



VIP

TRANSPORT

MANAGEMENT CONSULTANCY LTD

Transport Consultancy, Training, Auditing



ABOUT US

VIP Transport Management Consultancy Ltd (VIPTMC) is an established transport consultancy based at Harrietsham, Kent. ISO9001 accredited for outstanding quality management systems, approved DVSA Earned Recognition Audit Provider, Fleet Operator Recognition Scheme (FORS) Associates (A00061), FORS Gold member (011757), JAUPT accredited to deliver Driver CPC & OCR accredited exam centre for CPC Transport Manager training.

We are proud to be recognised as one of the leading providers of training, auditing and consultancy in the transport industry. We work closely with companies across the UK helping them achieve and maintain the highest operational, safety and compliance standards.

Audits



Compliance Audits

A complete operator compliance audit looking at all aspects needed to keep your operation compliant. Looking at maintenance, defect reporting, driver's hours and working time directive, vehicle inspections and driving licence inspections to just name a few. This Audit will be invaluable to any company due for an inspection or going to public inquiry. Many clients just like to choose this service as a tool to check that they are keeping up to date with current legislation. Fully confidential and secure.

Traffic Commissioner & DVSA Audits

Often requested at Public Inquiry or by an operator's legal advisor this audit is to identify operator's state of compliance. The audit is a snapshot of the operators compliance being impartial and dealing with all aspects of the operator's legal undertakings. The audit has been created in line with the traffic commissioner's requirements and guides on best practice. The audit will monitor maintenance, scheduling, defect reporting, driver's hours and working time directive, vehicle inspections, driving licence inspections, health and safety and management systems to just name a few. Any shortcomings will be identified within a working action plan.





Consultancy Services

Application of operator's licence

Our highly trained consultants will take you through every step of your application from handy tips to full application documentation, making your application simple and less stressful.

Tachograph downloading system with Analysis

A full downloading system set up for novices to computer geniuses tailored to the customer's needs (and you don't even need a computer!!). Each client is different, some only wish to have the Initial set up leaving them with the ability to download and print reports at their leisure, others want a full personal downloading service, leaving the worry of downloading vehicles, driver's cards, printing Infringement reports and communicating findings to the drivers and management with our fully trained consultant.

All downloads are price per chart saving you every time drivers are not working! Also, analogue and digital charts can now be combined keeping all your records in one place, accessible to you anywhere in the world.



Restricted, Standard National / International Operator Licence support

Our Operator Licence compliance support service has been designed to help UK licence holders fulfil their compliance responsibilities on holding a UK operator's licence. Our experienced consultants will audit, assess and monitor your compliance, looking at systems such as vehicle maintenance schedules, driver defect reporting, driver and vehicle unit downloads (Please see our tachograph downloading system with analysis for more information), Infringement reports, driver awareness, driver training (if required) with an overall compliance support. Our consultants will work alongside your business and or transport managers to ensure as an operator you comply with all legal undertakings and we will provide information and support based on best practice and current legislation.

Operators feel that this service gives them not only peace of mind but also enhances the overall operational productivity, identifying weakness and helps on the implementation best practice.

Full application process can also be included within this service.

Interim Transport Manager

VIPTMC can supply an interim transport manager for any HGV/LGV UK operator's licence. This service is subject to availability and is treated as a temporary appointment.

Our consultants are the best in their field providing a temporary solution to the nominated transport manager requirement set out for the Standard National or International licence requirements. The nominated transport manager will act as your transport manager providing support and compliance to the operation.

Full application process can also be included within this service.

Public Inquiry Support

What is a public inquiry and why might it be called?

A public inquiry is a formal hearing before the Traffic Commissioner (or deputy) which is typically called to obtain more evidence and assist the Traffic Commissioner in deciding if they should:

- Grant or refuse applications for new operator's licenses for HGV or PSV operators
- Take any regulatory action against existing vehicle operator, driver and or Transport Manager

At the stage of application a public inquiry could be called if an objection to the granting of a licence has been received, or it could be that the application itself has failed to satisfy the Traffic Commissioner considering the application that all requirements are fulfilled relating to the repute of the operator, that any professional competence requirements and proof of financial standing that may be required are met and all other requirements relating to facilities and systems are met.

