. The same PT will deliver THE LORD’S PRAYER at the end of the day. This should be done on a rotation basis.

**GOAL**

This module will provide you with the basic knowledge on traffic law enforcement and develop their necessary skills.

**OBJECTIVES**

After this block of instruction, you will be able to:

- **T.O. #1**: Recognize the commonly violated traffic laws, ordinances, rules and regulations;
- **T.O. #2**: Differentiate the following:
  - a. Invalid Driver’s License;
  - b. Suspended Driver’s License; and
  - c. Revoked Driver’s License.
- **T.O. #3**: Identify the three (3) Police Traffic Enforcement Actions;
- **T.O. #4**: Recognize the three (3) methods used in approaching the violator’s vehicle; and
- **T.O. #5**: Enumerate the special and usual traffic situations.

**COMMON TRAFFIC VIOLATIONS**

Violations committed under Republic Act No. 4136. A Temporary Operator’s Permit (TOP) is used in the enforcement of traffic management measures under DOTC MC No. 93-693 and other special laws by the Land Transportation Office (LTO) Traffic Law Enforcers (Flying Squad) and other deputized officers. It is considered as a temporary
driver’s license within the jurisdiction of the issuing agency in the Philippines for a period of 72 hours upon its issuance.

Violations committed under the jurisdiction of Metro Manila Development Authority (MMDA). A Traffic Violations Receipt (TVR) is used in the enforcement of traffic management measures under MMDA Traffic Ordinances and other special laws by the MMDA, Traffic Operation Center (TOC) Traffic Law Enforcers and other deputized officers. It is considered as a temporary driver’s license within the jurisdiction of the issuing agency (Metropolitan Manila) for a period of 72 hours upon its issuance. (Republic Act No. 7924)

Violations committed under the jurisdiction of the Local Government Unit (LGU). An Ordinance Violations Receipt (OVR) is used in the enforcement of traffic management measures under City and/or Municipal Traffic Ordinances and other special laws by the Local Government Units Traffic Law Enforcers and other deputized officers under the Department of Public Safety and Traffic Management and/or City/Municipal Traffic and Parking Bureau in case of the other cities and municipalities. It is considered as a temporary driver’s license within the jurisdiction of the issuing Local Government Unit for a period of five (5) days upon its issuance. (Republic Act No. 7160)

Matrix 1. REPUBLIC ACT NO. 4136

<table>
<thead>
<tr>
<th>Chap.1 Art. 2 Sec. 3(a)</th>
<th>Motor Vehicle – shall mean any vehicle propelled by any power other than muscular power using the public highway.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chap. 1 Art. 2 Sec.3(d)</td>
<td>Driver – shall mean every and any licensed operator of a motor vehicle.</td>
</tr>
<tr>
<td>Chap. 1 Art. 2 Sec.3(f)</td>
<td>Owner – shall mean the actual legal owner of a motor vehicle; in whose name such vehicle is duly registered with the Land Transportation Office.</td>
</tr>
<tr>
<td>Chap.1 Art.2 Sec.3(l)</td>
<td>Parking or Parked – shall mean that a motor vehicle is parked or parking if it has been brought to a stop on shoulder or edge of a highway, and remains inactive in that place or close thereto for an appreciable period of time.</td>
</tr>
<tr>
<td>Chap.1 Art.2 Sec. 3 (h)</td>
<td>Garage – shall mean any building in which two or more motor vehicles, either with or without drivers, are kept ready for hire to the public, but shall not include street stands, public service stations, or other public places designated by proper authority as parking spaces for motor vehicles for hire while waiting or soliciting business.</td>
</tr>
<tr>
<td>Chap.1 Art.2 Sec. 3(j)</td>
<td>Highway – shall mean every public thoroughfare, public boulevard, driveway, avenue park, alley and callejon, but shall not include roadway upon grounds owned by private person, colleges, universities or other similar institutions.</td>
</tr>
<tr>
<td>Chap. 3 Art. 1 Sec. 19</td>
<td>No person shall operate any motor vehicle without first procuring a license to drive a motor vehicle for the current year, nor while such license is delinquent, invalid, suspended or revoked.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Chap. 3 Art. 1 Sec. 29</td>
<td>Confiscation of Driver’s Licenses</td>
</tr>
<tr>
<td>Chap. 3 Art. 1 Sec. 30</td>
<td>Student’s Driver’s Permit</td>
</tr>
<tr>
<td>Chap. 4 Art. 5 Sec. 55</td>
<td>Duty of driver in case of an accident</td>
</tr>
</tbody>
</table>

**Matrix 2. LAND TRANSPORTATION OFFICE MEMORANDUM CIRCULAR 89-105**

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Driving without first securing proper license.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2</td>
<td>Driving with delinquent, invalid, suspended, ineffectual or revoked license.</td>
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<td>Section 3 a</td>
<td>Failure to show or surrender license.</td>
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<td>Section 3 b</td>
<td>Failure to carry driver's license</td>
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<td>Section 4</td>
<td>Driving while under the influence of liquor or prohibited drugs</td>
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<td>Section 5</td>
<td>Allowing an unlicensed/improperly licensed person to drive</td>
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<td>Section 6</td>
<td>Fake license</td>
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<td>Section 7</td>
<td>Allowing another person to use his license</td>
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<td>Section 9</td>
<td>A student driver operating a motor vehicle without being accompanied by a duly licensed driver</td>
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<td>Section 11</td>
<td>Unregistered motor vehicle</td>
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<td>Section 14</td>
<td>Certificate of Registration /Official Receipt (CR/OR) not carried</td>
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<td>Section 15</td>
<td>Invalid or suspended/revoked/expired CR</td>
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<td>Section 17 a</td>
<td>Plates not firmly attached and visible</td>
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<td>Section 17 b</td>
<td>Dirty or uncaried for plates</td>
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<td>Section 17 c</td>
<td>Inconspicuously displayed plates</td>
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<td>Section 18</td>
<td>License plates different from body number</td>
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<td>Section 19</td>
<td>Improper displayed plates</td>
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<td>Section 20</td>
<td>Expired commemorative plates/stickers</td>
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<td>Section 22</td>
<td>Illegal transfer of plates</td>
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<td>Section 23</td>
<td>Violation relative to equipment, parts, accessories, devices and markings of motor vehicles</td>
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<td>Dirty and unsightly or dilapidated motor vehicle</td>
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<td>Section 25</td>
<td>Failure to paint or improper painting of authorized route and painting of unauthorized route</td>
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<td>Section 27</td>
<td>Unauthorized improvised plates</td>
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<td>Section 31</td>
<td>Unauthorized bell, siren or exhaust whistle</td>
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<td>Section 33</td>
<td>No body number</td>
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<td>Section 34</td>
<td>No Early Warning Device (EWD) or failure to install EWD</td>
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<td>Section 36</td>
<td>No capacity marking</td>
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<td>Section 38</td>
<td>No tailgate or failure to put “NOT FOR HIRE”</td>
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<td>Section 39</td>
<td>Load extending beyond projected width without permit</td>
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<td>Section 43</td>
<td>Colorum Operation (operator)</td>
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<td>Section 44</td>
<td>Employing insolent, discourteous or arrogant drivers or conductors</td>
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<td>Refusal to convey passenger to proper destination/trip-cutting</td>
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<td>Section 52</td>
<td>No franchise/CPC/PA carried - Certificate of Public Convenience or evidence of franchise</td>
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<td>Section 53</td>
<td>Fake license, identification card or permit</td>
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<td>Section 54</td>
<td>Fake CR/OR, plates, tags or stickers/spurious documents</td>
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<td>Section 56 a</td>
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<td>Section 56 b</td>
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<td>Arrogance or discourtesy</td>
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<td>Section 57</td>
<td>Reckless driving</td>
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<td>Section 59</td>
<td>Driving in slippers or sleeveless shirt</td>
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<td>Section 60</td>
<td>Driving or parking in a place not for traffic or parking</td>
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<td>Section 70 a</td>
<td>Illegal turn</td>
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<td>Section 70 c</td>
<td>Illegal overtaking</td>
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<td>Section 70 n</td>
<td>Overtaking at no overtaking zone</td>
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<tr>
<td>Section 70 z</td>
<td>Obstruction</td>
</tr>
</tbody>
</table>

**TRAFFIC CITATION**

Traffic Citation is having a violator appear in court without physical arrest. The issuance of citation is the most common enforcement action by the police. This is an efficient system since majority of violations with minor offenses are punished promptly by paying their fine at an administrative body with court appearance or any traffic enforcement action contemplates trial adjudication or disposition to determine the guilt or innocence of a person charged for a violation when the individual record of which is kept by the police or some other official agency for future reference.

The traffic citation is a ticket issued to an erring driver apprehended for a certain violation in exchange of his confiscated driver’s license for the period provided for in the face of the ticket.

**PRACTICAL EXERCISE #1**

**FTO’s Note:** You cannot proceed to this lesson if the PTs failed to recognize the commonly violated traffic laws, ordinances, rules and regulations. Likewise, if they failed to differentiate the jurisdictional authority of the three (3) citation tickets. In this lesson, you are given one (1) hour to encourage the PTs to raise relevant issues.
1. oups.

2. marker.

3. Tell group.

4. Each issue.

**Invalid Driver’s License** – means that the driver holding the license is inappropriate to operate a vehicle.

Example: A

**Suspended Driver’s License** – means that the license is temporarily out of service for a period of time due to traffic violation(s) or infraction(s).

Example: A

**Revoked Driver’s License** – means that the license has been fully cancelled and it can not be reinstated.

Example:

PRACTICAL EXERCISE #2

**FTO’s Note:** You are required to moderate two (2) hours of group discussion to distinguish the invalid, suspended and revoked driver’s license.

1.ussion.

2. You vailable.
3. You of the restrictions on:
   a. Motorcycles/motorized tricycles
   b. Vehicle up to 4500 kgs gross value weight
   c. Vehicle above 4500 kgs gross value weight
   d. Automatic clutch up to 4500 kgs gross value weight
   e. Automatic clutch above 4500 kgs gross value weight
   f. Articulated vehicle 1600 kgs gross value weight and below
   g. Articulated vehicle 1601 up to 4500 kgs gross value weight
   h. Articulated vehicle 4501 kgs and above gross value weight

4. Let vehicle.

5. Once license.

   **Scenario #1:**

   A?

   **Scenario #2:**

   you do?

   **Scenario #3:**

   do?

6. e class.
ANSWER KEY

Scenario #1:

Scenario #2: river D.

Scenario #3: The A.

METHODS USED IN APPROACHING THE VIOLATOR’S VEHICLE

1. Normally for vehicles with passengers in rear seats, pause at the rear window. Then proceed to the front edge of the driver’s door, facing the rear of the vehicle. This position will let you watch the driver, any person in the rear seat and incoming traffic.

2. For possible dangerous drivers especially without rear seat passengers, stop just by the rear of the driver’s window, facing the vehicle. Stay back at the rear edge of the driver’s door. This will keep the driver at a disadvantage and give you advantage if danger should arise.

3. On heavily traveled streets wherein approaching from the left side would be hazardous to you and other traffic, and under some conditions that make a left-side approach inadvisable, approach from the right. Pause at the rear of the right window. Then place yourself at the front edge of the right door, facing the rear of the vehicle. This will tend to surprise the driver because most drivers expect you to approach from the left side.

   When with another Traffic Police Officer, your approach to the violator’s car is the same except that your partner will assume a position where one can be of assistance if the need arises. The other officer may do either of the two things:

   a. Remain seated within the patrol vehicle on the passenger side; and

   b. Leave the patrol vehicle and stand just to the right of the passenger side with the front door open.
Both positions permit your partner to observe the actions of the violator while in a protected position. This person will be able to undertake pursuit immediately in the event the violator tries to flee and establish immediate radio contact if an emergency arises.

Approaching known or suspected felons requires special techniques. In such situation you should remain in a protected position behind your car and order the suspects to leave their vehicle. Whenever you have reasons to believe the violator may be wanted for a criminal offense, notify headquarters and request assistance. Never attempt to approach such person alone.

Never lean against the violator’s car. Be especially alert for unusual movements. Look at the floor and rear seat for anything that may be hidden. Notice the violator and passenger. Stand at an angle so that you can look behind the vehicle and inside it at the same time. Use left hand for accepting papers from the motorist (unless you are left-handed).

Regardless of how innocent the situation may appear, never go in front of the vehicle to write the citation or look at the registration plate. There is always the possibility of being run over by the motorist, either deliberately or through nervousness.

If it is necessary to examine the front of the vehicle, go around the rear of the vehicle and proceed to the front along the right side of the violator’s vehicle. Stand at the right and slightly ahead of the vehicle while making the examination.

When examining the vehicle from the rear, writing a citation or talking to the driver when the person is out, never allow the driver or anyone else, including yourself, to stand between two (2) stopped vehicles. In all cases you and anyone else should stand off to the side or away from the vehicle.

To the violator and passing motorist, you are the police and your actions contribute importantly to how they feel towards you, your organization, and police in general. Stand erect and be alert.

**SPECIAL AND USUAL TRAFFIC SITUATIONS**

**What to do in case of Abandoned Motor Vehicles**

A motor vehicle is said to be abandoned when it is left unattended in an area not provided for parking. Unattended vehicle becomes a problem to traffic flow. In
some instances, it causes more serious problem than what is actually thought of, particularly when they are abandoned by robbers. Abandoned vehicles may be classified into two (2) categories:

1. Unattended due to Mechanical Defects

   Verify and check the ownership of the vehicle and if possible advise the owner to relocate the vehicle to a much safer place.

2. Abandoned by Robbers

   Get the plate number and other data of the vehicle. Make a report on the presence of the abandoned vehicle to the nearest Highway Patrol Group (HPG) or traffic police unit and make possible steps to inform the owner about his vehicle. Bring the vehicle to the HPG or traffic police impounding area and conduct Technical Inspection Report in the presence of alleged owner. Advise the owner to present all pertinent papers of the vehicle for identification of ownership. If the vehicle is found to have violated any provision of R.A. No. 6539, note its violation and submit it for investigation together with the Technical Inspection Report. Finally, submit a duly accomplished Spot Report.

**What to do on Stalled or Bogged Down Motor Vehicles**

In most instances, traffic accidents or jams are caused by stalled or bogged down vehicles that are left carelessly unattended in the highways. In these cases therefore, it is important that you should know the basic course of actions in order to avoid unnecessary risk of human lives and property and further allow the continuous free flow of traffic.

When you notice stalled or bogged down vehicles having mechanical defects and blocking the road, take these precautionary steps:

1. Check the defect or condition of the vehicle;

2. Ensure the safety of vehicles and persons involved by conducting traffic system in the vicinity;

3. If practicable, move the vehicle to the road shoulder. You may need assistance of other motorist to do this, otherwise avail of tow trucks to move it; and

4. Advise the owner of the vehicle to avail of the services of a mechanic. Provide an early warning device (EWD) or any lantern to deter accident occurrences of the mechanic and other motorists.
What to do in cases of Hit-and-Run Vehicular Traffic Accidents

1. When vehicle involved is identified, the following steps should be taken:

   a. Require complainant to file a complaint to HPG or the nearest police headquarters.

   b. Get a sworn statement or request the complainant to execute an affidavit stating the following facts:

      (1) Place where the accident occurred;

      (2) Time and date of the accident;

      (3) Vehicles involved with complete description and corresponding plate numbers; and

      (4) How the accident occurred.

   c. Prepare a letter invitation to persons involved in the complaint for confrontation and investigation.

   d. Upon completion of investigation, prepare a referral of case for filling at the Fiscal’s Office or at the court having jurisdiction over the case.

2. When vehicle involved is not identified by the complainant and the information given is incomplete, the following steps should be taken:

   a. Verify at LTO Central Office the plate number of the vehicle involved in an accident as reported by the complainant;

   b. If there are two or more plate numbers that is similar with the plate number of the vehicle involved in the complaint, get all the description of the vehicle to include the name and address of the owner and prepare a letter of invitation requiring the owner of the vehicle in question to appear at your office, together with the driver for identification and confrontation by the complainant; and

   c. If the plate number of the vehicle involved in a hit-and-run accident was not given by the complainant but has description only of the vehicle, gather and collect information from witnesses at the accident scene to serve as basis or lead in further investigation of the case.
Guide to Complainants of a Hit-and-Run Vehicular Traffic Accident:

1. File complainant with the proper police agency.
2. Give complete information on how the accident occurred.
3. State time, date and place where the accident occurred.
4. Describe the vehicle involved and state the plate number of the hit-and-run vehicle.
5. Give names and addresses of witnesses to the accident.
6. State complete name and address of complainant.
7. Take note of down other pertinent information relative to the hit-and-run incident.

HOW TO HANDLE TRAFFIC JAMs

Traffic Jam is caused by factors such as vehicular accident, stalled vehicle due to engine trouble, absence of Traffic Police Officer at the intersection, or road construction. The following are the steps to be taken by the Traffic Police Officer in case of traffic jam:

1. Determine the cause of the traffic jam;
2. Where the traffic jam is caused by vehicular accident, conduct a fast and immediate but complete investigation and remove vehicles involved at the scene of accident;
3. If traffic jam is caused by mechanical trouble, assist motorist to move the vehicle to a place where it will not obstruct the flow of traffic;
4. Back at your assigned traffic post, establish yourself and conduct a systematic flow of traffic;
5. Observe if the flow of traffic is smooth, if not, refer back to "No. 1" above; and
6. Implement proper traffic regulation to avoid further traffic jam.
How to care for the injured in case of a vehicular traffic accident:

a. Apply first aid to the injured; and
b. Evacuate seriously injured.

How to prevent the accident from getting worse:

a. Look for any possible source of fire;
   (1) Switch-off ignition of vehicle
   (2) Know how to extinguish in case of fire
b. Re-route and control the traffic;
c. Cordon off the scene of accident and control the crowd; and
d. Watch out for any looters.

How to record the facts:

a. Make a sketch of the scene of the accident with its relative position and distance;
b. Photograph the scene of the accident;
c. Interview drivers and witnesses who are directly involved or any bystander present at the time of the accident and record all these; and
d. Record your observations on the driver, road condition, vehicle condition, and skid marks.

In figuring out what happened:

a. Make a formal investigation by getting statements of drivers and witnesses;
b. Follow-up the Medico-Legal Certificates of injured persons for eventual filing of the case; and
c. Prepare all pertinent documents and record of the case for subsequent filing in court.
IN CASE OF VEHICLE CANIBALIZATION

1. Determine the vehicle parts that were stolen;

2. Take note of the owner of the vehicle, the description of the vehicle, and the location, and where the incident took place;

3. Look for immediate possible clues that might lead to the identification of the perpetrators of their modus operandi;

4. Interview the witnesses and owner to get a general picture of the situation prior to the incident;

5. Prepare a Spot Report and submit it to the nearest HPG or traffic police unit; and

6. If further investigation is necessary, the vehicle may be impounded for safekeeping.

STEPS TO BE TAKEN WHEN CARNAPPING OCCURS

1. Get complete information of the vehicle, location of incident and other circumstances of the carnapping; and

2. Report this immediately to the nearest HPG or traffic police unit.

Completing the information regarding a carnapped vehicle is very important and necessary in order to initiate a search and follow-up the progress of the search for the vehicle. The following information is necessary for immediate recovery of stolen vehicles:

a. Location where the vehicle was carnapped;

b. Time and date when the vehicle was last seen;

c. Description of person last seen driving the vehicle;

d. Color;

e. Year and make;

f. Body style (i.e. sedan, wagon, etc.);
g. Plate number, motor and body numbers; and

h. Direction where vehicle was last heading.

IN CASE OF ROBBERY HOLD-UP

1. Get the exact time, date and place of the incident;

2. Get the plate number, color, make and other information of the get-away car used and description of the occupants (hold-umpteen);

3. For record purposes, interview the victims and list down the items stolen or supposedly robbed from them;

4. Flash a report to the nearest HPG and traffic police unit via a two-way radio or telephone; and

5. Gather more facts and evidence to include statements of witnesses for further reference.

KINDS OF LAW ENFORCEMENT ACTIONS

1. **Traffic Arrest** – is an enforcement action which consists of taking a person into custody for the purpose of holding or detaining him to answer a charge of law violation before a court. Arrest is made when:
   
   a. The offense committed is serious;
   
   b. There is a necessity to avoid continued violation; and
   
   c. There is a reasonable doubt that the violator will not appear in court.

2. **Traffic Citation** - is made of having violator appear in court without physical arrest. The issuance of citation is the most common enforcement action by the police. This is an efficient system since majority of violations with minor offenses are punish promptly by paying their fine at an administrative body with court appearance or any traffic enforcement action contemplates trial adjudication or disposition to determine the guilt or innocence of a person charged for a violation when the individual record of which is kept by the police or some other official agency for future reference.

3. **Traffic Warning** – is an enforcement action which does not contemplate possible assessment of penalty by the court or otherwise as a result of warning alone.
a. **Visual Warning** – is usually used when you have observed a minor violation but are importantly occupied at a moment. You indicate by gesture of the hand, and of the head, or a toot of the horn that you are aware of the violation. Such action reminds the violators that violation has been committed and that the police are observant.

b. **Verbal Warning** – is a form of safety education. You tell the violator that a law has been violated and explain the hazards of such action. They are frequently used when there is a new enforcement program going into effect and the preliminary phase calls for a period of public education.

c. **Written Warning** – is a combination of verbal warning and citation. They gave the spirit of verbal warning and the form of citation because it is written and resembles a citation. The written warning has more noticeable deterrent effect than verbal warning. There is no immediate penalty attached and it allows the violator an opportunity to profit by the error putting an emphasis on education rather than on discipline.

**PRACTICAL EXERCISE #3**

1. evelop.
2. On involved.
3. Tell action.
4. They
5. The the activity.

**PRACTICAL EXERCISE #4**

| **FTO's Note:** | At this stage, the PTs will be given time to observe the activities of a traffic enforcer relative to apprehending traffic violators in a certain intersection of a major thoroughfare. They must identify the commonly violated traffic infractions and to recognize the citation ticket being issued. They must submit a report to you as their group reaction on why the infractions are commonly violated in the given area. |
1. The
2. at intersection.

2. Every
   he locality.

3. The the following:
   a. Record enforcer;
   b. Conduct ticket issued; and
   c. are common in the locality.

4. They after the activity.

EVALUATION

**FTO’s Note:** An evaluation is necessary for you to evaluate the learning process. The PTs will be subjected to five (5) sets of questions to test their knowledge.

**QUESTIONS:** (Fill in the blanks)

1. ____________
s issuance.

2. ____________ is the traffic citation used in the enforcement of traffic management issuance.
3. ___________ is the a traffic citation used in the enforcement of traffic management measures (entire Philippines) for the period of seventy-two (72) hours, upon its issuance.

4. ___________ is a f the ticket.

5. ___________ is 29, 1964.

