

CMTVDE – THE 30 CORE TOPICS (Explained Clearly in English)

This is the most efficient way to learn everything.

1. Communication Basics

Key idea: Good communication = understanding the other person.

- Listen to understand, not to reply.
- Ask questions only to clarify.
- Pay attention to emotions and tone.

Exam pattern:

✓ “Listening to understand” is always the correct answer.

2. Communication Styles

There are 4 main styles:

- **Assertive** → Best. Respectful, clear, confident.
- **Passive** → Avoids conflict, doesn't defend own rights.
- **Aggressive** → Dominates, disrespects others.
- **Manipulative** → Indirect, guilt-based.

Exam pattern:

✓ Assertive is always the recommended style.

3. Internal Communication Barriers

These come from **inside the person**:

- Lack of interest
- Demotivation
- Misinterpretation

- Assumptions
- Judgments

Exam pattern:

✓ Internal = psychological or emotional obstacles.

4. External Communication Barriers

These come from the **environment**:

- Noise
- Time pressure
- Distractions
- Poor lighting
- Distance

Exam pattern:

✓ External = physical or environmental obstacles.

5. Interpersonal Communication

Definition:

Communication between **two or more people**, exchanging information, emotions, and feedback.

Exam pattern:

✓ It is active, continuous, and two-way.

6. Competencies of a Professional Driver

A TVDE driver must have:

- **Technical skills** (driving, safety)
- **Organizational skills** (routes, time management)
- **Relational skills** (customer service, empathy)

Exam pattern:

✓ All three together.

7. Professional Image

First impression forms in **30 seconds**.

Most important factor: **appearance** (clean, professional, tidy).

8. Vulnerable Road Users

Includes:

- Pedestrians
- Cyclists
- Children
- Elderly
- Pregnant women
- People with reduced mobility

Exam pattern:

✓ Always give extra caution and reduce speed.

9. Position on the Road

General rule:

- Drive on the **right side** of the lane.
 - Keep a **safe distance** from the sidewalk/kerb.
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10. Multi-Lane Roads

- Always use the **right lane**.
- Other lanes only for:
 - Overtaking

- Turning
 - When the right lane is full
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11. Roundabouts

- Vehicles **inside** have priority.
 - To exit at the **first exit**, stay in the **right lane**.
 - If you are not in the correct lane → continue around.
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12. Cyclists (Velocípedes)

- Can use the **berm** (shoulder) if they don't endanger pedestrians.
 - Can use the **sidewalk** only if they are **children under 10**.
 - When overtaking:
 - Keep **1.5 meters** distance
 - Reduce speed
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13. Speed Regulation

Speed must consider:

- Road conditions
- Vehicle condition
- Traffic intensity
- Weather
- Load
- Vulnerable users

Exam pattern:

✓ Choose the most complete option.

14. Special Speed Zones

- Local roads: **50 km/h**
 - Coexistence zones: **20 km/h**
 - Near vulnerable users: **moderate speed**
 - Descents, tunnels, bridges: **moderate speed**
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15. Overtaking Rules

Prohibited:

- Before or on pedestrian crossings
- Before or on cyclist crossings
- In curves with no visibility
- On hilltops (lombas)

Allowed:

- Only when safe and visible
 - On multi-lane roads → use the lane immediately left
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16. Alcohol Limits

Driver Type Limit

Normal ≥ 0.5 g/L

Young (<21) ≥ 0.2 g/L

TVDE ≥ 0.2 g/L

Crime ≥ 1.2 g/L

Exam pattern:

✓ TVDE is always **0.2 g/L**.

17. Alcohol Consequences

- Slower reaction time
 - Reduced attention
 - Poor judgment
 - Increased accident risk
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18. Alcohol Offenses

- 0.7 g/L (TVDE) → **Serious offense**
 - 1.3 g/L → **Crime**
 - Refusing alcohol test → **Crime of qualified disobedience**
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19. Alcohol Testing

- If positive → cannot drive for **12 hours**
 - Counter-test:
 - Chosen by the **driver**
 - If confirmed → driver pays
 - Counter-test result **always prevails**
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20. Child Safety

Children under:

- **12 years**
- **135 cm**

Must use:

- **Approved child restraint system**

Never only the seatbelt.

21. Safety Equipment

Mandatory:

- Reflective vest
 - Warning triangle (100 meters away)
 - Functional lights
 - Good tires
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22. Mobile Phone Use

Allowed only with:

- Hands-free system
- No continuous handling

Best practice:

- Stop and park safely before using.
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23. Eco-Driving (Eco-Condução)

Good practices:

- Smooth acceleration
- Constant speed
- Correct tire pressure
- Remove unnecessary weight
- Use AC only when needed

Bad practices:

- Coasting in neutral
 - Sudden braking
 - High RPM driving
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24. Priority Rules

- Inside roundabout > entering
 - Pedestrians > vehicles
 - Cyclists on crossings > vehicles
 - Emergency vehicles > all others
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25. Passages at Level Crossings (Railway)

You may cross only if:

- You will **not stop** on the tracks
 - Barriers are open
 - No train is approaching
 - Traffic ahead is clear
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26. Serious Offenses

Examples:

- Dangerous overtaking
 - Driving with alcohol above limit
 - Ignoring priority
 - Incorrect use of lights
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27. Very Serious Offenses

Examples:

- Driving in opposite direction
- Running a red light
- Stopping on highways
- Alcohol ≥ 1.2 g/L (crime)

28. Reincidence

A driver is considered a repeat offender if:

- They commit another offense with a sanction
- Within **3 years**

29. Required Documents

Driver must carry:

- Driving license
- Vehicle registration
- Insurance
- Inspection certificate

30. Professional Conduct for TVDE

- Polite and respectful
- Clear communication
- Safe driving
- Clean vehicle
- Zero tolerance for alcohol
- Respect for vulnerable users

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