



**UK**  
Driver  
**CPC**  
Network Ltd

# What The Truck?

UK Driver  
**CPC**  
Network Ltd

NEW DRIVER GUIDE Your guide to gaining both your Initial and Periodic Driver CPC. Including...

Module 1 : Theory - Hazard Perception

Module 2 : Theory - Case Studies

Module 3 : Practical - Driving Test

Module 4 : Practical - Demo

35 HOUR PERIODIC DRIVER CPC

ONLINE 35 HOUR PERIODIC CPC

TRANSPORT MANAGER CPC

## Easy Step By Step Guide!



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Version 3.2 October 30th 2023

**INCLUDES MOST RECENT  
GOVERNMENT HGV  
DRIVER SHORTAGE  
CHANGES!**

# NEW DRIVER GUIDE

Your guide to gaining your Driver CPC.

And Becoming A Lorry Driver.

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# 10 Top Driver CPC Hacks for Drivers!

## Getting you from zero to hero (on the road)!

Hold tight, drivers! Before we dive into our top hacks, remember, this is the quick 'n' dirty version. Need us to spill more beans on any of these points? Just dart to the corresponding section in this guide. Now, without further ado:

1. **Book Early, Stress Less:** Aim for as far before the deadline (9th September 2024) as possible. Procrastinators, you've been warned!
2. **Quality Over Pennies:** Cheapest isn't always the best, especially with DCPC. If it sounds too good to be true, it probably is.
3. **First Contact:** Opt for email or the website's enquiry form when reaching out to the training company, rather than the phone.
4. **Know Your DCPC:** Get the low-down on the differences between Initial and Periodic DCPC.
5. **License Literacy:** Decipher your driver's license yourself; don't leave it to training companies to interpret.
6. **Prep Those Queries:** Got burning questions? Speak up! Instructors appreciate relevant queries; they can be a learning moment for everyone.
7. **DVSA & You:** Set up an online account with DVSA to keep an eye on your training record. Need help? Ask your instructor.
8. **Golden Rule:** Respect goes both ways. Treat your instructor and training staff with kindness and patience.
9. **Confirm & Prep:** Check that joining instructions email! It's your roadmap to training day success. Understand start times, locate the venue, and aim to arrive early. Last-minute rushes? Not today!
10. **Document Ready:** Bring your license. It sounds like a no-brainer, but you'd be surprised how often it's forgotten!



# 10 Top Driver CPC Hacks for Managers!

## Because managers need hacks too!

Listen up, elite managers of the transport brigade! This is your cheat sheet. But, if you're craving the nitty-gritty on any of these hacks, dive into the relevant section of this guide. Let's get cracking:

1. **Early Birds & Worms:** Get your drivers booked well before the deadline (9th September 2024). The worm, in this case, is a stress-free manager.
2. **Penny Wise:** Remember, cheapest isn't always best with DCPC. That suspiciously low-priced training company? There's likely a reason for their rates.
3. **Reach Out Right:** Use email or the training company's website form to make initial contact. (Rather than by phone).
4. **Driver Roster:** Before you make contact (online), know your list of drivers like the back of your hand.
5. **Module Madness:** Also, have a clear record of drivers' completed modules prior to contacting the training company.
6. **DCPC Dynamics:** Make sure you're crystal clear on the differences between Initial and Periodic DCPC.
7. **License Lingo:** Understand the licenses your drivers hold. Don't expect training companies to do this for you.
8. **Timing is Everything:** Don't be that manager who thinks a last-minute, large booking guarantees a discount. It doesn't.
9. **£££ Saver Tip:** Courses rarely max out. Agree with the training company in advance to fill last-minute slots at a reduced rate. Have a driver ready to swoop in and save!
10. **Paperwork Check:** It's simple but crucial. Ensure your drivers show up with their licenses.

# NEW DRIVER GUIDE

Your guide to gaining your Driver CPC.

## Become A Lorry Driver. - IMPORTANT! Understanding your Drivers Licence.

The biggest single factor in understanding which training and / or tests you need is understanding your drivers licence. In particular the back of the drivers licence.

### Check the date next to your C1 entitlement (if you have C1) in Column 10

So that means for HGV Drivers or drivers wanting to drive HGV (or now referred to as LGV) truck (or lorries) you need to know the date you gained entitlement to C1 category.

Or if you haven't got a date next to C1 on the back of your licence you are basically starting from scratch and need to do all four modules of the 'Initial Driver CPC'.



9. CATEGORIES	10. VALID FROM	11. VALID TO	12. RESTRICTIONS
AM	DD.MM.YY	DD.MM.YY	
A1			
A2			
A	DD.MM.YY	DD.MM.YY	
B1	DD.MM.YY	DD.MM.YY	
B	DD.MM.YY	DD.MM.YY	
C1	DD.MM.YY	DD.MM.YY	
C	DD.MM.YY	DD.MM.YY	
D1	DD.MM.YY	DD.MM.YY	
D	DD.MM.YY	DD.MM.YY	
BE			
C1E			
CE			
D1E			
DE			
0300	DD.MM.YY	DD.MM.YY	

If the date on your C1 is before 09/09/2009 you can go straight to the guaranteed pass 35 hours periodic training.

If your date of C1 is after 09/09/2009 you may need to do 'Initial Driver CPC'.

If the date of C1 is after 09/09/2009 and you have already completed 'Initial Driver CPC' but your expiry date on your Driver Qualification Card is nearing (or has expired) you then join the other drivers with 'grandfathers right' and need to do the 35 hours periodic training to renew your card.

# NEW DRIVER GUIDE

Your guide to gaining your Driver CPC.

Drivers licence categories explained.....

## Drivers Licence Category Guide

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C1



### Medium-sized vehicles Category C1

You can drive vehicles weighing between 3,500 and 7,500kg (with a trailer up to 750kg) Cat C1  
A Rigid Medium Goods Vehicle is also known as a Rigid up to 7½ tonne.

C



### Large vehicles Category C

You can drive vehicles over 3,500kg (with a trailer up to 750kg).  
A Rigid Large Goods Vehicle is also known as Class 2 or Rigid over 7½ tonne.

C1E



### Medium-sized vehicles Category C1+E

You can drive C1 category vehicles with a trailer over 750kg, but the trailer - when fully loaded - can't weigh more than the vehicle.  
The combined weight of both can't exceed 12,000kg.

CE



### Large vehicles Category C+E

You can drive category C vehicles with a trailer over 750kg.  
An Articulated Large Goods Vehicle is also known as Cat C+E, Class 1 or Artic.  
You can only apply for this licence once you have passed your Category C (Rigid, Class2).

## Minibuses

D1



### Minibuses Category D1

#### You can drive vehicles with:

no more than 16 passenger seats  
a maximum length of 8 metres  
a trailer up to 750kg

D1E



### Minibuses Category D1+E

You can drive D1 category vehicles with a trailer over 750kg, but the trailer - when fully loaded - can't weigh more than the vehicle.

The combined weight of both can't exceed 12,000kg.

## Buses

D



### Buses Category D

A bus or Coach also known as a PCV  
it must have more than 8 passenger seats.

You can drive any bus with more than 8 passenger seats  
(with a trailer up to 750kg).

DE



### Category D+E

A bus or Coach with a trailer over 750kg  
also known as a PCV  
it must have more than 8 passenger seats.

You can drive D  
category vehicles with a trailer over 750kg.

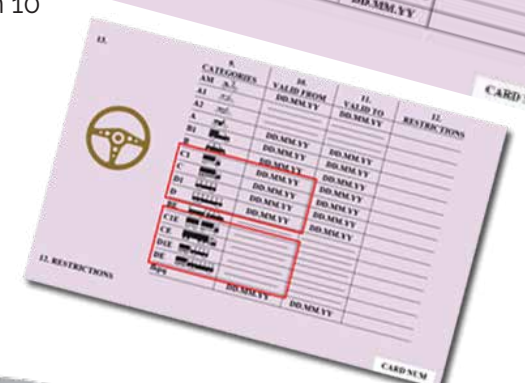
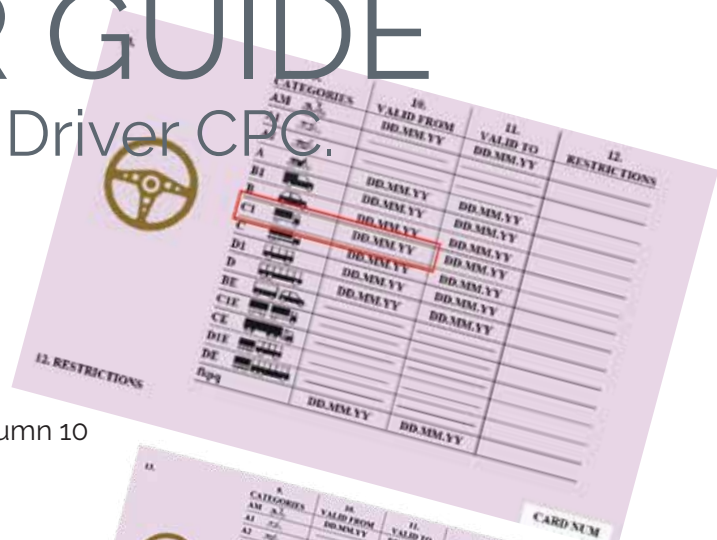
# NEW DRIVER GUIDE

Your guide to gaining your Driver CPC

And Becoming A Lorry Driver.

Which Route Do You Go Down For Your Driver CPC?  
It is dependent on these two factors....

1. When you passed your car test and
2. The date next to your C1 entitlement (if you have C1) in Column 10



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Home

## Vehicles you can drive

[Start again](#)

1 What kind of vehicle do you want to drive  
Medium-sized vehicles (category C1) [Change this answer](#)

2 Do you have a full UK car driving licence?  
Yes [Change this answer](#)

3 When did you pass your car driving test?

Before 1 January 1997

On or after 1 January 1997

[Next step](#)

# C1



Large Van or Ambulance,  
over 3500kg  
Gross Weight  
but under  
7500kg.



## SO YOU WILL FALL INTO ONE OF THESE 3 CATEGORIES.... INITIAL DRIVER CPC: All 4 Modules £1400.00+

C1 is 3.5 ton up to 7.5 ton - It is the lowest truck category. If you DO NOT have a date in column 10 on the reverse of your licence next to C1 category? (Just a line though it) You are a "NEW DRIVER" and need all 4 Modules of the INITIAL Driver CPC to complete your Driver CPC (and acquire your C1 licence category).

## NEW DRIVER PACKAGE Modules 2+4 £395.00

C1 is 3.5 ton up to 7.5 ton - Is the lowest truck category.  
Do you have C1 and a date in column 10 on the reverse of your licence AFTER 09/09/2009 ? If so you are a "NEW DRIVER" and need all 4 Modules of the INITIAL Driver CPC to complete your Driver CPC You must have completed Modules 1+3 but now need to complete Modules 2+4.

## "GRANDFATHER RIGHTS": 35 HOUR COURSE £400.00

C1 is 3.5 ton up to 7.5 ton - Do you have C1 and a date in column 10 on the reverse of your licence before 10/09/2009 ? If so you have acquired rights and need a 35 hour Periodic Training Course to complete your Driver CPC.

**AFTER THAT ALL DRIVERS MUST COMPLETE 35 HOURS (5 DAYS) EVERY 5 YEARS (FROM DATE ON DCQ)**



C is the next category up it's 7.5 tonne upwards and also know as a "Rigid".  
between 7500kg - 32,000kg GVW.

CE is the next category up. Also known as Class 1 or "Artic" (Articulated Lorry). The largest articulated truck or lorry, upto 44,000kg max weight.



# NEW DRIVER GUIDE

Your guide to gaining your Driver CPC.

And Becoming A Lorry Driver.

So now you should know whether you are a new driver... and need Initial Driver CPC...

(these 4 tests have a pass or fail element to them)

or whether you can jump straight to Periodic Driver CPC...

(Guaranteed pass. Attendance only, but you do need to attend all 5 days x 7 hours)

or if you have done the above you may need to your next set of 35 hours (Periodic) training to stay legal and renew your DQC.

(Guaranteed pass. Attendance only, but you do need to attend all 5 days x 7 hours).

**Module 1 : Theory - Hazard Perception**

**Module 2 : Theory - Case Studies**

**Module 3 : Practical - Driving Test**

**Module 4 : Practical - Demo**

**35 HOUR PERIODIC DRIVER CPC**

**REFRESH 35 HOUR PERIODIC DRIVER CPC**

## Proposed Changes to DCPC

Latest changes proposed may include:

DRIVER CPC REVIEW - UPDATE 13th DEC 2021

There is currently ongoing (late 2021) a Driver CPC Review with the Department for Transport (DfT) Topics discussed from the first meeting held between industry stakeholders and the DfT were as follows:

Review expected to conclude end of January 2022. At this time the DfT will give an official report to the Minister

There will be 3 or 4 stakeholder meetings – the next one takes place in early December

It is expected that changes will need legislation and therefore this will largely dictate the pace of change Drivers will be consulted and their evidence included in the feedback to the Minister

Issues discussed in the meeting included the importance of employers paying for their drivers' training and paying them whilst attending the training, elearning,

7 hours being too long, quality of the training, assessments, who should be 'in-scope' of DCPC – should it be any professional, vocational driver? And the need to look at a way to get drivers back into the industry by doing less than 35 hours; as this is too onerous for drivers wanting to return for a short time.

We will update this page as things develop further.



For more information visit [www.ukdriver.co.uk](http://www.ukdriver.co.uk)

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# NEW DRIVER GUIDE

Your guide to gaining your Initial Driver CPC.

And Becoming A Lorry Driver.

## Getting qualified

To become a lorry, bus or coach driver you need to:

- \* Have a full car licence
- \* Be over 18 for lorries, or 24 for buses and coaches - but there are some exceptions)
- \* Get a professional driving qualification called the Driver Certificate of Professional Competence (CPC)



### Who needs the full Driver CPC

You must have the full Driver CPC if you drive a lorry, bus or coach as the main part of your job.

You need to pass 4 tests to get it.

### How to get and keep the full Driver CPC

1. Apply for a provisional lorry or bus licence.
2. Pass the 4 tests that make up Driver CPC to qualify.
3. Take 35 hours of periodic training every 5 years to stay qualified.
4. Sign a declaration every 5 years until you're 45 to show you still meet the medical standards.
5. Provide a medical report every 5 years after you're 45 to renew your driving licence - you need to do this every year when you reach 65.



If you are ex HM Armed Forces, there is a good chance you have already completed ...

**Module 1 : Theory - Hazard Perception**

**Module 3 : Practical - Driving Test**

Which means you only now need to pass...

**Module 2 : Theory - Case Studies**

**Module 4 : Practical - Demo**

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# NEW DRIVER GUIDE

## Applying for your provisional lorry licence.

### Applying for a provisional lorry or bus licence

The category of provisional licence you need depends on the type of vehicle you want to drive.  
How to apply

To apply, order forms D2 and D4 from DVLA.

The D4 form has to be filled in by a doctor.  
This could be either:

your GP - but an optician might need to fill in the section about your eyesight  
a private firm specialising in drivers' medical exams

Your doctor, optician or a private firm can charge you.



You can only apply for a provisional trailer (+E) licence when you've got the full licence for the vehicle you'll be driving.  
Send the forms

Send both forms and your photocard driving licence to DVLA. There's no application fee.  
You only need to include a passport-style colour photo and original identity documents if you have a paper driving licence. DVLA, Swansea. SA99 1BR  
How long it takes

You should get your driving licence within 3 weeks of DVLA getting your application. It can take longer if your health or personal details need to be checked.

**You automatically lose your lorry or bus licence if you lose your car licence!**

## When you don't need full Driver CPC.

3. When you don't need the full Driver CPC (see the section at the back of this guide please)

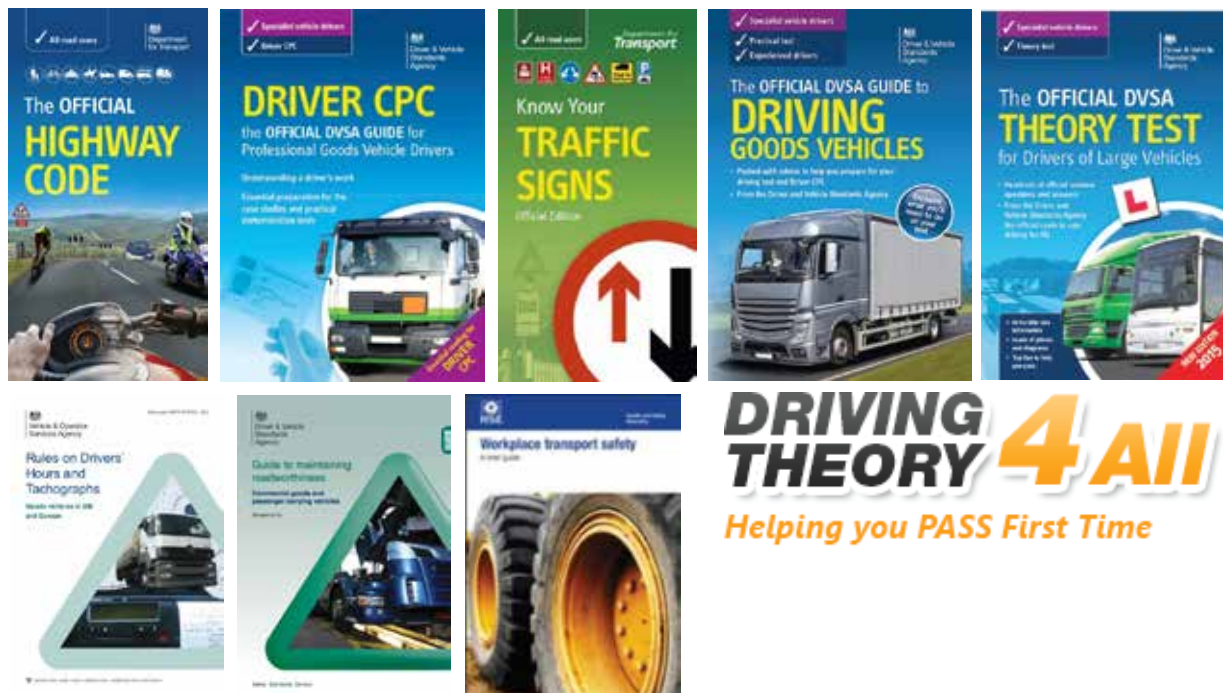
Who doesn't need the full Driver CPC You don't need the full Driver CPC if you:

- \* Don't want to drive for a living, eg you want to drive for a hobby or carry passengers or goods non-commercially for personal use
- \* Drive in other certain situations, eg taking your vehicle for a pre-booked annual test (MOT)

# REVISION GUIDE

## Guidance on Revision Resources.

Knowing where to look for the best revision resources can be difficult given the wide range of various guides out there. So we have put together this definitive list of what we feel you can benefit most from turning to before you start your revision process.



