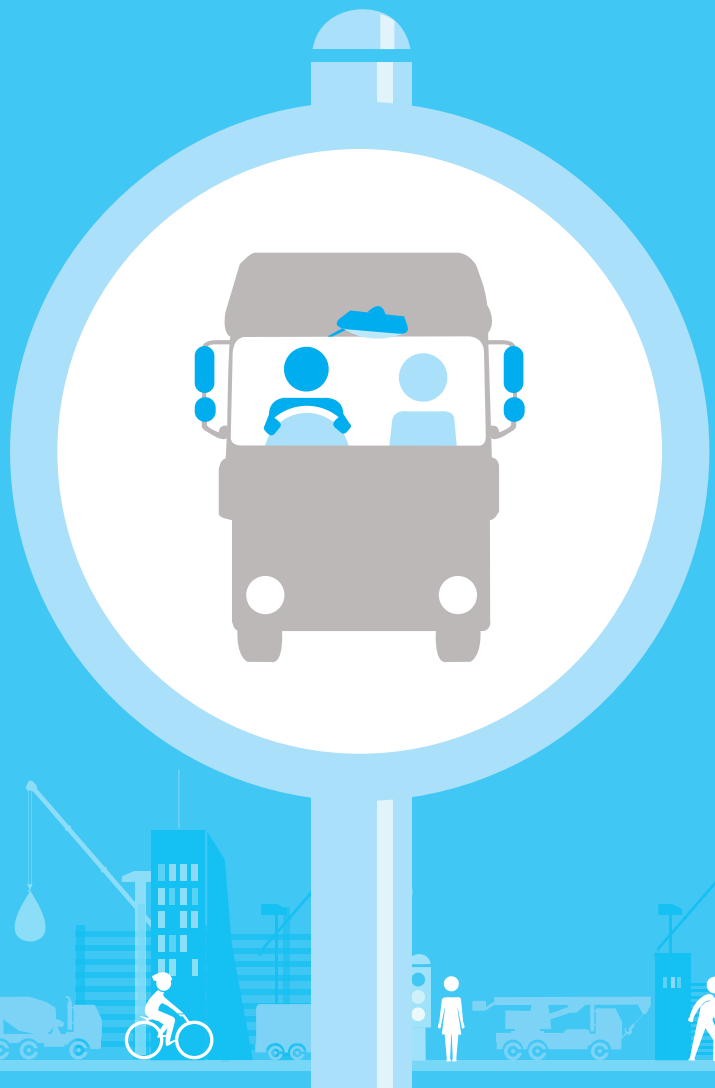


CLOCS Guide **Managing driver training and licensing**



Looking out
for vulnerable
road users

CLOCS - Looking out for vulnerable road users

In 2012, Transport for London (TfL) commissioned a review of the construction sector's transport activities to understand the causes of collisions with cyclists. The resulting 'Construction Logistics and Cyclist Safety' report laid the foundation for the CLOCS programme which has since broadened to cover the safety of all vulnerable road users.

CLOCS aims to achieve a visionary change in the way the construction industry manages work related road risk whilst providing an opportunity for clients and developers to look out for the wider community. This is moving forward in three key ways:

- Improving the safety of vehicles
- Addressing the imbalance between on-site health and safety and work related road safety
- Encouraging wider adoption of best practice across the logistics industry

The *CLOCS Standard for construction logistics: Managing work related road risk* has been developed as a common national standard for use by the construction logistics industry. Implemented by construction clients through contracts, it provides a framework that enables ownership in managing road risk which can be adhered to in a consistent way by fleet operators.

Supplementary guidance has been developed to accompany the CLOCS Standard and provide further information on the key requirements:

- CLOCS Guide – Managing driver training and licensing
- CLOCS Guide – Vehicle safety equipment
- CLOCS Guide – Managing supplier compliance
- CLOCS Guide – Managing work related road risk in contracts
- CLOCS Toolkit – Managing collision reporting and analysis
- CLOCS Compliance toolkit

Representatives from different organisations – vehicle manufacturers, construction logistic clients, operators, regulatory and enforcement bodies are actively engaged with CLOCS representing a united response to road safety and greater social responsibility.

Acknowledgements

The *CLOCS Guide – Managing driver training and licensing* has been developed in collaboration with key industry stakeholders.

The expert contributions made from organisations and individuals consulted in the development and review of this guide are gratefully acknowledged.

The supplementary guide will be reviewed at intervals not exceeding two years, and any amendments arising from its review will be published in an amended version.

Users are responsible for the correct application of the information provided in this guide.

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CLOCS Standard for construction logistics: Managing work related road risk

The CLOCS Standard for construction logistics sets out a series of individual requirements for logistic operators and construction clients. Each requirement is designed to help you manage work related road risk (WRRR), particularly in relation to the safety of vulnerable road users (VRUs).

Requirement 3.3.1 **Training and development**

Requirement

Fleet operators shall ensure that all drivers (including those exempt or not in scope of Driver Certificate of Professional Competence) undergo approved progressive training and continued professional development specifically covering the safety of vulnerable road users.

Purpose

To ensure that all drivers have the knowledge, skills and attitude required to recognise, assess, manage and reduce the risks that their vehicle poses to vulnerable road users

Demonstration

Each driver shall undertake approved theoretical training which includes safety of vulnerable road users.

Awareness training on the safety of vulnerable road users shall be progressive throughout the life of the contract.

Drivers shall undertake training in the use and limitations of supplementary vehicle safety equipment.