ANSWER KEY

1. (TVR)
2. (OVR)
3. (TOP)
4. citation
5. o. 4136

**FTO's Note:** During the PTs study time:

1. Recite at least 10 traffic violations; and
2. Enumerate and differentiate the three (3) traffic citations.

“Give yourself permission to honor and follow the God-given desires of your heart.”
— Alaina Odessa
## Module V Slides

### Violations In Connection With Licenses
- Drunk driving without a license
- Drunk driving with a defective, invalid, suspended, or revoked license
- Failure to show a valid license
- Failure to carry a driver's license
- Driving while under the influence of liquor or prohibited drugs
- Allowing an unlicensed or an improperly licensed person to drive
- False or counterfeit license
- Allowing another person to use his/her license
- Using a motor vehicle in the commission of a crime
- A student driver operating a motor vehicle without being accompanied by a licensed driver
- Unauthorized conduct or
- Expired driver's license

### Violations In Connection With Plates And Stickers
- Plates not firmly attached and visible
- Dirty or unclean car plates
- Improperly displayed plates
- No sticker
- License plate different from body number on for-hire vehicle
- Removing permanent plates to accommodate commemorative plates
- Expired commemorative plates/stickers
- Temporarily replaced plate or stickers
- Illegal transfer of plates, tags, or stickers
- Illegal use of commemorative plates without proper authority
- Without a plate sticker
- No sticker showing the current year

### Violations Relative to For-Hire Motor Vehicle Parts, Accessories
- Dirty and unsanitary environment
- Defective equipment (not roadworthy)
- No steering wheel
- Defective headlamps
- No or defective speedometer
- Defective or broken windshield
- No rear view mirror
- No interior lights
- No name or business name and address on vehicle
- No spare tire
- Unauthorized belt, strap, or exhaust vehicle
- No red flag or red lights on projecting load
- No body number on vehicle
- No Early Warning Device
- Failure to install EWD 4 meters away from the front and back of vehicle. No capacity markings.
- Installation of billboards, curtains, dim lights, strobe lights, or similar lights instead of colored or painted windshield or window glass
- Failure to post signage instructing passengers of public motor vehicles required to wear seat belts to "FASTER SEAT BELTS!"
- [Driver-P380.06] [Operation-P360.04] For any violation of any other required seatbelt/anchorages’ end
- Orientation as prescribed (1st offense/2nd offense/3rd offense)
- Out of Line - Operating outside its authorized route

### Violations In Connection With Motor Vehicle Registration
- Unregistered or improperly registered or invalid registration
  (Driver & Operator Each Pay P450)
- Unauthorized change of color or configuration
- Unregistered substitute or replacement engine
- Certificate of registration and official receipt not carried
- Operating or allowing the operation of a motor vehicle with a suspended/expired certificate
- Tourist operating a non-Philippine registered vehicle beyond 90 day period

### Violations Relative to Motor Vehicle Parts, Accessories, Markings
- Motor vehicle with metallic wheels
- Defective brake
- Improper horn or signaling device (exceptionally loud, startling, or disagreeable)
- Defective horn or signaling device
- Carrying red lights visible in front of vehicles
- No or defective headlamps
- No or defective taillamps
- No red rear lights
- No license plate lights
- No brake (stop) lights
- No or defective windshield wipers
- No or disconnected muffler
- Dirty and unsanitarily or disfigured motor vehicle
- Failure to post or improper painting of authorized route (jeepneys)
- Non-painting of business name or trade name on vehicle used for business trade
- Unauthorized number plates (if plates are made to appear as registered to operate as FOR HIRE)
- Failure to put "NOT FOR HIRE" sign on jeepneys if they may not operate FOR HIRE
- Unauthorized use or attachment of siren/bell horn or whistles or gadget that produces exceptionally loud or startling sound, including siren lights, whistles, and similar signaling/flasher devices
- Glaring front or rear body parts and/or operating dazzling accessories
- Operation of vehicles with right-hand steering wheel

### Weights and Load Limits
- Load extended beyond projected width without permit
- Overloading
- Operating a vehicle in excess of limits
- Total weight of cargo carrying or passenger truck in excess of 100 lbs
- Allowing load in excess of its carrying capacity
  - Conducion P150 [Driver-P150]
- Baggage or freight carried on top of truck exceeds 20KGs/50 M and not distributed properly
- Unsafe load
Prohibited or Illegal Operation:

- Colorum operation (1st Offense: Driver-P500, Operator-P1000)
- Colorum operation (2nd Offense: Driver-P750, Operator-P2000)
- Colorum operation (3rd Offense: Driver-P1000, Operator-P3000)
- Colorum operation or private use despite suspended CR
- Operating truck during truck ban

Breach of Condition of Franchise and Related Violations:

- Employing insolent, discourteous or arrogant drivers or conductors
- Refusal to convey passengers to proper destination (trip cutting)
- Refusal to render service to the public: [Driver-P1000] [Operator-P1000]
- No issuance of fare ticket on bus: [Conductor-P375] [Operator-P375]
- Unauthorized commercial or business name, allowing another to use his commercial or business name
- Unjust preference or unjust discrimination: [Driver-P375] [Operator-P375]
- Overcharging/Undercharging
  - [Driver/Conductor-P500] [Operator/Owner-P500]
- Violation of franchise conditions
- No franchise/certificate of public conveyance or evidence of franchise in the motor vehicle

Fraud and Falsities:

- False license, identification card, or permit
- False CP, OR, plates, tags, or stickers, or spurious documents: [Driver-P1000] [Operator-P2000]
- Misrepresenting a copy of a document before Traffic Adjudication Service (TAS)

Parking Violations:

- Parking within an intersection
- Parking on a crosswalk
- Parking within 6 meters of the intersection of curb lines
- Parking within 4 meters of the driveway entrance to any fire station
- Parking within 4 meters of a fire hydrant
- Parking in front of a private driveway
- Double parking
- Parking at any place where official signs are posted prohibited parking

Other Violations:

- Illegal turn
- Driving against traffic
- Illegal overtaking
- Overtaking at an unsafe distance
- Cutting an overtaken vehicle
- Failure to give way to an overtaking vehicle
- Increasing speed when being overtaken before the overtaking vehicle has completely passed
- Overtaking when left side is not visible or clear of incoming traffic
- Overtaking on a crest of a grade
- Overtaking on a curve
- Overtaking at a railway grade crossing
- Overtaking in an intersection
- Overtaking between MEN WORKING or CAUTION signs
- Overtaking in a NO OVERTAKING zone
- Failure to yield right of way (same time rule)
- Failure to yield to pedestrians at a crosswalk
- Failure to come to a complete stop on a through street or railroad crossing
- Failure to yield to the right of way coming from a private road or driveway
- Failure to yield to the right of way of an ambulance, police car, or fire dept vehicle
- Failure to come to a complete stop on a through highway or stop intersection
- Failure to give proper turn/stop signals
- Illegal right turn
- Illegal left turn
- Failure to stop motor vehicle and apply handbrake when left unattended
- Obstruction to traffic
- Failure to wear the prescribed seat belt devices and/or failure to require passengers to wear prescribed seat belt
- 1st Offense: [Driver-P250.00] [Operator-P250.00]
- 2nd Offense: [Driver-P500.00] [Operator-P500.00]
- 3rd Offense: [Driver-P1000.00] [Operator-P1000.00]
- Allowing a passenger on top or on the cover of a vehicle
- Permitting a passenger to ride on the running board, step board, or mudguard of a vehicle
Arrogance or discourtesy
Disregarding traffic signs
No helmet when driving or riding a motorcycle
Reckless driving (1st offense)
Reckless driving (2nd offense)
Reckless driving (3rd offense)
Failure to dim headlights
Use of slippers or sleeveless shirts when driving
Smoke Belching (1st offense)
Smoke Belching (2nd offense)
Smoke Belching (3rd offense)
Disregarding traffic officer

Taxi Unit Violations
- Fast, tampered, defective, or no operating taximeters (1st offense) [Driver-P2000.00 ]
- Fast, tampered, defective, or no operating taximeters (2nd offense) [Driver-P3000.00 ]
- Fast, tampered, defective, or no operating taximeters (3rd offense) [Driver-P5000.00 ]
- Tampered, broken, reconnected, fake or altered sealing wire [Driver-P1000.00 ]
- Refusal to render service to the public/passenger to destination [Driver-P1000.00 ] [Operator-P1000.00 ]
- Violation of color scheme, Adoption of new color design w/o authority [Operator-P1000.00 ]
- Unregistered or unauthorized trade/business name or its unauthorized use [Operator-P1000.00 ]
- Old meter, transmission seal or tripless seal [Driver-P1000.00 ] [Operator-P1000.00 ]
- Loose tripless seal [Driver-P1000.00 ] [Operator-P1000.00 ]
- Flagged up taxi meter, Operating on contractual basis [Operator-P1000.00 ]
- No taxi driver’s uniform [Operator-P1000.00 ] [Operator-P1000.00 ]
- Failure to paint AIRCON on taxi unit [Operator-P1000.00 ] [Operator-P1000.00 ]
- Installing air-conditioning unit w/o authority [Operator-P1000.00 ]
- Failure to provide light on taximeter [Operator-P1000.00 ] [Operator-P1000.00 ]
- Failure to provide top light indicating availability [Operator-P1000.00 ] [Operator-P1000.00 ]
- Failure to provide clean seat covers [Operator-P1000.00 ] [Operator-P1000.00 ]
- Failure of owner/operator to paint his name and address on the unit [Operator-P1000.00 ] [Operator-P1000.00 ]
TRAINING PLAN

MODULE VI : BASIC PRINCIPLES OF DEFENSIVE DRIVING

TARGET AUDIENCE : Police Trainees

DAY : 9 and 10

VENUE : Station’s Classroom/ Motorpool / As appropriate

TIME ALLOTED : Sixteen (16) hours

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Flip Charts and Markers
Driver’s License
Motor Vehicle Certificate of Registration and Official Receipt
Available Motor Vehicle

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Notebook, ballpen


TRAINING GOAL : This block of instruction will teach the PTs on the basic principles on defensive driving and motor vehicle maintenance.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Understand the basic principles of defensive driving; and

T.O. #2 : Be familiar about the parts of a motor vehicle.
**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>INVOCATION</td>
<td></td>
</tr>
<tr>
<td>4:00 AM</td>
<td>5:00 AM</td>
<td>□ First Call (4:00 AM) Attention</td>
<td>□ Morning Prayer</td>
<td>□ Completed</td>
</tr>
<tr>
<td>5:00 AM</td>
<td>7:00 AM</td>
<td>□ Call (4:05 AM) Assembly Call</td>
<td>□ Calisthenics/Warm-up Exercises/Physical Conditioning</td>
<td>□ Not Completed</td>
</tr>
<tr>
<td>5:00 AM</td>
<td>7:00 AM</td>
<td>□ (4:15 AM) Accounting</td>
<td>Road Run</td>
<td>□ As appropriate</td>
</tr>
<tr>
<td>5:00 AM</td>
<td>7:00 AM</td>
<td>□ (4:20 AM)</td>
<td></td>
<td>Reason(s):</td>
</tr>
<tr>
<td>5:00 AM</td>
<td>7:00 AM</td>
<td>□ Distribution of Cleaning Materials</td>
<td>PERSONAL NECESSITIES/CLEANING OF AOR/BREAKFAST</td>
<td>□ Completed</td>
</tr>
<tr>
<td>5:00 AM</td>
<td>7:00 AM</td>
<td>□ Designation of AOR</td>
<td>□ AOR Clean-up</td>
<td>□ Not Completed</td>
</tr>
<tr>
<td>5:00 AM</td>
<td>7:00 AM</td>
<td>□ Availability and Distribution of Breakfast</td>
<td>□ Personal hygiene</td>
<td>□ As appropriate</td>
</tr>
<tr>
<td>5:00 AM</td>
<td>7:00 AM</td>
<td></td>
<td></td>
<td>Reason(s):</td>
</tr>
<tr>
<td>7:00 AM</td>
<td>7:45 AM</td>
<td>□ Attendance Sheet (7:00 AM-7:15 AM)</td>
<td>FORMATION AND RANK INSPECTION</td>
<td>□ Completed</td>
</tr>
<tr>
<td>7:00 AM</td>
<td>7:45 AM</td>
<td>□ Rank Inspection (7:15 AM-7:45 AM)</td>
<td>□ Daily Personnel Accounting Report</td>
<td>□ Not Completed</td>
</tr>
<tr>
<td>7:00 AM</td>
<td>7:45 AM</td>
<td>□ Defects Noted</td>
<td>□ Rank Inspection</td>
<td>□ As appropriate</td>
</tr>
<tr>
<td>7:00 AM</td>
<td>7:45 AM</td>
<td></td>
<td></td>
<td>Reason(s):</td>
</tr>
<tr>
<td>7:00 AM</td>
<td>7:45 AM</td>
<td>□ Issue Delinquency Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:45 AM</td>
<td>8:00 AM</td>
<td>□ Basic Principles of Defensive Driving</td>
<td>INTRODUCTION TO MODULE VI: BASIC PRINCIPLES OF DEFENSIVE DRIVING</td>
<td>□ Completed</td>
</tr>
<tr>
<td>7:45 AM</td>
<td>8:00 AM</td>
<td>□ Availability of Learning Aids Required</td>
<td>□ Invocation: Police Officer’s Prayer</td>
<td>□ Not Completed</td>
</tr>
<tr>
<td>7:45 AM</td>
<td>8:00 AM</td>
<td></td>
<td>□ Training Goals</td>
<td>□ As appropriate</td>
</tr>
<tr>
<td>7:45 AM</td>
<td>8:00 AM</td>
<td></td>
<td>□ Training Objectives</td>
<td>Reason(s):</td>
</tr>
</tbody>
</table>

**FIELD TRAINING OFFICER’S GUIDE on Traffic Phase**

**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Completed</th>
<th>Not Completed</th>
<th>Reason(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM</td>
<td>===TOPIC PRESENTATION AND DISCUSSION===</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Road Courtesy</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>• Traffic Lights</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Road Signs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Motor Vehicle Maintenance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 NN</td>
<td>===LUNCH BREAK===</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Prayer before meal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td>===FORMATION===</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Roll Call Formation/Attendance in the Afternoon</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1:15 PM</td>
<td>===BRIEFING===</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Prior to dispatch for PE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:30 PM</td>
<td>===PRACTICAL EXERCISE #1===</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• AOR Map</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:45 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Availability of Subject Matter Expert
- with SME
- without SME

Availability of Lunch
- Mess Kits
- Venue for Lunch

Attendance Sheet for roll call formation

Briefing

AOR Map
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Recapitulation</th>
<th>Personal Time</th>
<th>Dinner Time</th>
<th>Study Time</th>
<th>Formation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:45 PM - 5:00 PM</td>
<td>Assign a PT to recap the activities for the day</td>
<td>□ Completed □ NotCompleted □ As appropriate Reason(s):</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td>5:00 PM - 6:00 PM</td>
<td>Supervision on personal tasking</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>6:00 PM - 7:00 PM</td>
<td>Availability of Dinner</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td>7:00 PM - 9:00 PM</td>
<td>Supervision of study time</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9:00 PM - 9:30 PM</td>
<td>Attendance Sheet</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9:30 PM</td>
<td>Defects Noted</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Issue</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Delinquency Report</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Task</td>
<td>Notes</td>
<td></td>
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</tr>
<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 AM (next day)</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>DAY 10</td>
<td>TIME</td>
<td>FTO CHECKLIST</td>
<td>ACTIVITIES</td>
<td>REMARKS</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4:00 AM</td>
<td>5:00 AM</td>
<td>First Call (4:00 AM) Attention Call (4:05 AM) Assembly Call (4:15 AM) Accounting (4:20 AM)</td>
<td>INVOCATION: Morning Prayer</td>
<td>![ ] Completed  ![ ] Not Completed  ![ ] As appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 AM</td>
<td>7:00 AM</td>
<td>Distribution of Cleaning Materials Designation of AOR Availability and Distribution of Breakfast</td>
<td>PERSONAL NECESSITIES/CLEANING OF AOR/BREAKFAST: AOR Clean-up Personal hygiene Wearing of prescribed uniform Breakfast: Prayer before meal</td>
<td>![ ] Completed  ![ ] Not Completed  ![ ] As appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 AM</td>
<td>7:45 AM</td>
<td>Attendance Sheet (7:00 AM-7:15 AM) Rank Inspection (7:15 AM-7:45 AM) Defects Noted Issue Delinquency Report</td>
<td>FORMATION AND RANK INSPECTION: Daily Personnel Accounting Report Rank Inspection: Proper haircut Tickler/Ballpen/Hanky Handcuff Socks Buckle Mustache Finger nails</td>
<td>![ ] Completed  ![ ] Not Completed  ![ ] As appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:45 AM</td>
<td>8:00 AM</td>
<td>Briefing on T.O. #2 of Module VI Availability of Learning Aids Required</td>
<td>BRIEFING ON T.O. #2 OF MODULE VI</td>
<td>![ ] Completed  ![ ] Not Completed  ![ ] As appropriate Reason(s):</td>
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</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Completed</td>
<td>Not Completed</td>
<td>As appropriate</td>
<td>Reason(s):</td>
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</tr>
<tr>
<td>8:00 AM</td>
<td>Availability of Subject Matter Expert (8:00 AM)</td>
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<tr>
<td></td>
<td>with SME</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>without SME</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>12:00 NN</td>
<td>Availability of Lunch, Mess Kits, Venue for Lunch</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Attendance Sheet for roll call formation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:15 PM</td>
<td>Briefing</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>1:30 PM</td>
<td>AOR Map</td>
<td></td>
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</tr>
</tbody>
</table>

**PRACTICAL EXERCISE**

**LUNCH BREAK**
- Prayer before meal

**FORMATION**
- Roll Call Formation/Attendance in the Afternoon

**BRIEFING**
- Prior to dispatch for PE
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Completed</th>
<th>Not Completed</th>
<th>Reason(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:45 PM</td>
<td>Assign a PT to recap the activities for the day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Issues and concerns</td>
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</tr>
<tr>
<td></td>
<td>Other Instructions</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Closing prayer</td>
<td></td>
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</tr>
<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Availability of Dinner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mess kits</td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Venue for Dinner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Dinner Time</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Prayer before meal</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Personal time</td>
<td></td>
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<tr>
<td></td>
<td>Supervision of study time</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Study Time</td>
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<tr>
<td></td>
<td>Supervision of study time</td>
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<td>7:00 PM</td>
<td>Study Time</td>
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<tr>
<td></td>
<td>Supervision of study time</td>
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</tr>
<tr>
<td>7:00 PM</td>
<td>Formation</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>• Roll Call Formation/Attendance before Time</td>
<td></td>
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<tr>
<td>9:00 PM</td>
<td>Attendance Sheet</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Issue Delinquency Report</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td>for All Personnel to Sleep (TAPS)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9:30 PM</td>
<td>4:00 AM (next day)</td>
<td>Supervision of TAPS</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
<td>Completed</td>
</tr>
<tr>
<td>---------</td>
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<td>---------------------</td>
<td>----------------------------------------</td>
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</tr>
</tbody>
</table>

Supervision of TAPS

TIME FOR ALL PERSONNEL TO SLEEP (TAPS)

- Completed
- Not Completed
- As appropriate

Reason(s):
Module VI

TRAINING MANUSCRIPT

BASIC PRINCIPLES ON DEFENSIVE DRIVING

**FTO’s Note:** Start the training day with the POLICE OFFICER’S PRAYER to be led by one of the PTs. The same PT will deliver THE LORD’S PRAYER at the end of the day. This should be done on a rotation basis.

GOAL

This module will teach you with the basic principles on defensive driving and motor vehicle maintenance.

OBJECTIVES

After this module, you will be able to:

a. Understand the basic principles of defensive driving; and

b. Be familiar about the parts of a motor vehicle.

DEFENSIVE DRIVING

Defensive Driving is defined as preventing crashes before they occur. It is the demonstration of an attitude, awareness and driving skills such as:

1. Stay alert and keep eyes moving so that you can keep track of what is happening at all times;

2. Look for trouble spots developing around you;

3. Have a plan of action if the other driver makes mistakes; and

4. Know that the law requires from drivers to protect each other from their own mistakes.
A DEFENSIVE DRIVER

A defensive driver must:

1. Be able to keep a safe driving record;
2. Have a positive attitude on road safety;
3. Be physically and mentally fit to drive; and
4. Have received proper training before driving.

FACTORS THAT AFFECT DRIVING

1. Attitude

A defensive driver must develop and demonstrate an attitude that:

a. Shows concern for other road users;
b. Recognizes that other road users will make mistakes;
c. Knows no journey is so urgent that a safe speed can be maintained;
d. Believes that driving is a skill which requires the application of good techniques; and
e. Believes that safe driving requires an alert mind at all times.

2. Behavior

An ideal defensive driver:

a. Always clean seatbelts;
b. Keeps within the advisory speed limit;
c. Constantly scans the road for potential hazard;
d. Signals one’s intentions at all times; and
e. Shows courtesy at all times.
FACTORS AFFECTING THE BEHAVIOR OF THE DRIVER

Right Mental Attitude

A defensive driver always maintains a safe caution of distance in front and behind his vehicle by: a) observing the four-second rule b) adopting a positive and skilled mental approach.

Search – the road seen ahead, around and rear of the vehicle
Identity – the potential and immediate hazard on the road
Predict – the actions of other road users
Decide – what to do to avoid an unsafe situation

KEY TO EFFECTIVE DEFENSIVE DRIVING

Concentration

1. Standard of vision, hearing and health all have a bearing on the amount of concentration.
2. The driver must adjust the speed of the vehicle on the degree of concentration one is able to apply.

DRIVING PLANS AND DECISIONS

1. Driving plans should be made on the correct assessment of the changing scene both ahead or to the rear of the vehicle.
2. Driving plans should enable the driver to make decisions in a methodical manner.
3. Plans and decisions are combination of what can be seen, what cannot be seen circumstances which are expected to arise and allowances for the mistakes of other road users.

VIEW FROM THE VEHICLE

1. The driver must aim to have the best possible view of the area around the vehicle.
2. Windows and windshield must be clean.
3. Washers and wipers should be functioning.
4. Mirrors are properly adjusted at the start of the journey.

VISION AFFECTED BY SPEED

1. The driver must adjust the length and the depth of one’s vision according to the speed trail.
2. Focus further ahead as speed increases.
3. Road and traffic conditions will govern speed.

VISION AFFECTED BY FATIGUE

1. Continuous driving for long period will cause fatigue which may result to eye strain.
2. Recognition and assessment of dangerous situations may become delayed and inaccurate.
3. Making it essential to have period of rest.

WEATHER CONDITIONS

Fog, rain, fading daylight or bright sunshine will reduce visibility so speed must be kept low.

ROAD SURFACE

A good driver is one who looks ahead and recognizes any change in the road surface. Keep a steady speed on open roads. Slow down smoothly. Press the gas pedal lightly. Starting up slowly give other drivers and people walking a chance to see what you are doing. They can then judge how to react. When you have reached the speed you want, glance at the speedometer.

DRIVING TECHNIQUES AND SAFETY

KEYS TO SAFE DRIVING

1. Good vision, look with your eyes but see with your mind.
2. Obeying traffic rules and regulations.
3. Proper care of your car.
4. Be courteous to other road users.
5. Proper signaling. Failure to signal is dangerous and inconsiderate.
6. Physical fitness. Let someone else take the wheel if you are not physically and mentally alert.

**Proper Use of Brakes**

A good driver uses the brakes. An experienced driver is able to make without using his brakes a great deal and yet be perfectly safe, as compared to the less experienced one who keeps on banging at the brakes every now and then. Skidding is caused by sudden hard and violent braking as the weight of the vehicle is thrown forward and downward thereby subjecting the front suspension to a force greatly in excess of what is normal. Steering therefore becomes unwieldy and because the weight at the back is suddenly transferred to the front, road holding by the rear tires is greatly reduced – hence sliding and skidding. A good driver should therefore be able to anticipate stops by intelligently reading the road and be able to apply progressive light braking and have control of the vehicle at all times, smoothly stopping before any potential hazard with ease.

**Steering**

In order to have control of the car, the driver must be sitting in the correct and comfortable position.

1. When turning, move hand in the direction you are going should pull down; the other hand allowing the wheel to pass through it, if necessary, the other hand can help by pushing the wheel upward.

2. When transferring from one lane to another, or when pulling in after overtaking, the turn should be gradual and never a sudden swerve which may result in skidding.

3. A firm, not a tight, grip on the wheel is all that is needed. Never grip tightly on a greasy road.

4. Do not move the wheel to and from while driving. A firm straight steer is better.

5. Both elbows should be free from obstruction. Never rest the left elbow on the window frame while driving.
6. Never drive off without first having made sure that the seat, mirror, doors windows, etc., are properly adjusted.

**Gear Changing**

Avoid over-reviving in lower gears. Direct causes of over-hearing are engine wear and high fuel consumption. Do not put unnecessary load on your engine by not changing to lower gear when necessary. Change gear before a potential hazard.

**Stopping**

A driver should have the ability to judge how much time and space needed to stop the vehicle. The amount of time it takes to see when to stop until stepping on the brakes is called REACTION TIME. A motor vehicle is considered stopped when passengers and cargoes were loaded and unloaded for about ten (10) minutes or more. There is no simple way to tell how long it will take one to stop at a certain speed. Signs, signals and traffic rules tell us to stop.

**RIGHT-OF-WAY RULES**

1. **First-Time Vehicle Rule**

   At all intersections without “stop” or “yield” signs, slow down and prepare to stop. Yield to vehicles already in the intersection or about to enter it.

2. **Same-Time Vehicle Rule**

   At all intersections without “stop” or “yield” signs (or with stops in all directions), yield to the vehicle on your right if it has reached the intersection of same time as your vehicle.

3. **Stop Signs**

   Stop at any limit line or crosswalk. Yield to all approaching vehicles on the through street, go only when it is safe for you to cross. Approaching vehicles should slow down and allow you to get across safely.

