

Smarter Transport Solutions

Drivers CPC Course Delegate Instructions

Location of Training:

2 Cousins Powered Access Ltd, Units 1-3, Old Station Yard, Watlington Road, Oxford OX4 6FE

Parking available on site, upon entering the site park in front of the main offices and then walk straight ahead to the reception door.

ID required

You **MUST** bring with you your **Driving Licence or Driver Qualification Card**, as it is required for identification purposes so that your training hours can be registered with the DVSA.

Payment

You **MUST** have either paid for the training prior to the commencement of the course (bay card through the website or bring with you the required sum in cash (by prior arrangement only)

Refreshments

There is tea and Coffee available for refreshments, otherwise you must provide your own snacks and Lunch.

Schedule for the day

From	To	Activity
07:00	07:30	Registration
07:30	09:15	Learning
09:15	09:30	Break
09:30	11:15	Learning
11:15	11:45	Lunch
11:45	13:30	Learning
13:30	13:45	Break
13:45	15:30	Learning
15:30		Finish

All courses count as 7 hours towards your 35 hours training requirement to qualify for your next Drivers CPC Card.

You must arrive on time, **registration closes at 07:30**, arriving after that time means that you will not have attended the full 7 hours so cannot have them uploaded. **There are no refunds.**

Please Take Note



- 1) Periodic training is bound by regulations, one of which is the stipulation that **all courses have to last 7 hours so please do not keep asking if you can leave early**. You are of course free to leave at any time, however failure to remain for the full 7 hours means your periodic training hours will not be recorded with DVSA, there are no provisions for extenuating circumstances.
- 2) Everyone attending the training is representing the company and high standards of conduct are expected.
 - a. Physical or abusive behaviour will not be tolerated.
 - b. Any offensive, obstructive or rude behaviour may result in you being asked to leave the course and/or your periodic training hours will not be recorded with DVSA/IoTA where applicable.

Smarter Transport Solutions is a trading name of Classic Road Trips Ltd, Registered in the UK No. 7950681

E-mail: Laurence@smartertransportsolutions.co.uk

Phone: 07787 515737

Web: www.smartertransportsolutions.co.uk

20/02/2019