

Driver CPC Periodic Training - Modules

1a Driver's Hours and the Working Time directive

- Outline of EU regulations concerning Drivers Hours
- Vehicles exempt from EU regulations
- Operations exempt from EU regulations(Derogations)
- Daily weekly and fortnightly driving limits
- Breaks, rest and split daily rest
- Reduced daily rest
- Rules concerning multi-manning
- Explanation and definition of travelling time
- Recording interruptions to rest during ferry/train journeys
- How the regulations are enforced
- Letters of attestation
- Sanctions applied for infringements
- Explanation of the graduated fixed penalty system

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

1c 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.

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.

2c Manual Handling & Company Procedures and secure Transport Operations

- Musculoskeletal Disorders (MSDs)
- Manual handling techniques, ergonomic principles, risks associated with incorrect body movements and postures.
- The spine
- Correct lifting technique
- Correct carrying technique
- Manual handling in freight
- The effects of poor manual handling

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.
- Vehicle maintenance
- Vehicle aerodynamics
- Brake usage

3b Safe economic & defensive driving (practical)

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

3c Rural & urban driving

- The urban setting
- Vulnerable road users
- Driving stress
- The rural setting
- Bridge strikes
- Speeding

4a Health & safety in transport

- Issues relating to health & safety policies, awareness of risks, risk assessments, working with moving equipment & other hazards.
- Unsafe acts and unsafe conditions
- Slips trips and falls
- Types of accidents in the work place, legal requirement for reporting accidents, dangers associated with the use of mobile phones.
- Personnel Protective Equipment (PPE)
- RIDDOR how to make and keep records

4b Personal wellbeing

- Importance of physical fitness, importance of healthy balanced eating.
- Dealing with fatigue and stress.
- Diet and driving
- Balanced diets
- Body Mass Index (BMI)
- Effects of alcohol
- Effects of drugs (Illegal, medicinal and over the counter)
- Night time driving

5a Company procedures Secure transport operations & customer care

- Efficient systems and procedures for dealing with company documentation, e.g. time sheets, delivery notes, incident reports.
- The importance of professional behaviour in protecting and enhancing the company's image.
- Daily Vehicle Checks & defect reporting
- Route planning, techniques for accurate assessment of journey times.
- 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)
- Operator Compliance Risk Scores (OCRS)

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.