4. **Left Turn**

   Signal left turn and yield to approaching traffic until it is completely safe to finish the turn.
5. **Rotonda**

Vehicles around the rotonda have the right-of-way over vehicles which are just about to enter.

When entering a highway from a driveway, yield the right-of-way to traffic on the highway. Never insist on taking the right-of-way if other drivers are not following the rules, let them have the right-of-way even if it belongs to you to prevent possible accidents. However, do not always insist on others going ahead of you, slowing and stopping may delay the flow of traffic.

**Give the Right-of-Way to Emergency Vehicles**

One should yield the right-of-way to police cars, fire trucks, ambulances and other emergency vehicles which are sounding a siren or bell or flashing a red light by pulling to the edge of the roadway and stopping. In the event traffic is so congested as to prevent you from safely doing so, slow down and leave a clear path for the emergency vehicles.

**PASSING**

The law places the responsibility on the driver of the passing car, if the driver makes mistakes in passing, the person is held liable.

**Important Things to Remember in Passing**

1. It is illegal to speed up when being passed. Continue at the same speed or reduce your speed.

2. Help other drivers to pass safely. Move to the right side of your lane to give the other driver more room and a better view ahead.

3. Show the passing driver the same courtesy that you would expect from other drivers.

**When Not to Pass - Especially on Roads Marked by Signs**

1. At no-passing zone marked by signs or by solid yellow lanes or double-solid yellow lines which indicate no passing.

2. On blind-curves where you would not be able to see incoming cars, always stay in your own lane on any curve, out of the way of incoming traffic.
3. On going up a hill, passing is not allowed from 700 to 1,000 feet from the top of a hill.

4. At intersections or railroad crossing where other vehicles or pedestrians may suddenly appear or unless such intersections is controlled by traffic signal.

5. Near a bridge or underpass that may cut-off a road shoulder, you or the car passed might need to use the shoulder road in case emergency arises.

Where Passing is Not Safe

1. When there is a long time of cars ahead.

2. When you intend to turn or stop very soon.

3. When an incoming car is too close.

4. When the car ahead is going at or near the speed limit. Speed limit is still applied when passing.

5. When sight distance ahead is limited.

6. When the maneuver would have to be completed in a no-passing zone such as hill, curve or intersection.

Passing on the Right is Permitted Only

1. When overtaking another vehicle making or about to make a left turn or signaling intent to make a left turn.

2. On streets and highways marked for multi-lanes.

3. On one-way traffic streets.

CURVES

To make it around a tight curve, keep the turning of the front wheels in line with the sharpness of the curve. When turning right, keep your front wheel close to the center line. This prevents the rear wheels from dropping off the pavement. When curving left keep your front wheels close to the right edge to prevent the rear wheels from drifting into the other lane.

Avoid braking in a curve because this can cause you to skid out of control. Slow down before you get into the curve. Accelerate after you have passed the midpoint of the turn.
ROAD SAFETY

A vehicle should be properly equipped and must always be in good condition for safe driving. No one can legally drive a vehicle that may be a hazard to any person and property just like its operator; it needs regular clean-up and check-up.

VEHICLE MAINTENANCE

1. Underneath Parts

   Check the tie rod. Low tire pressure may cause the wear and tear pressure. Always equip vehicle with spare tires. Tires with worn out thread will slide more easily on wet pavements and may blow-out without warning.

2. Outside Parts

   Have clean rearview mirrors to see at least 200 feet behind. Windows must be clean and free of obstruction. Check vehicle lights if they are all working such as tail lights, turn signals, stop lights, license plate lights, and parking lights. Check wipers if they operate properly to clear the windshield. Check mufflers to prevent excessive noise and smoke.

3. Inside Parts
   a. Engine Tune-up. As part of the tune-up, spark plugs, distributor points, condenser and air cleaner must be replaced, carburetor must be cleaned periodically.

   b. Battery. It must be kept in good condition. Add distilled water if the level is low.

   c. Safety Devices. Check devices such as fuses and circuit breakers.

   d. Radiator. Check radiator fluid level before starting the engine.

   e. Foot Brake. Brakes and parking brakes must be firm enough to stop.

   f. Others. Check the temperature gauge and hose connections, brake fluid and master cylinder. Be sure to check the type of gasoline/oil suited to your vehicle. Check horn if it can be heard from a distance.
A defective steering wheel, clutch, pedals and shift gears need serious attention. Turn the ignition if lights and gauges register. The car’s gauge warns the driver if something is going wrong.

Finding a competent and dependable mechanic is important to a driver for proper maintenance and prevention of car problems before they become critical. It is the responsibility of the driver to keep the car in good running condition.

DRIVER’S PHYSICAL CONDITION

It is enough to have a vehicle in good running condition to ensure safety in driving. As a driver, you must be physically, emotionally and mentally fit to operate your vehicle on the road. This is vital to safe driving.

1. Vision

A driver must see quickly, clearly and accurately. Seeing too late makes decisions come too late. Decisions made while driving are based on what the driver see. If eyes do not see properly, it can be corrected by using corrective lenses.

2. Smell

By smelling, you can tell the presence of gas that may be coming out of your car. Symptoms of carbon monoxide poisoning may result to drowsiness, headaches, nausea or mental dullness that impairs your driving ability. Check your engine and exhaust system if they are in top condition.

3. Hearing

A driver who has impaired hearing may not hear important sound like police vehicles, sirens of fire engines and horns of other drivers who wish to pass. The use of hearing aids overcomes this defect.

4. Touch

Proper coordination of hand and feet helps in controlling the vehicle while in motion. Sensitivity to the important parts of the car such as brakes, steering system, accelerator, lights, and signals through your sense of touch enables you to determine any incoming failure that may surprise you and the other driver to an emergency.
5. **Emotions**

Emotions affect driving performance. Failure to control emotions may lead to driving errors.

a. Anger – it impairs the performance of smooth braking and accelerating due to changes in some body functions such as increase in heartbeats.

b. Anxiety – it may lead to panic decisions.

c. Excitement – stress and sometimes happiness changes the functions of the body and mind that prevents wise decision necessary for safe driving.

d. Fatigue – is the most common cause that lowers driver’s fitness. Fatigue may come from lack of sleep, excessive physical exercise or from mental or emotional stress. Fatigue dulls the mind and slows down nerve and muscular responses. As a good driver, you must learn to cope with all these emotions, to perform the driving task safely and effectively.

**TIPS IN DRIVING**

1. **Night Driving**

   Adjust your driving according to the weather and time. Do not try to drive the same speed at night that you do by day you should slow down. You see less at night and so do other drivers. Be sure that you can see clearly in your head lights. Be extra alert to pedestrians, bicycles and motorcycles.

**Things to Remember when Driving at Night**

a. It is best to turn your headlight on at sunset. Do not blind other drivers with your headlights. Use your high beams only in open roads when other cars are not near.

b. Dim your lights by switching the low beams as a vehicle comes toward you. If you are following another vehicle, switch to low beams when you get closer.

c. Night driving is difficult. Try to slow your speed while driving.

d. Give enough room and space to vehicles ahead of you.
e. Drive as far as possible if a vehicle with one light comes toward you.

f. When driving a brightly lit place, drive slowly until your eyes adjust to darkness. Avoid looking directly into the glare of incoming headlights. Watch the right edges of your lane, noting the position of the incoming vehicle out of the corner of your eye.

g. Do not wear sunglasses when driving at night.

h. When in the act of overtaking or passing at night, switch to high beam then back to low, warning the driver you wish to pass.

i. On long drives, keep awake and alert. Do not drive if you are tired or sleepy. Stopping often, fresh air and singing or conversation can help avoid drowsiness. If you get too sleepy, park at the shoulder of the road and take a nap for few minutes.

2. Driving in the Rain

Rain affects your vehicles stability. Rain acts as lubricant, making road surfaces slippery. Heavy downpour brings floods, causes heavy traffic and creates puddles on the road that requires proper controlling and maneuvering of motor vehicles. It makes windshields, headlights, mirrors, and taillights blurred and dirty.

**Things to do while Driving in the Rain:**

a. Turn your headlights when visibility is very poor.

b. Slow down at first sign of rain or drizzle on the roadway. This is when many road pavements are most slippery because oil and dust have not been washed away.

c. Driving on flooded roads could lose your brakes. If this happens, test your brakes thoroughly to dry them out (do this if the engine has not drowned and once beyond the flooded stretch).

d. Avoid instant stopping, turning and starting the engine.

e. Increase your “following” distance and allow extra space.

f. Clean your windshield, washers and check wiper blades if they are working.
SAVING TIPS ON GASOLINE USAGE

1. Do not race your engine once started. Wait until the engine has warmed up. Warming up the engine by driving gives you better gasoline economy.


3. Keep proper air pressure in tires. Incorrect tire pressure reduces gasoline mileage, wears out tires faster and makes vehicle handling difficult.

4. Shift to high gear as soon as you can and stay there as long as you can. Low-gear speed consumes much more fuel than high gear speed.

5. Preferably use smaller cars. Smaller engines usually give better economy.

6. Plan your trips. Avoid congested routes and cover as many errands as possible in a single trip.

7. Avoid parking in the sun. Gas evaporates rapidly when exposed to hot weather.

8. Use car pools and other public transport vehicles.


10. Do not fill your gas tank to the brim. Allow for expansion to avoid wastage.

DRIVING AND ALCOHOL

Driving is not safe when drunk. It is said that “If you drink, do not drive”. Driving a motor vehicle requires concentration. Driver’s found driving under the influence of alcohol is punishable by law.

ROAD COURTESY

1. Other Motorists
   
a. Give proper signals to other motorists. It is very vital to signal your intention of stopping, passing, turning left or right, or slowing down to warn other drivers.
b. In parking, wait for vacant spaces and give consideration to those who came first. Park orderly to give enough space to those incoming vehicles who would also be parking.

c. Extend assistance to other drivers who happen to have vehicle trouble along the road.

d. Give way to vehicles who would like to overtake your path, although you know that you have the right-of-way.

e. Give proper courtesy to motorcyclists, bicyclists and other road users.

f. Check your distance with other vehicles. Avoid tail-gaiting.

2. **Passengers**

   **Drivers should be courteous and considerate to their passengers.**

   a. Be careful while driving. Follow strictly traffic signs and signals to avoid delay once apprehended.

   b. Do not slam your brakes or press your pedals too hard. Your passengers might not be able to hold themselves and may get hurt inside your vehicle.

   c. Be sure your passengers have stepped-out of your vehicle safely before starting to move.

   d. To taxi drivers, be honest to your passengers. Do not drive with fast meters and always give them their exact change.

   e. Do not smoke while driving.

   f. To public utility or for hire drivers, avoid trip cutting.

**The Role of Passengers**

a. Passengers should never do anything to interfere with the driver and as much as possible do not distract him while driving.

b. In looking for a street name or address, the passenger must assist the driver and do the searching.
c. The passenger must handle the paying or change in approaching a toll booth.

d. Passengers should discourage the driver from reckless behavior.

e. If the driver’s decision is impaired by anger, alcohol or by any other reason, the passenger may decide to risk a friendship or may refuse to ride the car he.

3. Pedestrians

Drivers have special obligations to pedestrians.

a. Children. They often forget the dangers of traffic when playing on sidewalks. They run into the street without thinking. Be alert.

b. Older People. They may not see or hear very well and may not move of the way quickly, so give them time to cross.

c. Persons with Disability. Visually impaired people crossing the roads with white cane are pedestrians. The same are for persons confined in wheelchairs while crossing the streets. They should be given the greatest possible caution and attention. When you see persons with disability crossing the road, do not honk your horns.

INTERNATIONAL TRAFFIC SIGNS

Traffic signs have important messages to convey. Their shapes and colors carry the same meaning everywhere.

Danger Warning Signs - are intended to warn road users of a danger on the road and to inform them of its nature.

Shape : Equilateral, triangular with one side horizontal

Color : ![Danger Sign]

Examples : CAUTION : School Zone

CAUTION : Road Narrows Ahead
DRIVER’S SIGNALS

The law requires every driver to signal to the other driver when planning to turn left or right, slow down or stop, to change from one lane to another, to leave the roadway or to move out from a parked position.

1. Proper Lane - Left Turn

Vehicles making a left turn should be in the lane to the right of the center of the road. Vehicles making a left at an intersection should wait for a green light, move with caution into the intersection and when all oncoming traffic has cleared the intersection, complete the left turn.

2. Proper Lane - Right Turn

Driver in the lane at the right edge of the roadway before making turn, unless signs or markings indicate otherwise.

3. Making a Stop

Slow down and give the proper light or arm signal. Lightly tap pedal to slow down and signal with brake lights as a warning. Signals maybe given by the hand-and-arm position and by brake or signal lights. If vehicle is built so that hand-and-arm signals cannot be easily be seen, signal lights must be used. Signal your left or right turn during at least the last 100 feet before reaching the turning point, at highway speed it is best to signal at least five (5) seconds before you change lanes. Check that you have safe clearance to the side, ahead and behind your vehicle. In addition to giving proper signals, watch for signals from other drivers. Bicycle riders may give right turn signals with their right arm held straight out, pointing right.

4. Pedestrian Signals

Motorists should be aware of pedestrian signal indications. They are used to control pedestrian traffic at intersections where there is conflict between vehicle and pedestrian movement. While these pedestrians are crossing the roadway, they have the right-of-way over all vehicles.

A pedestrian facing the green walk signal may proceed across the roadway in the direction of the signal.
A pedestrian facing a steady flashing “Don't Walk” signal should not start to cross the roadway. If a pedestrian has entered the roadway on the “Walk” signal and the “Don't Walk” signal appears, the person should proceed as quickly as possible to a safe area. While doing this, pedestrians still have the right-of-way over vehicles.

Also a pedestrian should not cross the roadway when vehicular traffic has flashing green signal, unless he is facing a “Walk” signal.

**TRAFFIC SIGNALS**

1. **Red Signal**

   Unless a sign indicates otherwise, a right turn may be made on a red signal or from a one-way street to a one-way street provided the vehicle is first brought to a stop, and always subject to the right-of-way of pedestrians and other traffic.

2. **Flashing Red Signal**

   A flashing red signal means bring your vehicle to a stop and proceed only when it is safe to do so.

3. **Flashing Red Beacon**

   The flashing red signal maybe an overhead beacon used in conjunction with a stop sign or a beacon located directly above a stop sign.

4. **Yellow Signal**

   A yellow signal indicates that the red signal is about to appear. Stop the vehicle if you can do so safely, otherwise you may proceed with caution.

5. **Flashing Yellow Signal**

   A flashing yellow signal means proceed with caution.

6. **Flashing Yellow Beacon**

   When a flashing yellow signal is incorporated with an overhead beacon or a beacon located directly above a warning sign, it warns you to proceed with caution.
7. **Yellow Arrow**

   In some traffic control signal, a yellow arrow appears after a green arrow. When the yellow arrow appears, it means the red or solid green signal is about to appear. Therefore, stop the vehicle safely, if can be done, otherwise, proceed with caution.

8. **Green Signal**

   A green signal means you proceed provided you yield to pedestrians and other traffic lawfully using the intersection. When making a turn on a green signal, remember that the pedestrian crossing on the green signal have the right-of-way. Be sure that you do not block the traffic.

9. **Flashing Green Signal**

   When a flashing green signal or a left turn green arrow with a green signal is used, it permits the vehicle facing that signal to turn left, turn right or go through while opposite traffic faces a red signal. A pedestrian must not proceed on a flashing green signal or green left turn arrow unless a “Walk” signal is shown.

10. **Green Arrow With Or Without A Red Signal**

    When a green arrow is shown with or without a red signal, you may enter the intersection to move only in the direction shown by the arrow.

**PAVEMENT MARKINGS**

Lines and symbols on roadways are used to warn and direct drivers and to control the flow of traffic.

1. **White Lane Lines**

   White Lane Lines are white lines separating lanes of traffic moving in the same direction. Crossing of solid white line requires special care and is discouraged.

   Solid broken white line means passing to the left or right is allowed provided the way is clear.
2. **Yellow Lane Lines**

   Yellow lane line is a dividing line separating traffic traveling opposite directions.

   Solid yellow line at the left lane means it is not safe to pass.

   Broken yellow line means passing is allowed if the way ahead and rear is clear.

   Solid double yellow line at the left lane means it is unsafe to pass. Never cross it to pass another vehicle. The line maybe crossed only to enter or leave a driveway or private road or to make a permitted “U-turn”.

   Double-line with both broken and solid markings. A double line consisting of a single broken yellow line parallel to a single solid yellow line is used to show a two-way road or highway where passing is permitted on the side of the broken line, but not on the side of the solid line. This type of marking is often seen on two- and three-lane roadways. Traffic on the left side of the solid line may cross this marking only when making a left turn.

3. **Climbing and Passing Lanes**

   This sign is usually installed two (2) kilometers in advance in an approaching location where a climbing or passing lane has been provided and is marked on the highway.

   Passing lanes allow slower vehicles to move into the right hand lane, permitting faster vehicles to pass safely in the left lane.

   When approaching the end of the climbing or passing lane, the driver in the right-hand lane must merge with other traffic in the center lane in the same direction.

4. **Left Turn Center Lanes**

   Left turn center lane is the lane in the middle of a two-way street. The lane is bordered on either side by two (2) painted lines: the inner broken line and the outside solid line. Use the lane only when you want to turn left to leave a street, when turning left into the street or to start a permitted “U-turn”.
To turn left from a street, signal for a left-turn and drive completely inside the lane. Don’t stop at an angle with the rear of your vehicle blocking traffic. Turn only when it is safe. Look for vehicles approaching in the same lane to make their turns.

To turn left from a side street or driveway, drive into the lane when it is safe then signal your intent to move into the normal flow of traffic and make the move when it is safe.

You may drive across the left turn center lane. You must also use this lane to start a “U-turn”, if it is permitted and safe.

5. Bike Lane

Although bike lanes are seldom in our highways, this is painted on the pavements by a solid white line along either side of the street, four (4) feet or more from the curb. The line is usually broken near the corner. The letters “BIKE LANE” are painted on the pavement at intervals.

SPEED LIMIT

Any person driving a motor vehicle on a highway shall drive the same at careful and prudent speed, not greater nor less than what is reasonable and proper, having due regard for the traffic, the width of the highway and any other condition then and there existing, and no person shall drive any motor vehicle upon a highway at such speed as to endanger the life, limb and property of any person, nor at a speed greater than will permit him to bring the vehicle to stop within the assured clear distance ahead.

PRESCRIBED RATE OF SPEED

The following are the prescribed rate of speed for vehicles per Sec. 35 of R.A. No. 4136 known as the Land Transportation and Traffic Code:

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<th>Maximum Allowable Speed</th>
<th>Passenger Cars &amp; Motorcycles</th>
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On open country roads with no “blind corners” not closely bordered by habitations:

80 km/hour   50 km/hour
On “through streets” or boulevards, clear of traffic with no “blind corners”, when so designated:

40 km/hour 30 km/hour

On city and municipal streets with light traffic, when not designated “through streets”:

30 km/hour 30 km/hour

Through crowded streets approaching intersections at “blind corners”, passing school zones, passing other vehicles which are stationary or for similar dangerous circumstances:

30 km/hour 20 km/hour

The prescribed rate of speed shall not apply to the following:

1. A physician or his driver when the former responds to emergency calls.

2. The driver of a hospital ambulance on the way to and from the place of accident or other emergency.

3. Any driver bringing a wounded or sick person for emergency treatment to a hospital, clinic or any similar place.

4. The driver of a motor vehicle belonging to the armed forces while in use for official purposes in times of riot, insurrection or invasion.

5. The driver of a vehicle, when the passengers are in pursuit of a criminal.

6. A law enforcement officer who is trying to overtake a violator of traffic laws.

7. The driver officially operating a motor vehicle of any fire department provided that exemption shall not construed to allow useless or unnecessary fast driving of drivers.

**KEEP DISTANCE FROM OTHER VEHICLES**

1. Always keep safe distance from other vehicles. Leave yourself a space.

2. Be sure there is sufficient space for your vehicle to fit into the traffic flow. Do not follow other vehicles too easily.
3. Avoid tailgating. Staying too close to a vehicle leaves no room for maneuvering. It limits you to braking when things begin to stack up in the lane ahead.

4. Maintain a car-length distance when following a car. This will give you adequate space, time to react and to stop safely if necessary.

5. Give motorcycles the same distance you would give to any other vehicles. Motorcycles are entitled to the same full length, width as all other vehicles on the road.

TURNING

1. Reduce speed in anticipation of making a turn.

2. Look behind and on both sides to see where other vehicles maybe before changing lanes, then signal intention.

3. Move into the proper lane as soon as possible. The faster the traffic is moving, the sooner it is to reach for the proper lane for making a turn.

   Give a signal before making turns, changing lanes or moving right or left to warn motorists about the intention of getting the right position on the road.

   In turning, obey traffic signs and signals and yield the right-of-way to pedestrians and vehicles in the intersection.

Right Turn

   Turn into the right-hand lane when entering a roadway. Check traffic approaching from the left. Follow the general curve of the curb while making the right turn. Stay as close as possible to the curb.

Left Turn

   Point the wheels straight ahead until actually starting to turn. Complete the turn into any lane that is lawfully open. Look behind for traffic and check for blind spots. When the way is clear, move into the left-hand lane keeping immediately to the right of the centerline. Make left from right of the centerline. Make a left from right of point where the centerline meets the intersection street.
Left Turn from One-Way Street to Two-Way Street

Signal your intention to turn left. Look behind for traffic when the way is clear. Move into the left-hand lane keeping immediately to the right of the center line. Look ahead to the rear, to the left and right before starting to make your turn.

Enter the intersection one-way street into the left-hand lane. If the lane in the one-way street is unmarked, keep immediately to the right or the left curb or edge of the roadway.

Left Turn from One-Way Street to One-Way Street

Signal intention to turn left. Move the left side of the one-way street when the way is clear. Look ahead, to the right and left before starting to make a turn. Enter the intersecting one-way street into the left hand lane. If the lanes are unmarked, keep immediately to the edge of the roadway.

Left-Turn from One Way Street to One-Way Street on Red Signal

A left turn may be made from a one-way street into a one-way street on a red signal, provided the vehicle is first brought to full-stop, and subject always to the right-of-way of pedestrians and other traffic.

U-Turns

U-turns are hazardous and are prohibited in some areas. When doing a “U- turn”, start turning from the extreme right side of the roadway. Check for traffic in both directions and make the proper turn signal. When the way is clear, turn the steering wheel sharply to the left while moving slowly forward. When the wheels are turned completely left, continue driving forward slowly until close to the left curb or edge or roadways.

After having turned the wheels completely on the right side, continue backing up slowly until close to the opposite curb. Repeat these maneuvers until turn is completed.

STOPPING

A driver of a motor vehicle is considered stopped when passengers and cargoes were loaded and unloaded for about ten (10) minutes or more.
PARKING

A driver of a motor vehicle is considered parked after a full stop on the shoulder of the road or in a parking lot, leaving the vehicle with the engine and ignition stopped and hand brake on.

Place Where Parking is Prohibited

1. Parking is prohibited on a highway in such a manner as to obstruct a sidewalk, a crosswalk, an entrance to the highway to or from a private road or lane, on entrance to the highway to or from a private road or lane, on entrance-way for vehicles to pass between the highway and land adjoining the highway.

2. Within three (3) meters of a point at the edge of a roadway.

3. Within four (4) meters nearest a fire hydrant.

4. On or within 100 meters of a bridge, over or under or across the highway.

5. Within 10 meters of the nearest rail of railway crossing.

6. In any area where signs prohibiting parking are displayed.

7. Within an intersection on a highway or if the intersection is controlled by a traffic signal.

8. Within six (6) meters of a point at the edge of the roadway and nearest to a public entrance to a hotel, theater or public hall while open to the public.

9. On all places where “No Parking” signs are posted.

Parking on Hills

When car is parked on a hill, take precautions to make sure it stays there. A car not properly parked on a hill could roll down into the traffic.

Parking Headed Uphill

When parking headed up hill, turn front wheels from the curb and let your vehicle roll back few inches until the rear of one front wheel gently touches the curb. Then set the parking brake. If there is no curb, turn the wheels toward the side of the road so the car will not roll away from the center of the road if the brakes fail.
Parking Headed Downhill

When parking headed downhill, turn front wheels into the curb or toward the side of the road. When parking on a sloping driveway, turn the wheels so that the car will not roll into the street if the brakes fail. Always set the parking brakes. Leave the vehicle in gear.

BACKING

Success in backing a car depends on correct driving posture, seeing, steering, and speed control.

