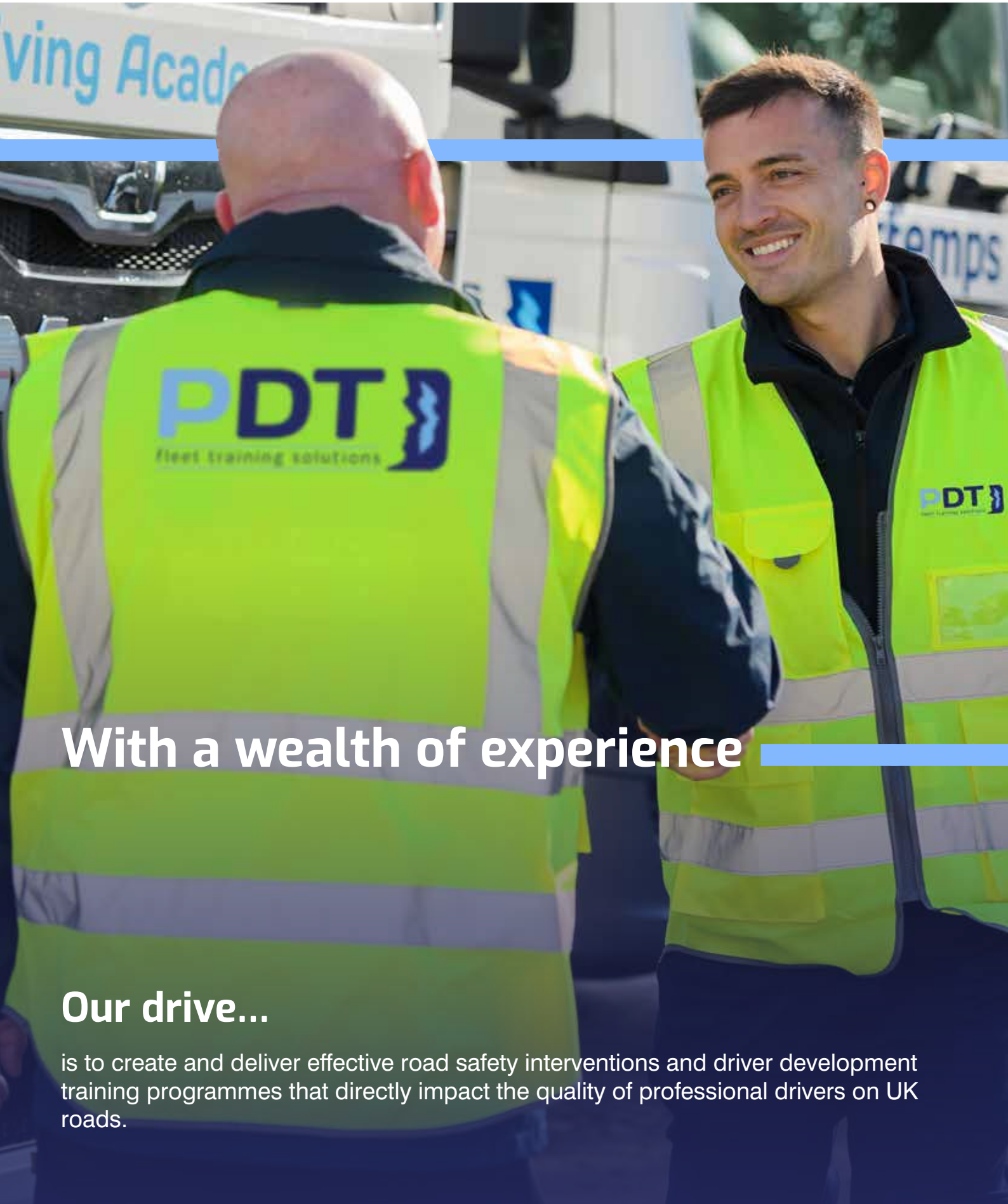


**PDT**   
fleet training solutions



**Driven by Excellence**



With a wealth of experience

## Our drive...

is to create and deliver effective road safety interventions and driver development training programmes that directly impact the quality of professional drivers on UK roads.



## Who we are

PDT Fleet Training has been built to offer personalised, tailored solutions using data and addressing on-the-ground challenges.

These people-based solutions are based on best practice and looking at the road ahead, allowing you to be agile as you fleet grows, business needs evolve and the world modernises.

