

cieca

SURVEY
on the implementation of the directive
2003/59/EC laying down the initial qualification and periodic
training of drivers of certain road vehicles for the carriage of
goods or passengers

28 January 2010

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1. Introduction

This document presents the results of a survey on the implementation of Directive 2003/59/EC in the EU/EEA member states, requiring the compulsory initial qualification and periodic training for professional drivers of lorries of all sizes, buses, coaches and minibuses. Besides holding a driving licence, professional drivers will have to hold a 'certificate of professional competence' (CPC), obtained by completing the initial qualification or periodic training.

The initial qualification applies to all new drivers and the 5-yearly periodic training to all professional drivers. The initial qualification had to be implemented in the EU member states for all new bus drivers by 2008 and for all new truck drivers by 2009. Existing bus and truck drivers will have until 2013/2014 respectively, to complete the periodic training.

Information was received from all CIECA member organisations apart from Portugal, Bulgaria and Romania. Information is also missing from 3 EU member states which are not members of CIECA (Greece, Italy and Slovakia).

2. General Information

CIECA members were asked to provide information about the inflow of new truck and bus drivers that start their curriculum as a driver. The table 2.1 gives the members' estimate about the numbers involved. CIECA members were asked in which language (table 2.2) initial qualification and periodic training is offered and whether a cat. B license is required before starting the initial qualification process.

Finally, (see table 2.3) CIECA members were asked whether there are other exceptions than these listed in the Directive 2003/59, article 2. According to the Directive the following drivers are exempt of CPC qualification:

- Drivers of vehicles with maximum design speed less than 45kph
- Armed forces, fire and civil defence
- Drivers of road testing vehicles
- Emergency services
- Drivers of vehicles used for (CPC) driving lessons
- Non-commercial driving for personal use
- Incidental drivers carrying material or equipment, provided that driving the vehicle is not the driver's principal activity

All CIECA members besides Belgium, Finland and the Netherlands indicated that there are no further exceptions to those listed in the Directive.

2.1. Number of new truck and bus drivers qualifying per year

Country	New truck drivers per year	New bus drivers per year
Austria		
Belgium	Unknown	unknown
Croatia	3750	380
Cyprus	1200	250
Czech Republic	20000	3000
Denmark		
Estonia	5000	2000
Finland	4500	700
France	30000	8000

Germany	100000	10000
Great Britain	40000	7500
Hungary	6000	1500
Ireland	5000	2000
Latvia	4000	2400
Lithuania	26	61
Luxembourg	569	461
Malta	200	120
The Netherlands	18000	3100
Northern Ireland	118 ¹	182
Norway	3000	1000
Poland	20000	10000
Slovenia	3500	500
Spain		
Sweden	15000	4000
Switzerland	2500	300

Table 1: Number of new truck and bus drivers will qualify per year
(Source: Survey amongst CIECA members January 2010 (n=26))

2.2. Languages in which initial qualification and periodic training are available

Country	Language availability
Austria	German
Belgium	Dutch, French and German. For other languages, the use of official interpreters is allowed
Bulgaria	
Croatia	Croatian. English, German and French with an official interpreter
Cyprus	Greek
Czech Republic	Czech
Denmark	Danish
Estonia	Estonian and Russian. In some driving schools it is possible to pass the initial qualification and periodic training in English.
Finland	Finnish and Swedish
France	French
Germany	German
Great Britain	English and Welsh (in Wales) with any other language requirements met by local translation and dependent on the needs of the trainees
Hungary	Hungarian
Ireland	English and Irish ²
Latvia	Latvian, Russian
Lithuania	Lithuanian (not regulated)
Luxembourg	Luxembourgish, French, German, Portuguese
Malta	English and Maltese
The Netherlands	Dutch
Northern Ireland	English
Norway	Norwegian
Poland	Polish
Portugal	Portuguese
Romania	Romanian
Slovenia	Slovenian
Spain	Spanish
Sweden	Swedish

1 For Northern Ireland, of these 112 are jointly qualified for LGV and PCV

2 Initial qualification is available both in English and Irish. Periodic training only in English.

Switzerland	German, French and Italian
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Table 2: Languages in which initial qualification and periodic training is offered
(Source: Survey amongst CIECA members January 2010 (n=26))

2.3. Driving licence category required before starting the initial qualification process for categories C and D

Country	Requirement of a Cat. B License
Austria	Cat. B
Belgium	Cat. B
Bulgaria	
Croatia	Cat C candidates need to hold a cat. B license for at least one year. Cat D candidates need to hold a cat. C license for at least two years
Cyprus	Cat. B
Czech Republic	Cat. B
Denmark	
Estonia	Cat. C candidates need to hold a cat. B license for at least one year Cat. D candidates need to hold a cat. C license for at least two years
Finland	No requirement of cat. B license
France	Cat. B
Germany	Cat. B
Great Britain	Cat. B
Hungary	Cat. C candidates need to hold a cat. B license Cat. D candidates need to hold a cat. C license
Ireland	Cat. B
Latvia	Cat. B
Lithuania	Cat. B
Luxembourg	Cat. B.
Malta	Cat. B
The Netherlands	To be admitted to the theory and practical test, candidates do not need to hold a cat. B license. For the practical test on the road, a cat. B license is required.
Northern Ireland	Cat. B
Norway	No requirement of cat. B license
Poland	No requirement of cat. B license
Slovenia	Cat. C candidates need to hold a cat. B license Cat. D candidates need to hold a cat. B license for at least three years and need to hold a cat. C or D1 license
Spain	
Sweden	Cat. B
Switzerland	Cat. B. In addition to this, a learner's licence for cat. C/D is required. There are special conditions for the three year's vocational training programme. Candidates can start their training before they possess a category B or C.

Table 3: Requirement to possess a Cat. B licence before starting initial qualification
(Source: Survey amongst CIECA members January 2010 (n=26))

2.4. Exceptions from the Driver CPC qualification for drivers of vehicles

Country	Exceptions from driver CPC qualification
Austria	No further exceptions to those listed in the Directive
Belgium	Besides the exceptions listed in the Directive, Belgium specifies that the MAM (Maximum Allowed Mass) of the vehicle of the incidental driver may not pass 7.5 tonnes
Bulgaria	
Croatia	No further exceptions to those listed in the Directive
Cyprus	No further exceptions to those listed in the Directive

Czech Republic	No further exceptions to those listed in the Directive
Denmark	
Estonia	No further exceptions to those listed in the Directive
Finland	Bus is been used privately on other than commercial passenger transportations and the persons been transported live in household with the drivers and one of them owns the bus.
France	No further exceptions to those listed in the Directive
Germany	No further exceptions to those listed in the Directive
Great Britain	No further exceptions to those listed in the Directive
Hungary	No further exceptions to those listed in the Directive
Ireland	No further exceptions to those listed in the Directive
Latvia	No further exceptions to those listed in the Directive
Lithuania	No further exceptions to those listed in the Directive
Luxembourg	No further exceptions to those listed in the Directive
Malta	No further exceptions to those listed in the Directive
The Netherlands	Besides the exceptions listed in the Directive: Drivers who are at least 21 years old and travel within a distance of 50 km, small businesses, various mobile services, such as e.g. libraries, medical services, cafeteria's and expositions
Northern Ireland	No further exceptions to those listed in the Directive
Norway	No further exceptions to those listed in the Directive
Poland	No further exceptions to those listed in the Directive
Slovenia	No further exceptions to those listed in the Directive
Spain	
Sweden	No further exceptions to those listed in the Directive
Switzerland	No further exceptions to those listed in the Directive

Table 4: Exceptions from driver CPC qualification
(Source: Survey amongst CIECA members January 2010 (n=26))

3. The initial qualification

3.1. The initial qualification process

The Directive 2003/59/EC allows that the system of initial qualification can be one of two options. CIECA members were asked if their country has chosen either:

- Option 1: initial CPC through a system of course attendance and a test or
- Option 2: initial CPC through a system of tests only.

CIECA members were also asked whether the initial CPC qualification is/can be combined with the classical driving license test C, C+E, C1, C1+E, D, D+E, D1, D1+E.

Country	Tests only (TO)	Course attendance and a test (CA)	Driving License test combined with CPC qualification or separated?
Austria	Test only		Driving license tests combined with CPC
Belgium	Test only		
Bulgaria		Course attendance and test	
Croatia ³	Test	Course attendance and test	Separated from the driving test
Cyprus	Test only		Separated from the driving test
Czech Republic		Course attendance and test	Separated from the driving test
Denmark		Course attendance and	

³ Croatia has chosen both options.

		test	
Estonia		Course attendance and test	Separated from the driving test
Finland		Course attendance and test	Separated from the driving test
France		Course attendance and test	Separated from the driving test for the accelerated initial training. Integrated in the normal initial training
Germany ⁴	Test only (initial qualification; Art. 3 Nr 1 b; 2003/59/EC)	Course attendance and test (Accelerated qualification; Art. 3 Nr. 2; 2003/59/EC)	Separated from the driving test
Great Britain	Test only		Driving license tests combined with CPC
Hungary	Test only		Separated from the driving test
Ireland	Test only		Driving licence tests integrated with CPC. (Drivers not wishing to drive for a living can take the driving test only option.)
Ireland	Test only		Driving license tests integrated with CPC
Latvia	Test only		Driving license tests integrated with CPC
Lithuania		Course attendance and test	Separated from the driving test
Luxembourg		Course attendance and test	Separated from the driving test
Malta	Test only		Currently separated from the driving test. Integrated driving licence and CPC test is under preparation
The Netherlands	Test only		The practical driving test for the initial qualification for professional competence is integrated with the practical test for the driving licence. One of the three theory exams for the initial qualification is integrated.
Northern Ireland	Test only		Driving license tests combined with CPC
Norway		Course attendance and test	Separated from the driving test
Poland		Course attendance and test	Separated from the driving test
Romania		Course attendance and test	
Slovenia	Test only		Separated from the driving test
Spain			
Sweden		Course attendance and test	Separated from the driving test
Switzerland	Test only		Driving license tests integrated with CPC

Table 5: Initial qualification process and integration of driving licence tests and CPC qualification
(Source: Survey amongst CIECA members January 2010 (n=26))

3.2. Option 1 (Initial CPC through a system of course attendance and a test)

Option 1 imposes requirements for both the initial training and the test that must be passed before an initial CPC is awarded. It requires trainees to take a training course of at least 280 hours (i.e. approx. 8 weeks) duration, covering the required syllabus and delivered by approved instructors at an approved

⁴ Germany has chosen option 2 (test only) and accelerated initial qualification.

training centre. The course includes at least 20 hours supervised driving in a relevant vehicle. The test can be either written or oral and must cover all of the relevant objectives specified at Annex 1, Section 1, of the Directive.

CIECA members that chose option 1 were also asked about the type of test at the end of the training, the overall pass rate and to describe what happens when a candidate fails the test.

Country	Type of test at end of training	Overall pass rate	What happens if the candidate fails this test?
Croatia	Written		Retest
Czech Republic	Written		Retest within a year
Denmark			
Estonia	Written		Retest
Finland	Written or oral if needed	87%	Retest
France	For the 280h training: Exam over the entire programme. For the 140h training: continuous control of the driving part. The theoretical part consists of a multiple choice exam of 60 questions	80% 97%	For the 280h training: new test within one year For the 140h training <ul style="list-style-type: none"> – In case of a entire failure : all courses have to be redone including the multiple choice test – In case of failure of the theoretical part, the candidate can redo the multiple choice exam within six months – In case of failure over the practical part, the candidate needs to follow practical training again
Germany ⁵	Written – Only accelerated initial qualification	No information, the IHK is responsible for the tests.	Retest
Lithuania	Written		Retest after 14 days minimum
Luxembourg	Written or oral	n.a.	Retest
Norway	Written or oral if needed		Retest after 14 days minimum
Poland	Written		Retest
Sweden	written	Passengers: 54% (Sept 2008- Dec 2009) goods 46% (Sept-Dec 2009)	Retest

Table 6: Initial qualification process and integration of driving licence tests and CPC qualification
(Source: Survey amongst CIECA members January 2010 (n=26))

3.3. Accelerated Initial qualification

The Directive allows member states to introduce an Accelerated Initial Training scheme. This is a variation to option 1 of the initial qualification (see above) but with a minimum of 140 rather than 280 training hours,

⁵ Germany has chosen option 2 and accelerated qualification as under Art. 3 Nr. 2; 2003/59/EC

and a minimum of 10 hours, rather than 20 hours driving. In these cases there are restrictions on the size of vehicle the candidate could drive and the type of work that is undertaken.