Things to consider in backing a car:

1. When backing around a corner to the right or out from a driveway, check first for traffic and pedestrian.

2. Turn body to the right and put right arm over the back of the passenger seat. Look at the back window as well as the rear and front of the vehicle.

3. While backing, stay at the right side as much as possible.

4. During all maneuvers, make quick traffic checks to the front sides.

5. At intersection or railroad crossings, other vehicles or pedestrians may suddenly appear or unless such intersection is controlled by traffic signal.

PRACTICAL EXERCISE

FTO Duties:

1. Gasoline.

2. Introduce vehicle:
   a.
   b. Gear
   c. Il panel
(1) light
(2) light
(3) light
(4) light
d. wheel
e. gears
   (1) belt
   (2) break
3. this activity.

**FTO Responsibilities:**

1. Shall be responsible for the safety and security of all PTs.

2. Shall be responsible in preparing the ideal venue of the activity.

**FTO's Note:** During the study period:

1. What is defensive driving.
2. When should you yield?
3. What is the importance of BLOWBAG?

“Never silence your testimony. It’s meant for someone else; not you.”
— Asia Mouzone
DEFENSIVE DRIVING (TECHNIQUES, ROAD COURTESY AND SAFETY)

- Is an act of preventing accident committed by wrong doing of other drivers, attributed by adverse driving condition:
  - Road condition
  - Traffic condition
  - Vehicle condition
  - Weather condition
  - Driver

A Defensive Driver must

- Be able to keep a safe driving record.
- Have a positive attitude on road safety.
- Be physically and mentally fit to drive.
- Have received proper training before driving

What a diver must do?

- Stay alert and keep eyes moving so that you can keep track of what is happening at all times;
- Look for trouble spots developing around you;
- Have a plan of action if the other driver does the wrong thing; and
- Know that the law requires drivers to protect each other from their own mistakes.

Factors that Affect Driving

- Attitude - a defensive driver must develop and demonstrate an attitude that:
  - Shows concern for other road users;
  - Recognizes that other road users will make mistakes;
  - Knows no journey is so urgent that a safe speed can be maintained;
  - Driving is a skill which requires the application of good techniques; and
  - Believes that safe driving requires an alert mind at all times

Behavior

- Always clean a seatbelts;
- Keeps within the advisory speed limit;
- Constantly scans the road for potential hazard;
- Signals his intentions at all times and
- Shows courtesy at all times.

Right Mental Attitude

A defensive driver always maintain a safe caution of distance in front and behind his vehicles by:

a) observing the four-second rule
b) adopting a positive and skilled mental approach.

- Search – the road seen ahead, around and rear of the vehicles.
- Identity – the potential and immediate hazard on the road.
- Predict – the actions of other road users.
- Decide – what to do to avoid an unsafe situation
**Keys to Effective Defensive Driving**

- **Concentration**
- Standard of vision, hearing and health all have a bearing on the amount of concentration.
- The driver must adjust the speed of his vehicle on the degree of concentration he is able to apply.

- **Driving Plans and Decisions**
  - Driving plans should be made on the correct assessment of the changing scene both ahead or to the rear of the vehicle.
  - Driving plans should enable the driver to make decisions in a methodical manner.
  - Plans and decisions are combination of what can be seen, what cannot be seen circumstances which are expected to rise, allowances for the mistakes of other road users.

- **View from the Vehicle**
  - The driver must aim to have the best possible view of the area around the vehicle.
  - Windows and windshield must be clean.
  - Washers and wipers should be functioning.
  - Mirrors are properly adjusted at the start of the journey.

- **Visions affected by speed**
  - The driver must adjust the length and the depth of his vision according to the speed trail.
  - Focus further ahead as his speed increases.
  - Road and traffic conditions will govern speed.

- **Visions affected by fatigue**
  - Continuous driving for long periods will cause fatigue which will result in eye strain.
  - Recognition and assessment of dangerous situations will become late and inaccurate.
  - Making it essential to have period of rest.

- **Weather Conditions**
  - Fog, rain, fading daylight or bright sunshine will reduce visibility so speed must be kept low.
**MODULE VI**

**On Traffic Phase**

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**Road Surface**
- A good driver is one that looks ahead and recognizes any change in the road surface.
- Keep a steady speed on open roads. Slow down smoothly. Press the gas pedal lightly. Starting up slowly give other drivers and people walking a chance to see what you are doing. They can then judge how to react. When you have reached the speed you want, glance at the speedometer.

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**DRIVING TECHNIQUES AND SAFETY**
- Good vision, look with your eyes but see with your mind.
- Obeying traffic rules and regulations.
- Proper care of your car.
- Be courteous to other road users.
- Proper signaling. Failure to signal is dangerous and inconsiderate.
- Physical fitness. Let someone else take the wheel if you are not physically and mentally alert.

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**Proper Use of Brakes**
- A good driver uses his brakes. An experienced driver is able to make without using his brakes a great deal and yet be perfectly safe, as compared to the less experienced one who keeps on banging at his brakes every now and then. Skidding is caused by sudden hard and violent braking as the weight of the vehicle is thrown forward and downward thereby subjecting the front suspension to a force greatly in excess of what is normal. Steering becomes unwieldy and because the weight at the back is transferred to the front, road holding by the rear tires is greatly reduced – hence sliding and skidding. A good driver should therefore be able to anticipate stops by intelligently reading the road and be able to apply progressive light braking and have control of the vehicle at all times, smoothly stopping before any potential hazard walks.

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**Steering**
- In order to be able to have control of the car, the driver must be sitting in the correct comfortable position in relation to his size.
- When turning, hand in the direction you are going should pull down; the other hand can help by pushing the wheel upward. When transferring from one lane to another, or when overtaking, the turn should be gradual and never a sudden swerve which may result in skidding.
- A firm, not a tight, grip on the wheel is all that is needed. Never grip tightly on a greasy road.
- Do not move the wheel to and from while driving; a firm, straight steer is better.
- Both elbows should be free from obstruction. Never rest the left elbow on the window frame while driving.
- Never drive off without first having made sure that the seat, mirror, doors windows, etc., are properly adjusted.

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**Gear Changing**
- Avoid over-revving in lower gears – a direct cause of over-hearing, engine wear and high fuel consumption. Do not put unnecessary load on your engine by not changing to lower gear when necessary. Change gear before a potential hazard.

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**Stopping**
- A driver should have the ability to judge how much time and space you need to stop your vehicle. The amount of time it takes for you to see when to stop until you step on the brakes is called REACTION TIME.
- A driver of a motor vehicle, is considered stopped when passengers and cargoes were loaded and unloaded for about ten (10) minutes or more.
- There is no simple way on how long will it take one stop at a certain speed. Signs, signals and traffic rules tell us to stop.

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**Appearance**
- Always wear the seat belt in your vehicle.
- Keep the windows, mirrors and windshield clean.
- Do not wear loose clothing that can get caught in the moving parts of the vehicle.
- Keep the vehicle well maintained.

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**Safety Measures**
- Always wear a helmet while riding a bicycle.
- Do not drink and drive.
- Always wear a seat belt.
- Obey all traffic signs and signals.
- Keep a safe distance from the vehicle in front of you.
- Be aware of your surroundings and anticipate possible hazards.

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**Conclusion**
- Remember, driving is a responsibility. Be safe and responsible on the road.

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**Wheels and Tires**
- Check tire pressure regularly.
- Rotate tires regularly.
- Inspect tires for proper wear and tear.
- Replace tires if they are worn or damaged.

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**Emergency Kit**
- Keep a well-equipped emergency kit in your vehicle.
- This should include a flashlight, extra batteries, a first aid kit, a multipurpose tool, a blanket, and water.
**Right of Way Rules are:**

- **First Time Vehicle Rule**
  - At all intersections without “stop” or “yield” signs, slow down and prepare to stop. Yield to vehicles already in the intersection or about to enter it.

- **Same Time Vehicle Rule**
  - At all intersections without “stop” or “yield” signs (or with stops in all directions). Yield to the vehicle on your right if it has reached the intersection of same time as your vehicle.

- **Stop Signs**
  - Stop at any limit line or crosswalk. Yield to all approaching vehicles on the through street, go only when it is safe for you to cross. Approaching vehicles should slow down and allow you to get across safely.

- **Left Turn**
  - Signal left turn and yield to approaching traffic until it is completely safe to finish the turn.

- **Rotonda**
  - Vehicles around the rotunda have the right-of-way over vehicles which are just about to enter.

- When entering a highway from a driveway, yield the right-of-way to traffic on the highway. Never insist on taking the right-of-way if other drivers are not following the rules, let them have the right-of-way even if it belongs to you to prevent possible accidents, however, do not always insist on other going ahead of you, slowing and stopping may delay the flow of traffic.
Give the Right-of-Way to Emergency Vehicles

- One should yield the right-of-way to police cars, fire trucks, ambulances and other emergency vehicles which are sounding a siren or bell or flashing a red light by pulling to the edge of the roadway and stopping. In the event traffic is so congested as to prevent you from safely doing so, slow down and leave a clear path for the emergency vehicles.

Passing

- The law places the responsibility on the driver of the passing car, if the driver makes mistakes in passing he is held liable.

Three Important to Remember in Passing

- It is illegal to speed up when being passed. Continue at the same speed, or reduce your speed.
- Help other drivers to pass safely. Move to the right side of your lane to give the other driver more room and a better view ahead.
- Show the passing driver the same courtesy that you would expect from other drivers.

When not to pass – Especially on Roads Marked by Signs

- At no-passing zone marked by signs or by solid yellow lines which indicate no passing.
- On blind-curves where you would not be able to see oncoming cars, always stay in your own lane on any curve, out of the way of oncoming traffic.
- On going up a hill, passing is not allowed from 700 to 1,000 feet from the top of a hill.
- At intersections or railroad crossing where other vehicles or pedestrians may suddenly appear or unless such intersections is controlled by traffic signal.
- Near a bridge or underpass that may cut off a road shoulder. You or the car passed might need to use the shoulder road in case emergency arises.

Where Passing is not Safe

- When there is a long time of cars ahead.
- When you intend to turn or stop very soon.
- When an incoming car is too close.
- When the car ahead is going at or near the speed limit. Speed limit is still applied when passing.
- When sight distance ahead is limited.
- When the maneuver would have to be completed in a no-passing zone such as hill, curve or intersection.

Passing on the right is permitted only

- When overtaking another vehicle making or about to make a left turn or signaling intent to make a left turn.
- On streets and highways marked for multi-lanes; and
- On one-way traffic streets.
**Curves**

- To make it around a tight curve, keep the turning of the front wheels in line with the sharpness of the curve. When turning right, keep your front wheels close to the center line. This prevents the rear wheels from dropping off the pavement. Curving left keep your front wheels close to the right edge to prevent the rear wheels from drifting into the other lane.
- Avoid braking in a curve because this can cause you to skid out of control. Slow down before you get into the curve. Accelerate after you have passed the midpoint of the turn.

**ROAD SAFETY**

- Vehicle- a vehicle should be properly equipped and must always be in good condition for safe driving. No one can legally drive a vehicle that may be a hazard to any person and property just like its operator, it needs regular clean-up and check-up.

**Underneath Parts**

- Check tie rod. Low tire pressure may cause the wear and tear pressure. Always equip vehicle with spare tires. Tires with worn out thread will slide more easily on wet pavements and may blow out without warning.

**Outside Parts**

- Have clean rearview mirrors to see at least 200 ft. behind. Windows must be clean and free of obstruction. Check vehicle lights if they are all working such as tail lights, turn signals, stop lights, license plate lights and parking lights. Check wipers if they operate properly to clear the windshield. Check mufflers to prevent excessive noise and smoke.

**Inside Parts**

- Engine tune-up. As part of the tune-up, spark plugs, distributor points, condenser and air cleaner must be replaced, carburetor must be cleaned periodically.
- Battery. It must be kept in good condition. Add distilled water if the level is low.
- Safety devices. Check devices such as fuses and circuit breakers.
- Radiator. Check radiator fluid level before starting the engine.
- Brakes. Foot. Brakes and parking brakes must be firm enough to stop.
- Others. Check the temperature gauge and hose connections, brake fluid and master cylinder.
- Be sure to check the type of gasoline/oil suited to your vehicle.

- Check horn if it can be heard from a distance. A defective steering
- Wheel, clutch, pedals and shift gears need serious attention. Turn the ignition if lights and gauges register. The car’s gauge warns the driver if something is going wrong.
- Finding a competent and dependable mechanic is important to a driver for proper maintenance and prevention of car problems before they become critical. It is the responsibility of the driver to keep his car in good running condition.
The Driver’s Physical Condition

- It is enough to have a vehicle in good running condition to ensure safety in driving. As a driver you must be physically, emotionally and mentally fit to operate your vehicle on the road. This is vital to safe driving.

- Vision
  - A driver must see quickly, clearly and accurately. Seeing too late makes decisions come too late. Decisions made while driving are based on what the driver see. If eyes do not see properly, it can be corrected by using corrective lenses.

- Smell
  - By smelling, you can tell the presence of gas that may be coming out of your car. Symptoms of carbon monoxide poisoning may result to drowsiness, headaches, nausea or mental dullness that impair your driving ability. Check your engine and exhaust system if they are in top condition.

- Hearing
  - A driver who has impaired hearing may not hear important sound like police vehicles, sirens of fire engines and horns of other drivers who wish to pass. The use of hearing aids overcome this defect.

- Touch
  - Proper coordination of hand and feet helps in controlling the vehicle while in motion. Sensitivity to the important parts of the car such as brakes, steering system, accelerator, lights and signals through your sense of touch enable you to determine any incoming failure that may surprise you and the other driver to an emergency.

- Emotions
  - Emotions affect driving performance. Failure to control emotions may lead to driving errors.
    - Anger – it impairs the performance of smooth braking and accelerating due to changes in some body functions such as increase heartbeats.
    - Anxiety – it may lead to panic decisions.
    - Excitement – stress and sometimes happiness changes the functions of the body and mind that prevents wise decision necessary for safe driving.
    - Fatigue – is the most common that lower driver’s fitness. Fatigue may come from lack of sleep, excessive physical exercise or from mental or emotional stress. Fatigue dulls the mind and slows down nerve and muscular responses. As a good driver, you must learn to cope with all these emotions, to perform the driving task safely and effectively.
Things to Remember when Driving at Night

- It is best to turn your headlights on at sunset. Do not blind other drivers with your headlights. Use your high beams only in open country when other cars are not near.
- Dim your lights by switching the low beams as a vehicle comes toward you. If you are following another vehicle, switch to low beams when you get closer.
- Night driving is difficult. Try to slow your speed when driving.
- Give enough room and space to vehicles ahead of you.
- Drive as far as possible if a vehicle with one light comes toward you.
- When driving a slightly brighter place, drive slowly until your eyes adjust to darkness.
- Avoid looking directly into the glare of the headlights. Watch the light edges of your lens, noting the position of the incoming vehicle out of the corner of your eye.
- Do not wear sunglasses when driving at night.
- Whenever the act of overtaking or passing at night, switch to high beam then back to low, so that the driver you wish to pass.
- On long drives, keep windows up and off. Do not drive if you are tired or sleepy.
- Stopping, turning, fresh air, and singing or conversation can help avoid dozing off. If you feel too sleepy, park at the shoulder of the road and take a few minutes nap.

Driving in the Rain

- Rain affects your vehicles stability. Rain acts as lubricant, making road surfaces slippery. Heavy downpour bring floods, cause heavy traffic and creates puddles on the road that requires proper controlling and maneuvering of motor vehicles. It makes windshields, headlights, mirrors and taillights blurred and dirty.

Things to do while Driving in the Rain

- Turn your headlights when visibility is very poor.
- Slow down at first sign of rain or drizzle on the roadway. This is when many road pavements are most slippery because oil and dust have not been washed away.
- Driving on flooded roads could lose your brakes. If this happens, test your brakes thoroughly to dry them out (do this if the engine has not drowned and once beyond the flooded stretch).
- Avoid instant stopping, turning and starting the engine.
- Increase your “following” distance and allow extra space.
- Clean your windshield, washers, and check wiper blades if they are working.

Savings Tips on Gasoline Usage

- Do not race your engine, overrevolved. Wait until the engine has warmed up.
- Warmed up the engine by driving gives you better gasoline economy.
- Avoid idling: It wastes fuel and makes the engine wear out.
- Shift to high gear as soon as you can and stay there as long as you can. Lower gear speeds consume more fuel than high gear speeds.
- Preferably use smaller cars. Smaller engines usually get better economy.
- Plan your trips. Avoid congested routes and cover as many errands as possible in a single trip.
- Avoid parking in the sun. Gas evaporates rapidly when exposed to hot weather.
- Use car pools and other public transport vehicles.
- Eliminate unnecessary cargoes and fuel consuming loads.
- Do not fill your gas tank to the brim. Allow for expansion to avoid wastages.

Road Courtesy

- Give proper signals to other motorists. It is very vital to signal your intention of stopping, passing, turning, left or right, or slowing down to warm other drivers.
- In parking, wait for vacant spaces and give consideration to those who came first. Park orderly to give enough space to those incoming vehicles who would also be parking.
- Extend assistance to other drivers who happen to have vehicle trouble along the road.
- Give way to vehicles who would like to overtake your path, although you know that you have the right-of-way.
- Give proper courtesy to motorcyclists, bicyclists and other road users.
- Check your distance with other vehicles. Avoid tail-gating.

Passengers

- Driver s should be courteous and considerate to their passengers.
  - Be careful while driving. Follow strictly traffic signs and signals to avoid delay once apprehended.
  - Do not slam your brakes or press your pedals too hard. Your passenger might not be able to hold themselves and may smash inside your vehicle.
  - Be sure your passengers have stepped-out of your vehicle safely before starting to move.
  - To taxi drivers, be honest to your passengers. Do not drive with fast meters and always give them their exact change.
  - Do not smoke while driving.
  - To public utility or for hire drivers, avoid trip cutting.
**The Role of Passengers**

- Passengers should never do anything to interfere with the driver and as much as possible do not distract him while he is driving.
- In looking for a street name or address, the passenger must assist the driver and do the searching.
- The passenger must handle the paying or change in approaching a toll booth.
- Passengers should discourage the driver from reckless behavior.
- If the driver’s decision is impaired by anger, alcohol or by any other reason, the passenger may decide to risk a friendship or may refuse to ride the car he is driving.

**PEDESTRIANS**

- Drivers have special obligations to pedestrians.
  - Children. They often forget the dangers of traffic when playing on sidewalks. They run into the street without thinking. Be alert.
  - Older People. They may not see or hear very well and may not move of the way quickly, so give them time to cross.
  - Handicapped People. Visually handicapped people crossing the roads with white cane are pedestrians. The same are for persons confined in wheel chairs.

**Danger Warning Signs**

- are intended to warn road users of a danger on the road and to inform them of its nature/ triangular in shape.

**Informative sign**

- Rectangular in shape, installed to inform direction of road users

**Pavement Markings**

- White lane lines are white lines separating lanes of traffic moving in the same direction. Crossing of solid white line requires special care and is discouraged.
- solid broken white line means passing to the left or right is allowed provided the way is clear.
YELLOW LANE LINES

Yellow lane lines are dividing lines separating traffic traveling opposite directions. A solid yellow line at the left lane means, it is not safe to pass. A broken yellow line means passing is allowed if the way ahead and rear is clear. Solid double yellow lines at the left lane mean it is unsafe to pass. Never cross it to pass another vehicle. The line may be crossed only to enter or leave a driveway or private road or to make a permitted "U" turn.

DOUBLE-LINE WITH BOTH BROKEN AND SOLID MARKINGS

A double line consisting of a single broken yellow line parallel to a single solid yellow line is used to show a two-way road or highway where passing is permitted on the side of the broken line, but not on the side of the solid line. This type of marking is often seen on two and three-lane roadways. Traffic on the left side of the solid line may cross this marking only when making a left turn.

CLIMBING AND PASSING LANES

• This sign is usually installed two (2) kilometers in advance in an approaching location where a climbing or passing lane has been provided and is marked on the highway. Passing lanes allow slower vehicles to move into the right hand lane, permitting faster vehicles to pass safely in the left lane. When approaching the end of the climbing or passing lane, the driver in the right-hand lane must merge with other traffic in the center lane in the same direction.

LEFT TURN CENTER LINES

• Left turn center lane is the lane in the middle of a two-way street. The lane is bordered on either side by two (2) painted lines: the inner broken line and the outside solid line. Use the lane only when you want to turn left to leave a street, when turning left into the street or to start a permitted "U" turn. To turn left from street, signal for a left-turn and drive completely inside the lane. Don’t stop at an angle with the rear of your vehicle blocking traffic. Turn only when it is safe. Look for vehicles approaching in the same lane to make their turn turns. To turn left from a side street or driveway, drive into the lane when it is safe then signal your intent to move into the normal flow of traffic and make the move when it is safe. You may drive across the left turn center lane. You must also use this lane to start a "U" turn, if it is permitted and safe.

BIKE LANE

• Although bike lanes are seldom in our highways, this is painted on the pavements by a solid white line along either side of the street, four (4) feet or more from the curb. The line is usually broken near the corner. The letters "BIKE LANE" are painted on the pavement at intervals.

SPEED LIMIT

• Any person driving a motor vehicle on a highway shall drive the same at careful and prudent speed, not greater nor less than what is reasonable and proper, having due regard for the traffic, the width of the highway and any other condition then and there existing, and no person shall drive any motor vehicle upon a highway at such speed as to endanger the life, limb and property of any person, nor at a speed greater than will permit him to bring the vehicle to stop within the assured clear distance ahead.
**PRESCRIBED RATE OF SPEED AS PER SECTION 35 OF REPUBLIC ACT 4136**

- **Maximum allowable Speed**
  - Passenger Cars
  - Trucks and Buses
  - Motocycles

On open country roads with no “Blind Corners” not closely bordered by habitations:

- 80 km/hr
- 50 km/hr

On “Through Streets” or Boulevards, clear of traffic with no “Blind Corners”, when so designated:

- 40 km/hr
- 30 km/hr

On city and municipal streets with light traffic, when not designated “Through Streets”:

- 30 km/hr
- 30 km/hr

Through crowded streets approaching intersections at “Blind Corners”, passing school zones, passing other vehicles which are stationary or for similar dangerous circumstances:

- 30 km/hr
- 20 km/hr

**THE HEREIN PRESCRIBED RATE OF SPEED SHALL NOT APPLY TO THE FOLLOWING**

- 1.) A physician or his driver when the former responds to emergency calls.

- 2.) The driver of a hospital ambulance on the way to and from the place of accident or other emergency.

- 3.) Any driver bringing a wounded or sick person for emergency treatment to a hospital, clinic or any similar place.

- 4.) The driver of a motor vehicle belonging to the armed forces while in use for official purposes in times of riot, insurrection or invasion.
• 5.) The driver of a vehicle, when he or his passengers are in pursuit of a criminal.

• 6.) A law-enforcement officer who is trying to overtake a violator of traffic laws.

• 7.) The driver officially operating a motor vehicle of any fire department provided that exemption shall not construed to allow useless or unnecessary fast driving of drivers aforementioned.

**KEEP DISTANCE FROM OTHER VEHICLES - LEAVE YOURSELF A SPACE**

• Be sure there is sufficient space for your vehicle to fit into the traffic flow. Do not follow other vehicles too easily.

• Avoid tail-gaiting. Staying too close to a vehicle leaves no room for maneuvering. It limits you to braking when things begin to stack up in the lane ahead.

**RIGHT OF WAY**

• **FIRST-TIME VEHICLE RULE**

At all intersections without "stop" or "yield" signs, slow down and prepare to stop. Yield to vehicles already in the intersection or about to enter it.

• **SAME-TIME VEHICLE RULE**

the vehicle on the left shall yield the right of way to the vehicle on the right.

• **STOP SIGNS**

• Stop at any limit line or cross walk. Yield to all approaching vehicles on the thought street, go only when it is safe for you to cross. Approaching vehicles should slow down and allow you to get across safely.
• LEFT TURN

Signal left turn and yield to approaching traffic until it is completely safe to finish the turn.

• ROTONDA RULE

Vehicles around the rotonda have the right-of-way over vehicles which are just about to enter.

• When entering a highway from a driveway, yield the right-of-way to traffic on the highway. Never insist on taking the right-of-way if other drivers are not following the rules, let them have the right-of-way even if it belongs to you to prevent possible accidents, however, do not always insist on others going ahead of you, the slowing and stopping may delay the flow of traffic.

