



Driver CPC Training Policy

<u>Driver CPC introduced</u>	<u>Licence type</u>	<u>35 hours periodic training must be completed by</u>
10 September 2008	Bus and coach	9 September 2013
10 September 2009	Lorry	9 September 2014

Driver CPC requires professional bus, coach and lorry drivers to complete 35 hours periodic training every five years for as long as they wish to continue to drive professionally.

Pure Staff Ltd Periodic training is delivered through courses that the driver attends during the five-year period for which their current Driver CPC is valid. There is no pass or fail element to these tests.

The minimum length of a training course is seven hours, although they may be longer. Where a course of seven hours is split in to two parts, the second part will start within 24 hours of the first part ending.

Pure Staff Ltd will allow drivers enough time to complete their training within the five-year period.

Each new five-year period will begin from the expiry date of the current Driver CPC qualification, or when 'acquired rights' expire. Professional drivers with 'acquired rights' who have completed their Driver CPC do not have to carry their DQC until their 'acquired rights' have expired.

Acquired rights - Any driver who acquires a licence to drive goods vehicles professionally from 10 September 2009 must also pass the driver initial Certificate of Professional Competence (DCPC) exam and will be issued with a Driver Qualification Card (DQC) that will be valid for a maximum of five years from the pass date.

The driver will carry the DQC when driving and it is a fixed penalty offence not to do so. Drivers who already hold a vocational licence at 10 September 2009 will be given what is known as 'acquired rights' until 9 September 2014 and will not be issued with a DQC until 35 hours periodic training has been completed (this DQC will be valid until 9 September 2019).

The Vehicle and Operator Services Agency (VOSA) has recently confirmed to FTA that goods vehicle drivers who hold a relevant vocational driving entitlement on 10 September 2009 (acquired rights) who then complete 35 hours periodic training early are not legally required to carry the driver qualification card when driving until 10 September 2014.

Pure Staff Ltd – CPC Strategy / Policy

Pure Staff Ltd has appointed a JAUPT Approved training provider.

Pure Staff CPC Schedule:

Jan 2012 to Jan 2013 - All Pure Staff Ltd current drivers to have a minimum 14 hours completed (module 1 & 2)

Jan 2013 to Jan 2014 - All Pure Staff Ltd current drivers to have a minimum 28 hours completed (module 3 & 4)

Jan 2014 to Sept 2014 - All Pure Staff Ltd current drivers to have a minimum 35 hours completed (module 5)

After Sept 2014 – all drivers will have their CPC training fully complete – Pure Staff will then continue its CPC Schedule on-going to ensure any Driver Working with Pure Staff Ltd are not just compliant and legal yet safer on the road.

Before engaging any new Driver, Pure Staff will record the amount of modules (hours of training) a driver has already completed, this information is logged within our automated system as well as logged on the workers hard copy record. This is used to assess how many hours a driver has already completed prior to engagement with Pure Staff Ltd and where the driver will now fit within the Pure Staff CPC schedule.

Drivers are free to source their own CPC training however Pure Staff Ltd has a strict zero tolerance on drivers that fail to complete 35 hours within a 5 year period and therefore Drivers will not be offered work if they have not met the CPC requirement.

Pure Staff Ltd CPC Modules:

Module 1 – Defensive Driving & Managing Risk

Module 2 – Fuel Efficiency & Safe Loading

Module 3 – Safe on Site and the Public Highway & Drivers Fitness and Health

Module 4 – Driver Hours & Digital Tachographs

Module 5 – Vehicle Operations and Legal Requirements & Safe loading PCV

Modules above can be arranged in any order to suit the Clients preference for Driver that are supplied on an on-going basis.