



**A TECHNICAL REPORT ON
STUDENT INDUSTRIAL WORKING EXPERIENCE SCHEME
(SIWES)**

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DEDICATION

I dedicate this technical report to the Almighty Allah, the giver of knowledge, wisdom and who is rich in mercy.

ACKNOWLEDGEMENT

I would like to begin by expressing my heartfelt gratitude to the Creator of heaven and earth, the one who knows the beginning and the end, the Alpha and the Omega, the Almighty Allah for His guidance and blessings throughout this journey.

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CHAPTER ONE

INTRODUCTION

The Students' Industrial Work Experience Scheme (SIWES) is a scheme established by the Industrial Training Fund (ITF) in 1973 to help students of tertiary institution in Nigeria acquire technical skills and practical exposure in an industrial environment based on various course of study.

Prior to the Establishment of SIWES, science and technology education in Nigeria was marred with the problem of lack of adequate practical and industrial skills and working experience that will prepare students of tertiary institution in Nigeria for employment opportunities in industries. It was in this view that the scheme was established and students in tertiary institution of Nigeria studying sciences and technology related courses were mandated to participate in the program to enable them have technical knowledge and working experience before graduating from their prospective institution and makes it a smooth transition from the lecture room to the world of work.

1.1 BACKGROUND TO THE STUDY

SIWES was established by industrial training fund to solve the problem of lack of adequate practical skills in preparation for employment in industries by Nigerian graduates of tertiary institutions.

The Students' Industrial Work Experience Scheme (SIWES) was designed, established and implemented by the Industrial Training Fund (ITF) in 1974 to ensure acquisition of field practical knowledge and skills by students before graduation, mainly coordinated by the National University Commission (NUC). The NUC recognizing the importance of job specifications in the scheme did set the necessary machinery in motion soon after the resolution was taken in 1998. However, from 1989-1993, the drawing up of the minimum academic standards documents (a major statutory of commission) owe resultant accreditation exercise and the movement of the commission secretariat to Abuja did not leave sufficient time to actualize this goal.

It was not until January 1996 at a 3 days national workshop in Jos that specification was drawn for the entire program that had industrial attachment component in the minimum academic standard documents. Participants were drawn from senior academic from universities across the country, SIWES coordinators and officers in all nine panels, each headed by a senior

academic officer were constituted for the entire forty-six program. Prior to drawing job specification, however, a one-day meeting was held at which a five-day meeting was presented and the procedure content and format for presentation of the specification documents were decided.

SIWES commenced in 1974 in the aim of making education more relevant to bridge the gap between the theory and the practice of agriculture, engineering, technology and science related discipline in tertiary institutions in Nigeria.

For students in polytechnics and mono-technics and college of education, the duration of SIWES is for 4 months while university undergraduates go for a 6 months duration. Each institution is expected to have a SIWES coordinator who is in charge of all activities that pertains to students industrial training in the institution.

The production of SIWES job specification is without doubt a milestone in the development of academic activities in the national university system. The benefit derivable by the employer, universities and the students alike are immense and will go a long way to move the country forward technologically.

Operators: The ITF, the coordinating agencies (NUC, NCCE, NBTE), the employers of labor and institution.

Funding: The Federal Government of Nigeria

Beneficiaries: Undergraduate students of the following; Agriculture, Engineering, Technology, Environmental, Sciences, Education, Medical sciences and Pure and applied sciences.

1.2 OBJECTIVES OF SIWES

1. It provides students the opportunity to test their interest in a particular career before permanent commitments are made.
2. It provides an avenue for students in tertiary institutions to acquire industrial skills and work experience in their course of study.
3. Makes the transition from school to the world of work easier and enhances students contacts for later job placement.
4. It helps students to develop skills and techniques directly applicable to their careers.
5. It provides students the opportunity to understand informal organizational interrelationships.

6. It helps students develop skills in the application of theory to practical work situations.
7. It increases a student's sense of responsibilities
8. It prepares students to enter into full time employment in their area of specialization upon graduation.
9. It provides students the opportunity to develop attitudes conducive to effective interpersonal relationships.

