

Break Times Guidance

The best practice advice from the DVSA is to take breaks in the following ways (as a minimum);

AM: 15 minutes

MIDDAY: 30 minutes

PM: 15 minutes

Late Arrivals Policy

To qualify for the CPC hours, drivers must be in attendance for the entirety of the course. Therefore, a policy is in place for times when drivers might arrive late.

To be able to receive CPC hours, drivers must arrive no later than 20 minutes after the course commenced for a 7 hour course **or** 10 minutes after the course commenced for a 3.5 hour course.

These are the equivalent to 5% of the course being missed. Any time after this would result in the driver having missed a significant part of the training day and their learning would therefore be compromised.

If a driver arrives late to the course, the minutes must be made up by the driver either during the lunch break or at the end of the day.

The time that the driver arrived should be recorded on the Attendance Form and a note should be added to confirm when the driver made up the time, for auditing purposes.

Any drivers arriving after this time will not be allowed to attend the course.