This supplementary guide is designed to assist you in implementing and adhering to the requirements of the *CLOCS Standard*.

Section 3.3 of the *CLOCS Standard* sets out the following requirements for managing drivers.

Requirement 3.3.2 **Driver licensing**

Requirement

Fleet operators shall ensure that a system is in place to ensure all drivers hold a valid licence for the category of vehicle they are tasked to drive and any risks associated with endorsements or restriction codes are effectively managed.

Purpose

To ensure that all driver employed by the company hold a valid licence and any risks presented through an accumulation of endorsements are effectively monitored and managed.

Demonstration

To demonstrate that this requirement is fully met, fleet operators shall ensure that all driver licences and endorsements are verified through a service that directly accesses current Driver and Vehicle Licensing Agency (DVLA) data.

Frequency of licence checks should be against an approved risk scale and licences shall be checked as a minimum every six months. Fleet operators shall have a policy in place to ensure drivers report all professional or personal driving infringements to the responsible person who runs daily transport operations

Terminology

Certain terms are used within the *CLOCS Standard* and in this guide.

In the *CLOCS Standard's* requirements:

- **Shall** - indicates something which is mandatory as part of the requirement, or in order to achieve the requirement
- **Should** - indicates something which is recommended as emerging practice
- **May** - indicates permission or an emerging practice option

Approved training - training that is deemed acceptable and has been approved by the client or training that meets a specific requirement or quality

Driver Certificate of Professional Competence (CPC) - periodic training under the Vehicle Drivers (Certificates of Professional Competence) Regulations 2007 (as amended)

Continued Professional Development (CPD) - a structured approach to learning to help ensure competence to practice, taking in knowledge, skills and practical experience

Fleet Operator Recognition Scheme (FORS) - the recognition scheme referred

to in this document and described in the *CLOCS Standard* for construction logistics: Managing work related road risk, which is a fleet operations certification scheme

Progressive training - building on existing training, adding value through accreditation and assessment and, over a period of time, increasing the skills baseline to a higher level

Vehicle safety equipment - equipment either installed by the manufacturer of the vehicle or retrofitted to assist the driver in detecting or seeing other road users or obstacles. This equipment includes - but is not limited to - Class V and VI mirrors, camera monitoring systems and close proximity sensors

Vulnerable road user (VRU) - a pedestrian, cyclist, motorcyclist, equestrian or person of reduced mobility

Work related road risk (WRRR) training - a driver training course or programme that includes all the training objectives and learning outcomes designed to improve WRRR and help protect vulnerable road users



Introduction

1.1 Purpose of this guide

This guide will help you to meet the driver training, development and licensing requirements of the *CLOCS Standard*. It provides guidance on planning training and development and gives examples on how operators can update existing training in line with the requirement of the *CLOCS Standard*.

It will provide you with the confidence that your drivers hold a valid driving licence and help you manage the risks associated with licence endorsements.



For further information:

- [CLOCS Standard for construction logistics: Managing work related road risk](#)

1.2 Who should read this guide?

This guide is for operators of vehicles delivering to, collecting from or servicing construction sites and their drivers. This includes drivers employed permanently by you, temporarily and agency drivers.

Construction sector clients will find this document useful when providing assistance to their contractors.

It also applies to driver training providers to help ensure training and development products meet the requirements of the *CLOCS Standard*.

1.3 How do I get started?

The first step is to read through this guide. It tells you what you must do to meet the requirements of the *CLOCS Standard* – these are the requirements identified as ‘shall’ and are mandatory.

The *CLOCS Standard* also makes reference to things that you ‘should’ or ‘may’ do. As new practice emerges these ‘shoulds’ and ‘mays’ will be incorporated into the ‘shall’ elements of the requirement in future editions of the *CLOCS Standard*. This is in line with the requirement for training to be progressive and will help to enforce that fact.

You should look at what training you currently do and determine whether your current training partly or wholly meets the *CLOCS Standard*. You should then develop a plan of how to fill any training and development gaps. The plan should include any of the training that is mandated by the *CLOCS Standard* as well as other training that is recommended.

When you have met or can meet mandatory requirements, you should work towards meeting the requirements that CLOCS recommends that you do – these are the requirements that are identified as ‘should’ and ‘may’.

1.4 At a glance driver training, development and licensing requirements

Table 1.1 will help you identify the relevant sections of this guide to help you meet the driver training and driver licence checking requirements.

Table 1.1: Navigating the key sections of the guide

What must I do to comply?	When must I do it?	Where do I look in this guide?
Ensure all drivers complete approved theoretical training which includes the safety of vulnerable road users	As directed by the client of the contract but no later than 90 days prior to the contract start date	Section 2.1.1 Training objectives 1 – 3 of table 2.1
Ensure that training of drivers on vulnerable road users is progressive throughout the life of the project	As directed by the client of the contract but no later than 90 days prior to the contract start date	Section 4.4
Ensure all drivers complete training in the use and limitations of supplementary vehicle safety equipment	Before a driver first uses a vehicle with safety equipment fitted	Section 2.1.2 Training objective 4 of table 2.1
On-cycle hazard awareness	Within 12 months after the contract start date	Training objective 5 of table 2.1
Ensure that all driver licences and endorsements are verified through a service that directly accesses current DVLA data	At least every 6 months	Section 3

The *CLOCS Standard* for construction logistics: Managing work related road risk covers active management of WRRR across operations, vehicles and drivers.

