



Driver & Vehicle  
Standards  
Agency

# Driver CPC for lorry, bus and coach drivers



Safety, standards, service.

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## Foreword

### by the DVSA interim Chief Executive

The Driver Certificate of Professional Competence (CPC) has a lot to offer.

It lets professional drivers keep their skills and knowledge up to date, and get new skills like first aid or eco-driving techniques. There are courses to suit every driver.

This is contributing to Great Britain's roads being among the safest in the world.

It's also helping operators to save money by improving things like fuel efficiency.

Using this guide can help you to get the most out of Driver CPC and make sure that you're following the rules. I recommend it to all operators and drivers.



Paul Satoor  
DVSA interim Chief Executive



## Foreword

### by the Lead Traffic Commissioner for Driver CPC

I am delighted to provide a foreword to this guide to Driver CPC.

It offers good practical advice on what holding the Driver CPC means for drivers and for operators from now on - five years on from first introduction. I hope all those affected will heed the advice. Traffic Commissioners want Driver CPC periodic training to be a success – we don't want to have to use our powers to suspend drivers and discipline operators.

My advice to drivers and operators on Driver CPC is: embrace it; enjoy it; make it work for you; and if there are problems with a course, report it. Use it to become a better driver - think road safety; fuel economy; load security; and first aid.

I commend this guide to you and wish drivers and operators the very best of training.



Joan Aitken  
Lead Traffic Commissioner for Driver CPC  
Traffic Commissioner for Scotland



# Introduction

The Driver Certificate of Professional Competence (CPC) is a qualification for professional bus, coach and lorry drivers.

It has been introduced across Europe with the aim of improving road safety.

Driver CPC introduced	Licence type	Licence categories
10 September 2008	Bus and coach with more than 9 seats	D, D+E, D1, or D1+E
10 September 2009	Lorry	C, C+E, C1, or C1+E

## What Driver CPC covers

Driver CPC aims to improve road safety by helping drivers of buses, coaches and lorries obtain, maintain and develop their professional skills and knowledge, including:

- eco-safe and fuel efficient driving
- defensive driving techniques
- health and safety
- loading a vehicle safely
- driving regulations
- complying with relevant rules and regulations such as driver's hours
- being aware of the risks on the road and accidents at work
- first aid



**This guide was correct when it was published in December 2015. To make sure you've got the latest information, visit [www.gov.uk/drivercpc](http://www.gov.uk/drivercpc).**

# Become a lorry or bus driver



## Getting qualified

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

- have a full car licence
- be over 18 - you can check the rules that apply to you at [www.gov.uk/vehicles-can-drive](http://www.gov.uk/vehicles-can-drive)
- get a professional driving qualification called Driver 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.

#### If you're taking an NVT course

If you're taking an approved National Vocational Training (NVT) course you can drive professionally for up to 12 months without taking the Driver CPC part 2 and part 4 tests.

### 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.

# Applying for a provisional lorry or bus licence

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 at [www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms).

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 the full Driver CPC

You don't need the full Driver 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 100 kilometres (62 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, fire and rescue service or prison service

You can read detailed examples of Driver CPC exemptions on page 41.

## What you need to do

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

1. Apply for a provisional lorry or bus licence.
2. Pass the part 1 (theory) and part 3 (driving ability) tests.
3. Sign a declaration every 5 years until you're 45 to show you still meet the medical standards.
4. 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.

# Driver CPC part 1 test: theory

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

Book at [www.gov.uk/booktheorytest](http://www.gov.uk/booktheorytest).

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 how it works at [www.gov.uk/practise-your-driving-theory-test](http://www.gov.uk/practise-your-driving-theory-test).

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

You can watch a video about how the hazard perception part works at [www.youtube.com/dvsagovuk](http://www.youtube.com/dvsagovuk).

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.

### **Cancelled tests**

You can apply for a refund of out-of-pocket expenses if DVSA cancels your test at short notice.

# Driver CPC part 2 test: case studies

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

Book at [www.gov.uk/booktheorytest](http://www.gov.uk/booktheorytest).

## 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.

### **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.

# Driver CPC part 3 test: driving ability

You must have passed the Driver CPC part 1 theory test before you can book the Driver CPC part 3 test.

Book at [www.gov.uk/bookdrivingtest](http://www.gov.uk/bookdrivingtest).

## What to take to your test

You must bring these to your test:

- 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

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 either:

- lorries, buses and coaches
- lorries, buses and coaches towing trailers

### 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.

### **Cancelled tests**

You can apply for a refund of out-of-pocket expenses if DVSA cancels your test at short notice.

# Driver CPC part 4 test: practical demonstration

You must have passed the Driver CPC part 2 test before you can book the Driver CPC part 4 test.

Book at [www.gov.uk/bookdrivingtest](http://www.gov.uk/bookdrivingtest).

## 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

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 DVSA cancels your test at short notice.

# Use a Driver CPC National Vocational Training (NVT) concession

When you're becoming a lorry or bus driver, you can drive professionally for up to 12 months without taking Driver CPC part 2 and part 4 tests.

To do this you must:

- be taking an approved National Vocational Training (NVT) programme
- have passed the Driver CPC part 1 and part 3 tests

This is called an 'NVT concession' - you're only allowed to use it once.

## When the concession period starts and ends

The 12-month concession period starts from whichever of these is latest:

- the start date of the NVT programme you're taking
- the date you passed the Driver CPC part 3 test

## When the concession period ends

The NVT concession lasts for up to 12 months. It will end sooner if you:

- stop taking the NVT programme
- complete the NVT programme

You must have passed the Driver CPC part 2 and part 4 tests when the concession period ends.

You must stop driving professionally if you haven't.

## Eligibility

You must be on an approved learning programme that lasts for at least 6 months and leads to a qualification.

The qualification must be:

- based on relevant National Occupational Standards

- at Qualifications and Credit Framework (QCF) level 2 or Scottish Credit and Qualifications Framework level 5
- accredited by a national awarding body that is externally regulated by the Office of the Qualifications and Regulations Examiner or the Scottish Qualifications Authority

### Qualifications that meet the rules

Qualifications that currently meet these rules are:

- level 2 award in knowledge for a professional bus or coach driver
- level 2 National Vocational Qualification (NVQ) Diploma in passenger-carrying vehicles (bus and coach)
- level 2 Scottish Vocational Qualification (SVQ) in passenger-carrying vehicle driving (bus and coach)
- QCF certificate in driving goods vehicles
- BTEC in carry and deliver goods
- SVQ driving goods vehicles

DVSA can consider qualifications that meet the rules but aren't on this list.

