



## A message from Noel Brett, CEO



The RSA were responsible for the implementation of EU Directive 2003/59/EC which introduced Driver Certificate of Professional Competence (CPC). The Driver CPC Unit was established in 2007 and immediately set about developing and implementing the Driver CPC process in line with the EU directive. A consultative process gave members of the industry, bus and truck drivers, employers and members of the public an opportunity to submit suggestions and proposals. In addition the RSA were involved in regular meetings with the other EU member states and continue to do so as the periodic training and certification process evolves.

The Driver CPC process was phased in over 12 months with CPC for professional bus drivers coming into effect from the 10th of September 2008 and the following year for professional truck drivers on the 10th of September 2009. As you are all aware a new driver must complete a four stage testing process in order to obtain their professional driving qualification and this is dealt with in more detail further on in this edition. Drivers who had their full licence prior to the introduction of CPC have

acquired rights or grandfather rights and the only requirement is that they must complete one day of periodic training per year in order to maintain their qualification.

To date there are 114 training organisations who facilitate training in 388 training centres nationwide. The majority of training organisations are involved in providing training to the public while a small number concentrate on in-house training for their own drivers only. As an approved Driver CPC training provider, you are tasked with the important role of relaying this critical road safety intervention to the drivers attending your training courses; ensuring that the drivers complete the obligatory requirement of a minimum of 7 hours training per year; maintaining complete and accurate Driver training records and ensuring that they are uploaded to the RSA immediately on completion of training; in addition to communicating your training schedule to the CPC Unit and taking part in continued professional development to update your own training skills.

We are now in the 4th year of the CPC periodic training cycle for bus drivers, (the 3rd year for truck drivers) and in excess of 125,000 training days have been completed. This is a wonderful endorsement of how seriously professional bus and truck drivers have taken their CPC requirements and that they are committed to maintaining their qualification and updating their skills. In addition to better safer drivers, one of the benefits to be gained from Driver CPC is that we now have procedures in place which ensure that driving for a living is more than a job; it is a professional qualification and should be treated as such.

Finally, I would like to take this opportunity to point out the continuing success in reducing the number of fatalities on Irish roads. Those of you who have heard me speak on this topic know that one death is one too many and we continue to work to reduce the numbers being killed and injured. As CPC training providers you are making a contribution to making Irelands roads safer not just this year but for the driving career of all the professional drivers you encounter through training. Together we need to continue to reduce this figure so that fewer families have to endure the agonising pain of losing a loved one.

**Keep up the good work.**

# Background to Driver CPC

Welcome to the first edition of the Driver CPC newsletter! It is our intention to publish this newsletter twice yearly to bring you news and updates on Driver CPC as well as news and initiatives from across the RSA.

As you will be aware Driver CPC was introduced across the EU in 2008 for professional bus drivers and 2009 for professional truck drivers. Its purpose is to set and maintain high standards of road safety, health and safety and driving among professional drivers of buses and trucks. The legal basis for driving the Driver CPC programme is EU Directive 2003/59/EC which was transposed into Irish law in 2008 as SI No 359 of 2008.

**Driver CPC will benefit both the drivers and their employers by:**

- Ensuring that all professional drivers have good driving and safety standards and that those standards are maintained throughout their career;
- Creating a common standard for the training and testing of professional drivers throughout the EU;
- Reducing fatalities and serious injuries on Irish roads. The RSA's target is for Ireland to have one of the lowest casualty rates in Europe.
- Promoting Eco-driving which will result in smarter and more fuel-efficient driving, in addition to reducing wear and tear on the vehicle.

A professional driver is one who drives a bus or truck for a living and all professional drivers must have and maintain a Driver CPC qualification.

**Professional drivers fall into two categories from a Driver CPC perspective:**

1. **Drivers who were already working as professional drivers when the scheme was put in place. These drivers are deemed to have acquired rights.**
2. **Drivers who are new to the profession and who must pass a four stage exam process in order to obtain their CPC qualification – initial qualification.**

The provisions for retaining a CPC qualification apply equally to both new and existing drivers and all must complete 1 day of periodic training each year. Drivers who have acquired rights must complete 35 hours periodic training (1 day per year). All bus drivers with acquired rights should have their 3rd day of periodic training completed and similarly all truck drivers with acquired rights should have their second day of periodic training completed.

