



FREIGHT TRANSPORT ASSOCIATION

FTA Compliance Guide

Driver CPC

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Ensuring compliance, advancing performance



FREIGHT TRANSPORT ASSOCIATION

FTA compliance guide to Driver CPC

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FTA compliance guides are produced once legislative changes have been published and new requirements and responsibilities are known. Compliance guides are intended to provide clear guidance to members on what to do and how to comply.

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*Calls may be recorded for training purposes

Introduction

This compliance guide is intended to give advice and information on European Directive 2003/59/EC requiring initial and periodic training of vocational drivers. It introduces the key features and affects of the forthcoming training and should be read by anyone responsible for managing professional drivers.

Driver CPC Regulations will apply to new drivers acquiring a passenger carrying vehicle (pcv) licence from September 2008 and for drivers acquiring a large goods vehicle (lgv) licence from September 2009. Those who already hold a vocational licence on these dates will be given acquired rights for the initial qualification, however all drivers must complete 35 hours periodic training every five years.

The training is referred to as a driver CPC (Certificate of Professional Competence), but should not be confused with the CPC required for transport managers, which is a different and higher (level 3) qualification. This driver CPC is level 2 operational training on subjects such as fuel consumption, defensive driving, loading, drivers' hours and operator licensing rules, transport contracts and documentation, together with customer care. The driver CPC is required as well as, rather than instead of, the relevant vocational driving licence.

Why the change?

The European Parliament and Council are introducing compulsory training for vocational drivers for a number of reasons. Along with improving road safety and fuel efficiency, these EU institutions believe that it will enable drivers to meet the demands arising from the development of the road transport market. By encouraging continuous development they hope to promote driving as a career, at a time where shortages of drivers are reported across Europe.

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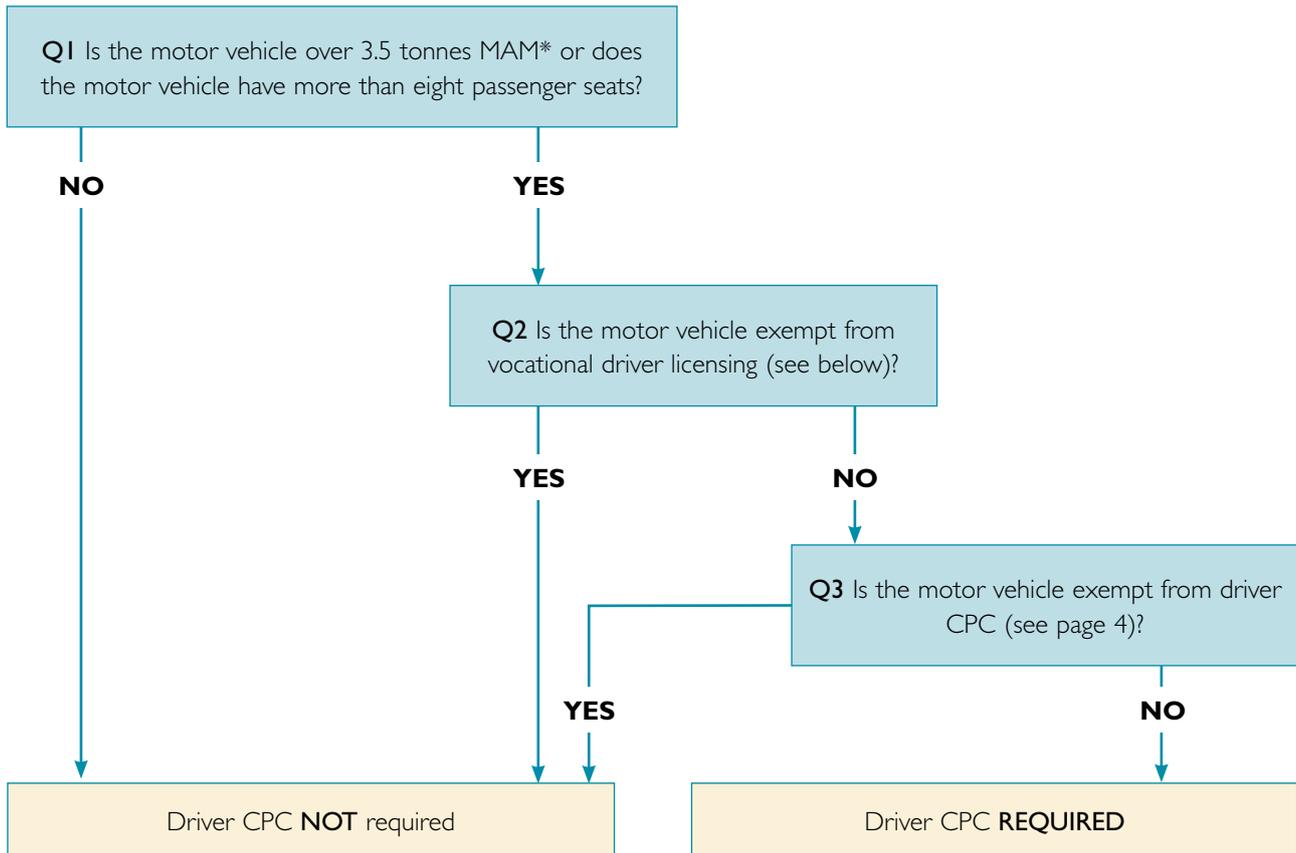
The driver CPC explained

Who does it apply to?

Drivers employed or used by undertakings established in an EU member state who drive goods vehicles in categories, C1, C1+E, C or C+E are in scope, together with drivers of passenger vehicles in categories D1, D1+E, D or D+E. Pre-1990 licences with equivalent categories (such as HGVI) are also included, as are those driving category C1 vehicles on an entitlement obtained by passing a car test before 1997. The

legislation applies to the activity of driving the in-scope vehicles, so people who hold vocational entitlement but who do not actually drive those vehicles will not come into scope.

The driver CPC requirement does not apply to drivers of specialised vehicles that do not require a vocational driving licence to drive them. Nor does it apply to those driving vehicles exempted in the directive. Use the decision flowchart together with the scope and exemptions tables to determine which of your drivers require driver CPC.



*MAM = Maximum Authorised Mass – the maximum a vehicle can legally weight when fully loaded, regardless of the actual weight at any given time. For this flowchart, do not include the weight of any trailer towed.

Vehicles exempt from vocational driver licensing

The UK driver licensing regulations allow certain large goods and passenger vehicles to be driven on a category B (car) licence. Generally these are for specialised vehicles carrying out specialised operations.

The Driving Standards Agency has confirmed that these drivers would also be out of scope of the driver CPC requirements when in the UK. The 22 UK-only concessions are detailed in Appendix A on page 15.

Exemptions

There are seven exemptions from the driver CPC requirements. These are listed in the table overleaf.