1. Highway Code
  2. Driver CPC: The Official DVSA Guide for Professional Goods Vehicle Drivers
  3. Know Your Road Signs (DfT)
  4. The Official DVSA Guide to Driving Goods Vehicles
  5. The Official DVSA Guide to Hazard Perception (DVD)
  6. The Official DVSA Theory Test for Drivers of Large Vehicles
  7. GV262: Rules of Drivers' Hours and Tachographs (Goods Vehicles)
  8. Guide to Maintaining Roadworthiness (DVSA)
  9. HSG136: Workplace Transport Safety (HSE)
  10. PUWER 98 (HSE)
  11. LOLER 98 (HSE)
- and finally 12. [www.drivingtheory4all.co.uk](http://www.drivingtheory4all.co.uk) (currently £18.00)

These books are either FREE to download or you can purchase for a few pounds on eBay or Amazon!

The GV262 is now online at:

<https://www.gov.uk/guidance/drivers-hours-goods-vehicles>

Guide to Maintaining Roadworthiness available online at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/321988/guide-to-maintaining-roadworthiness.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/321988/guide-to-maintaining-roadworthiness.pdf)

HSG136: Workplace Transport Safety is available online at:

[www.hse.gov.uk/pubns/indg199.pdf](http://www.hse.gov.uk/pubns/indg199.pdf)





# UK Driver CPC Network Ltd

## Module 1 :

### Initial Driver CPC : Theory - Hazard Perception

**There is a pass or fail element to this module.**

If you fail unfortunately you will have to pay and take it again. For this test the training company finds the next available test slot and books you in at your local government approved test centre. You need to keep an eye on your emails for full details of the time / date and location of the venue. Due to Covid restrictions and high demand due to driver shortage it may be to your advantage if you tell the training company booking you in that you are willing to travel and which dates you are able to attend.

After your test you must communicate with the training company as to the outcome of your test (email them your test results) so they can book your next test.

Good luck!

# MODULE 1

## Driver CPC part 1 test: theory (MODULE 1)

**Module 1 is a theory test. You travel to a designated test centre.**

At present there is no online version of this test (as of Oct 20th 2021).

Either we (or your training company) will organise the booking of this test.

Once you are booked in you will receive an email telling you where to go, on what date and what time.

There are many locations across the country.

Most are also used for car theory tests. (As well as bus).

**PLEASE NOTE THERE IS NOW A WAITING LIST DUE TO COVID - LOCKDOWN (AND DEMAND CREATED BY SHORTAGE OF DRIVERS). PLEASE ONLY BOOK IF YOU ARE IN A POSITION TO WAIT FOR TEST SLOTS TO BECOME AVAILABLE AND ARE ABLE TO BE FLEXIBLE IN TAKING TIME OFF WORK.**

**WE WILL ENDEAVOUR TO ENSURE YOU ARE BOOKED IN AT THE EARLIEST POSSIBLE OPPORTUNITY.**

# HIGHWAY CODE

## The Highway Code Changed on January 28th 2022

**One of the main changes that you need to be aware of as a HGV Driver is the hierarchy of road users.** You may (or may not be tested on this in your module 1 test) but these new changes certainly have been controversial in terms of potential new hazards whilst all road users have time to adapt.

Simple visit:

[www.gov.uk/government/news/the-highway-code-8-changes-you-need-to-know-from-29-january-2022](https://www.gov.uk/government/news/the-highway-code-8-changes-you-need-to-know-from-29-january-2022)

Or scan the QR Code to the right to take you straight there.



# MODULE 1

## Driver CPC part 1 test: theory (MODULE 1)

You can book the part 1 theory test of the Driver Certificate of Professional Competence (CPC) as soon as you've got your provisional licence.

The test is made up of 2 parts - multiple choice and hazard perception. You have to book both parts separately, but you can take them on the same day.

It does not matter which one you take first but you need to pass both within 2 years of each other to get your theory test certificate.

What to take to your test

You must bring one of the following:

- a Great Britain photocard driving licence
- a Northern Ireland photocard driving licence and paper counterpart
- an EU photocard driving licence (and paper counterpart, if you have one)

If you do not have a photocard driving licence, bring your paper licence and a valid passport.

Your test will be cancelled and you'll lose your fee if you do not bring the right documents.





# MODULE 1

## Driver CPC part 1 test: theory (MODULE 1)

### How the test works Multiple-choice questions part

You can take a practice test to find out how the test works.

The multiple-choice questions part lasts for 1 hour and 55 minutes, and the pass mark is 85 out of 100 questions.

### Hazard perception part

Watch a video about how the hazard perception part works.

You'll watch 19 videos, and there are 20 developing hazards to spot.

The pass mark is 67 out of 100. You cannot review your answers.  
Your test result

You'll be given a letter at the test centre with the results for the part of the theory test you've just taken.

When you've passed both parts, your theory test certificate will be posted to you. You need this when you book your Driver CPC part 3 driving test.

Your theory test certificate is valid for 2 years from when you passed the first part of the test.

You need to pass the Driver CPC part 3 driving test within 2 years, otherwise you'll have to pass the part 1 theory test again.  
If you fail the theory tests

You'll get a results letter with feedback telling you why you've failed.

You can book another theory test straight away, but you cannot take it for another 3 clear working days.

### Cancelled tests

You can apply for a refund of out-of-pocket expenses if the DVSA cancels your test at short notice. You'll get a results letter with feedback telling you why you've failed.

You can book another theory test straight away, but you can't take it for another 3 clear working days.

# COVID Guidelines

## Currently Covid 19 Guidance : As of October 20th 2021

Wearing a face covering at your test

In England, you can choose whether or not to wear a face covering at your test.

In Scotland and Wales, you must wear a face covering at your test. If you do not wear one, you must have a good reason, for example:

- you have a physical or mental illness, impairment or disability wearing it would cause you severe distress

Wearing glasses does not count as a good reason.

You need to say why you cannot wear a face covering when you book your test in Scotland and Wales. If you do not, and you come to your test without a face covering, your test will be cancelled.

If you've already booked your test and did not say that you cannot wear a face covering, contact the Driver and Vehicle Standards Agency (DVSA).

DVSA theory test booking support

Telephone: 0300 200 1122

Monday to Friday, 8am to 4pm

Find out about call charges

When you must not go to your test

You must not go to your test if either:

- you need to quarantine because you recently entered the UK
- you're self-isolating, for example because you tested positive for coronavirus (COVID-19)

Find out about:

- self-isolating in England
- self-isolating in Scotland
- self-isolating in Wales

You can change your theory test appointment for free if you need to self-isolate or quarantine on the day of your test.

This guidance may change please visit the official government webpage for the latest update:

<https://www.gov.uk/become-lorry-bus-driver/driver-cpc-part-1-theory-test>

# Important Changes Autumn 2021 ....

## Guidance - Drive an HGV or bus professionally while you're training

Apply to drive an HGV, bus or coach professionally for up to 12 months before taking all the qualifying tests if you're doing certain training courses.

From: Driver and Vehicle Standards Agency

Published 10 September 2008 Last updated 19 October 2021

Applies to England, Scotland and Wales

### **You normally need to pass 4 Driver Certificate of Professional Competence (CPC) tests before you're allowed to start driving a heavy goods vehicle (HGV), bus or coach professionally.**

If you're taking certain training courses, you can apply to start driving professionally after you pass both of these tests:

- Driver CPC part 1 (theory)
- Driver CPC part 3 (driving ability)

You can then drive professionally for up to 12 months before you take both of these tests:

- Driver CPC part 2 (case studies)
- Driver CPC part 4 (practical demonstration)

Doing this is called having a 'national vocational training (NVT) concession'.

Eligibility : To apply to defer taking the Driver CPC part 2 and 4 tests, you must have:

- passed the Driver CPC part 1 and part 3 tests
- not used an NVT concession before
- registered for an eligible training course or apprenticeship that lasts for at least 6 months and leads to a qualification

### **HGV Driver training courses**

**These courses are currently eligible:**

- Apprenticeship: Large goods vehicle (LGV) driver C and E (level 2)
- Highfield Level 2 Certificate in Driving Goods Vehicles
- Highfield Level 3 Diploma in Driving Goods Vehicles
- ICQ Level 2 Certificate in Driving Goods Vehicles
- Pearson Edexcel Level Certificate in Driving Goods Vehicles
- ProQual Level 2 Certificate in Driving Goods Vehicles
- SQA Level 2 Certificate in Driving Goods Vehicles
- SVQ in Driving Goods Vehicles at SCQF level 6

Other training courses - Your course may also be eligible if it's:

- at Level 2 or above on the Office of Qualifications and Examinations Regulation (Ofqual) register
- at Level 5 or above on the Scottish Credit and Qualifications Framework (SCQF)
- accredited by a national awarding body that's externally regulated by either Ofqual, the Scottish Qualifications Authority, or the Department of Education

Contact the Joint Approvals Unit for Periodic Training (JAUPT) to check if your course is eligible.

JAUPT enquiries

enquiries@jaupt.org.uk

Telephone: 0844 800 4184

Monday to Friday, 9am to 5pm

What it costs - It costs £25 to apply. If your application is unsuccessful you will not be refunded.

When you send your application form, you'll need to include this supporting evidence:

- a scan or photocopy of your Driver CPC part 1 (theory) certificate
- a scan or photocopy of your Driver CPC part 3 (driving ability) certificate
- proof of your registration on an eligible training course

<https://www.gov.uk/guidance/use-a-driver-cpc-national-vocational-training-nvt-concession>



# New Driver Package

## Details of our Module 2+4

### Whats included?

If you are ex military (either if you are leaving or have left) you will probably have gained your Modules 1+3 in the forces.

You will probably have qualified right up to artic categories on your licence.

You may have gained these categories training at bases such as Leckonfield.

We have a package to get you qualified!

**We will manage your bookings of your Module 2 and 4.**



If you are ex HM Armed Forces, there is a good chance you have already completed ...

- Module 1 : Theory - Hazard Perception**
- Module 3 : Practical - Driving Test**

Which means you only now need to pass...

- Module 2 : Theory - Case Studies**
- Module 4 : Practical - Demo**

## New Driver Package : £395.00 inc vat

We may also be able to help you claim the full cost back through your resettlement grant.

PLEASE NOTE THERE IS NOW A WAITING LIST DUE TO COVID - LOCKDOWN (AND DEMAND CREATED BY SHORTAGE OF DRIVERS). PLEASE ONLY BOOK IF YOU ARE IN A POSITION TO WAIT FOR TEST SLOTS TO BECOME AVAILABLE AND ARE ABLE TO BE FLEXIBLE IN TAKING TIME OFF WORK. WE WILL ENDEAVOUR TO ENSURE YOU ARE BOOKED IN AT THE EARLIEST POSSIBLE OPPORTUNITY AT THE CLOSEST AVAILABLE TEST CENTRE TO YOU.

[www.ukdrivercpccourses.co.uk/New-Drivers](http://www.ukdrivercpccourses.co.uk/New-Drivers)



# UK Driver CPC Network Ltd

## Module 2 :

### Initial Driver CPC : Theory - Case Studies

**There is a pass or fail element to this module.**

If you fail unfortunately you will have to pay and take it again. For this test the training company finds the next available test slot and books you in at your local government approved test centre. You need to keep an eye on your emails for full details of the time / date and location of the venue. Due to Covid restrictions and high demand due to driver shortage it may be to your advantage if you tell the training company booking you in that you are willing to travel and which dates you are able to attend.

After your test you must communicate with the training company as to the outcome of your test (email them your test results) so they can book your next test.

Good luck!

# MODULE 2

## Driver CPC part 2 test: case studies (MODULE 2)

**Module 2 is a theory test. You travel to a designated test centre.**

At present there is no online version of this test (as of Oct 20th 2021).

Either we (or your training company) will organise the booking of this test.

Once you are booked in you will receive an email telling you where to go, on what date and what time.

There are many locations across the country.

Most are also used for car theory tests. (As well as bus).

**PLEASE NOTE THERE IS NOW A WAITING LIST DUE TO COVID - LOCK DOWN (AND DEMAND CREATED BY SHORTAGE OF DRIVERS). PLEASE ONLY BOOK IF YOU ARE IN A POSITION TO WAIT FOR TEST SLOTS TO BECOME AVAILABLE AND ARE ABLE TO BE FLEXIBLE IN TAKING TIME OFF WORK.**

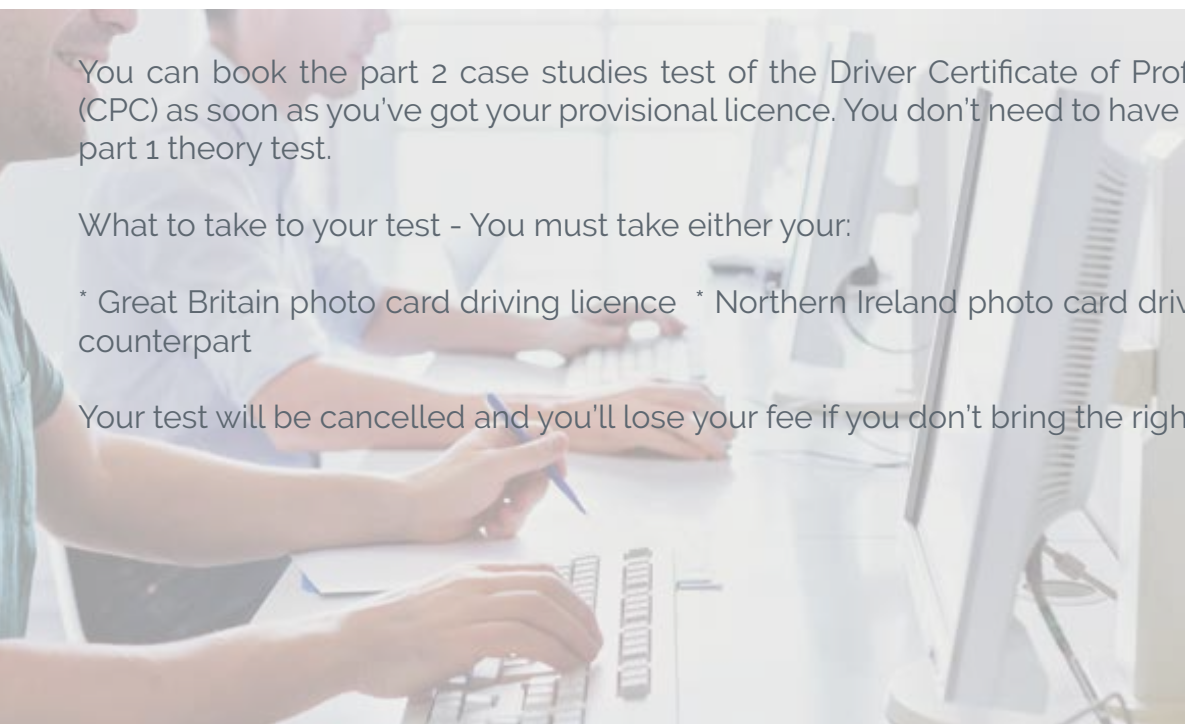
**WE WILL ENDEAVOUR TO ENSURE YOU ARE BOOKED IN AT THE EARLIEST POSSIBLE OPPORTUNITY.**

You can book the part 2 case studies test of the Driver Certificate of Professional Competence (CPC) as soon as you've got your provisional licence. You don't need to have passed the Driver CPC part 1 theory test.

What to take to your test - You must take either your:

\* Great Britain photo card driving licence \* Northern Ireland photo card driving licence and paper counterpart

Your test will be cancelled and you'll lose your fee if you don't bring the right documents.



# MODULE 2

## Driver CPC part 2 test: case studies (MODULE 2)

You can book the part 2 case studies test of the Driver Certificate of Professional Competence (CPC) as soon as you've got your provisional licence. You don't need to have passed the Driver CPC part 1 theory test.

What to take to your test - You must take either your:

\* Great Britain photocard driving licence \* Northern Ireland photocard driving licence and paper counterpart

Your test will be cancelled and you'll lose your fee if you don't bring the right documents.

### How the test works

The test is made up of 7 case studies you work through on a computer. The case studies are short stories based on situations that you're likely to come across in your working life.

You'll be asked between 6 and 8 multiple-choice questions on each case study.

The test lasts for 1 hour and 15 minutes, and the pass mark is 40 out of 50.

Your test result

You'll get a letter with the results at the test centre.