Trainee age/ Licence category		18 y	20 y	21 y	23 y
Trucks	280-hour course	C, CE			
	140-hour course			C, CE	
Buses	280-hour course		Possibility of D, DE to limit to national territory - Czech Republic - Finland - Lithuania	D, DE	
	140-hour course			D, DE < 50km	D, DE

Table 7: Accelerated initial training scheme

Option one countries were asked if a system of accelerated initial qualification is allowed

Country	Accelerated qualification allowed
Bulgaria	Yes
Croatia	Yes
Czech Republic	Yes
Denmark	Yes
Estonia	Yes
Finland	Yes
France	Yes
Germany ⁶	Only accelerated qualification exists
Lithuania	Yes
Luxembourg	Yes
Norway	Yes
Poland	Yes
Sweden	Yes

3.4. Option 2 (Initial CPC through a system of tests only)

Option 2 imposes requirements for the theory and practical tests that must be passed before an initial CPC is awarded. This option does not specify the type of training course trainees must complete but focuses on an effective test to ensure they had reached the required standard. The test comprises a 4 hour theory test and a 2 hour, two-part practical test, of 1½ hours driving and 30 minutes vehicle safety/documentation checks, in accordance with the requirements of Annex 1, Section 2 of the Directive. The following countries have chosen option 2:

Country	Number of theory questions	Duration theory test	Overall pass rate TT	Duration practical test	Overall Pass rate PT
Austria	Not regulated	Four and a half hours		On-road: 90 minutes	
Belgium	100 multiple choice questions	100 minutes		On-road: 90 minutes	

⁶ Germany has chosen option 2 and accelerated qualification as under Art. 3 Nr. 2 of Directive 2003/59/EC

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	10 oral questions	60 minutes		30 min. Show-me tell me	
	8 case study questions	80 minutes		30 minutes special terrain	
Croatia ⁷	30 questions	180 minutes		30 minutes	
Cyprus	60 to 100 questions	4 hours		120 minutes	
Germany ⁸	80 to 100 questions	4 hours		210 minutes	
Great Britain	100 multiple choice questions	4 hours in total	Approx. 80%	30 minutes	Approx 53%
	20 hazard perception questions				
	50 case study questions				
Hungary	120 multiple choice questions	4 hours		30 minutes tell-me show-me	
	8 case study questions			30 minutes special terrain/simulator	
				60 minutes on road	
Ireland	Theory test 1. = 100 multiple choice questions	4 hours (2 hours each test)	61/100 multiple choice questions.	Driving test = 90 minutes.	
	Theory test 2. = 3 case studies			28/45 questions in case studies	
Latvia	80 questions	4 hours		Practical test 90 minutes	
				Practical test 2: 30 minutes	
Malta	100 multiple choice questions	4 hours		Practical test 1: 90 minutes	
				Practical test 2: 30 minutes	
The Netherlands	Three theory exams	4,5 hours		On road: 85 minutes	
				Practical test 1: 30 minutes	
				Practical test 2: 30 minutes	
Northern Ireland	100 multiple choice questions	4 hours	Approx 80%	1,5 hour on road test	Approx 50%
	19 hazard perception clips			0,5 hour show me tell me	
	50 case study questions				
Slovenia	30 multiple choice questions	4 hours	Approx. 60%	30 minutes	Approx 60%
	10-15 questions requiring direct answer				
	Case studies				
Switzerland	40 multiple choice (module 1)	4 hours		30 minutes	

⁷ Croatia has chosen both options

⁸ Germany has chosen option 2 and accelerated qualification as under Art. 3 Nr. 2 of Directive 2003/59/EC

	40 multiple choice (module 2)				
	Oral: 3 case studies				

Table 8: Test lead countries: general features of the initial CP C (Source: Survey amongst CIECA members January 2010 (n=26))

3.5. The costs of obtaining a licence and CPC qualification

CIECA members were asked to provide information about the cost of accessing the profession and to provide a breakdown of the various costs involved (driving tests, CPC training, administrative costs, qualification card, etc.) in national currency.

Country	Item	Cost breakdown	Total cost
Austria			
Belgium			Approx. 400 EUR
	Theory tests		
	Multiple choice questions	52 EUR	
	Case studies	44 EUR	
	Oral exam	91 EUR	
	Practical tests		
	Manoeuvres test	37 EUR	
	Basic qualification test	54 EUR	
	Manoeuvres / basic qualification combined	73 EUR	
	Practical on-road test	128 EUR	
Bulgaria			
Croatia			Not set yet
	Cat. C or D theory test	16.00 EUR	
	Cat. C or D practical driving test	33.00 EUR	
	CPC and administrative costs are not set yet		
Cyprus			68,34 EUR
	Option 1: initial qualification combined with driving test		
	Full theory test	34,17 EUR	
	Full practical test	34,17 EUR	
	Option 2: initial accelerated qualification (140 h + in house test)		Fee set by training centre
Czech Republic			40.900 CZK (approx 1576 EUR)
	Complete initial qualification course (approx.)	40.000 CZK (approx. 1540 EUR)	
	Administrative costs including the issue of the qualification card	900 CZK (approx. 34.70 EUR)	
Denmark			
Estonia	The cost of CPC training differs from driving school to driving school.		

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	Issue of qualification card	500 Crones (approx. 32 EUR)	
Finland	Initial qualification combined with driving test		Approx. 6.000 EUR
France			2500-4500 EUR
	Initial qualification 140h combined with driving licence cat C or D	4500 eur	
	Initial qualification without driving licence cat C or D	2500 EUR	
	Issu of qualification card	27 EUR	
Germany	Initial qualification (only theoretical and practical test)	1.190 EUR	1190-3500 EUR
	Accelerated qualification (theoretical test)	100 EUR	
	Course accelerated qualification	2.200 to 3.500 EUR	
	Qualification licence (Code 95 in the driving licence)	28,60 EUR	
Great Britain			249£ (approx 275 EUR)
	Cat. C or D theory test (Module 1)	35£	
	Hazard perception test	15£	
	Driver CPC Case studies (Module 2)	30£	
	Driver CPC Show me tell me (Module 4)	55£	
	Practical driving test (Module 3)	115£	
Hungary			33.350 HUF (approx. 125 EUR)
	Theory test subject 1	1600 HUF	
	Theory test subject 2	1600 HUF	
	Theory test subject 3	1600 HUF	
	Case study	7680 HUF	
	30' practical test	4390 HUF	
	30' special terrain or simulator test	4390 HUF	
	60' on road test	4390 HUF	
	Issue of qualification card	7700 HUF	
Ireland			307 EUR
	Driver CPC theory test 1	70 EUR	
	Driver CPC theory test 2	70 EUR	
	Cat. C or D practical driving test	110 EUR	
	Driver CPC practical test	32 EUR	
	Issue of C or D driving license	25 EUR	
Latvia			134 LVL (approx. 189 EUR)
	Driver CPC theory test 1	8.88 LVL	
	Driver CPC theory test 2	8.88 LVL	
	Cat. C or D practical driving test	50 LVL	
	Issue of C or D driving license	15.50 LVL	
	Medical certificate	25 LVL	
	First aid course	25 LVL	
Lithuania	Between 2000 and 3000 Litai, depending on the training institute		2.000-3.000 LTL (approx. 579-868 EUR)

Luxembourg	Not applicable. The government pays initial qualification		
Malta			
The Netherlands	Cat. C or D theory test Driver CPC theory test 1 (Rules and regulations) Driver CPC theory test 2 (Case studies) Cat. C or D practical driving test Cat/ C or D Manœuvres/simulator test Issue of C or D driving license		
Northern Ireland			£190
	Cat. C or D theory test	35£	
	Hazard perception test	15£	
	Driver CPC theory test 1	30£	
	Driver CPC theory test 2	44£	
	Cat. C or D practical driving test	66.00£	
Norway	Training		70.790 NOK (approx. 8.600 EUR)
	Training cat. C or D (approx.)	31.000 NOK	
	CPC training 140 hours	38.000 NOK	
	Testing		
	Cat. C or D theory test	335 NOK	
	Driver CPC theory test	335 NOK	
	Cat. C or D practical driving test	720 NOK	
	Issue of C or D driving license	200 NOK	
	CPC qualification card	200 NOK	
Poland	driving licence compulsory training, driving licence test, initial qualification accelerate qualification, medical and psychological tests, issuing driving licence	2500 PLN 180 PLN 6000 PLN 4000 PLN 350 PLN 71 PLN	9 100 PLN (7 100 PLN – accelerate qualification)
Slovenia	Price for the initial qualification is set by the market and not regulated. Currently prices range between 500 and 600 EUR		500-600 EUR
Spain			
Sweden			3800 EUR
Sweden	Training costs C or D category	15000 SEK	
	CPC training cost 140 hours	25000 SEK	
	CPC card and administrative cost	340 SEK	
Switzerland			890 EUR
	Cat. C or D theory test	40 CHF	
	Cat. C or D practical driving test	180 CHF	
	CPC Multiple choice test	80 CHF	

CPC Oral exam (case studies) and practical test	990 CHF
Qualification card	20 CHF

Table 9: The cost of obtaining a licence and CPC qualification
(Source: Survey amongst CIECA members January 2010 (n=26))

3.6. Who bears the cost of the initial qualification?

CIECA members were asked who payes the initial qualification and what financing arrangements are available to fund the cost of it (including subsidies, social funds, etc...)

Country	Who bears the cost of initial qualification?	Available financing arrangements
Austria	The trainee	No financing arrangements
Belgium	The trainee pays all the required fees. It may be that the employer pays (a part of) these costs	No financing arrangements
Bulgaria		
Croatia	The trainee	No financing arrangements
Cyprus	The trainee	The Ministry of Labour and Social Insurance subsidize a part of the costs
Czech Republic	The trainee	There are financing arrangements from the public employment agency
Denmark	Public funding	Training is funded with taxes – Every Danish citizen pays 8% labour tax
Estonia	Public funding	Public funding
Finland	Depending on the trajectory followed by the trainee, there is public funding	Public funding in 98% of the cases
France	The trainee	For unemployed persons there is public funding. For 5% of the candidates, who are still at secondary school, the initial qualification is paid by the government
Germany	The trainee, the company	Normal German funding of further education
Great Britain	The trainee, the company	No financing arrangements
Hungary	The trainee	There are financing arrangements from the public employment agency (Working Affairs Office)
Ireland	The trainee	The department of social welfare operate a 'back to work' scheme which provides some funding for drivers to acquire their driver qualification, however the driver must satisfy certain criteria, such as (e.g.) to be unemployed
Latvia	The trainee	There are financing arrangements from the public employment agency
Lithuania	The trainee, public funding, the employer	There are financing arrangements from the public employment agency
Luxembourg	Public funding	The government pays initial qualification
Malta	The trainee	There are funding opportunities through the Malta Employment and Training Corporation. The Malta Transport authority is currently looking at ways of facilitating the availability of these funding opportunities.
The Netherlands	The trainee, the company	In order to generate employment, a part of these costs may be covered by the employers. The SOOB fund provides subsidies for the participating employers for education of employees. The subsidizing of education can be done in two different ways: - by covering the course costs

		- by contributing in the wages for training during working hours
Northern Ireland	The trainee pays all the required fees. It may be that the employer pays (a part of) these costs	None
Norway	The trainee, the employer For 5% of the candidates, who are still at secondary school, the initial qualification is paid by the government.	Government work schemes, secondary schools, employers
Poland	The trainee	There are financing arrangements from the public employment agency
Slovenia		No financing arrangements
Spain		
Sweden	Public funding 50% of all new drivers. Other 50% of all new drivers are paid by the trainee and/or the employer	Public funding secondary school (50% of all new drivers)
Switzerland		

Table 10: Who pays the initial qualification? What financing arrangements are available?
(Source: Survey amongst CIECA members January 2010 (n=25))

