

INITIAL QUALIFICATION
FOR NEW DRIVERS OF BUSES,
COACHES AND LORRIES



Introduction

This leaflet provides information on the initial qualification for those wishing to drive buses, coaches or lorries professionally.

If you are a bus or coach driver and held your vocational licence (D*, D1*, DE*, D1E*) prior to 10 September 2008 you have acquired rights until 9 September 2013. If you are a lorry driver and held your vocational licence (C, C1, CE, C1E) prior to 10 September 2009 you have acquired rights until 9 September 2014. To keep your Driver CPC and continue driving professionally beyond this date, you will need to complete 35 hours of periodic training (see 'Periodic Training' leaflet available online at businesslink.gov.uk/cpc).

*** Those who have an entitlement on their licence stating 'not for hire or reward' (Code 101) will not have acquired rights and will have to take the initial qualification should they wish to drive professionally.**

What is Driver CPC?

Driver CPC (Certificate of Professional Competence) was introduced across the European Union to maintain high driving standards and improve road safety. All professional bus, coach and lorry drivers must hold a Driver CPC if they want to drive for a living (there are a few exempt groups – please see 'Are there any special concessions?' at the back of this leaflet).

How will it affect me?

As a new driver, you will need to pass the Driver CPC theory and practical tests in addition to the licence acquisition theory and practical tests if you intend to drive professionally. Once you have passed these tests you will also need to complete periodic training to keep your Driver CPC qualification.

NB: any drivers of lorries over 3.5 tonnes, and minibuses with nine seats or more, must obtain a Driver CPC.

The 'Transport Manager's CPC' also known as the 'Operator's CPC' is a separate qualification and anyone holding one who still drives professionally as part of their job will also need to hold a Driver CPC.



Front cover:
Load Securing Demonstration
Trolley (LSDT) for the LCV
Practical Safety Demonstration



What tests do I have to take?

The initial qualification has been divided into 4 modules.

The table below shows the different modules you will need to pass:

| Module | | Licence acquisition | Driver CPC initial qualification |
|--------|---|---------------------|----------------------------------|
| 1 | Theory Test - Multiple Choice questions & Hazard Perception clips | 2.5 hrs | ✓ |
| 2 | Case Studies | 1.5 hrs | ✓ |
| 3 | Practical Test | 1.5 hrs | ✓ |
| 4 | Driver CPC Practical Test Vehicle Safety Demonstration | 0.5 hrs | ✓ |

If you take your test and you are not going to be driving for a living or are exempt (see 'Are there any special concessions' page 07), you will only need to pass Modules 1 & 3.

If, at a later date, you change your mind and want to drive for a living you would need to pass Modules 2 & 4.

Module 1 – Multiple Choice questions and Hazard Perception clips

Module 1 consists of two separate tests. The first is 100 multiple choice questions (of which the pass mark is 85) and the second 19 hazard perception clips with 20 score-able hazards (of which the pass mark is 67 out of 100). The two tests take a total of 2 ½ hours to complete, but can be taken separately and in either order.

Module 2 – Case Studies

In addition to passing module 1, to obtain your Driver CPC you will also need to pass module 2. This module is a computer based test and uses case studies, each one based on real-life scenarios you may encounter in your working life. It aims to test your knowledge and how you put it into practice. Written by experts from the industry, questions are based around the case study and you will be asked to answer in a number of different ways such as multiple choice answers or clicking an area on a photograph / image.

Each test is made up of seven case studies, each one with six to eight questions, with a possible maximum score of 50. The pass mark for the PCV test is 40 and the pass mark for the LGV test is 38 (to be reviewed September 2010). The test will take 1½ hours to complete and can be taken at the same test centre as module 1.

Drivers who already hold a Driver CPC for one category of vehicle (i.e. PCV or LGV) and wish to obtain a Driver CPC for the other category, will need to take a Module 2 conversion test consisting of 10 case studies with a total of 50 questions. Modules 1, 3 and 4 will need to be completed in full.

Module 3 – Practical Test

The practical test is made up of two parts. The first is a reversing exercise and is carried out at the test centre. The second takes place on public roads and may include driving on motorways, depending on where you take your test. You will carry out exercises specific to the type of vehicle you drive.

