

Driver CPC Periodic Training Identification and Entitlement Checks

Identity Checking

Trainers and Consortium Members must provide proof that, before any training session starts, all drivers have their identity checked by one of the following forms of photographic ID:

- a photocard driving licence
- a valid passport
- a digital tachograph card
- a driver qualification card (DQC)

The trainer should complete the Registration document and ask the driver to sign in the appropriate box. The signature should match the signature on their licence.

In the event that none of the above has been produced, the trainer **MUST** take a photograph of the delegate, who must produce a form of identification to the trainer in person a.s.a.p. Pride has only 5 days to get the delegates details uploaded.

Entitlement Checking

Trainers and Consortium Members **MUST** provide proof that, before any practical training session starts, that drivers have the correct and current entitlement on their licence checked.

Trainers and Consortium Members **MUST** also try to ensure the delegate has the correct entitlement of LGV or PCV licence, which will allow the training to be uploaded as periodic training. To do this the Consortium Member should ask the delegates to bring both their Driving Licence and their current DQC. These are the only two documents that will proof entitlement. If either of these are not produced, but suitable I.D. is, the trainer **MUST** verbally establish the delegate's entitlement and record this on the Registration Form.

Non UK Licence Holder Procedure

In the event that you have a delegate who doesn't hold a UK licence (this includes drivers who have a UK counterpart D9 and their own country's licence), please follow the procedure below;

- Complete the Non UK Licence Template form.
- Email this form through to peter@pride.uk.com & sally@pride.uk.com • We will then be able to upload the delegates hours.

- You will need to inform the driver that once they have completed their 35 hours, they will need to apply for a DQC1 form from the DVSA.

- Once they have completed the form, they will be required to send the form and certificates etc plus £25.00 to DVSA.

- Once DVSA matches their form with data that is held on their system, they will then receive the DQC card.

- DVSA's view is that the driver cannot start driving until they have received the form from the driver and the £25.00 fee has been cleared.

Non UK DQC Procedure

If a non-UK DQC is produced, when you MUST take a copy of both sides of the card (a quick photo on your phone) and send to Peter - Copied to Sally. We have to send DVSA these copies, as they will not have records of NON-UK DQCs.