We are designed to be different, to provide a world-class service to our clients while keeping an eye on the wider landscape, working to reduce risks involving commercial drivers.

PDT Fleet Training is now the largest supplier of on-road and in-classroom driver training services in the UK. We deliver more than 28,000 courses annually to a client base of over 300 organisations.

All monies are invested back into developing the next generation of HGV drivers for our partner business, Pertemps Network Group.

The business continues to expand, with clients ranging from Royal Mail Group and the Department for Education, down to SMEs. We are doing all we can to help keep your colleagues, and the public, safe on the country's roads.



In the  
driving  
seat



### **Samantha Leleu - Director**

In 2012, Samantha began building PDT Fleet Training Solutions, offering tailored, road-risk training to professional drivers and logistics organisations. Leading from the front, Samantha has secured multiple national contracts, supporting the business's rapid growth. She is passionate about making a real difference for clients and, ultimately, helping to make the roads safer for everyone.



### **Sadie Booth – Head of Business**

Since joining the business in 2013, Sadie has dedicated her professional life to promoting road safety within the transport and logistics industry. Within her multifaceted role, Sadie oversees teams and workstreams for client management and development, new client integration, national investment programmes and overall project management.



### **Adrian Thomas – National Contract Manager**

Drawing from the expertise of a career spanning more than 38 years, Adrian is responsible for the overall management of PDT's largest contracts. With his background, passion and understanding of the sector, Adrian has been vital in our continued successes and is responsible for national training projects, such as our EV programme for over 12,000 drivers.



### **Jack Hicks – National Skills Manager**

With more than 14 years of experience in the sector, Jack holds extensive knowledge of the skills required of a professional driver. Jack works closely with employers and prospective drivers to ensure our training and services continue to improve the skills of the professional driver workforce across the UK and meet the needs of the transport and logistics sector.



### **Andy Smart – Head of L&D**

Andy is responsible for the learning and development division and oversees the construction, maintenance and delivery of our effective, inclusive, thought-provoking training. Andy's passion comes from his career of more than 30 years in the industry. He supports organisations to ensure operational compliance through the high-quality standard of educational materials he and his team produce for delivery across our national client base.



### **Andy Heaven – Head of Road Safety Partnerships**

Andy has over 40 years' experience within the logistics sector and holds a strategic role at PDT, working closely with our accreditation and road safety partners to forge collaborations, and create innovative solutions to implement with our clients to benefit their organisations.



### **Sarah Radbourne – Head of Service Delivery**

Since joining PDT in 2015, Sarah has progressed into the Head of Service Delivery role, managing the day-to-day operational structure of the business.



### **Zoe Griffiths – Service and Delivery Manager**

As the Team Leader for PDT, Zoe is responsible for managing a diverse back-office team who support the day-to-day running of the business. Joining the team, Zoe has progressed from administrator to operational management, supporting broader business projects and training programmes.



### **Lucy Stokes – Senior Client Care Coordinator**

Lucy is responsible for providing our clients with the complete wrap-around care and support we offer to our organisations, being the person on-hand to guide training programmes, liaising with clients to coordinate multi-site projects, and working to enhance our training and services further.

## **Training tuned for you**

While all fleets will face similar issues, no two are the same. That is why we finely tune our courses to suit your on-the-road needs.

Sometimes, simply including your company branding within course materials helps the message land better.

However, we will work with you to go further, for instance adapting our content to include your incident stats and share your specific safety goals. It all helps driver buy-in in your strategy and impresses the importance of them being an ambassador while driving your branded vehicles.

## **Data-driven interventions**

We analyse data streams to give insight into road risk trends and overall driver styles, skills, and behaviours specific to your business - working with key stakeholders to identify high-impact areas of road risk to target.

Our bespoke intervention sessions could be in the classroom, on the road, group sessions or a combination. In addition, these can be linked with digital learning to further cement knowledge transfer. We continue to review data to ensure the training has had the desired impact.

# Proud to work in partnership with



Professional Footballers' Association





## PDT Fleet training – a voice for road safety and the environment

As a responsible organisation supporting sustainability initiatives, we are conscious of our impact on the environment and are doing what we can to mitigate this impact, including:

- **Tree planting**
- **Carbon neutral goal**
- **Police/road safety partnerships**
- **Podcast series to deliver environmental messages**
- **Funding for deprived areas.**

Pertemps Network Group mitigates more than 550 tonnes of its carbon emissions, working to maximise its environmental commitment in line with the Pertemps corporate strategy.