1.3 Description of the VIO Office

Brief History of the Vehicle Inspection Office (VIO)

The Vehicle Inspection Office (VIO) is a government agency responsible for enforcing roadworthiness and safety regulations in Nigeria. Established to ensure compliance with traffic laws, the VIO plays a crucial role in vehicle inspection, driver education, and accident prevention. Over the years, it has evolved with advancements in vehicle technology and road safety measures, adopting modern inspection techniques and digital documentation systems to improve efficiency.

Role and Responsibilities of the VIO in Road Safety and Regulation

The VIO is tasked with ensuring that all vehicles on the road meet safety standards to reduce accidents and maintain order. Its key responsibilities include:

- **Vehicle Inspection** – Checking roadworthiness, including brakes, lights, tires, and emissions.
- **Driver's License Verification** – Ensuring drivers possess valid licenses and adhere to traffic laws.
- **Enforcement of Traffic Regulations** – Conducting roadside checks to identify non-compliant vehicles and drivers.
- **Accident Investigation** – Assessing vehicle conditions in accident cases to determine possible causes.
- **Public Awareness Campaigns** – Educating Road users on safety measures and responsible driving.

The VIO works in collaboration with other agencies, such as the Federal Road Safety Corps (FRSC) and the police, to enforce road safety laws and promote compliance among drivers.

1.4 Scope of the Training

During my SIWES training at the VIO office in Ilorin, I was exposed to various departments and activities related to vehicle inspection, documentation, and road safety enforcement. The key areas I was involved in include:

1. Vehicle Documentation and Registration

- Learning about the registration process and the issuance of roadworthiness certificates.
- Verifying driver's licenses and other required documents.

2. Vehicle Inspection and Roadworthiness Assessment

- Assisting in the inspection of vehicle components, including brakes, tires, and headlights.
- Observing how officers enforce road safety standards.

3. Roadside Checks and Traffic Law Enforcement

- Participating in field exercises to inspect vehicles for compliance.
- Observing how traffic violations are handled and how non-compliant drivers are penalized.

4. Accident Investigation and Reporting

- Understanding the role of vehicle conditions in accidents.
- Assisting in recording and analyzing accident reports.

5. Administrative Duties

- Engaging in record-keeping and data entry for vehicle registration and inspections.
- Assisting in the organization of reports and official documents.

CHAPTER TWO

TRAINING ACTIVITIES AND EXPERIENCES

2.1 Vehicle Particulars

Definition and Importance of Vehicle Particulars

Vehicle particulars refer to the official documents and records that certify a vehicle's legitimacy, ownership, and compliance with road regulations. These documents are essential for ensuring that vehicles are legally recognized and safe for road use. The importance of vehicle particulars includes:

1. **Legal Compliance** – Every vehicle operating on public roads must be properly registered and documented to comply with government regulations.
2. **Identification and Ownership** – Vehicle particulars help in identifying vehicle owners and prevent theft-related issues.
3. **Road Safety** – Ensuring that a vehicle has up-to-date documentation guarantees that it has undergone the necessary safety checks.
4. **Accident and Crime Investigation** – Law enforcement agencies use vehicle particulars to trace ownership in cases of accidents, theft, or illegal activities.
5. **Insurance and Compensation** – Valid vehicle particulars, such as insurance certificates, are necessary for processing claims in case of accidents or damages.
6. **Traffic Regulation Enforcement** – The VIO and other traffic enforcement agencies use these documents to check compliance and prevent the use of unroadworthy vehicles.

Key Documents Related to Vehicle Particulars

Several key documents are required to prove that a vehicle is legally registered, insured, and roadworthy. These documents include:

1. **Vehicle Registration Certificate (VRC)**
 - Issued by the licensing authority, this document serves as proof that a vehicle has been legally registered under a particular owner.
 - It contains information such as the vehicle's make, model, engine number, chassis number, and registration number.

2. Proof of Ownership Certificate (POC)

- This document establishes the rightful owner of a vehicle. It is important in cases of theft, transfer of ownership, or legal disputes.

3. Roadworthiness Certificate (RWC)

- Issued by the VIO, this certificate confirms that a vehicle has been inspected and meets the required safety standards.
- It is mandatory for vehicles before registration renewal to ensure they are fit for use on public roads.

4. Insurance Certificate

- This document proves that a vehicle has valid insurance coverage, typically third-party or comprehensive insurance.
- It provides financial protection in case of accidents, damages, or injuries caused by the vehicle.

