

DRIVER CPC TRAINING



DURATION

5 Days

QUALIFICATION

Driver CPC
Licence

Overview

The new Driver CPC is for LGV and PCV drivers who drive professionally throughout the UK. It has been developed as a requirement of the EU Directive 2003/59, which is designed to improve the knowledge and skills of professional LGV and PCV drivers throughout their working life.

The training can be completed in flexible 7 hour blocks. All professional LGC & PCV drivers must undertake 35 hours of training in every five year period to ensure that their Driver CPC remains valid. This is known as periodic training. Periodic training is designed to confirm, and expand on, the existing knowledge and skills of each driver to ensure that they continue to be safe, courteous and fuel-efficient drivers. It also enables driver to keep up-to-date with ever changing regulations and to benefit from training throughout their whole career.

Project Skills Solutions offer CPC training through our associate JAUPT approved training centres.

Who Should Attend?

All professional drivers who are required to undertake Driver CPC Periodic Training to retain their Driver CPC Licence.

Course Content

There are 5 modules which are:

(1) Laws & Regulations

- Licensing
- Health & Safety at Work Act
- Drivers Hours & Rest Periods
- Environmental Laws
- Weights & Dimensions
- Road Transport Act & VOSA
- Accidents & Emergency Procedures

(2) Vehicle Maintenance & Loading

- Walk Road Checks
- Fluids
- Recording Daily Checks
- Basic Driver Maintenance
- Luggage & Passenger Loading & Seating
- Vehicle Cleanliness
- Lost Property
- Complaints

(3) Driving (The Vehicle)

- Operating Systems
- Driver Planning & Preparation
- Braking & Controlling
- Gears, Efficient Driving & Fuel Economy
- Tyres & Dynamic Forces
- Keeping Standards

(4) Driving (The Driver)

- Health & Welfare
- Hazard Perception
- Defensive Driving
- Restrictions & Vehicle Limitations
- Fines & Penalties

(5) Risk Assessment & Accident Reduction

- Risk Assessment
- Accident Reduction
- First Aid
- Dealing with Accidents
- Reporting Accidents
- Damage
- Spillages & Environmental Impact
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For further information please call us on 0845 1307411

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DRIVER CPC TRAINING

Module 1 - Laws & Regulations (LGV)

08:00am—09:00am	Introduction	Introduction to CPC Amenities Emergencies Objectives of Lesson Review of Schedule
	Licensing	Categories / Entitlements Future Changes Keeping your licensing Achieving your license
09:00am—09:30am	HASWA	Your duties Employer's duty HAWSA & Employer HASWA & You
	Tachographs	Penalties and Fines Overseas Driving Working Time Directive Dual Driving
09:30am—10:00am	Morning Break	
10:00am-11:30am	Driver's Hours, Working Time Directive and Rest Periods	Faults & Trouble Shooting Your Req's & the Law Weekend Rest Records & Retention Extending Hrs Digital Tachos Resting/Breaks Filling out Tachos Driving Hours
	Environmental Hours	Emissions & L.E.Z. Refuelling & Spillages Re-cycling & Waste
11:30am—12:30pm	Lunch Break	
12:30pm—13:30pm	Weights & Measures	Width Restrictions Driver Related Low Bridges Bus Lanes Axles, Suspension & Loads Max Widths & Lengths
13:30pm-14:30pm	Other Applicable Laws (R.T.A and VOSA)	Corporate Manslaughter Laws F.T.A. & it's Services
14:30pm-15:00pm	Afternoon Break	
15:00pm-16:00pm	Accidents & Emergency Procedures	First Aid Reporting RTA's (Ambulance, Police) Handling RTA's Evacuation
16:00pm-17:00pm	Future of LGV Industry	Changes in Law (CPC etc.)
	Summary and Q&A	Review of Lesson Questions & Answers Overview of Next Lesson / Module

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Module 2 - Vehicle Maintenance and Loading

08:00am—09:00am	Introduction	Welcome Review Objectives of Lesson
	Overview of Laws	Relate to all Laws Relevant to the lesson
09:00am—09:30am	Walk Round Checks	Reporting Major Faults and VOR Identifying & Addressing Faults/Problems Key Factors to Consider Understanding & Filling out Check Sheets
	Fluids	Dealing with Spillages How do we check & top up Fluids we need to check
09:30am—10:00am	Morning Break	
10:00am-10:30am	Recording Daily Checks	Maintenance schedules Recording & reporting faults
10:30am-12:00pm	Basic Driver Maintenance	Reducing wear & tear Lubrication & greasing Common faults during checks What we can & can't fix Looking after your vehicle
12:00pm-13:00pm	Lunch Break	
13:00pm-14:00pm	Personal Protection Equipment (PPE)	Efficient use of PPE When to wear your PPE
14:00pm-14:30pm	Route Planning Sat Navigation	Safety issues Planning ahead Checking your route
14:30pm-15:00pm	Afternoon Break	
15:00pm-16:00pm	Vehicle Cleanliness	Specialist cleaning & extra duties Correct & safe cleaning procedures Importance of vehicle cleanliness
16:00pm-17:00pm	Lost Equipment, Complaints, Etc.	Handling & reducing complaints Dealing with lost equipment
	Summary and Q&A	Review of Lesson Questions & Answers Overview of Next Lesson / Module

