Compass Group UK & Ireland Ltd

**Drivers’ Hours and Working Time Directive Policy**

**Aim**

The purpose of this policy is to ensure that drivers are aware of their obligations regarding the use, safe keeping, carrying and renewal of their Driver Certificate of Professional Competency (CPC) card.

**History**

Driver CPC was made a legal requirement for drivers of Public Service Vehicles from 10th September 2008. Anyone who held the required categories on their licence prior to the above dates automatically received the CPC which was valid for 5 years.

**Renewal**

The Driver CPC Card is issued by the DVLA and identifies the driver by way of a photo and a signature. The full name, date and place of birth and the driving licence number of the driver are also displayed. The Driver CPC card is valid for 5-years and drivers before the expiry of their current card, a driver must complete 35 hours of varied driver CPC training for the card to be renewed.

**Payment of Driver CPC Training**

The company will give the driver reasonable time off with pay to complete the required training sessions and will pay for the cost of any training.

**Carrying the Driver CPC Card**

Drivers are required to carry their Driver CPC card and have it available for inspection by the authorities. Failure to carry or produce the card may result in a non endorsable fine of £50.00.

A driver cannot drive professionally if they have not completed the 35 hours of training and they could be fined up to £1000 if they do so.

Drivers may be asked to produce their card at any time in anticipation of driving by the management of the company to show compliance with the above rules. A failure to produce could result in the driver being suspended from work until the card can be produced.

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| --- | --- | --- | --- |
| Issue No | Approved By | Signature | Date |
| **1** |  |  |  |

I declare that I have read and understood the contents of this Driver CPC Policy and agree to adhere to it at all times during my employment with Compass Group UK & Ireland Ltd.

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| --- | --- | --- | --- |
|  | Name | Signature | Date |
| Employee |  |  |  |
| Company representative |  |  |  |