PASSING

The law places the responsibility on the driver of the passing car. If the driver makes mistakes in passing, the driver is held liable.

Three Important points to remember in passing:

1.) It is illegal to speed up when being passed. Continue at the same speed, or reduce your speed.
2.) Help other driver to pass safely. Move to the right side of your lane to give the other driver more room and a better view ahead.
3.) Show the passing driver the same courtesy that you would expect from other drivers.

WHEN NOT TO PASS

1.) At no-passing zone marked by signs or by solid yellow line-lanes or double-solid yellow lines which indicate no passing.
2.) On blind-curves where you would not be able to see oncoming cars. Always stay in your own lane on any curve, out of the way of oncoming traffic.
3.) On going up a hill, passing is not allowed from 700 to 1,000 feet from the top of a hill.

4.) At intersection or railroad crossings where other vehicles or pedestrians may suddenly appear or unless such intersection is controlled by traffic signal.

5.) Near a bridge or underpass that may cut-off a road, shoulder. You or the car passed might need to use the shoulder road in case emergency arises.

Passing on the right is permitted only

• When overtaking another vehicle making or about to make a left turn or signaling intent to make a left turn.
• On one-way traffic streets.

TURING

• Reduce speed in anticipation of making a turn.
• Look behind and on both sides to see where other vehicles may be before changing lanes, then signal intention.
• Move into the proper lane as soon as possible. The faster the traffic is moving, the sooner it is to reach for the proper lane for making a turn.
• Give a signal before making turns, changing lanes or moving right or left to warn motorist about the intention of getting the right position on the road.
• In turning, obey traffic signs and signals and yield the right-of-way to pedestrians and vehicles in the intersection.

RIGHT TURN

• Turn into the right-hand lane when entering a roadway. Check traffic approaching from the left. Follow the general curve of the curb while making the right turn. Stay as close as possible to the curb.

LEFT TURN

• Point the wheels straight ahead until actually starting to turn. Complete the turn into any lane that is lawfully open. Look behind for traffic and check for blind spot. When the way is clear, move into the left hand lane keeping immediately to the right of the centerline. Make left from right of the centerline. Make left from right of point where the centerline meets the intersection street.

LEFT TURN FROM ONE-WAY STREET TO TWO-WAY STREET

• Signal your intention to turn left. Look behind for traffic when the way is clear. Move into the left hand lane keeping immediately to the right of the center line. Look ahead to the rear, to the left and right before starting to make your turn.
• Enter the intersection one-way street into the left-hand lane. If the lane in the one-way street are unmarked, keep immediately to the right or the left curb or edge of the roadway.
LEFT TURN FROM ONE-WAY STREET TO ONE-WAY STREET

• Signal intention to turn left. Move the left side of the one-way street when the way is clear. Look ahead, to the right and left before starting to make a turn. Enter the intersecting one-way street into the left hand lane. If the lanes are unmarked, keep immediately to the edge of the roadway.

U TURNS

• U-turns are hazardous and are prohibited in some areas. When doing “U” turns, start turning from the extreme right side of the roadway. Check for traffic in both directions and make the proper turn signal. When the way is clear, turn the steering wheel sharply to the left while moving slowly forward. When the wheels are turned completely left, continue driving forward slowly until close to the left curb or edge of roadway.

STOPPING

• A driver of a motor vehicle is considered stopped when passengers and cargoes were loaded and unloaded for about ten (10) minutes or more.

LEFT-TURN FROM ONE WAY STREET TO ONE-WAY STREET ON RED SIGNAL

• A left turn may be made from a one-way street into a one-way street on a red signal, provided the vehicle is first brought to full-stop, and subject always to the right-of-way of pedestrians and other traffic.

PARKING

• A driver of a motor vehicle is considered parked after a full stop on the shoulder of the road or in a parking lot, leaving the vehicle with the engine and ignition stopped and hand brake on.
**PLACE WHERE PARKING IS PROHIBITED**

- Parking is prohibited on a highway in such a manner as to obstruct a sidewalk, a crosswalk, an entrance to the highway to or from a private road or lane, on entrance to the highway to or from a private road or lane, on entrance-way for vehicles to pass between the highway and land adjoining the highway.
- Within 3 meters of a point at the edge of a roadway.
- Within 4 meters nearest a fire hydrant.

- On or within 100 meters of a bridge, over or under or across the highway.
- Within 10 meters of the nearest rail of railway crossing.
- In any area where signs prohibiting parking are displayed.

**PARKING HEADED UPHILL**

- When parking headed up hill, turn front wheels from the curb and let your vehicle roll back few inches until the rear of one front wheel gently touches the curb. Then set the parking brake. If there is no curb, turn the wheels toward the side of the road so the car will not roll away from the center of the road if the brakes fail.

**PARKING HEADED DOWNHILL**

- When parking headed downhill, turn front wheels into the curb or toward the side of the road. When parking on a sloping driveway, turn the wheels so that the car will not roll into the street if the brakes fail. Always set the parking brakes. Leaves the vehicle in gear.

- Give motorcycles the same distance you would give to any other vehicles. Motorcycles are entitled to the same full length, width as all other vehicles on the road.

**THINGS TO CONSIDER IN BACKING A CAR**

- When backing around a corner to the right or out from a driveway, check first for traffic and pedestrian.
- Turn body to the right and put right arm over the back of the seat. Look at the back window as well as the rear and front of the vehicle.
- While backing stay at the right side as much as possible.
- During all maneuvers make quick traffic checks to the front sides.
- At intersection or railroad crossings-where other vehicles or pedestrians may suddenly appear or unless such intersection is controlled by traffic signal.
TRAINING PLAN

MODULE VII : DUTIES OF A POLICE OFFICER AS FIRST RESPONDER IN A TRAFFIC ACCIDENT

TARGET AUDIENCE : Police Trainees

DAY : 11

VENUE : Station’s Classroom/ Motorpool / As appropriate

TIME ALLOTTED : Twenty-Four (24) Hours

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Digital Camera
Flip Charts and Markers
Driver’s License
Motor Vehicle Certificate of Registration and Official Receipt
Available Motor Vehicle

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Ruler, notebook, ballpen

TRAINING REFERENCES : PNP Manual PNPM-D-0-2-1-00 (DHRDD)
First Responders’ Manual
Highway Patrol Group Manual
Book on Trafficology (The Science of Traffic)
Revised
Edition 2008 by Prof. Felino Aguit Bragado

TRAINING GOAL : This block of instruction will orient the police trainees on the duties of a traffic police officer as first responder in a traffic accident.
TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Enumerate the duties of Police Officer as First Responder in a traffic accident;

T.O. #2 : Proper sketching of the different types of traffic accident collision; and

T.O. #3 : Know the methods of photographing a traffic accident scene.
**FIELD TRAINING OFFICER'S GUIDE**
on Traffic Phase

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**FTO'S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

## DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>AM</td>
<td>□ First Call (4:00 AM) Attention</td>
<td>☐ Invocation</td>
<td></td>
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<td>AM</td>
<td>□ Call (4:05 AM) Assembly Call</td>
<td>☐ Morning Prayer</td>
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<td>AM</td>
<td>□ Accounting (4:15 AM)</td>
<td>☐ Reveille</td>
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<td></td>
<td>AM</td>
<td></td>
<td>☐ Calisthenics/</td>
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<td>AM</td>
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<td>Warm-up Exercises/</td>
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<td>Physical Conditioning</td>
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<td>AM</td>
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<td>Road Run</td>
<td></td>
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<tr>
<td>DAY 1</td>
<td>AM</td>
<td>□ Distribution of Cleaning Materials</td>
<td>☐ Personal Necessities/Cleaning of AOR/Breakfast</td>
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<tr>
<td></td>
<td>AM</td>
<td>□ Designation of AOR</td>
<td>☐ AOR Clean-up</td>
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<td>AM</td>
<td>□ Availability and Distribution of Breakfast</td>
<td>☐ Personal hygiene</td>
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<td></td>
<td>AM</td>
<td></td>
<td>☐ Wearing of prescribed uniform</td>
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<td>AM</td>
<td></td>
<td>☐ Breakfast: Prayer before meal</td>
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<td>AM</td>
<td>□ Attendance Sheet (7:00 AM-7:15 AM)</td>
<td>☐ Formation and Rank Inspection</td>
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<td>☐ Daily Personnel Accounting Report</td>
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<td>□ Defects Noted</td>
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**Completed**

**Not Completed**

□ As appropriate

Reason(s): ____________________________

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**MODULE VII**

**FIELD TRAINING PROGRAM** | 157
### Module VII: Duties of a Traffic Police Officer as First Responder in a Traffic Accident

#### Introduction
- **Training Goals:**
  - Invocation: Police Officer’s Prayer
- **Training Objectives:**
  - Availability of Learning Aids

### Topic Presentation and Discussion
- **Duties of a Traffic Police Officer as First Responder in a Traffic Accident**
  - Invocation: Police Officer’s Prayer
- **Types of Traffic Accident Sketching**
- **Importance of Photograph**
- **Procedures in Photographing the Scene**

### Lunch Break
- **Prayer before meal**

### Formation
- **Roll Call Formation/Attendance in the Afternoon**

### Briefing
- **On practical exercises**
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity Description</th>
<th>Task Status</th>
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</table>
| 1:30 PM| Materials for sketching  
Digital Camera  
PRACTICAL EXERCISES (CONTINUATION)  
- Sketching and photographing the traffic accident scene | - completed  
- Not Completed  
- As appropriate  
Reason(s):     |
| 4:45 PM| Assign a PT to recap the activities for the day  
Issues and concerns  
Other Instructions  
Closing prayer | - completed  
- Not Completed  
- As appropriate  
Reason(s):     |
| 5:00 PM| Supervision on personal tasking  
PERSOANL TIME | - completed  
- Not Completed  
- As appropriate  
Reason(s):     |
| 6:00 PM| Availability of Dinner  
Mess kits  
Venue for Dinner | - completed  
- Not Completed  
- As appropriate  
Reason(s):     |
| 7:00 PM| Supervision of studies  
STUDY TIME | - completed  
- Not Completed  
- As appropriate  
Reason(s):     |
| 9:00 PM| Attendance Sheet  
Defects Noted  
Issue Delinquency Report | - completed  
- Not Completed  
- As appropriate  
Reason(s):     |

**RECAPITULATION**
- Summary of the activities for the day
- Closing Prayer: The Lord’s Prayer (Our Father)

**DINNER TIME**
- Prayer before meal

**STUDY TIME**
- Roll Call Formation/Attendance before Time for All Personnel to Sleep (TAPS)
<table>
<thead>
<tr>
<th>Time</th>
<th>Supervision of TAPS</th>
<th>Time for ALL PERSONNEL TO SLEEP (TAPS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 PM</td>
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<tr>
<td>4:00 AM (next day)</td>
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- [ ] Completed
- [ ] Not Completed
- [ ] As appropriate
- Reason(s): __________________

- __________________

- __________________

- __________________
Module VII

TRAINING MANUSCRIPT

DUTIES OF A TRAFFIC POLICE OFFICER AS A FIRST RESPONDER IN A TRAFFIC ACCIDENT

GOAL

This block of instruction will orient you on the duties of a Traffic Police Officer as a first responder in a traffic accident.

OBJECTIVES

After this module, you will be able to:

T.O. #1 : Enumerate the duties of Police Officer as First Responder in a traffic accident;

T.O. #2 : Properly draw the different types of traffic accident collision; and

T.O. #3 : Apply the methods of photographing a traffic accident scene.

UPON ARRIVAL AT THE TRAFFIC ACCIDENT SCENE

1. Notify the police station upon arrival at the scene.

2. Observe the traffic accident scene if poses a danger.

3. Secure the perimeter by placing police line or any materials that may be used to prevent the scene from unauthorized access of kibitzer or unwanted observers.

4. Identify the injured victims.

5. Call immediately an ambulance for medical attention.

6. Identify the drivers involved in the accident.

7. Question drivers and witnesses.

8. Photographing the traffic accident scene considering the vehicle positions. Consider the four (4) types perspective in taking photograph.
9. Sketch the traffic accident using Triangulation Method.

10. Turnover the case to responding traffic investigators, including initial findings.

**TYPES OF ACCIDENT COLLISION**

1. Rear-end Collision: Where one vehicle runs into the back of another vehicle.

2. Head-on Collision: Where two vehicles collided head on.

3. Angle Collision: Where one vehicle drives into the side of another vehicle at approximately 90 degrees.

4. Multiple Collision: Where more than two vehicles collided with another vehicle.

5. Sideswipe Collision: Where two vehicles scrape each other along the side of the vehicles. The vehicles can be moving in the same direction or in opposite directions.

**Note:** In making a traffic accident sketch, always follow the golden rule: “Consider the North positioning of the scene”.

**IMPORTANCE OF PHOTOGRAPH IN A TRAFFIC ACCIDENT**

1. Describes better than words

2. Proves statement of traffic scene

3. Serves as a permanent record

4. Significance of certain aspects of the traffic scene

5. Reconstruction of the traffic scene

6. For identification

7. Preservation of evidence in court

8. Records things you may fail to notice
PHOTOGRAPHING THE TRAFFIC ACCIDENT

General View or Long-Range – photographs of the overall scene fundamentally are taken to portray the areas as if a person viewing the scene is seeing it from the standing position. To obtain this result, the photographer takes the photograph with the camera at eye level.

Medium View or Mid-Range – photographs are taken in a manner which portrays the scene from approximately 10 to 20 feet of distance from the subject. In order that the viewer be permitted to associate the crime scene with separate areas of the scene photographed, these areas should contain sufficient details to permit the viewer association.

Close-up View/Range – photographs are normally taken approximately five (5) feet or less from the subject. The attention of close-up photography is directed to object which could be effectively seen in the long-range and mid-range photographs.

NOTE: Take photograph of the traffic scene in plain view and make another during the measurement on the positioning of motor vehicles.
TURNOVER OF TRAFFIC ACCIDENT

1. Brief the investigator upon arrival.

2. Turnover all pertinent documents (driver’s license, OR/CR) to the investigator and have a receipt.

**FTO’s Note:** Practical exercises of different scenarios will be assigned to the PTs to test their ability and knowledge if they learned something from this module.

PRACTICAL EXERCISE #1

1. Divide.

2. Every

3. taught.

   **Scenario #1:** The at fault?

   **Facts:** 
   riving.

   **Answer:** 

   **Scenario #2:** You scene?
Answer : 1. The car camera.

2. treatment.

Scenario #3 : Vehicle B at fault?

Answer : emergency.

Make

PRACTICAL EXERCISE #2: Sketching

PRACTICAL EXERCISE #3: Photographing

FTO Duties:

1. Brief.

2. Check.

3. activity.
   a. Did?
   b. Did
   c. Did the access of the public?
d. Did the?

e. Did the?

f. Did the?

g. Did the accident?

4. Supervise of perspective.

5. scene.


**FTO Responsibilities:**

1. Shall be responsible for the safety and security of all PTs.

2. Strictly prohibit the PTs to conduct a traffic accident investigation

**FTO Activity:**

1. Collect all activity papers from the PTs.

2. Review the video and have critique on the performance of each PT.

**FTO's Note:** Introduce the selected topics to be studied by the PTs during the study period:

1. What are the duties of a Traffic Police Officer as First Responder in a traffic accident?

2. Sketch the three (3) types of traffic accident collision.
FOREWORD

These days many people are prone to believe the dangers that are inherent in the operation of motor vehicles on our roads, streets and highways. Guidelines, rules and regulations and even laws prescribing the standards of behavior to be observed in the interest of public roads safety mean little and are treated like a joke.

To compound this situation enforcement today of traffic laws, rules and regulations and the maintenance of road safety are hampered by lack of qualified enforcement personnel and equipment. More is the point, we need but we do not have enough traffic accident investigators with the skills demanded by the situation.

Yet, property to life and property due to our high traffic accident rate continues to be a fact of life in Metro Manila and elsewhere throughout the country. Nearly a day or night passes without a tragic case or cases of homicide, physical injury or damage to property committed thru reckless imprudence.

Certainly, greater public awareness of the problems involved is imperative—especially for motorists, transportation operators, pedestrians and all others involved in one way or another in our highway transportation system. Needless to mention, members of the enforcement community are, themselves, in this category.

If, in bringing this about, the one basic item needed is an easy-to-read reference material that expounds on the ABC of traffic accident investigation, then it is this PC/INP Primer on Traffic Accident Investigation that fills that need.

FIDEL V. RAMOS
Lieutenant General, AFP
Chief of Constabulary
Director General, INP

What is Traffic Accident?

A traffic accident is an occurrence on a road, street or highway involving one or more motor vehicles that usually result in death, physical injury or damage to property.

What is Traffic Accident investigation?

As an aspect of the PC/INP law enforcement effort it is, the process of obtaining, reporting and interpreting of information surrounding a traffic accident. It aims to ascertain facts on the causes of traffic accident for future use in accident prevention and to assist the courts in imposing penalties for the guilty and the awarding just compensation for victims.

What are the three components of the highway transportation system involved in motor vehicle traffic accidents?

Roads, Motor vehicles and people. Roads provides the setting of the traffic accidents. Motor vehicles compose the mechanism used to bring about traffic accidents, while people, by their acts and omissions, are responsible for the causes.

Who may conduct a traffic accident investigation?

Any personnel of the PC/INP, including members of the military police units of the AFP with expertise in traffic accident investigation to ascertain the basic facts needed for the immediate action, action thereafter, particularly in giving assistance to victims, ensuring the continuous flow of traffic at the accident site and the preservation of the evidence. However, an experience and trained PC/INP investigator must continue with and follow-up the investigation until its termination.

What are the five (5) levels of activity involved in the process of traffic accident investigation?

They are:

a. Reporting of the accident
b. Investigation at the accident scene
c. Preparation of technical details
d. Reconstruction of the traffic evidence
e. Analysis of the cause or causes of the accident

Explain the first level. (Reporting of the traffic accident)

When a traffic or a motor vehicle accident occurs, no one is aware of until a report is made by an informant and receive by the proper police authorities. In practice, reports of the traffic accidents may either be verbal or in writing, but in any case, only strict factual information about persons, property and report are desired.
Is the making of the traffic accident report limited to informants?

No. When a report regarding a traffic accident is received in any headquarters of the PC/INP, the standard practice is to prepare a strictly factual digest of the incident for entry in the daily log book or blotter. This is the basis subsequent at-scene traffic accident investigation.

What is “Investigation at the traffic accident scene?” (The second level)

It is the examination and the recording of the result of the accident and includes the obtaining of additional information at the accident scene may not be available later. Information obtained in this manner supplements the data stated in the accident report.

What are the essential characteristics of an at-scene investigation?

Like an accident report, only strictly factual information is desired, no conclusions are made. Data gathered in an at-scene investigation are recorded by means of photographs, sketches, measurements and field notes.

Explain the third level (Preparation of technical details)

Preparation of technical details refer to the delayed or subsequent collection of data surrounding the traffic accident, which are appropriate for study and investigation process, on the basis of which elementary conclusions are arrived at on the circumstances of the accident.

What are the tasks to be performed at this third level of the investigation process?

They are the following:

a. Preparation of a map of the accident site.
b. Measurements of grade, sight distances, view obstructions, road surfaces, etc.
c. Detailed examination of tires, lamps, braking system and other equipment/accessories of the vehicle involved.
d. Detailed examination of the photographs of damage sustained by the vehicle involved.
e. Determine the probable speed of the vehicle involved.
f. Determine whether lights were on or off at the time of collision.
g. Preparation of the situation map.
h. Determine whether time was disabled before the first harmful event of the accident.
i. Determine whether safety devices/equipment on the vehicle functioned.

What tasks are involved in the reconstruction of traffic accidents?

The following:

a. Disassembling of the vehicle involved to find out what equipment is deficient.
b. Analysis of part and glass for matching purposes.
c. Preparation of maps from available photographs if measurements were not taken.
d. Evaluation of the driver’s judgment and skill.
e. Determining who occupied the driving position.
f. Comparison of possible actual driving tactics and strategies.
g. Determination of perception delays on the part of the driver, occupant, pedestrian, or motorist, as the case may be.
h. Preparation of momentum diagrams and calculations.
i. Computation of momentum exchange in stopping vehicles.
j. Making of experiments to determine direction and/or pedestrian behavior.
k. Making of experiments to determine performance of the vehicle involved.

What are the tasks required to be performed during an at-scene investigation?

They are:

a. Find and identify witnesses.
b. Make preliminary tests to determine imprints on the part of the driver or driver’s vehicle involved.
c. Measuring to fix the location of marks and debris on the road.
d. Measuring to fix the final position of vehicles and/or bodies of persons killed or incapacitated.
e. Photographing or the making of sketches and field notes to pinpoint mark debris on the road, at the accident sites.
f. Photographing of damages sustained by motor vehicles and/or to roadside objects.
g. Photographing of the final position of vehicles.
h. Matching of the tires to tire marks on the road.
i. Examination of the condition and functioning of traffic control devices and other road equipment at the site of the accident.
j. Examination of the condition and functioning of the vehicles involved and their accessories, equipment, such as steering gear, lamps, tires, headlights, safety belts, etc.

What is meant by ‘Reconstruction’ of the traffic accident? (Level 4 of the investigation process)

It is the effort to determine from the information available how the accident happened. It is at the stage where conclusions (opinions, deductions, inferences) are made.

In what form of this conclusions expressed?

The competent investigator’s conclusions are expressed in form of:

a. Estimate of speed, position of the vehicle's location on the road.
b. Description of excessive maneuvers and the maneuvers taken by the driver/driver.
c. How injuries occurred.
e. Who was/were driving.

On what factors does a successful reconstruction of the traffic accident depend?

More than anything else, this depends on the quality and quantity of basic data gathered. For instance, if enough good data are available, it would be easy to determine what had happened. On the other hand, if information is insufficient and unreliable, it would be difficult to ascertain what had, in fact, occurred. Anyway, a competent investigator is in a position to form more and better conclusion than one who is less experienced and trained. This emphasizes the need for continuous study and training to become competent in traffic accident reconstruction.

What two (2) kinds of information gathering are involved in the reconstruction of traffic accidents?

They are:

a. Collection of data which are beyond the competence of technicians, for example, autopsies of persons killed in the traffic accident.
b. Information gathered thru experiments.

When is an investigation of traffic accident undertaken?

Only when there is definite special need. Such a need arises, for instance, in hit-and-run cases when the questions at issue are of such a nature that the controversy is brought to court in a civil or criminal case.

What is “Analysis of the cause or causes of the accident?” (Fifth level)

It is the determination, from available information, of why the accident happened. Available information, of why the accident happened, includes the results of traffic accidents reconstruction.
When the gathering of urgent data about the accident (stage 4) has been completed, what tasks are required of the investigator?

They are as follows:

a. Having decided that there is enough evidence of the offense committed to warrant arrest, to make the arrest, to make or to issue either a Traffic Citation Ticket (TCT) or Supplementary Operator's Permit (TOP) as the case may be.

b. If not arrest is to be made, to dismiss the driver(s).

c. If the situation calls for it to get the drivers involved to exchange insurance data.

d. To get additional photographs to make additional sketches or measurements in necessary and especially if the location of the accident scene will be difficult to revisit.

e. To get additional statements from remaining witnesses present, if needed.

f. To clean up the accident site, or arrange to have this done.

g. To report to headquarters.

During the fifth stage (When work at the accident site is finished), what tasks are required to be done?

The following must be done:

a. To notify relatives of the dead or injured, including the owner/owners of the vehicle(s) involved.

b. To inform other agencies of conditions that requires attention. (Example: If electric or telephone polls have been damaged due to the traffic accident, to notify the MERALCO and the PUD).

c. To prepare and complete the Traffic Accident Investigation Report format and such other administrative or operations reports as are necessary for admission approval.

d. If an offense has been committed, to refer the appropriate case to the proper fiscal's office.

e. If driver's licenses have been confiscated under circumstances that do not warrant referral of any case to the proper fiscal's office, in no case the confiscated driver's licenses are not material as evidences to the BLT within the period required under RA 4136 (The Land Registration and Traffic Code).
Part II—Question Concerning Roads as a component of the Highway Transportation System Involved in Motor Vehicle Traffic Accident

Why is the description of a road important in traffic accident investigation?

This is because many aspects of road description have a bearing on how an accident may have occurred.

What are the aspects present in the description of a road that may have some bearing on how the accident occurred?

- Road configuration (such as slopes, curves, shoulders, ditches)
- Road surface material, that is, whether cement, asphalt, gravel or dirt.

