

LGV LICENCE ACQUISITION & DRIVER CPC INITIAL QUALIFICATION GUIDE



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ABOUT THE TRAINING

Roadwise offers a range of driver LGV Training services that are designed to provide delegates with the maximum opportunity to practice the skills necessary to pass the appropriate DVSA driving test.

The Category C driving licence allows people to drive rigid vehicles up to 32 tonnes. These vehicles can include bin wagons, tippers, flatbeds and curtain-sided vehicles. The course content is aimed at fully preparing candidates by teaching them the correct driving techniques and procedures to reach the standard required in order to pass a DVSA driving test. Courses are delivered in a class 2 (rigid) lorry.

During the pandemic of Covid 19 training is conducted only on 1:1 basis.

We have a range of LGV/HGV packages suitable for various levels of experience

- LGV Class C Licence Acquisition Training and Test (Mod 3)- 18 hours course
- LGV Class C Licence Acquisition Training and Tests (Mod 3 and Mod 4)- 20 hours course
- Walk Around Training & Test (Mod 4) - 3 hours
- LGV Class C+E Licence Acquisition - 5 days course





STEP 1

MEDICAL EXAMINATION

All candidates require a medical examination to prove they are physically fit to drive an LGV before applying for their provisional licence. A medical can be arranged through the candidate's own GP, or through an approved service such as D4 drivers; there will be a charge for this service.

The doctor undertaking the medical is required to complete form D4 of the LGV provisional application form which candidates should take with them. You can obtain a D4 form by visiting the <https://www.gov.uk/become-lorry-bus-driver> on the gov.uk website. Once the medical is completed the doctor will hand back the completed D4 form to the candidate. Please note you may be asked to provide a urine sample.





STEP 2

OBTAINING PROVISIONAL LGV LICENCE (CAT C)

You must apply for the correct LGV provisional entitlement using the provisional LGV licence application form (D2).

Read carefully before completing, particular attention must be given when selecting the appropriate provisional entitlement. Ensure that you have put a tick in the 'Cat C' box. The LGV provisional application is free. You may be required to send identification with the provisional form.

The student should expect the licence back within 3 weeks. These three weeks are an ideal time to be studying for the Theory, Hazard Perception and the Case Study theory test.

We offer LGV Theory (Module 1 and 2) - 6 Month Subscription, which offers interactive, online training structured just like the real test, provides access to the latest DVSA revision questions and brand new interactive Hazard Perception video clips





STEP 3

PASS THEORY & HAZARD PERCEPTION TEST (DRIVER CPC MOD 1)

You can book and take your theory and hazard perception test once you receive your licence back from DVLA. Book online at <https://www.gov.uk/book-theory-test>

If you fail either the theory or hazard perception tests you are able to re-sit them individually. The fee is £26.00 for the theory test and £11.00 for the hazard perception test.





STEP 4

PASS CASE STUDY THEORY

You need to pass this test if you require initial CPC.

This test must be sat at a DVSA approved theory test centre and the cost is £23.

Module 2 (Case Study): You will be asked a variety of questions with multiple-choice answers. The exam will use diagrams, video clips, text and audio to help illustrate the questions. During the test there be 7 case studies. You will be asked 6-8 questions per case study.





STEP 5

PASS THE PRACTICAL DRIVING

Training will be conducted over a 4 day period. You will be required to pass a practical driving test by a DVSA approved examiner on the 5th Day.



David Hockridge recommends Roadwise Driver Training

This week I have been working towards my LGV Category C license with roadwise. John was an excellent instructor, very relaxed, very knowledgeable man if anyone is considering getting their license I highly recommend roadwise. John teaches you to drive for after your test, not just for the test. Thank you!



Ronald George Geddes recommends Roadwise Driver Training

Went through my class C license with John. Guy is a legend, lots of patience, outgoing, exceptionally witty. Put me at ease throughout the process. Would highly recommend him to anyone that is considering doing their LGV license.



Gary Milne recommends Roadwise Driver Training

Passed my category C with one minor fault, couldn't be more grateful for the training I have received. I would highly recommend and such a nice truck to drive.





STEP 6

PASS ASSOCIATED KNOWLEDGE PRACTICAL TEST (DRIVER CPC MOD 4)

If you require initial CPC you must pass the associated knowledge practical test (Driver CPC Mod 4). It is a separate practical test that lasts for approximately 30 minutes. It will normally be conducted before your practical driving test (module 3), however, you can take either module first.

Training is conducted over 2 hours. The examiner will ask you a number of safety related questions and you must be able to demonstrate by using the vehicle and various restraining devices.