An existing operator could also be called to a public inquiry if the Traffic Commissioner thinks an operator may have broken the terms of their licence (undertakings), for example maintenance shortcomings; issues over drivers' hours regulations; issues over financial standing; commercial insolvency; changes to company appointments or corporate entity; questions over repute; and criminal prosecutions.

Traffic commissioners can also call for either an informal hearing or preliminary hearing. This again should be acted upon as a way to avoid going to public inquiry but dealt with in the same manner.

What action may be taken?

Regulatory action may include:

- Curtailment of an operator's licence
- Suspension of an operator's licence
- Revocation of an operator's licence.
- Loss of repute (Transport Manager and or Operator)

Being called to attend a public inquiry can have serious implications for operators – the refusal to grant an operator's licence or the decision to revoke a licence can be fatal to many operators. Curtailment can have serious financial implications and can prevent business expansion.

How can we help?

The most important fact to bear in mind is that if you are called to attend a public inquiry, you will be judged on the state of affairs on the date of that inquiry – it is therefore vital that the valuable time between receiving the calling up letter and attending the Inquiry is used effectively so that any issues can be identified and rectified

We can assist with every aspect of the public inquiry process. We can visit your operating centre to discuss your case and provide advice on what steps need to be taken. We can assist in rectifying the issues which have prompted a public inquiry. We can then accompany you to the public inquiry to help your legal advisor. We will work closely with your legal team (we can suggest the best legal team) that will put your case together and our consultants will carry out a full audit of the systems to identify where (you) the operator has or could have issues.



DVSA Earned Recognition

VIP Transport Management Consultancy Ltd are proud to be an **approved DVSA Earned Recognition Audit Provider**. This is a government scheme encouraging transport operators to prove they meet driver and vehicle standards.



DVSA earned recognition for vehicle operators is a new way to prove your organisation meets driver and vehicle standards. As an Operator you regularly share performance information with DVSA. In return, your vehicles are less likely to be stopped for inspections.

What is DVSA earned recognition ?

The Driver and Vehicle Standards Agency (DVSA) earned recognition scheme is a new way to prove you meet driver and vehicle standards.

This means that you're:

- Continuously monitoring your own compliance
- Using DVSA-validated IT systems
- Compliant with vehicle and road safety standards

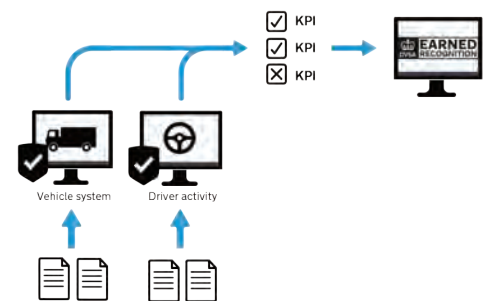
It's a voluntary scheme that's designed to work for operators of all sizes.

How it works

You need to have a DVSA-validated IT system for vehicle maintenance and drivers' hours. This will monitor whether you're meeting a set of key performance indicators (KPIs).

Every 4 weeks, your system will tell DVSA if you've missed any of the KPIs by a set amount. If this happens, DVSA will work with you to fix any problems.

DVSA will not have direct access to any of your data or systems.



What are the benefits

As a DVSA earned recognition operator you'll:

- Be an exemplary operator, and be able to prove this when you bid for contracts
- Be less likely to have your vehicles stopped at the roadside for inspections
- Be less likely to have DVSA enforcement staff visit your premises
- Be able to use the DVSA earned recognition marque on your website and other publicity materials (but not on your vehicles)
- Be recognised as a DVSA-accredited operator on GOV.UK
- have direct access to a dedicated earned recognition team in DVSA

If you have multiple operator licences

The application can only be made for the whole business – not individual licences. You must report the data for all your operator licences.

If your organisation contains multiple legal entities operating under one group – using the same management systems – you can make a single group application.

The audit standards and key performance indicators would apply and be measured over the group as a whole.

An individual legal entity cannot be removed from the group accreditation unless it changes ownership or no longer exists.

How much it costs

There's no application fee to join the scheme.