Exemptions from driver CPC		
Exemption		Comments
1	Vehicles used for the non-commercial carriage of passengers or goods for personal use	Vehicle and Operator Services Agency (VOSA) has indicated it believes this is likely to apply to passenger vehicles being operated by non-profit-making organisations – eg passenger vehicles driven for non-commercial bodies under a section 19 or 22 permits, whether they are driven by volunteer or employee drivers
2	Vehicles undergoing road tests for technical development, repair or maintenance purposes, or new or rebuilt vehicles not yet put into service	
3	Vehicles used in the course of driving lessons for any person wishing to obtain a driving licence or driver CPC	
4	Vehicles carrying material or equipment to be used by the driver in the course of his or her work, provided that driving the vehicle does not constitute the driver's principal activity	VOSA has indicated it believes this is likely to apply to operations where the vehicle is the 'tool box' for the main activity. VOSA believes the 'principal activity' of the driver will depend on what the driver is employed to do and how that is demonstrated from the time spent driving. For example, if the driver is one of the workmen (eg the builder, scaffolder or plumber) the exemption will probably apply, but if the driver is just delivering the goods for others to work with on site, then this exemption is unlikely to apply
5	Vehicles with a maximum authorised speed not exceeding 45km/h	VOSA has confirmed that it believes this also includes vehicles incapable of exceeding 45km/h by virtue of a set speed limiter
6	Vehicles used by, or under the control of: <ul style="list-style-type: none"> a the armed forces b a police force c a local authority in the discharge of any function conferred on or exercisable by that authority under an order made under section 5 of the Civil Contingencies Act 2004 or regulations made under section 20 of that act d a fire and rescue authority 	
7	Vehicles used in states of emergency or assigned to rescue missions	

FTA has developed an interactive tool to help you decide if your drivers are required to hold a CPC. See www.fta.co.uk/information/driver-cpc

Q What happens if a driver switches between driving in exempted circumstances and other non-exempted driving?

A The driver will need a driver CPC in addition to their driving licence. The exemptions only cover the driver whilst they are engaged in that specific activity. If, for example, a technician who normally only drives lorries on road tests drives a vehicle in order to make a delivery of goods on one day of the week, they will need to hold a driver CPC.

Q If a driver already holds an initial driver CPC for one lgv category (eg rigid lorry category C), will that person need another driver CPC to drive another lgv category (eg articulated lorry category C+E)?

A No. There are only two types of initial qualification, one for goods vehicle drivers and one for drivers of passenger vehicles. However, remember that this will not affect the requirement to pass the relevant driving licence acquisition test for the additional category.

Q If I put a trailer on the back of a 3.5 tonne vehicle, taking the gross train weight over 3.5 tonnes, will the driver fall into scope of driver CPC?

A No. The driving licence entitlement needed for the combination will be either B or B+E (depending on the gross weight of the trailer) so it will not bring the driver into scope.

Q Will the driver CPC apply to foreign nationals?

A Yes, the driver CPC applies across all EU member states, therefore all of those drivers employed or used by an undertaking established in a member state will be required to qualify and hold a driver CPC. However, the directive does contain some flexibilities within it, which may mean for example that some drivers are affected earlier or later than in the UK.

Q A driver holds an lgv licence and does occasional delivery driving for an agency although this is not his usual job. Does the driver CPC apply to them?

A Yes, if driving professionally for any period of time they will be required to hold a driver CPC. It is not the number of hours worked which affects the requirement for a driver CPC; it is the type of driving undertaken.

Q I took my car test in June 1996 and have C1 entitlement on my driving licence, but I only ever drive a company car. Do I have to have a driver CPC?

A No. The driver CPC applies to the activity of driving an in-scope vehicle, rather than holding a driving licence entitlement.

Two types of CPC – initial and periodic

Two fundamentally different types of CPC are included in the legislation – initial and periodic.

Summary of differences between initial and periodic driver CPC

	Initial driver CPC	Periodic driver CPC
Who?	New drivers only	All drivers
How?	By test	By attendance
What?	Entire syllabus	Related to syllabus
When?	Once at start of career	Every five years throughout career

The initial CPC is for new drivers only and involves a test – in the UK provided the standard is reached and the test passed, it does not matter how much or how little training has been completed. However, for the periodic training required by all drivers, there is no formal test element; instead the driver must attend approved courses for a minimum period of time. Each course must be a minimum of seven hours long and the driver must complete a total of at least 35 hours over a five year period.

Another key difference is that the initial qualification covers the whole of the syllabus contained in the directive (see Appendix B on page 17), whereas whilst periodic training must be linked to the syllabus, the driver is not required to cover the whole syllabus over the five-year period. Initial qualification is only required at the beginning of a driver's driving career; but periodic training is required every five years throughout a driver's career.

Who is affected and when?

The date from which a driver must obtain his/her driver CPC depends on whether they are classed as new drivers or have acquired rights, and the type of vehicle driven. Drivers with acquired rights do not have to obtain an initial driver CPC.

Goods vehicle drivers are deemed to have acquired rights if they hold the relevant category of driving licence on 10 September 2009 – the same date from which the initial qualification is needed by new drivers. Periodic training must be completed by all drivers. Acquired rights drivers have until 10 September 2014 to complete their periodic training, while those who have passed an initial qualification have five years from the date they obtained their initial driver CPC. Rules for the drivers of passenger vehicles follow the same pattern except they are affected one year earlier – acquired rights/initial qualifications are obtained

from 10 September 2008, and the periodic training requirement must be completed by 10 September 2013.

Those with grandfather rights vocational driver licence qualifications of CI obtained with car tests taken before 1 January 1997 held on the relevant dates are also deemed to have acquired rights.

	Initial driver CPC	Periodic driver CPC
New goods vehicle drivers	From 10 September 2009	Within five years of initial driver CPC
Acquired rights goods vehicle drivers	Not required	By 10 September 2014
New passenger vehicle drivers	From 10 September 2008	Within five years of initial driver CPC
Acquired rights passenger vehicle drivers	Not required	By 10 September 2013

The initial driver CPC qualification

In the UK, the initial qualification will take the form of additional modules that, for most drivers, will be taken along with their driver licence acquisition tests. Those who are to drive exempt vehicles can still take the licence-only option and upgrade their qualifications to obtain a driver CPC at a later date if necessary, as shown in the table below.

Driver qualification	Module 1 (a and b) theory test (2½hrs)	Module 2 case studies (1½hrs)	Module 3 practical test (1½hrs)	Module 4 practical test (½hr)
Licence and driver CPC	✓	✓	✓	✓
Licence acquisition only	✓		✓	
Upgrade to driver CPC		✓		✓

As the initial qualification will be obtained alongside a vocational driving licence for most new drivers, it follows that for most employers it will be business as usual in terms of employing new drivers, except that the minimum age for lorry drivers is reduced to 18 years if the driver holds a vocational driving licence and a driver CPC. You may wish to speak to your insurance provider to establish what effect this could have on your premiums or cover.

Operators and would-be-drivers should bear in mind that, as acquired rights drivers do not have to obtain an

Q Will there be a Young LGV Driver's Scheme after the driver CPC has been implemented?

A No, but the driver CPC directive supersedes these arrangements. This means that from September 2009 a driver can drive an lgv from the age of 18 if they hold the appropriate licence and have a driver CPC.

Q If a new driver qualifies for his lgv driving test and initial driver CPC in 2011 and then decides to take his pcv test

to drive coaches professionally the following year, will he have to do another initial driver CPC test for pcvs?

A Yes, although there will be a conversion test available for module 2, which will mean he will not have to be tested on the core subjects that formed part of the lgv initial qualification he has already passed. But he will have to take and pass the full module 4 practical test for pcvs. Once qualified he will receive a new driver qualification card (see page 6) showing his extra entitlement, which will replace his original card.

initial qualification, demand for driving tests in the months leading up to the introduction dates is likely to be greatly increased. Therefore, those planning to obtain vocational driving entitlements in 2008–2009 should ensure they book tests early to avoid the rush.

Periodic training

Periodic training consists of a minimum of 35 hours of approved training, delivered by an approved training provider. New goods vehicle drivers (from 10 September 2009 for lgv drivers) will have to complete the 35 hours of training within five years of obtaining their initial qualification, whereas acquired rights drivers will need to complete 35 hours within the period that starts on 10 September 2009 and finishes on 10 September 2014. All drivers will then have to continue to complete 35 hours of training within every five year period while they continue to drive in-scope vehicles.