We have donated to the Woodland Trust, which has established its Woodland Carbon Scheme to enable companies and individuals in the UK to compensate for their contribution to UK greenhouse gas emissions. We help the charity create new native woodland in the UK, which in time will absorb carbon dioxide from the atmosphere.

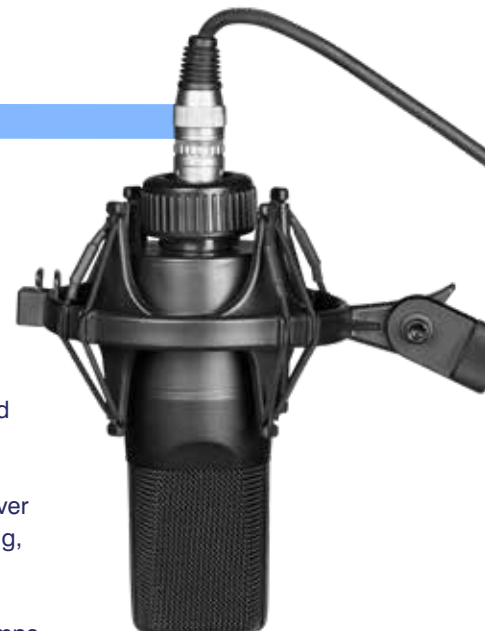
By joining the Woodland Carbon Scheme, Pertemps has supported the planting of approximately **2,377** UK native trees, which will sequester around **557** tonnes of carbon throughout their lifetime.

## Driven by Excellence – our podcast series

PDT Fleet Training Solutions has developed a series of monthly podcasts to share our expertise with the broader transport and logistics sector, with the aim of improving road safety and industry expertise.

The podcasts cover a wide range of topics. These include Government changes to driver training requirements, driver recruitment and retention, policing and the risk from young, inexperienced drivers. They are available on all major podcast apps.

Working with partners including the police, fire and rescue and local authorities, Pertemps is tackling road safety in a proactive and preventative way. We believe that we are doing far more than just delivering driver training; we are continually looking to find new ways of making our road networks safer for all drivers.



**More than 18 courses  
designed with clients  
in mind**

## Our courses index

Introduction to Electric Vehicles (EVs).....	09
Category B Electric Vehicle Coaching and Assessment – On-Road Course.....	09
Standard Road Craft and Behavioural Coaching.....	10
In-Vehicle, Post-Collision Coaching and Assessment – Vehicle Categories B, C1, C And C+E.....	11
Bespoke Classroom Workshops – Vehicle Categories B, C1, C and C+E.....	11
Licence Acquisition.....	12
Driver CPC Training – classroom and remote.....	12,13
Forklift Truck Training (RTITB-accredited or ‘in-house certification’ available).....	14
Safe Loading (LGV) Training.....	14
Safe Driving Essentials.....	15
The Meaning Of Life (first aid).....	15
LGV Shunter Training.....	16
Yard Safety Training.....	16
Banksman Reversing/Assistant Training.....	17
Speed Awareness Online Workshop (available for Category B and C vehicles).....	17
Digital/Smart Tachograph Online Workshop.....	18
Driver Hours and Digital/Smart Tachograph Infringement Online Workshop.....	18
4x4 Category B On-Road Driving Assessment.....	18
PRIM Driver Coach and Assessor Training — Category Sizes (B, C1, C and C+E).....	19



## Introduction to Electric Vehicles (EVs)

PDT's Introduction to Electric Vehicles is a 3hr 30 min online workshop designed for a wide range of audiences, from individuals wanting basic knowledge of EVs to those who want to know more before purchasing or leasing such vehicles.

The objective of the course is to deliver an improved understanding of EVs, how they operate and their capabilities. It includes:

- The bigger picture and background of EVs
- Terminology and key benefits of EVs
- Charging electric vehicles
- Electric vehicle safety
- Key features of EVs and regenerative braking
- End of vehicle life
- Tax and other considerations
- Autonomous vehicles.

This is an ideal precursor to our on-road course: Category B Electric Vehicle Coaching and Assessment.

## Category B Electric Vehicle Coaching and Assessment – On-Road Course

This course is suitable for any employee who drives a Category B vehicle.

We aim to provide a full risk assessment of the driver and constructive coaching to improve behaviour and habits. The central aspects include speed awareness, discipline, distance awareness, observations and hazard perception.

