

Driver CPC Periodic Training - Modules

1a Analogue Tachographs

- EU regulations, the use of tachographs and drivers responsibilities for keeping records.
- Break periods, maximum daily driving time & daily rest periods.
- Maximum weekly driving time & weekly rest periods.
- Maximum fortnightly driving time and split daily rests.

1b Digital Tachographs-Actia, Siemens, Stoneridge

- Governing regulations and the operating system.
- Unit main features, memory functions, pictograms, types of cards and there uses.
- Universal Time Co-ordinated (UTC) and the manual entry procedure
- Login/Logout procedures, displays and messages.
- Print outs & printer operating procedures & record keeping when using both Digital & Analogue tachographs

2a Vehicle & load handling systems

- Vehicle braking systems, vehicle control, minimising wear & tear, prevention of failure.
- Trailer coupling systems & safe operating procedures.
- Different used to contain loads.
- Handling equipment for loading & unloading vehicles.

2b Safe vehicle loading

- Procedures for a vehicle with due regard for the safety of persons coming into contact with the vehicle or its load.
- Distribution of vehicle loads, calculation of axle weights, consequences of over loading, penalties, fines & prohibitions.
- Different methods for securing loads.
- Principles of vehicle stability.

3a Principles of safe economic & defensive driving

- Safe & defensive driving techniques.
- Fuel efficient driving techniques.
- Procedures for daily vehicle checks, fault finding and reporting faults.

3b Safe economic & defensive driving

- Conform with safe driving techniques
- Apply defensive driving techniques.
- Apply economic driving techniques.

4a Health & safety in transport

- Issues relating to health & safety policies, awareness of risks, risk assessments, working with moving equipment & other hazards.
- Types of accidents in the work place, legal requirement for reporting accidents, dangers associated with the use of mobile phones.
- What trained personnel should do at road traffic collision scenes, basic principles of accident report writing.

4b Personal wellbeing & health & safety in transport

- Manual handling techniques, ergonomic principles, risks associated with incorrect body movements and postures.
- Importance of physical fitness, importance of healthy balanced eating, effects of alcohol and drugs, dealing with fatigue and stress.
- Common causes of slips, trips & falls and preventative measures.
- Different types of personal protective equipment (PPE) and the importance of correct use.

5a Company procedures & customer care

- Efficient systems and procedures for dealing with company documentation, e.g. time sheets, delivery notes, incident reports.
- Working time regulations.
- The importance of professional behaviour in protecting and enhancing the companies image.
- Route planning, techniques for accurate assessment of journey times.

5b Secure transport operations

- The operator licensing system.
- Driver responsibility for vehicle & load security.
- The main terms of contracts for the carriage of goods and other legal documents and obligations in international transport operations.
- Effective strategies to combat the trafficking of clandestines (illegal immigrants)

Each module is 3.5 hours long and any two can be done in any one of 45 different combinations to be eligible for one 7 hour course.