3.7. Organisation(s) that deliver the initial qualification

Country	Organisations that deliver initial qualification	Coordinates
Austria	Austria has chosen for a system of exams only. The final tests are conducted by the nine Länder (regional governments)	www.bmvit.gv.at
Belgium	Belgium has chosen for a system of exams only. 32 examination centres deliver the test. Public employment services, 3 bus companies (de Lijn, TEC and STIB) provide training for this test.	www.vdab.be ; www.forem.be ; www.bruxellesformation.be ; www.goca.be ; www.delijn.be , www.tec.be , www.stib.be
Bulgaria		
Croatia	It is not set yet which of the 23 organisations will be certified to deliver initial qualification.	
Cyprus	Cyprus has chosen for a system of exams only. The Cyprus Productivity Centre provides training prior to the test which is executed by the test centres of the Ministry of Communications and Work.	http://www.mlsi.gov.cy/mlsi/kepa/kepa.nsf/DMLindex_en/DMLindex_en?OpenDocument ; http://www.mcw.gov.cy
Czech Republic	The Czech Republic has chosen for a system of course attendance and test. At present there are about 250 certified organisations. Information can be obtained from the Ministry of Transport, Drivers' Administration Dept. The final test is performed on an official exam centre of the drivers administration dept.	www.mdcz.cz
Denmark	Denmark has chosen for a system of course attendance and test. At this moment there are 44 certified training centres.	
Estonia	Estonia has chosen for a system of course attendance and test. At this moment there are two initial qualification centres, the Viljandi joint	http://www.vykk.vil.ee/?a=yld&q=yldeng http://www.kehtna.edu.ee/?act=eng/uudised

	vocational secondary school and Kehta economy and technology school. The final tests are conducted by the Estonian Road Administration.	
Finland	Finland has chosen for a system course attendance and test. There are about 76 certified initial training centres. The final tests are conducted by AKE and for those schools that operate under permit given by Ministry of education this test is held by transport branch qualification committee and public training institution.	www.ake.fi/AKE/Ammattiliikenne/Ammattipätevyys/ http://www.oph.fi/koulutuksen_jarjestaminen/ohjeet_ja_suosituksset/kuljettajien_ammattipatevyys
France	France has chosen for a system of course attendance and test. At present there are about 180 certified training centers everywhere in France	
Germany	All driving schools which do C/CE/D/DE training institutes which train driving teachers institutes which do further education	
Great Britain	Great Britain has chosen for a system of exams only. The Driving Standards Agency deliver the initial CPC in 158 theory test centres and in 57 practical test centres	www.dsa.gov.uk
Hungary	Hungary has chosen for a system of exams only. The test centres from the National Transport authority deliver the initial CPC. Many driving schools and transport companies provide initial CPC training.	www.nkh.hu
Ireland	Ireland has chosen for a system of exams only. At present there are over 120 approved Driver CPC training centres. The RSA deliver the initial CPC test in 41 theory test centres. Training will be carried out by RSA approved training providers, in centres throughout Ireland.	http://www.rsa.ie/SERVICES/RSA_Services/CPC_Unit.html
Latvia	Latvia has chosen for a system of exams only. 10 test centres from the Road Traffic Safety Directorate of the Ministry of Transport deliver the initial CPC. Driving schools licensed for C and D categories provide the necessary training.	www.csdd.lv
Lithuania	Lithuania has chosen for a system of course attendance and test. 8 training institutes deliver initial qualification. Overview of training organisations can be obtained via the State Road Transport Inspectorate under the Ministry of Transport and Communications. The final tests are conducted by the training institutes.	www.vkti.gov.lt/
Luxembourg	Centre de Formation pour Conducteurs S.A. Colmar-Berg	www.cfc.lu
Malta	Malta has chosen for a system of exams only. The Malta Transport Authority has only one test centre that delivers the initial CPC. The only responsible organisation in Malta that provides the necessary training is the Malta College for Arts, science and Technology (MCAST) It operates under the supervision of the Malta Transport Authority.	http://www.mcast.edu.mt/
The Netherlands	The Netherlands have chosen for a system of exams only. There are approx. 300 driving schools	http://www.cbr.nl/beroepschauffeur.pp

	that provide training programmes that prepare for the test.	
Northern Ireland	Northern Ireland has chosen for a system of exams only. The Driver & Vehicle Agency governs initial qualification. There are 3 centres that deliver cat C CPC and 6 centres that deliver cat. D CPC.	http://www.dvni.gov.uk/
Norway	Norway has chosen for a system of course attendance and test. Training is mostly carried out by some 34 enterprises (driving schools). 11 secondary schools also provide initial qualification. The final tests are conducted by the Norwegian Public Roads Administration.	http://www.vegvesen.no/Forerkort/Yrkessjafor/Utdanning+og+krav/Oversikt+over+laresteder
Poland	Poland has chosen for a system of course attendance and test. There are 269 organisations that deliver initial qualification. The final tests are conducted by the Wojewoda – the local government authorities.	
Slovenia	Slovenia has chosen for a system of exams only. 18 test centres deliver the initial CPC test. Training will be carried out by approved training providers, in centres throughout Slovenia	www.mzp.gov.si/fileadmin/mzp.gov.si/pageuploads/Razno/30_05_08_PCU_18.pdf
Spain		
Sweden	Sweden has chosen for a system of course attendance and test. Overview of training organisations can be obtained via website. 39 training centres equipped for passenger transport and 41 for goods transport. Also initial qualification i secondary school.	http://www.yrkestrafiken.se/Ny_i_branschen/Yrkeskompetensbevis/Utbildare-med-tillstand-att-bedriva-utbildning-for-yrkesforarkompetens/
Switzerland	Switzerland has chosen for a system of exams only. The oral exams and the practical test can be taken at 12 regional centres.	

Table 11: Training organisations that deliver initial qualification
(Source: Survey amongst CIECA members January 2010 (n=26), own research)

4. Periodic training

4.1. The costs involved in periodic training

CIECA members were asked to provide an estimation about the cost of periodic training and to provide a breakdown of the various costs involved (Training cost, administrative costs, qualification card/code 95, etc.) in national currency. A very common answer is that the cost will be set by the training providers. Since the periodic training has not started yet, it is often premature to know how the market will react.

Country	Item	Cost breakdown	Estimated overall cost
Austria			
Belgium	Periodic training cost		
	Administrative cost (license issue)	11 EUR	
Bulgaria			
Croatia	Since the periodic training has not started yet in Croatia, this is still unknown		
Cyprus	Since the periodic training has not		

	started yet in Cyprus, this is still unknown		
Czech Republic	Complete periodic training cost	4500-5000 CZK	180 EUR
	Administrative cost	200 CZK	
Denmark			
Estonia	Periodic training (Truck)	2550 Crones (160 EUR)	180 EUR
	Periodic training (Bus)	2550 Crones (160 EUR)	
	Combined bus and truck	3350 Crones (210 EUR)	
	Administrative cost (issue of qualification card)	500 Crones (32 EUR)	
Finland	Periodic training	0-500 EUR/day	400 EUR
	Registration fee	12.50 EUR	
	Issue of qualification card	50 EUR	
	Code 95 on license	40 EUR	
France	Periodic training	400 EUR	427 EUR
	Issue of qualification card	27 EUR	
Germany	Periodic training (truck and bus)	120 EUR per module (5 modules in 5 years obligatory)	600 EUR
Great Britain	The cost will be set by the training providers. The DSA believes that the average cost is £100 per 7 hour course		680 EUR
Hungary	The cost will be set by the training providers	80.000 HUF (293 EUR)	320 EUR
	3 theory tests	7700 HUF (28,2 EUR)	
	Issue of driver qualification card		
Ireland	The cost will be set by the training providers and varies between 70 EUR and 100 EUR per 7 hour course, depending on location	70-100 EUR/course	500 EUR
Latvia	Since the periodic training has not started yet in Latvia, this is still unknown		
Lithuania	The cost will be set by the training providers and will vary between 700 and 800 LTL		215 EUR
Luxembourg			1000 EUR
Malta	Since the periodic training has not started yet in Malta, this is still unknown		
The Netherlands	The cost will set by the training providers		
	Administrative cost	115-215 EUR	
Northern Ireland	The cost of courses are set by the training providers. Courses range from £75 to £200 for a 7 hour course		1000 EUR
	14 hours course cost	£504 (577 EUR)	
Norway	The cost will be set by the training providers. Since the periodic training has not started yet in Norway, it is unknown how the market will react. There are no tests involved. The	200 NOK	

	qualification card costs 200 NOK		
Poland	35 hours periodic training	500 PLN (122 EUR)	250 EUR
	Medical and psychological tests	350 PLN (85 EUR)	
	Renewing License for code 95	71 PLN (17 EUR)	
Slovenia	The cost will be set by the training providers	150-200 EUR	150-200 EUR
Spain			
Sweden	Cost of training	5500-6000 SEK (534-484 EUR)	480 EUR
	Issue of driver qualification card	120 SEK (11 EUR)	
Switzerland	Training (average cost)	240 CHF / day (163 EUR)	800 EUR
	Registration fee	10 CHF / day (6,7 EUR)	
	Qualification card	20 CHF (13,58 EUR)	

Table 12: The cost of periodic training
(Source: Survey amongst CIECA members January 2010 (n=26))

4.2. Who bears the cost of periodic training?

CIECA members were asked to provide information about the cost of periodic training and what financing arrangements are available to fund the cost of the periodic training (including subsidies, social funds, etc?)

Country	Who bears the cost of periodic training?	Available financing arrangements
Austria	Not regulated	No financing arrangements
Belgium	The driver and/or the employer	No financing arrangements
Bulgaria		
Croatia	The driver and/or the employer	No financing arrangements
Cyprus	The driver	The Ministry of Labour and Social Insurance subsidize a part of the costs
Czech Republic	The driver	There are no financing arrangements
Denmark	Public funding	Training is funded with taxes – Every Danish citizen pays 8% labour tax
Estonia	The driver, and/or (sometimes) the employer	There are no financing arrangements
Finland	Estimation is that in 95% of the cases the employer will pay	There are no financing arrangements
France	The employer	A mutual fund for professional training finances periodic training. All French employers contribute to this fund. The contribution is calculated on basis of the company's total wage and salary cost.
Germany	The driver and/or the employer	Normal German funding of further education
Great Britain	The driver and/or the employer	No financing arrangements
Hungary	The driver and/or the employer	There are financing arrangements from the public employment agency (Working Affairs Office)
Ireland	The driver and/or sometimes the employer	The department of social welfare operate a 'back to work' scheme which provides some funding for drivers to acquire their driver qualification, however the driver must satisfy certain criteria, such as (e.g.) to be unemployed
Latvia	The driver	Not known yet

Lithuania	The driver, public funding, the employer	There are financing arrangements from the public employment agency
Luxembourg	No costs for the driver. 1/3 are taken over by the Government, 2/3 by the employer	
Malta	The driver (envisaged)	Not known yet
The Netherlands	The driver and/or the employer (via collective labour agreements)	A part of these costs may be covered by the employers. The SOOB fund provides subsidies for the participating employers for education of employees. The subsidizing of education can be done in two different ways: <ul style="list-style-type: none"> - by covering the course costs - by contributing in the wages for training during working hours
Northern Ireland	The driver pays all the required fees. It may be that the employer pays (a part of) these costs	There are no financing arrangements
Norway	The driver and/or the employer	No financing arrangements
Poland	The driver and/or the employer	No financing arrangements
Slovenia	The driver and/or the employer	No financing arrangements
Spain		
Sweden	The employer (in general)	No financing arrangements
Switzerland	The driver and/or the employer	No financing arrangements

Table 13: Who pays the periodic training? What financing arrangements are available?
(Source: Survey amongst CIECA members January 2010 (n=26))

4.3. Organisations delivering the periodic training

Country	Organisations that deliver periodic training	Coordinates
Austria	At present, there is no central registration of these organisations	
Belgium	Overview of periodic training organisations can be obtained via the website of the Ministry of Transport	http://www.mobilit.fgov.be/data/route/pdcrbw/OCF.pdf
Bulgaria		
Croatia	It is not set yet which of the 23 organisations will be certified to deliver initial qualification.	
Cyprus	The Cyprus Productivity Centre provides periodic training	http://www.mlsi.gov.cy/mlsi/kepa/kepa.nsf/DMLindex_en/DMLindex_en?OpenDocument ; http://www.mcw.gov.cy
Czech Republic	At present there are about 250 certified organisations that deliver periodic training. Information can be obtained from the Ministry of Transport, Drivers' Administration Dept.	www.mdcz.cz
Denmark	At present there are 44 certified training centres that deliver periodic training.	
Estonia	Information can be found on the website of the Ministry of Economic Affairs and Communications.	www.mkm.ee/index.php?id=326251
Finland	There are some 237 certified periodic training centres.	http://www.ake.fi/AKE/Ammattiliikenne/Ammattipätevyys/Kuorma-+ja+linja-