The one-to-one course involves a 1hr classroom presentation, followed by a 2hr 30min formal driving assessment.

During the course, delegates are continually assessed and a comprehensive assessment report and certification are issued to the manager on completion. The information will include recommendations covering any points raised in training to ensure the driver can review and improve their driving techniques and make behavioural changes.

### This training covers:

- Automatic vehicle considerations (including safe operation of pedals)
- Automatic vehicle shifter positions
- Regenerative braking and driving modes
- Acceleration
- Speed
- Ancillary equipment considerations
- Silent running
- Compliance with road traffic laws.





## Standard Road Craft and Behavioural Coaching

Hit the roads with our qualified trainers and benefit from one-to-one coaching. Many drivers find this the best way to learn as they can spend time out on the road with an engaging expert who can help develop knowledge, awareness and safety.

These one-to-one courses consist of a 1hr classroom presentation, followed by a 2hr 30min formal driving assessment.

We can offer a seven-hour assessment if a client feels the delegate would benefit from this.

This course aims to provide a full risk assessment of the driver and constructive coaching to improve behaviour and habits. The main aspects of the training include speed awareness and discipline, distance awareness, observations and hazard perception.

A comprehensive assessment report (containing a risk score), and certification are issued to the manager upon completion.

## In-Vehicle, Post-Collision Coaching and Assessment – Vehicle Categories B, C1, C And C+E

This course has been designed for drivers who have been involved in a road traffic collision. Every course is flexible and formatted to meet the delegates' needs.

It begins in the classroom, which is not only used to remind the driver of their legal responsibilities but is also used as a mechanism to try and understand why the driver was involved in a collision in the first place. Very often, the conversations in the classroom form/clarify the aims and objectives for learning on the road.

These one-to-one courses include a 1hr classroom presentation and a 2hr 30min formal driving assessment.

We can offer a seven-hour assessment if a client feels the delegate would benefit from this.

The course suits any employee driving a company vehicle of any kind who requires support following a collision. Where appropriate, we ask the client to provide detailed information connected to the collision.

## Bespoke Classroom Workshops – Vehicle Categories B, C1, C and C+E

Bespoke workshops are a vital component of a successful road safety education programme. Our trainers ensure key messages are communicated in a classroom format to keep drivers engaged and involved. This is a cost-effective way to meet your duty-of-care obligations under health and safety regulations and will ensure that safer, more efficient drivers represent your business.

### Some of the topics include:

- Drink and drug driving
- Vehicle safety checks
- Mobile devices
- Hazard awareness
- Fatigue
- Eco-driving
- Grey fleet
- Defensive driving
- Parking/slow manoeuvring
- Speeding
- Seasonal driving
- Vulnerable road users.

We can also incorporate our high-specification, virtual reality technology to the workshops, which gives delegates an immersive experience of a high-speed crash.





## Licence Acquisition

PDT Fleet Training offers all categories of HGV licence acquisition.

Whether you're an individual looking to upskill, or a company looking to support its next generation of drivers, we have the experience, capability and flexibility to meet your needs.

Depending on what licence category is already held, this will alter the training journey. We have included an example below to show what you can be expected to complete. This training journey is if you are a Cat B (car) licence holder wanting to gain an HGV Cat C+E (Class 1) licence.

1. Driver's medical  
Attend and pass a driver's medical.
2. Provisional licence  
Apply for this through the DVLA.
3. Theory tests  
There are two to pass: multiple choice and hazard perception.
4. Initial CPC module 2  
Another theory test, this time to start gaining your Driver CPC qualification.
5. Initial CPC module 4  
You will need to complete a further demonstration test, the second part of the training, to gain your Driver CPC qualification.
6. Category C+E practical training  
Only once steps 1,2 and 3 have been completed can you move on to your practical training and DVSA practical test.

## Driver CPC Training – classroom and remote

Driver Certificate of Professional Competence (DCPC) is a qualification for large goods vehicle (HGV) drivers who drive professionally in the UK and Europe. The qualification was developed as part of EU Directive 2003/59, designed to improve the knowledge and skills of professional HGV drivers throughout their working life.

We currently have a suite of seven Driver and Vehicle Standards Agency approved (DVSA), seven-hour classroom-based/remote modules. All our DCPC courses contain interactive team exercises, quizzes, films and case studies.