Once you have passed Module 4 you will be awarded a Driver CPC qualification. This will be valid for 5 years. You must then complete 35 hours periodic training within those 5 years and every 5 years thereafter.





ENTRY REQUIREMENTS & TRAINING

Entry Requirements

In order to attend this course each candidate needs to be 18 years old and hold a full Category B (Car) licence.

Qualification /Outcome

- When a person passes a Category C driving test, they also have the automatic entitlement to drive vehicles in Category C1.
- Once a Module 4 test is passed a candidate receives a Driver CPC qualification. This is valid for 5 years. Candidates then must complete 35 hours periodic training within those 5 years and every 5 years thereafter.





WHY GO WITH ROADWISE ?

- We are an established company and have delivered learner driver training in the North East for 25 years
- Since inception our pass rate has always been WELL above the local and national average
- We have been voted on 3 Best Rated one of the best-rated driving schools in Aberdeen for the last 6 years - 2015 to 2020
- All our instructors are friendly, encouraging and DVSA qualified
- We have excellent client feedback as seen on Google and Facebook reviews
- We are a Community Interest Company (CIC) owned by Aberdeen Foyer. All our profits support the work of the Foyer to prevent and alleviate homelessness and unemployment





SHOW ME TELL ME QUESTIONS

About the questions

You'll be asked some vehicle safety questions during your test for one of these categories of licence:

The questions

All doors must be closed and locking levers for cargo doors are set in the recommended secured position.

1. Show me how you would check that all doors including cargo doors are secure.

Charge the air tanks, consult gauges for drops in air pressure. Walk round vehicle listening for any obvious leaks.

2. Show me how you would check for air leaks on this vehicle.

The load should be evenly distributed throughout the length of the vehicle so as not to affect control while the vehicle is being driven. Any load must be carried so that it does not endanger other road users. It must be securely stowed within the size and weight limits for the vehicle. The load needs to be secure so that it cannot move or fall from the vehicle when cornering or braking.

3. Tell me the main safety factors involved in loading this vehicle.

Ensure that all reflectors are fitted, clean, and functional (not cracked or broken).





SHOW ME TELL ME QUESTIONS

4. Tell me how you would check the condition of the reflectors on this vehicle.

The windscreens and windows must be clean, clear and free from defects. No mascots or stickers that restrict view.

5. Tell me how you would check the condition of the windscreens and windows on this vehicle.

As part of daily walk-round check ensure mudguards and spray suppression equipment are secure.

6. Show me how you would check the condition of the mudguards on this vehicle.

As part of daily walk-round check ensure mudguards and spray suppression equipment are secure.

7. Tell me how you would check your tyres to ensure that they are correctly inflated, have sufficient tread depth and that their general condition is safe to use on the road.

Follow manufacturer's guide, using appropriate equipment, check and adjust pressures when tyres are cold. Must have a tread depth of at least 1mm across $\frac{3}{4}$ of the breadth of the tread and in a continuous band around the entire circumference. There should be no cuts, damage or signs of cord visible at the sidewalls.

8. Tell me how you would check the condition of the windscreens wipers on this vehicle.

Windscreen wipers must operate. Blades should be in good condition.





SHOW ME TELL ME QUESTIONS

9. Tell me how you would check the condition of the body is safe on this vehicle.

As part of a daily walk-round check, ensure the body is fully roadworthy and there are no significant defects. No loose panels or items, which could endanger other road users. All inspection panels must be secure.

10. Show me how you would check for the correct air pressure on this vehicle.

Ensure gauges are reading the correct pressures for the vehicle and that all warning lights are extinguished and audible warning devices are not sounding.

11. Identify where you would check the engine oil level and tell me how you would check that the engine has sufficient oil.

Identify dipstick / oil level indicator, describe check of oil level against the minimum / maximum markers.

12. Show me how you would check the wheel nuts are secure on this vehicle.

A visual check to identify any nuts that are obviously loose, and check that the wheel nut indicators (if fitted) are in alignment.

13. Show me how you would check the operation (specify horn, warning device for reversing) of the audible warning devices on this vehicle.

Demonstrate use of control.

14. Tell me how you would check the condition of the suspension on this vehicle.

As part of a daily walk-round check, suspension should be checked for any obvious signs of deterioration or damage.



SHOW ME TELL ME QUESTIONS

- 15. Show me how you would check that the brake lights are working on this vehicle (I can assist you, if you need to switch the ignition on, please don't start the engine).**

Operate brake pedal, make use of reflections in windows, garage doors, etc, or ask someone to help.