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		auton+kuljettajat/Ammattipätevyyden+perus- +ja+jatkokoulutusta+antavat+koulutuskeskukset.htm
France	There are some 180 certified periodic training centres throughout France. Overview of training organisations can be obtained via the government offices in each region.	
Germany	All driving schools which do C/CE/D/DE training institutes which train driving teachers institutes which do further education	
Great Britain	There are some 600 approved training providers.	www.drivercpc-periodictraining.org/approved-centres-courses
Hungary	Many driving schools and transport companies provide periodic CPC training.	www.nkh.hu
Ireland	At present there are over 120 approved Driver CPC training centres throughout Ireland. Training organisations must be approved by the RSA.	http://www.rsa.ie/SERVICES/RSA_Services/CPC_Unit.html
Latvia	The Latvia Automotive Association provides periodic training	Latvia Automotive Association Vesetas Iela 9 LV 1013 Riga Latvia
Lithuania	At present there are 10 training institutes that deliver periodic training. Overview of training organisations can be obtained via the State Road Transport Inspectorate under the Ministry of Transport and Communications.	www.vkti.gov.lt/
Luxembourg	Centre de Formation pour Conducteurs S.A. Colmar-Berg	www.cfc.lu
Malta	None so far. There are now two requests for accreditation that are being reviewed.	
The Netherlands	There are approx. 300 certified training institutes that provide periodic training programmes.	http://www.cbr.nl/beroeepschauffeur.pp
Northern Ireland	There are approx. 15 certified training centres that provide periodic training programmes.	http://www.dvani.gov.uk/ or www.drivercpc-periodictraining.org/approved-centres-courses
Norway	There are approx. 34 certified training institutes that provide periodic training programmes.	
Poland	There are 269 certified organisations that deliver periodic training.	
Slovenia	Periodic training will be carried out by approved training providers, in centres throughout Slovenia	www.mzp.gov.si/fileadmin/mzp.gov.si/pageuploads/Razno/30_05_08_PCU_18.pdf
Spain		
Sweden	Overview of periodic training organisations can be obtained via website.	http://www.yrkestrafiken.se/Ny_i_branschen/Yrkeskompetensbevis/Utbildare-med-tillstand-att-bedriva-utbildning-for-yrkesforarkompetens/
Switzerland	Overview of periodic training organisations can be obtained via Internet (www.cambus.ch)	www.cambus.ch

Table 14: Training organisations that deliver initial qualification

(Source: Survey amongst CIECA members January 2010 (n=26), own research)

4.4. Acceptance of (partial) periodic training already carried out in another member state

Drivers referred to in art. 1(a) and 1(b) shall undergo the periodic training referred to in art. 7 in the member state in which they have their normal residence or in the member state in which they work. CIECA members were asked whether they accept periodic training certificates from other EU states.

Country	(Partial) periodic training accepted
Austria	Yes, evidence will be checked
Belgium	Partial periodic training is not accepted. Completed periodic training is accepted but evidence will be checked
Bulgaria	
Croatia	Yes, evidence will be checked
Cyprus	Yes
Czech Republic	No
Denmark	
Estonia	Yes, evidence will be checked (Name and location of the training centre; the duration and content of the completed periodic training)
Finland	Partial training that has been completed in other member state is not accepted. Periodic training carried out in another member state is not accepted. Only Driver Qualification Cards and markings on the driver license are accepted.
France	No
Germany	Yes, evidence will be checked
Great Britain	Yes, evidence will be checked
Hungary	No, because of lack of checking validity, comparing subject modules, etc...
Ireland	Yes, evidence of (partial) training will be checked. It will be subject to confirmation by the relevant authority in that state and on condition that the training completed is in accordance with Annex 1 of the EU directive.
Latvia	No
Lithuania	Not regulated. Most certainly the evidence will be checked
Luxembourg	Dealt with on a case by case basis
Malta	Yes, evidence will be checked
The Netherlands	Yes, evidence will be checked
Northern Ireland	Yes, evidence will be checked
Norway	Yes, evidence will be checked (Name and location of the training centre; the duration and content of the completed periodic training)
Poland	No
Slovenia	Yes, evidence will be checked
Spain	
Sweden	Neither complete periodic training nor partial periodic training carried out in another member state is accepted.
Switzerland	Yes, in particular cases. Evidence will be checked and higher administrative costs.

Table 15: Acceptance of evidence of periodic training from other member states
(Source: Survey amongst CIECA members January 2010 (n=26))

4.5. Distribution of training days over the 5-year period

All drivers will need to complete a minimum of 35 hours of periodic training within every five year period. This allows drivers the flexibility of completing the training as and when required over the 5 years, in periods of their own choosing. The Directive allows that the training could be completed in-house if employers have existing training facilities or be provided by an external training provider. Periodic training must be organised by a training centre approved by the competent authority. A part of the periodic training can be provided on a top-of-the-range simulator, but the Directive does not specify to what extent this applies. There is also no requirement for the driver to take a test at the end of the periodic training.

Some member states however have imposed a test after the periodic training. CIECA members were asked questions about these issues.

Country	Distribution of training days	Training during the week-end?
Austria		Yes
Belgium	Free distribution – de facto 7 hours per day	Saturdays
Bulgaria		
Croatia		Not necessary. This is at the discretion of the training provider
Cyprus		
Czech Republic	Minimum 7 hours per year	No
Denmark	3 days mandatory subjects, 2 days with optional subjects allowed by the Danish Road Safety and Transport Agency. All 35 hours must be completed within 10 months	
Estonia	All 35 hours must be completed on one occasion	Yes
Finland		Yes
France	35 hours may be split in two blocks (e.g. first a 2-day, then a 3-day block) or on one occasion	No
Germany	35 hours are split in 5 modules of 7 hours (one day courses); it is possible to have a 5-day course or split it in one day courses (e.g. one per year)	Not on Sundays and national holidays
Great Britain	Free distribution.	No
Hungary	Minimum 7 hrs per day, can be distributed over 5 years	Yes
Ireland	One day (7 hours) must be completed every year.	Yes, Saturdays and Sundays.
Latvia		No
Lithuania	At least 7 hours per day	Depend on training center
Luxembourg	5 days to be divided in 2 parts maximum	
Malta		Not set yet – possibly on Saturday
The Netherlands		Saturdays from 08.00-18.00
Northern Ireland	Free distribution. However, once started it must be completed within the year of approval	Not necessary. This is at the discretion of the training provider
Norway	The periodic training course shall be held over five days, each of seven consecutive hours' duration. The periodic training shall be completed within six months of undertaking the first of the 35 hours of periodic training.	Yes
Poland	Free distribution of periodic training into annual courses of 7 hours each, over a 5 year period	Yes
Slovenia		Not necessary. This is at the discretion of the training provider
Spain		
Sweden	Free distribution	No
Switzerland	Free distribution	Yes

Table 16: How are the 35 hours distributed and week-end training
(Source: Survey amongst CIECA members January 2010 (n=26))

4.6. Practical and theoretical courses during periodic training?

Country	Practical and theoretical courses during periodic training
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Austria	
Belgium	
Bulgaria	
Croatia	
Cyprus	
Czech Republic	
Denmark	90 minutes will be spent on a real truck. 30 minutes on a simulator
Estonia	
Finland	Practical training is no requirement
France	As part of "rational driving" module, eleven hours will be practical. In which there must be two hours individual driving including -30 minutes on a top-of-the-range simulator.
Germany	Theoretical training (it is possible to carry out a part as practical training or training on a simulator)
Great Britain	
Hungary	35 hrs must contain 2 hrs practice part either on a special terrain or simulator
Ireland	Classroom based training only, no practical or theory tests during periodic training.
Latvia	
Lithuania	
Luxembourg	Both theoretical and practical
Malta	
The Netherlands	At least one day (i.e. 7 hours) in vehicle practical training. The trainee must be at the steering wheel for at least 2, 5 hours.
Northern Ireland	
Norway	
Poland	Theoretical only
Slovenia	
Spain	
Sweden	Should be part of the periodic training. No ratio is stated.
Switzerland	Should be part of the periodic training. No ratio is stated.

Table 17: Acceptance of evidence of periodic training from other member states
(Source: Survey amongst CIECA members January 2010 (n=26))

4.7. Test after the periodic training

Country	Test after periodic training?
Austria	Course attendance only
Belgium	Course attendance only
Bulgaria	
Croatia	Course attendance and test
Cyprus	Course attendance and practical test
Czech Republic	Course attendance only
Denmark	
Estonia	Course attendance and test
Finland	Course attendance only
France	Course attendance only
Germany	Course attendance only
Great Britain	Course attendance only
Hungary	Course attendance and test
Ireland	Course attendance only
Latvia	Course attendance only
Lithuania	Course attendance only
Luxembourg	Course attendance only
Malta	Not envisaged
The Netherlands	Course attendance only

Northern Ireland	Depends from the training provider
Norway	Course attendance only
Poland	Course attendance only
Slovenia	Course attendance only
Spain	
Sweden	Course attendance only
Switzerland	Course attendance only

Table 18: Test at completion of periodic training
(Source: Survey amongst CIECA members January 2010 (n=26))

4.8. Does the compulsory periodic training of 35 hours count as working time? Is ADR-training as (part of) periodic training?

Country	Periodic training counts as working time	ADR training part of periodic training?
Austria	Not regulated	
Belgium	Depends on employer/employee agreement	No
Bulgaria		
Croatia	Depends on employer/employee agreement	
Cyprus		
Czech Republic	Depends on employer/employee agreement	
Denmark		
Estonia	Depends on employer/employee agreement	No
Finland	Depends on employer/employee agreement	Yes
France	Yes	No
Germany	Depends on employer/employee agreement	No
Great Britain	Depends on employer/employee agreement	Yes, possible
Hungary	Depends on employer/employee agreement	No, it is a separate (plus)CPC qualification
Ireland	Depends on employer/employee agreement	No
Latvia	Not foreseen	No
Lithuania	Depends on employer/employee agreement	No
Luxembourg	Depends on employer/employee agreement	No
Malta	Is under discussion	
The Netherlands	No, this is considered training time	Yes
Northern Ireland	Depends on employer/employee agreement	
Norway	No, but in future it will depend on employer/employee agreement	
Poland	No	
Slovenia	No	
Spain		
Sweden	In Sweden, the discussion is not closed. The Swedish authorities refer in this context to Regulation (EC) 561/2006 concerning drivers break and rest period, which affects drivers engaged in national and international road transport ¹⁰	No
Switzerland	Depends on employer/employee agreement	Yes, the basic course with max. one day The other trainings as planned if

¹⁰ Regulation (EC) No 561/2006 of the European Parliament and of the Council of 15 March 2006 on the harmonisation of certain social legislation relating to road transport and amending Council Regulations (EEC) No 3821/85 and (EC) No 2135/98 and repealing Council Regulation (EEC) No 3820/85 (Text with EEA relevance) ; <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32006R0561:EN:HTML>

	the quality is ok and confirmed.
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Table 19: Test at completion of periodic training
(Source: Survey amongst CIECA members January 2010 (n=26))

4.9. Is there a training syllabus?

Country	Syllabus	Is there a detailed syllabus (e.g. document) available for training suppliers?
Austria		
Belgium	Annex 1, section 1 in EU-directive 2003/59	No syllabus, but official list of reference books exists
Bulgaria		
Croatia		
Cyprus	Yes	
Czech Republic	Czech Act No. 247/2000 Coll.	No syllabus
Denmark	<p>Three days mandatory programme have a uniform training syllabus. The programme covers</p> <ul style="list-style-type: none"> - ability to load the vehicle with due regard for safety rules and proper vehicle use; - first aid; - regulations for when to drive and rest; - traffic safety; - Economic driving; - 2 hours of individual driving with an instructor (these may be done in a simulator as well). <p>Two days have to be filled up with optional courses. There is a list of 26 courses available. 4 of them include the use of simulators.</p> <ul style="list-style-type: none"> - Defensive driving - Eco driving - Driving with new technology - Branch related driving <p>An overview of the courses (optional, compulsory and industry-fitted) is published on Færdselsstyrelsens homepage. www.færdselsstyrelsen.dk</p>	
Estonia		Detailed training syllabus
Finland	Annex 1, section 1 in EU-directive 2003/59	No syllabus
France	Annex 1, section 1 in EU-directive 2003/59	No syllabus
Germany	<p>8 template learning Plans were developed for periodic training to ensure unity (in accordance with Annex 1, section 1 in EU-directive 2003/59):</p> <ul style="list-style-type: none"> - Drivers safety training; - Lowering costs through damage prevention ; - Loading safety; - Economic driving; - Social regulations; - Goods traffic regulations; - Health & Work safety; 	No syllabus