5. Vehicle License

- This is an annual document that permits a vehicle to be used on public roads. It must be renewed periodically to remain valid.

6. Hackney Permit (for Commercial Vehicles)

- Required for commercial vehicles, this permit allows them to legally carry passengers or goods.

7. Tint Permit (if applicable)

- Issued to vehicle owners who wish to have tinted windows, ensuring that their vehicle complies with security regulations.

8. Custom Duty Certificate (for Imported Vehicles)

- This certificate proves that an imported vehicle has cleared all necessary customs duties and taxes before being used in the country.

My Role in Verifying and Processing Vehicle Particulars

During my SIWES training at the VIO office in Ilorin, I actively participated in the verification and processing of vehicle particulars. My responsibilities included:

1. Assisting in Document Inspection

- I helped in checking vehicle documents to ensure they were valid, up-to-date, and correctly filled.

- This involved comparing the details in the documents with the information on the vehicle, such as chassis and engine numbers.

2. Validating Roadworthiness Certificates

- I observed and assisted in the inspection of vehicles to determine their roadworthiness.
- I learned how officers check essential vehicle components like brakes, lights, tires, and emission levels before issuing roadworthiness certificates.

3. Cross-checking Vehicle Registration Details

- I was involved in verifying that vehicle registration certificates matched the database records.
- Any discrepancies, such as incorrect engine numbers or expired licenses, were reported for further action.

4. Processing Renewal Applications

- I assisted vehicle owners in renewing their licenses and insurance certificates by guiding them through the necessary paperwork.
- This involved reviewing forms for completeness and ensuring that fees were paid before submission.

5. Assisting in Enforcement Activities

- I accompanied VIO officers during periodic roadside checks where vehicles were stopped to confirm the validity of their particulars.
- If a vehicle lacked the necessary documents or had expired papers, I recorded the details and observed how penalties were issued.

6. Educating Vehicle Owners

- Some vehicle owners were unaware of the importance of certain documents or how to renew them. I provided basic guidance on the renewal process and the consequences of non-compliance.

7. Maintaining Records and Filing Documents

- I was assigned tasks related to organizing and filing verified documents.
- I learned how to arrange documents systematically for easy retrieval during inspections or audits.

2.2 Driver's License and Its Classes

Purpose of a Driver's License

A driver's license is an official document issued by the government that grants individuals the legal authority to operate a motor vehicle on public roads. It serves several important purposes:

1. **Legal Authorization** – Ensures that only trained and qualified individuals can drive, reducing the risk of accidents.
2. **Identification** – Acts as a recognized form of identification for drivers, often used for legal and official purposes.
3. **Regulation of Road Usage** – Helps authorities regulate the types of vehicles a person is permitted to drive.
4. **Road Safety Compliance** – Encourages drivers to follow road safety laws and traffic regulations.
5. **Accountability** – Helps law enforcement track traffic offenses and penalize violators.

Different Classes of Driver's Licenses and Their Uses

In Nigeria, driver's licenses are categorized into different classes based on the type of vehicle a person is authorized to operate. During my training at the VIO office, I learned about the following driver's license classes:

1. **Class A** – For motorcycles and tricycles.
2. **Class B** – For private cars and small vehicles that do not exceed a certain weight limit.
3. **Class C** – For commercial vehicles such as taxis and small buses used for public transport.
4. **Class D** – For minibuses, pick-up vans, and light trucks used for commercial and transport purposes.
5. **Class E** – For large buses used for public transport.
6. **Class F** – For articulated vehicles such as trailers, tankers, and heavy-duty trucks.
7. **Class G** – For industrial and agricultural vehicles, such as tractors and forklifts.

Each driver must apply for the class of license that corresponds to the type of vehicle they intend to drive. Some drivers, especially commercial drivers, may hold multiple-class licenses to allow them to operate different vehicle types.

How Driver's Licenses Are Issued and Renewed

The process of obtaining and renewing a driver's license in Nigeria involves several steps, which I learned about during my training. These steps include:

Issuance of a New Driver's License

1. **Application and Documentation** – The applicant submits an application online or at a licensing office, providing necessary documents such as proof of identity, medical fitness certification, and passport photographs.
2. **Driving School Training** – The applicant must complete driving school training at an accredited driving school.
3. **Theory and Practical Driving Tests** – The applicant takes a written test on traffic rules and regulations, followed by a practical driving test.
4. **Approval and Payment** – If the applicant passes the tests, they pay the necessary fees and submit their biometric data (fingerprints and photograph).
5. **License Issuance** – A temporary driver's license is issued while the permanent license is processed and printed. The final license is typically available within a few weeks.