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Module 3 - Driving the Vehicle (LGV)

08:00am—08:30am	Introduction	Welcome Review Objectives of Lesson
08:30am-10:00am	Operating Systems	Explain the correct usage of each of the following factors and relate them to actual driving on the road: Engine, gears, electrical, suspension, brakes and steering
10:00am—10:30am	Morning Break	
10:30am-11:00am	Driver Planning & Preparation	Considerations to passengers Planning stops & rest periods Preparing for journey
11:00am-12:00pm	Braking & Controlling (Hills)	Alternate routes Correct use of gears Correct use of brakes and retarder
12:00pm-13:00pm	Lunch Break	
13:00pm-14:00pm	Gears	Using gears & brakes together Prolonging clutch & gearbox life Changing gears effectively Different types of gearboxes
14:00pm-14:30pm	Efficient Driving	Principals of SAFED
14:30pm-15:00pm	Afternoon Break	
15:00pm-16:00pm	Fuel	Why is fuel efficient driving important
	Aerodynamics	Bad weather (ice, strong winds) & how it effects vehicle handling Lateral & Longitude forces Fuel reducing measures (aerodynamics)
	Tyres Dynamic Forces Miscellaneous	
16:00pm-17:00pm	Keeping Standards	Extra training (NVQ, CPC) Maintaining driving standards
	Summary and Q&A	Review of Lesson Questions & Answers Overview of Next Lesson / Module

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Module 4 - Driving the Driver (LGV)

08:00am—08:30am	Introduction	Welcome Review Objectives of Lesson
08:30am-09:30am	Driver Health & Welfare	Sickness, absence & injuries Understanding your body clock Diet & exercise Drugs & alcohol Using correct PPE/H&S reqs Resting/sleeping
	Anger Management	Your control/behaviour
09:30am-10:00am	Morning Break	
10:00am-12:00pm	Hazard Perception	Measures to reduce hazards Road surfaces/conditions & cambers Warning signs & lights Adapting driving style to environment Prioritising hazards Identifying different hazards
12:00pm-13:00pm	Lunch Break	
13:00pm-14:30pm	Defensive Driving	Lateral & longitudinal forces (braking/ turning) Reading road ahead/forward planning Advance driver training Overtaking, cornering & speed Controlling vehicle in emergency situation
14:30pm-15:00pm	Afternoon Break	
15:00pm-16:00pm	Hazard Driving	Knowing vehicle limitations Avoiding hazards
	Restrictions	Driving restrictions for LGV drives & vehicles
16:00pm-17:00pm	Penalties, Fines & The Law	Overview of relevant laws
	Summary and Q&A	Review of Lesson Questions & Answers Overview of Next Lesson / Module

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Module 5 - Risk Assessment & Accident Reduction (LGV)

08:00am—08:30am	Introduction	Welcome Review Objectives of Lesson
08:30am-09:30am	Risk Assessment	Contracts i.e. HSE, EHO VOSA etc Implanting changes Identifying & reporting risks Employee/employer relationships Who is responsible Understanding risk assessments
09:30am-10:00am	Morning Break	
10:00am-11:00am	Q and A	Questions and Answers
11:00am-12:00pm	Accident Reduction	Impact/costs of accidents Improving driving style Using vehicle/equipment correctly Measures to reduce accidents
12:00pm-13:00pm	Lunch Break	
13:00pm-14:00pm	LGV Accidents	Common types of LGV related accidents
14:00pm-15:00pm	First Aid	Reporting to/liasing with relevant authorities Dealing with injuries/illnesses Identify when to use first aid
14:30pm-15:00pm	Afternoon Break	
15:30pm-16:00pm	Dealing with & reporting accidents Restrictions	Conforming to applicable laws Correct reporting procedures
16:00pm-17:00pm	Environmental impact & implications	Implications to Driver Damage, spillages & impact of accidents
	Summary and Q&A	Review of Lesson Questions & Answers Overview of Next Lesson / Module

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