## Apply for the concession

To apply, download the application form and send it to the Driver and Vehicle Standards Agency (DVSA).

You'll need to include the fee of £25 and proof that your NVT course qualifies.

DVSA  
Driver CPC NVT Concessions  
The Axis Building  
112 Upper Parliament Street  
Nottingham  
NG1 6LP

## NVT concession card

You'll be sent an NVT concession card to show that you're registered on the NVT scheme.

 **By law you must carry the card when you're working.**

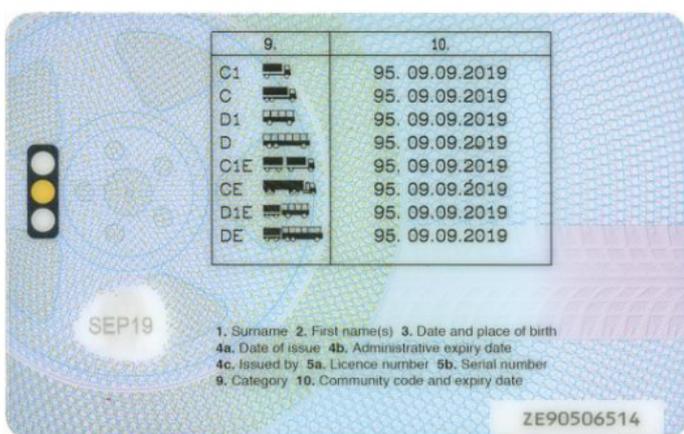
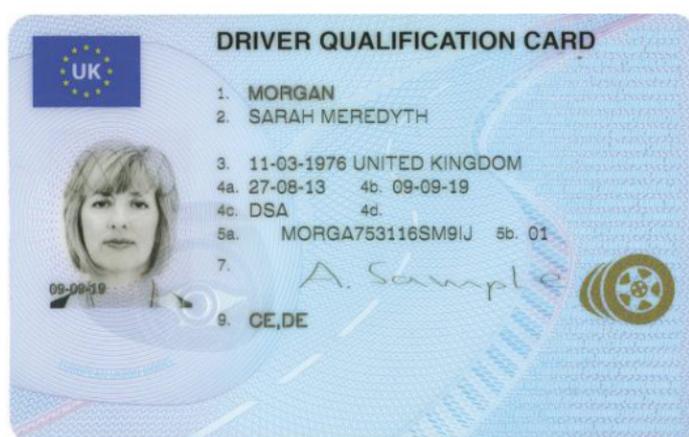
You must return your NVT concession card to DVSA if you leave or complete the approved course.

## After you've qualified

After you've passed all 4 of the Driver 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 can drive professionally if you've passed all the tests and you're waiting for your Driver CPC card to arrive.

### **If your card doesn't arrive**

You should get your Driver CPC card within 20 days of passing the final test. Contact 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.

### **Staying qualified**

Every 5 years you must:

- take 35 hours of Driver CPC training to keep driving professionally
- renew your lorry or bus driving licence if you're over 45

# Fees

## Provisional licence

Fee type	Cost
Application for a provisional lorry or bus licence	No charge

## Test costs

Fee type	Weekday	Evening, weekend and bank holiday
Driver CPC part 1 - theory - (multiple choice)	£26	£28
Driver CPC part 1 - theory - (hazard perception)	£11	£12
Driver CPC part 2 - case studies	£23	£24
Driver CPC part 3 - driving ability	£115	£141
Driver CPC part 4 - practical demonstration	£55	£63

These are the prices to book your tests using the official service. Unofficial websites may charge more.

## Driver CPC card costs

Fee type	Cost
Driver CPC card (non-UK driving licences only)	£25
Replacement for lost, stolen or damaged card	£25

## NVT concession fees

Fee type	Cost
National Vocational Training (NTV) concession card	£25

# Driver CPC training for qualified drivers



## How much training you need to do

You must do 35 hours of periodic training every 5 years to keep your Driver CPC to drive a lorry, bus or coach.

 **You can be fined up to £1,000 for driving professionally without Driver CPC.**

You can check how many hours of training you've done in the current 5-year period.

You only need to complete one set of training every 5 years if you drive both lorries and buses professionally.

You have to do the training in the country where you work or normally live.

## When to take training

Your Driver CPC qualification lasts for 5 years. To keep your Driver CPC you need to do 35 hours of training before your 5-year deadline.

The deadline to do your training is shown on your card.

It's up to you when you take the training courses, as long as you do them within the 5-year period.

### If you miss your training deadline

It's illegal to drive professionally if you haven't done your training by your deadline.

 **You can be fined up to £1,000 for driving professionally without Driver CPC.**

### Drivers with 'acquired rights'

Having 'acquired rights' means that you didn't have to take the Driver CPC initial qualification because of your existing driving experience.

You have acquired rights if you got your vocational licence before the dates shown in the table.

Types of vehicle	Vehicle categories included	When you got your vocational licence
Lorry	C, C1, C+E and C1+E	Before 10 September 2009
Bus or coach	D, D1, D+E, D1+E	Before 10 September 2008
Bus or coach (not for hire or reward)	D(101)	After 1991
Minibus (not for hire or reward)	D1(101)	Before 1997

### Training deadlines for drivers with acquired rights

You still need to take periodic training, but there are set deadlines.

<b>Training block</b>	<b>Lorry driver</b>	<b>Bus or coach driver</b>	<b>Dual-category driver (lorry, bus and coach)</b>
First block of training	9 Spetember 2014	9 September 2013	9 September 2013
Second block of training	9 September 2019	9 September 2018	9 September 2019*
Third block of training	9 September 2024	9 September 2023	9 September 2024

\*You have 6 years to do your second block of training if you have acquired rights for both lorries and buses and finished your first block of training by 9 September 2013.

## Finding training courses

Only approved Driver CPC courses count towards periodic training. You can choose which courses to attend.

You can find courses at [www.gov.uk/driver-cpc-training-courses](http://www.gov.uk/driver-cpc-training-courses).

Different courses cover different parts of the Driver CPC syllabus.

You're allowed to take the same course more than once in each 5-year period, eg you could take a first aid course in the first and last year of the 5-year period.

You should choose a course that's relevant to you and the type of driving you do.

Try and do one day each year. This will help you to maximise your professional development and regularly get the benefits from training.

### Driver CPC course costs

Training providers set their own prices for courses - there's no maximum price.