Renewal of a Driver's License

A driver's license is valid for either **three or five years**, depending on the applicant's choice. When it expires, renewal involves:

1. **Application Submission** – The driver submits a renewal request online or at a licensing office.
2. **Verification of Documents** – The applicant's existing license details are verified in the database.
3. **Payment of Renewal Fees** – The driver pays the required fee for renewal.
4. **Biometric Revalidation** – The applicant may be required to update biometric details if necessary.
5. **New License Issuance** – A new license with an updated expiration date is issued.

My Involvement in Processing and Verification

During my SIWES training at the VIO office, I actively participated in the verification and processing of driver's licenses. My responsibilities included:

1. Assisting in Document Verification

- I helped in checking applicants' documents to ensure they met the requirements for obtaining or renewing a driver's license.
- This included verifying personal details, medical certificates, and training certificates from driving schools.

2. Confirming License Validity

- I was involved in checking the validity of driver's licenses using the official database to identify expired or fake licenses.
- If a license was found to be fraudulent, it was reported to the appropriate authorities for further investigation.

3. Guiding Applicants Through the Process

- Some applicants were unfamiliar with the process of obtaining or renewing a license. I provided information on the required steps, fees, and documentation.
- I also directed them to authorized driving schools and testing centers when necessary.

4. Assisting in Biometric Data Collection

- I observed and assisted in capturing applicants' biometric data, including fingerprint scans and digital photographs.

5. Processing Temporary Licenses

- After approval, I helped print and issue temporary licenses for applicants to use while waiting for their permanent ones.

6. Participating in Road Checks

- I joined VIO officers during roadside inspections to check if drivers had valid licenses. Those found with expired or fake licenses were penalized accordingly.

2.3 Vehicle Maintenance

Basic Vehicle Maintenance Principles

Vehicle maintenance involves regular checks and servicing to ensure a vehicle remains in good condition. Key aspects include oil changes, brake inspection, tire checks, and engine servicing.

Importance of Maintenance for Road Safety

Proper maintenance prevents mechanical failures that can lead to accidents. It ensures vehicle efficiency, reduces breakdowns, and enhances road safety for both drivers and pedestrians.

Inspections Conducted by the VIO

The VIO conducts routine checks on vehicle components like brakes, lights, tires, and emissions. Vehicles that fail inspections are flagged for necessary repairs before being deemed roadworthy.

My Role in Vehicle Inspections

During my SIWES, I assisted in vehicle inspections by verifying roadworthiness certificates, checking basic vehicle components, and recording inspection results. I also observed how officers enforce maintenance standards to ensure compliance with safety regulations.

2.4 Accidents: Types and Causes

Types of Road Accidents

1. **Minor Accidents** – Small damages with no serious injuries.
2. **Major Accidents** – Significant damage and possible injuries.
3. **Fatal Accidents** – Severe crashes leading to loss of life.

Causes of Accidents

- **Human Error** – Over-speeding, reckless driving, DUI, fatigue.
- **Mechanical Failure** – Brake or tire failure, poor maintenance.
- **Environmental Factors** – Bad roads, poor weather, low visibility.

Prevention and Role of VIO

- Conducting vehicle inspections and roadside checks.
- Educating drivers on road safety.
- Enforcing compliance with traffic laws.

My Involvement

I assisted in vehicle checks, verified driver compliance, and observed accident reports, gaining insights into accident prevention strategies.

2.5 Roads and Their Types

Classification of Roads

Roads are categorized based on their function and structure:

1. **Highways** – Major roads connecting cities and states, designed for fast-moving traffic.
2. **Expressways** – Multi-lane roads with controlled access, reducing traffic congestion and travel time.
3. **Local Roads** – Streets within towns and communities, mainly for residential and light traffic use.

