

UK

DRIVER

CPC NETWORK LTD



NEW DRIVER GUIDE

Your guide to gaining your
Initial Driver CPC.

Module 1 : Theory - Hazard Perception

Module 2 : Theory - Case Studies

Module 3 : Practical - Driving Test

Module 4 : Practical - Demo

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CONSORTIUM MEMBER OF AC00223

NEW DRIVER GUIDE

Your guide to gaining your Initial Driver CPC.

Thank you for booking with UK Driver CPC Network Limited. We have produced this handy guide for you to read through to give you more information on your Initial Driver CPC to become a new driver. We have two courses which we run. This guide applies to both courses. If you have booked with us to gain your Full License Acquisition please read through the notes relating to all four Modules 1, 2, 3, and 4. If you have booked with us for Modules 2 and 4 only (you have already gained Modules 1 and 3) please read through the notes relating to Modules 2 and 4 only. For all drivers who have booked either course please note the course fee that you have paid also includes one days periodic training (seven hours) on the Module **Drivers Hours 1 & The Professional Driver 1** please refer to the notes at the back of the guide for more information on this. This will give you your first seven hours towards your total of 35 hours periodic training which you will need to gain over the next five years (after you have passed your test and gained your Initial Driver CPC). Also we have included a guide to the vehicle licence categories to help you understand fully the entitlements you will gain over the years. Please ensure you read through this and are familiar with the different types of vehicle your new licence will enable you to drive, and please be aware that you may need to upgrade your licence to drive the vehicles with the higher entitlement categories.

After we have took your booking and because we use a network of companies across the North East region we will send you a welcome email with your point of contact who will guide you through the process described in this guide. If you have any further queries please in the first instance contact the person detailed in your welcome email they will guide you through anything you need to know.

We hope you enjoy your driving experience and wish you well during your license acquisition process and look forward to seeing you on our periodic training courses in the future once you have gained your driver qualification card.

ROUTE 1: All 4 Modules £1400.00

ROUTE 2: Modules 2+4 £300.00



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NEW DRIVER GUIDE

Your guide to gaining your Initial Driver CPC.

Become A Lorry Driver.

1. Getting qualified

To become a lorry, bus or coach driver you need to:

Amount

- * Have a full car licence
- * Be over 18 for lorries, or 24 for buses and coaches - but there are some exceptions)
- * Get a professional driving qualification called the Driver Certificate of Professional Competence (CPC)

Who needs the full Driver CPC

You must have the full Driver CPC if you drive a lorry, bus or coach as the main part of your job.

You need to pass 4 tests to get it.

How to get and keep the full Driver CPC

1. Apply for a provisional lorry or bus licence.
2. Pass the 4 tests that make up Driver CPC to qualify.
3. Take 35 hours of periodic training every 5 years to stay qualified.
4. Sign a declaration every 5 years until you're 45 to show you still meet the medical standards.
5. Provide a medical report every 5 years after you're 45 to renew your driving licence - you need to do this every year when you reach 65.

NEW DRIVER GUIDE

Applying for your provisional lorry licence.

2. Applying for a provisional lorry or bus licence

*** IF YOU HAVE BOOKED OUR FULL LICENCE ACQUISITION COURSE (£1400.00)
PLEASE CONTACT THE PERSON DETAILED IN YOUR WELCOME EMAIL FOR HELP WITH THIS**

The category of provisional licence you need depends on the type of vehicle you want to drive.
How to apply

To apply, order forms D2 and D4 from DVLA.

The D4 form has to be filled in by a doctor. This could be either:

- your GP - but an optician might need to fill in the section about your eyesight
- a private firm specialising in drivers' medical exams

Your doctor, optician or a private firm can charge you.

You can only apply for a provisional trailer (+E) licence when you've got the full licence for the vehicle you'll be driving.

Send the forms

Send both forms and your photocard driving licence to DVLA. There's no application fee.

You only need to include a passport-style colour photo and original identity documents if you have a paper driving licence. **DVLA, Swansea. SA99 1BR**

How long it takes

You should get your driving licence within 3 weeks of DVLA getting your application. It can take longer if your health or personal details need to be checked.

You automatically lose your lorry or bus licence if you lose your car licence!

When you don't need full Driver CPC.

3. When you don't need the full Driver CPC (see the section at the back of this guide please)

Who doesn't need the full Driver CPC You don't need the full Driver CPC if you:

