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# Driver CPC

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## **DRIVER CERTIFICATE OF PROFESSIONAL COMPETENCE**

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### **WHAT IS DRIVER CPC?**

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Driver CPC is short for “Driver Certificate of Professional Competence”.

The EU passed the Driver CPC EU Directive in 2003. This affects all professional LGV and PCV drivers. For new drivers it introduces a new initial qualification, the Driver CPC, which increases the level of knowledge that drivers need before they can drive.

All drivers, new and existing, now have to undertake 35 hours of training every five years to ensure that their Driver CPC remains valid. This is known as Periodic Training.

Periodic Training is designed to confirm, and expand on, the existing knowledge and skills of each driver to ensure that they continue to be safe, courteous and fuel-efficient drivers.

This will also enable drivers to keep up-to-date with ever changing regulations and to benefit from training throughout their whole career.

### **WHEN DID DRIVER CPC COME INTO EFFECT?**

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| ▶ For bus and coach drivers                  | 10 September 2008 |
| ▶ For lorry; and Van drivers (over 3.5 tons) | 10 September 2009 |

### **ARE MY DRIVERS AFFECTED?**

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Driver CPC applies to all new and existing drivers who wish to drive professionally and who require an LGV or PCV licence in order to do their job, except those covered by an exemption (see “Exemptions” on page 3).

### **WILL DRIVERS BE ABLE TO DRIVE PROFESSIONALLY WITHOUT THEIR DRIVER CPC QUALIFICATION?**

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The simple answer is "No", unless drivers are covered by one of the exemptions on page 3.



## EXEMPTIONS

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Our current understanding is that the Driver CPC directive does not apply to drivers of:

- ▶ vehicles with a maximum authorised speed not exceeding 45 km/h
- ▶ vehicles used by or under the control of the armed forces, civil defence, the fire service and forces responsible for maintaining public order
- ▶ vehicles undergoing road tests for technical development, repair or maintenance purposes, or of new or rebuilt vehicles which have not yet been put into service
- ▶ vehicles used in states of emergency or assigned to rescue missions
- ▶ vehicles used in the course of driving lessons for any person wishing to obtain a driving licence or Driver CPC
- ▶ vehicles used for non-commercial carriage of passengers or goods for personal use
- ▶ vehicles carrying material or equipment to be used by the driver in the course of his or her work, provided that driving the vehicle is not the driver's principal activity.

This list is not necessarily exhaustive and is intended only as a guide. It is recommended that in all cases where it is felt an exemption applies, drivers and operators seek specialist independent legal advice.

## HOW DOES IT AFFECT YOUR DRIVERS?

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### EXISTING DRIVERS (PCV)

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All drivers of PCV vehicles, who held a category D, D1, D+E or D1+E licence at 10 September 2008, will need to complete the 35 hours of periodic training before **10 September 2013**, unless exempt (see above). This also includes drivers who hold D1 entitlement by virtue of passing a car test pre-1997.

After this, they will need to undertake a further 35 hours of training in every subsequent five year period in order to retain their Driver CPC.



## **EXISTING DRIVERS (LGV)**

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All drivers of LGV vehicles, who held a category C, C1, C+E or C1+E licence at 10 September 2009, will need to complete the 35 hours of periodic training before **10 September 2014**, unless exempt (see 'Exemptions' on page 3).

This also includes drivers who hold C1 entitlement by virtue of passing a car test pre-1997 and drivers who hold HGV class 1, 2 or 3, gained prior to 1991. After this, they will need to undertake a further 35 hours of training in every subsequent five year period in order to retain their Driver CPC.

## **NEW DRIVERS**

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New drivers have to pass the initial Driver CPC qualification before being able to drive professionally. This can be taken at the same time as the normal driving theory and practical tests. Lower driving age limits also apply for those who achieve their Driver CPC.

New drivers who gain their initial Driver CPC after 10 September 2008 (PCV) or 10 September 2009 (LGV) will immediately begin their cycle of periodic training upon receipt of their Driver Qualification Card (DQC) and will need to complete 35 hours of training within five years of attaining their initial Driver CPC and then complete 35 hours of training every subsequent five years in order to retain their Driver CPC.