# Taking a training course

You must take one of these to your Driver CPC training course:

- a photocard driving licence
- a valid passport
- a digital tachograph card
- a Driver CPC card

## Certificate of attendance

You'll get a certificate of attendance at the end of the course. It belongs to you - your employer isn't allowed to keep it.

## Your Driver CPC training record

The training centre will put your training on your Driver CPC training record.

Contact the centre where you did your training if it isn't showing on your record 5 days after the course.

## Problems with a training course

You can email DVSA if:

- you think the training provided wasn't to the right standard, eg the course didn't last as long as it should have
- the training centre has stopped trading and they didn't update your training record

### DVSA Driver CPC complaints

[dcpc.complaints@dsa.gsi.gov.uk](mailto:dcpc.complaints@dsa.gsi.gov.uk)

# Getting your Driver CPC card

You'll get your Driver CPC card when you've done 35 hours of periodic training. The card is sometimes called a 'driver qualification card' or 'DQC'.

You must carry this card while driving a lorry, bus or coach professionally.

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

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

## How the card is sent to you

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

You only need to apply for your card if you did some of your periodic training in another EU country.

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.

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

## Waiting for your card

If you've done your periodic training and you're waiting for your Driver CPC card to arrive:

- you can still drive professionally
- you won't be fined for not having a Driver CPC card with you

## If your card doesn't arrive

You should get your Driver CPC card within 20 days of completing your periodic training. Contact 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'll 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

# If you miss your training deadline

If you miss your deadline, you can't drive professionally until you've finished your training.

 **You can be fined up to £1,000 for driving professionally without the Driver CPC.**

Your next deadline will be set for 5 years after the date you finish your training.

## Example

Your original deadline was 9 September 2014, but you didn't finish your training until 31 May 2015. The deadline for your next training is 31 May 2020. You couldn't drive professionally between 10 September 2014 and 30 May 2015.

## How long training counts for

Any training you've already done counts for 5 years from the date you took the course. You don't lose it because you've passed your deadline.

The training won't count towards the 35 hours total if you took it more than 5 years ago.

## If you have acquired rights

If you have acquired rights you can either:

- complete 35 hours of Driver CPC periodic training by finding and taking training courses
- take and pass the Driver CPC part 2 (case studies) and part 4 (practical demonstration) tests
- You can only choose the test option once.

After that, you must take periodic training to keep your qualification in the future.

## Booking the tests

You have to book the tests by phone - you can't book online.

### DVSA test booking

Telephone: 0300 200 1122

Monday to Friday, 8am to 4pm (Driver CPC part 2 - option 01)

Monday to Friday, 8am to midday (Driver CPC part 4 - option 02)

## Training in other EU countries

You need to apply for your Driver CPC card in writing if you have a UK driving licence and took some of your periodic training in another EU country.

### What you need to send

You need to include:

- your UK driving licence number
- your phone number
- the dates you lived abroad and your address while there
- the names and addresses of your employers for that time, or your tax reference or national insurance number for the countries you worked in
- a £25 fee to add training taken abroad to your Driver CPC card

 **You must include the original documents - photocopies aren't accepted.**

### Where to send the documents

Send all the documents to DVSA.

Driver CPC  
DVSA  
PO Box 280  
Newcastle Upon Tyne  
NE99 1FP

### Documents that aren't in English

You need to send documents with an English translation on headed paper from an educational organisation or embassy.

## If you have a licence from other countries

You can get a Driver CPC card from DVSA if you live or work in the UK and have a driving licence from any of these countries:

- an EU country
- Gibraltar
- Guernsey
- Iceland
- Isle of Man
- Jersey
- Liechtenstein
- Norway
- Switzerland

 **At least the last 7 hours of your periodic training must have been done in the UK.**

To apply, send an email to DVSA asking for form DQC1.

### DVSA customer services

customer.services@dsa.gsi.gov.uk

From then on, after doing 35 hours of periodic training in the UK, you'll get your Driver CPC qualification for 5 years.

## Exchanging your driving licence for a UK licence

You can get a UK Driver CPC card if you exchange your non-UK country or EU member state driving licence for a UK licence.

Your Driver CPC qualification will still last until the date it was due to run out when you first got it.

When you exchange your licence, the Driver and Vehicle Licensing Agency (DVLA) will tell DVSA for you.

### If you already have a Driver CPC card

You'll need to send your Driver CPC card to DVSA if you already have one. You'll need to include your driving licence number in a short letter.

Driver CPC  
Driver and Vehicle Standards Agency  
PO Box 280  
Newcastle-Upon-Tyne  
NE99 1FP

DVSA will send you a new Driver CPC card with the same number as your UK driving licence.

From then on, after doing 35 hours of periodic training in the UK, you'll get your Driver CPC qualification for 5 years.

### **If you don't have a Driver CPC card**

DVSA will automatically send you a Driver CPC card when you complete 35 hours of periodic training.

# Replace a lost, stolen or damaged Driver CPC card



You must tell DVSA if your Driver CPC card has been lost, stolen or damaged.

### Apply for a replacement

To get a replacement Driver CPC card (sometimes called a ‘driver qualification card’ or ‘DQC’), you must write to DVSA by email or post and give your:

- name
- driving licence number
- date of birth
- address
- telephone number

#### DVSA Driver CPC enquiries

cpcrc@dsa.gsi.gov.uk

Driver CPC  
DVSA  
PO Box 280  
Newcastle Upon Tyne  
NE99 1FP

### Paying for a replacement

DVSA will phone you after you’ve applied to take payment for the replacement.

You’ll need a credit or debit card to pay the £25 fee.

### After you’ve paid

You can keep driving professionally while you wait for your replacement Driver CPC card to arrive.

It will be sent to the address on your driving licence. You’ll need to change this address first if it’s wrong.

