

Loss Prevention Standards – Casualty Classes

# Driver Certificate of Professional Competence

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# Driver Certificate of Professional Competence (DCPC)



## Introduction

This guide is intended to be used in conjunction with and complement your fleet insurance policy documentation. Use the information to evaluate your current work-related road risk policies and procedures, to highlight any potential deficiencies in them.

## DCPC

Legislation was introduced in 2008 that requires LGV (Large Goods Vehicle) and PCV (Passenger Carrying Vehicle) drivers to hold a certificate of professional competence. This qualification should not be confused with the Certificate of Professional Competence that is required by managers involved with road haulage and/or passenger carrying operations, which is a different level of competency. The DCPC requires drivers to undertake 35 hours of periodic training every five years, in order to obtain a Driver Qualification Card.



## Exemptions

A DCPC qualification must be held if driving is the main part of the job role. The Driver & Vehicle Standards Agency (DVSA) provide [examples](#) of typical DCPC exemptions.

## Initial DCPC

The initial DCPC applies to all new vocational drivers and involves a compulsory test. The initial qualification includes additional modules that will normally be taken when acquiring the vocational driving licence qualification. The compulsory test is required only once, at the start of the driver's career. Drivers who hold both a DCPC qualification and a vocational driving licence are permitted to drive a goods vehicle from the age of 18.

Any driver who held a vocational licence on 10<sup>th</sup> September 2008 (PCV) or 10<sup>th</sup> September 2009 (LGV) has acquired rights and is not required to take the initial DCPC test.

## Periodic DCPC

The periodic DCPC does not include a compulsory test and is obtained by attending 35 hours of approved training over a five-year period.

The five-year periods are as follows:

- Drivers with existing acquired rights have five years from the date of last completion
- New drivers have five years from the date they obtain their initial DCPC

## Training

The 35 hours of training can take place at any time throughout the five years, although each session must be a least 7 hours in duration (not including breaks). Trainees must be in direct contact with the instructor during each training session. Training providers and their courses must be approved by the Joint Approvals Unit for Periodic Training ([JAUPT](#)) and the training facilities must be suitable for each session, whether that be a classroom, vehicle, yard or general workplace.

Some operators choose to seek approval for their own courses and deliver them via a driver trainer or other competent person. Where this is not feasible, there are numerous training providers who can deliver courses on behalf of the operator. However, operators should seek training sessions that would be of benefit to the business. There is flexibility with the subjects that can be covered and where they can be delivered. Drivers themselves may be able to indicate areas where they feel they would benefit from further training.

Drivers who have not been working within the industry since the introduction of DCPC but who have acquired rights, will need to either undertake 35 hours of periodic training or sit modules two and four of the initial licence acquisition test, which is the case study and the practical demonstration test for the initial DCPC. The test or training must be completed prior to their return to driving commercially. Whilst it is ultimately the driver's responsibility to ensure they are and remain qualified, many businesses fund and arrange the training sessions as part of their normal training procedures. If the training is arranged as part of the normal working week, then this has no impact on Drivers' Hours Regulations. If, however, the training is organised beyond the working week, on a Saturday or Sunday for example, this will be deemed as duty time if the driver is being paid to attend the training.

### **Driver Qualification Card (DQC)**

The DQC will be issued by the DVSA on successful completion of the initial test, or when the initial 35 hours of periodic training has been completed. The DQC must be carried by the holder when driving.

A central database of periodic training is administered by DVSA and approved training providers are required to update the database within five working days of the completion of any training.

A request for information to [confirm the training undertaken](#) can be made by a driver, who will first need to register with DVSA. Alternatively, the driver can call the DVSA on 0300 123 7721 or email them at [dcpc\\_cc@dvsa.gov.uk](mailto:dcpc_cc@dvsa.gov.uk). The driver can also create a temporary password from the website that can be provided to an employer, to allow them to view the training records.

### **Penalties and Offences**

As with driving licence checks, operators must have robust systems in place, to ensure that employees are and remain properly qualified. It is an offence to drive a vehicle without a DCPC qualification (if required), and it is also an offence for an operator to cause or permit a driver to do so.

Drivers must always carry the qualification card when driving under scope of the regulations and produce it for inspection to enforcement bodies, such as the Police and DVSA. A fixed penalty fine may be issued to the driver for failure to produce the DQC at the roadside, although if refused, this could lead to a maximum £1,000 fine. Furthermore, if it is found that the driver does not hold a valid DCPC qualification, depending on the circumstances, this could lead to a fine, a prison sentence of up to two years, or both. Any operator who is found to cause or permit the use of a non-qualified driver may be subject to follow-up actions from DVSA and reported to the Traffic Commissioner. Any subsequent prosecution would likely have a negative impact on the Operator Compliance Risk Score ([OCRS](#)).

### **Checklist**

A generic DCPC Checklist is presented in Appendix 1 which can be tailored to your own organisation.

Further risk management information can be obtained from [Aviva Risk Management Solutions](#)

# Appendix 1 – Driver Certificate of Professional Competence (DCPC) Checklist



<b>Location</b>	
<b>Date</b>	
<b>Completed by (name and signature)</b>	

	<b>Driver Certificate of Professional Competence</b>	<b>Y/N</b>	<b>Comments</b>
1.	Is there a person responsible for the management of DCPC within the business?		
2.	Is a robust system established to ensure that DCPC records are regularly reviewed and checked?		
3.	Have drivers been made aware that the DCPC qualification is ultimately their responsibility?		
4.	Have drivers been made aware that they must always carry the DQC when driving under scope of the regulations?		
5.	Are periodic training sessions organised in advance and in good time prior to the expiry of the DQC?		
6.	Are periodic training sessions relevant to the business and are drivers included in the decision as to what topics are included?		
7.	Are Drivers' Hours Regulations considered when arranging periodic training sessions?		
8.	Where new drivers are recruited, is the validity of the DQC verified and are checks made to confirm the number of training hours completed?		
9.	Are spot checks carried out to ensure that drivers carry the DQC?		
10.	Are drivers aware that they must notify their employer of any fixed penalties issued in respect of DCPC?		
11.	Additional comments:		



## Please Note

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## LOSS PREVENTION STANDARDS