



HGV operator and driver courses



Who should attend

Operators and drivers wishing to keep up to date with current legislation and understand how to comply with the requirements of the regulations.

Benefits

- A greater understanding of the rules effecting operators and drivers of heavy goods vehicles.
- Improved compliance with legislation and correct operation and use of tachograph equipment.
- An ability to interpret recordings made on the charts to assess driver compliance.

Drivers hours and tachograph analysis

A two day in - depth study designed for transport Managers and others with a responsibility for National and International transport operations.

Drivers hours and use of the tachograph

A two day course designed to help drivers and others understand the rules for drivers hours and the correct use of the tachograph on HGV operations.

Tachograph chart analysis

A one day workshop designed to assist transport managers and others in the interpretation of tachograph charts with the aim of improving compliance with the regulations and highlighting areas of risk to the company.

Training at your premises

Facilities required

Classroom:

- LCD projector & screen
- TV & DVD player
- Flipchart or white board

Maximum students 12

Course fee:

1 Day £825 +VAT 2 Day £1650 + VAT

Includes:

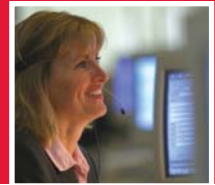
- Drivers hours booklet for each student
- Handout for each student
- Tuition
- Trainer accommodation & travel expenses within UK mainland

Course dates:

For the next available date please contact 0117 954 3359.



Booking form



Organisation details

Name _____
Address _____

Post Code _____
Tel _____ Fax _____
Email _____

Course details

HGV PSV MOT
Course title _____
Length of the course _____
Venue _____
Date of the course _____
Delegate (Mr, Miss, Mrs, Ms)
Surname _____
First name _____

Invoicing details if different from the above

Name _____
Address _____
_____ Post Code _____

For official use only

Invoice number _____
Enrolment number _____

Method of payment

- Cheque enclosed made payable to: VOSA, CPU, Croydon Street, Bristol BS50DA
- I authorise you to debit my Electron / Solo / Delta / MasterCard / Visa or Maestro card for £ _____
(for switch card only)
- Expiry Date /
Issue number
- Card Holder's Name _____ Signed _____
- Please invoice me quoting purchase number _____
- Please debit my VOSA pre-funded account number _____

Authorisation

I have read and agree to the terms and conditions on page 39

Name _____ Signature _____
(must be a manager with financial authority)

Company position _____ Tel _____

Data Protection act 1998

For commercial reason, we may make some data we hold on our computer systems available to organisations connected with the Motor Trade. We may also wish to offer you goods or services. If you do not wish your details to be released please tick this box



Terms and conditions

Registration

For your convenience a booking form is included in this training directory.

Bookings should be sent to:

Vehicle and Operator Services Agency
Commercial Projects Unit
Berkeley House
Croydon Street
Bristol BS5 0DA

Faxed to: 0117 954 3496

or emailed to commercial.training@vosa.gov.uk

Provisional in-house bookings may be made by phone, fax or email, but must be confirmed in writing.

Fees

The fees for scheduled courses include:

- Tuition
- Paperwork
- Full documentation
- Morning and afternoon refreshments and lunch (where applicable).

Prices are exclusive of VAT and do not include any accommodation. A list of accommodation can be provided on request. Full joining instructions will be provided with the confirmation letter.

The fees for in-house courses include tuition, and, where applicable, manuals, as well as trainer travel and accommodation within the UK mainland.

Payment terms

Payment must be received 28 days before the start date of the course or at the time of booking.

Invoices will be sent upon receipt of the booking and should be paid no later than 28 days before the course start date, otherwise bookings cannot be guaranteed.

All bookings received within 28 days of the course start date, will require payment with the application and are non refundable.

Applications not paid for within 28 days of the course date will be liable for the full cost of the course, whether or not the course is attended.

We accept payment by cheque made payable to VOSA, VOSA pre-funded account and selected credit/debit cards. Your co-operation in paying promptly is requested and your attention is drawn to our credit terms.

Cancellation

Cancellation or postponement of a course may be made in writing at any time. **However, if the cancellation is within 28 days of the start date of the course, the fee will remain payable in full, no refunds or transfer to other course will be given.**

The Vehicle & Operator Services Agency reserves the right to cancel or amend a course up to 7 days prior to the start date where absolutely necessary, however we will do our utmost to honour our commitments to you. In the event that we have to postpone a training event we will offer you another mutually convenient date or a refund of the course fee in full, however we will not be liable for any losses experienced by the customer arising from such cancellation.