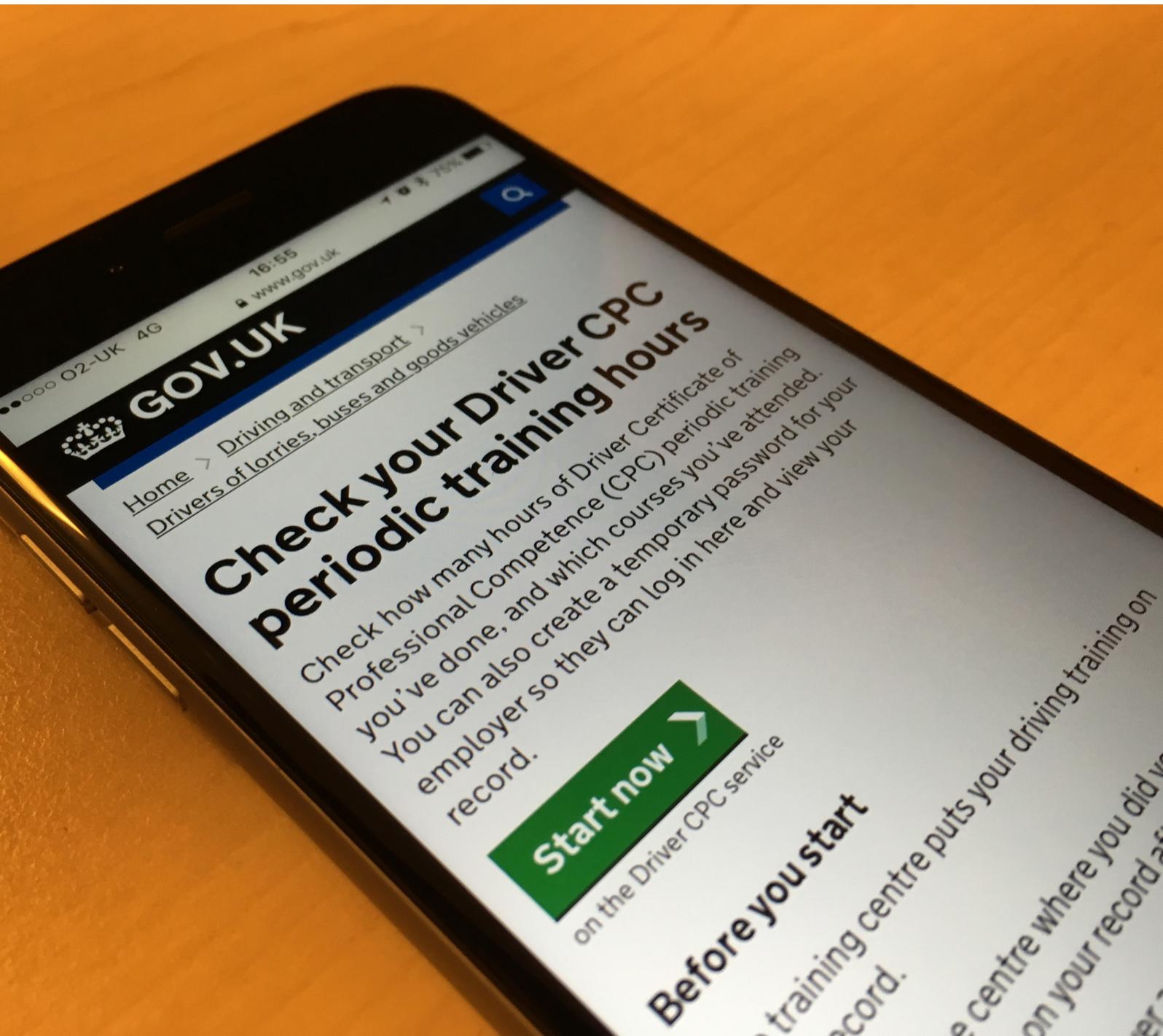
#### If it doesn’t arrive

Contact DVSA if it doesn’t arrive within 20 days.

#### Driver CPC card replacements

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

# Check your Driver CPC periodic training hours



You can check how many hours of Driver CPC periodic training you've done, and which courses you've attended at [www.gov.uk/checkdrivercpc](http://www.gov.uk/checkdrivercpc).

You can also create a temporary password for your employer so they can log in here and view your record.

### **Before you start**

The training centre puts your driving training on your record.

Contact the centre where you did your training if it isn't showing on your record after 5 days.

### **Register as a new user**

You need to register to use the service if you're a new user. You'll need to give your:

- driving licence number
- home postcode

A password for the service will be sent by post to the address on your driving licence.

### **If you have problems using the service**

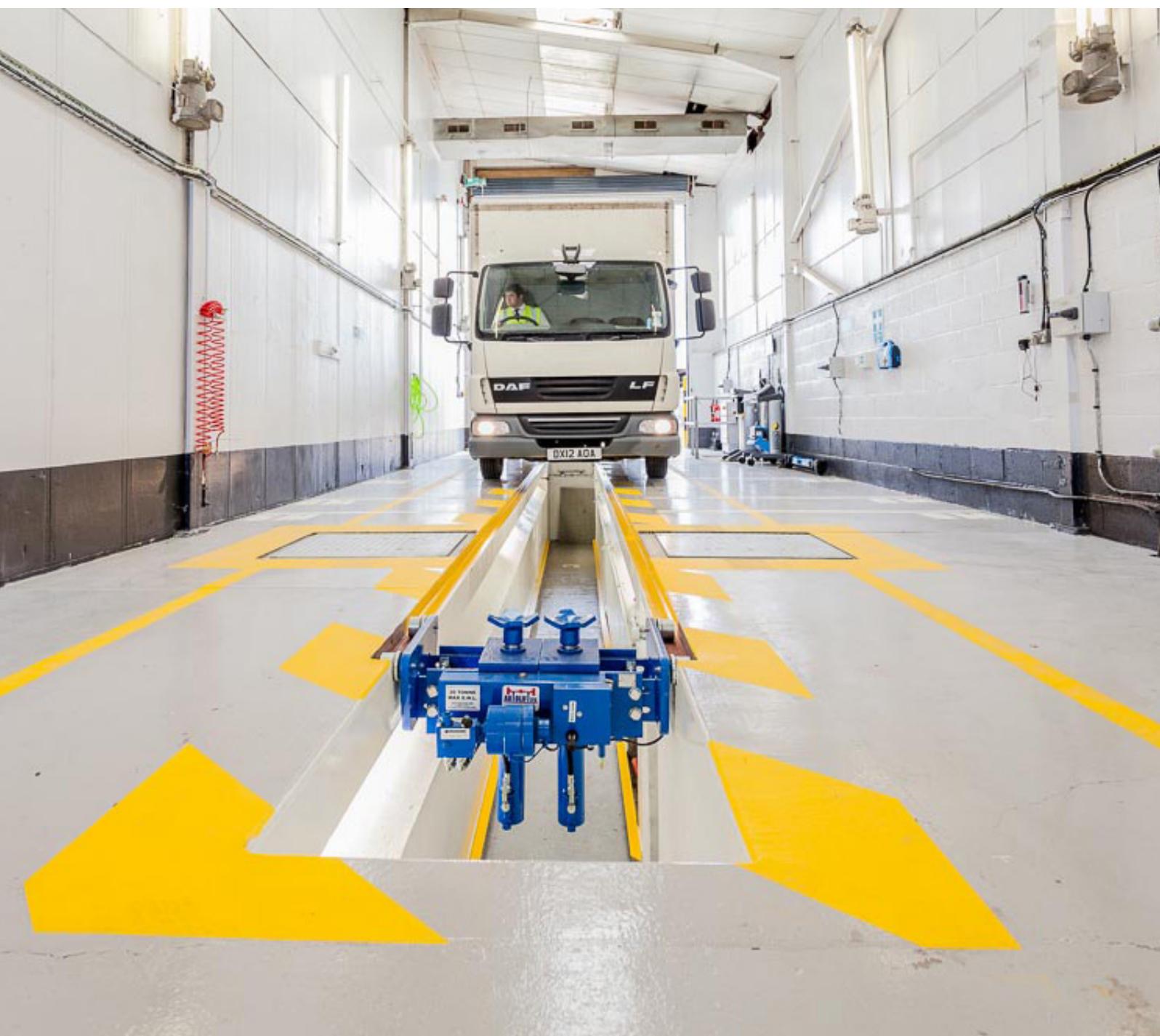
You can email DVSA if you have a technical problem using the service. You'll need your:

- your driving licence
- home postcode

#### **DVSA**

[customer.services@dsa.gsi.gov.uk](mailto:customer.services@dsa.gsi.gov.uk)

# Driver CPC exemptions: examples



### When you don't need Driver CPC

There are some situations when you don't need Driver CPC.

This guide sets out examples and tells you if DVSA thinks you'd be exempt in those situations. However, this doesn't carry any legal weight.

Only a court can make a decision on how the rules about Driver CPC are interpreted.

 **You should get legal advice if you're not sure if you need Driver CPC.**

### Nationals of EU member states or employed by a company based in a member state

You must have Driver CPC if you need a driving licence shown in the table to drive a relevant vehicle.

Type of vehicle	Licence categories
Medium-sized vehicles	C1 and C1+E
Large vehicles	C and C+E
Minibuses	D1 and D1+E
Buses and coaches	D and D+E

This applies if you're either:

- a national of any EU country
- a national of a country outside the EU, but you work for an organisation that is based in the EU

#### Driver A

Driver A is a Dutch national and drives a large goods vehicle (LGV) within the EU. They need to have Driver CPC.

#### Driver B

Driver B is a Turkish national working for an Austrian coach operator and drives within the EU. They need to have Driver CPC.

#### Driver C

Driver C is a Turkish national working for a Turkish haulage company. Although they often drive into the EU, they don't need to have Driver CPC.

### Driver D

Driver D is a Polish national working for a Russian tour operator. They only drive coaches in Russia, so they don't need Driver CPC. They will need Driver CPC if their employer starts running tours from Russia into the EU.

## Vehicles that aren't allowed to exceed 45 kilometres per hour

You don't need to have Driver CPC if the vehicle isn't allowed to exceed 45 kilometres per hour (km/h) on any road.

### Driver A

Driver A works for a city bus company. Their vehicles are fitted with speed limiters that stop them from exceeding 40 km/h. They still need Driver CPC because although the bus can't exceed 40 km/h, the law allows them to be driven at more than 45 km/h.

## Vehicles being used by or under the control of the armed forces, police, a local authority, fire and rescue service or prison service

You don't need to have Driver CPC if you're driving a vehicle that is used by, or is under the control of:

- the armed forces
- the police
- a public fire and rescue service
- a public ambulance service
- a local authority in an emergency civil protection situation
- the prison service or people contracted to run a prison or young offender institution

### Driver A

Driver A is employed by the local fire and rescue service. They can drive its vehicles without needing to have Driver CPC. However, if they work on a casual basis for a PCV or LGV operator, they will probably need Driver CPC when carrying out that work.

## Vehicles being road tested or new or rebuilt vehicles which haven't been put into service

You don't need to have Driver CPC if you're road testing vehicles:

- after they've been repaired or serviced
- for technical development purposes

You also don't need Driver CPC if the vehicle being driven is either new or rebuilt and hasn't yet been taxed.

### **Driver A**

Driver A works for a company that manufactures chassis for PCVs. They don't need to have Driver CPC when they drive the chassis to another location so that a coach body can be built on it.

### **Driver B**

Driver B is employed to drive a car transporter delivering new cars (which have not yet been put into service) to garage forecourts. They need to have Driver CPC as the vehicle they're driving has been put into service.

### **Driver C**

Driver C delivers newly registered and taxed lorries to customers after they've been painted in the customer's livery. Vehicles count as being 'put into service' once they're taxed, so they will need to have Driver CPC.

## **Vehicles driven to and from pre-booked appointments at official testing centres**

You don't need Driver CPC if you drive vehicles to and from pre-booked appointments at official testing centres. This includes driving vehicles carrying a load that is needed for a laden braking test.

A load may not be carried when driving to or from official testing centres in any other circumstances.

### **Driver A**

Driver A is employed as a mechanic by a bus operator. As part of their responsibilities they take empty vehicles that they've prepared to the local testing station (or authorised testing facility) for a pre-booked test.

## **Vehicles being used in emergencies or rescue missions**

You don't need to have Driver CPC if you're driving a vehicle as part of an official response to a state of emergency or an officially-recognised rescue mission.

### **Driver A**

Driver A is a self-employed LGV driver contracted to deliver goods to local authority road maintenance depots. They need to have Driver CPC for their work. During severe flooding, the government declares a state of emergency. Driver A is instructed by the local

council to deliver sandbags to shore up local flood defences and prevent a river from bursting its banks.

Driver A doesn't need to have Driver CPC while they're delivering the sandbags as they're part of an official response to a state of emergency. As they already have Driver CPC, they get no benefit from the exemption.

### **Driver B**

Driver B doesn't usually drive LGVs as they work in the planning department of the local council, but they're involved in delivering sandbags during the state of emergency. They will need to hold the correct driving licence entitlement but won't need Driver CPC as they're covered by the exemption.

## **Vehicles being used for driving lessons or driving tests**

You don't need to have Driver CPC if you're driving a vehicle in order to prepare for or take:

- a driving licence acquisition test
- Driver CPC tests

### **Driver A**

Driver A is taking driving lessons in a PCV, to prepare for a PCV licence acquisition test. They don't need to have Driver CPC.