Road Safety Measures and Their Enforcement

To ensure safe road usage, the following measures are enforced:

- **Traffic Signs and Signals** – Regulate speed, right of way, and road use.
- **Speed Limits** – Prevent reckless driving and accidents.
- **Pedestrian Crossings** – Ensure safety for foot traffic.
- **Vehicle Inspections** – Conducted by the VIO to maintain roadworthiness.
- **Law Enforcement** – VIO, FRSC, and police monitor compliance and penalize violations.

Challenges of Road Management in Kwara State

Despite safety efforts, road management faces challenges such as:

- **Poor Road Conditions** – Potholes and bad surfaces cause accidents and vehicle damage.
- **Traffic Congestion** – Due to narrow roads and poor urban planning.
- **Weak Law Enforcement** – Some drivers ignore traffic rules due to poor monitoring.
- **Inadequate Road Signage** – Many roads lack proper directional and safety signs.

My Role in Road Safety During SIWES

During my training, I assisted in verifying roadworthiness, observed traffic enforcement, and learned about challenges affecting road safety in Kwara State. This experience enhanced my understanding of effective road management.

CHAPTER THREE

SKILLS AND KNOWLEDGE ACQUIRED

During my Student Industrial Work Experience Scheme (SIWES) at the Vehicle Inspection Office (VIO) in Ilorin, Kwara State, I gained valuable technical, administrative, and interpersonal skills. This chapter outlines the various skills and knowledge I acquired during my training.

3.1 Technical Skills

Technical skills refer to the practical knowledge and hands-on experience I gained in vehicle documentation, inspection, and road safety enforcement. These skills include:

3.1.1 Vehicle Documentation Processing

One of the primary responsibilities of the VIO is to verify and issue vehicle documents to ensure roadworthiness. I learned about:

- **Vehicle Registration Procedures** – The steps involved in registering a new or used vehicle with the appropriate authorities.
- **Driver's License Verification** – Checking the validity and authenticity of a driver's license using the official database.
- **Roadworthiness Certificate Issuance** – Ensuring that vehicles meet safety standards before being certified for road use.
- **Renewal and Replacement of Vehicle Papers** – Assisting vehicle owners in updating expired documentation and processing lost or damaged certificates.

3.1.2 Vehicle Inspection and Roadworthiness Assessment

Vehicle inspections play a vital role in preventing accidents caused by mechanical failure. I participated in:

- **Checking Essential Vehicle Components** – Inspecting brakes, headlights, tires, steering systems, and exhaust emissions to ensure they meet safety standards.
- **Identifying Faulty Vehicles** – Spotting worn-out tires, malfunctioning indicators, and faulty brake systems that could lead to accidents.

- **Observing Emission Testing** – Learning about the environmental impact of vehicle emissions and the importance of proper maintenance.
- **Assisting in Roadside Inspections** – Participating in checks to ensure drivers carried valid documentation and that their vehicles were in good condition.

3.2 Administrative Skills

Beyond technical work, I also acquired administrative skills related to record-keeping, report writing, and data management. These skills are essential for ensuring efficiency in road safety operations.

3.2.1 Report Writing and Documentation

I learned the importance of maintaining accurate records for reference and decision-making. My tasks included:

- **Recording Inspection Reports** – Documenting the findings of vehicle inspections, including defects identified and recommendations for repair.
- **Accident Report Analysis** – Assisting in compiling reports on road accidents, noting causes and preventive measures.
- **Daily Office Documentation** – Filing and organizing vehicle registration and roadworthiness documents.

3.2.2 Data Entry and Record-Keeping

Accurate record-keeping ensures efficiency in monitoring vehicle documentation and compliance. I gained experience in:

- **Entering Vehicle and Driver Data** – Updating the database with driver's license details, registration numbers, and roadworthiness status.
- **Retrieving Information** – Accessing vehicle records to verify compliance with safety regulations.
- **Managing Paper and Digital Records** – Ensuring documentation was correctly stored for easy retrieval when needed.

3.3 Communication and Teamwork Skills

Effective communication and teamwork are essential in law enforcement and public service roles. Throughout my training, I developed the following skills:

3.3.1 Public Interaction and Customer Service

As part of my responsibilities, I engaged with vehicle owners, drivers, and members of the public. I learned to:

- **Provide Clear Information** – Explaining vehicle registration and inspection requirements to applicants.
- **Assist Drivers in Compliance Procedures** – Guiding individuals on how to correct issues with their documentation or vehicle condition.
- **Maintain Professionalism in Difficult Situations** – Handling complaints from drivers facing penalties or fines.