The following other requirements in the *CLOCS Standard* link to the training requirements:

Reference number	Requirement title	How this requirement links to the training requirement
3.1.2	Collision reporting	You should use training to inform drivers of their obligations to capture information and report all collisions
3.1.3	Traffic routing	You should use driver briefings and training to ensure all drivers are aware of any routing and access requirements provided by clients
3.2.3	Blind-spot minimisation	In your supplementary safety equipment training you should take steps to ensure that drivers recognise that use of indirect vision systems is an integral part of their job
3.2.4	Vehicle manoeuvring warnings	In your supplementary safety equipment training you should take steps to ensure that drivers recognise that activation of the device is an integral part of their job



How to comply with the driver training and development requirement (3.3.1)

2.1 What training must my drivers complete?

Section 3.3.1 of the *CLOCS Standard* requires that your drivers shall:

- Complete approved theoretical training which includes the safety of vulnerable road users (WRRR training)
- Undertake training in the use and limitations of supplementary vehicle safety equipment

Sections 2.1.1 and 2.1.2 of this guide explain what is required in more detail. Table 2.1 sets out WRRR driver training objectives and learning outcomes.

The *CLOCS Standard* also requires that:

‘awareness training on the safety of vulnerable road users shall be progressive throughout the life of the contract’.

Progressive training is covered in greater detail in section 4.4.

2.1.1 WRRR training

The purpose of WRRR training is ‘to ensure that all drivers have the knowledge, skills and attitude required to recognise, assess, manage and reduce the risks that their vehicle poses to vulnerable road users.’

Table 2.1 sets out detailed training objectives for a WRRR driver training programme together with the expected learning outcomes and associated timescales for completion of each element.



For further information:

- [TfL Safe Urban Driving \(SUD\) Driver CPC training](#)
- [Crossrail - Lorry Driver Induction Training](#)
- [Mineral Products Qualifications Council - Safeguarding Vulnerable Road Users course](#)

2.1.2 Supplementary vehicle safety equipment training

Supplementary vehicle safety equipment such as camera monitoring systems and close proximity sensors help drivers detect vulnerable road users so they can take appropriate action. However, supplementary vehicle safety equipment can increase risk (e.g. by distracting you) if it is defective or improperly maintained and used. You are obliged to ensure that drivers are trained in the correct maintenance and use of vehicle safety equipment. They should also know why your company has invested in the equipment and why it is necessary.



For further information:

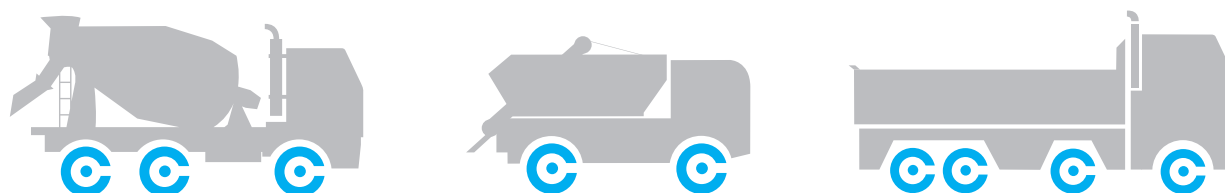
- [Contact your equipment provider for information on safety equipment training](#)

Table 2.1 sets out suggested training objectives for a WRRR driver training programme together with the expected learning outcomes.

These objectives meet the driver training and development requirement of the *CLOCS Standard* and can be used to form the basis of your WRRR driver training programme.

Table 2.1: WRRR driver training objectives and learning outcomes

Training objectives. The objectives of the training are for drivers to:		Learning outcomes. Following the training the driver should be able to:	Timescale
1	Appreciate how and why all roads are changing to accommodate active travel (i.e. walking and cycling)	<ul style="list-style-type: none"> Describe city growth in population, construction activity and traffic Explain why there is an increase in walking and cycling and why roads are changing to accommodate this Explain the rules associated with new urban traffic designs Explain how an increase in construction activity presents risk to other vulnerable road users (VRUs) on urban and rural roads 	To be completed as directed by the client of the contract but no later than 90 days prior to the contract start date
2	Identify the most vulnerable road users and how they interact with traffic	<ul style="list-style-type: none"> Describe what makes a road user 'vulnerable' List the types of VRU and how they are likely to be present in various different environments such as urban and rural roads Recognise the places where there may be high concentrations of VRU and the importance of route planning Explain why some VRUs may be unaware of you, your vehicle and the potential risks it poses 	
3	Share the roads safely with others through applying defensive driving techniques	<ul style="list-style-type: none"> Explain the hazards of driving on urban and rural roads and sharing the road with VRUs Explain the role of the professional driver and how to deal effectively with conflict with other roads users Describe the importance of space, road position, signalling and eye contact Conduct a hazard perception commentary of a busy urban street and a quieter rural road Describe hazard types and the hazard drill List the techniques of defensive and advanced driving Demonstrate defensive and advanced practical driving skills 	



