

Advice and Information

Training

Transport Manager CPC

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Introduction

This advice leaflet reflects Regulations that require certain Public Service Vehicle (PSV) Operator Licence holders to have a professionally competent person commonly known as the Transport Manager, in post to continuously and effectively be in control of the vehicles they are nominated on. Standard and International PSV O Licence holders must have a Transport Manager who is employed to manage their transport operations.

The Transport Managers work for an operator to ensure that its vehicles are roadworthy and drivers comply with traffic and drivers' hours rules but at the same time they are also responsible to the wider public, through the traffic commissioner, for ensuring that the operator is compliant.

Legal

EU Directive 1071/2009 and the UK Road Transport Operator Regulations 2011 establishes common rules concerning the conditions to be complied with to pursue the occupation of road transport operator. The Regulations set out that Transport Managers have to be of good repute; be professionally competent; have a genuine link to the company, e.g. being an employee, director or owner; be able to effectively and continuously manage the transport activities of the company. For more information on the role and responsibilities of a transport manager, see Senior Traffic Commissioner Statutory Document No. 3 [Transport Managers](#).

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Professional Competency

There are several ways for a Transport Manager to demonstrate their professional competency such through certified examinations but also on grounds that they have experience as a PSV operator or Transport Manager who can demonstrate that they have been active in the role and have been granted an Acquired Rights certificate due to them prior to 4 December 2013. In some instances, a Transport Manager may possess certain professional qualifications issued by the Chartered Institute of Logistics and Transport (CILT), Institute of Road Transport Engineers IRTE or Institute of Transport Administration (IoTA).

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Certificate of Professional Competence

More commonly, Transport Managers will hold a Certificate of Professional Competence in Passenger Transport, more commonly known as a CPC, issued by the Oxford, Cambridge and RSA examination body, which demonstrates that they have passed exams in relevant subjects.

CPC course

Whilst it isn't compulsory to participate in a course before sitting the CPC exams most candidates find it beneficial to do so. There are several ways of participating in a course which include distance learning, part time courses at college and intensive two weeks followed by the examinations.

The course covers all the subjects that the exams focus on which includes:

- Law
- Business and Financial Management
- Road Safety
- PSV Conduct Regulations
- Taxation
- Marketing
- Commercial Conduct
- Vehicles and Passenger Insurance
- Operating Methods
- Operator Licensing
- Service Registration
- Technical Vehicle Standards
- Drivers' Hours and Records
- Driving Licences
- Speed Limits
- Accident Procedures
- Geographical Knowledge
- Market Access
- EU Regulations
- International Transport Documents
- Border Crossing Practice and Formalities
- Fiscal Charges
- Speed, Weights and Dimension Constraints
- Traffic Regulations
- Insurance
- Medical Cover
- Financial Aspects of Operation
- Route Planning

CPC exams

Part 1

This part focuses on national and international passenger transport operations and covers

This exam comprises of 60 multiple-choice questions that need to be answered in 2 hours. The pass mark is 70%.

Part 2

This exam is based on a case study with 5 - 8 questions that need to be answered in 135 minutes. The pass mark is 50%.

The case study focuses on the application of knowledge, making candidates more adept at the skills required in relevant transport careers. The focus on having to explain things enables candidates to demonstrate that they can apply their knowledge and use relevant sources of information. This ensures that those who gain the CPC are well prepared for the real world of transport management. The case study assessment comprises a relevant scenario and questions which will test application of knowledge only. The case study will only contain information that will enable the candidate to demonstrate application of the knowledge they have acquired.

The exams are conducted at approved examination centres, and are held four times a year in March, June, September, and December. Participants will receive a full certificate automatically once the required results are achieved which are normally issued with results 8 weeks after the examination date.

Once qualified a participant can then legally become the nominated Transport Manager on a PSV Operator Licence so long as the Traffic Commissioner is satisfied they meet all the requirements as outlined in the Senior Traffic Commissioner Statutory Document No. 3 [Transport Managers](#).

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Course providers

Contact the CTA's Advice Service, advice@ctauk.org, for details of Transport Manager CPC Course providers.

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About the Community Transport Association

The Community Transport Association is a national charity that represents and supports providers of community transport: thousands of other local charities and community groups across the UK that all provide transport services that fulfil a social purpose and community benefit. We are for, and about, accessible and inclusive transport.

We help our members remain relevant and responsive to key areas of public policy and to make a big difference for the people and families in the communities in which they work. Our vision is of a world where people can shape and create their own accessible and inclusive transport solutions and our mission is to achieve this through championing accessible and inclusive transport, connecting people and ideas and by strengthening our members and raising standards.

Keep up to date with CTA via our website or by signing up to our monthly [News Brief](#).

About CTA's Advice Service

The CTA's Advice Service is available to CTA members, community and other voluntary groups, local authorities and other statutory bodies. It offers information and support on any aspect of non-profit transport operations. The CTA's Advice Service covers the whole of the UK and is supported by national governments. We will only ever explain the most accurate and commonly accepted interpretation of regulations and best practice. We do this by providing support and information on a wide range of community transport related topics such as permits and licensing regulations and by signposting to other agencies. The Advice Service does not exist to provide legal advice on any topics. If you are still unsure you will need to seek [legal advice](#).

For more information, contact

advice@ctauk.org | 0345 130 6195 | www.ctauk.org

This leaflet has been primarily produced for members of the CTA. If your organisation has benefited from using it but isn't a member please consider joining us, for more details please see: <https://ctauk.org/why-become-a-cta-member/>.

Disclaimer:

The Community Transport Association has made every effort to ensure the accuracy of the information contained in this leaflet, but it should be noted that this is only a guide, and should be treated as such.