We have open courses running regularly, and if you have more than 10 drivers, it will be most cost-effective for your business to have a remote session on a date of your choosing.

You can view our online schedule here. [link:](#)

For classroom-based DCPC sessions, we will send a trainer to your premises.

### Our current suite of DVSA-approved courses include:

#### A Driver's Day

This focuses on the day-to-day processes that a driver comes across while working. Drivers' hours are one of the points focused on, as well as going through essential rules such as Working Time Regulations, analogue and digital tachographs, vehicle safety checks, graduated fixed penalties, visual perception and collision and defect reporting.

#### Be Green – Be Safe

With so many vehicles on the road, it is becoming increasingly important to be aware of the impact this is having on the environment. This part of the training is designed to illustrate the benefits of an eco-driving style. It develops techniques to reduce fuel consumption and carbon emissions.

#### Stay Safe – Stay Legal

This course deals with minimising risks. Our trainers will go through general rules and regulations to ensure you know how to manage common risks that could occur.

The first half of the session involves a detailed look at manual handling, both the theory and practical aspects. The second half includes a comprehensive look at lone working, vehicle safety checks and safe loading. The training aims to provoke discussion and reflection and, ultimately, to give the driver a learning experience they will remember.



### **On The Road (theory)**

This course deals with the Highway Code, dealing with stressful situations and more, including customer care, brand image and dealing with issues such as driving while under the influence and penalty points.

### **Health and Safety (what you need to know)**

This training covers everything from health and safety legislation to fire safety. Other areas covered are Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), Personal Protective Equipment (PPE), loading bay safety, falls from vehicles, legal responsibilities, fire and site safety.



### Safe Driving Essentials

In this course, our expert trainers highlight important areas a driver should be aware of before getting behind the wheel. It covers everything from road collision statistics to speed awareness, as well as defensive driving, a good reversing guide, vulnerable road users, night driving, medical standards and more.

### The Meaning Of Life (first aid)

This classroom-only training takes the driver through the procedures that should be applied when at the scene of an accident. If a driver finds themselves in this situation, it is beneficial to know what to do.



Driver & Vehicle Standards Agency



## Forklift Truck Training (RTITB-accredited or 'in-house certification' available)

We have been RTITB-accredited centre since 2011, meaning that all our forklift training (FLT) is delivered to an industry-recognised standard.

Companies using FLT and material handling equipment (MHE) are responsible for ensuring their operators are competent. PDT provides operator training for FLT and MHE, including counterbalance, reach, pallet stackers, order pickers and rough terrain tele-handlers.

We offer a variety of novice, refresher, conversion and experienced operator training courses. Course durations depend on the experience of the candidates. They range from one-day refresher courses for up to three candidates to five-day novice courses.

Our courses are on your site, with your equipment and surroundings.

### Trucks that we cover include:

- Counterbalance
- Reach
- Powered pallet
- Hand pallet
- Stackers
- Order pickers
- Rough terrain tele-handlers
- LLOP
- Side loader
- MEWP
- Vehicle-mounted hydraulic lorry loader (Hiab)
- VNA
- Vehicle-mounted lift truck (MOFFETT).

## Safe Loading (HGV) Training

Securing goods correctly on the back of an HGV is vital to keeping the driver, and all other road users, safe.

This course provides information and practice to help employees and employers meet their legal obligations and reduce the risk of accidents when loading and unloading commercial vehicles.

The course involves a 2hr 30 min classroom presentation, followed by a 1hr interactive practical session for a maximum of six delegates at a time.

Attendees who complete the course will be issued a certificate of attendance, valid for two years.

### This training covers:

- Health and safety legislation
- Manual handling techniques
- Personal protective equipment
- Workplace transport and traffic routes
- Loading bay safety
- Falls from vehicles
- Vehicle weight terminology
- The principles of safe loading and related responsibilities.

This training is also available for Category B vans.





## HGV Shunter Training

Our course objective is to reduce accident rates and improve all round risks associated with shunter driving. Through this training, employers can demonstrate they have met their duty-of-care under health and safety legislation.

Each delegate is formally assessed, and the results are communicated to employers via a detailed report, including any training recommendations.

These courses are delivered on a maximum of two delegates to one trainer ratio. They last four hours.

A suitable (risk-assessed) yard area and the vehicle will need to be supplied, as well as evidence that adequate insurance cover is in place.

All delegates must have the C+E entitlement on their licence to undertake the shunter training.