Training objectives. The objectives of the training are for drivers to:		Learning outcomes. Following the training the driver should be able to:	Timescale
4	Know the use and limitations of supplementary vehicle safety equipment and how to maintain its effectiveness	<ul style="list-style-type: none"> • Explain the vehicle requirements of the <i>CLOCS Standard</i> and why they are important • Describe the blindspots on vehicles and how they can be minimised • Explain the proper adjustment and use of close proximity mirrors • List the types of vehicle safety technology and their various advantages and disadvantages • Describe the daily inspection and use of audible turn alarms • Describe the daily inspection, functionality and use of close proximity sensors and camera monitoring systems • Name the health and safety offence associated with tampering, removing, misusing safety equipment 	To be completed before a driver first uses a vehicle with safety equipment fitted
5	Gain first-hand experience as a vulnerable road user, through VRU hazard awareness, and recognise why VRUs behave the way they do	<ul style="list-style-type: none"> • Demonstrate control of a bike • Understand the use of the road through the eyes of a VRU • Know how riders tackle challenging roads and traffic situations • Know how and when riders can pass queuing traffic • Identify and react to hazardous road surfaces • Understand the experience of riders in moving traffic to improve driving standards and consideration for others 	To be completed within 12 months after the contract start date

Training providers wishing to gain CLOCS approval for their course should ensure the content covers all the objectives and outcomes outlined in table 2.1

2.2 Refresher training

Refresher training is short-term learning which aims to recall and reinforce previously acquired knowledge and skills. It is applied to address driver knowledge and skill fade. Training objectives can be reinforced in a range of ways, including formal training, driver briefings, toolbox talks and e-learning. To ensure training resources are maximised refresher training should follow an 'assess-train-assess' model, where drivers are assessed prior to undertaking any formal training as required.

The Fleet Operator Recognition Scheme (FORS) offers a series of driver e-learning modules, each of which has a short assessment. Each module takes around an hour to complete and is a useful way of checking your drivers' comprehension of the training. One module is specific to cycle safety covering the training objectives outlined in table 2.1.



For further information:

- [FORS Online driver training](#)

2.3 Remedial training

Remedial training is a short to medium term measure which is intended to correct or improve driving skills. It is applied where a deficient skills or definite problem have been identified. For example, a driver that's been deemed

at fault in a road traffic collision might benefit from more training on hazard perception. To ensure the remedial training has been effective the 'assess-train-assess' approach should also be followed.

2.4 When should I train my drivers?

It is advised that your drivers are trained on all of the mandatory training objectives prior to securing a contract that is implementing the *CLOCS Standard*.

Training objectives 1-3 covering the safety of vulnerable road users must be completed within the time agreed with the client in the contract but no later than 90 days from the contract start.

Training objective 4 covering vehicle safety equipment must be completed before a driver first uses a vehicle with safety equipment fitted.

Training objective 5 covering on-cycle hazard awareness must be completed within 12 months of the contract start.

A programme of refresher training should be implemented as required but driver competence of the learning outcomes at table 2.1 should be conducted annually.

Remedial training should be conducted when a deficiency in knowledge, skill, attitude or behaviour has been identified.

2.5 How do my drivers demonstrate they have been trained?

Drivers should demonstrate their compliance with the training and development requirement of the *CLOCS Standard* by carrying evidence of training.

This may be in the form of a training certificate (copy or original) or a recognised driver passport card. You should discuss methods of evidencing training with your client and your training provider.

 For further information:

- [CLOCS Guide - Managing supplier compliance](#)



How to comply with the driver licensing requirement (3.3.2)

3.1 What driver licence controls must I have?

Section 3.3.2 of the *CLOCS Standard* requires that ‘Fleet operators shall ensure that a system is in place to ensure all drivers hold a valid licence for the category of vehicle they are tasked to drive and any risks associated with endorsements or restriction codes are effectively managed.’

To demonstrate that this requirement is fully met, fleet operators shall ensure that all driver licences and endorsements are verified through a service that directly accesses current Driver and Vehicle Licensing Agency (DVLA) data.


3.2 How frequently must driver licences be checked?

You should thoroughly check a driver’s licence when they are first employed, and before they drive any vehicle. Following that you shall check all your drivers’ licences at least once every six months and they should be checked against an approved risk scale.

Table 3.1 is a recognised driving licence risk rating scale linking checking frequency to the number of penalty points on a driver’s licence.

Table 3.1: Recognised risk rating scale

Penalty points	Checking frequency
0 - 6	Six monthly checks
6 - 10	Quarterly checks
11 or more	Monthly checks



For further information:

- [DVSA Safe Operator’s Guide](#)
- [FORS Standard - D1 Licensing and qualifications, G6 Driver licence verification](#)

If you believe that a driver poses a higher risk then you should check the licence more often. A driver may pose a higher risk if they have acquired points on their driving licence, been involved in a collision where they were partly or wholly responsible or, if you have monitored their driving skill, e.g. through a driving assessment or an in-cab driver monitoring system, and found driving performance that might suggest a higher risk.

3.3 How to check driver licences

3.3.1 Manual driver licence checking service

You should check the original driving licence(s) and not a photocopy (which could have been altered). In order to identify any discrepancies, you should examine the licence for endorsements, that it is genuine and is the current issue.

You should make it clear what details you intend to check within your driver licence checking policy. This should include driver name, address, licence number, entitlement (categories), restriction categories, any penalty points and endorsements together with their expiry dates.

For photo card and counterpart driving licences the information on both parts must match. You should check and note issue numbers and the expiry of photo card and vocational licence categories.

To meet the requirement of the *CLOCS Standard* all licences and endorsements shall be verified through a service that directly accesses the Driver and Vehicle Licensing Agency (DVLA) database. You can contact the DVLA Driver Check Service directly by calling 09061 393 837. Permission for this check must be given by the driver and the driver must be present when you call. This is the most cost effective licence check service if you manage a small team of drivers.