	– The driver as "image carrier".	
Great Britain	Annex 1, section 1 in EU-directive 2003/59	No syllabus
Hungary	Yes, as per the 3 Subjects of the Directive	Strict syllabus set up by the NTA
Ireland	Yes, in line with annex 1 of the EU Directive, training modules as follows: <ul style="list-style-type: none"> – Control of Vehicle and Eco Driving Techniques. – Minimising Risks and Managing Emergencies in the Transport Industry. – Health and Safety of the Professional Driver. – Role of the Professional Driver in the Transport Industry. – The Professional Truck Driver. – The Professional Bus Driver 	Yes, given to training organisations when they are approved by the RSA.
Latvia		
Lithuania	Annex 1, section 1 in EU-directive 2003/59	Detailed training syllabus
Luxembourg	Annex 1, section 1 in EU-directive 2003/59	
Malta		
The Netherlands		Detailed training syllabus
Northern Ireland	Annex 1, section 1 in EU-directive 2003/59	No syllabus
Norway	Part III Curriculum for periodic training. In the periodic training, the professional driver shall update, deepen and revise the knowledge which is essential for his/her work, with specific emphasis on road safety and optimal driving.	Periodic training for professional drivers shall ensure that drivers have the necessary qualifications to exercise the profession of driver, and that they are given the opportunity to fulfil new requirements that arise from developments in the road transport market.
Poland		No syllabus
Slovenia		No syllabus
Spain		
Sweden	Annex 1, section 1 in EU-directive 2003/59	
Switzerland	Annex 1, section 1 in EU-directive 2003/59	Described in more detail in a catalogue of competencies and a list of learning objectives

Table 20: Training syllabus and availability for periodic training suppliers
 (Source: Survey amongst CIECA members January 2010 (n=26))

4.10. Mechanisms regulating the inflow of periodic training, in order to avoid peaks and incentives to press on periodic training candidates to get their periodic training in time

Country	Mechanisms to regulate peaks in periodic training?	Incentives for periodic training candidates to get their periodic training in time?
Austria	No	No
Belgium	No	No
Bulgaria		
Croatia	Yes	It is the intention to introduce campaigns
Cyprus	No	No
Czech Republic	No	No
Denmark	Birth day system	
Estonia	There is a fixed number of students for each periodic training group- it is	

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	regulated by law. The number of students in group must be 25.	
Finland	No	Nothing at this moment
France	No	Yes, periodic training is announced to the companies six months before the expiration of term.
Germany	No	No
Great Britain	No	No
Hungary	No	The high rate of the fine of driving without a valid CPC (fine up to 200.000 HUF)
Ireland	Requirement of one day per year of training to be completed. This should ensure a regular inflow of training and avoidance of peaks.	The Road Safety Authority is involved with the industry and stakeholders and have organised media coverage and advertising to promote CPC requirements.
Latvia	No	No
Lithuania	No	Spreading relevant information in due ways
Luxembourg	No	No
Malta	Yes, intended	No provisions yet in place
The Netherlands	No	No
Northern Ireland	No, but drivers and employers are encouraged to get periodic training in time	No (the driver that does not complete periodic training will not get his CPC, which could mean a loss of income, since he cannot drive)
Norway	Norway has a system based on the expiry date of the cat. C or D driving license. This means that about 20% of all drivers will participate per year.	No
Poland	Polish drivers were divided in groups depending on the date of issue of the C or D driving license	No
Slovenia	No	The training institutes inform stakeholders (drivers, companies, ...)
Spain		
Sweden	No	The Swedish Transport Agency informs as many stakeholders as possible via www.yrkestrafiken.se
Switzerland	No	Information through as many stakeholders as possible (enterprises, training institutes, etc.) and by the official information site www.cambus.ch

Table 21: Incentives and peaks
(Source: Survey amongst CIECA members January 2010 (n=26))

5. Recording of initial qualification and periodic training

5.1. Code 95 or Driver Qualification Card.

CIECA members were asked if initial qualification and periodic training data are to be recorded on the driving license itself or on driver qualification cards. An equal number of countries have chosen either option. At least 3 countries (Germany, Finland and Norway) offer both options.

Country	Code 95	Driver qualification card	Both options /remarks
Austria	Code 95		
Belgium	Code 95		
Bulgaria			
Croatia	Code 95		
Cyprus		Driver qualification card	
Czech Republic		Driver qualification card	
Denmark		Driver qualification card	
Estonia		Driver qualification card	
Finland			Both code 95 as driver qualification card
France		Driver qualification card	
Germany			Both code 95 as driver qualification card
Great Britain		Driver qualification card	
Hungary		Driver qualification card	
Ireland		Driver qualification card	
Latvia	Code 95		
Lithuania	Code 95		
Luxembourg			
Malta	Code 95		
The Netherlands	Code 95		
Northern Ireland		Driver qualification card	
Norway			Both code 95 as driver qualification card. Code 95 for those who do not hold a Norwegian license. In a transitional process - until the production process for code 95 is established-, qualification cards are also issued for Norwegian licenses.
Poland	Code 95		
Slovenia			Both code 95 as driver qualification card
Spain		Driver qualification card	
Sweden		Driver qualification card	
Switzerland		Driver qualification card	

Table 22: Code 95 on the driving licence driver qualification card?
(Source: Survey amongst CIECA members January 2010 (n=26))

5.2. Enforcement and penalty for driving without (valid) CPC certification (code 95 or card)

Country		Penalty for driving without (valid) CPC certification
Austria	Random checks by police	Max 7267 EUR for employers and 726 EUR for drivers
Belgium	Random checks by police and traffic inspectors of the SPF (Ministry of) Mobilité et Transports	
Bulgaria		
Croatia	Random checks by police and traffic inspectors of the	Same penalty as driving

	Ministry of Transport	without a license
Cyprus	Random checks by police	Up to 3417 EUR and/or imprisonment
Czech Republic	Random checks by police and customs	Up to 5000-10000 CZK, (190-380 EUR) prohibition to drive and 5 penalty points
Denmark		
Estonia	Random checks by police	
France	Random checks by police	Fines up to 90 EUR for the driver and the employer
France		
Germany	Random checks by police	Up to 5000 EUR
Great Britain	Random checks by police, Checks by Vehicle and Operator services Agency (VOSA)	Up to 1000£ (1145 EUR)
Hungary	Random checks by police, customs and inspectors of the National Transport Authority	Up to 200.000 HUF (733 EUR)
Ireland	Random checks by police, Road Safety Authority Officers	Up to 2000 EUR
Latvia	Random checks by police	30-200 LVL (280 EUR), 3 penalty points
Lithuania	Not regulated yet	
Luxembourg	Random checks by Police and Customs	Prison 8 days up to 3 years and/or fine EUR 251 – EUR 10.000
Malta	Random checks by police, Malta Transport Authority officers	58 EUR
The Netherlands	Random checks by the police	Same penalty as driving without a license
Northern Ireland	Random checks by police and DVA officers	Up to 1000£ (1145 EUR)
Norway	Random checks by police, Regional road Office Inspection	Same penalty as driving without a license
Poland	Random checks by police, Road Transport Inspection	Same penalty as driving without a license
Slovenia	Random checks by police, customs and traffic inspectors	170 EUR
Spain		
Sweden	Random checks by police	
Switzerland	Random checks by police	Fine up to 10.000 CHF (6800 EUR)

Table 23: penalty for driving without (valid) CPC certification (code 95 or card)
(Source: Survey amongst CIECA members January 2010 (n=26))

5.3. Organisations maintaining data for the initial qualification

Country	Organisations that maintain initial qualification data	Coordinates
Austria	There is no central registration. Nine Austrian Länder (regions) are in charge of this.	
Belgium	SPF (Ministry of) Mobilité et Transports	56 Rue du Progrès, 1210 Bruxelles
Bulgaria		
Croatia	HAK – The Croatian Automobile Club	www.hak.hr
Cyprus	Road transport department of the Ministry of Communication and Works	
Czech Republic	Central driver's register	
Denmark		
Estonia	The initial qualification training centre	
Finland	The AKE vehicle Administration and the Finnish national Board of Education	www.ake.fi
France	The certified initial qualification centers that	

	transfer data to the regional government offices who establish the data	
Germany	The chamber of industry and commerce	
Great Britain	Driving standards Agency	www.dsa.gov.uk
Hungary	The National Transport Authority	
Ireland	The Road Safety Authority (RSA)	www.rsa.ie
Latvia	The Road Traffic Safety Directorate	Miera Iela 25, LV 1001 Riga, Latvia, www.csdd.lv
Lithuania	The training institutes	
Luxembourg	Centre de Formation pour Conducteurs S.A. Colmar-Berg	www.cfc.lu
Malta	The driver testing unit of the Malta Transport Authority	
The Netherlands	The CCV division of the CBR	CCV, Lange Kleiweg 30, PB 1810, 2280 Rijswijk
Northern Ireland	The Driver & Vehicle Agency	DVA, County Hall, castle rock road, Coleraine, BT51 3HS http://www.dvni.gov.uk/
Norway	The Norwegian Public Roads Administration database (Register of driving schools, examiners and course providers)	www.npra.no
Poland	The central driver's register from Ministry of the Interior and Administration	
Slovenia	The Ministry of Transport	Langusa-ova 4, 1000 Slovenia
Spain		
Sweden	The Swedish Transport Agency	http://www.transportstyrelsen.se/en/
Switzerland	asa with partner ASTAG	ASTAG - Schweizerischer Nutzfahrzeugverband, Weissenbühlweg 3, 3007 Bern asa - Vereinigung der strassenverkehrsämter, Thunstrasse 9, Postfach 3000 Bern 6 www.asa.ch

Table 24: Organisations that maintain the data for the initial qualification
(Source: Survey amongst CIECA members January 2010 (n=26))

5.4. Organisations maintaining data for the periodic training

Country	Organisations that maintain periodic training data	Coordinates
Austria	There is no central registration. Nine Austrian Länder (regions) are in charge of this.	
Belgium	SPF (Ministry of) Mobilité et Transports	56 Rue du Progrès, 1210 Bruxelles
Bulgaria		
Croatia	HAK – The Croatian Automobile Club	www.hak.hr
Cyprus	Road transport department of the Ministry of Transport	
Czech Republic	Central driver's register	
Denmark		
Estonia	The periodic qualification training centre	
Finland	The AKE vehicle Administration	www.ake.fi
France	The certified training centers transfer data to the regional government offices who establish the data	
Germany	The chamber of industry and commerce	
Great Britain	Driving standards Agency	www.dsa.gov.uk
Hungary	The National Transport Authority	

Ireland	The Road Safety Authority (RSA)	www.rsa.ie
Latvia	The Road Traffic Safety Directorate	Miera Iela 25, LV 1001 Riga, Latvia www.csdd.lv
Lithuania	The training institutes	
Luxembourg	Centre de Formation pour Conducteurs S.A. Colmar-Berg	www.cfc.lu
Malta	The Malta Transport Authority	
The Netherlands	The CCV division of the CBR for the registration of periodic training The RDW for issuing a new license with code 95	CCV, Lange Kleiweg 30, PB 1810, 2280 Rijswijk www.cbr.nl
Northern Ireland	The Driver & Vehicle Agency	DVA, Balmoral Road, Belfast BT126QL Northern Ireland http://www.dvni.gov.uk/
Norway	Each training provider records and maintains the periodic training results. They forward this data to the Norwegian Public Roads Administration database (Register of driving schools, examiners and course providers)	www.npra.no
Poland	The Central driver's register from the Ministry of the Interior and Administration	
Slovenia	The Ministry of Transport	Langusa-ova 4, 1000 Slovenia
Spain		
Sweden	The Swedish Transport Agency	http://www.transportstyrelsen.se/en/
Switzerland	asa	asa – Vereinigung der strassenverkehrsämter, Thunstrasse 9, Postfach 3000 Bern 6 www.asa.ch