### **Driver B**

Driver B is an LGV driving instructor and sometimes drives a vehicle to show a particular technique to their trainees. They don't need Driver CPC as this is happening during a driving lesson.

## **Non-commercial carriage of passengers or goods for personal use**

You don't need to have Driver CPC if you're driving vehicles carrying goods, materials or passengers on a non-commercial basis for personal use.

### **Driver A**

Driver A is an LGV driver who has hired a self-drive LGV to move home. They don't need Driver CPC for this activity because they're transporting their own goods for personal use.

### **Driver B**

Driver B is an LGV owner operator. They transport a friend's new boat from the manufacturer to a holiday home on the coast.

They do this as a favour and don't charge a fee. They don't need Driver CPC to do this because they're using the vehicle for the non-commercial carriage of goods. They would need to satisfy any enforcement staff that their journey was non-commercial if they were stopped.

### **Driver C**

Driver C drives a minibus under a D1 (101 - Not for Hire or Reward) driving licence, transporting farm labourers around a farm on public roads between fields. They need Driver CPC as it's not non-commercial carriage of passengers for personal use.

However, Driver C has 'acquired rights' so they won't need to pass the Driver CPC initial qualification. They had to complete 35 hours of periodic training by 10 September 2013, and will have to do the same every 5 years thereafter.

## **Vehicles carrying material or equipment to be used in the course of the driver's work**

You don't need Driver CPC if you're carrying equipment or material that you'll use in the course of your work, provided that driving the vehicle isn't the main part of your job.

This includes:

- trade tools
- goods such as building materials or cables to be used by the driver in the course of their work
- extra crew like a mechanics mate or any other person needed for the job

### **Driver A**

Driver A is a mobile lorry fitter. They drive a vehicle from one operator's site to another site where they take their tools from the vehicle to do their main activity of servicing lorries. They don't need Driver CPC. They would also be covered by the exemption if they use an engine diagnostic kit that's fixed within the vehicle, because the vehicle carries material or equipment for their use on site.

### **Driver B**

Driver B is a self-employed bricklayer and drives their lorry to a building site with a load of bricks. They unload the bricks and use them in the construction of a house. They don't need to have Driver CPC because driving the lorry isn't their main activity and they're carrying materials for their use in the course of bricklaying.

### **Driver C**

Driver C drives a lorry with a generator fixed to the bed of the vehicle. Driving isn't their main activity. They drive to road

maintenance sites where the generator is used to power site equipment. They do various tasks at the site including monitoring the generator to make sure it's operating correctly and they provide the site with a power supply. They don't need to have Driver CPC.

### **Driver D**

Driver D works in the stores department of a company that supplies car parts. Occasionally, they need to drive one of the company's lorries to deliver parts to retail outlets. Although the driving occupies only a very small amount of their working time, they need to have Driver CPC when making those deliveries because they're driving a vehicle which is carrying materials for someone else's use.

### **Driver E**

Driver E is a farmer. On an average of once a month, they transport some of their livestock to a local cattle market for auction. They need to have Driver CPC when doing this, as they're not carrying materials or equipment for their use in the course of their work – they're carrying cattle intended for sale.

### **Driver F**

Driver F is a farmer. Twice a month they drive a lorry on public roads around their farm, repairing fences. The vehicle carries the tools and materials they need to make these repairs. They don't need to have Driver CPC because they're carrying materials to be used by them in the course of their work repairing fences.

### **Driver G**

Driver G is employed by a farmer as a labourer. Twice a day they drive a minibus under a D1 driving licence, transporting workers from the local town to various fields on the farm. The driving activity takes up a relatively small proportion of their day. The majority of their shift is spent with the other workers picking crops. They need to have Driver CPC because they're transporting the other labourers – they're not carrying materials or equipment.

### **Driver H**

Driver H is a farm labourer. Their normal duties include transporting livestock and crops around the farm in a lorry. They need to have Driver CPC when driving on public roads while doing this as they're carrying goods intended for sale, as opposed to materials or equipment.

### **Driver I**

Driver I is employed as a mobile crane operator. They drive the vehicle with the crane to a building site where they operate the crane helping to build a new factory. They don't need to have Driver CPC because their main activity isn't driving and they're carrying tools and materials (the crane) to be used in the course of their work.

### Driver J

Driver J is employed as a mechanic by a transport company. As part of their responsibilities they drive a lorry containing tools and equipment needed to change wheels at the roadside. They don't need to have Driver CPC because driving isn't their main activity and they're carrying tools and materials to be used in the course of their work.

## Vehicles driven within 100 km of the driver's base and not carrying passengers or goods

You don't need to have Driver CPC if you're not a professional driver but your work includes an incidental element of driving empty lorries, buses and coaches in the local area. You will need to satisfy the following conditions if:

- you're driving within 100 km of your base
- you're not carrying passengers or goods

### Driver A

Driver A is employed as a mechanic by a local bus company. As part of their responsibilities they move empty buses between depots in the local area. They don't need to have Driver CPC because driving isn't their main activity and they aren't carrying any passengers.

### Driver B

Driver B is the workshop manager for a road haulier. As part of their responsibilities they occasionally provide driving cover, delivering empty trailers to depots across the country. Although driving isn't their main activity, they need to have Driver CPC when they're driving distances more than 100 km from their base.

### Driver C

Driver C is employed as a valet (a person who parks and cleans vehicles) by a vehicle hire company and starts work at their employer's premises. As part of their duties they deliver to and collect from customers in the local area.

Because they don't drive more than 100 km from their employers' premises, they don't need to have Driver CPC as long as driving isn't their main activity. However, if their duties mainly involve driving vehicles they do need to have Driver CPC.

### Driver D

Driver D is a mechanic who occasionally drives lorries as part of their work. The mechanic is exempt from having Driver CPC for journeys within a 100 km radius of their 'driver's base'. The 'driver's base' is the place they start work on that particular day - it's not restricted to one place.