## **DRIVERS WHO HOLD BOTH A PCV AND LGV LICENCE**

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Drivers with both PCV and LGV licences will have to complete only one course of 35 hours of Periodic Training every five years; they will not have to undertake 35 hours of training for each licence category.

## **DRIVERS WITH LGV/PCV LICENCES FROM OTHER COUNTRIES**

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Periodic Training must be completed in the country of employment or residence. Drivers from other countries, who are based in the UK, can undertake Periodic Training in the UK if residing here for longer than six months in a calendar year. Training completed in another EU state, where employed or resident, will count towards Periodic Training in the UK.



## **PERIODIC TRAINING FOR NEW & EXISTING DRIVERS**

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### **What is periodic training?**

Periodic training is continuing professional development for bus, coach and lorry drivers. It carries on throughout the professional driver's career, no matter how infrequently they drive.

### **How much training is required?**

All drivers must undertake 35 hours of training in every five year period. The minimum length of a training course that contributes to the Periodic Training requirement is 7 hours. This can be delivered as one 7 hour course or two 3½ hour courses delivered within a 24 hour period.

### **How is it delivered?**

STC can provide a range of approved courses. The training can be completed in flexible 7 hour blocks. Only courses approved by the Joint Approvals Unit for Periodic Training (JAUPT) count towards the 'Periodic Training' that is required by drivers to maintain their Driver CPC Driver Qualification Card.

The seven hours excludes any breaks; only direct training and contact time (time with a trainer) count towards the Periodic Training requirement.

## **WHY DO YOU NEED TO THINK ABOUT THIS NOW?**

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With approximately 1,000,000 drivers in the UK affected, it is estimated that if drivers leave their periodic training until close to the deadlines, there will not be sufficient training provision available to provide everyone with the required periodic training. So employers need to start putting their drivers through their periodic training now. This also enables employers to release drivers for one or two days a year before the deadline, or save money by putting drivers through a 5 day block of training (see 'Five Day Block' on page 6)



### **Five Day Block (Monday – Friday)**

If you have drivers within ten years of retirement or drivers who are likely to remain with you for a number of years, this may be the most cost effective option for you, because drivers who complete their training early in the first five year periodic training period are not required to train again until towards the end of the second five year period i.e. 10 September 2018 for PCV and 10 September 2019 for LGV drivers. STC offer discounts for drivers booked on a five day block course.

### **One Day Per Year or Combination of Days Over 5 Years**

STC have a scheduled programme throughout the year offering various courses applicable to the Periodic Training requirements. Your drivers can slot onto these courses one or two at a time in a way which suits you as their employer.

### **Venues for Periodic Training**

We have our own fully equipped training centre in Mill Hill, North London and have access to a number of other venues around the UK where periodic training can be provided. If you have access to your own training rooms that meet the JAUPT's Driver CPC requirements, it may be possible to provide some of the courses on your site. Our scheduled courses are currently all provided from our Training Centre in North London.

### **Classroom Based Courses**

To keep the training as cost effective as possible, all of the courses detailed in this brochure are classroom based.

### **Bespoke/In-cab Courses**

If there are other programmes of training that are not listed in this brochure or in-cab training that you would like us to provide as part of your Driver CPC programme, it may be possible for us to seek approval so that these can qualify as Periodic Training for your drivers (please contact us for details). There is an additional cost and courses do have to meet certain criteria, but we are happy to advise you if this option is of interest.



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## **REVERSING VEHICLES : 3½ HOURS**

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### **AIM**

To enable drivers to reverse safely with/without an assistant.

### **OBJECTIVES**

By the end of the programme delegates will be aware of:

- ▶ Role of the Driver Whilst Reversing
- ▶ Accident Data – HSE/FTA Statistics
- ▶ The Crush Zone
- ▶ T.H.I.N.K.
- ▶ Reversing Issues
- ▶ When a Reversing Assistant should be used
- ▶ Joint Understanding
- ▶ Signals to be used
- ▶ Safety Points
- ▶ Normal/Straight Reversing

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## **EMERGENCY FIRST AID AT WORK : 7 HOURS**

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### **AIM**

To enable drivers to manage and treat a first aid emergency and gain a recognised First Aid qualification.