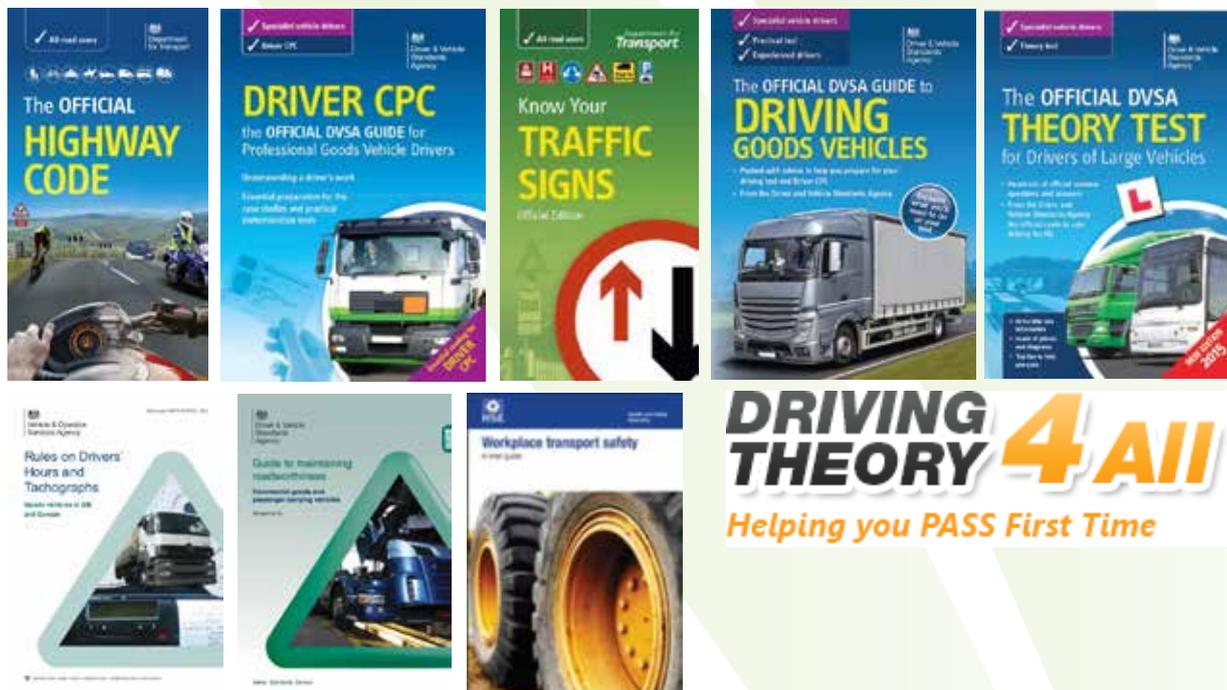
- * Don't want to drive for a living, eg you want to drive for a hobby or carry passengers or goods non-commercially for personal use
- * Drive in other certain situations, eg taking your vehicle for a pre-booked annual test (MOT)

You still need to pass the part 1 (theory) and part 3 (driving ability) tests of the qualification.

REVISION GUIDE

Guidance on Revision Resources.

Knowing where to look for the best revision resources can be difficult given the wide range of various guides out there. So we have put together this definitive list of what we feel you can benefit most from turning to before you start your revision process.



1. Highway Code
 2. Driver CPC: The Official DVSA Guide for Professional Goods Vehicle Drivers
 3. Know Your Road Signs (DfT)
 4. The Official DVSA Guide to Driving Goods Vehicles
 5. The Official DVSA Guide to Hazard Perception (DVD)
 6. The Official DVSA Theory Test for Drivers of Large Vehicles
 7. GV262: Rules of Drivers' Hours and Tachographs (Goods Vehicles)
 8. Guide to Maintaining Roadworthiness (DVSA)
 9. HSG136: Workplace Transport Safety (HSE)
 10. PUWER 98 (HSE)
 11. LOLER 98 (HSE)
- and finally 12. www.drivingtheory4all.co.uk (currently £18.00)

These books are either FREE to download or you can purchase for a few pounds on eBay or Amazon!

The GV262 is now online at:

<https://www.gov.uk/guidance/drivers-hours-goods-vehicles>

Guide to Maintaining Roadworthiness available online at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/321988/guide-to-maintaining-roadworthiness.pdf

HSG136: Workplace Transport Safety is available online at:

www.hse.gov.uk/pubns/indg199.pdf

And we have a great 'Download Centre' with lots of PDF's on our own website which is online at:

www.ukdrivercpcourses.co.uk/Download-Centre



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HANDY TIP!

Why not watch the official DVSA Video explaining more about this Module on our website?

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You can apply for a refund of out-of-pocket expenses if the Driver and Vehicle Standards Agency (DVSA) cancels your test at short notice.

MODULE 1

4. Driver CPC part 1 test: theory (MODULE 1)

*** IF YOU HAVE BOOKED OUR FULL LICENCE ACQUISITION COURSE (£1400.00) PLEASE CONTACT THE PERSON DETAILED IN YOUR WELCOME EMAIL TO BOOK THIS FOR YOU.**

You can book the part 1 theory test of the Driver Certificate of Professional Competence (CPC) as soon as you've got your provisional licence.

The test is made up of 2 parts - multiple choice and hazard perception. You have to book both parts separately, but you can take them on the same day.

It doesn't matter which one you take first but you need to pass both within 2 years of each other to get your theory test certificate.

What to take to your test - You must take either your:

* Great Britain photocard driving licence * Northern Ireland photocard driving licence and paper counterpart

Your test will be cancelled and you'll lose your fee if you don't bring the right documents.

How the test works

Multiple-choice questions part

You can take a practice test to find out how the test works.

The multiple-choice questions part lasts for 1 hour and 55 minutes, and the pass mark is 85 out of 100 questions.

Hazard perception part

Watch a video about how the hazard perception part works.

You'll watch 19 videos, and there are 20 developing hazards to spot.

The pass mark is 67 out of 100. You can't review your answers.

Your test result You'll be given a letter at the test centre with the results for the part of the theory test you've just taken.

When you've passed both parts, your theory test certificate will be posted to you. You need this when you book your Driver CPC part 3 driving test.

Your theory test certificate is valid for 2 years from when you passed the first part of the test.

You need to pass the Driver CPC part 3 driving test within 2 years, otherwise you'll have to pass the part 1 theory test again.

If you fail the theory tests

You'll get a results letter with feedback telling you why you've failed.

You can book another theory test straight away, but you can't take it for another 3 clear working days.

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When you are taking Modules 2+4 please note:

* (Based on you telling us you already have Mods 1+3) This sometimes may involve an Eligibility Check by the DVSA, this is occasionally required for members of the Armed Forces. Neither UK Driver CPC Network Ltd or our third party partners will be liable for any additional costs or delays this may incur. Please ensure you have kept your test number to allow us to check online.