The training may be split into smaller courses of at least seven hours long and taken at any time during the five year period. The training could be spread evenly over the five years (one day a year) or delivered in one go or ad hoc, for example 14 hours in year two and 21 hours in year four. If an acquired-rights goods vehicle driver completed his 35 hours training earlier than necessary, say in 2010 (he has until 2014 to complete it), his next driver CPC will have an expiry date of 2019.

In order to count towards the driver CPC, both the organisation delivering the training and the training course itself must be approved by the Joint Approvals Unit for Periodic Training (JAUPT). There is more information on the approval process later in this guide (see 'Delivering in-house training' on page 12). Also, be aware that training must take place within a five year period. The earliest that period can begin for lgv drivers is 10 September 2009, so any training undertaken before that date will not count towards the driver CPC, even if it is approved.

There is complete cross-recognition between goods and passenger driving licence categories for periodic training. So someone who holds a periodic driver CPC for vehicles in category C will not have to undergo separate periodic training to drive vehicles in category D and vice versa.

There is flexibility in relation to course content, provided it is linked to the core syllabus contained in the European directive (see Appendix B on page 17). There is no need to cover the entire syllabus and there are no mandatory elements. It is possible to repeat courses, although this is unlikely to represent best value. This means individual employers or sectors may prescribe content and method of delivery. Thus potentially the greatest burden of the new legislation – periodic training – also holds the key opportunity for improvement in important areas of driver productivity, fuel efficiency and compliance.

Q What type of training can count towards periodic training?

A There is no prescribed type of training; it may include workshops, classroom-based, in-yard or in-vehicle training, provided the driver has direct contact with an instructor, so distance learning may not be counted. It can be whatever suits the needs of the driver or operator at that time – but it has to be approved training delivered by an approved training provider. You can check a provider and course's approval by looking on the JAUPT website (www.drivercpc-periodictraining.org).

Q We carry dangerous goods and our drivers already have to undertake training to keep their ADR certificates. Can this training 'double-up' as driver CPC periodic training?

A Yes, it is possible to count some of ADR training towards the driver CPC, provided training centres and courses are appropriately approved.

Up to a maximum of 21 hours of the initial basic course can be approved for periodic training and seven hours of the core module refresher course can be approved for periodic training.

However, the DSA has stated that the specialist modules, which are delivered outside of the initial basic course, are not acceptable for periodic training as it is considered the syllabi for these modules are too specialist and do not map readily across to the driver CPC syllabus.

Q What about training for NVQs or the Transport Manager CPC can this count towards the driver's periodic training?

A Some training undertaken to achieve an National Vocational Qualification (NVQ) or Transport Manager CPC could double-up as driver CPC periodic training provided the course can be linked to the syllabus, it meets the criteria to be approved by JAUPT and is delivered by an approved centre.

In some cases it is possible to obtain funding for NVQs – your training provider should be able to advise you about this – but it should be remembered that an NVQ is a very different type of qualification to the driver CPC. Gaining an NVQ requires the candidate to meet a certain standard and can take up time in preparation and assessment, and this commitment should be understood fully before a driver embarks on this type of qualification.

The training record and driver qualification card

In the UK the training will be recorded on a driver qualification card which must be carried by the driver when driving. It will be issued on successful completion of the initial test and when 35 hours of periodic training has been completed.

Periodic training is recorded on a central database administered by DSA. Every time a driver completes an approved course the approved training provider will update the central database. It is expected that drivers



and operators (with the driver's consent) will be able to access this information also, although the details are still being worked on at the time of writing.

The driver qualification card will be issued automatically by the Driver and Vehicle Licensing Agency (DVLA) free of charge to drivers who hold a photocard driving licence on passing the initial examinations or the completion of 35 hours of periodic training. If the driver holds a paper licence, they will have to apply for the card and a fee of £25 will be charged. However, as DVLA charges £17.50 to change a paper licence to a photocard licence, it is clearly a cheaper option for drivers to obtain a photocard licence before undergoing the initial examination or completing the periodic training.

Q How do you replace a paper driving licence with a photocard licence?

A If a driver wants to change their paper driving licence for a photocard driving licence they must complete the application form D1 online (visit www.direct.gov.uk/en/Motoring/Motoringtransactions/BeforeyouapplyC/DG_066954) or a hard copy, which is available from the DVLA form ordering service (visit www.dvla.gov.uk/onlineservices/order_forms.aspx?ext=dg) and post office branches. Original documentation confirming identity, a passport style colour photograph and the fee of £17.50 must be enclosed and the completed application and payment must be sent to DVLA, Swansea, SA99 1BU.

A £25 fee will also apply if a replacement card is needed because it is damaged, lost or stolen. The driver must apply for a replacement as soon as practicable and is permitted to drive without a card until the replacement is received.

Offences and penalties

Legislation is already in place to make it an offence to drive a vehicle without holding a driver CPC, and to cause or permit another person to do so. This means that, as with driver licence checks, transport undertakings must have systems in place to ensure that drivers are properly qualified. The driver will also be breaking the law if he/she fails to produce their driver's qualification card at the roadside.

The requirements will be enforced by the police and VOSA and the penalties are as follows.

Offence	Maximum penalty
No driver CPC held (by driver) when required	£1,000 fine
Causing or permitting the above	£1,000 fine
Driver failing to carry driver CPC qualification card while driving	£1,000 fine A fixed penalty may be offered
Failing to notify of lost, damaged or stolen card or failing to return lost card if found later	£1,000
Person guilty of forgery or false statements	Prison sentence of up to two years, a fine or both

Operators should also check with their insurance provider to establish whether failure to hold a CPC would invalidate cover.

Actions for operators

To ensure a smooth introduction of the new requirements, operators should:

- ✓ decide policy on who arranges and pays for training
- ✓ Identify what the training should achieve and how you will measure its effectiveness
- ✓ plan for the delivery of periodic training
- ✓ consider costs and budget
- ✓ introduce/amend management systems to ensure compliance

Who pays?

The legislation requires a driver to hold the qualification on the relevant dates, and no-one may cause or permit another person to drive without the qualification. However, as with driver licensing, the rules do not stipulate who must pay for the training and the time needed to complete the training.

In deciding your organisation's policy on this, it may be worth looking at the issue alongside your recruitment and retention policies. Those operators who pay for and arrange the training may find themselves at an advantage when recruiting drivers in the future.

It may be worth looking at the two types of training separately. The initial qualification is only required by new entrants to the industry after the introduction date and is most commonly going to be obtained at the same time as obtaining a vocational driving licence. It may help, therefore, to look at whether you currently pay for driver licence acquisition training and the reasoning behind your decision on that. If initial training assistance is to be given, you may wish to consider whether there should be some form of agreement that the driver pays

back the training fees if he/she leaves the organisation within a certain period of time (otherwise known as 'golden handcuffs') – but remember you must obtain a signed agreement if you are to deduct money from their wages. Alternatively, you may wish to consider incentives for drivers to remain with you for the long term.

Periodic training will be required by all drivers, and for goods vehicle drivers 10 September 2014 is the date at which your drivers must have received at least 35 hours of training in order to carry on driving professionally. If you leave this entirely to your drivers and find that they have not arranged their training in time, this could clearly affect your ability to operate. Also the drivers' choice of training may not tie up with your own training needs. As with initial training, the provision of periodic training may also help to recruit new drivers or retain existing drivers, particularly if training sessions are phased throughout the five year period as part of a driver's continuous professional development. It may also have operational benefits (such as improved fuel efficiency or greater compliance) if you arrange the training according to the needs of the business. Again you may wish to consider the training as part of a package of incentives in relation to recruitment and retention of drivers. The rest of this guide assumes that you as the operator will be paying for some if not all of your drivers' periodic training.