You need the test pass reference number when you book your Driver CPC part 4 practical demonstration test.

The pass letter is valid for 2 years.

You need to pass the Driver CPC part 4 practical demonstration test within 2 years, otherwise you'll have to pass the part 2 case studies test again.

If you fail the test

You'll get a result letter with feedback telling you why you've failed.

You can book another case studies test straight away, but you cannot take it for another 3 clear working days.  
Cancelled tests

You can apply for a refund of out-of-pocket expenses if DVSA cancels your test at short notice.





# COVID Guidelines

## Currently Covid 19 Guidance : As of October 21st 2021

Wearing a face covering at your test

In England, you can choose whether or not to wear a face covering at your test.

In Scotland and Wales, you must wear a face covering at your test. If you do not wear one, you must have a good reason, for example:

- you have a physical or mental illness, impairment or disability
- wearing it would cause you severe distress

Wearing glasses does not count as a good reason.

You need to say why you cannot wear a face covering when you book your test in Scotland and Wales. If you do not, and you come to your test without a face covering, your test will be cancelled.

If you've already booked your test and did not say that you cannot wear a face covering, contact the Driver and Vehicle Standards Agency (DVSA).

DVSA theory test booking support

Telephone: 0300 200 1122

Monday to Friday, 8am to 4pm

Find out about call charges

When you must not go to your test

You must not go to your test if either:

- you need to quarantine because you recently entered the UK
- you're self-isolating, for example because you tested positive for coronavirus (COVID-19)

Find out about:

- self-isolating in England
- self-isolating in Scotland
- self-isolating in Wales

You can change your theory test appointment for free if you need to self-isolate or quarantine on the day of your test.

This guidance may change please visit the official government webpage for the latest update:

<https://www.gov.uk/become-lorry-bus-driver/driver-cpc-part-2-case-studies-test>



# UK Driver CPC Network Ltd

## Module 3 :

### Initial Driver CPC : Practical - Driving Test

If you fail unfortunately you will have to pay and take it again. For this test the training company finds the next available test slot and books you in at the approved test centre. You need to keep an eye on your emails for full details of the time / date and location of the venue. Due to Covid restrictions and high demand due to driver shortage it may be to your advantage if you tell the training company booking you in that you are willing to travel and which dates you are able to attend.

After your test you must communicate with the training company as to the outcome of your test (email them your test results) so they can book your next test.

Good luck!

# MODULE 3

## Driver CPC part 3 test: driving ability (MODULE 3)

This section relates to Module 3 but very much ties in with the actual practical driving lessons and learning how to drive the bigger vehicles that are referred to as LGV (or more commonly HGV as is widespread in the media).

\* Points covered in this section include

### \* **Your driving assessment**

Once you book in with us (your training company) we will invite you in to our training centre to do an actual 'in cab' driving assessment. Please note you will have to provide evidence of provisional driving licence entitlement for insurance purposes to enable us to take you out in the vehicle.

### \* **Your driving lessons**

How many lessons you will need is determined by the instructor after assessment.

### \* **Which vehicle you learn in versus what you take your test in**

This will again be determined by which level vehicle you are aiming (or deemed by the instructor) to be realistically able to pass a test in.

### \* **How much will it cost?**

How much it will cost could be different for each learner but it will include the 4 modules plus X number of driving lessons plus the cost of tests (and retests if you fail any part of the process)

### \* **How long will it take?**

Again the length of time it take will depend on how swiftly you are booked in for each test, how successful you are in each test, how many lessons you need before your driving test and how you do in said test. But you could in theory complete the process in two months start to finish.

### \* **How much will I earn?**

An oversimplification would be to say the bigger the vehicle, the more you will earn. So, for example if you take advantage of the recent government changes and qualify to drive C+E (sometimes referred to as 'Class 1' or Artic) you stand to earn a higher salary than that of the smallest lorry category which is C1 (3.5 to 7.5 tonne).

# MODULE 3

## Driver CPC part 3 test: driving ability (MODULE 3)

The details on this page (25) and the following page (26) are pre September 2021 guidelines BEFORE government introduced changes to help ease HGV Driver Shortage. Please read these pages in conjunction with the changes detailed on the following pages relating to Module 3 driving test / licence acquisition.

The government may revert back to this procedure post Xmas 21.

You must have passed the Driver Certificate of Professional Competence (CPC) part 1 theory test before you can book the Driver CPC part 3 test.

What to take to your test - You must bring these to your test:

\* Great Britain photocard driving licence \* Northern Ireland photocard driving licence and paper counterpart

A lorry that meets the rules

Your test will be cancelled and you'll lose your fee if you don't bring these.

How the test works

Your practical test will last about 1 hour and 30 minutes and includes:

- Vehicle safety questions
- Practical road driving
- Off-road exercises

Vehicle safety questions

During your test you'll be asked vehicle safety questions on :

Lorries





# MODULE 3 continued...

## Driver CPC part 3 test: driving ability (MODULE 3)

### Practical road driving

During your practical road driving, the examiner will see how you:

- Use the vehicle controls
- Move away at an angle, uphill and downhill
- Do a controlled stop
- Use the mirrors
- Give appropriate signals
- Show awareness and anticipation of other road users' intentions
- Manage your progress and control your vehicle speed
- Deal with hazards
- Select a safe place to stop

There will also be 10 minutes of independent driving, designed to test your ability to drive safely while making independent decisions.

### Off-road exercises

The off-road exercises will include:

- An 'S' shaped reverse into a bay
- Showing the uncoupling and recoupling procedure if you're taking a test with a trailer

### Test result

After you've taken the practical test your examiner will tell you if you've passed and explain how you did.

You'll pass your test if you make:

- 15 or fewer driving faults
- No serious or dangerous faults

If you fail, you can book another driving test straight away, but you can't take it for another 3 clear working days.

The details on this page (26) and the previous page (25) are pre September 2021 guidelines BEFORE government introduced changes to help ease HGV Driver Shortage. Please read these pages in conjunction with the changes detailed on the following pages relating to Module 3 driving test / licence acquisition.

The government may revert back to this procedure post Xmas 21.

# MODULE 3 Driving Test

## Important Changes Autumn 2021 ....

Guidance Applies to England, Scotland and Wales

### Changes to HGV and bus driving licences and tests from 15 November 2021

There will be changes to the way driving tests work for heavy goods vehicle (HGV) and bus drivers from 15 November 2021. Find out how the changes affect you.

This page tells you about the changes to driving tests if you want to become a heavy goods vehicle (HGV) or bus driver.

It will be updated when more details are available.

Some rules about learning to drive an HGV and bus or coach are going to change on 15 November 2021 (subject to Parliamentary approval). The changes affect:

- what you're allowed to learn to drive and take your driving test in
- how the driving test works

### What you can learn to drive and take your driving test in

#### Lorries

You currently have to learn to drive and pass a driving test in a large rigid lorry (category C) before you can learn to drive and take a test in a large articulated lorry (category CE).

The law is going to change so that you'll be able to:

- learn to drive in an articulated lorry when you get your first provisional lorry licence from 15 November 2021 (if you already have a provisional licence, you'll need to take extra steps to upgrade your provisional licence)

- take your test in a large articulated lorry without having to pass one in a large rigid lorry first

You'll still be able to learn to drive and take a driving test in a large rigid lorry (category C) if you do not want to drive anything larger.

When you pass your test in a large articulated lorry, you'll then be allowed to drive:

- a medium-sized lorry (C1)
- a medium-sized lorry towing a trailer (C1E)
- a large rigid lorry (C)
- a large articulated lorry (CE)

# MODULE 3 Driving Test

## Important Changes Autumn 2021 ....

### Medium-sized lorries

This change will also apply to medium-sized lorries towing a trailer (category C1E).

This means you'll be able to learn to drive a medium-sized lorry towing a trailer (category C1E) and take your test in one, without having to pass a test in a medium-sized lorry (category C1) first.

When you pass your test in a medium-sized lorry towing a trailer, you'll then be allowed to drive:

- a medium-sized lorry (C1)
- a medium-sized lorry towing a trailer (C1E)

### What you can do until the law changes

Until the law changes on 15 November 2021, you must continue to follow the current rules about what you're allowed to drive when you're a learner driver.

You can be fined up to £1,000, be banned from driving and get up to 6 penalty points on your driving licence if you drive a vehicle that's not on your driving licence.

### What you need to do about your provisional licence

The changes mean that you'll get extra provisional categories when you apply for your provisional licence for an HGV or bus.

What you need to do depends on when DVLA processes your application for a provisional licence. If you already have a provisional vocational licence or if DVLA processes your application before 15 November

Your provisional licence will not be automatically upgraded to allow you tow if either:

- you already have a provisional licence
- DVLA processes your application for a provisional licence before 15 November

You will need to apply to DVLA from 15 November to get your provisional licence upgraded so you can take a trailer test without first taking a rigid test.

If DVLA processes your first provisional vocational licence from 15 November

If DVLA processes your first provisional vocational licence from 15 November you'll automatically be allowed to tow a trailer as a provisional licence holder.



# MODULE 3 Driving Test

## Important Changes Autumn 2021 ....

### Changes to the Driver CPC part 3 (driving ability) test

The Driver Certificate of Professional Competence (CPC) part 3 (driving ability) test is 1 of the 4 tests you have to pass to drive a lorry or bus for a living.

The test is going to be split into 2 parts from 15 November 2021:

- Driver CPC part 3a (off-road exercises) test
- Driver CPC part 3b (on-road driving) test

Until the rules change, you need to continue following the existing rules about learning to drive an HGV or bus.

#### Driver CPC part 3a (off-road exercises) test

The Driver and Vehicle Standards Agency (DVSA) will allow training organisations to carry out the Driver CPC part 3a test.

The person who trains you will not be allowed to carry out your Driver CPC part 3a test - it will need to be another trainer.

The off-road exercises will still include:

- an 'S' shaped reverse into a bay
- showing the uncoupling and recoupling procedure if you're taking a test with a trailer

The test will still be assessed to the same standard.

You will need to pass the Driver CPC part 3a test before you can take the Driver CPC part 3b test.

#### Driver CPC part 3b (on-road driving) test

DVSA will continue to provide the Driver CPC part 3b test.

The test will still include:

- vehicle safety questions (known as the 'show me, tell me' questions)
- practical on-road driving

The driving test appointment time will reduce slightly because the off-road exercises will have already been tested.

Published 17 September 2021 - Last updated 19 October 2021 +





**UK**  
**Driver**  
**CPC**  
**Network Ltd**

## **Module 4 :**

### **Initial Driver CPC :** Practical - Walkaround Demo Test

**There is a pass or fail element to this module.**

If you fail unfortunately you will have to pay and take it again. For this test the training company finds the next available test slot and books you in at the approved local test centre. You need to keep an eye on your emails for full details of the time / date and location of the venue. Due to Covid restrictions and high demand due to driver shortage it may be to your advantage if you tell the training company booking you in that you are willing to travel and which dates you are able to attend.

After your test you must communicate with the training company as to the outcome of your test (email them your test results) so they can book your next test.

Good luck! Once you pass this module you will be asked to hand your licence to the instructor. They will send this to the DVSA and request a new one with your new licence categories. You will also receive a Driver Qualification Card.

# MODULE 4

## Driver CPC part 4 test: practical demonstration (MODULE 4)

- \* PLEASE ENSURE YOU ARE FULLY PREPARED FOR THIS PRACTICAL DEMONSTRATION!
- \* ADVISE US IF YOU FEEL YOU REQUIRE FURTHER TRAINING WELL IN ADVANCE!
- \* CALL THE NUMBER IN YOUR WELCOME EMAIL ASAP PLEASE.

You must have passed the Driver Certificate of Professional Competence (CPC) part 2 test before you can book the Driver CPC part 4 test.

What to take to your test

You must bring:

- your valid Great Britain photocard driving licence, or Northern Ireland photocard driving licence and paper counterpart
- a lorry or a bus or coach that meets the rules

Your test will be cancelled and you'll lose your fee if you don't bring these.

How the test works

You're tested on being able to:

- load the vehicle following safety rules and to keep it secure
- stop trafficking in illegal immigrants
- assess emergency situations
- do a walkaround vehicle safety check



# MODULE 4 continued...

## Driver CPC part 4 test: practical demonstration (MODULE 4)

The test is made up of 5 topics from the Driver CPC syllabus.

You can score up to 20 points for each topic.

To pass you have to score at least 15 out of 20 in each topic area and have an overall score of at least 80 out of 100.

### Test result

At the end of your test the examiner will tell you if you've passed.

If you fail, you can book another driving test straight away, but you can't take it for another 3 clear working days.

### Cancelled tests

You can apply for a refund of out-of-pocket expenses if the Driver and Vehicle Standards Agency (DVSA) cancels your test at short notice.

The costs for Module 4 include test fee / hire of vehicle and for (at least) 1 hour demo lesson before.

Which involves instructor showing you how to secure load / walk around check of vehicle to check for stowaways ect.

As well as test vehicle fuel costs from training centre to test centre and back

On the day of the test please remember to bring both parts of your licence and your module 2 pass certificate.



# MODULE 4 continued...

There are 8 combinations of question papers that cover 5 subject areas in total there are 20 questions so some papers will have the same questions on.

Section 1 Ability to load the vehicle with due regard for safety rules and proper vehicle use.

- 01 a) Your Fully laden vehicle is ready for you to do a delivery. Show me the checks you would make to ensure the vehicle is not overloaded.  
b) If you are still in doubt, what else could you do?

Visual check of vehicle suspension  
Body check for any excessive leaning  
Body checks for touching/mud flaps on floor  
Confirmation by taking vehicle to nearest weigh bridge

- 02 a) On this empty vehicle you have been asked to collect half a load of palletised paper. I want you to show me by pointing to the correct distribution areas on this vehicle where the load should be placed.  
b) Select which restraining device you should use to secure the load.  
c) Show me how you would secure the load with the restraining device using the load securing trolley.  
d) Show me how you would release the restraining device.

Point to the correct distribution areas on this vehicle.  
Select which restraining device to use should be straps or ropes  
Demonstrate competence in the use of webbing strap or 'dolly knot' rope  
Demonstrate competence in releasing the restraining device

- 03 a) On this empty vehicle you have been asked to collect half a load of steel plates. I want you to show me by pointing to the correct distribution areas on this vehicle where the load should be placed.  
b) Select which restraining device you would use to secure the load.  
c) Show me how you would secure the load with the restraining device using the load securing trolley.  
d) Show me how you would release the restraining device.

Shows by pointing to the correct distribution areas on the vehicle.  
Selects correct restraint item chain/tensioner  
Demonstrates competence in use of chain/tensioner  
Demonstrates how to release the restraining device

- 04 a) I'd like you to point to the centre of gravity on this vehicle  
b) Explain what effect driving forces would have on this vehicle if it were fully laden.

Point to the vehicle's centre of gravity  
Acceleration could cause the load to move backwards or fall off the back  
Braking could cause the load to move forward  
When turning it could cause the load to continue on its original path and fall off the side



# MODULE 4 continued...

- 05
- a) You have delivered part of your load and are left with half a load of empty steel cages inside your box van. Show me by pointing to the correct distribution areas on this vehicle where the load should be placed.
  - b) Select which restraining device you would use to secure the load.
  - c) Show me how you would secure the load with the restraining device using the load securing trolley.
  - d) Show me how you would release the restraining device.

Shows by pointing to the correct distribution areas on this vehicle

Select correct restraint item - load tensioning bar

Demonstrates competence in use of load tensioning bar

Demonstrates how to release the restraining device

- 06
- a) You are about to make a long journey in this vehicle. Show me what checks you would make to this vehicle's fuel system and explain what precautions you should take to ensure it remains in a serviceable condition, especially in very cold weather conditions.

Check fuel fill level and fuel cap security

Check fuel tank and mountings for condition

Explain bad weather fuel measures

Checks enough fuel for journey (instrumental check)

- 07
- a) Show me how to check the unladen weight on this vehicle
  - b) Walk round the vehicle showing me what checks you would make to ensure the vehicle is not overloaded.
  - c) If you are still in doubt, what else could you do?

Identify vehicle design weigh plates

Body check for any excessive leaning

Tyre checks for touching/mud flaps on floor

Confirmation by taking vehicle nearest weigh bridge

LGV MOD 4

## Section 2 - Security of vehicle and contents

- 01
- a) When you need to leave your vehicle, where might you consider parking.
  - b) Demonstrate and explain what safety checks and security precautions you would take.

Only park in secure well lit reputable vehicle parks; where possible park with the rear doors against a wall or backing up to another vehicle

Remove keys and lock doors

Activate or explain the use of any other security features

Walk around security checks (seals etc)

# MODULE 4 continued...

- 07 You intend to drive this vehicle for the first time. Show me how you would check the vehicle's dimensions and weight.

## Section 3 - Ability to prevent criminality

Identifies the vehicle height sign (in cab)

Check train weigh V1 plate

Is aware of the train length

is aware of vehicle width

- 08 a) You are driving on a motorway and flames appear around one of your tyres. Show me how you would deal with this small fire.  
b) Please look at this picture. Which extinguisher would you NOT use on a fuel fire.

Stop as quickly as possible on the hard shoulder

Awareness of the need to contact the emergency services

Activate the isolator switch

Identifies water extinguisher as NOT suitable

## LGV MOD 4

### Section 3 - Ability to prevent criminality and trafficking of illegal immigrants

- 01 You are parked at a border crossing and have left the vehicle unattended. Show me what checks you would make before driving through customs.

Check external compartments

Check under and on top (visual if possible) of the vehicle

Check inside the cab and load security (trailer seals, curtains etc)

Check fuel cap in place (not tampered with). Visual check

- 02 You've had a comfort break just before boarding a cross channel ferry. Show me what checks you would make to this vehicle before driving through customs.