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MODULE 2

5. Driver CPC part 2 test: case studies (MODULE 2)

* IF YOU HAVE BOOKED OUR FULL LICENCE ACQUISITION COURSE (£1400.00) WE CAN HELP WITH THIS
* PLEASE CONTACT THE PERSON DETAILED IN YOUR WELCOME EMAIL TO BOOK THIS FOR YOU.

* IF YOU HAVE BOOKED OUR MODULE 2+4 COURSE (£300.00) WE CAN HELP WITH THIS
* PLEASE CONTACT THE PERSON DETAILED IN YOUR WELCOME EMAIL TO BOOK THIS FOR YOU.

You can book the part 2 case studies test of the Driver Certificate of Professional Competence (CPC) as soon as you've got your provisional licence. You don't need to have passed the Driver CPC part 1 theory test.

What to take to your test - You must take either your:

* Great Britain photocard driving licence * Northern Ireland photocard driving licence and paper counterpart

Your test will be cancelled and you'll lose your fee if you don't bring the right documents.

How the test works

The test is made up of 7 case studies you work through on a computer. The case studies are short stories based on situations that you're likely to come across in your working life.

You'll be asked between 6 and 8 multiple-choice questions on each case study.

The test lasts for 1 hour and 15 minutes, and the pass mark is 40 out of 50.
Your test result

You'll get a letter with the results at the test centre.

You need the test pass reference number when you book your Driver CPC part 4 practical demonstration test.

The pass letter is valid for 2 years.

You need to pass the Driver CPC part 4 practical demonstration test within 2 years, otherwise you'll have to pass the part 2 case studies test again.

If you fail the test

You'll get a result letter with feedback telling you why you've failed.

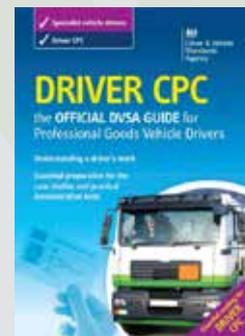
You can book another case studies test straight away, but you can't take it for another 3 clear working days.

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HANDY TIP!

We strongly recommend you do some revision before your Module 2 test!



You can purchase online a DVSA guide as to what to expect from the likes of eBay for under a tenner!

HANDY TIP!

Why not watch the official DVSA Video explaining more about this Module on our website?

<http://ukdrivercpcourses.co.uk/New-Drivers>

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MODULE 3

6. Driver CPC part 3 test: driving ability (MODULE 3)

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* PLEASE CONTACT THE PERSON DETAILED IN YOUR WELCOME EMAIL TO BOOK THIS FOR YOU.

You must have passed the Driver Certificate of Professional Competence (CPC) part 1 theory test before you can book the Driver CPC part 3 test.

What to take to your test - You must bring these to your test:

* Great Britain photocard driving licence * Northern Ireland photocard driving licence and paper counterpart
A lorry that meets the rules

Your test will be cancelled and you'll lose your fee if you don't bring these.

How the test works

Your practical test will last about 1 hour and 30 minutes and includes:

Vehicle safety questions
Practical road driving
Off-road exercises

Vehicle safety questions

During your test you'll be asked vehicle safety questions on :

Lorries

MODULE 3 continued...

6. Driver CPC part 3 test: driving ability (MODULE 3)

* IF YOU HAVE BOOKED OUR FULL LICENCE ACQUISITION COURSE (£1400.00) WE CAN HELP WITH THIS
* PLEASE CONTACT THE PERSON DETAILED IN YOUR WELCOME EMAIL TO BOOK THIS FOR YOU.

Practical road driving

During your practical road driving, the examiner will see how you:

- Use the vehicle controls
- Move away at an angle, uphill and downhill
- Do a controlled stop
- Use the mirrors
- Give appropriate signals
- Show awareness and anticipation of other road users' intentions
- Manage your progress and control your vehicle speed
- Deal with hazards
- Select a safe place to stop

There will also be 10 minutes of independent driving, designed to test your ability to drive safely while making independent decisions.

Off-road exercises

The off-road exercises will include:

- An 'S' shaped reverse into a bay
- Showing the uncoupling and recoupling procedure if you're taking a test with a trailer

Test result

After you've taken the practical test your examiner will tell you if you've passed and explain how you did.

You'll pass your test if you make:

- 15 or fewer driving faults
- No serious or dangerous faults

If you fail, you can book another driving test straight away, but you can't take it for another 3 clear working days.

HANDY TIP!

Why not watch the official DVSA Video explaining more about this Module on our website?

<http://ukdrivercpcourses.co.uk/New-Drivers>

HANDY TIP!

Make sure you have arranged the time and the location on the date of your Module 4 test where you will meet our instructor who will take you to the designated test centre! Please do not turn up at the DVSA test centre without first clarifying the arrangements with the person detailed in your welcome email!



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MODULE 4

7. Driver CPC part 4 test: practical demonstration (MODULE 4)

* IF YOU HAVE BOOKED OUR FULL LICENCE ACQUISITION COURSE (£1400.00) WE CAN HELP WITH THIS
* PLEASE CONTACT THE PERSON DETAILED IN YOUR WELCOME EMAIL TO BOOK THIS FOR YOU.

* IF YOU HAVE BOOKED OUR MODULE 2+4 COURSE (£300.00) WE CAN HELP WITH THIS
* PLEASE CONTACT THE PERSON DETAILED IN YOUR WELCOME EMAIL TO BOOK THIS FOR YOU.