### **OBJECTIVES**

By the end of the programme delegates will be aware of:

- ▶ Role of a First Aider
- ▶ The Unconscious Casualty
- ▶ Resuscitation
- ▶ Airway and Breathing Problems
- ▶ Circulation Disorders: Shock, Heart Attacks, Strokes
- ▶ Treatment of Internal/External Bleeding
- ▶ Head Injuries
- ▶ Burns
- ▶ Soft Tissue Injury Sprains and strains

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## **FIRST AID – EMERGENCY TREATMENT : 3½ HOURS**

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### **AIM**

To enable drivers to manage and treat a first aid emergency.

### **OBJECTIVES**

By the end of the programme delegates will be aware of:

- ▶ Introduction to First Aid
- ▶ Action Planning
- ▶ Problems Associated with road Accidents
- ▶ Incident and Casualty Management



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## **FIRE SAFETY AWARENESS : 3½ HOURS**

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### **AIM**

To enable drivers to reduce the risk of fire and be aware of actions to take in the event of a vehicle/workplace fire.

### **OBJECTIVES**

By the end of the programme delegates will be aware of:

- ▶ Nature of Fire
- ▶ Triangle of Fire
- ▶ Danger from Smoke
- ▶ Flame Spread
- ▶ Common Causes of Fire in the Vehicle/Workplace
- ▶ Fire Extinguishing
- ▶ Measures to Reduce the Risk of Fire
- ▶ Action to take in the Event of Fire in a Vehicle/Workplace

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## **VEHICLE SAFETY CHECKS & HAZARD AWARENESS : 3½ HOURS**

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### **AIM**

To make drivers aware of their responsibilities and to identify the risks and promote a safety culture.

### **OBJECTIVES**

By the end of the programme delegates will be aware of:

- ▶ Legal Obligations
- ▶ Importance of Drivers Duties
- ▶ Employers & Drivers Responsibilities
- ▶ Specialist Equipment
- ▶ Working at Height
- ▶ Checking Hydraulics & Pipes
- ▶ Defect Reporting
- ▶ Risk Assessment
- ▶ Fitness & Health
- ▶ Vehicle Suitability/Condition/Safety Equipment
- ▶ Driver P.P.E
- ▶ Journey Planning/Weather Conditions
- ▶ Tiredness and Obstructive Sleep Apnoea (OSA)
- ▶ Risks of the road & Accidents at work
- ▶ Prevention of Criminal and Trafficking of illegal Immigrants
- ▶ Importance of physical and mental ability
- ▶ Assessing Emergency situations
- ▶ Basic Principles of the drafting of an Accident Report



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## **CUSTOMER CARE / COPING AT THE SHARP END : 7 HOURS**

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### **AIM**

To make drivers aware of how they can improve the company's image.  
To make drivers aware of how they can give customers a positive experience at the point of contact and provide drivers with the tools to deal with challenging/difficult customers.

### **OBJECTIVES**

By the end of the programme delegates will be aware of:

- ▶ Common Customer Relations Issues for Drivers
- ▶ Identify Internal/External Customer Types
- ▶ Behaviour to adopt to help enhance the image of the company
- ▶ The commercial and financial effects of a dispute
- ▶ Skills and Attitude
- ▶ Customer Care Rules
- ▶ Communication Skills
- ▶ Assertiveness
- ▶ Dealing with Difficult People
- ▶ Dealing with Conflict
- ▶ Handling aggressive or violent behaviour, threats and intimidation

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## **PASSENGER SAFETY FOR PASSENGER TRANSPORT : 7 HOURS**

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### **AIM**

To give drivers an awareness of the hazards associated with Coach/Bus/Mini bus transport and the hazards associated with fire on these types of vehicles and the requirements for safe boarding and evacuation of passengers in an emergency.