Drivers who have completed the 4 stage testing process and obtained their initial qualification have 1 year from the date that they passed their final test which gave them their CPC qualification, to complete their first day of periodic training and they must complete one day of training per year thereafter.

**In this newsletter we will look at information of relevance to both existing and new CPC drivers.**

If there is any topic or issue you would like to see covered in a future edition of this newsletter, please contact the Driver CPC Unit with your comments and/or suggestions. While we cannot guarantee to cover all suggestions we will look to address the more common topics and issues.

**Please forward all comments/suggestions to the Driver CPC Unit:**

**Via email:** [cpc@rsa.ie](mailto:cpc@rsa.ie) please highlight the subject as: **\*Driver CPC Newsletter\***

**By post:** **\*Driver CPC Newsletter\*** Driver CPC Unit, Road Safety Authority, Primrose Hill, Ballina, Co. Mayo.

## Driver CPC Unit

There is an administrative unit in the RSA which was established for the specific purpose of managing, developing and implementing the Driver CPC process in Ireland. The CPC Unit was established towards the end of 2007 and now has a compliment of five staff members who are responsible for all aspects of Driver CPC such as:

- Registration, approval and ongoing administration of training providers, centre's and trainers;
- Issue a unique identification number for each training centre, in addition to the secure log-in and training upload information;
- Ensuring that all Driver training and test records are accurate and up to date;
- Collect feedback from training attendees on the modules delivered;
- Collect feedback from the training providers/trainers on the approved syllabus and training material for review and updating;
- Approval of the Driver CPC periodic training syllabus and any necessary amendments/updates;
- Monitor and evaluate Driver CPC training delivered by all training providers and their trainers;
- Deal with complaints and disputes received from training organisations, trainers, drivers, etc.;
- Manage the quality assurance process for training providers, centres and drivers;
- Manage the quality assurance process for the training syllabus;
- Monitoring of training centres to ensure the standards are maintained;
- Audit approved training providers to ensure requirements and standards regarding record keeping, driver information and all associated documentation is in order and is stored appropriately and securely;
- Deal with calls and queries from the training providers, trainers, drivers and members of the public.

The Driver CPC Unit can be contacted:

Driver CPC Unit  
Road Safety Authority  
Primrose Hill  
Moy Valley Business Park  
Ballina  
Co Mayo  
Email: [cpc@rsa.ie](mailto:cpc@rsa.ie)  
Tel: 096 25015



## Driver CPC logo and its use

As an approved Driver CPC training provider you are entitled to use the Driver CPC logo on promotional materials such as on signs, advertising, training receipts, training literature, official website, work vehicle or similar items which promote your business as an approved Driver CPC training provider. The logo and instructions for its use are contained on the Driver CPC training CD which all training providers receive on approval. Care must be taken to ensure that the logo is used correctly and that the instructions for its proper use are fully adhered to. The use of the CPC logo is a privilege and should be treated as such and any unofficial use of same is prohibited. If you have any query regarding the use of the logo please contact the Driver CPC Unit who will be happy to assist with your query.

## RSA UPDATE

### What's new in the RSA?

**Essential Driver Training (EDT)** Essential Driver Training (EDT) for new car learner permit holders was rolled out on 4th April 2011 and consists of 12 hourly lessons covering particular driving skills and behaviours.

The particular skills and behaviours that form the lesson content were decided upon following an analysis of causation factors in fatal and serious collisions over a ten year period in Ireland. Following that a consultation process involving stakeholders as well as international experts and all driver testers was carried out.

When a learner driver starts their first EDT lesson, they will be given an official logbook from their Approved Driving Instructor (ADI) to record the details of their training and progress, as well as necessary preparation for their next lessons. When they complete an EDT lesson, the ADI will stamp the relevant section of the driver's logbook and record some feedback on how well or whether they met the lesson objectives. To meet the lesson objectives they must prepare properly, practice with a Sponsor and they may need to take additional instruction. The learner driver must complete twelve lessons before they can sit their driving test

The twelve lessons will be delivered by ADIs. In order to maximise the gain from the programme learner drivers will have to practice continually with an accompanied driver (Sponsor) and may need to also take further lessons with their ADI. The RSA has completed a briefing process for ADI's across the country to help explain the thinking behind EDT and the various implementation aspects to the programme. EDT promotes the role of the accompanying driver or Sponsor in overseeing the necessary practice for the learner; it also encourages the learner to carry out self-reflection on his/her driving abilities at various stages of the programme.