- * **PLEASE ENSURE YOU ARE FULLY PREPARED FOR THIS PRACTICAL DEMONSTRATION!**
- * **ADVISE US IF YOU FEEL YOU REQUIRE FURTHER TRAINING WELL IN ADVANCE!**
- * **CALL THE NUMBER IN YOUR WELCOME EMAIL ASAP PLEASE.**

You must have passed the Driver Certificate of Professional Competence (CPC) part 2 test before you can book the Driver CPC part 4 test.

What to take to your test

You must bring:

- your valid Great Britain photocard driving licence, or Northern Ireland photocard driving licence and paper counterpart
- a lorry or a bus or coach that meets the rules

Your test will be cancelled and you'll lose your fee if you don't bring these.

How the test works

You're tested on being able to:

- load the vehicle following safety rules and to keep it secure
- stop trafficking in illegal immigrants
- assess emergency situations
- do a walkaround vehicle safety check

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MODULE 4 continued...

7. Driver CPC part 4 test: practical demonstration (MODULE 4)

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* PLEASE CONTACT THE PERSON DETAILED IN YOUR WELCOME EMAIL TO BOOK THIS FOR YOU.

The test is made up of 5 topics from the Driver CPC syllabus.

You can score up to 20 points for each topic.

To pass you have to score at least 15 out of 20 in each topic area and have an overall score of at least 80 out of 100.

Test result

At the end of your test the examiner will tell you if you've passed.

If you fail, you can book another driving test straight away, but you can't take it for another 3 clear working days.

Cancelled tests

You can apply for a refund of out-of-pocket expenses if the Driver and Vehicle Standards Agency (DVSA) cancels your test at short notice.

The costs for Module 4 include test fee / hire of vehicle and for (at least) 1 hour demo lesson before.

Which involves instructor showing you how to secure load / walk around check of vehicle to check for stowaways ect.

As well as test vehicle fuel costs from training centre to test centre and back

On the day of the test please remember to bring both parts of your licence and your module 2 pass certificate.

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LGV MOD 4

There are 8 combinations of question papers that cover 5 subject areas in total there are 20 questions so some papers will have the same questions on.

Section 1 Ability to load the vehicle with due regard for safety rules and proper vehicle use.

- 01 a) Your Fully laden vehicle is ready for you to do a delivery. Show me the checks you would make to ensure the vehicle is not overloaded.
b) If you are still in doubt, what else could you do?

Visual check of vehicle suspension

Body check for any excessive leaning

Body checks for touching/mud flaps on floor

Confirmation by taking vehicle to nearest weigh bridge

- 02 a) On this empty vehicle you have been asked to collect half a load of palletised paper. I want you to show me by pointing to the correct distribution areas on this vehicle where the load should be placed.
b) Select which restraining device you should use to secure the load.
c) Show me how you would secure the load with the restraining device using the load securing trolley.
d) Show me how you would release the restraining device.

Point to the correct distribution areas on this vehicle.

Select which restraining device to use should be straps or ropes

Demonstrate competence in the use of webbing strap or 'dolly knot' rope

Demonstrate competence in releasing the restraining device

- 03 a) On this empty vehicle you have been asked to collect half a load of steel plates. I want you to show me by pointing to the correct distribution areas on this vehicle where the load should be placed.
b) Select which restraining device you would use to secure the load.
c) Show me how you would secure the load with the restraining device using the load securing trolley.
d) Show me how you would release the restraining device.

Shows by pointing to the correct distribution areas on the vehicle.

Selects correct restraint item chain/tensioner

Demonstrates competence in use of chain/tensioner

Demonstrates how to release the restraining device

- 04 a) I'd like you to point to the centre of gravity on this vehicle
b) Explain what effect driving forces would have on this vehicle if it were fully laden.

Point to the vehicle's centre of gravity

Acceleration could cause the load to move backwards or fall of the back

Braking could cause the load to move forward

When turning it could cause the load to continue on its original path and fall of the side



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- 05
- You have delivered part of your load and are left with half a load of empty steel cages inside your box van. Show me by pointing to the correct distribution areas on this vehicle where the load should be placed.
 - Select which restraining device you would use to secure the load.
 - Show me how you would secure the load with the restraining device using the load securing trolley.
 - Show me how you would release the restraining device.

Shows by pointing to the correct distribution areas on this vehicle

Select correct restraint item - load tensioning bar

Demonstrates competence in use of load tensioning bar

Demonstrates how to release the restraining device

- 06
- You are about to make a long journey in this vehicle. Show me what checks you would make to this vehicle's fuel system and explain what precautions you should take to ensure it remains in a serviceable condition, especially in very cold weather conditions.

Check fuel fill level and fuel cap security

Check fuel tank and mountings for condition

Explain bad weather fuel measures

Checks enough fuel for journey (instrumental check)

- 07
- Show me how to check the unladen weight on this vehicle
 - Walk round the vehicle showing me what checks you would make to ensure the vehicle is not overloaded.
 - If you are still in doubt, what else could you do?

Identify vehicle design weigh plates

Body check for any excessive leaning

Tyre checks for touching/mud flaps on floor

Confirmation by taking vehicle nearest weigh bridge

LGV MOD 4

Section 2 - Security of vehicle and contents

- 01
- When you need to leave your vehicle, where might you consider parking.
 - Demonstrate and explain what safety checks and security precautions you would take.

Only park in secure well lit reputable vehicle parks; where possible park with the rear doors against a wall or backing up to another vehicle

Remove keys and lock doors

Activate or explain the use of any other security features

Walk around security checks (seals etc)



- 07 You intend to drive this vehicle for the first time. Show me how you would check the vehicle's dimensions and weight.