### This training covers:

- Daily checks (Tractor Unit and Trailer for C+E vehicles)
- Understanding work safety procedures
- Vehicle and trailer controls
- Coupling and uncoupling the trailer
- Manoeuvring
- Reversing
- Blindside reverse
- Parking (including safe parking of trailers).

## Yard Safety Training

Those who work around commercial vehicles know that drivers' and workplace safety don't stop at the yard gate. Falls from vehicles, reversing and forklift incidents are too common, and most are avoidable.

Our half-day, yard safety training course helps employers and employees meet their legal obligations, and cuts the risk of accidents in transport yards.

Attendees who complete the course will be issued with a certificate of attendance.

### The training covers:

- Pedestrian walkways
- Forklift truck awareness
- Large goods vehicle awareness
- Loading and unloading procedures
- Load restraints
- Curtain security and safety
- Curtain straps
- Central poles
- Safety in bad weather.



## Banksman reversing/Assistant training

According to the Health and Safety Executive (HSE), on average, seven workers die each year from accidents involving vehicles, or mobile machinery, on construction sites. A vehicle banksman directs the movements of large vehicles on a work site. They ensure any manoeuvres made during loading or unloading are safe.

Banksman training ensures that organisations meet their legal obligations and reduce the risk of accidents when carrying out large vehicle reversing manoeuvres.

This course comprises a 1hr 45min classroom presentation and a 1hr 30 min practical training session for three to five delegates.

Attendees who demonstrate competency throughout the course will be issued a certificate, valid for three years.

### The training covers:

- Drivers' responsibilities
- Reversing procedures
- Safe systems of work
- Accident prevention
- Guide responsibilities
- Hand signals
- Practical training

## Speed awareness online workshop (available for Category B and C vehicles)

This workshop delivers learning on identifying speed limits, stopping distances and the possible consequences to drivers, and others, of speeding.

By the end of the workshop, delegates will be able to demonstrate improved knowledge of how to drive at appropriate speeds and adhere to laws that govern the roads. It will also enhance their understanding of defensive driving.

The course lasts around 1hr for an individual and 1hr 30 mins for two to six delegates, plus ID checks. The content from these face-to-face courses can be viewed online through a secure Zoom video link.

A certificate of attendance will be issued following the successful completion of the workshop.

This course cannot replace the national speed awareness course for those diverted from court by the police through the issuing of a Conditional Fixed Penalty Notice (CFPN).





## Digital/Smart Tachograph Online Workshop

This online, 1hr workshop will increase the driver's knowledge and understanding of digital tachographs and the rules and regulations connected to their use.

The course will focus on the legal requirement for drivers in-scope of EU/AETR drivers' hours to keep a complete and accurate record of their activities and how to record this on both VDO (Continental) and Stoneridge tachographs.

A maximum of three delegates can attend each session, as we aim to make the training specific to the needs of the individual drivers.

A certificate of attendance will be issued following the completion of the workshop.

## Driver Hours and Digital/Smart Tachograph Infringement Online Workshop

Transport operators must have a system that regularly checks driver tachograph records to ensure the laws on driving hours are complied with. Infringement reports usually communicate the results of these checks (tachograph analysis).

This 3hr 30 min, one-to-one online workshop has been designed to help those who process these reports understand the importance and actions required following infringements. The course includes detailed information on driver hours, tachographs and working time rules and, where relevant, industry best practices.

The course will be tailored to your driver's needs and, if you agree in advance of the session, the PDT trainer could review the discussed infringement report to make the session as relevant as possible.

A certificate of attendance will be issued following the completion of the workshop.