One of the six kinds of results that show on the road where an accident occurred is the Metal Scar. How are metal scar produced?

A metal scar is produced when a moving vehicle is damaged so that metal parts come in contact with the ground, leaving scars. These scars take the form of scratches and gouges.

What are the four steps in identifying the location of a motor vehicle traffic accident?

These steps are:

a. 1st Step: Determine where the accident occurred.
   - This is the point where the first harmful event happened, which is usually the point of first contact between the vehicles and not necessarily the most serious damage or injury occurred.

b. 2nd Step: Ascertain the name of the road on which the accident occurred.
   - The name of the road can be seen from posted signs or maps. If the name of the road cannot be secured in this manner, get the information from reliable vicinity residents. If the road has no name, identify it in some other way which cannot be missed by purposes of the accident investigation.

c. 3rd Step: State at what particular point of the road the accident happened.
   - For example, did the accident occur on an intersection; or on the approach to or exit from an intersection; or on a driveway; or on a non-junction, that is, on the roadway, shoulder, ramp, etc?

   d. 4th Step: Indicate the name of the city, town or province.
   - This is necessary taking into account that many streets have the same names in different cities, provinces and towns.

Why is the description of a road important in traffic accident investigation?

This is because many aspects of road description have a bearing on how an accident may have occurred.

What are the aspects present in the description of a road that may have some bearing on how the accident occurred?

- Road configuration (such as slopes, curves, shoulders, ditches)
- Road surface material, that is, whether cement, asphalt, gravel or dirt.

One of the six kinds of results that show on the road where an accident occurred is the Metal Scar. How are metal scar produced?

A metal scar is produced when a moving vehicle is damaged so that metal parts come in contact with the ground, leaving scars. These scars take the form of scratches and gouges.

What is the significance of metal scars in the investigation of traffic accidents?

Scars indicate at what point a vehicle rolled over and slid. Chips and chips (forms of gouges) serve to locate the position of part of the vehicle at maximum engagement (or post or greatest impact).

What is the probative value of underbody debris in traffic accident investigation?

Because underbody debris (such as mud, road, paint, gravel, etc) scatters so much, it is usually a poor indicator of where a collision took place.

Another kind of result that shows on the road following a motor vehicle traffic is debris. In turn, debris may show itself in the form of vehicle liquids that appear on the road in the following ways: spatter, dribble and puddles. Explain each of these and their significance in traffic accident investigation.

a. Spatter occurs when its container is collapsed by collision and the liquid in it spues out violently. A dribbling liquid that is in the process of draining (not spouting) a rupture container on board a wrecked vehicle. If the vehicle is moving the dribble marks the path of the moving vehicle usually from the point of maximum engagement to final position. Puddle is formed under the leaking part.

b. A spatter and dribble help locate collision positions. A dribble and the resulting puddle indicate where the vehicle came to rest in final position.

How important are vehicle parts debris in the investigation of traffic accident?

a. Small vehicle parts scatter widely and irregularly that they do not mean much where they are found. There are, however important exceptions, three of which are given hereunder:

b. Small parts found at the accident scene help identify a vehicle that has left the accident site.

c. This is particularly useful in hit-and-run accident investigation.

d. Whole sections of the vehicle that have broken loose as a result of the collision are significant because of their final positions. This is exemplified in a case where a vehicle breaks in two in a collision, say, with a tree or when the engine is knocked out of a vehicle in a collision with a truck.

e. Tempered glass from rear windshields may shatter into thousand pieces when the glass is broken in a collision. The glass, as it breaks free, continues to move and so the point at which the glass came and sometimes the vehicle's speed.

What about roadside material scattered on the road. What do these signify?

Roadside material scattered on the road sometimes indicates where a vehicle came back on the road after running off, or how a collision on the road shoulder took place.

Explain the significance of fixed objects in the investigation of a traffic accident?

Bent or broken guardrails, posts, trees and other fixed objects in the vicinity of a traffic accident scene can indicate some idea of the speed of the vehicle striking them.

What is there for the investigator to remember about falls and flips in the investigation of a traffic accident?

a. When a vehicle runs off a bridge or bank, it may go through the air before it lands. In such a fall there are no marks between where it left the surface and where it landed to show that it rolled or slid down the bank. It should be noted that this distance in the air is the best data for estimating speed at the time when the vehicle left the ground.

b. In a fall, the vehicle nearly always lands right side up after falling.

c. A flip occurs when the moving vehicle hits something that stops the wheel suddenly, the vehicle pivoting upward and leaves the ground.

d. In a flip, the vehicle always lands bottom up and then may continue rolling or sliding.
Part III—Questions
Concerning Motor Vehicles as a Component of the Highway Transportation System Involved in Motor Vehicle Traffic Accidents

What is the best time and place to match contact on the vehicles to marks on the road and residue?

Immediately upon arrival and at the accident scene, if, for example, the investigator sees gouges or scrapes on the pavement, there are nearly always corresponding wear, abrasions or breakage of vehicles in.

What are the areas on the underside of a vehicle involved in an accident most likely to show signs of road contact and what are the descriptions of the damage sustained?

They are as follows:

a. Rear drive shaft universal joint: broken, severely abraded.
b. Right rear, outer rim; scratched, grass and twigs between trim and wire.
c. Transmission case: broken open, oil out, part broken away and missing.
d. Frame, left side under front door: bent down, heavily scratched obliquely.

Why is the distinction between contact and induced damage important?

Because it helps to determine the exact position of the vehicle/vehicles involved in relation to each during collision, and, at times, to determine whether the accident involved more than one collision.

What does multiple contact damage areas on a vehicle mean?

It means that in a single accident, one vehicle may experience several collisions. Sometimes, especially when a vehicle rolls over, there may be three or more contact damage areas, possibly with another vehicle and some fixed objects.

What does superimposed contact damage areas on a vehicle mean?

It is that which occurs when two or more separate collisions involved the same area on the same vehicle (which is very difficult to detect).

What vehicle data must the traffic accident investigator gather at the scene of a traffic accident?

This depends on whether the accident is minor or severe.

If the traffic accident is a minor one, what data are taken?

a. A minimum description of the vehicle, as to kind, size, make, plate number, etc.
b. A description of the damage the vehicle sustained.

If the traffic is serious, what data must be taken?

a. The vehicle’s final position.
b. The vehicle’s identification data (such as registration/plate number, if not wrecked the make and model, etc.)
c. The damage sustained by the vehicle.
d. Contents of the vehicle.

Explain what is Contact damage and Induced damage?

Contact damage is damage to any part of a motor vehicle caused by direct contact with some object which is not part of vehicle. Induced damage is damage to any part of some motor vehicle caused by some other part of the same vehicle or by the shock of the collision.

In the case of the Contact Damage, give example of the external object with which the vehicle came into direct contact?

Another vehicle; a pedestrian; a fixed object or even the road surface. In some cases the object may also be internal, usually an occupant or thing carried on the vehicle.

How or by what means is external contact damage indicated?

By the asoff of paint, tire rubber, road material, imprints of headlamp housings, wheel rims, bumpers, door handles, poles and other fixed objects. Mainly, however, contact damage is indicated by closely compacted, crumpled body parts with fine hand scratches on the surface of metals; paint smeared due to the heat of the friction; rugged tears in sheet metals; and punctures.

An investigator should be able to know what are the most dangerous areas inside a motor vehicle. What are these?

a. Glass on the windshield and windows.
b. Steering wheel assembly.
c. Instrument panel, especially the right dash.
d. The top structure, especially in or convertible.
e. Seat frame, especially right front.
f. Interior hardware, such as control knobs door handles and mirror.
g. Floor.
h. Windows frames.

In case the possibility of passenger ejection exists, how should the investigator proceed to determine where the injury sustained occurred, whether inside or outside?

This can be determined by locating the position of the passenger/passengers in the vehicle before the accident and then matching the peculiar injury with an object which had been struck.
What indications are there on a motor vehicle to show that it is responsible for the injuries sustained pedestrian as a result of contact with the person, another vehicle or some fixed object?

a. If the pedestrian was hit head-on look for the breakage of headlights and/or grills, and check further for slight impact at the hood with the sign of scraping or wiping.
b. If the pedestrian was side-swiped, look for brush marks from buttons and clothes.
c. If the pedestrian was backed into, search for blood, torn clothing caught on bumpers, trunks, lights and number plates.
d. If the pedestrian was run-over, examine the vehicle for blood stains, bits of clothing, swipe marks on the underside of the running gear, frame and wheel.

Of what special importance are these observations?

The observations are especially important with respect to a motor vehicle suspecting of being involved in a hit-and-run accident.

What is the importance of measurements in traffic accident investigation?

By making and recording accurate measurements at time immediately following a traffic accident, the investigator avoids uncertain recollection and crude guesswork later. It also enables him to testify with confidence and precision about his observations of where things were at the accident scene.

In connection with traffic accident reconstruction, what is the importance of measurements?

Reconstruction of a traffic accident often requires a map of the post-accident situation. The preparation of such a map requires measurement of the road and location of object on it. Without such measurements, reconstruction is impossible.

What is a “spot” relative to measurements in traffic accident investigation?

A spot represents the specific place or points of an object to be located by measurements.

What principles are observed in locating spots?

a. A spot on a road or any other surface must be located with reference to something permanent in the vicinity. (Example: edges of the roadway)

b. One measurement is not enough; two are needed.

c. Every spot must be located by measurement from at least two separate points or lines.

What two existing methods are used in locating spot references?

They are:

a. Coordinates, which consist in measuring the shortest distance from each of two reference lines to the spot to be located.

b. Triangulation, which is done by measuring the distance from each of two reference points of the spot to be located.

Part IV—Questions Concerning Measurements in Traffic Accident Investigation

What are the kinds of measurements in traffic accident investigations that are made in two stages?

a. Urgent measurements made at the accident scene to locate things which may disappear later on or which may be moved.
b. Additional measurements needed to make scale maps.

What are filed notes for in traffic accident investigation?

Field notes provide record of measurements and are great importance to the person who returns to the site later to make additional measurements for a map, if there is need for it.

What are the accident result that must be located by measuring?

a. Positions of vehicles, specifically where they came to rest after collision.
b. Places where dead or injured person lie after the accident.
c. Gouges and scratches on the paving.
d. Tire marks on the paving which are relevant on the accident.
e. Fumes, oil and other scars on the roadside connected with the accident.
f. Object on or near the road which were broken or marked as a result of the accident.

From what is a measurement made?

To locate items connected with the accident, measurements are usually made from the edge of the roadway than from any other place. In case of a curve that joins two intersecting roads, measure from an extension of the roadway edge, not from the curve.

Where should the measurement be made from when the roadway edge cannot be found or is very indefinite as on gravel or dirt road surface?

Measure from triangulation from fixed objects on the roadway such as guardrails, fences, utility poles, trees or fire hydrants. Chains, manhole covers and pavement gutters may also be used but they are less desirable. When measurements have to be made by poles, post, trees, manhole or similar objects, measure from the center.
Why are measurements never made from “the point of impact”? Because:
   a. It is not a permanent object which can be found much later.
   b. The position of “the point of impact” is a matter of opinion.

Towards what are measurements made?

As a general rule, measurements are made to or towards the center of bodies or smaller things, such as gouges and small tire marks.
TRAINING PLAN

MODULE VII : DUTIES OF A POLICE OFFICER AS FIRST RESPONDER IN A TRAFFIC ACCIDENT

TARGET AUDIENCE : Police Trainees

DAY : 13

VENUE : Station’s Classroom/ Motorpool / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Digital Camera
Flip Charts and Markers
Driver’s License
Motor Vehicle Certificate of Registration and Official Receipt
Available Motor Vehicle

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Ruler, notebook, ballpen

TRAINING REFERENCES : PNP Manual PNPM-D-0-2-1-00 (DHRDD)
First Responders’ Manual
Highway Patrol Group Manual
Book on Trafficology (The Science of Traffic)
Revised
Edition 2008 by Prof. Felino Aguit Bragado

TRAINING GOAL : This block of instruction will orient the PTs on the duties of a Traffic Police Officer as First Responder in a traffic accident.
TRAINING OBJECTIVES: After this block of instruction, the PTs will be able to:

T.O. #1 : Enumerate the duties of Police Officer as First Responder in a traffic accident;

T.O. #2 : Proper sketching of the different types of traffic accident collision; and

T.O. #3 : Know the methods of photographing a traffic accident scene.
**FIELD TRAINING OFFICER’S GUIDE**
on Traffic Phase

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**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

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## DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
</table>
| DAY 13  | 4:00 AM | □ First Call (4:00 AM) Attention □ Call (4:05 AM) Assembly Call □ (4:15 AM) Accounting □ (4:20 AM) | INVOCATION  
□ Morning Prayer | □ Completed □ Not Completed □ As appropriate Reason(s): |
| DAY 13  | 5:00 AM | □ Distribution of Cleaning Materials □ Designation of AOR □ Availability and Distribution of Breakfast | REVEILLE  
□ Calisthenics/  
Warm-up Exercises/  
Physical Conditioning  
Road Run | □ Completed □ Not Completed □ As appropriate Reason(s): |
| DAY 13  | 6:00 AM | □ Attendance Sheet (7:00 AM-7:15 AM) Rank Inspection (7:15 AM-7:45 AM) | FORMATION AND RANK INSPECTION  
□ Daily Personnel Accounting Report  
□ Rank Inspection  
➢ Tamang Bihis  
➢ Proper haircut  
➢ Tickler/Ballpen/Hanky  
➢ Handcuff  
➢ Socks  
➢ Buckle  
➢ Mustache  
➢ Finger nails | □ Completed □ Not Completed □ As appropriate Reason(s): |
<table>
<thead>
<tr>
<th>Time</th>
<th>Duties</th>
<th>RECAPITULATION OF PREVIOUS MODULE VII</th>
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</thead>
<tbody>
<tr>
<td>7:45 AM</td>
<td>Duties of a Traffic Police Officer as First Responder in a Traffic Accident</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
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<tr>
<td>8:00 AM</td>
<td>Availability of Learning Aids Required</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>Availability of Subject Matter Expert</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>12:00 NN</td>
<td>Availability of Lunch</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>12:00 NN</td>
<td>Lunch Mess Kits</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>12:00 NN</td>
<td>Venue for Lunch</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Attendance Sheet for roll call formation</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>1:00 PM</td>
<td>Briefing</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>1:15 PM</td>
<td>Materials for sketching</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>1:30 PM</td>
<td>PRACTICAL EXERCISE (CONTINUATION)</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
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</table>
TRAINING PLAN

MODULE VII : DUTIES OF A POLICE OFFICER AS FIRST RESPONDER IN A TRAFFIC ACCIDENT

TARGET AUDIENCE : Police Trainees

DAY : 13

VENUE : Station's Classroom/ Motorpool / As appropriate

TIME ALLOCATED : Eight (8) Hours

LEARNING AIDS : Multi-Media Projector
                 Laptop Computer
                 Projector Screen
                 Digital Camera
                 Flip Charts and Markers
                 Driver’s License
                 Motor Vehicle Certificate of Registration and Official Receipt
                 Available Motor Vehicle

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
                                  PT’s Guide
                                  Ruler, notebook, ballpen

TRAINING REFERENCES : PNP Manual PNPM-D-0-2-1-00 (DHRDD)
                      First Responders’ Manual
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                      Book on Trafficology (The Science of Traffic)
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T.O. #2 : Proper sketching of the different types of traffic accident collision; and

T.O. #3 : Know the methods of photographing a traffic accident scene.
**FTO'S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

## DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
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<tbody>
<tr>
<td>13</td>
<td>4:00 AM</td>
<td>□ First Call (4:00 AM) Attention</td>
<td>INVOCATION □ Morning Prayer</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>5:00 AM</td>
<td>□ Call (4:05 AM) Assembly Call □ (4:15 AM) Accounting □ (4:20 AM)</td>
<td>REVEILLE □ Calisthenics/ Warm-up Exercises/ Physical Conditioning Road Run</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5:00 AM</td>
<td>□ Distribution of Cleaning Materials □ Designation of AOR □ Availability and Distribution of Breakfast</td>
<td>PERSONAL NECESSITIES/ CLEANING OF AOR/BREAKFAST □ AOR Clean-up □ Personal hygiene □ Wearing of prescribed uniform □ Breakfast: Prayer before meal</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>□ Attendance Sheet (7:00 AM-7:15 AM) Rank Inspection (7:15 AM-7:45 AM) Defects Noted</td>
<td>FORMATION AND RANK INSPECTION □ Daily Personnel Accounting Report □ Rank Inspection ▶ Tamang Bihis ▶ Proper haircut ▶ Tickler/ Ballpen/Hanky ▶ Handcuff ▶ Socks ▶ Buckle ▶ Mustache ▶ Finger nails</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>□ Delinquency Report</td>
<td></td>
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**FIELD TRAINING OFFICER’S GUIDE**
on **Traffic Phase**
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
<th>Recapitulation</th>
<th>Notes</th>
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<td>Duties of a Traffic Police Officer as First Responder in a Traffic Accident</td>
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<tr>
<td></td>
<td>Availability of Learning Aids Required</td>
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<tr>
<td>8:00 AM</td>
<td>Availiability of Subject Matter Expert</td>
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<td>with SME</td>
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<td>without SME</td>
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<tr>
<td>12:00 NN</td>
<td>Availability of Lunch</td>
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<td></td>
<td>Mess Kits</td>
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<td></td>
<td>Venue for Lunch</td>
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<tr>
<td>1:00 PM</td>
<td>Attendance Sheet for roll call formation</td>
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<tr>
<td>1:15 PM</td>
<td>Briefing</td>
<td></td>
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<tr>
<td>1:30 PM</td>
<td>Materials for sketching and Digital Camera</td>
<td></td>
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</tr>
</tbody>
</table>

PRACTICAL EXERCISE

- Actual exercises in the field/if not possible, a scenario will be given to PTs

LUNCH BREAK

- Prayer before meal

FORMATION

- Roll Call Formation/Attendance in the Afternoon

BRIEFING

- On practical exercises

PRACTICAL EXERCISES (CONTINUATION)

- Sketching and photographing the traffic accident scene
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Completed</th>
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<td>Assign a PT to recap the activities for the day</td>
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<tr>
<td></td>
<td>Issues and concerns</td>
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<tr>
<td></td>
<td>Other Instructions</td>
<td></td>
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<tr>
<td></td>
<td>Closing prayer</td>
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<tr>
<td></td>
<td><strong>RECAPITULATION</strong></td>
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<td></td>
<td>■ Summary of the activities for the day</td>
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<td>■ Closing Prayer : The Lord’s Prayer (Our Father)</td>
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<tr>
<td>5:00 PM</td>
<td><strong>PERSONAL TIME</strong></td>
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<tr>
<td></td>
<td>Supervision on personal tasking</td>
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<tr>
<td>6:00 PM</td>
<td><strong>DINNER TIME</strong></td>
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<td>Availability of Dinner</td>
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<td></td>
<td>Mess kits</td>
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<td></td>
<td>Venue for Dinner</td>
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<tr>
<td></td>
<td>Prayer before meal</td>
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<tr>
<td>7:00 PM</td>
<td><strong>STUDY TIME</strong></td>
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<tr>
<td></td>
<td>Supervision of studies</td>
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<tr>
<td>9:00 PM</td>
<td><strong>FORMATION</strong></td>
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<tr>
<td></td>
<td>Attendance Sheet</td>
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<td>Defects Noted</td>
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<td></td>
<td>Issue Delinquency Report</td>
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<td></td>
<td>Roll Call Formation/Attendance before Time for All Personnel to Sleep</td>
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<td></td>
<td>(TAPS)</td>
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<tr>
<td>Time</td>
<td>Event</td>
<td>Time for All Personnel to Sleep (TAPS)</td>
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<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
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<td></td>
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<tr>
<td>4:00 AM (next day)</td>
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<td></td>
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</tbody>
</table>
TRAINING PLAN

MODULE VIII : TRAFFIC POLICE OFFICER IN COURT

TARGET AUDIENCE : Police Trainees

DAY : 14 and 15

VENUE : Court Room/ As appropriate

TIME ALLOTTED : Sixteen (16) Hours

LEARNING AIDS : Laptop Computer
                 Digital Camera
                 Voice Recorder

POLICE TRAINEE’S REQUIREMENT : PT’s prescribed uniform (Tamang Bihis)
                                 PT’s Guide
                                 Notebook, ballpen

TRAINING REFERENCES : Rules of Court
                      HPG Manual

TRAINING GOAL : This block of instruction will orient the PTs on the duties of a Traffic Police Officer as First Responder in a traffic accident

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to observe court proceedings for traffic cases.

1. Pre-trial
2. Cross/Re-Cross Examination
3. Direct/Re-Direct Examination
**FTO'S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM</td>
<td>☐ First Call (4:00 AM) Attention</td>
<td>INVOCATION</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ Call (4:05 AM) Assembly Call</td>
<td>☐ Morning Prayer</td>
<td>☑ Not Completed</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ (4:15 AM) Accounting</td>
<td>☐ Calisthenics/</td>
<td>☑ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ (4:20 AM)</td>
<td>Warm-up Exercises/</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Physical Conditioning</td>
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<td></td>
<td></td>
<td></td>
<td>Road Run</td>
<td></td>
</tr>
<tr>
<td>DAY 14</td>
<td>5:00 AM</td>
<td>☐ Distribution of Cleaning Materials</td>
<td>PERSONAL NECESSITIES/</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ Designation of AOR</td>
<td>CLEANING OF AOR/BREAKFAST</td>
<td>☑ Not Completed</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ Availability and Distribution of Breakfast</td>
<td>☐ AOR Clean-up</td>
<td>☑ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td></td>
<td>☐ Personal hygiene</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td></td>
<td>☐ Wearing of prescribed uniform</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td></td>
<td>☐ Breakfast: Prayer before meal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ Attendance Sheet (7:00 AM - 7:15 AM) Rank Inspección</td>
<td>FORMATION AND RANK INSPECTION</td>
<td>☐ Completed</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ Inspection (7:15 AM - 7:45 AM)</td>
<td>☐ Daily Personnel Accounting Report</td>
<td>☑ Not Completed</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ Defects Noted</td>
<td>☐ Rank Inspection</td>
<td>☑ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ Issue</td>
<td>➢ Tamang Bihis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>AM</td>
<td>☐ Delinquency Report</td>
<td>➢ Proper haircut</td>
<td></td>
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<tr>
<td></td>
<td>AM</td>
<td></td>
<td>➢ Tickler/Ballpen/Hanky</td>
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<td></td>
<td>AM</td>
<td></td>
<td>➢ Handcuff</td>
<td></td>
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<td>AM</td>
<td></td>
<td>➢ Socks</td>
<td></td>
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<td></td>
<td>AM</td>
<td></td>
<td>➢ Buckle</td>
<td></td>
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<td></td>
<td>AM</td>
<td></td>
<td>➢ Mustache</td>
<td></td>
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<tr>
<td></td>
<td>AM</td>
<td></td>
<td>➢ Mustache</td>
<td></td>
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<tr>
<td></td>
<td>AM</td>
<td></td>
<td>➢ Finger nails</td>
<td></td>
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<tr>
<td>Time</td>
<td>Event Description</td>
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<tr>
<td>7:45 AM</td>
<td>Intro on Traffic Police Officer in Court</td>
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<tr>
<td>8:00 AM</td>
<td>Availability of Learning Aids Required</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 AM</td>
<td>FIELD IMMERSION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 NN</td>
<td>Availability of Subject Matter Expert</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 PM</td>
<td>LUNCH BREAK</td>
<td></td>
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</tr>
<tr>
<td>1:00 PM</td>
<td>FORMATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:45 PM</td>
<td>FIELD IMMERSION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:45 PM</td>
<td>RECAPITULATION</td>
<td></td>
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</tr>
</tbody>
</table>

**INTRODUCTION TO MODULE VIII: TRAFFIC POLICE OFFICER IN COURT**
- Invocation: Police Officer's Prayer Training
- Goal Training
- Objectives