#### **A number of supporting documents have been developed around EDT-**

LDT Syllabus	This is a syllabus covering all the skills a safe competent driver needs.
EDT Syllabus	This is a syllabus covering the twelve EDT lessons
EDT Learner Driver Information Booklet	This is a booklet for learners on practical aspects of EDT
EDT ADI Guidelines	This is a booklet for ADIs on the implementation of EDT
EDT Logbook	This is the Logbook on which lesson feedback is recorded and has areas for self-reflection by the learner and comments by the Sponsor

**Initial Basic Training (IBT) — Motorcyclists** Initial Basic Training for motorcyclists became a legal requirement in Ireland on 6 December 2010. This means that any person taking out a first learner permit with a commencement date on or after 6 December 2010 must successfully complete a course of basic training commonly known as IBT, before being allowed to ride unaccompanied by an approved IBT trainer, on a public road.

Courses are only available at officially approved IBT training centres and may only be delivered by RSA approved IBT Trainers. Both centres and trainers will be issued with a certificate of approval and learner riders will be advised to check to make sure that the trainer and centre is approved. If you require information on how to apply for approval as either a trainer or Centre provider please contact the ADI unit at Tel: (096) 25007

The IBT course for motorcyclists covers four modules that must be completed in sequence. As a learner progresses through the course the IBT trainer will complete the relevant sections of the students personal log book and once the course has been fully completed will issue the learner with a certificate of satisfactory completion.

A learner may at a later date, opt to ride a larger or manual type motorcycle, or convert from a tricycle to a two wheeled machine. A conversion module exists so that learners get necessary training in the larger or manual type of motorcycle without repeating the entire course again.

Once a student has completed his/her IBT they may ride unaccompanied on a public road and should have their learner permit and certificate of satisfactory completion with them. Learners will be encouraged to continue to practice their riding skills and take further training with either an approved IBT trainer or an RSA motorcycle ADI, to help prepare them for their practical driving test.

Learners will be advised that the learning phase will continue for many years and that even the most experienced of riders tell us that they never stop learning from their experience. Knowing and accepting this will help frame a positive attitude and will help to produce better safer riders.

**Initial Basic Training (IBT) – Motorcyclists** The medical standards for driver licensing purposes in relation to epilepsy, diabetes and eyesight were amended in late 2010. Details of the changes are contained in the medical aspects booklet which can be accessed at [www.rsa.ie/licence-renewal](http://www.rsa.ie/licence-renewal). Further information regarding other medical issues, licence renewals and the associated application forms etc are available for download from this webpage.

## FOCUS ON

# Becoming a Professional Driver

Drivers who wish to drive a bus or truck for a living must obtain their 'Driver CPC qualification' by completing and passing a 4 stage testing process. After first completing and passing the 'learner permit' theory test, drivers can proceed on to the first steps in the Driver CPC testing process which are two CPC theory tests.

### 1. Driver CPC Multiple Choice Theory Test:

This test consists of 100 multiple choice questions with 61 correct answers needed to pass. The question is given with 4 possible answers and the driver has to highlight the answer they feel is correct.

### 2. Driver CPC Case Study Theory Test:

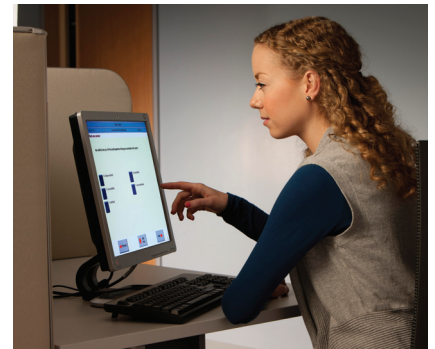
The second test consists of three case studies; these are short scenarios which describe various situations which a driver might face and there are 15 questions on each case study (45 in total). To pass this test the driver must give correct answers to 28 of the 45 questions; a minimum of at least 5 questions must be passed on each case study.

