

COMPLIANCE: How good is your knowledge?

10 questions on everyday issues affecting coach and bus operations

1 What 12 items do you need to include in completing an EU Waybill?

2 What is the purpose of the standard EU letter of attestation?

3 Driving under EU drivers' hours, what are (i) the maximum driving time before taking a break, (ii) the minimum length of break, (iii) the maximum driving time in a day, and (iv) the maximum driving time in a week?

4 If you are not satisfied with the result of an annual test, what form do you use to appeal; what is the cost of the appeal; and how long do you have to submit the appeal?

5 What three elements of a planned maintenance system must an O-Licence holder have in place in order to satisfy the Traffic Commissioner that vehicles will be kept in a roadworthy condition and how long should maintenance records be kept?

6 Since 10 September 2008, what four modules do all new Cat D and D1 licence holders complete in order to obtain the vocational driving licence?

7 What is the statutory minimum holiday entitlement for employees?

8 Under the Health and Safety Policy at Work Act 1974 any organisation employing more than a certain number of staff must write a policy statement explaining how the company will ensure the health & safety of its staff. What is the minimum number of employees and what three parts will a typical document consist of?

9 Every PSV must carry a first aid kit except when the vehicle is being used to operate a local bus service. Name three of the seven items a kit must contain. What would happen during an annual test if the first aid kit is missing?

10 What signage should be displayed on journeys involving school children on educational visits, sporting activities etc?



3 (i) 4½ hours; (ii) 45 minutes - but may be taken as one period of at least 15 minutes (taken first, before completing the 4½ hours driving) and one period of at least 30 minutes (taken later, at the latest at the end of 4½ hours driving); (iii) 9 hours - but may be increased to 10 hours twice in a week; (iv) 56 hours.

2 It covers the "gaps" that drivers can legitimately have in their tachograph record. The complete set of tachograph records, complemented by attestation forms, when necessary, shall be accepted as sufficient evidence to prove compliance with the EC rules on driving time and rest.

10 While there is a legal requirement for school bus signs to be displayed on journeys between home and school, there is no requirement to display the signs on journeys involving school children on educational visits, sporting activities etc.

1 1. Vehicle registration number, 2: Place and date of completion of the Waybill 3: Signature of the carrier. 4: Name and address of the carrier. 5: Name of driver(s) 6: Name of organisation or person responsible for the occasional service. 7: Type of service. 8: Place and country for departure and destination points. 9: Journey details in daily sections. 10: Arrangements at any transfer points where the carrier is connecting with another in the same group. 11: Details of any local excursions performed abroad. 12: Any changes which were unforeseen when the Waybill was initially completed

5 (i) A forward planner, such as a wall chart showing dates for inspections, annual test, tachograph calibration, road tax, etc; (ii) Regular recorded inspections carried out by a competent person following a comprehensive procedure covering all items included in the annual test.; (iii) A prepared list of walk-round checks to be undertaken before first use or during a shift. There should be a list of items to be checked, with reports from the checks added to the maintenance history for that vehicle. Maintenance records must be kept for at least 15 months.

6 Module 1 Theory and Hazard Perception tests; Module 2 Case Studies; Module 3 Practical on - road Driving test; and Module 4 Show me/tell me practical (walk round) test

4 Form VT17 - obtainable from the testing station or the VOSA website - needs to be sent, with a further full test fee to the VOSA office shown on the form within 14 working days of the refusal notice issue date. If your appeal is successful, the fee or, if appropriate, part of it will be returned to you.

9 The kit must contain at least the following items: 1: 10 foil packed antiseptic wipes, 2: 1 conforming disposable bandage (not less than 7.5cm wide), 3: 2 triangular bandages, 4: 1 packet of 24 assorted adhesive dressings (not less than 15 x 20 cm), 5: 2 sterile eye pads (with attachments), 6: 12 assorted safety pins, 7: 1 pair of rustless blunt-ended scissors. The vehicle will fail its annual test if the kit was missing.

8 Every employer with five or more employees (including both full and part time) must write a policy statement. It will typically consist of (i) a statement of intent, (ii) details of responsibilities throughout the organisation, and (iii) arrangements for compliance in each work activity.

7 The minimum holiday entitlement is 28 days per annum or (5.6 weeks for people who work something other than a five day week) including bank holidays. Part-time workers with regular hours are also entitled to paid annual leave

For those who didn't manage 10 out of 10 - here's one last question:

Q Where can I get access to all the information I need to run my business in a compliant manner?

A www.cpt-uk.org provides direct access to CPT's on line compliance manual, covering all manner of subjects including Access to the UK market, International journeys, Drivers Hours and Traffic and operational issues. Available to members only - at no additional cost.



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