You should record the details of the check keep a signed and dated photocopy of the licence on file so that you can easily identify any changes at the next check.



For further information:

- DVLA Driver Check Service phone number 09061 393 837

3.3.2 Third party driver licence checking services

There are a number of third party driver licence checking and validation services available which, for a fee, directly access the DVLA database. Such services can be used as an efficient way to replace your manual checks using the DVLA Driver Check Service. Typically these services will check driver licence information with the DVLA database and report findings back to you electronically.

You will need written consent from your drivers in the form of a 'driver mandate' before carrying out licence checks through a third party. Driver mandates are valid for three years.



For further information:

- FORS driver licence checking service

3.4 Notification of new endorsements

You should also have in place an agreement with your drivers that they must notify you of any new endorsements rather than waiting for them to be revealed at the next periodic check.

This is particularly critical if the driver has been convicted of any of the following:

- A driving offence connected with alcohol or drugs
- A driving offence linked to dangerous or reckless driving
- Any other offence relating to speeding or driving without due care and attention

When you receive notification of new endorsements, you should note the endorsement code and number of points to the current record you have on file for that driver.

Be aware that any new endorsements may push a driver into a higher risk category and their licence may need checking more frequently. For more information refer back to section 3.3.

You should make it clear to drivers the consequences of not notifying you of new endorsements. This could include disciplinary action such as verbal warning, written warning, suspension from duties and even dismissal for repeat offenders.

3.5 Linking driver licence checking to other checks

Driver eyesight must also be checked every six months so it is good practice to carry out eyesight checks at the same time as your licence checks.



For further information:

- [Fleet Operator Recognition Scheme bronze requirements](#)



Driver continued professional development plan

4.1 Producing a driver development plan

Training on the safety of vulnerable road users must be progressive, developed over the period of a driving career and span the life of long contracts. It should include on-cycle hazard awareness training and use an appropriate mix of theoretical, e-learning, practical and on the job training.

The purpose of undergoing progressive training and continued professional development (CPD) is to ensure that all drivers have the knowledge, skills and attitude required to recognise, assess, manage and reduce the risks that their vehicle poses to vulnerable road users.

An effective and progressive driver development plan is vital to the long-term success of your operation and the CPD of your drivers. Driver development plans will provide multiple benefits but only if they are carefully considered and properly implemented.

The driver development plan will include short and medium term training needs and will be structured in such a way as to support your business goals in the longer-term.

4.2 Defining training needs and business goals

Defining training needs and business goals will enable you to map out exactly what training each driver needs and when they should receive it.

There are also many other reasons for planning out training in advance including staff development and retention and also to achieve business objectives such as securing high profile contracts or reducing collision damage costs.

4.3 Developing training modules and courses

Individual training modules should meet the core WRRR training objectives and learning outcomes. Training may be purchased from training companies, delivered by your client or developed in-company by a member of your staff competent in driver training and development.

The skills required to design engaging driver training should not be underestimated. You should structure your driver development plans so that your business and the individuals within it improve over time in a progressive way. As one set of milestones is reached, another can be agreed and put in place.

4.4 Progressive training

Progressive training should include on cycle hazard awareness as outlined in table 2.1 and use an appropriate mix of theoretical, e-learning, practical and on the job training. Courses and training modules should either be progressively more technical or include additional course content that underpins the objectives of WRRR.

Where applicable training may be aligned to the Driver Certificate of Professional Competence (CPC). However, you should not be constrained by the mandatory 35 hour training requirement of Driver CPC. If a driver requires more training to maintain knowledge, skills and attitude in a particular topic then it should be available.

Progression can relate to a driver's status within your organisation.

Less experienced drivers may be responsible for smaller vehicles, easier loads and routes which then may progress to more complex responsibilities and higher category vehicles.

Experienced drivers in your operation could develop into supervisory roles responsible for briefing, training and mentoring less experienced drivers. In many organisations this role is referred to as the 'senior driver'. Further progression may develop from driving duties and supervision to junior management in the transport office.

The main point is to constantly review driver development plans and your organisation's goals and to look for ways to improve the safety and efficiency of your operation.



4.5 Progressive structured training programme

In order to meet the *CLOCS Standard's* requirement for CPD and progressive training, you should produce and implement a driver development plan for each driver.

An example driver development plan, including training objectives and key learning points is shown in table 4.1.

Table 4.1: Example of a driver development plan

Development need	Development action	Development outcomes: Following the development action the driver should be able to:	Who and when?
Welcome to the organisation and to communicate company culture, legal compliance requirements, safety responsibilities and the policies and procedures relevant to role	Company induction and new role preparation	<ul style="list-style-type: none"> • Explain the organisational culture, the importance of reputation and the positive attitude to corporate social responsibility and managing WRRR • Describe the organisational structure, the key members of staff and their roles and responsibilities • List the responsibilities relevant to their role, any regulatory obligations and the systems and checks in place to ensure compliance with the law • List the responsibilities relevant to their role, any regulatory obligations and the systems and checks in place to ensure the safety of themselves, colleagues and others (particularly VRU) • Describe the terms and conditions of their employment, expected driver conduct and the disciplinary procedures and consequences of non-compliant behaviour 	All newly employed drivers on initial employment