In the future, you may also face a situation where a new recruit does not have any previous periodic training, but must obtain a large amount of training in a short period of time to continue to drive. For example, an acquired rights driver may apply for a job in July 2014, but have undertaken no periodic training in the previous four years and 10 months. You need to consider what your policy will be in relation to the provision of that training. Again, you may wish to consider whether there should be some form of agreement that the driver pays back the training fees if he/she leaves the organisation within a certain period of time – but remember you must obtain a signed agreement if you are to deduct money from their wages.

However, when considering passing on or reclaiming payment for training, employers must remember that any training that is required under any health and safety legislation may not be passed on to an employee, or a person seeking or training for employment. Any driver CPC training that doubles up as training to also discharge duties under health and safety legislation, such as ADR, first aid or fire safety, must be paid for by the employer.

Identifying objectives and measuring effectiveness

Employers of drivers need to be planning ahead not just to ensure their drivers meet their periodic training

obligations, but to also ensure they get best operational value from the process. A key step to achieving this is to identify some core objectives you would like the training to achieve. Do you want the training to improve your efficiency (such as increasing your mpg or improving your customer service) or do you need to improve compliance with regulations? Or both?

Think about the training that you may already require drivers to do. This could include health and safety training and drivers' hours, vehicle defect checks or fuel efficiency courses. You may deliver specialised goods or operate specialised vehicles or equipment. Speak to your insurance provider to see if any training that will reduce risks could help to reduce premiums. The chances are that most driver training could be mapped to the driver CPC syllabus (see Appendix B on page 17). The FTA Training section of this guide on page 13 gives more information on the types of courses that can meet the syllabus. Matching the training to your objectives, rather than merely trying to meet the legal minimum for the quantity of training, should be the best route to obtaining the maximum value out of this legally required qualification.

Finally, keep drivers informed and consider consulting drivers on periodic training content. Driver buy-in can be a useful tool in ensuring maximum benefit is derived from the training time. A sample letter to goods vehicle drivers informing them of the key facts of driver CPC can be found in Appendix C on page 19.

Questions to ask when identifying objectives

- What training do we already undertake and why?
- Do we have to consider any overarching business objectives, such as reducing our carbon footprint or meeting productivity targets?
- Do we have any areas of poor performance we need to target?
- Are we expecting any changes in legislation or operations that we will want to cover in driver training over the five year period and beyond?
- Will any particular type of training reduce our insurance premiums?

Once you have mapped out your objectives, consideration should be given as to how you will measure the effectiveness of the chosen training against your objectives. Periodic training of drivers will represent a large commitment in terms of time and money. Also it is on-going cost which will continue for the whole of every driver's career, so you will need to be able to test whether you are getting value for money, regardless of whether the training is delivered externally, in-house, or both.

Examples of evaluation measures against objectives

Objective	Possible driver training	Possible evaluation measure
Reduce carbon footprint Increase fuel efficiency	Fuel efficiency	<ul style="list-style-type: none"> Information from engine management system on driving style (harsh breaking etc) Fuel usage on a miles per gallon or unit delivered per gallon basis
Reduce road traffic accidents Reduce accident costs and insurance premiums	Safe/defensive driving techniques Road traffic legislation	<ul style="list-style-type: none"> Information from engine management systems on driving style (harsh breaking etc) Accident/incident statistics Complaints from public (for example, via Well Driven scheme) Insurance/accident costs
Reduce customer complaints Reduce neighbour complaints	Customer care Consignment documentation Organisation/company information Noise abatement training	<ul style="list-style-type: none"> Customer satisfaction survey Number of customer complaints Number of late deliveries Number of damaged deliveries Number of complaints from neighbours
Improve transport safety	Site safety Loading and unloading Fork lift truck Manual handling Emergency aid awareness Dangerous goods awareness Fire safety Driver welfare Risks of roads and accidents	<ul style="list-style-type: none"> Accident/incident statistics Independent audit of workplace transport safety Insurance/accident costs
Improve vehicle condition Improve Operator Licence Compliance Risk Score (OCRS) Decrease vehicle maintenance costs	Routine vehicle checks Vehicle familiarisation Defect reporting Operator licensing Roadside enforcement procedures	<ul style="list-style-type: none"> Exit gate vehicle checks Independent audit of vehicle condition and defect reporting Maintenance provider feedback on driver reportable defects Vehicle maintenance costs per mile OCRS roadworthiness score
Improve compliance with drivers' hours, working time and tachograph legislation	Drivers' hours rules Tachograph use Working time rules Roadside enforcement procedures	<ul style="list-style-type: none"> Number of infringements from regular tachograph analysis Independent audit of working hours and records compliance OCRS traffic enforcement score Driver quiz
Reduce overloading and falling loads	Prevention of overloading Safe loading Roping and sheeting	<ul style="list-style-type: none"> Number of incidents Independent audit, including exit gate checks OCRS traffic enforcement score
Improve driver morale	All of the above	<ul style="list-style-type: none"> Absenteeism for drivers Staff turnover figures for drivers Recruitment costs
Increase productivity	All of the above	<ul style="list-style-type: none"> Turnover per pound of wages spent Turnover less wages as a percentage of turnover Cost per unit delivered

These measures, or Key Performance Indicators (KPIs), should be taken before and after the training has been delivered to gauge its effectiveness. Also the KPIs could be used to help you identify objectives in relation to

areas of poor performance for the whole organisation, and in some cases for individual drivers – such as where you are looking at information from engine management systems or tachograph analysis.

Fleet Performance Management Tool

Freight Best Practice offers a free Fleet Performance Management Tool, which includes a spreadsheet and guidance publication to help you measure your transport performance, including cost per unit delivered, fuel efficiency, carbon calculator, infringements, complaints and vehicle maintenance costs. Visit www.freightbestpractice.org.uk and look under 'Performance Management' or call 0845 8770877.

Well Driven?

Vehicles in the scheme display the distinctive Well Driven? logo showing 24 hour, 365 day a year free phone number for members of the public to call with their comments or complaints about the manner in which a vehicle is being driven. The subscription service is managed by FTA. Visit www.fta.co.uk or call 01892 552309.

Skillspay Calculator

The Skillspay Calculator has been developed by Skills for Logistics to help logistics organisations identify the impact their training and development programmes are having on the bottom line of their business. The calculator, which is free to download, covers productivity, absenteeism, staff retention and fuel efficiency. Visit www.skillsforlogistics.org and look under 'Skills Pay'.

Approved training providers are required to detail how they will evaluate their courses to JAUPT. You should also be asking them how they intend to ensure the effectiveness of their courses. Remember, however, that there is a difference between evaluating a course and evaluating a driver. Periodic training is attendance based, so there is no legal requirement for a formal measurement of individual drivers' performance.

Planning for periodic training delivery

It will be extremely important to make sure that the planning for periodic training is not left too late. There

are estimated to be around 500,000 lorry drivers in the UK and if they all wait until August 2014 to take their 35 hours of training, there will be insufficient resources to cope. Generally, the more drivers you have the earlier you should be planning ahead.

Once you have identified your objectives, you are then in a position to compile a list of the types of training appropriate for your operation. You can then consider how this training would be most effectively delivered – externally, internally or by using a mixture of both.