Check external compartments

Check under and on top (visual if possible) of the vehicle

Check inside the cab and load security (trailer seals, curtains etc)

Check fuel cap in place (not tampered with). Visual check

- 03 You are parked at the docks and following a rest break you suspect your vehicle may have been tampered with. Show me what checks you would make around and within your vehicle before continuing with your journey

Check external compartments

Check under and on top (visual if possible) of the vehicle

Check inside the cab and load security (trailer seals, curtains etc)

Check fuel cap in place (not tampered with). Visual check

# MODULE 4 continued...

- 02 Show me what checks you can make to confirm if the brake compressor is working properly and any checks you could make for identifying air leaks.

Physical check of the air system ensuring air lines are serviceable

Emptying the air tanks by pumping the foot brake

Restarting the engine and charging the system

Stop the engine and listen for leaks /wedge foot brake or ask third party to assist

- 03 On entering your vehicle for the first time, show me all of the practical and visual safety checks you would make before starting the engine, which I would like you to do.

Cockpit drill

Check handbrake neutral before starting engine

Auditable / visual warning systems are checked and you have sufficient fuel for the journey

Is aware of vehicle height (sign check)

- 04 a) You are driving on a motorway and flames appear from the engine compartment. Show me how you would deal with the small electrical wiring fire.  
b) Please identify appropriate extinguisher to use on this fire.

Stop as quickly as possible on the hard shoulder

Identify correct extinguisher to use on electrical system fire (CO<sub>2</sub>) / Powder)

Awareness of need to contact emergency services

Isolate the vehicle (disconnect electric supply)

## Section 2 - Security of vehicle and contents

- 05 Please show me and explain what tyre, wheel and spray suppression checks you would make before driving this vehicle.

Walk round and check all mud guards/flaps

Visual check for tread and condition of tyres

Any foreign debris between double wheels

Wheel nuts secure/marker position

- 06 a) Please walk around the vehicle and explain to me what projections and overhangs there are.  
b) Describe what allowance you would have to make for these projections and overhangs when driving the vehicle.

Identify overhangs and projections

Overhangs can sweep over kerbs when turning, colliding with street furniture, pedestrians, other vehicles

Mirror projections can come into contact with street furniture, pedestrians and other vehicles

Good all round observation is required as well as extensive use of all mirrors to check for any rear end sweep

# MODULE 4 continued...

## LGV MOD 4

### Section 4 - Ability to assess emergency situations

This question is on all 8 papers

01 a) Show me how you would enter the vehicle safely, and then show me all the precautions you would take before starting the engine.

b) You are now parked on the left on a busy main road. Please show me how you would leave your vehicle safely.

Open drivers door fully and use both grab rails to enter cab making sure that all steps are used.

Close

door set seat position, set mirrors, check parking brake and gear lever.

Ensure that the vehicle is secure, stop engine and before opening door check all round for safety

Turn round and use both grab rails making sure that all steps are used to exit the vehicle

## LGV MOD 4

### Section 5 - Ability to prevent physical risk

This question is on all 8 papers

01 From the driver's seat and externally, show me and explain the daily safety check you would make to this vehicle before driving on the road.

Check Brakes

Check Lights

Check Tyres

Check Wipers / Washers

Check Horn

Check Mirrors

Check Speedometer / Tachograph

Check Reflectors / Number Plates

Check Exhaust System

Check Speed Limiter Setting





# DAILY CHECKS & CPC DEMO

## The Daily 'Walk-round'

This should take place before you begin every journey and cover the following:-

- |                          |  |                          |                                      |
|--------------------------|--|--------------------------|--------------------------------------|
| <input type="checkbox"/> | All fluid levels i.e.: Oil, Water, Brake fluid etc | <input type="checkbox"/> | Number plates - fitted and clean     |
| <input type="checkbox"/> | Brakes   | <input type="checkbox"/> | Number plates - trailer              |
| <input type="checkbox"/> | Tyres  | <input type="checkbox"/> | Windscreen wipers and washers        |
| <input type="checkbox"/> | Horn   | <input type="checkbox"/> | Mirrors                              |
| <input type="checkbox"/> | Speedometer  | <input type="checkbox"/> | Tachograph (clock correct time)      |
| <input type="checkbox"/> | Exhaust system                                     | <input type="checkbox"/> | Reflectors and reflective plates     |
| <input type="checkbox"/> | Speed limiter                                      | <input type="checkbox"/> | Any coupling gear                    |
| <input type="checkbox"/> | Current test certificate                           | <input type="checkbox"/> | Correct plating                      |
| <input type="checkbox"/> | Insurance  | <input type="checkbox"/> | Appropriate tax and proper licensing |
| <input type="checkbox"/> | Seat belts   | <input type="checkbox"/> | Valid tax disc displayed             |
| <input type="checkbox"/> | Diesel cap is secure                               | <input type="checkbox"/> | Any load being carried               |
| <input type="checkbox"/> | Enough diesel in tank for the journey              | <input type="checkbox"/> | Diesel tank and straps secure        |
| <input type="checkbox"/> | Lights   | <input type="checkbox"/> | Diesel in not frozen in the tank     |
| <input type="checkbox"/> | Indicators   |                          |                                      |

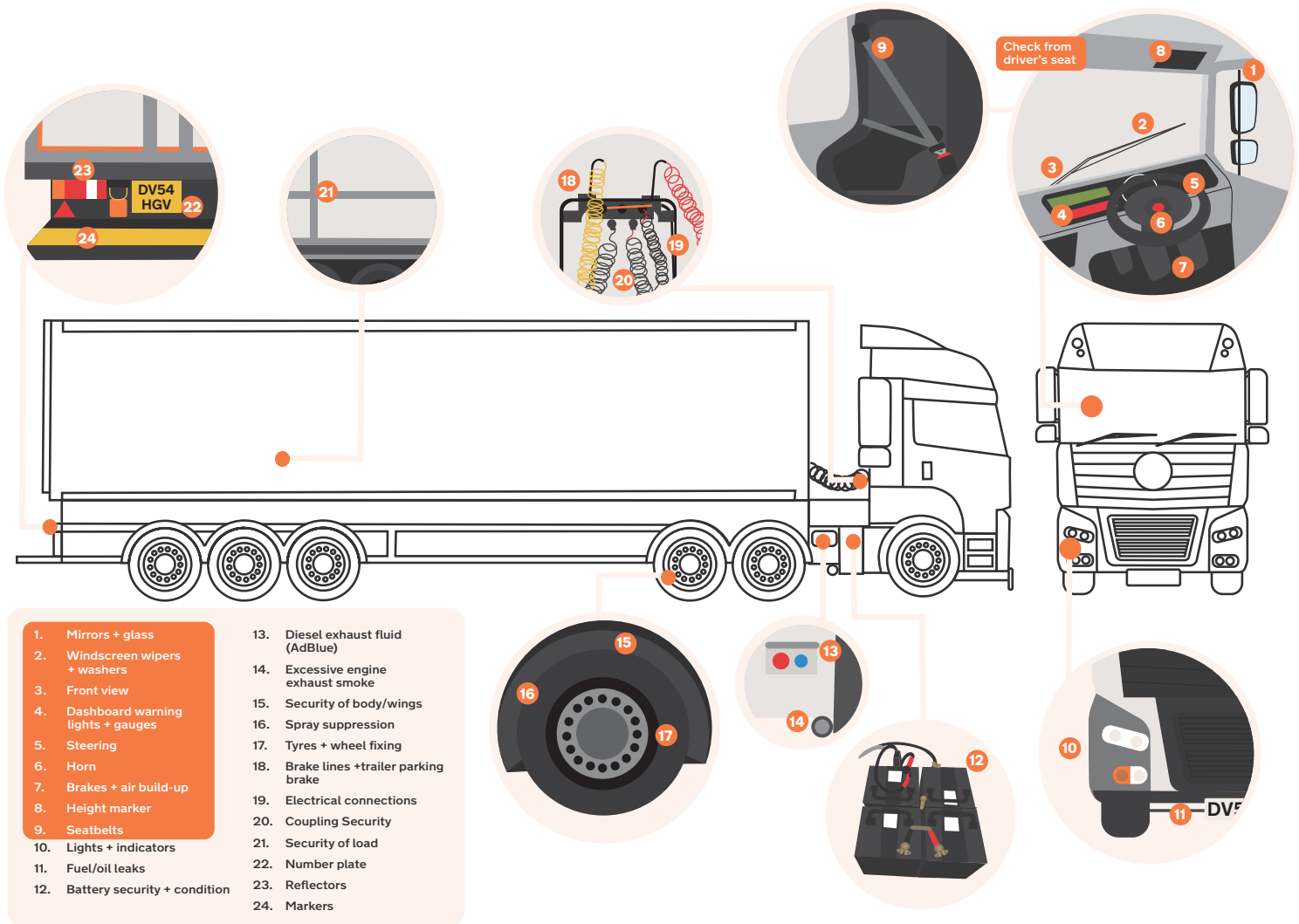
When in the cockpit you should check

- Driving seat is correctly adjusted for you
- All exterior mirrors are clean and appropriately adjusted
- Gauges and warning systems are working
- Parking brake applied
- Handbrake is working
- Foot brake is working
- Power steering is working
- Gear selector is in neutral
- You have sufficient fuel for the journey
- Your mobile is switched off or diverted to silent/voice mail
- Doors are working and are closed

Before starting your journey, be sure you understand and know:

- Controls of the vehicle
- Vehicle size, weight, height and width
- Handling
- Brakes and whether ABS is fitted

# DRIVER DAILY WALKAROUND CHECK



- |                                      |   |
|--------------------------------------|---|
| 1. Mirrors + glass                   | 13. Diesel exhaust fluid (AdBlue)       |
| 2. Windscreen wipers + washers       | 14. Excessive engine exhaust smoke      |
| 3. Front view                        | 15. Security of body/wings              |
| 4. Dashboard warning lights + gauges | 16. Spray suppression                   |
| 5. Steering                          | 17. Tyres + wheel fixing                |
| 6. Horn                              | 18. Brake lines + trailer parking brake |
| 7. Brakes + air build-up             | 19. Electrical connections              |
| 8. Height marker                     | 20. Coupling Security                   |
| 9. Seatbelts                         | 21. Security of load                    |
| 10. Lights + indicators              | 22. Number plate                        |
| 11. Fuel/oil leaks                   | 23. Reflectors                          |
| 12. Battery security + condition     | 24. Markers                             |

# HAZARD WARNING SIGNS



CLASS 1  
EXPLOSIVES



CLASS 2  
GASES



CLASS 3  
FLAMMABLE LIQUIDS



CLASS 4.1  
FLAMMABLE SOLIDS



CLASS 4.2  
SPONTANEOUSLY  
COMBUSTIBLE



CLASS 4.3  
DANGEROUS  
WHEN WET



CLASS 5.1  
OXIDISING  
SUBSTANCES



CLASS 5.2  
ORGANIC  
PEROXIDES



CLASS 6.1  
TOXICS



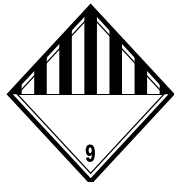
CLASS 6.2  
INFECTIOUS



CLASS 7  
RADIOACTIVE



CLASS 8  
CORROSIVE



CLASS 9  
MISCELLANEOUS  
DANGEROUS  
SUBSTANCES



VEHICLE MARKING ALL VEHICLES

ALL VEHICLES CARRYING  
DANGEROUS GOODS MUST  
DISPLAY AN ORANGE PLATE  
TO THE FRONT

# FIRE EXTINGUISHER COLOUR CODES

Water	Dry Powder	Foam	CO <sub>2</sub> Carbon Dioxide	Wet Chemical
For use on: Wood, Paper, Textiles etc	For use on: Wood, Paper, Textiles etc Flammable Liquids Gaseous Fires	For use on: Wood, Paper, Textiles etc Flammable Liquids	For use on: Flammable Liquids Live Electrical Equipment	For use on: Wood, Paper, Textiles etc Cooking oil Fires
Do NOT Use on: Flammable Liquids Live Electrical Equipment	Live Electrical Equipment	Do NOT Use on: Live Electrical Equipment	Do NOT Use: In a confined space!	

# MODULES 1,2,3 and 4

## Initial Driver CPC - What Happens When You Have Passed?

Once you have passed. Well done!

**PASSED!**

You now need to familiarise yourself with the **Periodic Driver CPC** detailed in the next sections.

All drivers need to do this on a rolling 5 years programme to Stay Qualified.

A typical 5 day course which can either be done :-

Monday to Friday (all in one go 5 days) or

Staggered over weeks, months or even the 5 years between now and when your card expires.

There is currently no test / exam at the end. **You are guaranteed to pass.**

Passing is gained by attendance and the training company upload your hours to DVSA.

Module 1 : Theory - Hazard Perception

Module 2 : Theory - Case Studies

Module 3 : Practical - Driving Test

Module 4 : Practical - Demo

**PASSED!**





# MODULES 1,2,3 and 4

## Initial Driver CPC - What Happens When You Have Passed?

Once you have passed. Well done!

**PASSED!**

The next section of this guide details what UK Driver have delivered over the past 8 years at our main training centre in Sunderland to thousands of drivers.

The modules may differ from company to company but most CPC training companies across the country follow a pattern like this.

By choosing the 5 most relevant modules to be relevant to most drivers training companies ensure that all drivers are given an insight it to the most important aspects of driving an HGV (LGV) for a living.

The content in the following section is liable to change and it is important this is just used as a guide as to what to expect when you attend. All of the photos of the courses are from the many hundreds of courses we have delivered and will give you a feel as to the relaxed environment of a classroom based DCPC course ran by ourselves.



Module 1 : Theory - Hazard Perception

Module 2 : Theory - Case Studies

Module 3 : Practical - Driving Test

Module 4 : Practical - Demo

**PASSED!**



# Driver Qualification Card

## Initial Driver CPC - What Happens When You Have Passed?

Once you have passed. Well done!

You will now receive your DQC.

(Driver Qualification Card).

This is sometimes referred to as a 'CPC' Card.

This is valid for 5 years from when you pass.

You will now receive your DQC direct from DVSA to the address on your licence.

Once you are qualified you must carry this with you whilst driving for a living.

And you must now complete your Periodic Driver CPC.

You have the 5 years your card is valid for to complete 5 days training.

## TIP!

Check the back of your new DQC to make sure it contains all the vocational categories you hold entitlement to.

### Help For Unemployed HGV Drivers

What is the Flexible Support Fund and what can I use it for?

The Flexible Support Fund (FSF) is a sum of money that has been put aside by the government to help you with the costs of getting a job.

The fund is managed by local job centres.

It was introduced in 2011 and replaced schemes such as the Deprived Areas Fund, the Adviser Discretion Fund and the Travel to Interview Scheme.

The idea behind the payout is to give job centres more freedom to offer support to individual cases in local areas.

The money can be used to cover the costs of: Training for a job, up to £150. And we have recently heard of cases whereby one of our course attendees was successful in obtaining the full £400.00 course fee through the FSF. Ask your advisor at the Job Centre for more details and contact us if you need help with this.





**UK**  
**Driver**  
**CPC**  
Network Ltd

**Monday** : Counts as 7 hours towards your 35

## **35 Hour Course :**

On the morning the instructor will deliver...  
DRIVERS HOURS and Working Time Directive  
Now referred to as Reducing Drivers' Hours Rules Infringements  
On the afternoon we will look at  
Improving the Safety of Food and Drink Deliveries  
Day 1 (of 5) This is just a limited sample of what is covered on the actual course.

**PERIODIC DRIVER CPC**

# Periodic Driver CPC

## 35 hours - 5 Days

## (7 hours per day x 5)

At this point you have either:

***Previously passed your Initial Driver CPC (Modules 1,2, 3 and 4) or***

***You have grandfathers rights and are coming in to driving with your C1 date before 09/09/2009.***

Either way all drivers ending up having to do Periodic Driver CPC.

All drivers need to do this on a rolling 5 years programme to Stay Qualified.

A typical 5 day course which can either be done :-

Monday to Friday (all in one go 5 days) or

Staggered over weeks, months or even the 5 years between now and when your card expires.

There currently no test / exam at the end. ***You are guaranteed to pass.***

Passing is gained by attendance and the training company upload your hours to DVSA.

Once completing the 35 hours (5 days) this triggers the release of your Driver Qualification Card.

This comes direct to your address on your licence about a week after completing your 35 hours.

The next section of this guide details what UK Driver have delivered over the past 8 years at our main training centre in Sunderland to thousands of drivers.

The modules may differ from company to company but most CPC training companies across the country follow a pattern like this.

By choosing the 5 most relevant modules to be relevant to most drivers training companies ensure that all drivers are given an insight it to the most important aspects of driving an HGV (LGV) for a living.

*The day tends to start around 8.00 am*

*there is a 15 minute break on the morning followed by a 30 minute lunch break*

*a 15 minute break on the afternoon*

*A recap and a Q&A session towards the end of the day and a finish time of around 4.00 pm*

### **PERIODIC TRAINING AND COVID 19 - AND THE MOVE ONLINE**

*More specific details are given elsewhere in this guide about the move of periodic training online, but in short this very same course is delivered online via Zoom by many companies due to Covid 19.*



# DRIVERS HOURS

## DRIVING LIMITS



### Driving Time: GV262

"DRIVING TIME IS ANY PERIOD OF DRIVING ACTIVITY RECORDED BY THE RECORDING EQUIPMENT (OR MANUALLY IF RECORDING EQUIPMENT IS BROKEN.)"