Development need	Development action	Development outcomes: Following the development action the driver should be able to:	Who and when?
Introduce to and familiarise with company vehicles to instil driver confidence and ensure all vehicles are operated competently and safely	Vehicle familiarisation training	<ul style="list-style-type: none"> List the types of vehicle in the organisation, their operational use and features Explain specific vehicle characteristics, fuel type, dimension and limitations Conduct a walkaround check to identify defects, damage and faults Explain the effects of vehicle features such as ABS and traction control Control the vehicle in its operational environment by day and by night Use auxiliary vehicle features such as power take-off (PTO), handling, sheeting and pumping equipment Demonstrate the provision, location and use of emergency equipment, such as fire extinguisher, spare wheel, first aid kit, spillage equipment List any additional legal requirements associated with the vehicle such as the carriage of waste and dangerous goods 	All drivers prior to using any company vehicle type or as identified as a remedial measure

Development need	Development action	Development outcomes: Following the development action the driver should be able to:	Who and when?
Ensure awareness of the profile and specific operational requirements of new contracts and the importance of such contracts to the company	Contract induction training and awareness	<ul style="list-style-type: none"> • Explain the political and/or reputational importance of the contract and the client's expectations for managing WRRR • List the location of sites, access and egress points, holding areas and approved routes • Describe specific operational requirements of the contract such as vehicle equipment, evidence of training, documentation, driving standards and route compliance • Explain the consequences of not meeting client expectations and contractual requirements and the effect this may have on the driver and the company 	All drivers within 90 days of working on new contracts
Apply defensive driving skills and advanced roadcraft to minimise the likelihood of a collision and improve company reputation	Advanced driving techniques course	<ul style="list-style-type: none"> • Describe the roadcraft system of vehicle control and how to apply it to driving situations • Explain how confidence and state of mind contributes to safety and how to manage these influences • Apply advanced driving skills and self-assessment to continuously improve driving ability and standards • Achieve an advanced level of risk awareness and competence in vehicle control to undertake urban driving situations safely and effectively 	All drivers as required as part of professional progression or as identified as a remedial measure

Development need	Development action	Development outcomes: Following the development action the driver should be able to:	Who and when?
Improve English language skills to operate effectively in the transport environment	English language skills training	<ul style="list-style-type: none"> • Speak effectively and confidently in English in familiar situations • Comprehend the meaning of verbal instructions in English • Read effectively and comprehend the meaning of written instructions and procedures in English • Write effectively and confidently in English to complete documentation associated with the driver's role • Know basic English language grammar and vocabulary relevant to the transport operation and driving in the UK 	All drivers where the English language is a foreign language or where English speaking drivers need to improve reading and writing skills
Refresh, update and reinforce WRRR knowledge and skills	FORS online driver training - road safety and cycle safety modules	<ul style="list-style-type: none"> • Recall the aims, principles and importance of professional driving standards and WRRR • Consistently apply previously learned road safety skills and consideration for other road users, particularly pedestrians and cyclists • Describe any updates in regulations, road safety statistics, current issues and new practices 	All drivers annually as a minimum or as identified as a remedial measure

Record keeping and demonstrating compliance

5.1 Driver training record keeping

It is essential that you keep proper records of your drivers' training. This is to support your drivers in being able to provide the necessary evidence at the entrance to a work site. It also allows you to demonstrate to your clients that your drivers meet the required standard.

Appendix 1 sets out an example driver training record which can be tailored to suit your driver training programme.

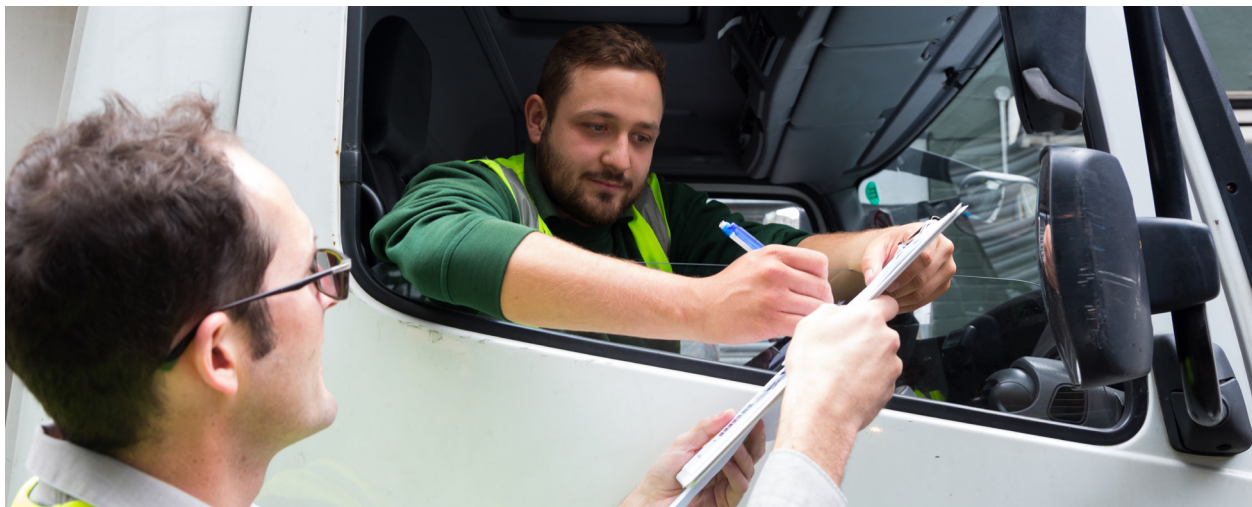
Completing a training record will help you to identify which courses have been completed and how the training plan is progressing.