Table 25: Organisations that maintain the data for periodic training
(Source: Survey amongst CIECA members January 2010 (n=26))

6. Approval of initial qualification and periodic training / periodic training centres

6.1. Authority responsible for certifying the initial qualification and periodic training programmes

Country	Authorities responsible for certification of initial qualification and periodic training	Coordinates
Austria	The Landeshauptmann (The governor) of the region involved	
Belgium	SPF (Ministry of) Mobilité et Transports,	56 Rue du Progrès, 1210 Bruxelles
Bulgaria		
Croatia	Ministry of Maritime Affairs, traffic and infrastructure and Ministry of Interior	
Cyprus	The Road transport department of the Ministry of Communications and Works	
Czech Republic	The regional authorities	
Denmark		
Estonia	The Estonian Ministry of Economic Affairs and Communications The Estonian Ministry of Education and Research and the Estonian Road Administration	www.mkm.ee/en www.hm.ee/?1 www.mnt.ee/atp/?keel=en
Finland	The AKE vehicle Administration and the Finnish national Board of Education	www.ake.fi
France	The regional offices of the Ministry of Ecology are	

	responsible.	
Germany	The chambers of Industry and Commerce for initial qualification; The training institutes for the implementation of the contents of the directives	
Great Britain	The Driving standards Agency	www.dsa.gov.uk
Hungary	The National Transport Authority	www.nkh.hu
Ireland	The Road Safety Authority. (RSA)	www.rsa.ie
Latvia	The Road Traffic Safety Directorate	Miera Iela 25, LV 1001 Riga, Latvia, www.csdd.lv
Lithuania	The Ministry of Education and Science	
Luxembourg	Ministry of Sustainable Development and Infrastructure – Department of transport	www.mt.public.lu
Malta	The Malta Transport Authority	
The Netherlands	The CCV division of the CBR	CCV, Lange Kleiweg 30, PB 1810, 2280 Rijswijk
Northern Ireland	<ul style="list-style-type: none"> - Initial qualification: The Driver & Vehicle Agency (DVA) - Periodic training: JAUPT: Joint approval unit for periodic training on behalf of the DVA 	<p>DVA, County Hall, castle rock road, Coleraine, BT51 3HS http://www.dvani.gov.uk/</p> <p>JAUPT, 14 Warren Road, Warren Farm Office Village, Milton Keynes, MK12 5NW, UK; www.drivercpc-periodictraining.org</p>
Norway	The Norwegian Public Roads Administration database (Register of driving schools, examiners and course providers)	www.vegvesen.no
Poland	The Wojwods (local governments in each of the 16 Polish regions)	
Slovenia	The Ministry of Transport	Langusa-ova 4, 1000 Slovenia
Spain		
Sweden	The Swedish Transport Agency	www.transportstyrelsen.se/en/
Switzerland	asa – Vereinigung der strassenverkehrsämter	Thunstrasse 9, Postfach 3000 Bern 6 www.asa.ch

Table 26: Approval of initial qualification – Responsible authority
(Source: Survey amongst CIECA members January 2010 (n=26))

6.2. Training centre requirements

Austria

Applying training institutes that dispose of a sufficient number of and qualified teaching personnel, adequate training classrooms and teaching aids, will get granted an accreditation. Applying training institutes have to attach the following documents to the application for accreditation as training institute for periodic training:

1. A training program, that describes the teaching subject groups according to annex [of the respective Austrian regulation] and the scheduled performance and training methods in particular;
2. The description of the number, the qualification and the field of activity of the trainers including the information on the necessary skills for trainers and the description of their didactical and pedagogical knowledge;
3. information on the training locations, the training material, the training aids supplied for practical training and the utilised training vehicles;
4. the expected number of course participants and
5. the description of a quality system to guarantee the mediation of the content and the attainment of the periodic training aim.

Belgium

The training centre should seek approval from the Minister of Mobility. The conditions are listed in art. 47 of the Royal Decree of 4 May 2007. To gain recognition, the training institute should

1. have the appropriate infrastructure (in particular with regards to the training premises and the training materials);
2. obtain a Q*for-, ISO- or CEDEO-certificate, a EFQM-recognition or other certificates or recognitions accepted by the Minister of Mobility within 3 years after approval;
3. yearly submit an activity proposal to the FOD Mobiliteit en Vervoer at the latest by the 31st of March (the Minister of Mobility determines the contents of the proposal);
4. provide a modular training programme containing all of the subjects for periodic training for good transport and initially approved by the FOD Mobiliteit en Vervoer (each of the modules should consist of at 7 hours);
5. submit any changes to the programme to the Minister of Mobility for approval within 30 calendar days and expect an answer (i.e. approval or no-go) within 60 calendar days;
6. guarantee the periodic training will follow the approved training programme;
7. guarantee the instructors stay informed of the latest developments regarding professional driver requirements and can communicate these to their pupils;
8. guarantee that any instructors for practical training have had a driving licence in the appropriate (sub)category for at least seven years before teaching;
9. commit to organising the course at the latest two months after having received a subscription for it;
10. the conditions/requirements for participation in the offered courses
11. have an internet connection in order to ensure a data flow.

To renew recognition, the training institute should

- (a) prove that it still fulfils all of the aforementioned conditions 1 - 5) for the initial approval;
- (b) know that it has been granted approval if it has not received an answer from the Minister of Mobility 60 calendar days after the Minister has received the application;
- (c) ensure the Minister of Mobility's inspectors can attend the periodic training and perform quality checks.

Upon approval, each training centre will receive a certification number.

Bulgaria

Unknown

Croatia

Unknown

Cyprus

The competent authority approves the training centres if they fulfill the requirements set by the law. Law 3(I)/2007 Article 9.

Czech Republic

The future operator of a training centre must be a holder of business licence, and:

1. have developed written plan for assuring tuition and training, in which he/she identifies organisation and extent of tuition and training as well as maximum number of participants in the individual courses, the single education subjects and method of performing the tuition and training, as well as the appropriate education documents,
2. to have list of tutors through that he/she, after opening the performance of the training centre, ensures tuition and training with giving their names, surnames and professional conditions for tuition and training, who
 - i. are shown in the Article 22 subpar. a), b), c) and e), if it goes for risks and their prevention, or
 - ii. have high education with leaving examinations in branches connected with road transport and 5 years experience in the field of the road transport, or higher professional education branches connected with road transport and 4 years

experience in the field of the road transport, or the university graduation and 3 years of experience in the field of the road transport, if it goes for other subjects, iii. they meet conditions according to Article 21 par. 3, if it goes for performing the training (further only "professional able persons"),

3. have the right to exploit non-residential premises and equipment necessary to providing with tuition,
4. have the right to exploit training vehicles necessary to provide with training, and
5. have developed control system to supervise accordance of providing with the tuition and training and plan according to subpar.a).

Denmark

Unknown

Estonia

An institution, which wants to become an accredited initial qualification/periodic training institute need to be in accordance with 6th November 2000 determination nr 87, which regulates the requirements to CPC training.

1. An initial qualification/periodic training institute must have training plans and training documentation before the training course is started.
2. Competent teachers (instructors), whose knowledge and education are in accordance with determination nr 87.
3. Study rooms (buildings, furnishings and other property) which comply with the health protection requirements or the possibility to use such rooms.
4. The methodological and audiovisual teaching aids and accessories which are prescribed in the training plans.
5. Vehicles for driving practice which comply with the requirements provided by legislation or the possibility to use such vehicles.
6. A practice area or the possibility to use a practice area.
7. An initial qualification/periodic training institute must have an education licence which is being issued by The Minister of Education and Research for three years unless the applicant requests a shorter period.

Finland

To gain recognition, the training institute should seek:

1. A suitable qualification and training programme specifying the subjects taught and setting out the proposed implementing plan and teaching methods;
2. The instructors' qualifications and fields of activity;
3. Information about the premises where the courses are given, the teaching materials, the resources made available for the practical work, and the vehicle fleet used;
4. The conditions regarding participation in the courses (number of participants).
5. The competent authority must give approval in writing subject to the following conditions:
6. The training must be given in accordance with the documents accompanying the application

France

When applying for approval from the competent authorities, training centres must prove at least 2 years experience in the training of drivers:

1. leading to a vocational LGV driving certificate (CAP or TP); or
2. a minimum of 140 hours of training after a category C or C+E driving licence.
3. Respection the general terms and consditions concerning personnel and equipment

Germany

All training institutes providing periodic training should be approved in the area of "Berufskraftfahrer". All driving schools which do C/CE/D/DE training, institutes which train driving teachers ans institutes which do further education.

They have become the accreditation by law or as a new training centre, they have to verify your qualification and competence.

Great Britain

Advice about becoming an accredited provider of periodic training can be found at: <http://www.drivercpc-periodictraining.org/approved-centre-course-auditing>

An approved centre is responsible for all registered sites that operate under its approval. If an approved centre or any of the registered sites is deemed to be operating in an inappropriate manner then approval will be revoked for all sites. The following information needs to be complete when seeking to become an approved training centre:

1) ORGANISATION

1. The registered name and address of the organisation (this should include the name of the person responsible for the application);
2. The type of organisation (e.g. an operator with in-house training, training provider; FE College);
3. A list of approvals/accreditations (e.g. from awarding bodies) already held and courses already being delivered;
4. Adequate insurance cover;
5. Proof of ability to deliver evidence of driver attendance - a receipt issued to a driver confirming the date of attendance and the number and title of the course;
6. Proof of ability to evaluate processes and records;
7. Proof of ability to deliver driver feedback forms;
8. Proof of ability to keep records.

2) INFRASTRUCTURE

1. Details of the premises and training areas to be used;
2. Details of any vehicles to be used;
3. Administrative details (Staff procedures, IT systems to record and transfer training data, driver identity checking systems);
4. Resources (Teaching aids, materials, equipment);
5. Policies for Quality Assurance, Equal Opportunities, Health and Safety, Staff Development, and Data Protection where appropriate;
6. Procedures for dealing with complaints and refunds.

3) COURSES & TRAINERS

With the initial application form, an indication of the courses to be delivered will be required. This will be separate from the individual course submissions and will need to satisfy the approval body that the courses the centre proposes to deliver and the trainers they intend to use are appropriate. This is not a definitive list and additional courses (and trainers) can be added at any time.

Hungary

To gain recognition, the training institute should

1. availability of a training/testing room (either rented or own propriety) with all social facilities necessary,
2. always availability of a proper person as an official Testing Rapporteur,
3. an appropriate number of training/testing vehicles in the given vehicle categories with valid number plates and roadworthiness tests also as training vehicles,
4. special terrain and/or state of the art simulator availability (either rented or own propriety) necessary to provide practical training and to be there at the test events,
5. availability of training instructors in the given categories (D and D1) with valid driving licenses and training licenses on the Central Registry both at the training and the test events,
6. at the events of special training and tests, availability of special instructors with special qualification or at least 2 years of instructor's practice on slippery surfaces or, on simulators if that is the case,
7. availability of an appropriate digital camera to take ID card pictures of the candidates,
8. IT equipment to handle candidates' and training data, test reports, internet access and e-mail address,

9. all necessary documents issued by the traffic authority, including training and testing regulations and course syllabuses,
10. valid insurance additional for training and testing events..

Ireland

The training provider must have suitable premises in which to conduct training; particular policies must be in place regarding Data Protection, Health & Safety among others; the organisation must be of good financial standing and provide reputable referees to support their application; they must also have suitably qualified trainers and documentary evidence of all requirements must be provided. A detailed guide is available on the RSA website

<http://www.rsa.ie/SERVICES/upload/File/CPC/CPC%20Training%20Centre%20Guidelines.pdf>

All premises are checked and continuous reviews are carried out by a CPC training centre inspector. RSA approval is valid for 5 years only, at the end of which, the training organisation must re-apply to the RSA for approval for a further 5 years. All training organisations must have an adequate IT system to facilitate the transfer of driver training records to the RSA.

Lithuania

The requirements for training institutions are set in the Ministry of Social Security and Labor of the Republic of Lithuania Minister's Order Nr. A1-112, 19th April, 2007, (Official Gazette Nr. 47-1823, 2007). Licenses which allow conducting the training are issued by the Ministry of Education and Science.