Key choices for training delivery

Type of delivery	Comments
Internal provision	<p>The key benefit of delivering the training yourself is that you are able to control and tailor the content of the courses. This training may well be most appropriate for organisation-specific training such as induction training or workplace health and safety. You will also have more flexibility to fit the training around your operational needs.</p> <p>The key disadvantage is that your organisation will need the resources available to become an approved centre and your courses will have to meet approval (see section on Delivering in-house training on page 11). This may not be viable for smaller operators with fewer drivers or fewer resources.</p>
External provision – in-company training	<p>In-company training usually involves buying the time of an instructor to deliver courses to your drivers at your premises, or premises you have arranged the use of. With sufficient numbers of drivers to be trained at the same time, this can be more cost effective than public courses, and there is usually the ability to tailor the training in some way to meet your specific operations.</p> <p>This may not be viable for smaller operators with fewer drivers, but it may be possible to team up with other similar operators to pool your driver training requirements and maximise your purchasing power.</p>
External provision – public courses	<p>Sending drivers on public courses at a set price per person is usually the most cost effective way of purchasing external training for small numbers of drivers – as the risk of having an uneconomical course lies with the provider. For most types of training course there will be a number of drivers over which it becomes more cost-effective to pay for an instructor's time in-company, provided you have the facilities to host the course.</p>
Mix of internal and external provision	<p>For many operators having a mix of both internal and external training may well be the best choice. It allows control to be taken where necessary, but also allows for specialist training (which may require special kit, such as demonstration tachograph units) to be bought in. However, be very careful if you are considering allowing another provider to deliver courses under your centre approval. If the provider is audited and found to be wanting – you could lose your approval. Also consider the consequences of delivering training under another provider's approval – again, if someone else delivering courses under this approval causes it to be withdrawn, you may find yourself unable to deliver approved training at short notice.</p>

Costs and budgeting for periodic training

The cost to the organisation of the delivery of the training will vary according to circumstances, such as who will be paying for the training and whether it is to be delivered during paid working time. But whoever arranges or pays for the training, remember that the hours spent in job-related training count towards working time under the road transport working time regulations.

In considering your budgets over the next few years you should include:

- if training is taking place during normal paid working hours:
 - the cost of extra resource (agency drivers or increased personnel) to cover for the drivers' training time (35 hours for every driver every five years, include an additional allowance for staff turnover)
- if you are paying for external training:
 - the cost of 35 hours of training for every driver every five years
 - the possible cost of training of new recruits with no previous training (look at staff turnover figures to help you budget for this)
 - the cost of management and administration
- if you are delivering the training:
 - the cost of infrastructure and resources
 - the cost of instructors, management and administration
 - the cost of centre approval (£1,500 every five years)
 - the cost of course approval (£36 per hour (or part hour) of course every year)
 - the cost of uploading the training details to the central training record (£1.25 per hour of training delivered)

When putting forward budgets it may be possible to use the KPIs detailed in the previous section (see page 8) to predict the likely benefits, which may help to evaluate best value when mapped against the costs.

Management systems

UK legislation is already in place to make it an offence to drive a vehicle without holding a driver CPC, and to cause or permit another person to do so. This means that, as with driver licence checks, transport undertakings must have systems in place to ensure that drivers are properly qualified.

Systems checklist overview

- Pre-employment check for initial driver CPC qualification held for:

- new passenger vehicle drivers from 10 September 2008
- new goods vehicle drivers from 10 September 2009
- Pre-employment check for periodic training
- Regular check to monitor periodic training delivery
- Regular cost/benefit analysis

Systems need to be in place to check for driver CPC compliance from September 2008 for pcv operators and 2009 for lgv operators. This should be undertaken as part of a pre-employment check for the initial qualification. Qualified drivers will be issued with a driver qualification card, which they must carry with them on-board the vehicle.

From this time onwards a check for periodic training should be undertaken at the pre-employment stage and at the regular intervals for both new and existing drivers. Schedule a check as a minimum six months before the end of the five-year period. It will be possible for employers to check the DSA central database which, at the time of writing, is being developed. Where organisations are managing the delivery process (whether delivered in-house, externally or both), systems to flag which training is required to be undertaken by which driver in what timescale will be needed. As time goes on the compliance dates will gradually begin to differ from driver to driver, as new drivers will have to obtain their periodic qualification five years from the date of passing their initial qualification. It may be better to check for percentage of training achieved at the time of the check. For example, when checking three years into the five year period, you should expect a driver to have undergone around 60 per cent of his periodic training (21 hours) by that point. Your checking system could flag any driver with significantly less than this amount. Also consider setting up systems to carry out cost-benefit analysis of training delivered. This system would measure the cost against the benefits measured through your established KPIs (see page 8), and will help you make decisions about purchasing training in the future.

FTA has developed a spreadsheet tool to help you record and plan your driver CPC requirements. The key worksheets are:

- driver CPC record
- calendars for 2009–2014
- driver licence and digital tachograph card record

Free to members, the spreadsheet and instructions can be downloaded from www.fta.co.uk/information/driver-cpc

Delivering in-house training

Those wishing to deliver periodic training to drivers will need to become approved training providers (referred to as 'centres') and obtain approval for their intended courses. The DSA has set up an approvals body called the Joint Approvals Unit for Periodic Training (JAUPT), that approves and quality assures training centres and courses for both pcv and lgv. The two sector skills councils, Skills for Logistics and GoSkills, manage the JAUPT, which is responsible for:

- approving training centres
- approving course content
- issuing a unique number for each training centre and each course
- managing the quality assurance process for training centres and courses

Approval of training centres

The 'centre' is the training provider, who may have one or more delivery sites. Training providers/employers are awarded approval provided they satisfy the JAUPT they can meet minimum standards to deliver training in line with the directive requirements. These include:

- adequate insurance cover
- IT systems to record and transfer training data, in order to update the central training record
- adequate infrastructure (use of offices, administration, equipment etc) to deliver the proposed courses
- driver identity checking systems
- evidence of driver attendance – a receipt issued to a driver confirming the date of attendance and the number and title of the course
- evaluation processes and records
- driver feedback forms
- record keeping
- adequately trained and experienced instructors. Instructors must provide evidence of:
 - training – in the form of an appropriate training qualification or a certificate of experience in delivering training from an employer or customer
 - knowledge – in the form of an appropriate qualification in the relevant subject or a certificate of knowledge in the subject being delivered from an employer or customer
- appropriate policies for quality assurance, equal opportunities, health and safety, staff development and data protection
- complaints and refund procedures

Centre approval must be obtained initially and then every five years, with a fee of £1,500. However, if you obtain approval for lgv training before 2009, your next

approval will not be required until 2014. Centre approval fees may be waived in-part or in full by JAPUPT, but at the time of writing, we are awaiting guidance on the circumstances that this will happen. See *Freight* and FTA e-news for further information.

Course approval

Periodic training courses must be linked to the requirements of the directive syllabus, which is contained in Appendix B on page 17. As stated before there is no need to cover the entire syllabus, provided training can be linked to a part of it the course should be eligible for approval. The syllabus is broken down into three main areas.