**FIELD IMMERSION**
- Actual court hearings on Pre-Trial, Cross/Re-Cross Examination and Direct/Re-Direct Examination

**LUNCH BREAK**
- Prayer before meal

**FORMATION**
- Roll Call Formation/Attendance in the Afternoon

**FIELD IMMERSION**
- Actual court hearings on Pre-Trial, Cross/Re-Cross Examination and Direct/Re-Direct Examination

**RECAPITULATION**
- Summary of the activities for the day
- Closing Prayer: The Lord's Prayer (Our Father)
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Personal Time</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Availability of Dinner</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Dinner Time</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Supervision on studies</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Study Time</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Attendance Sheet</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Time for All Personnel to Sleep (TAPS)</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
</tr>
<tr>
<td>DAY</td>
<td>TIME</td>
</tr>
<tr>
<td>-----</td>
<td>------</td>
</tr>
</tbody>
</table>
|     | 4:00 AM | 5:00 AM     | ★ First Call (4:00 AM) Attention  
★ Call (4:05 AM) Assembly Call  
★ (4:15 AM) Accounting  
★ (4:20 AM) | INVOCATION  
★ Morning Prayer  
★ REVEILLE  
★ Calisthenics/  
Warm-up Exercises/  
Physical Conditioning  
Road Run |                         |
| 15  | 5:00 AM | 7:00 AM     | ★ Distribution of Cleaning Materials  
✿ Designation of AOR  
✿ Availability and Distribution of Breakfast | PERSONAL NECESSITIES/  
CLEANING OF AOR/BREAKFAST  
★ AOR Clean-up  
★ Personal hygiene  
★ Wearing of prescribed uniform  
★ Breakfast: Prayer before meal |                         |
|     | 7:00 AM | 8:00 AM     | ★ Attendance Sheet  
(7:00 AM-7:15 AM) Rank  
★ Inspection (7:15 AM-7:45 AM)  
Defects Noted  
★ ——————  
Issue ——————  
✿ Delinquency Report | FORMATION AND RANK INSPECTION  
★ Daily Personnel Accounting Report  
★ Rank Inspection  
→ Tamang Bihis  
→ Proper haircut  
→ Tickler/Ballpen/Hanky  
→ Handcuff  
→ Socks  
→ Buckle  
→ Mustache  
→ Mustache  
✿ |                         |
|     | 8:00 AM | 12:00 NN    | ★ Briefing | FIELD IMMERSION  
Actual court hearings on Pre-Trial, Cross/Re-Cross Examination and Direct/Re-Direct Examination | ★ Completed  
✿ Not Completed  
✿ |                         |
|     | 12:00 NN | 1:00 PM     | ★ Availability of Lunch  
★ Mess Kits  
★ Venue for | LUNCH BREAK  
★ Prayer before meal | ★ Completed  
✿ Not Completed  
✿ |
<table>
<thead>
<tr>
<th>Time</th>
<th>Lunch</th>
<th>Attendance Sheet for roll call formation</th>
<th>FORMATION</th>
<th>Field Training Program Module VIII Lunch Attendance Sheet for roll call formation</th>
<th>As appropriate Reason(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00 PM</td>
<td></td>
<td></td>
<td></td>
<td>Roll Call Formation/Attendance in the Afternoon</td>
<td>Completed</td>
</tr>
<tr>
<td>1:15 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Completed</td>
</tr>
<tr>
<td>4:45 PM</td>
<td></td>
<td>Briefing</td>
<td>Field Immersion</td>
<td>Actual court hearings on Pre-Trial, Cross/Re-Cross Examination and Direct/Re-Direct Examination</td>
<td>Completed</td>
</tr>
<tr>
<td>1:15 PM</td>
<td>4:45 PM</td>
<td></td>
<td></td>
<td></td>
<td>Not Completed</td>
</tr>
<tr>
<td>4:45 PM</td>
<td></td>
<td>Assign a PT to recap the activities for the day</td>
<td>Recapitation</td>
<td>Summary of the activities for the day</td>
<td>Completed</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>6:00 PM</td>
<td></td>
<td></td>
<td>Closing Prayer: The Lord’s Prayer (Our Father)</td>
<td>Not Completed</td>
</tr>
<tr>
<td>5:00 PM</td>
<td></td>
<td>Supervision on personal tasking</td>
<td>Personal Time</td>
<td></td>
<td>As appropriate Reason(s):</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>7:00 PM</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:00 PM</td>
<td></td>
<td>Availability of Dinner Mess kits</td>
<td>Dinner Time</td>
<td>Prayer before meal</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Completed</td>
</tr>
<tr>
<td>Time</td>
<td>Event</td>
<td>Status</td>
<td>Reason(s)</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Venue for Dinner</td>
<td>As appropriate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Supervision of study time</td>
<td>Complete</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9:30 PM</td>
<td>Attendance Sheet</td>
<td>Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Defects Noted</td>
<td>Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Issue Delinquency Report</td>
<td>Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Supervision of TAPS</td>
<td>Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 AM (next day)</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
<td>Complete</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Module VIII

TRAINING MANUSCRIPT

TRAFFIC POLICE OFFICER IN COURT

PRACTICAL EXERCISE #1: Court Hearing Observation

The PTs will be exposed to an actual court hearing and its sequence as perception on how to address questions in a witness stand.

**FTO's Note:** Follow the steps below to conduct this activity.

1. Assign a hearing scenario to each member.
2. Let them recite their observations on Do’s and Don’t’s.
3. Tell them they have 15 minutes each to complete this activity.

**FTO’s Instruction:**

1. Monitor the time. Notify them when two (2) minutes is remaining.
2. Have them submit a written observation.
3. Print out the importance of observing/witnessing actual hearing.

PRACTICAL EXERCISE #2

The PTs

Let them

penalties.

**FTO’s Instruction:**

1. Monitor the time. Notify them when two (2) minutes is remaining.
2. Point out the complications brought about by failing to attend court hearings in their personal life especially in their career.
3. Tell them they have ten (10) minutes to complete this activity.
TRAINING PLAN

SUBJECT / ACTIVITIES : TRAFFIC DIRECTION AND CONTROL

TARGET AUDIENCE : Police Trainees

DAY : 16

VENUE : Station's Classroom/ Locality / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Flip Charts and markers
Digital or Video Camera
Extra Sheets of Paper

POLICE TRAINEE'S REQUIREMENT : PT's prescribed uniform (Tamang Bihis)
PT's Guide
Whistle, flashlight, reflectorized traffic gloves, reflectorized traffic vest

TRAINING REFERENCES : HPG Handbook

TRAINING GOAL : This block of instruction will teach the police trainees with the basic knowledge on traffic direction and control and the techniques of its execution.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Be familiar with the different methods of hand signal in manning the traffic;

T.O. #2 : Be familiar with the proper usage of whistle, flashlight, reflectorized gloves and vest while conducting traffic direction and control at night;

T.O. #3 : Know the proper conduct of direction and control in traffic congestion (gridlock) at any given situation; and

T.O. #4 : Apply the knowledge learned during the practical exercises.
**FTO'S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY 1</td>
<td>4:00 AM</td>
<td>☐ First Call (4:00 AM) Attention ☐ Call (4:05 AM) Assembly Call ☐ (4:15 AM) Accounting ☐ (4:20 AM)</td>
<td>INVOCATION ☐ Morning Prayer REVEILLE ☐ Calisthenics/ Warm-up Exercises/ Physical Conditioning Road Run</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>5:00 AM</td>
<td>☐ Distribution of Cleaning Materials ☐ Designation of AOR ☐ Availability and Distribution of Breakfast</td>
<td>PERSONAL NECESSITIES/ CLEANING OF AOR/BREAKFAST ☐ AOR Clean-up ☐ Personal hygiene ☐ Wearing of prescribed uniform ☐ Breakfast: Prayer before meal</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td>DAY 16</td>
<td>5:00 AM</td>
<td>☐ Distribution of Cleaning Materials ☐ Designation of AOR ☐ Availability and Distribution of Breakfast</td>
<td>FORMATION AND RANK INSPECTION ☐ Daily Personnel Accounting Report ☐ Rank Inspection ➢ Tamang Bihis ➢ Proper haircut ➢ Tickler/Ballpen/Hanky ➢ Handcuff ➢ Socks ➢ Buckle ➢ Mustache ➢ Finger nails</td>
<td>☐ Completed ☐ Not Completed ☐ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>☐ Attendance Sheet (7:00 AM-7:15 AM) ☐ Rank Inspection (7:15 AM-7:45 AM) ☐ Defects Noted ☐ Issuance of Delinquency Report</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>7:45 AM</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Remarks</td>
<td></td>
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<td>--------------------------------------------------------------------------</td>
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<tr>
<td>7:45 AM</td>
<td>Introduction on Traffic Direction and Control</td>
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<tr>
<td>8:00 AM</td>
<td>BRIEFING ON MODULE IV</td>
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<tr>
<td></td>
<td>PRACTICAL EXERCISE</td>
<td></td>
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<tr>
<td></td>
<td>Conduct of Traffic Direction and Control at Signalized and Uncontrolled Intersection</td>
<td></td>
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<tr>
<td>8:00 AM</td>
<td>Whistles, Flashlights, ReflectORIZED vests, ReflectORIZED gloves</td>
<td></td>
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<tr>
<td>12:00 NN</td>
<td>Availability of Lunch, Mess Kits, Venue for Lunch</td>
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<tr>
<td></td>
<td>LUNCH BREAK</td>
<td></td>
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<tr>
<td></td>
<td>Prayer before meal</td>
<td></td>
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<tr>
<td>12:00 NN</td>
<td>FORMATION</td>
<td></td>
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<tr>
<td></td>
<td>Roll Call Formation/Attendance in the Afternoon</td>
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<tr>
<td></td>
<td>PRACTICAL EXERCISE (CONTINUATION)</td>
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<tr>
<td></td>
<td>Traffic Direction and Control in a Planned Event or between Signalized Uncontrolled Intersection</td>
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<tr>
<td></td>
<td>Whistles, Flashlights, ReflectORIZED vests, ReflectORIZED gloves</td>
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<tr>
<td>1:00 PM</td>
<td>Attendance Sheet for Roll Call Formation</td>
<td></td>
<td></td>
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<tr>
<td>1:15 PM</td>
<td>FORMATION</td>
<td></td>
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<tr>
<td></td>
<td>Issues and concerns, Other Instructions, Closing Prayer</td>
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<tr>
<td>4:45 PM</td>
<td>Assign a PT to recap the activities for the day</td>
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<tr>
<td>5:00 PM</td>
<td>RECAPITULATION</td>
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<tr>
<td></td>
<td>Summary of the activities for the day</td>
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<td></td>
<td>Closing Prayer</td>
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<tr>
<td>Time</td>
<td>Task</td>
<td>Notes</td>
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<tr>
<td>5:00 PM</td>
<td>Attendance Sheet</td>
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<tr>
<td>6:00 PM</td>
<td>Dinner</td>
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<tr>
<td></td>
<td>Availability of Dinner</td>
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<tr>
<td></td>
<td>Mess kits</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Venue for Dinner</td>
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<td></td>
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<tr>
<td></td>
<td>Prayer before meal</td>
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<td></td>
<td>Completed</td>
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<td></td>
<td>Not Completed</td>
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<td></td>
<td>As appropriate Reason(s):</td>
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TRAINING PLAN

SUBJECT / ACTIVITIES : BASIC TRAFFIC LAWS, RULES AND REGULATIONS, MEMORANDA, ORDINANCES AND ISSUANCES

TARGET AUDIENCE : Police Trainees

DAY : 17

VENUE : Station’s Classroom / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Flip Charts and Markers
Driver’s License
Motor Vehicle Certificate of Registration and Official Receipt
Manila Paper
Extra Sheets of Paper

POLICE TRAINEE’S MATERIALS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Paper
Flash Drive
Ballpen and Pencil

TRAINING REFERENCES : Highway Patrol Group Handbook Series of 1999
Land Transportation Office Department Orders and Issuances
Republic Act No. 10084 (Helmet Law)
Republic Act No. 8750 (Seat Belt Law)

TRAINING GOAL : This block of instruction will teach PTs the basic traffic laws, rules and regulations, memoranda, ordinances, issuances, and its applicability in the execution of traffic by police officers.
TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Understand and recognize the main concept of Republic Act No. 4136, LTO directives and Issuances, Salient features of Republic Act No. 10054 and Republic Act No. 8750; and

T.O. #2 : Identify the different violations of motorists.
**FTO'S NOTE**: Check the appropriate boxes or circles indicated in the daily training schedule.

## DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY 1</td>
<td>4:00 AM</td>
<td>□ First Call (4:00 AM) Attention</td>
<td>INVOCATION</td>
<td>□ Completed</td>
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<td></td>
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<td>□ Call (4:05 AM) Assembly Call</td>
<td>□ Morning Prayer</td>
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<tr>
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<td>□ (4:15 AM) Accounting</td>
<td>□ Calisthenics/</td>
<td>□ As appropriate</td>
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<td>□ (4:20 AM)</td>
<td>Warm-up Exercises/</td>
<td>Reason(s):</td>
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<td>Physical Conditioning</td>
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<td>Road Run</td>
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<td>DAY 1</td>
<td>5:00 AM</td>
<td>□ Distribution of Cleaning Materials</td>
<td>PERSONAL NECESSITIES/</td>
<td>□ Completed</td>
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<td></td>
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<td>□ Designation of AOR</td>
<td>CLEANING OF</td>
<td>□ Not Completed</td>
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<td>□ Availability and Distribution of Breakfast</td>
<td>AOR/BREAKFAST</td>
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<td>□ Wearing of prescribed uniform</td>
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<td>□ Breakfast: Prayer before meal</td>
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<td>DAY 1</td>
<td>7:00 AM</td>
<td>□ Attendance Sheet (7:00 AM-7:15 AM) Rank</td>
<td>FORMATION AND RANK</td>
<td>□ Completed</td>
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<td>□ Inspection (7:15 AM-7:45 AM)</td>
<td>INSPECTION</td>
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<td>□ Defects Noted</td>
<td>□ Daily Personnel</td>
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<td>□ Issue</td>
<td>□ Accounting Report</td>
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<td>□ Delinquency Report</td>
<td>□ Rank Inspection</td>
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<td>▶ Tamang Bihis</td>
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<td>▶ Proper haircut</td>
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<td>▶ Finger nails</td>
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<td>DAY 1</td>
<td>8:00 AM</td>
<td>□ Briefing</td>
<td>BRIEFING ON MODULE II:</td>
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<td>12:00 NN</td>
<td>Availability of Lunch &lt;br&gt; Mess Kits &lt;br&gt; Venue for Lunch</td>
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<td><strong>LUNCH BREAK</strong></td>
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<td>□ Prayer before meal</td>
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<td>1:00 PM</td>
<td>Attendance Sheet for Roll Call Formation</td>
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<td>□ Roll Call Formation/Attendance in the Afternoon</td>
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<td>4:45 PM</td>
<td>Assign a PT to recap the activities for the day &lt;br&gt; Issues and concerns &lt;br&gt; Open Forum &lt;br&gt; Guidance</td>
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<td><strong>RECAPITULATION</strong></td>
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<td>□ Summary of the activities for the day</td>
<td>□ Not Completed</td>
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<td>□ Closing Prayer: The Lord’s Prayer (Our Father)</td>
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<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td>PERSONAL TIME</td>
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<td>6:00 PM</td>
<td>Availability of Dinner, Mess Kits, Venue for Dinner</td>
<td>DINNER TIME - Prayer before meal</td>
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<td>7:00 PM</td>
<td>Supervision on studies</td>
<td>STUDY TIME</td>
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<tr>
<td>9:00 PM</td>
<td>Attendance Sheet, Defects Noted, Issuance of Delinquency Report</td>
<td>FORMATION - Roll Call Formation/Attendance before Time for All Personnel to Sleep (TAPS)</td>
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<tr>
<td>9:30 PM</td>
<td>Supervision on TAPS</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
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TRAINING PLAN

SUBJECT / ACTIVITIES : TRAFFIC INTERSECTION CONFLICTS, SIGNS AND SYMBOLS

TARGET AUDIENCE : Police Trainees

DAY : 19

VENUE : Station's Classroom / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-Media Projector
                 Laptop Computer
                 Projector Screen
                 Flip Charts and Markers
                 Driver’s License
                 Motor Vehicle Certificate of Registration and Official Receipt
                 Manila Paper
                 Extra Sheets of Paper

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
                                   PT’s Guide
                                   Paper, flash drive, ballpen, pencil

TRAINING REFERENCES : Book on Trafficology (The Science of Traffic)
                      Revised Edition 2008 by Prof. Felino Aguit Bragado

TRAINING GOAL : This block of instruction will provide police trainees the common traffic signs and symbols and the ability to recognize the different types of collision.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Enumerate the three (3) basic types of traffic sign:

   a. Danger Warning Sign
   b. Informative Sign
   c. Mandatory Sign
T.O. #2 : Recognize the three (3) common types of collision:

a. Side swipe collision
b. Head-on collision
c. Rear-end collision
**DAILY TRAINING SCHEDULE**

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<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
</table>
| 4:00 AM | 5:00 AM | ☐ First Call (4:00 AM) | **INVOCATION**  
- Morning Prayer | ☐ Completed  
☐ Not Completed  
☐ As appropriate  
Reason(s): |
| ☐ Call (4:05 AM)  
☐ Assembly Call (4:15 AM)  
☐ Accounting (4:20 AM) | **REVEILLE**  
† Calisthenics/  
Warm-up Exercises/  
Physical Conditioning  
Road Run | |
| 5:00 AM | 7:00 AM | ☐ Distribution of Cleaning Materials  
☐ Designation of AOR  
☐ Availability and Distribution of Breakfast | **PERSONAL NECESSITIES/CLEANING OF AOR/BREAKFAST**  
☐ AOR Clean-up  
☐ Personal hygiene  
☐ Wearing of prescribed uniform  
☐ Breakfast: Prayer before meal | ☐ Completed  
☐ Not Completed  
☐ As appropriate  
Reason(s): |
| ☐ Distribution of Cleaning Materials  
☐ Designation of AOR  
☐ Availability and Distribution of Breakfast | ☐ Completed  
☐ Not Completed  
☐ As appropriate  
Reason(s): |
| 7:00 AM | 7:45 AM | ☐ Attendance Sheet (7:01 AM-7:15 AM)  
☐ Inspection (7:16 AM-7:45 AM)  
☐ Defects Noted  
☐ Issue Defects  
☐ Delinquency Report with defects | **FORMATION AND RANK INSPECTION**  
☐ Daily Personnel Accounting Report  
☐ Rank Inspection  
- Tamang Bihis  
- Proper haircut  
- Tickler/Ballpen/Hanky  
- Handcuff  
- Socks  
- Buckle  
- Mustache  
- Finger nails | ☐ Completed  
☐ Not Completed  
☐ As appropriate  
Reason(s): |
| 7:45 AM | 8:00 AM | ☐ Briefing on Traffic Intersection Conflicts, Signs and Symbols | **BRIEFING ON TRAFFIC INTERSECTION CONFLICTS, SIGNS AND SYMBOLS**  
☐ Invocation: Police Officer’s Prayer  
☐ Prior to dispatch for field immersion | ☐ Completed  
☐ Not Completed  
☐ As appropriate  
Reason(s): |
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<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<td>12:00 NN</td>
<td>Availability of Lunch</td>
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<td>- Mess Kits</td>
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<td>- Venue for Lunch</td>
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<td>12:00 NN</td>
<td>Lunch Break</td>
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<td>- Prayer before meal</td>
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<td>1:00 PM</td>
<td>Attendance Sheet for roll call formation</td>
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<td>- Roll Call Formation/Attendance in the Afternoon</td>
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<tr>
<td>1:00 PM</td>
<td>Briefing</td>
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<td>- Prior to dispatch for field immersion</td>
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<td>1:30 PM</td>
<td>AOR Map</td>
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<td>Time</td>
<td>Activities</td>
<td>Recapitulation</td>
<td>Completed / Not Completed</td>
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<tr>
<td>4:45 PM</td>
<td>Assign a PT to recap the activities for the day</td>
<td>Summary of the activities for the day</td>
<td></td>
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<tr>
<td></td>
<td>Issues and Concerns</td>
<td>Closing Prayer: The Lord’s Prayer (Our Father)</td>
<td></td>
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<tr>
<td>5:00 PM</td>
<td>Complete the Personal Time</td>
<td></td>
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<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td></td>
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<tr>
<td>6:00 PM</td>
<td>Availability of Dinner</td>
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<tr>
<td>6:00 PM</td>
<td>Mess Kits</td>
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<tr>
<td>6:00 PM</td>
<td>Venue for Dinner</td>
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<tr>
<td>7:00 PM</td>
<td>Supervision on studies</td>
<td></td>
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<tr>
<td>7:00 PM</td>
<td>Dinner Time</td>
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<tr>
<td>7:00 PM</td>
<td>Prayer before meal</td>
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<tr>
<td>9:00 PM</td>
<td>Attendance Sheet</td>
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<tr>
<td>9:00 PM</td>
<td>Defects Noted</td>
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<tr>
<td>9:00 PM</td>
<td>Issuance of Delinquency Report</td>
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<tr>
<td>9:00 PM</td>
<td>Formation</td>
<td></td>
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<tr>
<td>9:30 PM</td>
<td>Roll Call Formation/Attendance before Time for All Personnel to Sleep</td>
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<td></td>
<td>(TAPS)</td>
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<tr>
<td>TIME</td>
<td>Activity</td>
<td>Completed</td>
<td>Not Completed</td>
<td>Reason(s):</td>
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<tr>
<td>9:30 PM</td>
<td>Supervision on TAPS</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>4:00 AM (next day)</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
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<td>□ Completed</td>
<td>□ Not Completed</td>
<td>□ As appropriate</td>
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<td>Reason(s):</td>
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</tbody>
</table>
TRAINING PLAN

SUBJECT / ACTIVITIES : TRAFFIC DIRECTION AND CONTROL

TARGET AUDIENCE : Police Trainees

DAY : 20

VENUE : Station’s Classroom/ Locality / As appropriate

TIME ALLOCATED : Eight (8) Hours

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Flip Charts and Markers
Digital or Video Camera
Extra Sheets of Paper

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Whistle, flashlight, reflectorized traffic gloves and vest

TRAINING REFERENCE : Highway Patrol Group Handbook

TRAINING GOAL : This block of instruction will teach the police trainees with the basic knowledge on traffic direction and control and the techniques of its execution.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1: a. Be familiar with the different methods of hand signal in manning the traffic;

b. Be familiar with the proper usage of whistle, flashlight, reflectorized gloves and vest while conducting traffic direction and control at night; and

c. Know the proper conduct of direction and control in traffic congestion (gridlock) at any given situation.