3.3.2 Team Collaboration

Working in the VIO office required coordination with senior officers and fellow trainees. I gained experience in:

- **Assisting in Joint Tasks** – Supporting vehicle inspections, documentation processing, and enforcement duties.
- **Observing Team Coordination in Field Work** – Watching how officers communicated during roadside checks and accident investigations.
- **Adapting to Different Roles** – Switching between administrative and technical duties as required.

3.4 Problem-Solving and Decision-Making Skills

During my SIWES, I encountered situations that required logical thinking and effective decision-making. These included:

3.4.1 Identifying and Addressing Documentation Issues

Many drivers had incomplete or invalid documents. I learned to:

- **Verify Authenticity** – Checking official records to confirm document validity.
- **Provide Solutions** – Advising vehicle owners on how to correct errors or obtain proper documentation.

3.4.2 Handling Non-Compliant Drivers

Some drivers were unwilling to comply with road safety regulations. I observed how officers:

- **Enforced Compliance with Diplomacy** – Educating offenders rather than immediately issuing penalties.
- **Made Quick Judgments in Roadside Inspections** – Deciding whether to fine, warn, or refer a case for further investigation.

CHAPTER FOUR

CHALLENGES, CONCLUSION AND RECOMMENDATIONS

4.1 Challenges Encountered

During my SIWES training at the VIO office in Ilorin, I faced several challenges that tested my adaptability and problem-solving skills.

1. Limited Practical Experience in Vehicle Inspection

Initially, I had little knowledge of the technical aspects of vehicle inspections. Understanding the various components and their safety standards was challenging. However, by observing experienced officers and asking questions, I gradually learned how to assess roadworthiness effectively.

2. Difficult Interactions with Non-Compliant Drivers

Some drivers were uncooperative during inspections, often arguing or refusing to comply with regulations. I observed how officers handled such situations with patience and firm enforcement, which helped me understand the importance of effective communication and professionalism.

3. Understanding Complex Documentation Processes

The vehicle registration and licensing process involved multiple steps, making it difficult to grasp at first. Through hands-on practice, guided supervision, and continuous learning, I became more comfortable with the procedures.

4. Weather and Fieldwork Conditions

Conducting roadside inspections under harsh weather conditions, such as intense heat or rain, made fieldwork demanding. I adapted by dressing appropriately and staying hydrated during long hours outside.

Despite these challenges, I overcame them through persistence, teamwork, and guidance from experienced VIO officers.

4.2 Summary of Experience

My Student Industrial Work Experience Scheme (SIWES) at the Vehicle Inspection Office (VIO) in Ilorin, Kwara State, provided me with valuable practical knowledge in vehicle inspection, road safety enforcement, and administrative procedures. I gained hands-on experience in processing vehicle documentation, conducting roadworthiness assessments, and

assisting in roadside inspections. Additionally, I improved my communication, teamwork, and problem-solving skills while working with officers and interacting with drivers.

4.2 Overall Impact on Career Development

The SIWES program significantly contributed to my professional growth by bridging the gap between theoretical knowledge and practical application. It enhanced my understanding of road safety regulations, vehicle maintenance, and accident prevention. The experience also strengthened my ability to work in a structured environment, follow procedures, and handle real-world challenges. These skills will be beneficial in my future career, particularly in health technology, where public safety and compliance with regulations are essential.

4.3 Recommendations

Based on my experience, I suggest the following improvements for SIWES at the VIO office and road safety enforcement in general:

1. Enhanced Practical Training for Interns

More hands-on training should be provided for students, including structured sessions on vehicle inspection, document verification, and accident reporting. This will improve learning outcomes and skill development.

2. Public Awareness on Road Safety

Many road users lack knowledge of traffic laws. The VIO should conduct more public sensitization campaigns to educate drivers on the importance of compliance and safe driving practices.

3. Improved Digital Record-Keeping

Transitioning to a more digitalized documentation system would enhance efficiency, reduce paperwork, and minimize errors in vehicle registration and licensing.

4. Better Support for Field Officers

Providing adequate protective gear, such as reflective vests, raincoats, and sunshades, can improve working conditions for officers and interns during roadside inspections.