Eligibility

Before you apply you need to make sure that you meet the following criteria:

- You've had a heavy goods vehicle (HGV) operator licence for at least 2 years
- The Traffic Commissioner hasn't taken any regulatory action (other than a formal warning) on any of your operator licences in the last 2 years
- You have digital management systems for vehicle maintenance and drivers' hours, which can track the KPIs and automatically report if they're missed
- You meet the earned recognition audit standards

Audits

Your systems and processes must be audited by a DVSA-authorized audit provider (VIP Transport Management Consultancy Ltd):

- Once your application has been reviewed
- Every 2 years after you've joined the scheme

Audit fees are subject to size of operation, location and availability. Please contact us today for a no obligation quotation.

Tachograph Analysis & Support



Disc-Check

VIP TMC disc-check is the most modern and intuitive tachograph analysis package on the market. Built with end-users in mind it leads the way in providing transport operators with the information they require when they need it. The system is fully accessible from mobile and desktop devices meaning there really are no limits to when (or where!) you can access your data.



Who is disc-check for?

VIP TMC disc-check is built in such a way that allows operators of any sized fleet, from large multi-site companies down to owner-drivers, to upload their data and receive almost instantaneous results to their desktop.



Powerful Compliance Dashboards

With a range of simple yet powerful compliance dashboards, your tachograph data is easier to understand than ever before. Whether it's a fleet overview, viewing how you compare to Earned Recognition standards or how your drivers are performing over a period we have you covered. With full drill-down functionality you can run many of our reports with just a single click.



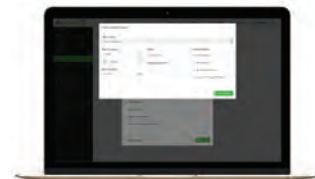
Driver Debrief

Traditionally drivers' hours and infringements have been dealt with on a week by week basis, but with our driver debrief system you can spot your worst offenders and make sure your fleet as a whole is improving. By Operating on a rolling 3-month period, it helps point out who is affecting your infringement rate and who you need to keep an eye on.



Working Time Management

Why go to the hassle of managing your working time through time consuming spreadsheets when disc-check can manage it for you? By using drivers' hours from the tacho data received, we make it easy to enter statutory holidays and any other work that is carried off of the drivers card. You can also enter a full Monday – Friday absence with just 2 quick clicks.



Scheduled Reporting

Not only do we make it as easy as possible to access your reports and data behind them, we have taken it a step further and created scheduled reports, so you can set the system up to do the hard work for you. There are no limits to how many reports you can send and who you send them to and they will arrive in your inbox without lifting a finger.



Driver Companion App

Our driver App has been built to aid your drivers in managing the drivers' hours and WTD whilst they are out on the road. Providing a wealth of information including their current progress towards legal limits (based on last download). The App also allows drivers to view and acknowledge their infringements where-ever they are as soon as their data is analysed. To add to all of that, the App wouldn't be complete without allowing remote data upload using our dongle (see VIP Remote).



Bespoke Transport Training

VIP Transport Management Consultancy Ltd can not only provide training based on our current approved training programs but can tailor our training to suit your needs. Our training can be delivered at our training centre or at a suitable location of your choice (subject to pre-approval).

All of our training has been designed, written and delivered by our skilled and highly qualified consultants. This gives us the edge over other training providers that use "off the shelf" packages. We know what works, how the training needs to be delivered and what can be changed to suit certain delegates. We will work closely with your team to get the very best training that works best for your team.

Every client is different and requires different elements of training. Some only require short tool box talks, others like to have a full classroom with a fully accredited bespoke course. We work with you to provide what you need.

FORS Audit Assistance

The Fleet Operator Recognition Scheme (FORS) is a voluntary accreditation scheme for fleet operators which aims to raise the level of quality within fleet operations, and to demonstrate which operators are achieving exemplary levels of best practice in safety, efficiency, and environmental protection.

Becoming a FORS member can bring you the peace of mind that your company is managing its work related road risk (WRRR) – and demonstrates to your customers and supply chain your commitment to exceeding the industry standard

So Why Join FORS?

Accreditation could help you tender for business, save you money, improve safety and reduce your environmental impact. FORS accredited companies have access to a range of exclusive benefits and discounts that offer real competitive advantage.

FORS Audit Assistance

Our FORS compliance service helps you meet the requirements set out within the Bronze Standards of the Fleet Operator Recognition Scheme. Help and advice on systems, policies and procedures set out within the TFL FORS Scheme.