The practical test also includes an eco-safe driving assessment which involves the examiner taking note of how you control the vehicle and plan your driving. This assessment does not count towards the result of the test, however the examiner will give you feedback at the end of your test.

The test takes 1½ hours, with at least an hour of driving.

Module 4 – Driver CPC Practical Test

In addition to passing module 3, to obtain your Driver CPC you will also need to pass module 4 a practical test focussing on vehicle safety which was developed with the support and advice of the industry. In this ½ hour test you will be required to demonstrate your knowledge and ability in the areas listed below:

- Ability to load the vehicle with due regard for safety rules and proper vehicle use
- Security of the vehicle and contents
- Ability to prevent criminality and trafficking in illegal immigrants
- Ability to assess emergency situations
- Ability to prevent physical risk
- Demonstrate your ability through a physical, walk round vehicle safety check

LGV tests may also use a piece of equipment which will allow you to demonstrate your ability to secure loads.

The test consists of 5 topic areas which cover the Driver CPC syllabus and in order to pass the candidate has to score 15 out of a possible 20 points in each topic area (75%) and an overall score of 80%.

Can I take the modules in any order?

You must pass module 1 before you take module 3 and you must pass module 2 before you take module 4. In other words, the theory test must be passed before the practical part. However, modules 1 and 2 (theory) can be taken in either order, as can modules 3 and 4 (practical).

How will I prove I hold Driver CPC?

After you have passed all 4 modules you will be sent a Driver Qualification Card (DQC). There will be no charge for the card at the point of issue.

The DQC will be sent to the address on your driving licence. It is important that you keep your details up to date with DVLA.

You must carry your DQC whilst driving and there will be penalties if you are found to be driving professionally without one. If your DQC has been lost, stolen or damaged, you must report it to the DSA as soon as possible and apply for a replacement card. There will be a fee to replace and issue new cards.

To report your DQC card lost, stolen or damaged contact:

Email customer.services@dsa.gsi.gov.uk (putting 'DQC Enquiry' in the subject field), telephone **0300 200 1122** or write to:

Driver CPC Enquiries
PB Box 280
Newcastle
NE99 1FP

You will be able to continue to drive professionally while you wait for your new DQC to arrive. If your replacement card does not arrive within 15 days of you making the application, we strongly recommend that you contact us to confirm that your application has been received and is being processed.

NB: if your card has been lost or stolen we recommend you inform your employer.

Once I have passed my initial qualification, is that it?

No. A Driver CPC lasts for five years. To retain your Driver CPC you will need to complete 35 hours of periodic training every five years to continue to drive professionally. Further information and a leaflet on periodic training are available online at businesslink.gov.uk/cpc, call us on 0300 200 1122 or email customer.services@dsa.gsi.gov.uk (putting 'Driver CPC Enquiry' in the subject field).

Are there any special concessions?

There are exemptions from the Driver CPC qualification for drivers of vehicles:

- used for the non-commercial carriage of passengers or goods, for personal use
- undergoing road tests for technical development, repair or maintenance purposes, or new or rebuilt vehicles not yet put into service
- used in the course of driving lessons for any person wishing to obtain a driving licence or Driver CPC
- carrying material or equipment to be used by the driver in the course of his or her work, provided that driving the vehicle does not constitute the driver's principal activity
- with a maximum authorised speed not exceeding 45km/h
- used by, or under the control of, the armed forces, civil defence, the fire service, and forces responsible for maintaining public order
- used in states of emergency or assigned to rescue missions.

Have we answered all of your questions on the initial qualification for Driver CPC?

If not, contact the Driving Standards Agency:

Email **customer.services@dsa.gsi.gov.uk**
(putting '**Driver CPC Enquiry**' in the subject field)
or telephone **0300 200 1122**

or for more detailed information write to us at:

Driver CPC enquiries
PO Box 280
Newcastle
NE99 1FP

More information on the initial qualification and Driver CPC can be found online at:

businesslink.gov.uk/cpc

If you are based in Northern Ireland you can contact DVA online at:

dvani.gov.uk, or
telephone **02870346960**

or write to the DVA at:

Driver & Vehicle Agency
Driving Licensing Division
Castlerock Road
Coleraine
BT51 3TB



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