- Advanced training in rational driving based on safety regulations
- Application of regulations
- Health, road and environmental safety, service, logistics

Course approval must be obtained for every provider who will deliver it – even if the course has already been approved under another provider:

In order to get a training course approved the centre will need to provide the JAUPT with relevant information, including:

- the name and number of the approved training centre
- the title of the course
- the length of the course (it must be at least seven hours' long, excluding any breaks)
- a breakdown of the course content:
 - course objectives statement
 - list of the various components of the course
 - the length of time allocated to each component
 - reference to the relevant section of the directive syllabus
 - the method of training (ie classroom, driver participation etc). Use of computer systems to learn is acceptable, but only if there is also direct interaction with an instructor. Distance learning is not acceptable, but the JAUPT is considering the use of video conferencing technology for remote areas of GB
 - a list of required resources (eg classroom size, vehicle, audio/visual or IT equipment)
- instructor qualifications and/or experience
- the maximum number of participants for the course – set at a level so that the trainer can make an adequate assessment of each driver's understanding of the course
- the evaluation method to be used

An example of a course layout can be found in Appendix D on page 20.

Courses must be approved initially and then every year at a cost of £36 per hour of training. So a seven-hour course will cost £252 to approve and a 35-hour course £1,250. Course approval fees may be waived in-part or in full by JAPUPT. At the time of writing, we are awaiting guidance on the circumstances that this will happen, but we expect that reduced fees may be available for the re-approval of a course where the content and provider has not changed. See *Freight* and FTA e-news for further information. A fee of £1.25 will also be made when an approved centre uploads an hour of approved training onto the DSA database.

The course must be at least seven hours long. Seven hour courses can be delivered in two parts, but the second part must start within 24 hours of the first part finishing. Courses that are more than seven hours long, but are in seven hour blocks (eg 14, 21, 28 or 35 hours) must be delivered within the year of approval. For example, a 35 hour course that was approved in January must be delivered in full by the end of the December in that year. If the course was not started until the end of November of that year, this only leaves just over a month for completion. Those courses over seven hours long that are not in blocks of seven (ie 16 hours long) must be delivered on consecutive days within the year of approval.

Drivers must complete the full course before training records can be updated. So a driver who has completed only 33 hours of a 35 hour course, may only have his record updated if he completes the full course within the year of approval in the approved manner.

As there is no financial benefit with approving a course that is longer than seven hours, it may be better to approve shorter seven-hour courses and enjoy the greater flexibility in relation to course delivery. It is also possible to get a suite of modules that are shorter than seven hours long approved, provided they are to be matched together to form seven hour courses. For example, four modules A, B, C and D that are each three and a half hours long can be approved to be delivered within seven-hour courses on a 'mix and match' basis (AB, CD, BA etc). In this instance the centre would need to obtain approval for all four modules. Modules can be added at a later date, but must be presented for approval in blocks of at least seven hours.

Want to know more?

Further information on applying to deliver periodic training, can be found at www.drivercpc-periodictraining.org, or by calling 0844 8004184. Download or ask for the 'Guide to Periodic Training for Employers and Training Providers', which includes the forms needed to apply for centre and course approval.

How can FTA help?

FTA can provide a range of products and services to help members manage the introduction of the driver CPC.

Information and advice

FTA wants to ensure all members fully understand the implications of the new qualification and to manage the change within their operations.

In addition to this guide detailing the driver CPC, FTA provides:

- weekly e-news bulletins as developments occur – free to members
- free member briefings
- a dedicated Member Advice Centre (tel: 0870 60 50 000) for one-to-one advice on any transport-related issue
- a regularly updated website at www.fta.co.uk
- analysis and news in FTA's monthly journal *Freight*

FTA Training

The concept behind FTA's Driver CPC initiative is a collection of modular courses, which can be put together in many different combinations. This versatile approach is primarily designed to put you, the member, in control and deliver maximum flexibility in your driver training programmes.

In order to reflect the diverse nature of the membership, we have identified a number of modules which meet the provisions of the directive.

The modules fall into four main groups.

- Improving driving skills:
 - safe, environmental and fuel efficient driving
 - driving skills workshop
- Increasing compliance:
 - drivers' hours, working time and analogue tachograph records
 - drivers' hours and working time
 - vehicle checks and defect reporting
 - digisimulator for drivers
 - operator and driver licensing
 - delivering in London
- Improving health and safety:
 - safe loading of goods vehicles
 - awareness of transport emergency procedures
 - awareness of transport health and safety
 - goods vehicle manual handling
 - ADR initial
 - ADR refresher

- manual handling and safe loading
- Improving service levels:
 - customer care and code of conduct

To enable ease of combining modules, each has been designed to cover either half a day or a whole day (breaks are additional).

There are a variety of delivery routes available to your business through the FTA training programme.

- Public venue driver courses available through the FTA Training prospectus
- In-company driver courses available through the FTA Training prospectus
- Working in association with FTA to develop a solution with materials which are bespoke to your business

A comprehensive set of materials is currently being developed for each module, in readiness for combining into a training programme. Such materials will include for example a presentation, DVD material (where relevant), guides for managers and drivers, a lesson plan, exercises, evaluation materials and driver handouts.

For more information contact the Member Service Centre on 08717 11 22 22*.

FTA Consultancy

FTA's culture of clear, accessible and understandable compliance advice places FTA Consultancy in a strong position to help members with the implementation of the new driver CPC requirements. We will work alongside organisations to assess and develop detailed plans to ensure implementation in the most cost effective and efficient manner.

For more information contact the Member Service Centre on 08717 11 22 22*.

Shopfta

Our one-stop shop for transport related products provides a range of driver orientated compliance aids including cab stickers, cards and driver guides to help ensure drivers are operating in a safe, legal and compliant manner. Driver CPC posters are also available detailing exemptions, offences, penalties and a question and answer section. Visit www.shop.fta.co.uk to purchase online or call 08717 11 11 11*.

*Calls may be recorded for training purposes

Appendix A UK exemptions from vocational driver licensing

Note: if the licence holder is only permitted to drive category B vehicles with automatic transmission, they may only drive the vehicles listed if they have automatic transmission.