How we can help?

We can provide a number of services tailored to help you achieve the minimum requirements:

- Implementation of Management Manual
- Policies, Procedures and Systems
- Risk assessments
- Drivers Licence and eyesight checks
- Overview of Operator Licence undertakings
- Implementation of driver's handbook
- Toolbox Talks
- Driver Training
- Incidents and PCN recording

As you can see, we will help by auditing, assessing and implementing all requirements set out within the FORS standards, giving you the best chance of gaining this accreditation. Upon completion you will receive a Full management manual (Hard copy) and have everything needed to gain the Bronze status. We can even attend the audit (subject to availability).

Applying for Silver?

Our experienced and professional staff can help and guide you to a pass to the minimum requirements to achieve silver status. We will help by giving you the information required and help submit your application online. Currently there is no requirement for a FORS auditor to attend site for you to achieve this status. Full application is carried out online. By being FORS Silver Accredited you will also meet the minimum requirements to obtain CLOCS status also.

Going for Gold

FORS Gold requirements primarily involve best practice measures, including you promoting the FORS Standard through your supply chain and demonstrating meaningful improvements against the baseline data gathered in FORS Silver. VIPTMC will help by carrying out a gap analysis of your current systems and provide up to date information to achieve the Gold status. The consultant will help with many aspects needed and can assist the operator in supplying evidence needed to meet the current gold status. As the same with Silver currently there is no requirement for a FORS auditor to attend your site for you to achieve this status. Full application is carried out online.



FORS Training

Operator Licence Awareness & Transport Manager Refresher

Our Operator Licence Awareness/Transport Manager Refresher course is targeted at giving managers a good understanding of what the requirements are needed to stay compliant within current legislation and Operator licensing requirements. The course is made up of tutor lecture, PowerPoint presentation, videos, delegate interaction and group quiz. There are NO tests and delegates are free to express their own experiences within the course subject matter. Questions can be asked and tips on industry best practice will be offered.

If you are looking for a Management course that covers a wide range of topics including drivers hours, tachographs, vehicle checks, legislation awareness or a management refresher then this course is for you.

The Traffic Commissioner for the South Eastern and Metropolitan Traffic Area has confirmed they are willing to accept evidence of participation on this course as fulfilling the requirement sometimes imposed at public inquiry to attend an transport manager refresher course based on two day's worth of training.



FORS E Essentials

FORS E Essentials is a seven hour (DVSA accredited) module focusing on FORS E Learning requirements set out in the bronze and silver standards. This is based on the group E-Learning modules of Smart Driving, Bridge Smart, Lo City, Cycle Safety & Security and Counter Terrorism. Companies that are FORS Accredited and registered (we can also help with this) can use this training to count towards not only 7 hours of approved Driver CPC training but also be logged towards the Group E Learning register. Drivers will be expected to undertake written quiz's on each module.



Safe Urban Driving (SUD)

Safe Urban Driving (SUD) is essential training for all commercial drivers operating HGVs regularly in the urban environment and where there are high volumes of vulnerable road users, such as cyclists and pedestrians. SUD Training is Driver CPC accredited and fully aligned to meet the requirements of:

- Work Related Road Risk (WRRR)
- Fleet Operator Recognition Scheme (FORS) Silver level
- Construction Logistics & Cyclist Safety (CLOCS) Standard



SUD is delivered in two sections, a classroom theory module and a practical cycling module, where drivers experience a cyclist's view of the road. The two modules are delivered on the same day, and courses are run around the country by a number of training providers.

Requirement for FORS Silver and Gold applications.

LoCity Driving

LoCITY Driving is a classroom-based course that focuses on minimising the environmental impact of vans and HGVs by reducing emissions through the use of pre-journey planning and vehicle checks, fuel-efficient driving, and alternative fuels. The seven-hour CPC-accredited course which is aimed at drivers gives attendees the knowledge and skills needed to cut costs and minimise the environmental impact of fleet operations.



The course was also the recipient of the prestigious Education in Transport award at the 2017 National Courier Awards for "demonstrating a commitment to education for the advancement of those working in the express industry".

