



Periodic Training



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Maintaining
high driving
standards
and improving
road safety



What is Driver CPC?

Driver CPC is short for 'Driver Certificate of Professional Competence'. It is a new qualification that all bus, coach and lorry drivers will need to have and is being introduced across the European Union to maintain high driving standards.

Why is it being introduced?

The aims of Driver CPC are to:

- Improve road safety.
- Recognise and accredit skills for professional bus, coach and lorry drivers.
- Encourage drivers to continually update their skills and knowledge.
- Raise the status of bus, coach and lorry drivers to promote driving as a career.

When did it start?

For bus and coach drivers it is 10 Sept 2008 and for lorry drivers 10 Sept 2009.



Who is asking me to do this?

The Driver CPC is an EU requirement. The Driving Standards Agency (DSA) is responsible for implementing it in Great Britain and is working with transport industry representatives to ensure it is introduced successfully.

How will it affect me?

If you are already a bus, coach or lorry driver, or you are thinking of becoming one, you will need to prepare yourself to take regular 'periodic training'.

I already hold a bus, coach or lorry driving licence.

What will I need to do?

If you already hold a bus, coach or lorry driving licence on the start dates you will have 'acquired rights' for the following 5 years and do not need to hold a CPC during that period. You will, however, need to start work towards getting your CPC, if you wish to continue driving beyond those 5 years.

What does the term 'acquired rights' mean?

'Acquired rights' or grandfather rights as they are often known, is a term used when people who hold an existing qualification (for instance a vocational driving licence) do not have to re-qualify when new conditions are introduced. They are allowed to retain the rights they previously acquired. If you hold a full vocational licence before the CPC implementation dates, you will fall into this category.

What is 'periodic training'?

'Periodic training' is regular training that will continue throughout your professional driving career to help you as a driver and to encourage safe driving for life. You will need to complete 'periodic training' 35 hours of every 5 years to retain your Driver CPC.

There will be a range of courses available and training will be tailored to suit your individual needs to help you become an even better driver. The training is grouped under three headings:

- Safe and fuel efficient driving (this may include vehicle loading, fuel consumption and pollution).
- Legal requirements (rules for tacograph, drivers hours).
- Health and Safety, Service and Logistics (including First Aid, Passenger Safety, Customer service).

Only courses approved by the DSA and delivered by accredited training organisations will count towards your 'periodic training' which will enable you to obtain your Driver CPC.



What about new drivers?

Anyone obtaining or applying for a lorry, bus or coach licence after the implementation dates will not have acquired rights. They will not be able to obtain their first Driver CPC by taking their 'periodic training' on its own. They will have to take an initial Driver CPC test before being able to drive professionally. This can be taken at the same time as the vocational driving test.

What is the initial CPC Test?

The initial Driver CPC test is in two parts:

- **A Driver CPC Theory Test (which lasts 4 hours in total with case studies).**
- **A Driver CPC practical test (which lasts two hours and includes elements similar to the 'show me, tell me' part of the existing practical driving test taken by car drivers).**

The new test will enable drivers to gain a more in-depth and practical understanding of driving as a profession, and once the initial Driver CPC test has been passed you will be entitled to a Driver CPC and a vocational Driving Licence.

So once I have got my Driver CPC, is that it?

No, a Driver CPC lasts for five years. To qualify for a further Driver CPC, you will need to complete 35 hours of 'periodic training'. If the end date passes without you undertaking any such training, then your Driver CPC will expire, and you could face legal charges if you continue to drive in a professional capacity.

Can I ignore Driver CPC and still drive professionally?

The simple answer is 'no' you cannot ignore Driver CPC. If you are a bus, coach or lorry driver and you are not covered by any exemptions you will need to take action.

What are the exemptions?

You don't need a Driver CPC if the vehicle you drive is:

- Not authorised to exceed 45 kph
- Being used by or under the instructions of the armed forces, the police or a fire and rescue authority.
- Undergoing road tests for technical development repair or for maintenance purposes.
- Being used in a state of emergency as part of a rescue mission.
- Being used for driving lessons for either driving licence or Driver CPC purposes.
- Not being used to carry passengers or goods for commercial purposes.
- Carrying materials or equipment for your work and that work is not professional bus, coach or lorry driving.

How will I take all this in?

There is no need to take any major action at the present time. The purpose of this guide is to tell you what Driver CPC is and that it is coming. More detailed information will be produced by DSA in time to help you understand Driver CPC and how it will affect you and your circumstances.

How can I find out more?

Contact FTT Training: www.FTTonline.com. Email: info@FTTonline.com. Tel: 08454 303 388.



Z1 & Z2 - Core Module

(JAUPT Approval Numbers CRS2037/832, CRS2294/832)

The Core Module is designed to develop “behavioural change” in the candidate. It concentrates on the main elements of the legislation and acts as an introduction to the technical aspects of the syllabus. The following topics are contained within the module:

- Road Accidents
- Emergency Situations Knowing Your Vehicle
- Understanding Your Load
- Driving Safely Driver Safety
- Fuel Efficiency
- The Professional Driver
- The Law & You
- Being An Ambassador

C1 - Driving Techniques, Vehicle Performance and Safety

(JAUPT Approval Number CRS2037/832)

This technical module is designed to give the candidate a greater understanding of how different components of the vehicle work and how they should be used to get maximum performance. Driving skills and safety play a significant role in the module. The following topics are expanded upon during this module:

- Technical Aspects Of Vehicles
- Maintaining Vehicle Condition
- Driver Pre Use Routine
- Driver Flexibility
- Driving Skills
- Vehicle Know-How
- Understanding The Vehicle
- Efficient Driving
- Reacting To Difficult Situations

C2 - The Law and Your Company

(JAUPT Approval Number CRS2294/832)

This module is designed to give the candidate a greater understanding of the legal framework that companies have to operate within. UK and international laws and guidelines are discussed within a wider company context. The module contains the following topics:

- The Road Haulage Environment
- Management of The Road Haulage Company
- Determining What Is An Acceptable Risk
- Rules & Guidelines For Safe Working
- Driver Administration
- Company Forms
- Workload & Workplace
- You - The Driver
- Considerations When Travelling Abroad
- Paperwork For International Travel
- Clandestines & How To Avoid The Issues

C3 - Drivers Hours and Tachographs

(JAUPT Approval Number CRS2037/832)

This module is designed to cover all aspects of the working time directive and drivers hours legislation. The use of analogue and digital tachograph technology is discussed from both a drivers and a company perspective. The following topics are covered in the module:

- EU Rules Regarding Working Hours
- Drivers Individual Responsibilities
- Management Responsibilities
- Tachograph Technology & Its Use

C4 - Individual Performance and Loads

(JAUPT Approval Number CRS2294/832)

This module is designed to give candidates a greater understanding of the risks associated with the vehicle load and how to prevent loss or damage to both the cargo and the individual. The following topics are covered in this module:

- Mass of The Load
- Load Size & Volume
- Loading The Space Effectively
- Attributes Of Different Load Types
- Security Of Loads
- Effects Of The Load On Driving Technique
- Accident Avoidance
- Ergonomics & Reducing The Risk Of Injury
- Lifestyle Of The Driver
- Maintaining A Healthy Balance



C5 - First Aid

(JAUPT Approval Number CRS2037/832)

This module is designed to lead to the award of an Emergency First Aid at Work certificate (EFAW) and contains the following topics:

- Scene Of An Accident
- Priorities Of Treatment Emergency Action Plan
- Cardio Pulmonary Resuscitation
- Unconscious Patients
- Recovery Position
- Choking
- Bleeding & Shock
- Amputation
- Eye Injury
- Embedded Objects
- Epilepsy
- Asthma
- Anaphylaxis
- Employers Responsibilities With Regard To First Aid
- First Aid Kits
- Practical Assessment
- Certificate Renewal

MH1 - Manual Handling

(JAUPT Approval Number CRS2294/832)

This course is designed to improve the awareness of the types of injury that can be caused by incorrect manual handling and teaches candidates how to use the correct technique to avoid injury to themselves or others. The module contains the following topics:

- What is Manual Handling?
- Manual Handling Injuries
- Legislation
- Responsibilities Risk Assessment
- Safer Handling
- Practical Session

IS1 - Plant Operators Refresher

(JAUPT Approval Number CRS2296/832)

This course is designed for candidates who need to refresh their plant operators' license in order for them to use certain types of plant as part of their everyday routine. The course has been designed as a generic shell, to allow any type of plant to be taught. This module should only be taken in conjunction with the full suite of regulatory modules - Z1 & C1 to C4. The course consists of the following topics:

- Types Of Machines And Categories
- Structural Parts Of Machine Regulations And Guidance
- Pre-Use Inspections/Handovers
- Safe Operating Methods & Hazards
- Theory Assessment
- Practical Training
- Introduction To The Machine
- Instructor Guided Student Practical
- Practical Assessment
- Certificate Renewal

This course can currently be used to renew the following categories of lift trucks.

- Counterbalance Lift Truck
- Reach Lift Truck
- Pedestrian Operated lift Truck
- Sideloaing Lift Truck
- Transportable Lift Truck (Moffett)
- Telescopic Handler
- Container Handler
- Self Propellid Boom MEWP
- Scissor Lift MEWP
- Vehicle Mounted MEWP



IS2 - Load and Unload

(JAUPT Approval Number CRS2295/832)

This course is designed for candidates who need to learn how to load the vehicle, secure the load prior to transportation and unload the vehicle. The course has been designed as a generic shell, to allow any type of load to be used. This module should only be taken in conjunction with the full suite of regulatory modules - Z1 & C1 to C4. The course consists of the following topics:

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|---|---|
| <ul style="list-style-type: none"> • Regulations • Vehicle Types • Vehicle Load Types • Risk Assessment • Loading (Vehicle Type Specific) • Securing (Vehicle Type And Load Specific) | <ul style="list-style-type: none"> • Unloading (Vehicle Type And Load Specific) • Theory Assessment • Practical Training • Instructor Guided Student Practical • Practical Assessment • Certificate Renewal |
|---|---|

This course can currently be used to renew the following categories of lift trucks.

- | | |
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| <ul style="list-style-type: none"> • 180 Excavators • 360 Excavators • Loading shovel | <ul style="list-style-type: none"> • Lorry Loader (HIAB) • Overhead Crane • Slinger/Signaller |
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With a prestigious portfolio of clients ranging from small enterprises to major blue chip

companies many of the countries major organisations rely on FTT to improve safety standards by training their employees. Without doubt the market leader industrial training, FTT however can offer over 100 separate programmes of workplace instruction to meet the requirements of most industries and workplace environments



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FTT Training is accredited by the following organisations