## EU RULES

EVEN A SHORT PERIOD OF DRIVING UNDER EU RULES BRINGS YOU IN-SCOPE FOR THE DAY



## BREAKS

A BREAK IS A PERIOD DURING WHICH A DRIVER MAY NOT DO ANY FORM OF WORK



## DAILY DRIVING LIMIT

9 HOURS - 10 HOURS TWICE IN A FIXED WEEK



At least 45 minutes Break every 4.5 Hours (uninterrupted)



## WEEKLY DRIVING LIMIT

56 HOURS

Or.....



## FORTNIGHTLY DRIVING LIMIT

90 HOURS

(CALCULATED ACROSS 2 CONSECUTIVE WEEKS)



This is just a limited sample of what is covered on the actual course

# DRIVERS HOURS

## REST PERIODS

### WHAT IS REST?

A PERIOD DURING WHICH A DRIVER MAY FREELY DISPOSE OF HIS/HER TIME.



## Types of rest

### REGULAR - DAILY REST

The minimum regular daily rest period is 11 hours of uninterrupted rest within a 24 hour period

### SPLIT - DAILY REST

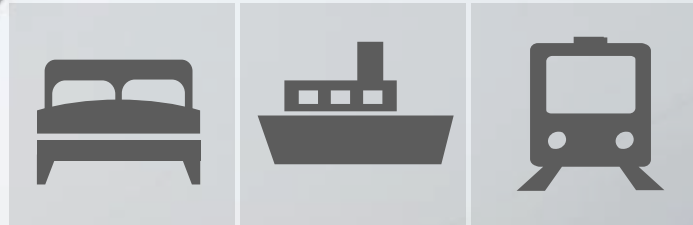
Daily rest can be split into two periods of at least 3 hours followed by at least 9 hours

### REDUCED - DAILY REST

Daily rest can be reduced to 9 hours up to 3 times a week

## FERRY/TRAIN JOURNEYS

On a ferry/train, regular daily rest can be interrupted twice for an hour total as long as the driver has access to a bunk or couchette



## WEEKLY REST



Previous Rest

**144 Hours**

Next Rest

If reduced weekly rest is taken away from base it can be taken in the vehicle if it has suitable sleeping facilities and is stationary. This is just a limited sample of what is covered on the actual course.

# DRIVERS HOURS WORKING TIME DIRECTIVE

THE ROAD TRANSPORT (WORKING TIME)  
DIRECTIVE (RTD) CAME INTO FORCE ON  
**4TH APRIL 2005**

This is a specific version of the working time rules that affect EU - regulated drivers (the majority of professional drivers in the UK). Drivers working under domestic rules are also regulated by working time rules, but there are subtle differences in some rules



**DRIVERS MUST NOT WORK FOR MORE  
THAN 6 CONSECUTIVE HOURS  
WITHOUT TAKING A BREAK**

**6  
Hours**

**A DRIVER WHO WORKS BETWEEN  
6 TO 9 HOURS MUST TAKE A  
BREAK OF AT LEAST 30 MINUTES**

**6-9  
Hours**

**IF A DRIVER WORKS OVER  
9 HOURS THEY MUST TAKE A BREAK OF AT  
LEAST 45 MINUTES.**

**9  
Hours**

**THE MAXIMUM TIME THAT CAN  
BE WORKED IN ANY ONE SINGLE  
WEEKLY PERIOD IS ..... (but must not exceed  
an average of 48 hours per week over the reference period).**

**60  
Hours**



**MON  
00:00**

**SUN  
24:00**

**PERIODS OF AVAILABILITY  
A PERIOD OF AVAILABILITY IS NOT INCLUDED IN THE  
CALCULATION OF WORKING TIME.**

1. THE DRIVER MUSTN'T BE REQUIRED TO REMAIN IN THE VEHICLE / AT THE WORKSTATION
2. ITS DURATION MUST BE KNOWN IN ADVANCE, AT LEAST BEFORE THE PERIOD BEGINS



**Can the government scrap the regulations?**

Not until the United Kingdom leaves the EU, and even then it depends on the nature of Brexit. The closer the deal is to a single market, the less likely it is that the UK will be able to drop the directive, and therefore the Working Time Directive.

The 'great repeal bill' will enshrine legislation including the Working Time Directive in UK law after Brexit, but does not prevent it being amended over time. And if the European Court of Justice, whose guidance Britain may be required to follow, depending on the deal secured – begins issuing case law UK politicians find restrictive, the regulations may become a tempting target for repeal.

This is just a limited sample of what is covered on the actual course.

# DRIVERS HOURS

## RECORD KEEPING

Since 2006

ALL NEW VEHICLES MUST BE FITTED WITH A DIGITAL TACHOGRAPH.

DRIVERS UNDER EU REGULATIONS DRIVERS MUST KEEP RECORDS ON A TACHOGRAPH



DRIVERS UNDER DOMESTIC RULES, DRIVERS CAN LOG HOURS IN A BOOK OR TACHOGRAPH



KEEP 28 DAYS DRIVING HISTORY (AFTER WHICH IT MUST BE DOWNLOADED) HAND IN TACHO CHARTS WITHIN 42 DAYS CARRY THEIR DRIVER CARD AT ALL TIMES (EVEN WHEN USING AN ANALOGUE TACHOGRAPH)

**DRIVERS MUST**



KEEP 1 YEAR'S WORTH OF A DRIVER'S HISTORY UNDER EU RULES

KEEP 2 YEAR'S WORTH OF A DRIVER'S HISTORY UNDER WORKING TIME DIRECTIVE RULES

ENSURE DRIVERS DOWNLOAD THEIR CARD DATA EVERY 28 DAYS

DOWNLOAD DATA FROM THE UNIT EVERY 90 DAYS

**OPERATORS MUST**



### LETTERS OF ATTESTATION:

Are used when a driver cannot carry enough completed charts relating to the previous 28 calendar days.



This is just a limited sample of what is covered on the actual course.



# DRIVERS HOURS

## ENFORCEMENT

4000 Deaths

EVERY YEAR 4,000 EU DRIVERS ARE KILLED DUE TO DRIVER FATIGUE  
FATIGUE CAUSES 20 – 25% OF TRAFFIC ACCIDENTS  
IN THE UK ALONE, THERE WERE 2,346 DRIVERS' HOURS INFRINGEMENTS IN 2011/12.  
78% OF ALL LGV OFFENCES WERE INFRINGEMENTS OF  
DRIVERS' HOURS & TACHOGRAPH RECORDS.



- The DVSA (DVA In Northern Ireland) and Police have complete power to stop vehicles.
- Highways Agency (Highways England) officers can stop vehicles on most UK motorways and A-roads in England.
- It is an offence not to pull over for an enforcement officer.
- For Drivers' Hours infringements, you could be given a verbal warning, a graduated fixed penalty, your vehicle could be immobilised or you could be prosecuted.

## Sanctions - England and Wales

YOU HAVE 28 DAYS TO CHALLENGE YOUR FINE OR PAY IT. AFTER THAT, YOU LOSE THE RIGHT TO CHALLENGE AND THE FINE IS INCREASED BY 50%

BREAKING DRIVING TIME, BREAKS OR REST RULES OR FAILING TO RECORD ACTIVITY (UNDER GB RULES) = **£2500 FINE MAX**

FAILURE TO INSTALL OR USE A TACHOGRAPH = **£5,000 FINE MAX**

FAILURE TO HAND OVER RECORDS RELATING TO RECORDING EQUIPMENT TO AN ENFORCEMENT OFFICER = **£5000 FINE MAX**

SINCE 5th MARCH 2018, ON-THE-SPOT FINES CAN BE ISSUED FOR ANY DRIVERS' HOURS OFFENCES COMMITTED DURING THE PREVIOUS 28 DAYS

FINES CAN BE ISSUED FOR UP TO 5 DRIVERS' HOURS OFFENCES - WITH A MAX FINE OF **£300**.

THEREFORE YOU COULD FACE A FINE OF **£1500** IN A SINGLE CHECK!

YOU WON'T BE CONVICTED IF YOU PROVE YOU BROKE THE RULES IN AN UNAVOIDABLE EMERGENCY

# DIGITAL TACHOGRAPH CARD

You are going to need one of these...

<https://www.gov.uk/apply-driver-digital-tachograph-card>

Apply for a digital driver tachograph card to store information about your daily work as a driver.

## How to apply - You can apply online or by post to:

- get your first GB (Great Britain) driver digital tachograph card if you currently live in England, Scotland or Wales (you cannot apply online if you're exchanging a foreign tachograph card - apply by post instead)
- renew a card if it's expiring within 90 days
- replace a lost or stolen card

You can only apply by post for the following:

- to replace a damaged or faulty card
- to change the name or address on your card
- to get your first GB driver digital tachograph card if you currently live abroad/outside Great Britain
- if you have a paper driving licence

If you need to change an EU, EEA or Northern Ireland tachograph card to a GB tachograph card, you must apply by post. You must have lived in the UK for more than 6 months in the past year.

Report a lost, stolen, damaged or faulty card

You must tell the DVLA immediately if your card is lost, stolen, damaged or not working properly.

## DVLA

Telephone: 0300 790 6109

Monday to Friday, 8am to 7pm

Find out about call charges

You must also apply for a replacement card within 7 days.

Fees

It costs:

- £32 for your first GB driver digital tachograph card
- £19 to renew an expired card
- £19 to replace a lost or stolen card
- £32 to change an EU, EEA or Northern Ireland tachograph card to a GB tachograph card

## Apply online

You'll need:

- a GB photocard driving licence (England, Wales and Scotland)
- your driving licence number
- a credit or debit card

Your tachograph card will be sent to the address that's on your driving licence.

If it's incorrect, you'll need to change the address on your driving licence before you apply.



# Improving the Safety of Food and Drink Deliveries

## Food and Drink Deliveries

### On this section of the course

Topics for discussion will include

Hygiene,

Chilled and Frozen Food,

Food and Drink Deliveries,

Manual Handling in Food and Drink

In the first segment of the course the instructor will look at:

FOOD SAFETY REGULATIONS AND HYGIENE

CHILLED AND FROZEN DELIVERIES

FOOD AND DRINK DELIVERIES

MANUAL HANDLING IN FOOD AND DRINK DELIVERIES





# Improving the Safety of Food and Drink Deliveries

## Food and Drink Deliveries

**Topics for discussion will include**

### **On this section of the course**

In particular the instructor will delve into the following Food Regulations:

- \* Food Safety Act 1990
- \* Food Standards Act 1999
- \* General Food Law Regulations (EC) 178/2002

And the implications for drivers who break these laws in terms of potential imprisonment, fines, health problems or even death.

In the next segment the instructor will cover

#### CHILLED AND FROZEN DELIVERIES

- \* What is 'chilled and frozen' food?
- \* What is the 'cold chain'?
- \* The refrigerated vehicle
- \* The correct procedures for transporting chilled and frozen foods



If we don't book you onto one of our courses we will book you onto one of our 'network partners' courses which will be very similar. Ultimately all the approved training companies have to adhere to strict criteria anyway in that they often receive unannounced audits from DVSA, JAAPT and RTITB.

This section of the guide is currently being developed due to recent government changes being introduced in the run up to Christmas in a bid to alleviate the HGV Driver Shortage.

Please click on the link in your email that we sent you when you first purchased the guide to allow you access to the new updated versions of the guide.

# Improving the Safety of Food and Drink Deliveries

## Food and Drink Deliveries

### Topics for discussion will include

What is Chilled and Frozen Food?

Hygiene,  
Chilled and Frozen Food,  
Food and Drink Deliveries,  
Manual Handling in Food and Drink



The chilled food sector is one of the fastest growing sectors in the food industry. It currently represents about 10% of all of the United Kingdoms retail food value.

\* What is a refrigerated vehicle? The instructor will then drill down on this area.

The course then covers the procedures for transport and the important rules to remember such as drivers are responsible for checking temperature control.

This section of the guide is currently being developed due to recent government changes being introduced in the run up to Christmas in a bid to alleviate the HGV Driver Shortage.

## \* Rules for Drivers of Refrigerated Vehicles

\* Drivers should always conform to Hygiene Regulations (EC Regulation 852/2004 and EC regulation 853/2004)

\* The cold chain should always be respected

\* Records should show: What temperature the product was kept at ; at what time ; and where it was transported to

*This section of the guide is just to give you a taste of what this module consists of and by no means covers all the points that the instructor will deliver by way of either slides or videos.*

*What does happen on the actual course is a lot of drivers interact with the instructor and the other drivers on the course by sharing their experiences both positive and negative of the issues presented on this particular course.*



# Improving the Safety of Food and Drink Deliveries

## Food and Drink Deliveries

### Topics for discussion will include

This is just a limited sample of what is covered on the actual course.... .... This is just a limited sample of what is covered on the actual course.

In this session the instructor will look at:

- \* Different load types
- \* Palletised deliveries
- \* Roll cage deliveries
- \* Multi drop deliveries
- \* The different risks associated with each of the different types of delivery

This section of the guide is currently being developed due to recent government changes being introduced in the run up to Christmas in a bid to alleviate the HGV Driver Shortage.

**For access to the latest updates on this module  
To download the latest version of this guide with this section  
of the guide updated.**

This section of the guide is currently being developed due to recent government changes being introduced in the run up to Christmas in a bid to alleviate the HGV Driver Shortage.



**UK**  
**Driver**  
**CPC**  
Network Ltd

**Tuesday :** Counts as 7 hours towards your 35

**35 Hour Course :**

On the morning the instructor will deliver...  
Reducing Incidents Involving Fluids and Live Loads  
On the afternoon we will look at  
Dealing with Common Emergency Situations  
Day 2 (of 5) This is just a limited sample of what is covered on the actual course.

**PERIODIC DRIVER CPC**

# Reducing Incidents Involving Fluids and Live Loads

## **SAFETY**

### **Topics for discussion will include**

This course explores:-

Load Safety Regulations, Principles of Safe Loading, Planning to Load and Unload, Effects of Fluids and Liquids on Vehicle Stability & Breakdowns, Bridge Strikes, Fire

### **On this section of the course**

#### **Topics for discussion will include**

Load Safety Regulations,  
Principles of Safe Loading,  
Planning to Load and Unload,  
Effects of Fluids and Liquids on Vehicle  
Stability & Breakdowns,  
Bridge Strikes,  
Fire

### **On this section of the course**

This is just a limited sample of what is covered on the actual course.... ..

Whether on-line or classroom this course will start promptly after the usual licence checks and Data Protection disclaimer. You will then be given at least a 15 minute morning break, a 30 minute lunch break and a 15 minute afternoon break. Because the pace of each course can be different as to how long the slides take to deliver it is not always possible to give definite break times. Having said that the instructor does have to give these breaks and pace the course in such a way that a full 7 hours of training are delivered. This goes for both the classroom and on-line courses.

*This section of the guide is just to give you a taste of what this module consists of and by no means covers all the points that the instructor will deliver by way of either slides or videos.*

*What does happen on the actual course is a lot of drivers interact with the instructor and the other drivers on the course by sharing their experiences both positive and negative of the issues presented on this particular course.*

# Reducing Incidents Involving Fluids and Live Loads

## On this section of the course

Topics for discussion will include

Drivers Responsibilities

Load Safety Legislation

Sanctions and Endorsements

## The instructor will then cover the following in more detail:

Legal Obligations, Safety, Damage to the vehicle, Safety and Cost Implications, Representing the Company, Why is Load Safety Important, Enforcement, Excess Weight Offences, Dangerous Goods

The Road Vehicles (Construction and Use) Regulations 1986

The Road Traffic Act 1991

Workplace (Health & Safety) Regulations (1992)

Sanctions include:

Legal proceedings against the driver  
A report to the Traffic Commissioner (TC)

Dangerous Goods

The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009 regulates ADR.

*This section of the guide is just to give you a taste of what this module consists of and by no means covers all the points that the instructor will deliver by way of either slides or videos.*

# Reducing Incidents Involving Fluids and Live Loads



## 5 Principles of Safe Loading:

1. Choose the right vehicle
2. Load the vehicle correctly
3. Choose the right securing method
4. Use sufficient load restraints
5. Communication is key

## In this next section of the course

### Topics for discussion will include:

The Importance of Correctly Restraining a Load

The Purpose of the Load Restraint System

The Effects of Forces in Motion

Inertia

Centrifugal Force

Friction

The Consequences of Poor Load Safety Standards



### *The load restraint system must prevent:*

- \* 100% of the load moving forwards
- \* 50% of the load moving rearwards  
or sideward



# Reducing Incidents Involving Fluids and Live Loads

## SECURING

Topics for discussion will include

## On this section of the course

Topics for discussion will include

Load Safety Regulations,  
Principles of Safe Loading,  
Planning to Load and Unload,  
Effects of Fluids and Liquids on Vehicle  
Stability & Breakdowns,  
Bridge Strikes,  
Fire

## On this section of the course

Topics for discussion will include

This is just a limited sample of what is actual course... There is not enough space in this guide to detail every slide on this days particular course, however it will give you an idea of not only the topics to expect but what you are expected to have knowledge of by your employer, and have course the 'powers that be'!



# Reducing Incidents Involving Fluids and Live Loads

## **AWARENESS**

### **Topics for discussion will include**

This is the particular course we run (both on-line and in classroom) on this particular day. Different companies across the country run slightly different modules, however most adopt a very similar pattern of combining 5 modules (Monday to Friday) that best suits a wide cross section of drivers attending the courses.

If we don't book you onto one of our courses we will book you onto one of our 'network partners' courses which will be very similar. Ultimately all the approved training companies have to adhere to strict criteria anyway in that they often receive unannounced audits from DVSA, JAAPT and RTITB.