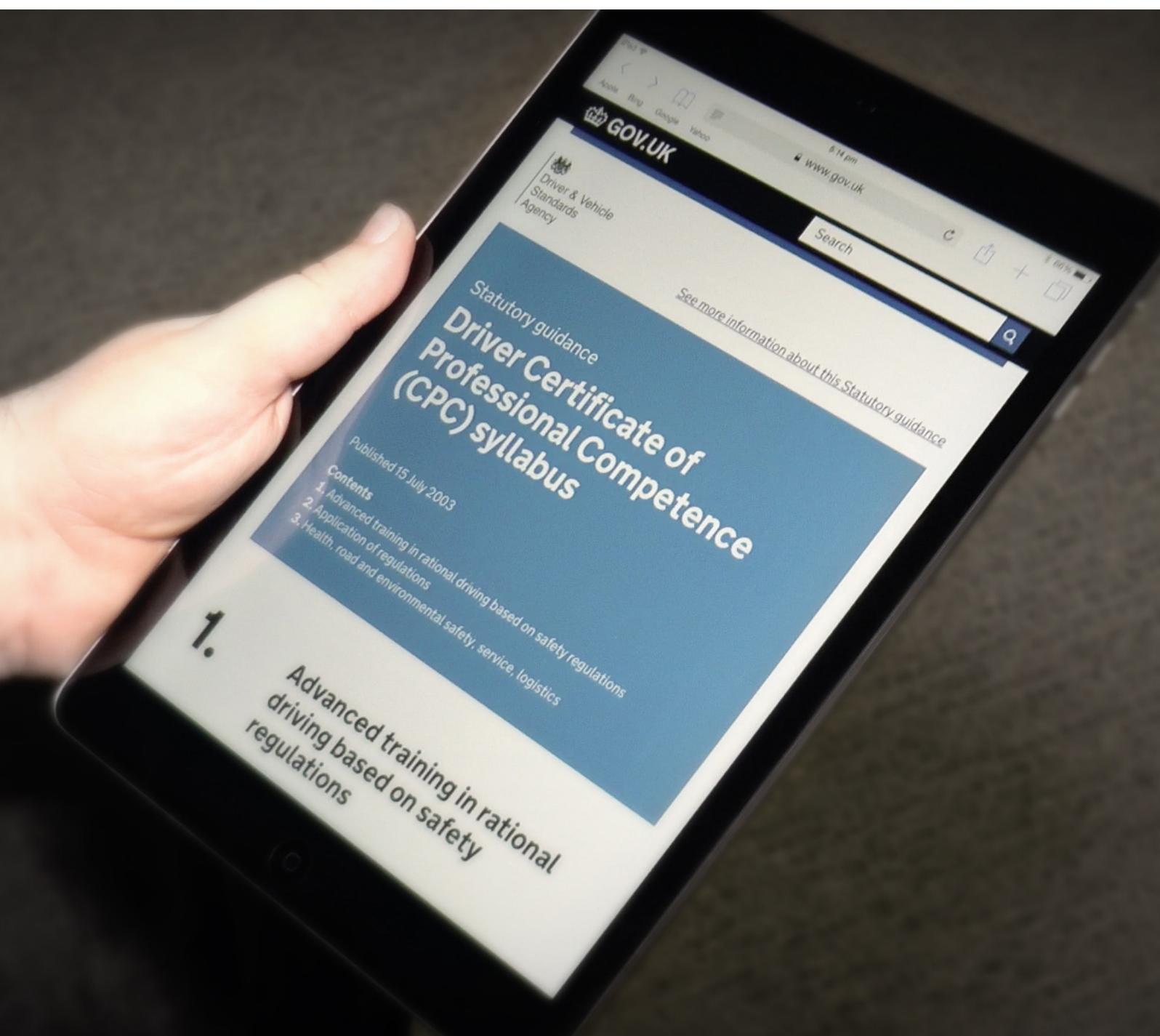
The mechanic's period on duty will start when they begin work after at least nine hours off-duty, whether that is at home or at work, or at a customer's address. That address will continue to be their 'driver's base' until he is off-duty for at least 9 hours.

### **Driver E**

Driver E is a bus depot engineer. The exemption would operate within a 100 km radius of the first bus depot A on both days, if they work 1 day at depot A from 9am until half past midnight and then returned to start work at a different depot B at 9am the next morning. This is because the 2 periods of duty are separated by less than 9 hours off-duty.

However, if the engineer started work at depot B at 10am (rather than 9am) the next morning, the exemption would operate within a 100 km radius of depot B for the second period of duty, as they would have been off-duty for more than 9 hours before coming on duty at depot B.

# Annex 1 – Directive 2003/59/EC syllabus



# 1. Advanced training in rational driving based on safety regulations

## All licences

1.1 Objective: to know the characteristics of the transmission system in order to make the best possible use of it: • curves relating to torque, power, and specific consumption of an engine, area of optimum use of revolution counter, gearbox-ratio cover diagrams.

1.2 Objective: to know the technical characteristics and operation of the safety controls in order to control the vehicle, minimise wear and tear and prevent disfunctioning: • specific features of hydraulic vacuum servobrake circuit, limits to the use of brakes and retarder, combined use of brakes and retarder, making better use of speed and gear ratio, making use of vehicle inertia, using ways of slowing down and braking on downhill stretches, action in the event of failure.

1.3 Objective: ability to optimise fuel consumption: • optimisation of fuel consumption by applying know-how as regards points 1.1 and 1.2

## Licences C, C+E, C1, C1+E

1.4 Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use: • forces affecting vehicles in motion, use of gearbox ratios according to vehicle load and road profile, calculation of payload of vehicle or assembly, calculation of total volume, load distribution, consequences of overloading the axle, vehicle stability and centre of gravity, types of packaging and pallets; main categories of goods needing securing, clamping and securing techniques, use of securing straps, checking of securing devices, use of handling equipment, placing and removal of tarpaulins.

## Licences D, D+E, D1, D1+E

1.5 Objective: ability to ensure passenger comfort and safety: • adjusting longitudinal and sideways movements, road sharing, position on the road, smooth braking, overhang operation, using

specific infrastructures (public areas, dedicated lanes), managing conflicts between safe driving and other roles as a driver, interacting with passengers, peculiarities of certain groups of passengers (disabled persons, children).

1.6 Objective: ability to load the vehicle with due regard for safety rules and proper vehicle use: • forces affecting vehicles in motion, use of gearbox-ratios according to vehicle load and road profile, calculation of payload of vehicle or assembly, load distribution, consequences of overloading the axle, vehicle stability and centre of gravity.

## 2. Application of regulations

### All licences

2.1 Objective: to know the social environment of road transport and the rules governing it: • maximum working periods specific to the transport industry; principles, application and consequences of Regulations (EEC) No 3820/85 and (EEC) No 3821/85; penalties for failure to use, improper use of and tampering with the tachograph; knowledge of the social environment of road transport: rights and duties of drivers as regards initial qualification and periodic training.