- 16. Identify where you would check the engine coolant level and tell me how you would check that the engine has the correct level.**

Identify high/low level markings on header tank where fitted or radiator filler cap, and describe how to top up to correct level.

- 17. Tell me how you would check that the headlamps, sidelights and tail lights are working.**

Explain: Operate switch (turn on ignition if necessary), walk round vehicle.

- 18. Show me how you would replace the tachograph disc on this vehicle.**

Candidate to demonstrate how to insert tachograph disc. Digital tachographs may require an explanation if the candidate does not have a digital card.

- 19. Tell me how you would operate the loading mechanism on this vehicle (vehicle specific ie tail lift).**

Candidates should be able to explain briefly the correct operation and safe working practice of specific machinery fitted to the vehicle, eg tail lift, kneeling bus.



SHOW ME TELL ME QUESTIONS

- 20. Show me / explain how you would check that the power assisted steering is working.**

If the steering becomes heavy the system may not be working properly. Before starting a journey two simple checks can be made. Gentle pressure on the steering wheel, maintained while the engine is started, should result in a slight but noticeable movement as the system begins to operate. Alternatively turning the steering wheel just after moving off will give an immediate indication that the power assistance is functioning.

- 21. Show me how you would check that the direction indicators are working.**

Applying the indicators or hazard warning switch and check functioning of all indicators.

- 22. Identify where the windscreen washer reservoir is and tell me how you would check the windscreen washer level.**

Identify reservoir and explain how to check level.

- 23. Show me what instrument checks you would make before and after starting the engine on this vehicle.**

Check to make sure all gauges and warning systems are working. Ensure that all gauges are reading correctly and that warning lights / audible warning devices are extinguished before moving away.

- 24. Show me where the first aid equipment is kept on this vehicle.**

Candidate to indicate equipment if carried. Where equipment is not present, candidates should be able to explain under what circumstances (ie vehicle types, loads carried) it must be provided.



SHOW ME TELL ME QUESTIONS

- 25. Show me how you would clean the windscreen using the windscreen washer and wipers.**

Operate control to wash and wipe windscreen (turn ignition on if necessary).

- 26. Show me how you would set the windscreen demister to clear the windows effectively.**

Set all relevant controls including; fan, temperature, air direction / source and heated screen to clear windscreen and windows. Engine does not have to be started for this demonstration.

- 27. Show me how you would switch on the rear fog light(s) and explain when you would use it/them (no need to exit vehicle).**

Operate switch (turn on ignition and dipped headlights if necessary). Check warning light is on. Explain use.

- 28. Show me how you switch your headlight from dipped to main beam.**

Operate switch (with ignition or engine on if necessary), check with main beam warning light.





MODULE 4 TRAINING MATERIAL

About the CPC module 4 test

- You will be asked 5 questions during the test
- Each question is worth up to 20 marks
- Each correct answer given is worth 5 marks
- Each correct answer relating to section 5 is worth 2 marks and the examiner will round
 - up or down to the nearest 5.
- You must score a minimum of 15 marks on each question
- You must achieve a score of 80 or over

Section 1 - Loading the vehicle

The fully laden vehicle is ready for you to do a delivery. Show me:

- a) The checks you'd carry out to make sure the vehicle's not overloaded
- b) If you are still in doubt, what else could you do?

Check paperwork relating to the load (or check load)

Check vehicle design weight (see VI plate)

Tyre checks – look for signs of bulging

Further check by taking vehicle to the nearest weighbridge





MODULE 4 TRAINING MATERIAL

You have been asked to collect half a load of steel plates on an empty vehicle. Show me:

- a) By pointing to the correct distribution area(s) on this vehicle and where the load should be placed.
- b) Which restraining device you'd use to secure the load.
- c) How you would secure the load with the restraining device using the load securing trolley

Show by pointing to the correct distribution area (against the headboard)

Select correct restraint item – chain or tensioner?

Demonstrate competence in use of restraint item

Demonstrate how to release the restraint item

You are about to make a long journey beyond the fuel range of this vehicle. Show me:

- a) What checks you would make to the vehicle's fuel system
- b) Explain what precautions you'd take to make sure you don't run out of fuel

Checks enough fuel for the first stage of the journey (instrument check)

Check fuel tank and mounting for conditions

Vehicle fuel card, or means to buy fuel on the journey if necessary

Checks fuel fill level and fuel cap security





MODULE 4 TRAINING MATERIAL

Show me:

- a) How you would check the maximum authorised mass of this vehicle
- b) What other check would you carry out to make sure the vehicle is not overloaded
- c) If you are still in doubt, what are the other ways you could check

Check vehicles design weight (check VI plate)

Check paperwork relating to the load (or check load)