## **On this section of the course**

### **Topics for discussion will include**

There is not enough space in this guide to detail every slide on this days particular course, however it will give you an idea of not only the topics to expect but what you are expected to have knowledge of by your employer. This guide can act as a guide as to what you might want to ask the instructor of on that particular days course. If you are attending a classroom course always take a notepad and pen.

## **On this section of the course**

### **Topics for discussion will include**

Whether on-line or classroom this course will start promptly after the usual licence checks and Data Protection disclaimer. You will then be given at least a 15 minute morning break, a 30 minute lunch break and a 15 minute afternoon break. Because the pace of each course can be different as to how long the slides take to deliver it is not always possible to give definite break times. Having said that the instructor does have to give these breaks and pace the course in such a way that a full 7 hours of training are delivered. This goes for both the classroom and on-line courses.

# Dealing with Common Emergency Situations

## WHAT'S THE RISK

Topics for discussion will include

What is the Risk?

Duty of Care

Compounding the Problem

Prevention is Better than Cure

## On this section of the course

There is not enough space in this guide to detail every slide on this days particular course, however it will give you an idea of not only the topics to expect but what you are expected to have knowledge of by your employer. This guide can act as a guide as to what you might want to ask the instructor of on that particular days course. If you are attending a classroom course always take a notepad and pen.

## On this section of the course

By the end of this session, drivers will be aware of the risk factors present in emergency situations, and why their own actions can help reduce risk.

Types of Risks discussed will include:

Breakdowns, Tyres, Collisions, Fog, Road Rage, Snow, Falls from vehicle.

This list could be almost endless.

The instructor will then move on to discuss "Duty of Care".

# Dealing with Common Emergency Situations

## DUTY OF CARE

### Topics for discussion will include

In simple terms Duty of Care means the responsibility to ensure the safety of other people sharing the road with you. Ensure your vehicle is in a roadworthy condition. Take preventative measures to lessen the chances of an incident happening and take appropriate measures in the event of an incident.

### Topics for discussion will include

General duties of employees at work. Compounding the problem. Factors can include Driver Fatigue, Lack of forward planning, Complacency, Lack of vehicle maintenance, Lack of concentration.

## PREVENTION IS BETTER THAN CURE

### Topics for discussion will include

Issues could stem from not doing an effective daily walkaround inspection. Emergency incidents are not chance events invariably there is a human factor involved.

Summary : Prevention is better than cure \* Daily walkaround inspection \* Report Defects \* Drive like a professional at all times \* Vehicle equipment \* Training \* Plan ahead.

## BREAKDOWNS

### Topics for discussion will include

What steps should be taken in the event of a breakdown or mechanical fault>

PERSONAL SAFETY  
OTHER ROAD USERS SAFETY  
EMERGENCY SERVICES AND  
RECOVERY OPERATORS

The instructor will discuss how it is better to prevent the breakdown from happening in the first place by

Monitoring controls, instruments and gauges.  
Following company policies and procedures.  
Follow the instructions of the emergency services





# Dealing with Common Emergency Situations

## BRIDGE STRIKES

### Topics for discussion will include

- What is a Bridge Strike?
- What is the damage?
- Prevention of Bridge Strikes
- What action to take if a bridge strike occurs

### On this section of the course

### Topics for discussion will include

- What causes bridge strikes?
- A survey indicated that drivers believed bridge strikes to be caused by
  - Drivers not knowing vehicle height - 32%
  - Poor route planning - 22%
  - Drivers not understanding signs - 15%
  - Poor information about low bridges when planning a route - 11%
  - Inadequate signing - 9%
  - Drivers not believing signs - 8%

## What is the damage?

The instructor will then move on to discuss how:

- On the railway - Trains could be delayed or lives lost
- On other road users - Traffic delays, death or serious injury to others
- On drivers - Serious injuries, death or economic losses
- On your employer - Vehicle and bridge repairs. Increased insurance premiums

The instructor will then move on to discuss:

## Prevention of Bridge Strikes

The Road Vehicles (Construction and Use) (Amendment) Regulations 1986 states if the overall travelling height of a motor vehicle or trailer exceeds 3 metres there must be a notice in the cab, indicating the overall travelling height, or the driver must have documentation, within easy reach, which outlines an alternative route that avoids low bridges.

The instructor will then move on to discuss:

## What to do if a Bridge Strike Occurs.



The most-struck railway bridges in the country have been revealed by Network Rail as it relaunches its "Wise Up, Size Up" campaign this week. (Dec 1st 2021).

Most struck railway bridges in Britain 2020/21:

1. Coddensham Road Needham Market, Suffolk - 19 strikes
2. St John's Street Lichfield, Staffordshire - 18 strikes
3. Harlaxton Road Grantham, Lincolnshire - 16 strikes
4. Stuntney Road Ely, Cambridgeshire - 15 strikes
5. Bromford Road Dudley, West Midlands - 13 strikes
6. Watling Street Hinckley, Leicestershire - 11 strikes
7. Warminster Road Wilton, Wiltshire - 11 strikes
8. Ipswich Road Manningtree, Essex - 10 strikes
9. Thames Street Staines-upon-Thames, Surrey - 10 strikes
10. Lower Downs Road Wimbledon, London - 10 strikes





# Dealing with Common Emergency Situations

## FIRE

By the end of the session drivers will be able to identify key causes of vehicle fires, and discuss the steps to take in the event of a vehicle fire.

**Topics for discussion will include:**

**What causes Fires in Vehicles?**

**What are the major causes of fires in goods vehicles?**

- \* Electrical Faults
- \* Fuel & Lubricant Leaks
- \* Turbo Charger Failure
- \* Wheel Bearing Failure
- \* Dragging Brakes
- \* Debris caught under the vehicle
- \* Hot Loads
- \* The Driver

**Preventative Measures**

- \* Visual Inspections

**What is meant by 'The Fire Triangle'**

- \* What is meant by 'The Fire Triangle' - Heat / Oxygen / Fuel

**What would you do in the event your vehicle caught fire?**

**Fire Extinguisher Selection**

**Tackling the fire**



# Dealing with Common Emergency Situations

## CONCLUSION

### Topics for discussion will include

Whether on-line or classroom this course will start promptly after the usual licence checks and Data Protection disclaimer. You will then be given at least a 15 minute morning break, a 30 minute lunch break and a 15 minute afternoon break. Because the pace of each course can be different as to how long the slides take to deliver it is not always possible to give definite break times. Having said that the instructor does have to give these breaks and pace the course in such a way that a full 7 hours of training are delivered. This goes for both the classroom and on-line courses.

## On this section of the course

### Topics for discussion will include

This is the particular course we run (both on-line and in classroom) on this particular day. Different companies across the country run slightly different modules, however most adopt a very similar pattern of combining 5 modules (Monday to Friday) that best suits a wide cross section of drivers attending the courses.

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**For access to the latest updates on this module  
To download the latest version of this guide with this section  
of the guide updated.**

This section of the guide is currently being developed due to recent government changes being introduced in the run up to Christmas in a bid to alleviate the HGV Driver Shortage.

**Please click on the link in your email that we sent you when you first purchased the guide to allow you access to the new updated versions of the guide**



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# Wednesday :

Counts as 7 hours towards your 35

## 35 Hour Course :

On the morning the instructor will deliver...  
Overcoming the Challenges of Varying Road Conditions  
Then on the afternoon we will look at  
Looking Into the Future of Logistics  
Day 3 (of 5) This is just a limited sample of what is covered on the actual course.

# PERIODIC DRIVER CPC



# Overcoming the Challenges of Varying Road Conditions

**This course explores:-**

## **Driving in Challenging Weather Conditions, Winter Driving, Reacting to Road Conditions**

**Topics for discussion will include**

What do we mean by Challenging Weather Conditions?

Planning and Safety Tips  
Defensive Driving Technique  
Strong Wind  
Rain and Floods  
Fog  
The Sun

By the end of this session drivers will be able to identify how challenging weather conditions can effect their driving style and what steps they can take to keep safe in such circumstances.

The instructor will discuss Planning and Safety Tips and also ask the question:

**What is Defensive Driving Technique?**



# Overcoming the Challenges of Varying Road Conditions

## Defensive Driving Technique

### On this section of the course

Defensive Driving Technique (DDT) is a form of driving practice whereby drivers drive in such a way as to reduce the dangers.

DDT is not something to 'switch on and switch off' but rather it's a way of thinking about everyday driving.

- \* Heightens general awareness
- \* Reduces risk of collision
- \* Promotes rational decision making
- \* Improves reaction times
- \* Aids concentration



## Wind

The instructor will discuss planning and safety tips relating to this particular weather condition.

## Planning and Precaution Tips

## Rain

The instructor will discuss.

## Lightning

The instructor will discuss planning and safety tips relating to this particular weather condition.



## Fog

The instructor will discuss planning and safety tips relating to this particular weather condition.

## The Sun



# Overcoming the Challenges of Varying Road

## Condit **WINTER DRIVING**

### On this section of the course

#### Topics for discussion will include

Preparing for winter driving  
Defensive driving techniques  
Ice and snow  
Sleet / Blizzards  
Fog / Freezing fog

The instructor will discuss these topics...

- \* Black Ice
- \* Loss of forward motion
- \* Hills and inclines
- \* Other road users
- \* Getting stuck

Sleets / Blizzards

Fog / Freezing Fog

Driving in winter conditions requires high levels of concentration and caution.

- \* An awareness of how the vehicle and trailer will behave is crucial
- \* Reduce the impact of driving in poor conditions
- \* An effective way of doing this is by adopting defensive driving techniques (DDT)

This section of our guide is sponsored by our friends over at MGW Haulage Ltd. Director Graham Welsh regularly updates us on current conditions for drivers travelling to the continent and navigating the new customs rules changes .



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## REACTING TO ROAD CONDITIONS

### On this section of the course

#### Topics for discussion will include

- \* **Minimising the risk**
- \* **Brake Fade**
- \* **Skids**
- \* **Tyre blow-outs**
- \* **Aquaplaning**

#### \* **Minimising the risk**

- \* Vehicle Inspection
- \* Load distribution and restraints
- \* Vehicle awareness
- \* Awareness of weather conditions
- \* Awareness of road conditions
- \* Defensive driving
- \* Steering control

#### \* **Brake Fade**

- \* The instructor will then discuss this topic and play a video

#### \* **Skidding**

- \* Travelling too fast
- \* Changing direction
- \* Changing speed
- \* How can skidding be avoided?

#### \* **Tyre Blow-outs**

- \* The instructor will then discuss this topic. Speed. Distance. Load weight. Wear and tear. How can you protect against blow outs?

#### \* **Aquaplaning**

- \* The instructor will then discuss this topic and how to prevent aquaplaning.

# Overcoming the Challenges of Varying Road Conditions

## REACTING TO ROAD CONDITIONS

### On this section of the course

This is the particular course we run (both on-line and in classroom) on this particular day. Different companies across the country run slightly different modules, however most adopt a very similar pattern of combining 5 modules (Monday to Friday) that best suits a wide cross section of drivers attending the courses.

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## CONCLUSION

Steps that can be taken to minimise the risk posed by driving emergencies include:

- Vehicle inspection
- Properly distributed and restrained load
- Awareness of current and future weather conditions
- Awareness of road conditions
- Defensive driving
- Steering control





# Looking Into the Future of Logistics

Topics for discussion will include

Green, Why the Need for Change, Assistive Technologies, Alternatively Fuelled Vehicles, Autonomous Vehicles

In the first part of the session the instructor will look at:

- \* **Why do we need to change?**
- \* **Climate Change**
- \* **Low Emission Zones**
- \* **Last Mile Logistics**

# Looking Into the Future of Logistics

**Topics for discussion will include**

## Why the Need for Change?

What are the factors driving the need for changes in logistics?

There are many reasons why change is needed: These may include:

Fuel Sources - 'Last Mile Logistics' - Working Hours - Congestion Charges

Environmental Impact - Vehicle Design - Noise Levels

## What contributes to Climate Change

Emissions - Over Population - Industrialisation - Green House Gases

## What are Greenhouse Gases?

In this session the instructor will look at these as well as

Ultra Low Emission Zones and Low Emission Zones

The LEZ covers most of Greater London, 24 hours a day

Operates 24 hours a day, every day of the year, except Christmas within the same areas as the congestion charges. Covers all vehicles driven within the central London area..

Clean Air Zones - Cities planning low emission zones or Clean Air Zones include Bath, Birmingham, Glasgow, Greater Manchester, Leeds, Sheffield, Oxford, Brighton, York, Aberdeen, Edinburgh, Dundee.





# Looking Into the Future of Logistics

## What is 'Last Mile Logistics'?

Last Mile Logistics is defined as the movement of goods to the final destination.

The focus is on delivering to the end user as fast as possible.

Potential Technical Solutions include:

Light Vans, E-Cargo Bikes, Autonomous ground vehicles, Drones, Tunnels and Tubes, Neighbourhood Manufacturing sites.

## What is 'Assistive Technology'?

Systems Widely Available now and Future Technologies

The aim of this session is to introduce drivers to a range of assistive technologies available and those currently available and those currently available.

\* ABS \* Active Cruise Control & Retarders \* Digital Mirrors \* Active Braking & Side Guard assist \* Direct Vision Standard \* Platooning

The term Assisted Technology is often associated with any:

- \* Item, piece of equipment
- \* Software program
- \* Product system

Electronic Stability Control - Helps prevent crashes resulting from a loss of control in a bend taken too fast or a sudden swerve made to try and avoid a collision.

## Future Technologies

Include:

### Direct Vision Standard

DVS Measures how much a driver can see directly through their cab windows. This indicates the level of risk to vulnerable road users.

The DVS & Safety Permit for HGV's is part of the Mayor of London's Vision Zero plan to eliminate all deaths and serious injuries on London's transport network by 2041

### Platooning

Platooning is the linking of two or more trucks in convoy, using connectivity technology and automated driving support systems.

Benefits include:

Safety, Efficiency, Lower CO2 Emissions, More effective use of road space.



# Looking Into the Future of Logistics

Topics for discussion will include

## Alternatively Fuelled Vehicles

In this topic we will be looking at what types of alternative fuels there are:

\* Full Electric \* Liquefied Natural Gas \* Hydrogen Electric Hybrid

The accepted fuel systems recognised for an AFV and authorised to operate within **The Motor**

**Vehicles (Drivers Licences) (Amendment) Regulations 2018** are:

\* Electric \* Natural Gas - LNG \* Biogas \* Hydrogen \* Hydrogen Electric

\* It is expected that most AFVs will be powered by full electric drivetrains using the same technology as an electric car. During this session the instructor will explore the 3 types currently available

\* Full Electric \* Liquefied Natural Gas \* Hydrogen Electric Hybrids

### Full Electric

Manufacturers currently involved in the production of electrically powered vehicles include:

\* Tesla \* MAN \* Mercedes \* E-Fuso \* E-Force \* DAF \* Volvo

### Liquefied Natural Gas

When fuelling with liquefied natural gas, it is in many ways similar to adding diesel fuel to the internal combustion engine vehicle fuel tank.

However the differences are :

The tank is highly pressurised. Re-fuelling requires a different type of fuel delivery nozzle. The nozzle consists of a vapour extraction and earthing lead. LNG can be difficult to ignite in liquid form - only when in a gas state is LNG easily ignited. Stored at -162 Centigrade and has a boiling point of - 126 Centigrade. Fuel tank and systems maintain the pressure in the fuel tank and therefore regulate the temperature of the LNG. The danger this presents is a risk of having no oxygen / air to breathe if the operator is surrounded by leaking LNG fuel. LNG is much lighter than air so it will dissipate very quickly.

### Hydrogen Electric Hybrid

\* No large battery to store electricity \* Compressed hydrogen, is stored in tank, and reacts with oxygen to generate electricity. Vehicle refuelling is achievable in 4-5 minutes a similar re-fill time to conventional petrol or diesel vehicles. The only bi-product of the reaction is water.

\* Hydrogen gas is not burnt in a combustion process. The hydrogen gas is charged with energy, and that energy in turn is used to charge the vehicle. Often referred to as Hydrogen Electric Hybrids. The benefits of an electric vehicle, whilst giving the benefits of diesel-powered vehicles by refuelling very quickly.

AFV's will become increasingly common sights on the UK's roads over the forthcoming years as pressure increases on industry to reduce reliance on fossil fuels. The infrastructure is currently the stumbling block, a lack of suitable re-fuelling points means that diesel is still seen as the most reliable method of fuelling a vehicle.



# Looking Into the Future of Logistics

Topics for discussion will include

## Autonomous Vehicles



A sample of manufacturers currently developing autonomous vehicles:

\* Volvo \* Mercedes Benz \* Tesla \* Waymo \* Toyota \* Einride

During this session drivers will be asked on their opinions of autonomous vehicles.

The instructor will then discuss:

### Why Autonomous Vehicles?

#### The Law

#### Regulations - Managing the Risks - Will the Technology Work?



\* Autonomous vehicles will eventually become a reality. The technology already exists to replace drivers in many areas of logistics, either the repetitive short haul work such as quarry's waste refuse collection and ports.

\* The long-term aim is to introduce autonomous vehicles on to the UK's public highways.

\* Larger vehicles travelling along the motorways between regional distribution centres, with smaller vehicles following set routes around city centres delivering to stores.

#### 3 Examples of how these autonomous vehicles may be introduced:

1. Driver shortage
2. Fuel Costs
3. Reduction in accidents



**UK**  
**Driver**  
**CPC**  
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# Thursday :

**Counts as 7 hours towards your 35**

## **35 Hour Course :**

On the morning the instructor will deliver...  
Reducing Digital Tachograph Infringements  
On the afternoon we will look at  
Understanding Mental Health in the Workplace  
Day 4 (of 5) This is just a limited sample of what is covered on the actual course.