### **OBJECTIVES**

By the end of the programme delegates will be aware of:

- ▶ Health & Safety Public Service Vehicles
- ▶ Road Traffic Act
- ▶ The Duty and Care to Passengers
- ▶ General Checks
- ▶ Safety Checks
- ▶ Moving and Handling
- ▶ Common Injuries and their Causes
- ▶ Principles of Dealing with Passengers
- ▶ Risk Assessments
- ▶ Introduction to Accidents and Evacuation
- ▶ Fires on Public Transport
- ▶ How to Avoid Accidents



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## **SAVING FUEL AND DRIVING SAFELY : 7 HOURS**

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### **AIM**

To make drivers aware of how they can reduce fuel costs; reduce environmental impact and wear and tear on vehicles.  
To make drivers aware of factors that affect their own safety and that of other road users.

### **OBJECTIVES**

To reduce fuel costs; reduce environmental impact and wear and tear on vehicles.

- ▶ Enhancing the Image of the Company
- ▶ Driving Techniques
- ▶ Reaction Time
- ▶ Laws of Motion
- ▶ Reduce carbon and CO2 emissions
- ▶ Know the characteristics of the transmission system in order to make the best possible use of it
- ▶ Have the ability to optimise fuel consumption

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## **WORKING TIME & DRIVERS HOURS : 3½ HOURS**

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### **AIM**

To make drivers aware of the rules governing Working Time & Drivers Hours and the penalties for non-compliance.

### **OBJECTIVES**

By the end of the course delegates will be aware of:

- ▶ Working Time Limits
- ▶ Rules affecting Young Workers
- ▶ Exemptions
- ▶ Enforcements
- ▶ PCV/LGV Domestic Rules
- ▶ Breaks from Driving
- ▶ Record Keeping
- ▶ Tachographs



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## **MANUAL HANDLING : 3½ HOURS**

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### **AIM**

To give drivers an awareness of Manual Handling as it relates to their job.

### **OBJECTIVES**

By the end of the course delegates will be aware of:

- ▶ Introduction to Manual Handling
- ▶ The Cost of Injuries to the Industry/ NHS
- ▶ Manual Handling Regulations
- ▶ Types of Injuries
- ▶ Anatomy of the Back and Spine
- ▶ Risk Assessments

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## **WINTER SERVICE - UNIT 080 : HEALTH & SAFETY : 7 HOURS**

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### **AIM**

This programme is aimed at both existing Winter Service Operatives, who need re-assessment to re-new their City & Guilds/NEREO registration, and for new or inexperienced operatives who are seeking City & Guilds/NEREO registration for the first time.

### **OBJECTIVES**

By the end of the programme delegates will be aware of:

- ▶ Relevant Health and Safety Legislation
- ▶ Winter maintenance risk assessment
- ▶ Drivers' duties and pre-start checks
- ▶ Drivers' hours and working hours
- ▶ Use of de-icing materials on the highway
- ▶ Emergency procedures
- ▶ Snow clearing at Level Crossings
- ▶ Snow ploughing
- ▶ Loading plant
- ▶ Plough fitting – theory



## PERIODIC TRAINING COSTS

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Our courses are competitively priced with significant savings for those booking a 5 day (35 hour) course, to complete their renewal requirements in a one week block.

There are also further discounts for Group Bookings and for Organisations booking more than 50 driver days of training at one time. Costs include the fee for registering all training provided on the national Driver CPC Recording and Evidencing Database.

## ENFORCEMENT

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Fixed penalties for employers of £1,000 per offence for failing to comply with the Driver CPC regulations i.e. a driver failing to carry a valid Driver CPC Driver Qualification Card. The driver also receives a fine which doubles with any subsequent offences.

## WHAT TO DO NEXT

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If you would like to discuss your training needs relating to Driver CPC, please contact Karen Thompson or Tim Bottoms. They will be happy to explain the requirements and assist you in putting in place a programme that is relevant to your drivers and the vehicles that you are required to operate.