Each stage takes 2 hours, and it is possible to take both tests on the same day or over two different days, whichever the candidate prefers.

The tests cost €70 each and can be booked on line at [www.dtts.ie](http://www.dtts.ie) or by phone – 1890 606 106.

To assist drivers in preparing for their tests, Prometric have published a training manual which is available for purchase online or by phone [www.dtts.ie](http://www.dtts.ie) or 1890 606 106. In addition to this careful study of the following publications will assist in preparing for the theory tests:

- The Rules of the Road;
- Driving Goods Vehicles – the official Driver Standards Agency (DSA) UK Guide
- Driving Buses and Coaches – the official Driver Standards Agency (DSA) UK Guide



### Driving & CPC Practical Tests:

Once a driver has completed and passed the two CPC theory tests, they can apply for the driving and practical tests. The driving test takes 90 minutes. The practical test involves a 30 minute test on areas such as safety; passenger comfort; legal matters relating to driving; vehicle loading and stability etc. The driving and practical tests take place in any bus/truck test location, a list of test centres can be found on the Driving Test website: [www.drivingtest.ie](http://www.drivingtest.ie)

**Applications for the driving and practical test are available online [www.drivingtest.ie](http://www.drivingtest.ie)**

Application forms can also be downloaded from this website and posted to:

Driver Testing Section,

Road Safety Authority,

Primrose Hill,

Ballina,

Co. Mayo.

Telephone (096) 78225; locall 1890 40 60 40

## Prometric/RSA Theory Tests

**In addition to the Driver CPC theory tests, Prometric facilitate all theory tests on behalf of the RSA and provide services and assistance to the driver such as:**

- If you wish to cancel or reschedule a theory test;
- If you require a theory test in Irish;
- Provision of a translator – learner permit theory tests only;
- If you wish to apply for the ADI theory tests;
- If you wish to purchase any theory test study material

**Theory test bookings and enquiries can be made online at [www.theorytest.ie](http://www.theorytest.ie) or by telephone — locall: 1890 606 106.**

### Review of Driver CPC Training Syllabus

The current syllabus for Driver CPC was developed in line with EU requirements and in association with the transport industry in both the public and private sector. The RSA receive feedback from all drivers who attend the training and the vast majority are satisfied with the process. Due to ongoing amendments and changes to legislation etc, the training syllabus needs to be constantly reviewed in order to ensure that the material is as consistent, relevant and up to date as possible. A process has been put in place to review all training modules and a specific review working group was established to review module 1. 'Control of Vehicle and Eco Driving Techniques'. This review is now complete and a review of module 4 'Role of the Professional Driver in the Transport Industries' is now underway. Membership of the review working group comprises of RSA representatives, Driver CPC trainers, individuals from transport organisations and professional drivers. The objective of the group is to ensure that all the periodic training modules are interactive, informative and develops the benefits of why Driver CPC was implemented in the EU.

A new review team will be established for each relevant module and will reflect any updates to the syllabus, legislation and the Rules of the Road. Before the start of each review the CPC Unit will invite all approved training providers to nominate a trainer from their organisation who they feel would have a strong contribution to make to the review of the particular module.

While it may not be possible to accommodate all nominees on a particular module review group, there will be ongoing opportunities throughout the course of the project to nominate a representative as the other training modules are reviewed, all training providers will be advised as it arises.

Once each module has been reviewed and amended it will be circulated to all training providers to replace the existing training material. It is hoped that the project will be complete by the end of 2012.

Training providers, trainers and drivers are welcome to submit any feedback from their training experiences to date regarding the material in use or the process in general. All comments and suggestions will be taken into consideration.

### Information note for Trainers

Drivers who are dual licence holders should be mindful of the sequence in which they complete their Driver CPC training in order to avoid unnecessary duplication of training modules. Consideration should be given to maintaining both licence categories each year therefore it is recommended that Module 5 'The Professional Truck Driver' and Module 6 'The Professional Bus Driver' should be completed by the drivers in the same training year in order to align their ongoing training.