

# PERIODIC TRAINING FOR EXISTING LORRY DRIVERS

*A guide for operators*

# INTRODUCTION

This leaflet provides information on periodic training – part of the new Driver CPC (Certificate of Professional Competence) which will affect all professional drivers of buses and coaches (D, D1, DE, D1E licence holders) from **10<sup>th</sup> September 2008** and professional drivers of Lorries (C, C1 CE, C1E licence holders) from **10<sup>th</sup> September 2009**, both:

- **drivers** who already hold the relevant vocational licence prior to these **dates** and
- **those seeking to achieve their vocational licence** to drive professionally **from** these dates



## WHEN WILL IT START?

**Bus and Coach Drivers** – 10<sup>th</sup> September 2008

**Lorry Drivers** – 10<sup>th</sup> September 2009

## WHAT IS DRIVER CPC?

Driver CPC is being introduced across the European Union to maintain high driving standards and improve road safety. All professional bus, coach and lorry drivers must hold a Driver CPC if they want to drive for a living.

*NB: any drivers of lorries of 3.5 tons and upwards, and minibuses with 9 seats or more must obtain a Driver CPC.*



## HOW WILL IT AFFECT ME?

**All drivers will need to complete a minimum of 35 hours of periodic training within every five year period. The training will require attendance at courses but not require drivers to take or pass further examinations.**

How you gain your Driver CPC will depend upon whether you are a new or existing driver.

If you are an **existing driver** you will have “acquired rights” as you already hold a vocational driving licence (C, C1, CE, C1E, D\*, DE and D1E\*) on the relevant start dates. Buses and coach drivers will hold acquired rights up until 9<sup>th</sup> September 2013 and lorry drivers until 9<sup>th</sup> September 2014. To keep your Driver CPC and continue driving professionally beyond this date, you will need to undertake regular periodic training.

**New Drivers** will need to pass a new initial qualification to gain their vocational driving licence and qualify for their Driver CPC. For a new driver, their requirement to undertake a minimum of 35 hours’ periodic training to retain their Driver CPC will start once they have passed the initial qualification.

**\*those who have an entitlement on their licence stating “not for hire or reward” (Code 101) will not have acquired rights and will have to take the initial qualification should they wish to drive professionally.**

## WHAT IS PERIODIC TRAINING?

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

The minimum length of a training course is 7 hours. Where a course of 7 hours is split into two parts and the second part must start within 24 hours of the completion of the first part.

It is important that you allow yourself enough time to complete your training with the five year period. There is no advantage in delaying your periodic training. The sooner you train, the sooner your knowledge and skills will be refreshed and updates, which will enhance your professionalism.

Driver CPC requires you to complete a minimum of 35 hours of periodic training during every five year cycle for as long as you wish to continue driving professionally.

## WHAT SUBJECTS WILL PERIODIC TRAINING COVER?

Periodic training is designed to complement the individual driver's work and be relevant to their every day job. Courses may include SAFED (Safe and Fuel Efficient Driving) style training, defensive driving techniques, first aid, health and safety, driver's hours regulations and tachographs. Courses will also enable drivers to keep up to date with changing regulations. The syllabus broadly covers:

- Safe and fuel efficient driving
- Legal requirements

Health and safety, services and logistics



## WHO WILL DELIVER PERIODIC TRAINING

Only approved course taken with approved training centres will count towards periodic training. The approval process for course is managed on behalf of the Driving Standards Agency by the Joint Approvals Unit for Periodic Training (JAUPT). A list of approved training centres can be found through their website at [www.drivercpc-periodictraining.org](http://www.drivercpc-periodictraining.org)

DSA will provide a central database to keep record of the periodic training completed by each driver. It will be the responsibility of the training centre to enter records onto the database (there will be online access for drivers to enquire on their own training records).

## IS THERE A TEST TO PASS?

No. There is no requirement for a course to include a test or a pass/fail element.

## I HOLD BOTH A PCV AND LGV LICENCE: WILL I NEED TO UNDERTAKE TWO SETS OF PERIOD TRAINING?

No, only one set of periodic training needs to be completed every five years.

## HOW WILL I PROVE I HOLD A DRIVER CPC?

You will be able to prove you hold a Driver CPC by a Driver Qualification Card (DQC). The card will be issued to new drivers automatically on successfully passing the initial qualification. Existing drivers (holding a GB photo card licence) will be automatically issued with the card on completion of the 35<sup>th</sup> hour of periodic training.

*For existing drivers, their “acquired rights” means that their driving licence will be accepted as proof of their Driver CPC status until they have completed their 35 hours training within the first 5 year cycle at which point they will be issued with a DQC.*

**There will be no charge for the card at point of issue.**

You must carry your DQC whilst driving and there will be penalties if you are found to be driving professionally without one. If your DQC has been lost, stolen or damaged, you must report it to the DSA within 7 days and apply for a replacement card. There will be a fee to replace and issue new cards.

To report your DQC card lost, stolen or damaged contact:

Email [customer.services@dsa.gsi.gov.uk](mailto:customer.services@dsa.gsi.gov.uk) (putting “DQC Enquiry” in the subject field or telephone **0300 200 1122**)

Once you have reported it you will be able to drive for up to 15 days without a card whilst a replacement is sent to you.

*NB: if your card has been lost or stolen you must inform your employer.*

## ARE THERE ANY SPECIAL CONCESSIONS?

There are exemptions from the Driver CPC qualification for drivers of vehicles:

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

## COURSES WE OFFER

We offer a range of standard courses which are both classroom based and practical courses. We can also create a new course to suit the specific needs of your business.

### Legal & Safety Aspects of Driving Goods Vehicles

This is a classroom based course which lasts 7 hours and includes:

- *Vehicle Checks*
- *Drivers Hours*
- *Working Time Directive*
- *Manual Handling*

### Basic Health & Safety

This classroom based course brings to light some of the safety issues that a driver is likely to face during their professional driving career. The course includes:

- *Legal Responsibilities*
- *Effects of non-compliance*
- *Manual Handling*

## Driver Safety & Wellbeing

This classroom based course focuses on the safety of the driver and how external influences can affect a drivers' personal safety. During the course we also look at how a driver can manage their own welfare when out on the road - a must for trampers!

This course includes:

- *Ambush Situations*
- *Driver Security*
- *Port Security*
- *Driver Welfare*
- *Healthy Eating*



## Customer Care and Effective Client Relationships

This classroom based course focuses the drivers attention to the importance of creating and maintaining effective client relationships and the impact on companies. The course includes:

- *Developing Client Relationships*
- *Creating the Right Image*
- *OUR CUSTOMER!*

## Defensive and Eco-Safe Driving Techniques

This course is delivered in the classroom and then followed up with a on-the-road practical session. The course includes:

- *Vehicle Safety Checks*
- *Defensive Driving*
- *Fuel Efficient Driving*
- *Accident Awareness*

This course can be taken in conjunction with an NVQ qualification.

## PRICES

Our pricing structure is simple.  
All classroom sessions are just  
£70\* for a 7 hour session!

\* plus JAAPT registration fee

Please ask for details of the  
in-cab training session.



For details on all our courses and how we can tailor our services to your needs, please contact:

## **DRIVERS DIRECT TRAINING**

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