UK exemptions from vocational driver licensing

Exemption	Definitions
1 Any road construction vehicle used or kept on the road solely for the conveyance of built-in road construction machinery	<p>'Road construction vehicle' means a vehicle which:</p> <ul style="list-style-type: none"> a is constructed or adapted for use for the conveyance of road construction machinery which is built in as part of, or permanently attached to, that vehicle b is not constructed or adapted for the conveyance of any other load except article and materials used for the purposes of such machinery <p>'Road construction machinery' means a machine or device suitable for the use for the construction and repair of roads and used for no purpose other than the construction and repair of roads</p>
2 Any engineering plant other than a mobile crane	<p>'Engineering plant' means moveable plant or equipment being a motor vehicle or trailer specially designed and constructed for the special purposes of engineering operations, and which cannot, owing to the requirements of those purposes, comply with all the requirements of the Road Vehicles (Construction and Use) Regulations 1986 and which is not constructed primarily to carry a load other than a load being either excavated materials raise from the ground by apparatus on the motor vehicle or trailer or materials which the vehicle or trailer is specially designed to treat while carried thereon</p>
3 A works truck	<p>'Works truck' means a motor vehicle (other than a straddle carrier) designed for use in private premises and used on a road only in delivering goods from or to such premises to or from a vehicle on a road in the immediate neighbourhood, or in passing from one part of any such private premises to another or to other private premises in the immediate neighbourhood or in connection with road works while at or in the immediate neighbourhood of the site of such works. The Department for Transport advise a distance of 1,000 road yards</p>
4 An industrial tractor	<p>'Industrial tractor' means a tractor, not being an agricultural motor vehicle, which:</p> <ul style="list-style-type: none"> a has an unladen weight not exceeding 7,370kg b is designed and used for work primarily off roads, or for work on roads in connection only with road construction or maintenance (including any such tractor when fitted with an implement or implements designed primarily for use in connection with such work, whether or not any such implement is of itself designed to carry a load) c has a maximum speed not exceeding 20mph
5 An agricultural motor vehicle , which is not an agricultural or forestry tractor	<p>'Agricultural motor vehicle' means a motor vehicle which is constructed or adapted for use off roads for the purpose of agriculture, horticulture or forestry and which is primarily used for one or more of those purposes, not being a dual-purpose vehicle</p>
6 A digging machine	<p>'Digging machine' means a vehicle which is designed, constructed and used for the purpose of trench digging, or any kind of excavating and shovelling work, and which:</p> <ul style="list-style-type: none"> a is used on public roads only for that purpose or the purpose of proceeding to or from the place where it is to be or has been used for that purpose b when so proceeding does not carry any load except such as is necessary for its propulsion or equipment
7 Goods vehicle used for limited road use	<p>A goods vehicle which, in so far as it is used on public roads:</p> <ul style="list-style-type: none"> a is used only in passing from land in the occupation of a person keeping the vehicle to other land in the occupation of that person b is not used on public roads for distances exceeding an aggregate of 9.7 kilometres in any calendar week
8 Mini artic	<p>An articulated goods vehicle the unladen weight of which does not exceed 3.05 tonnes</p>
9 Limited road use for agriculture, horticulture or forestry	<p>A goods vehicle, other than an agricultural motor vehicle, which:</p> <ul style="list-style-type: none"> a is used only for purposes relating to agriculture, horticulture or forestry b is used on public roads only in passing between different areas of land occupied by the same person c in passing between any two such areas does not travel a distance exceeding 1.5 kilometres on public roads
10 Light recovery vehicle	<p>A goods vehicle fitted with apparatus designed for raising a disabled vehicle partly from the ground and for drawing a disabled vehicle when so raised (whether by partial superimposition or otherwise) being a vehicle which:</p> <ul style="list-style-type: none"> a is used solely for dealing with disabled vehicles b is not used for the conveyance of any goods other than a disabled vehicle when so raised and water, fuel, accumulators and articles required for the operation of, or in connection with, disabled vehicles c has an unladen weight not exceeding 3.05 tonnes

Exemption	Definitions
11 Mobile project vehicle	<p>A mobile project vehicle on behalf of a non-commercial body:</p> <ul style="list-style-type: none"> a to or from the place where the equipment it carries is to be or has been, used, or the display or exhibition is to be, or has been, mounted, or b to or from the place where a mechanical defect in the vehicle is to be, or has been, remedied, or c in such circumstances that by virtue of paragraph 22 of Schedule 2 to the Vehicle Excise and Registration Act 1994 the vehicle is not chargeable with duty in respect of its use on public roads <p>The person driving the vehicle must have held a relevant category B licence for an aggregate period of not less than two years and is aged 21 or over:</p> <p>'Mobile project vehicle' means a vehicle which has a maximum authorised mass exceeding 3.5 tonnes, is constructed or adapted to carry not more than eight persons in addition to the driver and carries principally goods or burden consisting of:</p> <ul style="list-style-type: none"> i play or educational equipment and article required in connection with the use of such equipment, or ii articles required for the purposes of display or of an exhibition, and the primary purpose of which is use as a recreational, educational or instructional facility when stationary
12 Minibus driven by volunteer	<p>A vehicle driven on behalf of a non-commercial body for social purposes but not for hire or reward of a class included in sub-category D1 which has no trailer attached and has a maximum authorised mass not exceeding 3.5 tonnes, excluding any part of that weight which is attributable to specialised equipment intended for the carriage of passengers, and 4.25 tonnes otherwise, provided the driver:</p> <ul style="list-style-type: none"> a has held a relevant category B licence for an aggregate period of not less than two years b is aged 21 or over c if he is aged 70 or over; is not suffering from any relevant disability in respect of which the Secretary of State would be bound to refuse him a Group 2 licence d receives no consideration for driving the vehicle
13 Vintage goods vehicle	A goods vehicle manufactured before 1 January 1960, used unladen and not drawing a laden trailer
14 Vintage passenger vehicle	A passenger-carrying vehicle manufactured more than 30 years before the date when it is being driven and not used for hire or reward or for the carriage of more than eight passengers
15 Steam vehicle	A goods vehicle propelled by steam
16 Haulage of lifeboats	A goods vehicle used for no other purpose than the haulage of lifeboats and the conveyance of the necessary gear of the lifeboats that are being hauled
17 Visiting forces	A goods vehicle in the service of a visiting force or headquarters as defined in the Visiting Forces and International Headquarters (Application of Law) Order 1965
18 Goods vehicle driven by a constable	A goods vehicle driven by a constable for the purpose of removing or avoiding obstruction to other road users or other members of the public, for the purpose of protecting life or property (including the vehicle and its load) or for other similar purposes
19 Passenger vehicle driven by a constable	A passenger carrying vehicle when it is being driven by a constable for the purpose of removing or avoiding obstruction to other road users or other members of the public, for the purpose of protecting life or property (including the vehicle and its load) or for other similar purposes
20 Fire services for the Crown	A vehicle designed for fire-fighting or fire salvage purposes which is the property of, or for the time-being under the control of, the Secretary of State for Defence, when being driven by a member of the armed forces of the Crown
21 Armed forces work of national importance	A vehicle being driven by a member of the armed forces of the Crown in the course of urgent work of national importance in accordance with an order of the Defence Council in pursuance of the Defence (Armed Forces) Regulations 1939 which were continued permanently in force, in the form set out in Part C of Schedule 2 to the Emergency Laws (Repeal) Act 1959, by section 2 of the Emergency Powers Act 1964
22 Armoured vehicle	An armoured vehicle other than a track-laying vehicle which is the property of, or for the time being under the control of, the Secretary of State for Defence

Appendix B The driver CPC syllabus contained in Directive 2003/59/EC

List of subjects

The knowledge to be taken into account by member states when establishing the driver's initial qualification and periodic training must include some of the subjects in this list. Trainee drivers must reach the level of knowledge and practical competence necessary to drive in all safety vehicles of the relevant licence category. The minimum level of knowledge may not be less than level 2 of the training-level structure provided for in Annex I to Decision 85/368/EEC I, ie the level reached during compulsory education, supplemented by professional training.

1 Advanced training in rational driving based on safety regulations

All licences

1.1 Objective: to know the characteristics of the transmission system in order to make the best possible use of it.

- Curves relating to torque, power, and specific consumption of an engine, area of optimum use of revolution counter, gearbox-ratio cover diagrams

1.2 Objective: to know the technical characteristics and operation of the safety controls in order to control the vehicle, minimise wear and tear and prevent disfunctioning.

- Specific features of hydraulic vacuum servobrake circuit, limits to the use of brakes and retarder; combined use of brakes and retarder; making better use of speed and gear ratio, making use of vehicle inertia, using ways of slowing down and braking on downhill stretches, action in the event of failure

1.3 Objective: ability to optimise fuel consumption.

- Optimisation of fuel consumption by applying know-how as regards points 1.1 and 1.2

Licences C, C+E, CI, CI+E

1.4 Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use.