The course covers the following topics:

- The relationship between driving style, fuel consumption and environmental impact
- How regular maintenance and vehicle checks can cut costs and emissions
- Fuel efficient driving techniques
- Use of in-vehicle technology to improve fuel economy
- Benefits of journey planning
- Alternative fuels in commercial vehicles

Requirement for FORS Gold applications.

Driver CPC Training

Approved (JAUPT AC01156) Periodic Driver CPC Training

Driver Essentials

Driver Essentials is a seven hour (DVSA/JAUPT accredited) course focusing on a number of key elements drivers will come in contact with on a daily basis. These include drivers hours and the working time directive, digital tachographs and the regulations, defect reporting plus driver regulations including licencing, speeds, vulnerable road users and the highway code. This course is very much essential refresher training for all HGV commercial drivers.



Who should attend Driver Essentials?

Driver Essentials is (as it says) essential training for all HGV commercial drivers, regardless of the area of operation, which will raise the levels of knowledge to enhance awareness of the levels of compliance that is required for both the driver and operator. Vocational HGV drivers have a higher responsibility than normal licence holders, by driving for commercial purposes; therefore they are required to drive professionally, in a roadworthy vehicle, in full compliance with the law.

VIP Transport Management Consultancy Ltd can also provide approved training on:

Drivers hours & working time directive:

- Drivers Hours Regulations and the EU's role.
- Driver's hours rules.
- Working time directive.
- Domestic driver's hours.

Defect Reporting and Maintenance:

- Licence undertakings.
- Walkround checks and wheel security.

Safe Loading and unloading:

- Load Securing and overloading.
- Falls from the lorry bed and load safety.

Digital and Analogue Tachographs:

- EU Tachograph Regulations.
- Tachograph printouts and manual entries.

Driving regulations:

- Driver licencing and Driver CPC.
- Vulnerable road users.
- Road regulations including the highway code.
- Speed limits and endorsable offences.

The Operator's Licence and the Drivers Role:

- Looking at the operator's licence undertakings.
- The driver's role within the legal requirements.
- OCRS and Consequences of failure to comply.
- Traffic commissioner and public inquiries.

Transport Managers Certificate of Professional Competence (CPC)

OCR

Oxford Cambridge and RSA

This qualification is offered on behalf of the Department for Transport and in relation to the current EU Directive. It is suitable for those wishing to enter the profession of Road Haulage Transport Management or demonstrate professional competence to meet the Operator Licensing requirements.

Applicants for a Goods Vehicle Operator's Licence must show that they are 'professionally competent' or that they employ a transport manager who meets the requirements. Persons will be considered 'professionally competent' by passing the examination for the Certificate of Professional Competence (CPC) conducted on behalf of the Department for Transport (DfT).

Who Should Attend:

Students wanting to become a transport manager for a standard operators licence. Managers, senior management and directors of transport operations. Students should already have a good understanding of transport operations or currently being involved with the transport industry / operation.

So what is involved:

OCR's CPC in Road Haulage consist of a single multiple-choice assessment (R1) and a single case study assessment (R2). Students will need to pass two examinations to gain the Certificate of Professional Competence in Road Haulage. Both elements test national and international knowledge and application. So, to achieve an International CPC, candidates will only need to pass two units. The multiple choice paper consists of 60 questions each worth 1 mark and has a national pass mark of 42 & The case study paper is a 60 mark paper and has a national pass mark of 30. Units will be graded Pass or Fail (by OCR). Training takes place four times every year leading up to the exam dates in March, June, September and December.

Students can take both examinations on the same day. Each examination unit pass will remain valid until substantial changes take place in the syllabus. Even then, a few years may be available to complete the other unit needed to gain the full CPC award.

After the exam:

Unit Certificates will be issued as you pass each unit, a Full Award Certificate is issued once all units are passed. Please allow 8 weeks for results to be issued and this process completed.

Operator Licence Awareness Training



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The Traffic Commissioner for the South Eastern and Metropolitan Traffic Area has confirmed they are willing to accept evidence of participation on this course as fulfilling the requirement sometimes imposed at public inquiry to attend an transport manager refresher course based on two day's worth of training.


This course is now also FORS approved meaning that attendance to this training will satisfy M3 / D4 of the FORS Standards.

“In House training can also be carried out at a location of your choice subject to pre-approval”

Contact Us

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