## 4x4 Category B On-Road Driving Assessment

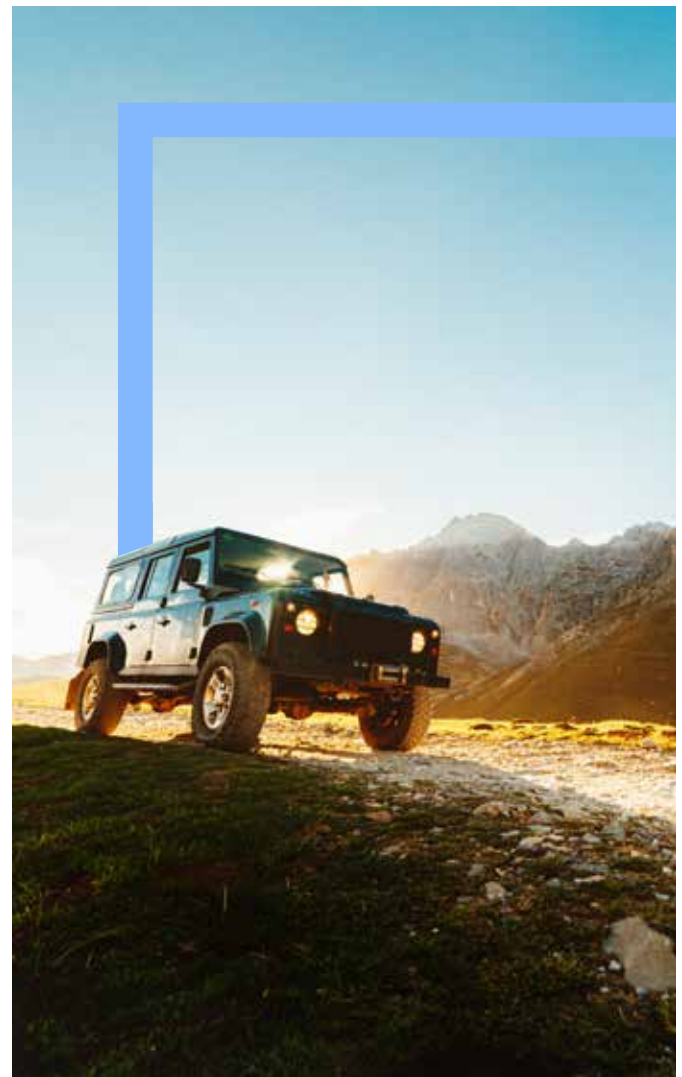
The 1hr (plus ID checks) driving assessment will be conducted entirely on the road.

During the course, delegates are continually assessed by the instructor. A report and certification containing a risk score are issued on completion.

### The training covers:

- Observation and forward planning
- Anticipation
- Use of steering
- Gears and foot controls
- Vehicle handling on different road types and surfaces
- Varying weather conditions.

An off-road version of this training can be delivered on request.



## PRIM Driver Coach and Assessor Training – Category Sizes (B, C1, C and C+E)

This course will provide delegates with the skills to assess other drivers' abilities and undertake coaching duties to improve driving standards. Upon completion of this course, delegates should be competent in the following areas: fault recognition, fault rectification, communication skills, control of the session and how to present feedback.

Learning outcomes have been benchmarked at Level 2 of the regulated qualifications framework descriptors. The certification is self-regulated by Proactive Fleet Intervention Management, Fleet Standards. The five-day HGV course is a DVSA-recognised product.

Interactive classroom presentations are held each day on how to deliver/conduct driver improvement coaching and driving assessments before the practical on-road training takes place.

It includes classroom skills, how to check driving licences and eyesight, vehicle safety checks, defensive driving techniques, road safety statistics, demonstration and assessment drives, development drives, fault finding, report writing, continuous assessment and development of driving skills.

### Assessments and tests include:

- A formal driving assessment of the delegate's driving ability
- Assessment of delegate's reversing and, where relevant, uncoupling and coupling ability
- Highway Code knowledge test
- Appraisal of the delegate's driver coaching and skill assessment.

Some elements of this award are assessed via professional discussion or question-and-answer sessions with the instructor and other participants on the course. These will help the delegate demonstrate their understanding of the required skills and competencies.

Delegates will be observed delivering driver assessments for other participants on the course or the instructor role-playing an occupational driver.

An assessment overview report and certification containing a risk score will be issued on completion. All assessments must be passed to achieve certification. This report will include recommendations covering any points raised in training to ensure the delegate can review and improve their assessment and coaching techniques.

The qualification will be valid for three years provided the delegate undertakes PRIM Continued Professional Development (CPD) training courses. An on-job audit is carried out during each of the three years. The CPD courses are presented remotely and are 3hrs 30mins long.

### CPD course topics include:

- Eco-driving and fuels of the future
- Defensive driving and speed awareness
- Coaching and assessment refresher.





# Driven by Excellence



Unit A4, Elmbridge Court , Cheltenham Road East, Gloucester GL3 1JZ

**01452 507737**

[www.pdtfleettrainingsolutions.co.uk](http://www.pdtfleettrainingsolutions.co.uk)

[info@pdtfleettraining.co.uk](mailto:info@pdtfleettraining.co.uk)