Section 3 - Ability to prevent criminality

Identifies the vehicle height sign (in cab)
Check train weigh V1 plate
Is aware of the train length
is aware of vehicle width

- 08 a) You are driving on a motorway and flames appear around one of your tyres. Show me how you would deal with this small fire.
b) Please look at this picture. Which extinguisher would you NOT use on a fuel fire.

Stop as quickly as possible on the hard shoulder
Awareness of the need to contact the emergency services
Activate the isolator switch
Identifies water extinguisher as NOT suitable

LGV MOD 4

Section 3 - Ability to prevent criminality and trafficking of illegal immigrants

- 01 You are parked at a border crossing and have left the vehicle unattended. Show me what checks you would make before driving through customs.

Check external compartments
Check under and on top (visual if possible) of the vehicle
Check inside the cab and load security (trailer seals, curtains etc)
Check fuel cap in place (not tampered with). Visual check

- 02 You've had a comfort break just before boarding a cross channel ferry. Show me what checks you would make to this vehicle before driving through customs.

Check external compartments
Check under and on top (visual if possible) of the vehicle
Check inside the cab and load security (trailer seals, curtains etc)
Check fuel cap in place (not tampered with). Visual check

- 03 You are parked at the docks and following a rest break you suspect your vehicle may have been tampered with. Show me what checks you would make around and within your vehicle before continuing with your journey

Check external compartments
Check under and on top (visual if possible) of the vehicle
Check inside the cab and load security (trailer seals, curtains etc)
Check fuel cap in place (not tampered with). Visual check

- 02 Show me what checks you can make to confirm if the brake compressor is working properly and any checks you could make for identifying air leaks.

Physical check of the air system ensuring air lines are serviceable
Emptying the air tanks by pumping the foot brake
Restarting the engine and charging the system
Stop the engine and listen for leaks /wedge foot brake or ask third party to assist



- 03 On entering your vehicle for the first time, show me all of the practical and visual safety checks you would make before starting the engine, which I would like you to do.

Cockpit drill
Check handbrake neutral before starting engine
Auditable / visual warning systems are checked and you have sufficient fuel for the journey
Is aware of vehicle height (sign check)

- 04 a) You are driving on a motorway and flames appear from the engine compartment. Show me how you would deal with the small electrical wiring fire.
b) Please identify appropriate extinguisher to use on this fire.

Stop as quickly as possible on the hard shoulder
Identify correct extinguisher to use on electrical system fire (CO2) / Powder)
Awareness of need to contact emergency services
Isolate the vehicle (disconnect electric supply)

Section 2 - Security of vehicle and contents

- 05 Please show me and explain what tyre, wheel and spray suppression checks you would make before driving this vehicle.

Walk round and check all mud guards/flaps
Visual check for tread and condition of tyres
Any foreign debris between double wheels
Wheel nuts secure/marker position

- 06 a) Please walk around the vehicle and explain to me what projections and overhangs there are.
b) Describe what allowance you would have to make for these projections and overhangs when driving the vehicle.

Identify overhangs and projections
Overhangs can sweep over kerbs when turning, colliding with street furniture, pedestrians, other vehicles
Mirror projections can come into contact with street furniture, pedestrians and other vehicles
Good all round observation is required as well as extensive use of all mirrors to check for any rear end sweep

LGV MOD 4



Section 4 - Ability to assess emergency situations

This question is on all 8 papers

- 01 a) Show me how you would enter the vehicle safely, and then show me all the precautions you would take before starting the engine.
b) You are now parked on the left on a busy main road. Please show me how you would leave your vehicle safely.

Open drivers door fully and use both grab rails to enter cab making sure that all steps are used. Close door set seat position, set mirrors, check parking brake and gear lever.

Ensure that the vehicle is secure, stop engine and before opening door check all round for safety Turn round and use both grab rails making sure that all steps are used to exit the vehicle

LGV MOD 4

Section 5 - Ability to prevent physical risk

This question is on all 8 papers

- 01 From the driver's seat and externally, show me and explain the daily safety check you would make to this vehicle before driving on the road.

Check Brakes

Check Lights

Check Tyres

Check Wipers / Washers

Check Horn

Check Mirrors

Check Speedometer / Tachograph

Check Reflectors / Number Plates

Check Exhaust System

Check Speed Limiter Setting

DAILY CHECKS & CPC DEMO

The Daily 'Walk-round'



This should take place before you begin every journey and cover the following:-

- | | |
|-----------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> All fluid levels i.e.: Oil, Water, Brake fluid etc | <input type="checkbox"/> Number plates - fitted and clean |
| <input type="checkbox"/> Brakes | <input type="checkbox"/> Number plates - trailer |
| <input type="checkbox"/> Tyres | <input type="checkbox"/> Windscreen wipers and washers |
| <input type="checkbox"/> Horn | <input type="checkbox"/> Mirrors |
| <input type="checkbox"/> Speedometer | <input type="checkbox"/> Tachograph (clock correct time) |
| <input type="checkbox"/> Exhaust system | <input type="checkbox"/> Reflectors and reflective plates |
| <input type="checkbox"/> Speed limiter | <input type="checkbox"/> Any coupling gear |
| <input type="checkbox"/> Current test certificate | <input type="checkbox"/> Correct plating |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Appropriate tax and proper licensing |
| <input type="checkbox"/> Seat belts | <input type="checkbox"/> Valid tax disc displayed |
| <input type="checkbox"/> Diesel cap is secure | <input type="checkbox"/> Any load being carried |
| <input type="checkbox"/> Enough diesel in tank for the journey | <input type="checkbox"/> Diesel tank and straps secure |
| <input type="checkbox"/> Lights | <input type="checkbox"/> Diesel in not frozen in the tank |
| <input type="checkbox"/> Indicators | |