- Forces affecting vehicles in motion, use of gearbox ratios according to vehicle load and road profile, calculation of payload of vehicle or assembly, calculation of total volume, load distribution, consequences of overloading the axle, vehicle stability and centre of gravity, types of packaging and pallets; main categories of goods needing securing, clamping and securing techniques, use of securing straps,

checking of securing devices, use of handling equipment, placing and removal of tarpaulins

Licences D, D+E, DI, DI+E

1.5 Objective: ability to ensure passenger comfort and safety.

- Adjusting longitudinal and sideways movements, road sharing, position on the road, smooth braking, overhang operation, using specific infrastructures (public areas, dedicated lanes), managing conflicts between safe driving and other roles as a driver, interacting with passengers, peculiarities of certain groups of passengers (disabled persons, children)

1.6 Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use.

- Forces affecting vehicles in motion, use of gearbox-ratios according to vehicle load and road profile, calculation of payload of vehicle or assembly, load distribution, consequences of overloading the axle, vehicle stability and centre of gravity

2 Application of regulations

All licences

2.1 Objective: to know the social environment of road transport and the rules governing it.

- Maximum working periods specific to the transport industry; principles, application and consequences of Regulations (EEC) No 3820/85 and (EEC) No 3821/85; penalties for failure to use, improper use of and tampering with the tachograph; knowledge of the social environment of road transport: rights and duties of drivers as regards initial qualification and periodic training

Licences C, C+E, CI, CI+E

2.2 Objective: to know the regulations governing the carriage of goods.

- Transport operating licences, obligations under standard contracts for the carriage of goods, drafting of documents which form the transport contract, international transport permits, obligations under the Convention on the Contract for the International Carriage of Goods by Road, drafting of the international consignment note, crossing borders, freight forwarders, special documents accompanying goods

Licences D, D+E, DI, DI+E

2.3 Objective: to know the regulations governing the carriage of passengers.

- Carriage of specific groups of passengers, safety equipment on board buses, safety belts, vehicle load

3 **Health, road and environmental safety, service, logistics**

All licences

3.1 Objective: to make drivers aware of the risks of the road and of accidents at work.

- Types of accidents at work in the transport sector; road accident statistics, involvement of lorries/coaches, human, material and financial consequences

3.2 Objective: ability to prevent criminality and trafficking in illegal immigrants.

- General information, implications for drivers, preventive measures, check list, legislation on transport operator liability

3.3 Objective: ability to prevent physical risks.

- Ergonomic principles; movements and postures which pose a risk, physical fitness, handling exercises, personal protection

3.4 Objective: awareness of the importance of physical and mental ability.

- Principles of healthy, balanced eating, effects of alcohol, drugs or any other substance likely to affect behaviour; symptoms, causes, effects of fatigue and stress, fundamental role of the basic work/rest cycle

3.5 Objective: ability to assess emergency situations.

- Behaviour in an emergency situation, assessment of the situation, avoiding complications of an accident, summoning assistance, assisting casualties and giving first

aid, reaction in the event of fire, evacuation of occupants of a lorry/bus passengers, ensuring the safety of all passengers, reaction in the event of aggression; basic principles for the drafting of an accident report

3.6 Objective: ability to adopt behaviour to help enhance the image of the company.

- Behaviour of the driver and company image: importance for the company of the standard of service provided by the driver; the roles of the driver; people with whom the driver will be dealing, vehicle maintenance, work organisation, commercial and financial effects of a dispute.

Licences C, C+E, CI, CI+E

3.7 Objective: to know the economic environment of road haulage and the organisation of the market.

- Road transport in relation to other modes of transport (competition, shippers), different road transport activities (transport for hire or reward, own account, auxiliary transport activities), organisation of the main types of transport company and auxiliary transport activities, different transport specialisations (road tanker; controlled temperature, etc), changes in the industry (diversification of services provided, rail-road, subcontracting, etc)

Licences D, D+E, DI, DI+E

3.8 Objective: to know the economic environment of the carriage of passengers by road and the organisation of the market.

- Carriage of passengers by road in relation to other modes of passenger transport (rail, private car), different activities involving the carriage of passengers by road, crossing borders (international transport), organisation of the main types of companies for the carriage of passengers by road

Appendix C Sample letter to goods vehicle drivers

Dear

Driver CPC

As you may be aware, European legislation will introduce an additional driver qualification from 10 September 2009 for professional lorry drivers.

What is a driver CPC?

'CPC' stands for Certificate of Competence. It should not be confused with the Transport Manager CPC, which is a different qualification. The driver CPC aims to maintain high driving standards and improve road safety and will be needed in addition to your large goods vehicle (lgv) driving licence. The qualification can cover operational subjects such as fuel efficiency, customer care, and compliance with drivers' hours and working time rules.

Two types of driver CPC – initial and periodic

There are two very different types of driver CPC and the key differences are listed below.

	Initial driver CPC	Periodic driver CPC
Who?	New drivers only	All drivers
When?	Once at start of career	Every five years throughout career
How?	By test	By attendance

The initial driver CPC is the only one which involves a compulsory test, and that applies only to new drivers who obtain their vocational driving licence (C1, C1+E, C or C+E) after 10 September 2009. Drivers who already hold a vocational driving licence on 10 September 2009 have acquired rights – so they do not have to take the initial test.

The periodic driver CPC required by all drivers is obtained by attending at least 35 hours of approved training within every five year period of their driving careers. There is no compulsory test element to this training so drivers cannot 'fail' the periodic driver CPC. The first five-year period runs from 10 September 2009 to 9 September 2014 for acquired rights drivers. For new drivers the first five-year period starts on the date that they obtained their initial driver CPC.

What does this mean to me?

Because you are an acquired rights driver you will not be asked to take the initial test. But you must obtain your periodic driver CPC by September 2014. If you don't you will not be able to drive an lgv professionally and we would be breaking the law if we allowed you to drive without the qualification.

How will I achieve my periodic driver CPC?

As an acquired rights driver you will need to have completed at least 35 hours worth of approved training before 10 September 2014. This can be split into smaller courses, but each course must be at least seven hours long.

Every time you complete an approved course the training provider will update a central database controlled by the Driving Standards Agency. Once you have completed 35 hours of training the Driver and Vehicle Licensing Agency will issue you with a driver qualification card. This card must be carried with you whenever you drive a lorry.

What happens next?

[Communicate your policy on arranging and paying for training, if known]

We have some choice as to what subjects the courses will cover – such as drivers' hours, safe loading or customer care and we are currently looking at our options. As you can imagine there is a lot to consider.

Training undertaken before 10 September 2009 does not count towards your periodic CPC, so we have plenty of time to weigh up our options. We will contact you again to outline our plans in more detail, but in the meantime you have any questions, please contact your line manager.

Yours sincerely

Appendix D Example of a periodic training course layout

Please note: Whilst the directive does not stipulate the precise content of each course, the matrix below suggests a method for completing the form for the guidance of providers. It is meant to be illustrative and none of the timings/ contents are prescriptive in any way.

Timings	Content	Evaluation method	Resources/location	Reference to syllabus
15 minutes	Welcome and introduction		Classroom	Cross reference subject within syllabus ie 1.1.1
30 minutes	Explanation of the subject area and relevance to the job	Listen and ask questions	Whiteboard video	
60 minutes	Practical demonstration		Use of equipment/vehicle	
120 minutes	Interactive and practical activity, eg in-cab driving/ manual handling	Demonstration of practical competence or completion of questionnaire	Use of equipment/vehicle	
45 minutes	Lunch			
120 minutes	New topic or continued interactive activity	Listen and ask questions practical demonstration	Use of equipment/vehicle	
45 minutes	Discussion and clarification of course content	Questions and answers on course content		
15 minutes	Course evaluation – what have the drivers learnt from the course?	Complete course evaluation		
15 minutes	Did the drivers benefit from the training/what could have been better/what was good?	Compete feedback form		
Total time = 7 hours				



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