Luxembourg

The requirements are laid down in the "Règlement grand-ducal du 2 octobre 2009 relatif aux matières enseignées dans le cadre de la qualification initiale et de la formation continue des conducteurs de certains véhicules routiers affectés aux transports de marchandises ou de voyageurs ainsi qu'aux critères d'agrément pour dispenser cet enseignement »

(http://www.legilux.public.lu/leg/textescoordonnes/codes/code_route/PERMIS_CONDUIRE.pdf)

Malta

Accreditation by the Malta Transport Authority of such an Institute, will be based on the proven track record and official recognition of the organisation concerned, together with an assessment of the training programme, training aids, qualification and experience of trainers, and also other training facilities.

The Netherlands

An agreement is made between CCV (department of the CBR) and the driving school/training center. The agreement includes the general conditions which both parties agree to follow. A driving school/training center submits a certification request for each training course, in which he provides information about:

1. instructor qualifications
2. training program ((course material/training methods + + learning objectives + timetable)
3. material and conditions, vehicle fleet
4. number of participants
5. locations

Northern Ireland

Advice about becoming an accredited provider of periodic training can be found at: <http://www.drivercpc-periodictraining.org/approved-centre-course-auditing>

An approved centre is responsible for all registered sites that operate under its approval. If an approved centre or any of the registered sites is deemed to be operating in an inappropriate manner then approval will be revoked for all sites. The following information needs to be complete when seeking to become an approved training centre:

1) ORGANISATION

1. The registered name and address of the organisation (this should include the name of the person responsible for the application);

2. The type of organisation (e.g. an operator with in-house training, training provider; FE College);
3. A list of approvals/accreditations (e.g. from awarding bodies) already held and courses already being delivered;
4. Adequate insurance cover;
5. Proof of ability to deliver evidence of driver attendance - a receipt issued to a driver confirming the date of attendance and the number and title of the course;
6. Proof of ability to evaluate processes and records;
7. Proof of ability to deliver driver feedback forms;
8. Proof of ability to keep records.

2) INFRASTRUCTURE

1. Details of the premises and training areas to be used;
2. Details of any vehicles to be used;
3. Administrative details (Staff procedures, IT systems to record and transfer training data, driver identity checking systems);
4. Resources (Teaching aids, materials, equipment);
5. Policies for Quality Assurance, Equal Opportunities, Health and Safety, Staff Development, and Data Protection where appropriate;
6. Procedures for dealing with complaints and refunds.

3) COURSES & TRAINERS)

With the initial application form, an indication of the courses to be delivered will be required. This will be separate from the individual course submissions and will need to satisfy the approval body that the courses the centre proposes to deliver and the trainers they intend to use are appropriate. This is not a definitive list and additional courses (and trainers) can be added at any time.

Norway

The future training provider must be in accordance with the Regulations in order to be approved and authorised by the Regional Road Office. Approval is granted subject to written and documented application. The application shall contain

1. a specification of those parts of the training for which the training centre seeks approval;
2. a teaching plan;
3. a statement and description of the teaching methods and proposed implementing plan to fulfil the requirements of the Regulation;
4. information about the qualifications and professional background of the teaching staff;
5. information about the geographic location of the training centre, the teaching premises, the teaching materials, the equipment and the vehicle fleet to be used.

The approval may be made subject to certain conditions. The approval shall be recorded in the Register of Driving Schools, Examiners and Course Providers.

Poland

The future training provider should have a office, enough room to give theory lessons, places to perform practical training in special terrain, corresponding vehicles for cat C, C+E, D, D+E, employed driver instructors and lecturers with specialistic knowledge.

Slovenia

Appropriate facilities and qualified lecturers.

Spain

Unknown

Sweden

The criteria are the same as described in the Directive 2003/59/EC. A training institute can become approved for both initial qualification and periodic training or for one of them. To gain approval, the institute should provide all courses included in the periodic training syllabus in Annex 1, section 1 of the EU-directive. Also, the following documents need to be submitted to Vägverket:

1. an education programme showing the courses the institute intends to give, the institute's implementation plan and the teaching methods to be used;

2. information regarding the instructors' qualifications and specialisations/subjects;
3. information regarding the teaching premises and materials;
4. information regarding the available resources for the practical parts of the training and regarding the training vehicles;
5. information regarding the conditions for participation in the training (including the maximum number of participants possible).

Switzerland

Approval is granted if

1. the management of the training centre guarantees impeccable administration and quality assurance;
2. the centre employs sufficient instructors;
3. the centre disposes of the appropriate premises, material and vehicles (if practical training is offered);
4. the centre has an education programme that follows the themes in annex 1 of the directive which draws up an education programme and describes the methods of teaching the centre will be using;
5. the centre manages a quality system to maintain and improve the quality of the education on offer.

For more information, see also http://www.admin.ch/ch/d/sr/741_521/a21.html, and http://www.cambus.ch/download/Weiterbildungsrichtlinien_CZV_d.pdf

6.3. Periodic training instructor requirements

Country	Periodic training instructor requirements
Austria	<p>Following trainers may become training instructors:</p> <ol style="list-style-type: none"> 1. Lecturers educating the apprenticeship “professional driver” 2. Driving school instructors for C and D licenses; 3. Persons which can prove sufficient knowledge of regulations in annex 1 of the respective Austrian regulations 4. Education or equal practical experience.
Belgium	<p>Periodic training instructors need to have</p> <ol style="list-style-type: none"> 1. professional, pedagogical and didactical experience and 2. informed of the latest developments regarding professional driver requirements 3. need to hold a driving license for at least 7 years in the appropriate driving license (sub) category concerned
Bulgaria	
Croatia	The periodic training instructors need to hold a university degree
Cyprus	<p>The periodic training instructors</p> <ol style="list-style-type: none"> 1. need to hold a university degree 2. must have been a driving instructor for at least three years
Czech Republic	<p>Have a higher education with leaving examinations in branches connected with road transport and 5 years experience in the field of the road transport, or higher professional education branches connected with road transport and 4 years experience in the field of the road transport, or the university graduation and 3 years of experience in the field of the road transport, if it goes for other subjects,</p>
Denmark	
Estonia	<p>Periodic training instructors need to comply with national driving instructor rules. Instructors will need to undergo mental health tests and logistics exams. They will need to be able to proof they have worked in the field for a certain time and have the appropriate training</p>

Finland	Instructor need to have adequate knowledge from the field that is been taught and acquaintance to the regulations, orders and practices governing transport industry.
France	Instructor wishing to obtain periodic training certification should : <ol style="list-style-type: none"> 1. must be 25 years old at least and 2. must hold a category C or C+E driving licence 3. must have followed the necessary courses (particularly in terms of teaching methods) 4. must hold a vocational driving certificate ("CAP" or "TP"); or <ol style="list-style-type: none"> a. have a BEPECASER for theoretical teaching (BEPECASER = 600 hours of training); or b. have a minimum of 3 years driving experience within 5 years preceding the application to gain approval from the competent authorities.
Germany	Conditions are fixed by the German Chamber of Commerce;
Great Britain	Approved training centres will be required to keep evidence that demonstrates that the trainers they use to deliver approved training courses meet the requirements of the directive. They must also make records available which show which trainer/instructor has been used to deliver a specific course when requested by the Joint Approvals Unit for Periodic Training (JAUPT). Annex 1 Section 5 of the Directive details the conditions; these include: "Instructors must provide certification showing knowledge of both the subject matter and teaching methods"; "With regard to practical training, instructors must provide certification of experience as professional drivers or similar driving experience such as that of driving instructors for heavy vehicles. More information in "Guide to Periodic Training". Evidence of training can be provided in the form of an appropriate qualification or a certificate of experience in delivering training from an employer or customer. Evidence of knowledge can be provided in the form of an appropriate qualification in the relevant subject or a certificate of knowledge in the subject being delivered from an employer or customer.
Hungary	The main rule is that they must be experts in each field (car mechanics, market and image, crime prevention, health etc.) and need to have a college or university degree to be approved by the NTA.
Ireland	In compliance with Annex 1 of EU Directive 2003/59/EC, the RSA has developed the Driver CPC training syllabus divided into six individual training modules. The minimum qualifications of trainers in relation to each of the following CPC modules are: Module 1. Control of the vehicle and eco-driving techniques. (a) Certified mechanical apprenticeship, or (b) Certified mechanical engineering qualification, or (c) Significant mechanical experience (3 years) as certified by a reputable employer. (d) Presentation skills, including Powerpoint. Module 2. Minimising risks and managing emergencies in the transport industries. (a) ADI qualification on bus and/or truck, or (b) Garda road accident investigation background, or (c) CPC in Transport Management. (Passenger or Haulage). (d) Presentation skills, including Powerpoint. Module 3. Health and Safety of the professional driver. (a) Certified medical background, or (b) Qualified physical fitness trainer, or (c) Fas or Fetac (or similar state body) approved qualification in Health and Safety. (d) Presentation skills, including Powerpoint.

	<p>Module 4. Role of the professional driver in the transport industries. (a) CPC in Transport Management, including analogue and digital tachograph experience. (b) Presentation skills, including Powerpoint.</p> <p>Module 5. The professional bus driver. (a) ADI qualification on bus/coach, or (b) Transport Managers CPC in Passenger Transport. (c) Presentation skills, including Powerpoint.</p> <p>Module 6. The professional truck driver. (a) ADI qualification on trucks, or (b) Transport Managers CPC on Road Haulage. (c) Presentation skills, including Powerpoint.</p> <p>Persons who possess qualifications other than those above will be vetted on a case-by-case basis, and may be approved.</p> <p>In all cases, copies of qualifications and certificates must be submitted to the RSA. Only persons who have been approved by the RSA as CPC Periodic Trainers may deliver training on the relevant modules. Trainers are expected to continually develop and improve their personal qualifications. The RSA reserves the right to amend and/or upgrade the minimum qualifications outlined above. A person whose application to be a trainer is refused by the RSA may appeal the decision.</p>
Latvia	Not definite yet
Lithuania	
Luxembourg	<p>Instructor wishing to obtain periodic training certification:</p> <ul style="list-style-type: none"> – must hold for at least 3 years the driving licence categories corresponding to the vehicles used during training – must prove regular driving experience with vehicles used during training – must possess the required physical, intellectual and moral qualities – must hold a training certificate in security and health
Malta	Periodic training instructors will have to comply with the rules approved by the Malta Transport Authority, once the accreditation scheme is completed.
The Netherlands	The certified training centre must guarantee that the instructors are familiar with and take into consideration the most recent developments in the professional training requirements. The instructors must be able to show that they have the required didactic and pedagogical skills. Additional qualifications can be required for specific courses. For practical courses on public roads the instructor must be a qualified driving instructor or must have similar competencies.
Northern Ireland	Approved training centres are responsible for ensuring that the trainers they use have appropriate knowledge of the subject they intend to deliver and have an appropriate experience of delivering training.
Norway	<p>§ 26 Requirements applicable to teaching staff providing instruction in the initial qualification:</p> <ul style="list-style-type: none"> – A person having obtained academic and pedagogical qualifications from a higher education institution corresponding to at least 150 ECTS credits, of which at least 30 ECTS credits shall be in pedagogical subjects, may provide instruction in the subjects which have a relevant professional connection with his or her qualifications. – A driving instructor may provide instruction in subjects which have a relevant professional connection with his or her qualifications.