Each driver should have their own training folder with a training plan and copies of each of the training certificates. All those records should be kept together for easy access for audit. You may consider providing your drivers with a copy of the training record together with their training certificates as evidence of training completed.

5.2 Driver licensing record keeping


You should also keep a folder for each driver containing copies of their drivers licence checks. These records could be kept in paper format or scanned and saved electronically in a separate folder for each driver.

A client wishing to audit you may wish to see evidence of the licence checks to confirm that the drivers going to and from site have the correct licence and that they have accrued no more than an agreed level of endorsements. Some auditors may have a zero tolerance approach while others may allow a maximum number of points.



5.3 Demonstrating compliance

In addition to the checks you carry out to ensure that your drivers are compliant, it is likely that your clients will also be carrying out compliance checks. Compliance may be checked by your customers in a variety of ways, and some examples are given in table 5.1.


For further information:

- [CLOCS Guide - Managing supplier compliance](#)

Table 5.1: Demonstrating compliance with the training and driver licensing requirements

Requirement	Desk top	On site	Operator depot
3.3.1 Training and development	Check training database for Safe Urban Driving / Crossrail	By examining physical copies of certificates, training records	By examining physical copies of certificates, training records
3.3.2 Driver licensing	Check requirement within FORS (or equivalent)	Physical licence checks	Physical licence checks

Next steps and further information

6.1 Next steps

The *CLOCS Standard* is a key step in improving the management of work related road risk by providing a common standard for use by UK authorities, construction logistics clients and operators.

This guide has been produced in close collaboration with construction industry organisations and associations.

The information provided in this guide is emerging practice and will be kept under review in order to take into account collective feedback, new research findings and new industry practices in relation to managing work related road risk.



6.2 Further information

For further information visit www.clocs.org.uk

An electronic version of this document can be downloaded from the following link:
<http://www.clocs.org.uk/clocs-guides/>

The CLOCS Standard for construction logistics: Managing work related road risk (WRRR) can be downloaded from the following link:
<http://www.clocs.org.uk/standard-for-clocs/>

CLOCS Guides, Toolkits and associated forms can be downloaded from:
<http://www.clocs.org.uk/clocs-guides/>

- CLOCS Guide - Managing driver training and licensing
- CLOCS Guide - Managing work related road risk in contracts
- CLOCS Guide - Managing supplier compliance
- CLOCS Guide - Vehicle safety equipment
- CLOCS Toolkit - Managing collision reporting and analysis
- CLOCS Compliance Toolkit

Further information can be found in the following publications:
Construction logistics and cyclist safety - summary report
Transport Research Laboratory
http://www.trl.co.uk/online_store/reports_publications/trl_reports/cat_road_user_safety/report_construction_logistics_and_cyclist_safety_summary_report.htm

Construction logistics and cyclist safety - full technical report
Transport Research Laboratory
http://www.trl.co.uk/online_store/reports_publications/trl_reports/cat_road_user_safety/report_construction_logistics_and_cyclist_safety_technical_report.htm

Driving at work: Managing work-related road safety
Department for Transport / Health and Safety Executive
<http://www.hse.gov.uk/pubns/indg382.pdf>

Improving road safety through procurement

Transport for London

<http://www.clocs.org.uk/wp-content/uploads/2014/05/improving-road-safety-through-procurement.pdf>

Construction Logistics Plan Guidance for developers

Transport for London

<http://www.clocs.org.uk/wp-content/uploads/2014/05/construction-logistics-plan-guidance-for-developers.pdf>

Construction Logistics Plan Guidance for planners

Transport for London

<http://www.clocs.org.uk/wp-content/uploads/2014/05/construction-logistics-plan-guidance-for-planners.pdf>

Further information on TfL's Safe Urban Driving course is available from

http://www.fors-online.org.uk/index.php?page=DCPC_INTRO&return=PTE_INTRO

Further information on Crossrail Lorry Driver Induction Training is available from

<http://www.crossrail.co.uk/construction/road-safety-information/lorry-driver-training>

Further information on the Mineral Products Qualification Council (MPQC) Safeguarding Vulnerable Road Users course can be found at

<http://www.mp-qc.org/course/details/61/Vulnerable-Road-User-.aspx>

Further information on the Fleet Operator Recognition Scheme (FORS) is available from

www.fors-online.org.uk

Driver record card and development plan

Driver details

Driver name:		Date of birth:	
Staff number:		Date Employed:	
DVLA number:			
Registered address:			Restriction codes:
Date checked:		Checks conducted by:	

Driver annual declaration

I declare that I:

- Have read the company's Driver Handbook and Driving at Work Policy and understood that I am to comply with any associated procedures
- Have produced my most current driving licence for checking
- Have not had a change in health or eyesight which could affect my entitlement to drive
- Do not have any convictions, endorsements or disqualifications that may affect my entitlement to drive

Name:		Signature:		Date:	
Name:		Signature:		Date:	
Name:		Signature:		Date:	

Action log

Action	Due date	Completed

I. Driver induction and familiarisation

I.1 Company induction

Training need	Date planned	Date complete	Training method or course title
Knowledge of the Highway Code			Assessment
Driving competency			Assessment
Vehicle familiarisation and operating procedures			Induction course
Driving at work policies, procedures and company ethos			Induction course
Risk assessment and driving at work risks			Line manager on the job training
Contents of the driver handbook and associated procedures			Driver CPC
Health and safety including emergency procedures			Line manager on the job training
Workplace familiarisation including fire and first aid points			Line manager on the job training