When in the cockpit you should check

- Driving seat is correctly adjusted for you
- All exterior mirrors are clean and appropriately adjusted
- Gauges and warning systems are working
- Parking brake applied
- Handbrake is working
- Foot brake is working
- Power steering is working
- Gear selector is in neutral
- You have sufficient fuel for the journey
- Your mobile is switched off or diverted to silent/voice mail
- Doors are working and are closed

Before starting your journey, be sure you understand and know:

- Controls of the vehicle
- Vehicle size, weight, height and width
- Handling
- Brakes and whether ABS is fitted

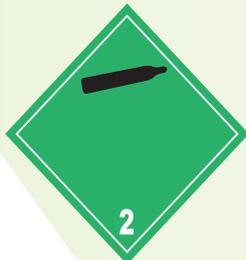
HANDY TIP!

Please ensure you read these revision notes thoroughly before taking your Module 4 Test!

HAZARD WARNING SIGNS



**CLASS 1
EXPLOSIVES**



**CLASS 2
GASES**



**CLASS 3
FLAMMABLE LIQUIDS**



**CLASS 4.1
FLAMMABLE SOLIDS**



**CLASS 4.2
SPONTANEOUSLY
COMBUSTIBLE**



**CLASS 4.3
DANGEROUS
WHEN WET**



**CLASS 5.1
OXIDISING
SUBSTANCES**



**CLASS 5.2
ORGANIC
PEROXIDES**



**CLASS 6.1
TOXICS**



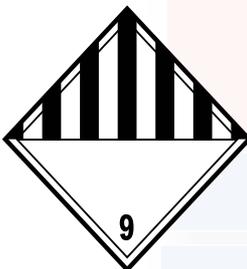
**CLASS 6.2
INFECTIOUS**



**CLASS 7
RADIOACTIVE**



**CLASS 8
CORROSIVE**



**CLASS 9
MISCELLANEOUS
DANGEROUS
SUBSTANCES**

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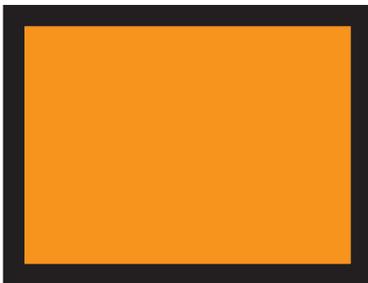
HANDY TIP!

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FIRE EXTINGUISHER COLOUR CODES

Water	Dry Powder	Foam	CO ₂ Carbon Dioxide	Wet Chemical
For use on: Wood, Paper, Textiles etc	For use on: Wood, Paper, Textiles etc Flammable Liquids Gaseous Fires	For use on: Wood, Paper, Textiles etc Flammable Liquids	For use on: Flammable Liquids Live Electrical Equipment	For use on: Wood, Paper, Textiles etc Cooking oil Fires
 Do NOT Use on: Flammable Liquids Live Electrical Equipment	Do NOT Use on: Live Electrical Equipment	 Do NOT Use on: Live Electrical Equipment	 Do NOT Use: In a confined space!	



VEHICLE MARKING ALL VEHICLES

ALL VEHICLES CARRYING DANGEROUS GOODS MUST DISPLAY AN ORANGE PLATE TO THE FRONT

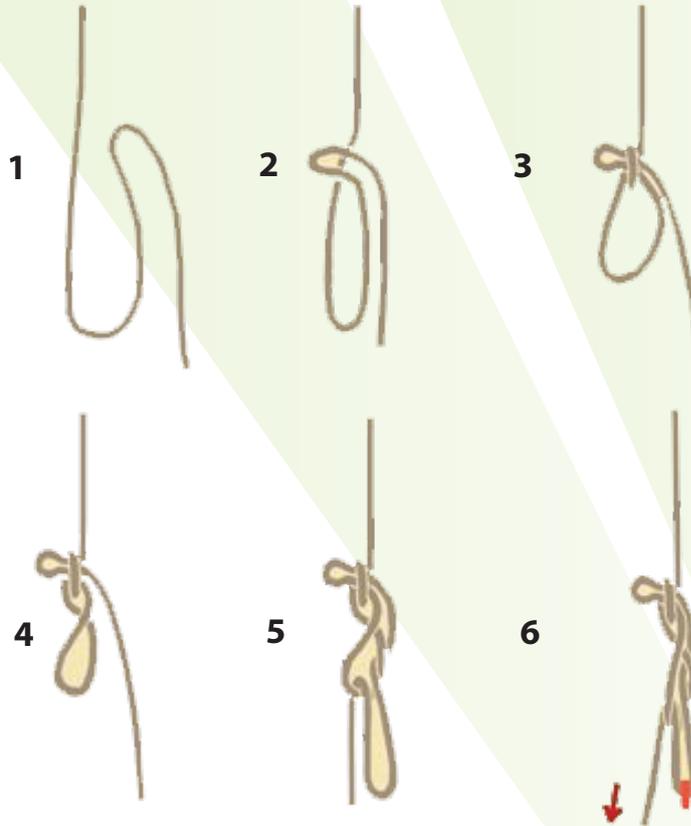
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HANDY TIP!

Please ensure you read these revision notes thoroughly before taking your Module 4 Test!

HALF HITCH OR DOLLY



After you've qualified

Your guide to gaining your Initial Driver CPC.

8. After you've qualified

After you've passed all 4 of the Driver Certificate of Professional Competence (CPC) tests, you'll be sent a Driver CPC card. This is sometimes called a 'driver qualification card' or 'DQC'.