	<ul style="list-style-type: none"> – A person having obtained training and qualifications corresponding to at least 60 ECTS credits may, under the supervision of a teacher who fulfils the qualification requirements under the first or second paragraph, provide instruction in subjects which have a relevant professional connection with his or her qualifications. <p>§ 27 Requirements applicable to teaching staff providing instruction in individual driver training</p> <ul style="list-style-type: none"> – A person providing instruction in initial qualification which involves driving individually shall be an approved driving instructor for drivers of heavy vehicles, cf. Section 6-8, cf. Section 6-2 of Regulations No. 1339 of 1 October 2004 concerning driver training and driving tests etc. The other requirements in Section 26 shall not apply for those providing instruction in individual driver training. <p>§ 28 Requirements applicable to teaching staff providing instruction in the periodic training</p> <ul style="list-style-type: none"> – A person who fulfils the requirements in Section 26 may subject to the same conditions provide instruction in the periodic training. – A person possessing a vocational training certificate and at least five years' relevant vocational experience may provide instruction in subjects in the periodic training which have a professional connection with his or her vocational training. – A person who fulfils the requirement as a driving instructor for heavy vehicles or who has at least five years' documented experience as a professional driver on the relevant vehicle(s) may provide instruction in individual driver training in the periodic training.
Poland	
Slovenia	
Spain	
Sweden	<p>Periodic training instructors requirements</p> <ol style="list-style-type: none"> 1. Proof of at least two years of practical experience from a relevant company of goods or passengertransport or at least two years of experience as a driver instructor of relevant heavy vehicles. 2. Proof of experience of teaching adults or education in pedagogy 3. Must have a valid driving license for relevant vehicles, issued within EU/EEA, for at least three years within the latest ten years.
Switzerland	<p>Instructor wishing to obtain periodic training certification should</p> <ol style="list-style-type: none"> 1. be at least 25 years old, 2. submit his/her CV (with all he/she has done to date) and his/her professional certificates to the canton where he/she is registered, 3. be able to display sufficient pedagogic knowledge in his/her area of expertise, 4. have held a position which qualifies him/her for teaching the subjects up for approval since at least 3 years; and 5. have such a record which guarantees an impeccable exercise of the profession 6. The instructor wishing to teach practical subjects should also hold the appropriate driving instructor licence. <p>See also : http://www.admin.ch/ch/d/sr/741_521/a23.html</p>

Table 27: Periodic training instructor's requirements
(Source: Survey amongst CIECA members January 2010 (n=26))

6.4. In-company trainers

Country	Are in-company trainers allowed?
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Austria	Yes, if the conditions are satisfied
Belgium	Yes, if the conditions are satisfied
Bulgaria	
Croatia	No
Cyprus	No
Czech Republic	Yes
Denmark	
Estonia	Yes
Finland	Yes, if the conditions are satisfied
France	Yes, if the conditions are satisfied
Germany	Yes, if the conditions are satisfied
Great Britain	Yes
Hungary	Yes, if the conditions are satisfied as laid down by the National Transport Authority.
Ireland	Yes, but an application must be made to the RSA. They must satisfy the conditions as laid down by the RSA.
Latvia	Not definite yet
Lithuania	Yes, if the conditions are satisfied as laid down by the Ministry
Luxembourg	Yes, if the conditions laid down by the national regulation are fulfilled
Malta	Most likely yes
The Netherlands	Yes, if the conditions are satisfied
Northern Ireland	Yes, if the conditions are satisfied
Norway	Yes, if the conditions are satisfied
Poland	No
Slovenia	Yes, if the conditions are satisfied
Spain	
Sweden	Yes, after application and approval by the Swedish Transport Agency
Switzerland	Yes, if the conditions are satisfied

Table 28: Are in-company trainers allowed
(Source: Survey amongst CIECA members January 2010 (n=26))

7. Simulators

7.1. Use of simulators during initial qualification

Country	Allowed during IQ	If allowed, obligation?	In use so far?	Specifications of simulator use for initial qualification
Austria (TO) ¹¹	No			
Belgium (TO)	Yes	No obligation	No simulator in use so far	
Bulgaria				
Croatia (TO-CA)	Yes	No obligation		
Cyprus (TO)	Yes	No obligation	No simulator in use so far	Four hours in the accelerated qualification can be done in a simulator
Czech Republic (CA)	Yes	No obligation		
Denmark (CA)	Yes		TSU Simulatorcenter A/S is the only approved centre in Denmark. It cooperates with other training providers when they need a simulator	Cat C Between 18 and 21= 280 hours Incl. 20 hours driving, 8 hours in simulator Cat C >21 years = 140 hours Incl. 10 hours driving, 4 hours in simulator Cat D Between 21 and 23= 280

¹¹ TO - Test option ; CA: course attendance

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				hours Incl. 20 hours driving, 8 hours in simulator
Estonia (CA)	Yes	No obligation		Cat C candidates may take the 2 hours from the 5-hour practise lessons for getting practise on the simulator. Cat D candidates may take the 4 hours from the 10-hour practise lessons for getting practise on the simulator.
Finland (CA)	Allowed	No obligation		
France (CA)	Allowed	No obligation	AFT/IFTIM and Promotrans have simulators that can be used	4 hours during initial qualification
Germany (TO-CA)	Allowed	No obligation	No simulator in use so far	
Great Britain (TO)				
Hungary (TO)	Allowed	No obligation		In accordance with the Directive, 90 minutes of practical training test may be diminished by 30 minutes driving on a special terrain or simulator.
Ireland (TO)				
Latvia (TO)	Allowed	No obligation	No simulator in use so far	
Lithuania (CA)	Not allowed			
Luxembourg (CA)	Allowed	No obligation	No simulator in use so far	
Malta (TO)	Not allowed			
The Netherlands (TO)	Allowed	No obligation		One of the compulsory practical tests of 30 minutes
Northern Ireland (TO)	Allowed but only for training purposes	No obligation		
Norway (CA)	Allowed	No obligation	No simulator in use so far	Where full initial qualification is undertaken, a maximum of eight hours of the individual driver training may be undertaken in a simulator, and in the case of accelerated initial qualification a maximum of four hours.
Poland (CA)	Allowed	No obligation	No simulator in use so far	Four hours out of 20 hours practical training
Slovenia (TO)	Not allowed			
Spain	Not allowed			
Sweden (CA)	Not allowed			
Switzerland (TO)	No (option test only)			

Table 29: Use of simulators during initial qualification
(Source: Survey amongst CIECA members January 2010 (n=26))

7.2. Use of simulators during periodic training

Country	Allowed during PT?	If allowed, obligation?	In use so far?	Specifications of simulator use for periodic training
Austria	Not allowed			
Belgium	Allowed	No obligation	Aprox. 6 simulators in use	
Bulgaria				
Croatia	Allowed	No obligation	No simulator in use so far	
Cyprus	Allowed	No obligation	No simulator in use so far	
Czech Republic	Allowed	No obligation	No simulator in use so far	
Denmark	Allowed		TSU Simulatorcenter A/S is the only approved centre in Denmark. It cooperates with other training providers when they need a simulator	Two days out of five have to be filled up with optional courses. There is a list of 26 courses available. 4 of them include the use of simulators. <ul style="list-style-type: none"> - Defensive driving - Eco driving - Driving with new technology - Branch related driving
Estonia	Allowed			
Finland	Allowed	No obligation		
France	Allowed	No obligation	AFT/IFTIM and Promotrans have simulators that can be used	30 minutes during periodic training
Germany	Allowed	No obligation	No simulator in use so far	
Great Britain	Allowed	No obligation	No simulator in use so far	
Hungary	Yes			
Ireland	Allowed	No obligation	No simulator in use so far	
Latvia	Allowed	No obligation	No simulator in use so far	
Lithuania	Not allowed		No simulator in use so far	
Luxembourg	Allowed	No obligation	No simulator in use so far	
Malta	Allowed	No obligation	No simulator in use so far	
The Netherlands	Allowed	No obligation		Simulator training is allowed but practical training must be followed in-vehicle and the driver must be at the steering wheel during at least 2.5 hours.
Northern Ireland	Allowed	No obligation	No simulator in use so far	
Norway	Allowed	No obligation	No simulator in use so far	

Poland	Allowed	No obligation	No simulator in use so far	
Slovenia	Allowed	No obligation	No simulator in use so far	
Spain				
Sweden	Allowed	No obligation	No simulator in use so far	
Switzerland	Allowed	No obligation	No simulator in use so far	

Table 30: Use of simulators/ periodic training
(Source: Survey amongst CIECA members January 2010 (n=26))

7.3. If your country allows the use of simulators, is there a certification body for accepting simulators?

Country	Certification body for simulators?	Requirements
Belgium		
Bulgaria		
Croatia		
Cyprus		
Czech Republic		See annex 1 of this document
Denmark		
Estonia	The Estonian Road Administration	
Finland		What type of simulator to use has been specified on www.ekakk.fi/rekkasimulaattori/default.htm
France	There is no certification body.	The French ministry of Ecology has a list of technical specifications
Germany	There is no certification body appointed yet	
Great Britain		
Hungary	National Transport Authority	See annex 2 of this document
Ireland		
Latvia		
Lithuania		
Luxembourg		
Malta		
The Netherlands		A list of minimum technical requirements for simulators "Technische Eisen Simulators" and database requirements for simulators "Eisen database simulator" can be found on http://beroepschauffeur.cbr.nl/index.asp?pageid=509
Northern Ireland		
Norway	The Directorate of Public Roads	The details shall be provided in the application of the technical, professional and pedagogical assumptions for offering such training.
Poland		
Slovenia		
Spain		
Sweden	Swedish Transport Authority	
Switzerland	The Federal Roads Office	

Table 31: Simulator certification bodies and requirements
(Source: Survey amongst CIECA members January 2010 (n=26))

Annexes

Annex 1: Czech Simulator requirements

The Czech authorities have defined the following classification of simulators, which can be used for periodic training.

1. The first category comprises driving simulators with active view ahead simulating the basic driving features, sounds of vehicle that enable training of the basic driving manoeuvres; with driving simulators may be substituted 30% of the 1st phase of training,
2. The second category comprises driving simulators controlled with computer technology, meeting conditions of the first category that further simulate driving on roads with one lane, road markings and signs and driving in reduced visibility; with driving simulator may be substituted 40% of the 1st phase of training, 10% of the 2nd phase of training and 5% of the 3rd phase of training;
3. The third category comprises driving simulators meeting conditions of the second category that further enable training of driving ahead and reversing on roads and in town in the light traffic with simple traffic interactions in various lighting modes and enabling training of risky situations; with driving simulator may be substituted 40% of the 1st phase of training, 10% of the 2nd phase of training, 10% of the 3rd phase of training, as well as training the right reacting in the single risky situations;
4. The fourth category comprises driving simulators meeting conditions of the third category that are equipped with a panoramic view ahead, rear views, moving base and that enable training of driving in full traffic in various climatic conditions; with driving simulator may be substituted 50% of the 1st phase of training, 30% of the 2nd phase of training and 5% of the 3rd phase of training, as well as training the correct reacting in the simple risky situations. If number of hours gained through calculation is not the integer, it is rounded off up to whole hours.

Annex 2: Hungarian Minimum Simulator requirements

As state of the art simulators may be regarded only those:

1. Containing genuine truck parts:
 - drivers seat with safety belt,
 - dashboard,
 - pedals,
 - gear lever,
 - arrestor brake lever,
 - other original switches and knobs: lighting, direction indicator, etc.,
 - real, operating gauges (speedometer, rev-meter, distance counter, control lights etc.);
2. Photo realistic or 3D image technology:
 - In case of photo realism, large monitors,
 - In case of 3D technology, large monitors or projection walls of 180 degrees,
 - In case of 3D graphics, real-time projection also into the rear view mirrors;
3. Original sound effects:
 - engine revolution sounds,
 - direction indication sounds,
 - arrestor brake sounds,
 - wheel lock sounds;
4. Full Hungarian language operation and environment:
 - menu system,
 - setting (calibration) possibilities,

- system messages,
 - task description,
 - performance evaluation (written and graphical) etc.;
5. Continuous monitoring and displaying (storing) of:
- motor revolution values in the different traffic situations,
 - engaged gear ratios,
 - number of switching gears,
 - average and specific fuel consumption,
 - applied brake force,
 - reaction times of the driver (brake, clutch, steering),
 - time of disengaging clutch,
 - steering reaction (time of interaction, strength of interaction) etc.;
6. Shall be capable of:
- aptitude tests,
 - practicing and evaluating eco-driving skills of drivers,
 - to recognise danger situations and to practice how to escape/response to them,
 - simulating danger situations,
 - simulating drunk driving effects,
 - practicing exercises written in Legislation 24/2005. (IV. 21.) GKM rendelet 12. Appendix 5.3., and 13. Appendix 5. point in compliance with the Directive 2003/59/EC
7. Stores::
- drivers' data (gender, age, driving practice),
 - drivers' performance,
 - eco-driving evaluation,
 - technical skills of vehicle handling (motor-rev, no. of switching gears),
 - reaction delays with using brake pedal, disengaging clutch, steering reactions,
 - brake intensiveness, applied brake force,
 - steering intensiveness (too low or too high),
 - evaluation data displayed, printed and stored,
 - written and graphic evaluation of drivers' performance;
8. Danger situations, danger simulations and other tasks:
- can be randomly generated,
 - can be retrieved one by one,
 - can be played back, also repeatedly;
9. Evaluates driver's performance and shows correct reactions:
- where the danger situation ought to have been recognised,
 - what should have been the proper reaction
 - to start braking,
 - what amount of braking power,
 - to disengage clutch,
 - steering direction and power etc.