I.2 Major contract induction

Contract name	Date planned	Date complete	Training method or course title
TfL Bank Station upgrade			Client Driver CPC
Crossrail			Client Driver CPC

2. Driver development plan

2.1 Driver training record

Training need	Date planned	Date complete	Training method or course title
Drivers' hours compliance			Driver CPC
Driver walkaround checks			Driver CPC
WRRR Training			SUD Theory
On-cycle hazard awareness			SUD Practical
Vehicle safety technology			On the job training

2.2 Annual WRRR refresher training

Training need	Date planned	Date complete	Training method or course title

2.3 Remedial training

Training need	Identified by	Date complete	Training method or course title

3. Driver licencing

3.1 Licence and eyesight checks

Licence check date:		Changes since last check:	Yes	No
Eyesight check:		Checks conducted by:		
Comments:				

3.2. Endorsement history

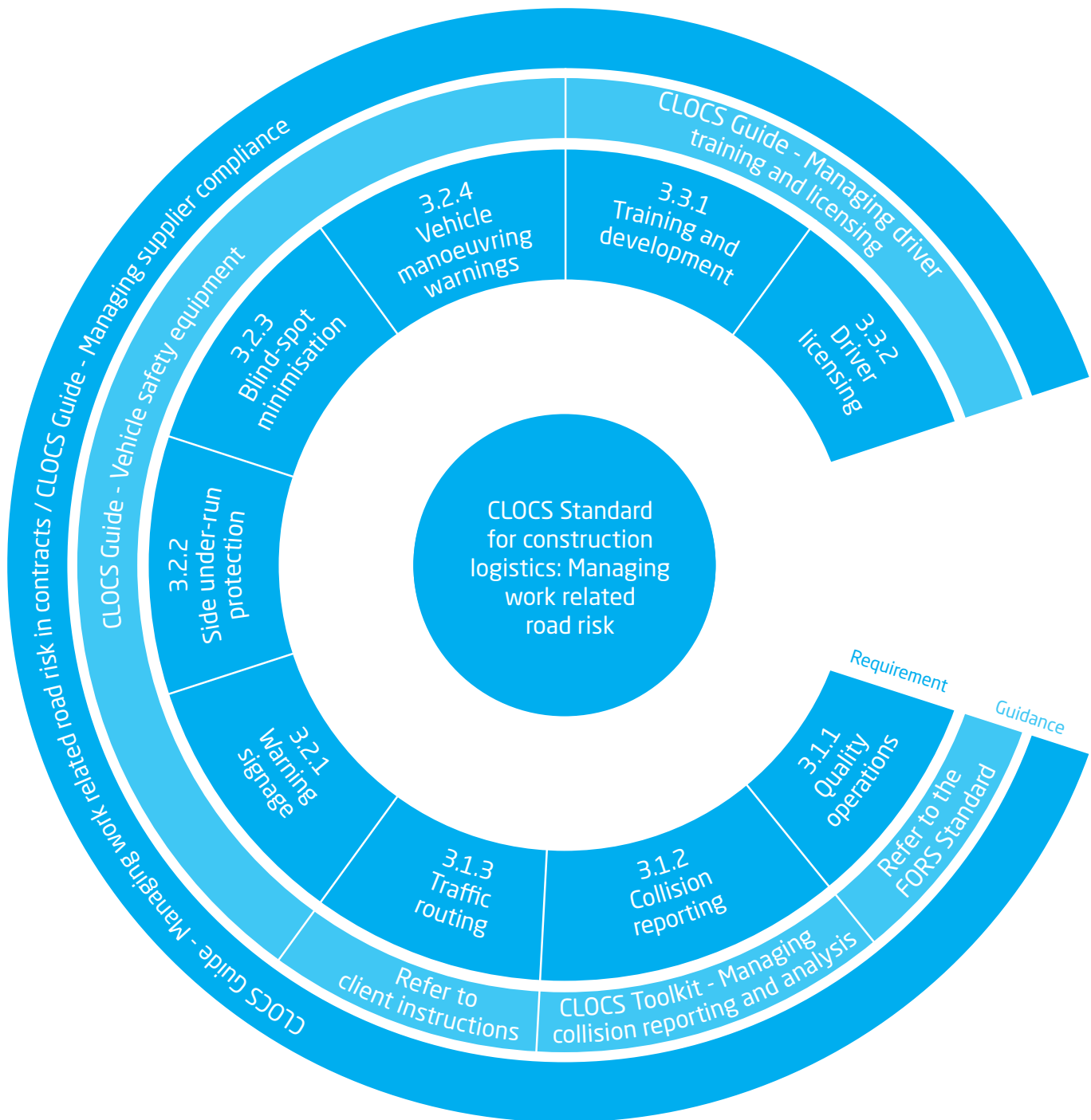
Licence endorsements	Penalty points:		Category:		Expiry:	
	Penalty points:		Category:		Expiry:	
	Penalty points:		Category:		Expiry:	
	Penalty points:		Category:		Expiry:	
	Penalty points:		Category:		Expiry:	

Notes

Notes

Disclaimer

This guide is issued by the CLOCS working group. Following the guide is not compulsory and you are free to take other action. Regulators seek to secure compliance with the law and may refer to this guide as illustrating good practice.



About CLOCS Guides

This guide is part of a series of documents developed by the CLOCS working group. The guides are designed to help construction sector clients and logistic operators implement and comply with the *CLOCS Standard* for construction logistics: Managing work related road risk.