### Licences C, C+E, C1, C1+E

2.2 Objective: to know the regulations governing the carriage of goods: • transport operating licences, obligations under standard contracts for the carriage of goods, drafting of documents which form the transport contract, international transport permits, 34 obligations under the Convention on the Contract for the International Carriage of Goods by Road, drafting of the international consignment note, crossing borders, freight forwarders, special documents accompanying goods.

### Licences D, D+E, D1, D1+E

2.3 Objective: to know the regulations governing the carriage of passengers: • carriage of specific groups of passengers, safety equipment on board buses, safety belts, vehicle load.

## 3. Health, road and environmental safety, service, logistics

### All licences

3.1 Objective: to make drivers aware of the risks of the road and of accidents at work: • types of accidents at work in the transport sector, road accident statistics, involvement of lorries/ coaches, human, material and financial consequences.

3.2 Objective: ability to prevent criminality and trafficking in illegal immigrants: • general information, implications for drivers, preventive measures, check list, legislation on transport operator liability.

3.3 Objective: ability to prevent physical risks: • ergonomic principles; movements and postures which pose a risk, physical fitness, handling exercises, personal protection.

3.4 Objective: awareness of the importance of physical and mental ability: • principles of healthy, balanced eating, effects of alcohol, drugs or any other substance likely to affect behaviour, symptoms, causes, effects of fatigue and stress, fundamental role of the basic work/rest cycle.

3.5 Objective: ability to assess emergency situations: • behaviour in an emergency situation, assessment of the situation, avoiding complications of an accident, summoning assistance, assisting casualties and giving first aid, reaction in the event of fire, evacuation of occupants of a lorry/bus passengers, ensuring the safety of all passengers, reaction in the event of aggression; basic principles for the drafting of an accident report.

3.6 Objective: ability to adopt behaviour to help enhance the image of the company: • behaviour of the driver and company image: importance for the company of the standard of service provided by the driver, the roles of the driver, people with whom the driver will be dealing, vehicle maintenance, work organisation, commercial and financial effects of a dispute.

### Licences C, C+E, C1, C1+E

3.7 Objective: to know the economic environment of road haulage and the organisation of the market: • road transport in relation to other modes of transport (competition, shippers), different road transport activities (transport for hire or reward, own account, auxiliary transport activities), organisation of the main types of transport company and auxiliary transport activities, different transport specialisations (road tanker, controlled temperature, etc.), changes in the industry (diversification of services provided, rail-road, subcontracting, etc.)

### **Licences D, D+E, D1, D1+E**

3.8 Objective: to know the economic environment of the carriage of passengers by road and the organisation of the market: • carriage of passengers by road in relation to other modes of passenger transport (rail, private car), different activities involving the carriage of passengers by road, crossing borders (international 35 transport), organisation of the main types of companies for the carriage of passengers by road

## Annex 2: Websites, publications and legislation



## Websites

**Driver CPC initial qualification and periodic training**

[www.gov.uk/drivercpc](http://www.gov.uk/drivercpc)

**Find Driver CPC training courses**

[www.gov.uk/driver-cpc-training-courses](http://www.gov.uk/driver-cpc-training-courses)

**Check your Driver CPC periodic training hours**

[www.gov.uk/checkdrivercpc](http://www.gov.uk/checkdrivercpc)

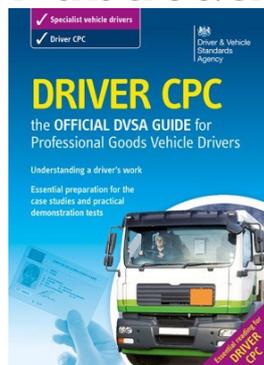
**Book the theory tests**

[www.gov.uk/booktheorytest](http://www.gov.uk/booktheorytest)

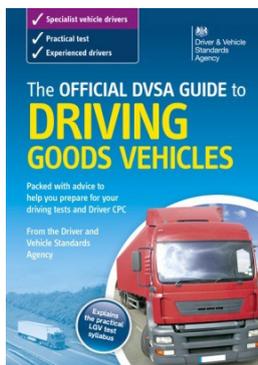
**Book the practical tests**

[www.gov.uk/bookdrivingtest](http://www.gov.uk/bookdrivingtest)

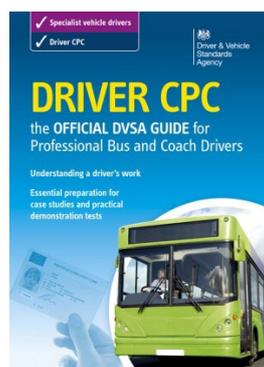
## Publications



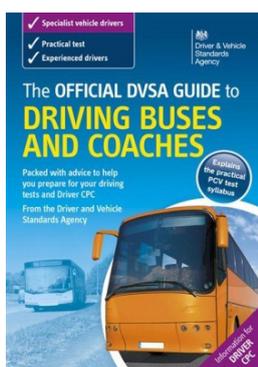
Driver CPC - the official DVSA guide for professional goods vehicle drivers



The Official DVSA Guide to Driving Goods Vehicles



Driver CPC - the official DVSA guide for professional bus and coach drivers



The Official DVSA Guide to Driving Buses and Coaches

You can buy these from [www.safedrivingforlife.info/shop](http://www.safedrivingforlife.info/shop), or from other online or high street bookstores.

# Legislation

Driver CPC legislation is available at [www.legislation.gov.uk](http://www.legislation.gov.uk)

The Vehicle Drivers (Certificates of Professional Competence) Regulations 2007

The Vehicle Drivers (Certificates of Professional Competence) (Amendment) Regulations 2008

The Vehicle Drivers (Certificates of Professional Competence) (Amendment) (no. 2) Regulations 2008

The Vehicle Drivers (Certificates of Professional Competence) (Amendment) Regulations 2010

The Vehicle Drivers (Certificates of Professional Competence) (Amendment) Regulations 2011

The Vehicle Drivers (Certificates of Professional Competence) (Amendment) Regulations 2013

## Visit our websites:

for commercial customers and private motorists  
[www.gov.uk](http://www.gov.uk)

for corporate information  
[www.gov.uk/dvsa](http://www.gov.uk/dvsa)

## Contact us:

E-mail  
[customer.services@dsa.gsi.gov.uk](mailto:customer.services@dsa.gsi.gov.uk)

Customer Service Centre  
**0300 200 1122\***

Monday to Friday - 8am to midday