Tyre checks – look for signs of bulging

Further check by taking vehicle to the nearest weight bridge

You have delivered part of your load and are left with half a load of empty roller cages inside your box van. Show me:

- a) By pointing to the correct distribution area(s) on this vehicle and where the load should be placed
- b) Which restraining device you should use to secure the load
- c) How you would secure the load with the restraining device

Load to be placed up against the headboard

Select correct restraint item – load tensioning bar or webbing straps

Demonstrate competence in use of restraint item

Demonstrate how to release the restraint item





MODULE 4 TRAINING MATERIAL

Section 2 – Security of vehicle and contents

You need to leave your vehicle. Tell me:

- a) Where may you consider parking it
- b) What safety checks and security preparation you would take

Only park in a secure, well lit car park. Where possible park with rear doors against a wall or

backed up to another vehicle

Remove keys and lock doors

Demonstrate or explain the use other security features

Walk around security checks. Checking seals etc...

You are about to drive a high sided vehicle on an unfamiliar route.
Show me:

- a) The visual checks you would make before starting your journey
- b) If there is any doubt of the vehicle's height what else could you do
- c) If you are involved in a railway bridge strike what action should you take

Check the vehicle height sign matches the vehicle or load

Plan a suitable / lookout for any height restrictions

Measure the highest point of the vehicle or load

Call the police or railway authority using the bridge ID plate





MODULE 4 TRAINING MATERIAL

You have been given a different vehicle to drive for the day. Show me all the practical and visual safety checks you'd make before driving the vehicle.

Daily walk round checks

Awareness of vehicle height (sign check), width and weight

Cockpit drill to include warning system checks

Sufficient fuel for journey

Section 3 – Preventing Criminality and Trafficking of illegal immigrants

You have parked at a border crossing and have left the vehicle unattended.

Show me what checks you would carry out before driving the vehicle through customs

Check external compartments

Check under and on top of the vehicle (visual check if possible)

Check inside the cab and the load security

Check fuel cap is in place and has not been tampered with (visual check)





MODULE 4 TRAINING MATERIAL

You have taken a break just before boarding a cross channel ferry.

Show me what checks you would do before driving through customs:

Check external compartments

Plan a suitable / lookout for any height restrictions

Check inside the cab and the load security

Check fuel cap is in place and has not been tampered with (visual check)

You have parked at the docks. Following a rest break, you suspect your vehicle may have been tampered with.

Show me what checks you would make around and inside your vehicle before continuing your journey:

Daily walk round checks

Awareness of vehicle height (sign check), width and weight

Cockpit drill to include warning system checks

Sufficient fuel for journey





MODULE 4 TRAINING MATERIAL

Section 4 – Assessing Emergency Situations

You suspect a brake fault on this vehicle. Show me:

- a) What checks you can carry out to make sure the compressor is working properly
- b) Any checks you could make to identify air leaks

Emptying the air tanks by pumping the footbrake

Restarting the engine and making sure the compressor recharges the system

Stop the engine. Apply the footbrake and listen for leaks

Physical check of the air system to make sure air lines can be serviced

You are driving on a motorway and flames appear from the engine compartment. Show me:

- a) How you would deal with a small electrical wiring fire
- b) Which is the appropriate fire extinguisher to use on this type of fire

Stop; quickly and as safely as possible on the hard shoulder

Identify the correct extinguisher to use on the electrical system fire (CO2/Powder)

Contact emergency services

Isolate vehicle supply (disconnect electricity)





MODULE 4 TRAINING MATERIAL

Section 5 – Ability to Prevent Physical Risk

All 8 papers include this question

Show me and explain the daily safety checks you would make to the vehicle before driving on the road:

Brakes	Lights / Reflectors	Tyres / Wheel Fixings
Wipers / Washers	Horn	Mirrors
Height Marker	Air Leaks	Exhaust System(s)
Instrument Panel Warning Lights		





USEFUL LINKS

D4 Medical Form:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/369458/D4_160414.pdf

Requesting an LGV Provisional Form D2 be sent to you (this takes about a week to arrive):

<https://forms.dft.gov.uk/order-dvla-forms/>

Get Interactive Online Study Pack (Mod 1 and 2):

<https://shop.roadwisedrivertraining.co.uk/product/pcv-theorymodule-1-and-2-6-month-subscription>

Book your LGV Theory Tests (this can only be done when you have your LGV Provisional Licence):

<https://www.gov.uk/book-theory-test>



CONTACT DETAILS

To find out more out about Roadwise, our products and services and how we can help you to achieve your goals in fleet safety, please get in touch using the contact details below.

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