

# DRIVER CPC TRAINING

## Module One

### Drivers' Hours and Tachographs

#### 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 & split daily rest.

#### 1B Digital tachographs

- Governing regulations and the operating system.
- Unit main features, memory functions, pictograms, types of cards and their uses.
- Universal coordinated time (UTC) and the manual entry procedure.
- Login/logout procedures, displays and messages.
- Printouts and printer operating procedures and record keeping when using both digital and analogue tachographs.

## Module 2

### Safe Vehicle Operations and Loading

#### 2A Vehicle & load handling systems

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

#### 2B Safe vehicle loading

- Procedures for loading 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 overloading; penalties, fines and prohibitions.
- Different methods for securing loads.
- Principles of vehicle stability.

## Module 3

### Safe and Economic Driving

#### 3A Principles of safe, defensive and economic driving

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

#### 3B Techniques of safe, economic and defensive driving

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





For more information, or to book a course, please contact Gist People Services on **01256 891 111** or email [enquiries@gistpeople.com](mailto:enquiries@gistpeople.com)

## Module 4

### Health and Safety in Transport Operations

#### 4A Health and safety in transport

- Issues relating to health and safety policies, awareness of risks, risk assessment, working with moving equipment, other hazards.
- Types of accidents in the workplace, legal requirement for reporting accidents, danger 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, transport health and safety

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

## Module 5

### Safe, Efficient and Secure Transport Operations

#### 5A Company procedures and 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 a companies' image.
- Route planning; techniques for accurate assessment of journey times.

#### 5B Secure transport operations

- The operator licensing system.
- Driver responsibilities for vehicle and 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 illegal immigrants.



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