You must carry your Driver CPC card while driving a lorry, bus or coach professionally.

You can get a £50 fixed penalty for driving professionally without your Driver CPC card.

Getting your Driver CPC card

The card will be sent to the address on your driving licence. You need to change this address first if it's wrong.

The photograph and signature on your photocard licence will be used on your Driver CPC card.

Waiting for your card

You should get your Driver CPC card within 20 days of passing the final test. Contact the Driver and Vehicle Standards Agency (DVSA) if you don't receive it.

Driver CPC card replacements
cpcrc@dsa.gsi.gov.uk
Telephone: 0191 201 8112
Monday to Friday, 8am to 5pm

You have to pay £25 if:

- You take longer than 3 months to tell DVSA it hasn't arrived**
- It's sent to an old address because you haven't updated your licence**

Replace your card

You must replace your Driver CPC card if it's lost or stolen.

The Driver CPC card doesn't have your address on it, so you don't have to get a new one if your address changes.



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Every 5 Years

Your guide to gaining your Periodic Driver CPC.

Staying qualified

Every 5 years you must:

* **Take 35 hours of Driver CPC training to keep driving professionally**

We run these courses ourselves on a regular basis

* **Renew your lorry or bus driving licence if you're over 45**

This 35 Hour Course is referred to as "Periodic Training" and we give both drivers who have paid the £300.00 for Modules 2+4 and the drivers who have paid the £1400.00 for Full Licence Acquisition your first 7 hours (1 day) in with the price of your course.

However you must contact us to arrange your 1st day in which you will take the following course
LCPC1D - Monday Morning - New Module 1 - Drivers Hours

Drivers Hours 1 & The Professional Driver 1 (CRS8801/223)

1. Driving Limits & Breaks 2. Rest Periods 3. Working Time Directive 4. Record Keeping 5. Enforcement

Monday Afternoon PM - New Module 2 - The Professional Driver

1. Professional Driver Roles & Responsibilities 2. Representing The Company 3. Vehicle Awareness 4. Diet Mood & Driving 5. Factors Influencing Driving Behaviour

You must take up this offer within no less than 12 months of gaining your Module 4.

(PASSING YOUR FULL INITIAL DRIVER CPC)

Call Gary or Judith at the office on 0191 5561004 to arrange this.

* IF YOU HAVE BOOKED OUR FULL LICENCE ACQUISITION COURSE (£1400.00) WE CAN HELP WITH THIS

* PLEASE CONTACT US TO BOOK THIS FOR YOU.

* IF YOU HAVE BOOKED OUR MODULE 2+4 COURSE (£300.00) WE CAN HELP WITH THIS



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Every 5 Years

Your guide to gaining your Periodic Driver CPC.

MORE INFO ON THE 35 HOUR COURSE.....

The course will on a Monday till Friday (9-5pm)

The Industry Centre

The Industry Centre, Sunderland SR5 3XB

Our Venue for Weekday Courses From September 2013 Onwards



Due to the popular demand we are now stepping up our CPC courses at The Industry Centre a dedicated conferencing venue on the outskirts of Sunderland 4 miles from the City Centre.

Conveniently located on Sunderland Enterprise Park as you come in to the north of Sunderland on A1231, The Industry Centre is less than half a mile from the A19 (not far from the Nissan car plant) and 4 miles to the north west of Sunderland City centre. It has a choice of four meeting / training rooms and will seat from 10 to 100 people, making it perfect for small to medium groups.

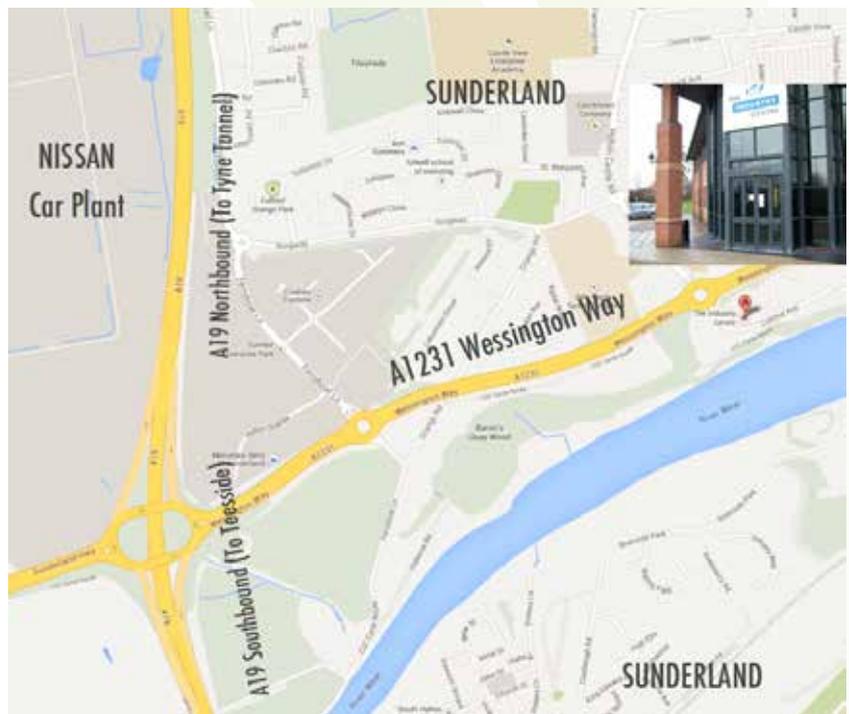
The site benefits from free on-site parking, visitor reception, AV & IT facilities in addition to free WiFi.

**Courses run every month,
every year in between deadlines.**

**So in theory you could do 1 day
(7 hours)
every year for 5 years**

To gain the total of 35 hours.