T.O. # 2 : Apply the acquired knowledge during the practical exercises.
### Daily Training Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>FTO Checklist</th>
<th>Activities</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>□ First Call (4:00 AM) Attention</td>
<td>Invocation</td>
<td>Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Call (4:05 AM) Assembly Call</td>
<td>□ Morning Prayer</td>
<td>□ Not Completed</td>
</tr>
<tr>
<td></td>
<td>4:00 AM</td>
<td>□ (4:15 AM) Accounting</td>
<td>□ Calisthenics/</td>
<td>□ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ (4:20 AM)</td>
<td>Warm-up Exercises/</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Calisthenics/</td>
<td>Physical Conditioning</td>
<td></td>
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<tr>
<td></td>
<td>5:00 AM</td>
<td>□ Calisthenics/</td>
<td>Road Run</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>□ Distribution of Cleaning Materials</td>
<td>Personal Necessities/</td>
<td>□ Completed</td>
</tr>
<tr>
<td></td>
<td>5:00 AM</td>
<td>□ Designation of AOR</td>
<td>Cleaning of AOR/Breakfast</td>
<td>□ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Availability and Distribution of Breakfast</td>
<td>□ AOR Clean-up</td>
<td>□ As appropriate Reason(s):</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td>□ Attendance Sheet (7:00 AM-7:15 AM)</td>
<td>□ Personal hygiene</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Rank Inspection (7:15 AM-7:45 AM)</td>
<td>□ Wearing of prescribed uniform</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Defects Noted</td>
<td>□ Breakfast: Prayer before meal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>□ Issuance of Delinquency Report</td>
<td>□ Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>□ Briefing on Traffic Direction and Control</td>
<td>□ Not Completed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>□ Invocation: Police Officer's Prayer</td>
<td>□ As appropriate Reason(s):</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>□ Prior to dispatch for the practical exercise</td>
<td></td>
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</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Completed</td>
<td>Not Completed</td>
<td>As appropriate Reason(s):</td>
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<td>--------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>8:00 AM</td>
<td>PRACTICAL EXERCISE: Conduct of Traffic Direction and Control at Signalized and Uncontrolled Intersection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 NN</td>
<td>LUNCH BREAK: Prayer before meal</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>12:00 NN</td>
<td>FORMATION: Roll Call Formation/Attendance in the Afternoon</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1:00 PM</td>
<td>PRACTICAL EXERCISE (CONTINUATION): Traffic Direction and Control in Planned Event or between Signaled Uncontrolled Intersection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:45 PM</td>
<td>RECAPITULATION: Summary of the activities for the day</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Whistles
- Flashlights
- ReflectORIZED vests
- ReflectORIZED gloves
- Availability of Subject Matter Expert
  - with SME
  - without SME
- Whistles
- Flashlights
- ReflectORIZED vests
- ReflectORIZED gloves
- Attendance Sheet for Roll Call Formation
- Digital or Video Camera
- Attendance Sheet
- Whistles
- Flashlights
- ReflectORIZED vests
- ReflectORIZED gloves
- Assign a PT to recap the activities for the day
- Summary of the activities for the day
- Issues and concerns
- Closing Prayer
- Other
<table>
<thead>
<tr>
<th>Time</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 PM</td>
<td>Instructions</td>
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<tr>
<td>6:00 PM</td>
<td>Instructions</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Attendance Sheet</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Digital or Video Camera</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Check every equipment of each Police Trainee</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Whistles</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Flashlights</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Reflectorized vests</td>
</tr>
<tr>
<td>6:00 PM</td>
<td>Reflectorized gloves</td>
</tr>
<tr>
<td>8:00 PM</td>
<td>Supervision on personal tasking</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Attendance Sheet</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Defects Noted</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Issuance of Delinquency Report</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>FORMATION</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Roll Call Formation</td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Attendance before Time for All Personnel to Sleep (TAPS)</td>
</tr>
</tbody>
</table>

**DINNER TIME**
- **Prayer before meal**
  - Completed
  - Not Completed
  - As appropriate Reason(s):

**PRACTICAL EXERCISE (CONTINUATION)**
- Traffic Direction and Control in Planned Event or between Signaled Uncontrolled Intersection
  - Completed
  - Not Completed
  - As appropriate Reason(s):

**PERSONAL TIME**
- Completed
  - Not Completed
  - As appropriate Reason(s):

**FORMATION**
- Roll Call Formation/Attendance before Time for All Personnel to Sleep (TAPS)
  - Completed
  - Not Completed
  - As appropriate Reason(s):
| 9:30 PM | 4:00 AM (next day) | Supervision on TAPS | TIME FOR ALL PERSONNEL TO SLEEP (TAPS) | □ Completed  
□ Not Completed  
□ As appropriateReason(s): |

Supervision on TAPS is completed by 4:00 AM (next day) for all personnel to sleep (TAPS).
TRAINING PLAN

SUBJECT / ACTIVITIES : TRAFFIC LAW ENFORCEMENT

TARGET AUDIENCE : Police Trainees

DAY : 21

VENUE : Station Traffic Division/ As appropriate

TIME ALLOCATED : Eight (8) Hours

LEARNING AIDS :
- Multi-Media Projector
- Multi-Media Pointer
- Laptop Computer
- Projector Screen
- Flip Charts and Markers
- Sample Citation Tickets
  a. Temporary Operator’s Permit (TOP)
  b. Traffic Violations Receipt (TVR)
  c. Ordinance Violations Receipt (OVR)
- Driver’s License
- Manila Paper
- Extra Sheets of Paper
- Area of Responsibility (AOR) Map

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
- PT’s Guide

TRAINING REFERENCES :
- PNP Operational Procedures (December 2013)
- TMG Manual, Chapter V, pages 31-80, RA 4136
- R.A. No. 4136, R.A. No. 6539, P.D. No. 1612, P.D. No. 98 and other related laws, rules and regulations, memoranda and issuances
TRAINING GOAL : This block of instruction will provide police trainees with the basic knowledge on traffic law enforcement and develop their necessary skills.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Recognize the commonly violated traffic laws, ordinances, rules and regulations;

T.O. #2 : Differentiate the following:

   a. Invalid Driver’s License;

   b. Suspended Driver’s License; and

   c. Revoked Driver’s License.

T.O. #3 : Identify the three (3) Police Traffic Enforcement Actions;

T.O. #4 : Recognize the three (3) methods used in approaching the violator’s vehicle; and

T.O. #5 : Enumerate the special and usual traffic situations.
**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:00 AM</td>
<td>□ First Call (4:00 AM) Attention □ Call (4:05 AM)</td>
<td><strong>INVOCATION</strong></td>
<td>☐ Completed □ Not Completed □ As appropriate</td>
</tr>
<tr>
<td></td>
<td>5:00 AM</td>
<td>□ Assembly Call (4:15 AM) Accounting (4:20 AM)</td>
<td>Morning Prayer</td>
<td>Reason(s):</td>
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<tr>
<td></td>
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<td><strong>REVEILLE</strong></td>
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<td></td>
<td>□ Calisthenics/Warm-up Exercises/Physical Conditioning Road Run</td>
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<tr>
<td></td>
<td>5:00 AM</td>
<td>□ Distribution of Cleaning Materials □ Designation of AOR □ Availability and Distribution of Breakfast</td>
<td><strong>PERSONAL NECESSITIES/CLEANING OF AOR/BREAKFAST</strong></td>
<td>☐ Completed □ Not Completed □ As appropriate</td>
</tr>
<tr>
<td></td>
<td>7:00 AM</td>
<td></td>
<td>□ AOR Clean-up □ Personal hygiene □ Wearing of prescribed uniform □ Breakfast: Prayer before meal</td>
<td>Reason(s):</td>
</tr>
<tr>
<td>DAY 21</td>
<td>7:00 AM</td>
<td>□ Attendance Sheet (7:00 AM-7:15 AM) □ Rank Inspection (7:15 AM-7:45 AM) □ Defects Noted</td>
<td><strong>FORMATION AND RANK INSPECTION</strong></td>
<td>☐ Completed □ Not Completed □ As appropriate</td>
</tr>
<tr>
<td></td>
<td>7:45 AM</td>
<td>□ Issue Delinquency Report</td>
<td>Daily Personnel Accounting Report</td>
<td>Reason(s):</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>□ Rank Inspection</td>
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<td>- Tamang Bihis</td>
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<td></td>
<td></td>
<td>- Proper haircut</td>
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<td>- Tickler/Ballpen/Hanky</td>
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<td>- Handcuff</td>
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<td>- Socks</td>
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<td></td>
<td>- Buckle</td>
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<td></td>
<td>- Mustache</td>
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<td></td>
<td>- Finger nails</td>
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<tr>
<td></td>
<td>7:45 AM</td>
<td>□ Recap of activities</td>
<td><strong>BRIEFING</strong></td>
<td>☐ Completed □ Not Completed □ As appropriate</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>□ Recap of yesterday’s activities □ Administrative announcement for</td>
<td></td>
<td>Reason(s):</td>
</tr>
<tr>
<td>Time</td>
<td>Activity Descriptions</td>
<td>Completed</td>
<td>Not Completed</td>
<td>As appropriate Reason(s):</td>
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</tr>
<tr>
<td>8:00 AM</td>
<td>Availability of Subject Matter Expert, with SME or without SME</td>
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</tr>
<tr>
<td>10:15 AM</td>
<td>____ TOPIC PRESENTATION AND DISCUSSION ____ List and explain the (3) kinds of Enforcement Actions</td>
<td></td>
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<tr>
<td>10:15 AM</td>
<td>____ GROUP DISCUSSION ____</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 NN</td>
<td>____ LUNCH BREAK ____ Prayer before meal</td>
<td></td>
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<tr>
<td>1:00 PM</td>
<td>____ FORMATION ____ Roll Call Formation, Attendance in the Afternoon</td>
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<tr>
<td>1:15 PM</td>
<td>____ FIELD IMMERSION ____</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Recapitulation</td>
<td>Personal Time</td>
<td>Dinner Time</td>
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<td>----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>4:45 PM</td>
<td>Assign a PT to recap the activities for the day</td>
<td>□ Completed</td>
<td>□ Completed</td>
<td>□ Completed</td>
</tr>
<tr>
<td></td>
<td>□ Issues and concerns</td>
<td>□ Not Completed</td>
<td>□ Not Completed</td>
<td>□ Not Completed</td>
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<tr>
<td></td>
<td>□ Open Forum</td>
<td>□ As appropriate</td>
<td>□ As appropriate</td>
<td>□ As appropriate</td>
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<tr>
<td></td>
<td>□ Guidance</td>
<td>Reason(s):</td>
<td>Reason(s):</td>
<td>Reason(s):</td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td>□ Completed</td>
<td>□ Completed</td>
<td>□ Completed</td>
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<tr>
<td>6:00 PM</td>
<td>Supervision on personal tasking</td>
<td>□ Not Completed</td>
<td>□ Not Completed</td>
<td>□ Not Completed</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Supervision on studies</td>
<td>□ As appropriate</td>
<td>□ As appropriate</td>
<td>□ As appropriate</td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Attendance Sheet</td>
<td>□ Completed</td>
<td>□ Completed</td>
<td>□ Completed</td>
</tr>
<tr>
<td></td>
<td>□ Defects Noted</td>
<td>□ Not Completed</td>
<td>□ Not Completed</td>
<td>□ Not Completed</td>
</tr>
<tr>
<td></td>
<td>□ Issue Delinquency Report</td>
<td>□ As appropriate</td>
<td>□ As appropriate</td>
<td>□ As appropriate</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
<td></td>
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<td>--------------------------------------------------------------------------------------------------------</td>
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</tr>
</tbody>
</table>
| 9:30 PM    | Supervision of TAPS               | □ Completed  
 □ Not Completed  
 □ As appropriate Reason(s):                                                                 |
| 4:00 AM    | (next day)                        |                                                                                                       |

Supervision of TAPS TIME FOR ALL PERSONNEL TO SLEEP (TAPS)
TRAINING PLAN

SUBJECT / ACTIVITIES : BASIC PRINCIPLES OF DEFENSIVE DRIVING

TARGET AUDIENCE : Police Trainees

DAY : 22

VENUE : Station’s Classroom/ Motorpool / As appropriate

TIME ALLOTTED : Eight (8) hours PE

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Flip Charts and Markers
Driver’s License
Motor Vehicle Certificate of Registration and Official Receipt
Available Motor Vehicle

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Notebook, ballpen


TRAINING GOAL : This block of instruction will teach police trainees with the basic principles on defensive driving and motor vehicle maintenance.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Understand the basic principles of defensive driving; and

T.O. #2 : Be familiar about the parts of a motor vehicle.
**FTO'S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY 21</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
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<td>☐ As appropriate Reason(s):</td>
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<td>Warm-up Exercises/</td>
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<td></td>
<td>Physical Conditioning</td>
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<td>Road Run</td>
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<td>5:00 AM</td>
<td>7:00 AM</td>
<td>☐ Distribution of Cleaning Materials</td>
<td>PERSONAL NECESSITIES/</td>
<td>☐ Completed</td>
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<tr>
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<td>7:45 AM</td>
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<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
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<td>9:30 PM</td>
<td>4:00 AM (next day)</td>
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TRAINING PLAN

SUBJECT / ACTIVITIES : DUTIES OF A POLICE OFFICER AS FIRST RESPONDER IN A TRAFFIC ACCIDENT

TARGET AUDIENCE : Police Trainees

DAY : 23

VENUE : Station’s Classroom/ Motorpool / As appropriate

TIME ALLOTTED : Eight (8) hours PE

LEARNING AIDS : Multi-Media Projector
Laptop Computer
Projector Screen
Digital Camera
Flip Charts and Markers
Driver’s License
Motor Vehicle Certificate of Registration and Official Receipt
Available Motor Vehicle

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Ruler, notebook, ballpen

TRAINING REFERENCES : PNP Manual PNPM-D-0-2-1-00 (DHRDD)
First Responders’ Manual
Highway Patrol Group Manual
Book on Trafficology (The Science of Traffic) Revised
Edition 2008 by Prof. Felino Aguit Bragado

TRAINING GOAL : This block of instruction will orient the police trainees on the duties of a traffic police officer as first responder in a traffic accident.
TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Enumerate the duties of police officer as first responder in a traffic accident;

T.O. #2 : Proper sketching of the different types of traffic accident collision; and

T.O. #3 : Know the methods of photographing a traffic accident scene.
**FTO'S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
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<tr>
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<td>□ Assembly Call (4:15 AM)</td>
<td>Morning Prayer</td>
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<td>REVEILLE</td>
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<td>□ Assembly Call (4:15 AM)</td>
<td>Warm-up Exercises/</td>
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<td>□ Accounting (4:20 AM)</td>
<td>Physical Conditioning</td>
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<td>□ Road Run</td>
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<td>23</td>
<td>5:00</td>
<td>□ Distribution of Cleaning Materials</td>
<td>PERSONAL NEEDS/</td>
<td>□ Completed</td>
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<td>□ Designation of AOR</td>
<td>CLEANING OF AOR/BREAKFAST</td>
<td>□ Not Completed</td>
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<tr>
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<td>AM</td>
<td>□ Availability and Distribution of Breakfast</td>
<td>□ AOR Clean-up</td>
<td>□ As appropriate</td>
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<td>□ Personal hygiene</td>
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<td>□ Wearing of prescribed uniform</td>
<td>□ Breakfast: Prayer before meal</td>
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<tr>
<td>23</td>
<td>7:00</td>
<td>□ Attendance Sheet (7:00 AM-7:15 AM) Rank Inspection</td>
<td>FORMATION AND RANK</td>
<td>□ Completed</td>
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<tr>
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<td>AM</td>
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<td>INSPECTION</td>
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<td>□ Daily Personnel Accounting Report</td>
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<td>□ Tickler/Ballpen/Hanky</td>
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| 7:40  | □ Briefing on Duty of Police Officer as First Responder in Vehicular Traffic Accident  
□ Availability of Learning Aids Required                                                                                                                                                        | □ Completed  
□ Not Completed  
□ As appropriate Reason(s): |
| 8:00  | □ Availability of Subject Matter Expert  
□ with SME  
□ without SME                                                                                                                                                                                      | □ Completed  
□ Not Completed  
□ As appropriate Reason(s): |
| 8:00  | 12:00  
NN | □ Availability of Lunch  
□ Mess Kits  
□ Venue for Lunch                                                                                                                                                                                | □ Completed  
□ Not Completed  
□ As appropriate Reason(s): |
| 12:00 | 1:00   
PM | □ Attendance Sheet for roll call formation                                                                                                                                                         | □ Completed  
□ Not Completed  
□ As appropriate Reason(s): |
| 1:00  | 1:15   
PM | □ Briefing                                                                                                                                                                                            | □ Completed  
□ Not Completed  
□ As appropriate Reason(s): |
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<td>8:00 AM</td>
<td>12:00 NN</td>
<td><strong>PRACTICAL EXERCISE (CONTINUATION)</strong></td>
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<td>12:00 NN</td>
<td>1:00 PM</td>
<td><strong>LUNCH BREAK</strong></td>
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<td>1:00 PM</td>
<td>1:15 PM</td>
<td><strong>FORMATION</strong></td>
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<td>1:15 PM</td>
<td>1:30 PM</td>
<td><strong>BRIEFING ON PRACTICAL EXERCISES</strong></td>
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- **Materials for sketching**
- **Digital Camera**
- **Availability of Subject Matter Expert**
  - with SME
  - without SME
- **Availability of Lunch**
- **Mess Kits**
- **Venue for Lunch**
- **Attendance Sheet for roll call formation**
- **Roll Call Formation/Attendance in the Afternoon**
- **Prayer before meal**
- **Completed**
- **Not Completed**
- **As appropriate Reason(s):**

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<th>1:30 PM</th>
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<td>8:00 AM</td>
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<td>12:00 NN</td>
<td><strong>LUNCH BREAK</strong></td>
<td><strong>As appropriate Reason(s):</strong></td>
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<tr>
<td>1:00 PM</td>
<td><strong>FORMATION</strong></td>
<td><strong>As appropriate Reason(s):</strong></td>
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<td>1:15 PM</td>
<td><strong>BRIEFING ON PRACTICAL EXERCISES</strong></td>
<td><strong>As appropriate Reason(s):</strong></td>
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<tr>
<td>Time</td>
<td>Task Description</td>
<td>Completion Status</td>
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<td>1:30 PM</td>
<td>Materials for sketching, Digital Camera</td>
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<td>PRACTICAL EXERCISE</td>
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<td>9:00 PM</td>
<td>Attendance Sheet, Defects Noted</td>
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<td>9:30 PM</td>
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<td>Roll Call Formation/Attendance before Time for All Personnel to Sleep (TAPS)</td>
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<tr>
<td>9:00 PM</td>
<td>TIME FOR ALL PERSONNEL TO SLEEP (TAPS)</td>
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<td>Supervision of TAPS</td>
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As appropriate
Reason(s):

---

**Materials for sketching**

- Digital Camera

**PRACTICAL EXERCISE**

- Completed
- Not Completed
- As appropriate
  Reason(s):

**FORMATION**

- Roll Call Formation/Attendance before Time for All Personnel to Sleep (TAPS)
- Completed
- Not Completed
- As appropriate
  Reason(s):

**TIME FOR ALL PERSONNEL TO SLEEP (TAPS)**

- Completed
- Not Completed
SUMMARY

It is the mission of the Field Training Program and the Field Training Officer to:

1. Ensure that the PTs are provided with a basic and fundamental understanding in a police context of what police traffic is all about;

2. Provide the PTs with realistic career expectations as well as a legitimate and useful motivation for the development of a professional police career;

3. Provide the PTs with the practical competency to perform the duties of a police officer in the Philippine National Police to an acceptable level within standard professional norms; and

4. Identify the minimum standards in modular lectures, practical exercises, field immersions, skills, and examinations to become a certified police officer.

TESTING STANDARDS

1. On Evaluation and Examination

   A PT must score a minimum of 75% in any written test such as module or weekly examinations.

2. On Practical or Skills Testing

   A PTs must score a minimum of 80% in any practical skills test such as the traffic direction and control and any of the practical exercises they performed.

“Everything that God puts in our life is a lesson, even the bad experiences. Learn from them, adjust your direction, grow and move on.”

— Claudia McCants
# EVALUATION AND DELIBERATION

## TRAFFIC PHASE

### NAME OF THE POLICE EE: ____________________________

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<th>Timing</th>
<th>Objective</th>
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### FTD Evaluation:

- D F'Esed
- D Fillim (Reinli'ing)
  - __________
  - __________

### CCF's Evaluation - IMI Record:

- D P d
- D Fillim (Reinli'ing)
  - __________
  - __________

### CCM's Evaluation - APProilNMM:

- D P d
- D Fillim (Reinli'ing)
  - __________
  - __________

### Combined Evaluation:

- D Ccmbmed: ____________________________
- D NmCcmbmed: ____________________________

---

Signature of the Police Trainer/Date
# TECHNICAL WORKING GROUP

<table>
<thead>
<tr>
<th>NAME</th>
<th>OFFICE / UNIT</th>
<th>DESIGNATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCSUPT LYNDEL A. DESQUITADO 0-02053</td>
<td>DHRDD</td>
<td>Member</td>
</tr>
<tr>
<td>PCSUPT MANUEL CESAR A. PRIETO 0-01025</td>
<td>DHRDD</td>
<td>Member</td>
</tr>
<tr>
<td>PCSUPT VICENTE A. LOOT 0-04343</td>
<td>PNP TS</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT JEROME S. BAXINELA 0-01497</td>
<td>DHRDD</td>
<td>Member</td>
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<tr>
<td>PSSUPT AGUSTIN E. SENOT 0-05686</td>
<td>DHRDD</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT JOHN Q. SOSITO 0-07842</td>
<td>PNP TS</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT ERNESTO T. BARLAM 0-04747</td>
<td>NCRPO</td>
<td>Member</td>
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<tr>
<td>PSSUPT JUANITA S. NEBRAN 0-04638</td>
<td>DIDM</td>
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<tr>
<td>PSSUPT BENIGNO B. DURANA 0-02847</td>
<td>DO</td>
<td>Member</td>
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<tr>
<td>PSSUPT ERICSON T. VELASQUEZ 0-00690</td>
<td>DIDM</td>
<td>Member</td>
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<td>PSSUPT BARTOLOME R. BUSTAMANTE 0-06951</td>
<td>CIDG</td>
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<tr>
<td>PSUPT OLIVER S. TANSECO 0-09126</td>
<td>HPG</td>
<td>Member</td>
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<tr>
<td>PSUPT ELY C. PINTANG 0-01480</td>
<td>NCRPO</td>
<td>Member</td>
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<tr>
<td>PSUPT EXPEDITO M. ORILLA 0-03613</td>
<td>DI</td>
<td>Member</td>
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# SECRETARIAT

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<tr>
<td>PSUPT PAMELA D. BALASABAS 0-08483</td>
<td>PNP TS</td>
<td>Head Secretariat</td>
</tr>
<tr>
<td>PCINSP CRISANTO A. AVILES 0-16107</td>
<td>DHRDD</td>
<td>Member</td>
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<tr>
<td>PCINSP REYNALDO G. RAMOS 0-16060</td>
<td>PRO MIMAROPA</td>
<td>Member</td>
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<tr>
<td>PCINSP ROBERTO V. ALDEA 0-17142</td>
<td>DPCR</td>
<td>Member</td>
</tr>
<tr>
<td>PCINSP JONA G. ANDANAR 0-16723</td>
<td>HS</td>
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<tr>
<td>PCINSP MARIO C. MANAHAN 0-17097</td>
<td>NCRPO</td>
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<tr>
<td>PSINSP BARRY F. DOLLENTE 0-18603</td>
<td>NCRPO</td>
<td>Member</td>
</tr>
<tr>
<td>PINSP KNOWME L. SIA 0-23107</td>
<td>NCRPO</td>
<td>Member</td>
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</table>
TRAFFIC GROUP

PSUPT SALVADOR T. ALACYANG
  Team Leader

PSUPT ROBERT S. DACULAN
PSUPT JOJO S. DELA CRUZ
PSUPT RUSSEL C. MACA
PSUPT CARTER P. BALUNES
PCINSP VICTOR C. DULLYAO
PCINSP FLORIAN D. REYNALDO
PCINSP JOEBIE M. ASTUCIA
PINSF ABDUO S. CLORES, JR.
PINSF JOSEPT T. MARTIN PINSF
  RYAN C. PARAN
SPO3 QUINCiano D. LOPENA
PO3 CLARENCE B. VINASOY
PO3 ARMANDO S. ALVIAR PO3
  JOSELITO C. BADE
PO3 RODELO D. LUPANGCO
CODE-P

THE PNP STRATEGIC FOCUS FOR 2013 and Beyond

STRATEGIC FOCUS 1: COMPETENCE

- Streamline Policy Reform;
- Review and pursue legislative agenda;
- Improve the Field Training Program (FTP) with emphasis on Field Training Exercise (Patrol, Traffic and First responder);
- Standardize Specialized Courses for Operational Support Staff/Units/Teams;
- Improvement of existing Non-Uniformed Personnel (NUP) courses and development of competency courses for NUPs; and
- Enhance operational procedures and practices

STRATEGIC FOCUS 2: ORGANIZATIONAL DEVELOPMENT

- Streamline the Organization;
- Implement the concept of “My IP is the Key”, at all levels nationwide;
- Standardize recruitment, selection and placement of police personnel;
- Instill leadership down to the lowest level to communicate and implement change; and
- Complement or support organizational development through efficient resource management.

STRATEGIC FOCUS 3: DISCIPLINE

- Establish mechanism to determine the level of discipline of PNP personnel;
- Institutionalize reforms and mechanism to fast track the resolution of admin cases against PNP personnel; and
- Enhance Counter-Intelligence efforts against erring PNP personnel.

STRATEGIC FOCUS 4: EXCELLENCE

- Integrate the ‘Subukan N’yo Po Kom’ SMS Center with the PNP TXT 2920;
- Establish an effective feedback mechanism as the basis for evaluation and assessment on the performance of field units;
- Fully implement the adopted ICT-assisted based systems to support administrative functions, investigation and police operations;
- Redesign the PNP uniforms and institute safeguards against unauthorized manufacture and use; and
- Provide quality service to the people and the community.

STRATEGIC FOCUS 5: PROFESSIONALISM

- Standardize Placement and Promotion System based on merit and fitness, at all levels;
- Develop various levels of expert professionals in the organization;
- Rationalize Rewards and Incentives System and Enhance Morale and Welfare Program;
- Continuously review and update police operational procedures and other policy manuals; and
- Improve internal and external communications through proactive media program.