**PERIODIC DRIVER CPC**

# Reducing Digital Tachograph Infringements

## TACHO REGULATIONS

This course explores:-

INTRODUCTION TO THE DIGITAL TACHOGRAPH

USING THE DIGITAL TACHOGRAPHS

MALFUNCTIONS AND EVENTS

ENFORCEMENT

CONCLUSION

# TACHOGRAPHS

\* Tachographs installed in vehicles after 2011 will function slightly different to tachographs installed before 2011

\* Manual entries are required whenever any work activities take place away from the vehicle

\* Not all tachographs offer the option of a printout during logging out

\* You should always ensure you eject your tachograph card when leaving the vehicle



# Reducing Digital Tachograph Infringements

## INTRODUCTION TO THE DIGITAL TACHOGRAPH

This section of the course explores:-

- \* The Vehicle Unit
- \* Motion Sensor
- \* Tachograph cards, handling /cleaning
- \* Basic displays
- \* Pictograms



### The Vehicle Unit.

The vehicle unit is the main component part of a digital tachograph. All LGV vehicles registered after May 2006 by law have to be fitted with a digital tachograph. It records speed, distance and driver activity but stores the information in its internal memory and on your digital tachograph card. The vehicle unit can store data for approximately **365 Days**. Download the data from the VU at least every **90 Days**.

Other instances when the unit must be downloaded include:

- \* Before the vehicle is downloaded to someone else
- \* When the VU is permanently removed from the vehicle
- \* If the unit malfunctions but downloads are still possible
- \* Or if there is a danger data will be lost

### The Motion Sensor

The Motion Sensor is inserted into the gearbox. It is similar to an ABS sensor. The motion sensor has a metal wire and red seal to show signs of tampering.

### The Driver Card

Data must be downloaded every **28 Days**. The benefits of downloading data in smaller intervals include: Potential issues are identified earlier.

The driver card stores Drivers Hours Information, such as: Duty Time, Rest Breaks, Last Events, Malfunctions, Driver information, Vehicle driven.

The Driver Card is valid for 5 years. You must apply to renew it no less than 15 days before expiry. If you are driving at the time of expiry, the card will automatically eject at Midnight or when the vehicle next stops.

### Basic Displays and Pictograms

On the actual course the instructor will then show slides and videos discussing the main types of Digital Tachos used such as Stoneridge. The discussion will then move onto the 36 possible single pictograms and how they are arranged into 6 groups.

The 6 Groups are:

1. People
2. Activities
3. Equipment
4. Specific Conditions
5. Qualifiers
6. Misc

# Reducing Digital Tachograph Infringements

## USING THE DIGITAL TACHOGRAPHS

This part of the course explores:-

- \* **Recording Activity**
- \* **Logging in and manual entries**
- \* **Logging Out**
- \* **Printouts**

The aim of this part of the course is to enable the professional LGV drivers to confirm their knowledge of operating a digital tachograph.

The instructor will discuss the nuances of recording activity.

He will then discuss the Mode Switch and how the Mode Switch allows you to manually change the driver activity recorded. He will also point out the difference with old spec units (pre-October 2011).

### **Out of Scope**

Journeys that place entirely off the public highway can be recorded as 'Out of Scope'.

Under Directive (1266/2009).

### **Ferry Mode**

On both old (pre Oct 2011) and new spec (post Oct 2011) Continental tachographs, the unit must be set to 'Rest' before the 'Ferry' Mode can be initiated.

### **Manual Entries**

Why are manual entries required? In order to record work activities that take place away from the vehicle. The card should be removed every time you leave the vehicle. The instructor will then show how manual entries differ on 2 of the most popular makes (1. Continental and 2. Stoneridge)

### **Printer Roll**

You must ensure you carry enough thermal print roll to enable to produce a printout on request.

*This section of the guide is just to give you a taste of what this module consists of and by no means covers all the points that the instructor will deliver by way of either slides or videos.*

*What does happen on the actual course is a lot of drivers interact with the instructor and the other drivers on the course by sharing their experiences both positive and negative of the issues presented on this particular course.*

# Reducing Digital Tachograph Infringements

## MALFUNCTIONS AND EVENTS

This part of the course explores:-

- \* Errors, faults and warnings
- \* General event warnings
- \* Break warnings
- \* Overspeeding
- \* Recording equipment messages



The aim of this part of the course is to refresh drivers understanding of digital tachograph malfunctions and events

### Errors, Faults and Warnings

Tachograph cards are prone to wear and damage and every now and then there is a chance yours may develop a fault. On the course the instructor will discuss ways on how to deal with this.

### General event warnings

The instructor will discuss some of the most common event warnings including : Expired card, Over speeding, Missed break, Driving without driver card, Invalid card.

### Break warnings

The instructor will discuss some of the most common break warnings and how this impacts on drivers hours and rest periods.

### Overspeeding

The instructor will discuss how the VDO will display a message and flash to alert the driver. All overspeeding events will be recorded to the unit and the driver card.

### Recording equipment messages

Examples of recording equipment messages include : Power interruption, Sensor fault, Security breach, Device fault, Time fault, Printer fault, Download fault, Card fault.

Summary : The digital tachograph is able to communicate to the driver when there is something amiss with what they are doing or when there is a general fault with the card or the unit itself.

Advice the instructor will give to drivers may include :

Always read your manual. Always take notice of general warnings about messages that are brought about by the drivers actions which may include. \* Expired card \* Invalid card \* Overspeeding \* Failing to take breaks.

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# Reducing Digital Tachograph Infringements

## ENFORCEMENT

### Topics for discussion will include:

- \* Scope and exemptions
- \* Tachograph regulation
- \* Record keeping
- \* Enforcement

The aim of this part of the course is to refresh drivers understanding of digital tachograph malfunctions and events

### Scope and Exemptions

The instructor will discuss which vehicles and lines of work are exempt including Emergency vehicles, vehicles not exceeding 3.5 tonnes, restricted to 40 km/h, not used on public roads, never carry passengers or goods, specialised breakdown. Also vehicles only travelling within a 100km radius including from farm to market, from farm to slaughterhouse, Gas or electric powered goods vehicle, or transporting materials or equipment when the drivers main activity is not driving plus others \*.

### Tachograph Regulation

It is a legal requirement that you carry the previous 28 Days tachograph charts and manual logs with you and are able to produce them if requested by an enforcement officer. If you are a digital tachograph holder, you must carry it on you at all times, even if the vehicle you are driving at the time is fitted with an analogue exemption.

### Enforcement

Fines : A range of penalties and sanctions can be levied against the operator and / or the driver for tachograph and drivers ' hours offences. These include:

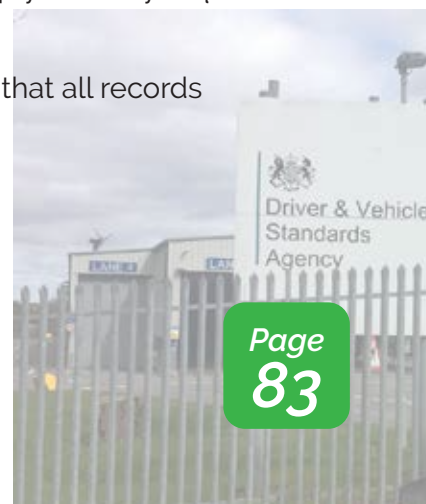
- \* Failure to ensure recording equipment is installed : **Fixed Penalty Fine £300.00**
- \* Failure to ensure correct functioning of recording equipment or driver card : **Fixed Penalty Fine £100.00**
- \* Failure to ensure to ensure proper use of the recording equipment : **Fixed Penalty Fine £200.00**
- \* Failure to ensure proper use of the driver card : **Fixed Penalty Fine £200.00**
- \* In some cases the enforcement officer may refer the infringement to court where you could face a **maximum fine of £2500.00**
- \* If it is believed that the infringement was a result of deliberate falsification, the fine could be **up to £5000.00**
- \* **A maximum fine of up to £5000.00** can also be given to a driver that fails to comply with any requirements from an enforcement officer.

\* The driver is responsible for ensuring that the tachograph is correctly used and that all records are kept and made available for inspection.

\* **YOU MUST BE ABLE TO PRODUCE ALL RECORDS RELATING TO YOUR CURRENT WORKING PERIOD**

\* **YOU MUST ALSO BE ABLE TO PRODUCE ALL RECORDS THAT RELATE TO ALL WORK UNDERTAKEN WITHIN THE LAST 28 DAYS**

*\* If you have a query regarding this area please in the first instance book on this course for clarification or contact DVSA and or your insurance company directly.*





# Understanding Mental Health in the Workplace

## On this section of the course

### Topics for discussion will include

This is just a limited sample of what is covered on the actual course. And credit goes to RTITB our consortium for introducing this high quality module as an option for us to deliver.

## An Introduction to Mental Health

Whether on-line or classroom this course will start promptly after the usual licence checks and Data Protection disclaimer. You will then be given at least a 15 minute morning break, a 30 minute lunch break and a 15 minute afternoon break. Because the pace of each course can be different as to how long the slides take to deliver it is not always possible to give definite break times. Having said that the instructor does have to give these breaks and pace the course in such a way that a full 7 hours of training are delivered. This goes for both the classroom and on-line courses.

## More details to follow soon in this section....

Perhaps surprisingly this particular module has proved to be one of the most popular when we have ran this from our main training venue in Sunderland. It perhaps saw the most engagement in a topic that maybe in the past was not given the attention it deserved. We often saw drivers freely open up about there own personal struggles whilst working in the driving industry.

Our instructor Graham did well to handle very tactfully topics faced by drivers on a regular basis such as:

Details to follow....

# Understanding Mental Health in the Workplace

## On this section of the course

### Topics for discussion will include

This is just a limited sample of what is covered on the actual course.... ..

## An Introduction to Depression

### More details to follow soon in this section....

Perhaps surprisingly this particular module has proved to be one of the most popular when we have ran this from our main training venue in Sunderland. It perhaps saw the most engagement in a topic that maybe in the past was not given the attention it deserved.

Our instructor Graham did well to handle very tactfully topics that related our industry in particular such as:

Details to follow....

# Understanding Mental Health in the Workplace

## On this section of the course

### Topics for discussion will include

This is just a limited sample of what is covered on the actual course.... ..

## An Introduction to Bullying in the Workplace

### More details to follow soon in this section....

During the many occasions when we ran this particular module we would often see drivers freely open up about their own personal struggles whilst working in the driving industry.

It is somewhat difficult to detail in text form the discussions held during the course whereby drivers opened up about their individual experiences relating to their driving experiences but we can list some of the issues raised below

Topics openly discussed amongst drivers in attendance such as:

Details to follow....

# Understanding Mental Health in the Workplace

## On this section of the course

### Stress and the Workplace

This is just a limited sample of what is covered on the actual course.... ..

**For access to the latest updates on this module**

**To download the latest version of this guide with this section of the guide updated.**

This section of the guide is currently being developed due to recent government changes being introduced in the run up to Christmas in a bid to alleviate the HGV Driver Shortage.

Please click on the link in your email that we sent you when you first purchased the guide to allow you access to the new updated versions of the guide

Whether on-line or classroom this course will start promptly after the usual licence checks and Data Protection disclaimer. You will then be given at least a 15 minute morning break, a 30 minute lunch break and a 15 minute afternoon break. Because the pace of each course can be different as to how long the slides take to deliver it is not always possible to give definite break times. Having said that the instructor does have to give these breaks and pace the course in such a way that a full 7 hours of training are delivered. This goes for both the classroom and on-line courses.



# NEW DRIVER GUIDE

Your guide to gaining your Driver CPC.

Become A Lorry Driver.

So to start the process of your training the first thing we need is for you to enter your details online.

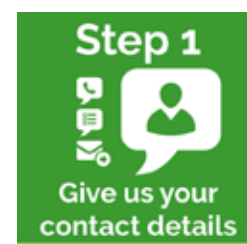
*TIP: Because we like a lot of other training companies are very busy with the demand created by the driver shortage it is no longer practical for us to speak to every driver enquiring over the phone.*

You will find we can assist you much quicker and more efficiently if you enter your details via our website.

Once we have these we can keep you up to date each step of the way via email.

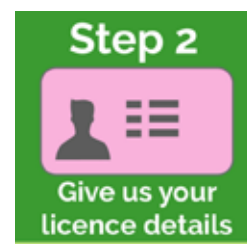
Step 1 Enter your contact details.

Go to [www.ukdriver.co.uk](http://www.ukdriver.co.uk) and click on the Step 1 icon



Step 2 Enter your drivers licence details.

Go to [www.ukdriver.co.uk](http://www.ukdriver.co.uk) and click on the Step 2 icon



Step 3 Make payment online.

Go to [www.ukdriver.co.uk](http://www.ukdriver.co.uk) and click on the Step 3 icon



By doing this online will help speed up your booking and mean you qualify to driver that much quicker!

***Even if you only complete Step 1 this is a big help to us in assisting you!***



**UK  
Driver  
CPC  
Network Ltd**

## **Friday :**

**Counts as 7 hours towards your 35**

## **35 Hour Course :**

On the morning the instructor will deliver...  
Employers' Duties Towards Compliance A  
Then on the afternoon we will look at  
Improving Drivers' Daily Duties Towards Road  
Freight Compliance

Day 5 (of 5) This is just a limited sample of what is covered on the actual course.

# **PERIODIC DRIVER CPC**

# Employers' Duties Towards Compliance

## On today's course

Topics for discussion will include

# TRANSPORT MANAGERS O LICENSING VEHICLE SELECTION INSURANCE



### Transport Managers

In this section the instructor will look at : What Does a Transport Manager do? Internal or External? What qualifications or experience does a transport manager need to have?

### Operator Licensing

In this section the instructor will look at : What is O Licensing? Criteria for Issuing of O Licence and Continuous Licensing and Disciplinary Actions

### Vehicle Selection

In this section the instructor will look at : Why does selecting the right vehicle matter? Selection Considerations include: Weight, Size, Emissions, Product / Load, Terrain, Distance, Driver Experience

### Insurance


In this section the instructor will look at :

- \* The purpose and benefits of insurance
- \* Compulsory Insurance
- \* Self insurance
- \* Goods in transit insurance
- \* Fire and theft insurance
- \* Damage to public highways insurance
- \* International vehicle insurance
- \* Crash for cash incidents

# Employers' Duties Towards Compliance

## On today's course

Topics for discussion will include



**Haulage Operations**  
Road Freight Compliance

DRIVER LICENSING

WEIGHTS AND DIMENSIONS

INSPECTIONS AND PROHIBITIONS

OCRS

### Driver Licensing

In this section the instructor will look at : Entitlements and restrictions, Durations, renewals and medical standards, Updates, Removal of the counterpart

### Weights and Dimensions

In this section the instructor will look at : The regulations concerning Vehicle Weights, Length, Width and Height.

### Inspections and Prohibitions

In this section the instructor will look at : How to recognise a DVSA officer, What do the enforcement officers check? Prohibition Notices and How to ensure the vehicle is roadworthy

### OCRS

### Operator Compliance Risk Score

In this section the instructor will look at :

What is OCRS and how does it work?

Offences and points

How is it possible to improve the score?

Accessing and Monitoring OCRS



# Periodic CPC - 35 Hour Course

## Once you have completed the 5 days....

So to recap here is how a 5 day CPC course usually pans out.

### Each day counts as 7 hours (you need to complete 35)

Each day you arrive at the training venue as detailed in your joining instructions email.

On arrival there is a registration process whereby the instructor checks your drivers licence and makes sure you are eligible to attend the course.

While he (or she) fills out the attendance form you will be asked to fill out a registration form with your contact and drivers licence details.

**The course usually starts around 8.00 am.**

The instructor delivers the first half of the morning session.

Then there is a 15 minute morning break.

The instructor then delivers the second half of the morning session.

Then there is a 30 minute lunch break.

The instructor delivers the first half of the afternoon session.

Then there is a 15 minute afternoon break.

The instructor delivers the second half of the afternoon session.

As the day draws to a close you will be asked to complete a feedback form where you score the instructor / the venue / the course content etc etc.

**The course usually finishes around 4.00 pm.**

The total of this feedback score is usually out of a possible total of 45 (9 x 5 different areas).

This score and form (combined with the registration form on the morning) is very important because no matter what score you give this is entered on to the government online portal to 'upload' your hours and thereby authenticate that you have attended the course.

There is currently no test or exam at the end of any days periodic training. **It is guaranteed pass.** But you do have to attend, agree to follow any rules whilst in attendance and complete those forms as described and return them to the instructor in good time.

**The training company will usually upload the hours the following working day.**

**Once the DVSA have all 35 hours on their system they will then send the Driver Qualification Card directly in the post to the address on your licence. This usually takes 5-6 working days from whenever your final and 5th day is completed.**

You may have to request via email that the training company send you PDF's of your certificates.





**UK**  
**Driver**  
**CPC**  
Network Ltd

# Other Upcoming Industry Changes :

And advice tips for drivers new and old.  
This section contains information on:-

**ONLINE 35 HOUR PERIODIC CPC**

**TRANSPORT MANAGER CPC**

**DRIVER QUALIFICATION CARD**

**CHECK YOUR CPC HOURS ONLINE**

**ADR - HAZARDOUS CHEMICALS AND CPC**

# ONLINE 35 HOUR PERIODIC CPC

Following the decision to suspend classroom DCPC courses last year a workaround solution was approved by DVSA to allow drivers needing to stay legal to 'attend' their CPC courses via web cam link from home. It has been found to be of benefit to a lot of drivers who have already 'done their 5 days' by getting in hours now while they are stuck at home. And with uncertainty surrounding a full return to normality the online courses are still proving a safe bet.