(With your first 7 hours in with what you have already paid.)



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**Which Route Do You Go Down For Your Driver CPC?
It is dependent on these two factors....**

1. When you passed your car test and
2. The date next to your C1 entitlement (if you have C1) in Column 10



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C1



Large Van or Ambulance,
over 3500kg
Gross Weight
but under
7500kg.

SO YOU WILL FALL INTO ONE OF THESE 3 CATEGORIES....

ROUTE 1: All 4 Modules £1400.00

C1 is 3.5 ton up to 7.5 ton - It is the lowest truck category. If you DO NOT have a date in column 10 on the reverse of your licence next to C1 category? (Just a line though it) You are a "NEW DRIVER" and need all 4 Modules of the INITIAL Driver CPC to complete your Driver CPC (and acquire your C1 licence category).

C1 is 3.5 ton up to 7.5 ton - Is the lowest truck category.

ROUTE 2: Modules 2+4 £300.00

Do you have C1 and a date in column 10 on the reverse of your licence AFTER 09/09/2009? If so you are a "NEW DRIVER" and need all 4 Modules of the INITIAL Driver CPC to complete your Driver CPC You must have completed Modules 1+3 but now need to complete Modules 2+4.

C1 is 3.5 ton up to 7.5 ton - Do you have C1 and a date in column 10 on the reverse of your licence before 10/09/2009? If so you have acquired rights and need a 35 hour Periodic Training Course to complete your Driver CPC.

"GRANDFATHER RIGHTS": 35 HOUR COURSE

AFTER THAT ALL DRIVERS MUST COMPLETE 35 HOURS (5 DAYS) EVERY 5 YEARS (FROM DATE ON DCQ)



C is the next category up it's 7.5 tonne upwards and also known as a "Rigid". between 7500kg - 32,000kg GVW.



CE is the next category up. Also known as Class 1 or "Artic" (Articulated Lorry). The largest articulated truck or lorry, upto 44,000kg max weight.

Drivers Licence Guide

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C1



Medium-sized vehicles Category C1

You can drive vehicles weighing between 3,500 and 7,500kg (with a trailer up to 750kg) Cat C1

A Rigid Medium Goods Vehicle is also known as a Rigid up to 7½ tonne.

C



Large vehicles Category C

You can drive vehicles over 3,500kg (with a trailer up to 750kg).

A Rigid Large Goods Vehicle is also known as Class 2 or Rigid over 7½ tonne.

C1E



Medium-sized vehicles Category C1+E

You can drive C1 category vehicles with a trailer over 750kg, but the trailer - when fully loaded - can't weigh more than the vehicle. The combined weight of both can't exceed 12,000kg.

CE



Large vehicles Category C+E

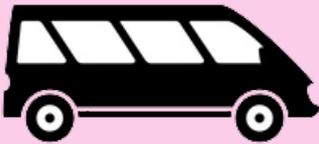
You can drive category C vehicles with a trailer over 750kg.

An Articulated Large Goods Vehicle is also known as Cat C+E, Class 1 or Artic.

You can only apply for this licence once you have passed your Category C (Rigid, Class2).

Minibuses

D1



Minibuses Category D1

You can drive vehicles with:

no more than 16 passenger seats
a maximum length of 8 metres
a trailer up to 750kg

D1E



Minibuses Category D1+E

You can drive D1 category vehicles with a trailer over 750kg, but the trailer - when fully loaded - can't weigh more than the vehicle.

The combined weight of both can't exceed 12,000kg.

Buses

D



Buses Category D

A bus or Coach also known as a PCV it must have more than 8 passenger seats.

You can drive any bus with more than 8 passenger seats (with a trailer up to 750kg).

DE



Category D+E

A bus or Coach with a trailer over 750kg also known as a PCV it must have more than 8 passenger seats.

You can drive D category vehicles with a trailer over 750kg.



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UK

DRIVER

GPC NETWORK LTD



NEW DRIVER GUIDE

When you don't need full Driver CPC.

3. When you don't need the full Driver CPC

You don't need the full Driver Certificate of Professional Competence (CPC) qualification if you're using the vehicle for:

- * Non-commercial carriage of passengers or goods for personal use
- * Carrying material or equipment you use for your job (driving the vehicle can't be the main part of your job)
- * Driving lessons for anyone who wants to get a driving licence or a Driver CPC
- * Driving to or from pre-booked appointments at official testing centres
- * Driving within 50 kilometres (31 miles) of your base - but the vehicle can't be carrying passengers or goods, and driving a lorry, bus or coach can't be your main job
- * Maintaining public order - and the vehicle is being used or controlled by a local authority
- * Rescue missions or in states of emergency

You also don't need the full Driver CPC if the vehicle is:

- * Limited to a top speed of 28mph
- * Being used or controlled by the armed forces, police or fire and rescue service

You can read detailed examples of Driver CPC exemptions by visiting this web link:

<https://www.gov.uk/guidance/driver-cpc-exemptions-examples>

What you need to do

If you want to become a lorry, bus or coach driver in these situations you need to:

- * Apply for a provisional lorry or bus licence.
- * Pass the part 1 (theory) and part 3 (driving ability) tests.
- * Sign a declaration every 5 years until you're 45 to show you still meet the medical standards.
- * Provide a medical report every 5 years after you're 45 to renew your driving licence - you need to do this every year when you reach 65.



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Terms & Conditions

* UK Driver CPC Network reserve the right to alter our terms and conditions in line with any changes that the DVSA may make. Please see our website for our current terms.

<http://www.ukdrivercpcourses.co.uk/terms-&-conditions>

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