There are three courses in the series:

004/A   Train the driver
004/B   Train the manager/traffic clerk
004/C   Train the trainer

004/A   DRIVER TRAINING

This course is for drivers regulated by the tachograph legislation. The course is 1½ days in duration and provides practical training in the use of the digital tachograph.

Subjects covered include:

- Driver's smart cards
- Operating the equipment
- Mode switch requirements
- Manual entries
- Universal time co-ordination
- Print outs
- Mixed driving
- Enforcement
- Penalties

Costs include tuition, course notes, certificate of attendance and refreshments.

004/B   MANAGEMENT/ADMIN TRAINING

This course is aimed at the operator or his traffic staff. The course is 1 day in duration and provides practical tuition and details of aspects of operation.

Subjects covered include:

- Company responsibility
- Using the equipment

- Downloading information
- Analysis and storage of data
- Use of temporary drivers
- Use of hired in vehicles

The course cost includes tuition, course notes, certificate of attendance and refreshments.

004/C   TRAINING THE TRAINER

This is a 2 day course designed to train an "in house" digital tacho instructor

The trainee will be shown how to make presentations and will cover the following subjects in depth:

- Methods of instruction
- Legislation
- The instrument
- Universal time co-ordination
- Data handling
- Maintenance of equipment
- Designing a course for drivers, mechanics and administrators

Courses can take place at all of the training centres at various times throughout the year.

The course costs include tuition, course notes, certificate of attendance, refreshments, Instructor's Manual, training aids for use with a personal computer.

002
DRIVER'S HOURS AND RECORDS
USE OF TACHOGRAPHS
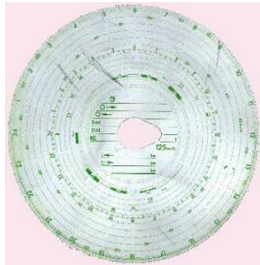
This half day course is for operators and managers of non-haulage operations with a secondary transport related responsibility.

Delegates will examine the driver's hours of work and records regulations in some depth. They will leave with a good understanding of the analogue tachograph and the need for compliance with the law. The differing duties of both management and drivers will be identified and techniques will be found to cover non-compliance. They will be able to set up their own monitoring system to ensure full compliance with the regulations.

Subjects covered in the course include:

- EU driver's hours of work
- Domestic driver's hours of work
- The analogue tachograph
- Hand written records of exempt drivers
- Employers and drivers' rights and obligations to each other and the authorities
- Procedure for the issue and retention of charts
- Chart analysis
- Case study
- Discussions

The course cost includes tuition, course notes, certificate of attendance and refreshments.

003
WORKING TIME DIRECTIVE [RTD]

This one day seminar is aimed at operators employing one or more "mobile workers", [i.e. drivers, mates, porters, mechanics, apprentices etc].

Delegates will work in discussion groups and will leave with:

- Practical knowledge of how to comply with the RTD
- A full understanding of and an ability to interpret the legislation
- Expertise on how to get the most out of any exemptions
- Knowledge of how to make the most of Periods of Availability
- The ability to identify any agreements that need to be put into place

The seminar content will include:

- An introduction to the RTD

- The Directive
- Definitions of workers
- Definitions of working time
- How to calculate working time
- NIGHT WORK
- Rest periods and breaks
- Record keeping

The seminars can be on site, by arrangement, or at any of our national training centres.

The cost will include comprehensive notes, examples of opt out agreements, health assessment questionnaires, a certificate of attendance and refreshments.