The single most important piece of advice that we would give drivers attending on-line DCPC is check your emails! It's the same course that you would attend in a classroom, only you are sat in the benefit of your own home without the hassle of travelling. But you must check and read your emails thoroughly and follow the instructions therein.

Please be aware, DVSA and our training board RTITB are clamping down! Two issues have started to crop up recently...

1. You must not repeat modules you have attended in the last 3 years and
2. Registration Forms and Feedback forms must be returned (via email for on-line courses) no later than the evening of that days course finishes. (To enable upload the next morning).

So, this is what you need to know once you have received your confirmation email and advice on Joining the Course.

In the lead up to the actual course you will receive multiple emails (both from us to confirm your booking and then from our network partner to confirm the date / time details). It is very important you read fully any emails that are sent to you (and keep an eye on your spam / junk folder just in case).

You will receive a joining email either late the day before (each course) or the morning of the course. Be ready from 7.30 am on the morning of each day you have booked on. (Most courses start at 8.00 am). Time is needed to invite each driver and have them join the course one by one. Have your mobile phone switched on in case the instructor needs to contact you.

More than likely we will ask you to supply us with a photo of the front and back of your drivers licence and Driver Qualification Card. (In much the same way that we would take a photo of these if you attended one of our courses in person.) On the day of the course we will ask you to hold up your licence to the camera for identification purposes.

Most of our partners across the country are working in the similar way as described below.

## When your on-line Driver CPC booking has been confirmed.

What we need from you (either as a driver or a company booking a driver)

1. We need photo of front and back your drivers licence - OF THE ORIGINAL - PHOTOCOPIES ARE NOT ACCEPTABLE SORRY
2. Your email address (we need this to send you joining instructions / Zoom invite)
3. Your mobile number (or contact telephone) (we need this to call you if there are any problems on the morning of the course)
4. The payment needs to be made in full at least 2 full working days before the date of the first course - (preferably sooner to guarantee places).

## Here's what you need to know

Most of our network partners courses take place via the Zoom online meeting platform.

You needn't worry about paying for Zoom. We (and our network partners) pay for this.

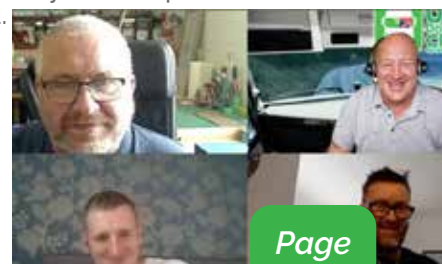
You just need to download the free software / app to the device you are going to use.

After May 30, 2020, in order to join a Zoom meeting you are required to be on Zoom 5.0 or higher. If you have not updated your desktop or mobile client, you will have the choice to update or join via a browser.

To save time and avoid any issues on the morning of the course you should add Zoom to your computer or preferred device now. If you have any issues our technical support team can help you. Please call the number in your confirmation email for assistance.

Devices you can use (the bigger the screen the easier you will find reading the info in the slides the instructor will present during the course of the day).

- Desktop or Laptop Computer (PC, Mac or Linux system) – Recommended
- Tablet or Smartphone (Apple, Android, Blackberry or Some Windows Devices)





# ONLINE 35 HOUR PERIODIC CPC

## What equipment does your device need?

- An internet connection – broadband wired or wireless
- Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth (Headphones will work fine)
- A webcam or HD webcam – built-in or USB plug-in
- Or, a HD cam or HD camcorder with video capture card

## How do I join the training?

On the morning of the course, roughly 1 hour (most courses start around 8.00 am) before it is due to begin, you will be sent an invitation via email to join the zoom meeting with a unique meeting ID and password. If you have not received this within 45 minutes of the course start time please check your junk folder first and then call the number in your joining instructions email.

Please click the link and join the course at least 30 minutes before the official start time for ID checks and administration.

When you first join the course you will find yourself in a waiting room, please have your ID ready. Shortly after you join the administrator will speak to you individually and ask you to present your ID to the camera and hold it still for a few seconds to allow the camera to focus. You will then be placed back in the waiting area until the course begins.

## What can you expect from an online course?

The online course is very similar to the classroom courses that you will have experienced previously, in fact the timings and the course content are more or less the same as it would in the classroom.

The instructor will then run the course as normal allowing candidates to contribute through discussion, on screen questions and private questions and answers which will be monitored by a moderator to ensure everyone gets a response as the course progresses.

Depending upon the numbers attending the instructor may mute everyone's microphone and only unmute individuals as they speak. You are also able to mute your own microphone if you choose to do so and this may be advisable if you have background noise occurring.

Driver CPC is an attendance-based training and you will be required to be visible to the camera at all times, contribute to the course by way of conversation and complete the on-screen polls.

Due to the Driver CPC training being delivered remotely, you will receive more breaks than normal.

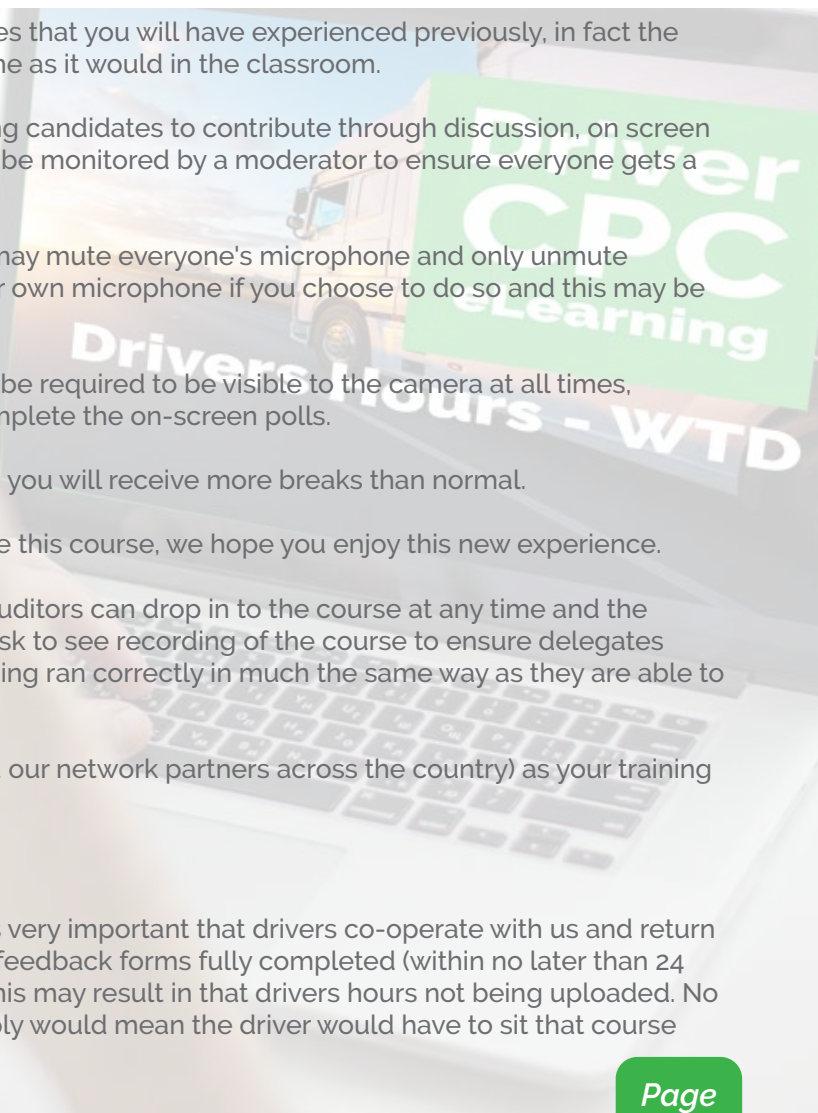
This may extend the 7hrs required by JAUPT to complete this course, we hope you enjoy this new experience.

Because of the technology used please be aware that auditors can drop in to the course at any time and the relevant organisations be it DVSA, JAUPT or RTITB can ask to see recording of the course to ensure delegates attend for the full duration and to ensure courses are being ran correctly in much the same way as they are able to turn up unannounced at courses being ran in person.

Thank you for choosing UK Driver CPC Network Ltd (and our network partners across the country) as your training provider and we look forward to seeing you on-line.

## Uploads - IMPORTANT!

To ensure each drivers uploads are submitted on time is very important that drivers co-operate with us and return (via email for online courses) both their registration and feedback forms fully completed (within no later than 24 hours of the course finishing) and signed. Failure to do this may result in that drivers hours not being uploaded. No refunds can be given in these instances. Failure to comply would mean the driver would have to sit that course again.





# TRANSPORT MANAGER CPC

Drivers may want to progress into management so for this you will need to attend and pass a Transport Managers CPC Course. It is worth noting that the way in which we deliver this course is now a little different than previous years due to the recent change in the awarding body from the OCR to the CILT. (Chartered Institute of Logistics and Transport)

Exams are now scheduled to run every 8 weeks

In terms of the course delivery as we now have 2 options :

**Option 1:** The course can be offered as a self learning package where we would provide some digital learning material and a set of study notes and you can then learn completely in your own time and book to attend the exam date of your choice when you are ready.

(Please note: exams are normally completed from home and online - a microphone and camera is essential for the smooth running of the exam which is ran with a proctoring service in place )

Please note we do not offer any training or consultation for this package. and the cost for this self study package is £720.00 Including VAT pp.

**Option 2:** We would expect that most candidates would want some interaction and guided support to get through the course confidently and so we will be running 1 week of intense training in the classroom which is planned inline with each exam date (This will run Monday to Friday plus 1 additional day of classroom training and mock exams on the Monday which is the day before each exam which all fall on a Tuesday.

This package will give you a total of 6 full days in the classroom (9-5pm) and will give you the opportunity to engage with other candidates and allow our experienced trainers to deliver the course content.

The cost for the 6 days intensive classroom training plus the digital learning package, study notes, both exam entry fees and registration will be just

Price includes digital learning package, study notes, both exam entry fees and registration

We should mention that for both option 1 and option 2 we can offer 1-2-1 training sessions ( 2 hours long ) for any candidate that needs a more assistance which will be priced at £150 including vat per session. These dates can be booked as needed. Out of office hours are available on request.

Once we receive payment we will discuss the course and its delivery in more detail by passing you on to a specialist who can advise further.

Price includes Digital learning package, study notes, both exam entry fees and registration.

Payment must be made in full to secure your place on the course.

Further courses dates during 2022 to follow: Dates may change due to Covid 19 restrictons.





# Driver Qualification Card

## Initial Driver CPC - What Happens When You Have Passed / Completed?

After passing either your Initial Driver CPC or Periodic CPC you will now receive your DQC.

(Driver Qualification Card). **THIS IS DIFFERENT FROM A DIGITAL TACHOGRAPH CARD**

This is sometimes referred to as a 'CPC' Card.

This is valid for 5 years from when you pass.

You will now receive your DQC direct from DVSA to the address on your licence.

Once you are qualified you must carry this with you whilst driving for a living.

And you must now complete your Periodic Driver CPC.

You have the 5 years your card is valid for to complete 5 days training.

**TIP!** Check the back of your new DQC to make sure it contains all the vocational categories you hold entitlement to.

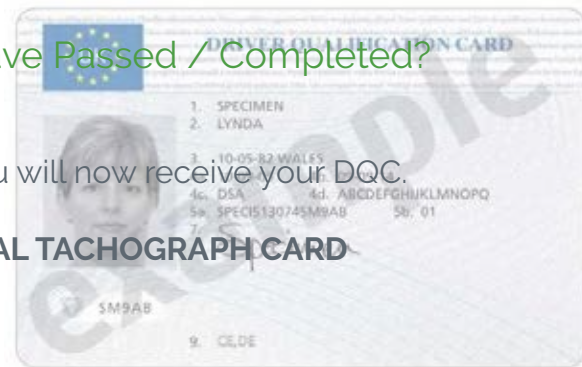
If you have already completed your first cycle please check your expiry date (4b on the front)...it may be due to run out!

Our drivers on our previous courses received their Driver Qualification cards the week after they came on the course. We always ask drivers who are completing their 35 hours periodic training to let us know when their DQC's arrive in the post (to them direct from the DVSA). And tying in with previous courses the average turnaround is 4-5 working days. The card is sent direct to your home (or whichever address your licence is registered to) address by the DVSA after we upload your final hours (once 35 hours are complete).

Because we upload hours straight away (either that night or next working day) the turnaround to get your DQC is very efficient when you book through us (a benefit over some other training companies where long delays have been known.)

If you are completing your periodic training early DVSA may hang on to your card until nearer the expiry date before releasing it to you.

Please check the expiry date on your card when it arrives, and ensure the date is at least 5 years from either:  
The date you completed your course or  
5 years from the date of the previous expiry date.



# CHECK YOUR CPC HOURS ONLINE

Once you have made a start on your periodic training it's a good idea to keep a check on how many hours you have accrued.

You can do this by first creating an account on the Gov.uk website and then the DVSA will send a unique password to the address your driving licence is registered to to enable you to log in to your own online training record.

You do need to have completed at least one days DCPC to be able to view those first 7 hours.

Also if you are attending a DCPC course you must allow the training company time to upload the hours and the training board to then pass them on to DVSA. Ordinarily this can take up to 72 hours. Also weekends can impact on the time it takes for hours to become viewable.

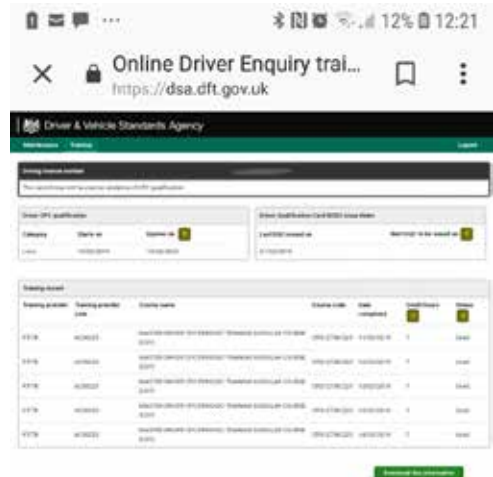


<https://www.gov.uk/check-your-driver-cpc-periodic-training-hours>

Once you have completed all 5 days your online record will look something like this...

Around about the same time has the uploads have successfully become viewable on your online record you will receive your Driver Qualification Card direct to the address on your licence in the post.

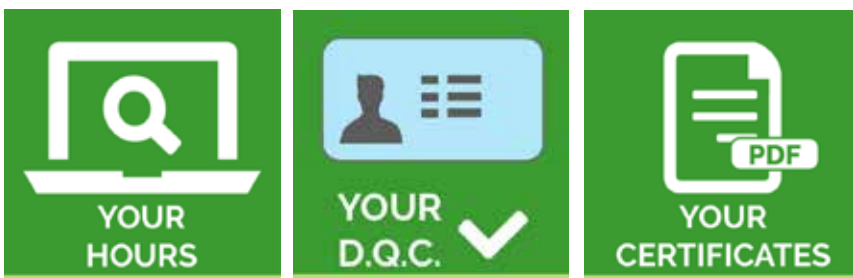
As it is a legal requirement to carry the D.Q.C. it is arguably much more important than the certificates that you will receive after attending the course.



More and more training companies are switching to electronic certificates sent as PDF's via email (one for each day that you attend).

We at UK Driver CPC Network do this now as opposed to old fashioned paper based certificates which we stopped sending out in the post back in 2014.

You should receive the email (or your manager will if we do not have your email address) within 30 days of completing your 5 days. This will contain a PDF of the certificate for each day that you have attended.



# ADR - HAZARDOUS CHEMICALS AND CPC

ADR Training Courses (through other accredited training companies). courses can count towards your 35 hours Driver CPC.

The ADR Training is carried out in the classroom (all theory) over 5 days - Monday to Friday

Depending on which route you take this training can count towards either 21 or 28 (maximum) hours Driver CPC

Therefore you could acquire 28 hours of ADR training (over 5 days) which would leave only 1 seven hour module to choose from to complete your full 35 hours of Driver CPC.

The price for a 5 day ADR Training Course is approx £450.00 (£90 per day)

If you took your Driver CPC separate this would cost an additional £400.00

So ideally you could save money and 'kill two birds with one stone'.

The Core Module / Package Module and the Tanker Module would count towards CPC 28 Hours

You must take the Core Module, so combine that with either the Package or Tanker Module to count towards your CPC 21 Hours.

Take all three to get the full 28 Hours.

On top of that it's approx £20.00 exam fee for each of the 9 exams you may wish to take

These are :-

1. Explosives
2. Gases
3. Flammable Liquid
4. Flammable Solids
5. Oxidisers
6. Toxic and Infectious
7. Radioactive
8. Corrosives
9. Miscellaneous (everything not covered in first 8)

So to take ADR Training (and incorporate Driver CPC) you will need to take 5 days off work and it will cost approx £575.00 plus £20 per exam you wish to take.



# DISCLAIMER

## The content in this guide is subject to change!

Due to the ongoing changes brought about by Covid 19, Brexit and the HGV Driver Shortage, UK Driver CPC Network Ltd accept no responsibility for any misinterpretation of the content in this guide or any changes that may occur. It is the responsibility of the driver to ensure they keep up to date by attending the latest Driver CPC Courses and stay aware of any updates introduced by the government by checking official sources on a regular basis.

These sources include (but are not limited to):

Department of Transport

### DVSA

<https://www.gov.uk/government/organisations/driver-and-vehicle-standards-agency>

### JAUPT

<https://www.jaupt.org.uk/>

### RTITB

<https://www.rtitb.com/>

## For access to the latest updates:

### To download the latest version of this guide with this section of the guide updated.

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