



# FORS Approved Training

## Bronze requirement M3 Responsible person

FORS Bronze requirement M3 Responsible person requires that the person with direct accountability for the fleet operation demonstrates competence through FORS Professional Development and the mandatory training requirements listed at Annex 2.

The mandatory training requirements for managers at Annex 2 require the responsible person to have undertaken ONE of the following courses within the past five years:

1. Level 3 Certificate of Professional Competence (CPC) for Transport Managers relevant to the type of Operator Licence held. Details can be found at approved Transport Manager CPC examination centres
2. FORS Professional Fleet Management Essentials. Details can be found [here](#)
3. FORS Approved Training course on fleet management. Details can be found below

### FORS Approved status

There are two routes for organisations to achieve FORS Approved status for fleet management courses to meet FORS Bronze M3 requirement, these are:

#### 1. Automatic approval (\*)

Operator licence awareness courses delivered by professional bodies that are referenced in the Senior Traffic Commissioner Statutory Documents 1 and 3 are automatically FORS Approved: These professional bodies are:

- British Association of Removers
- Chartered Institute of Logistics and Transport
- Confederation of Passenger Transport
- Freight Transport Association
- Institute of Road Transport Engineers
- Institute of Transport Administrators
- Road Haulage Association
- Society of Operations Engineers

#### 2. Assessed approval

One-day (minimum) fleet management courses delivered by organisations that are submitted to and assessed by Transport for London as having met specific training objectives relevant to the type of fleet operation. These are:

| O Licenced operations   |   |
|---|---|
| Training objective  | Learning outcome  |
| Establish and maintain continuous and effective management of the fleet operation | <ul style="list-style-type: none"> <li>• Outline the Operator Licensing process</li> <li>• List the 11 Operator Licence undertakings</li> </ul> |

| <b>O Licenced operations</b>   |  |
|--|--|
| <b>Training objective</b>  | <b>Learning outcome</b>  |
|  | <ul style="list-style-type: none"> <li>• Describe the responsibilities of a transport manager and what is meant by good repute and fitness</li> <li>• Determine the number of transport manager working hours needed to demonstrate effective control of a fleet</li> </ul>  |
| Manage driver proficiency and competence   | <ul style="list-style-type: none"> <li>• Describe the licensing criteria for vocational drivers</li> <li>• List the minimum legal driver training requirements</li> <li>• State the driver qualifications needed for specialist operations</li> </ul>  |
| Manage vocational driver conduct   | <ul style="list-style-type: none"> <li>• Assess the road safety requirements of a fleet operation</li> <li>• Implement driving standards measures such as (seatbelts, speed, mobile phones)</li> </ul>   |
| Manage driver time to ensure compliance with the law                             | <ul style="list-style-type: none"> <li>• State the EC and GB domestic drivers' hours rules</li> <li>• State the rules of the working time directive and mobile workers</li> <li>• Describe the requirements for tachograph and record keeping</li> </ul>   |
| Know the vehicle requirements to meet construction and use regulations           | <ul style="list-style-type: none"> <li>• State the requirements for maintaining vehicle roadworthiness</li> <li>• Recognise the importance of walkaround checks and defect reports</li> <li>• List the types and frequency of vehicle inspections</li> </ul>   |
| Know the load or passenger requirements to meet construction and use regulations | <ul style="list-style-type: none"> <li>• State the requirements for safe loading and load restraint</li> <li>• Explain how to determine vehicle weights, dimensions and abnormal loads</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• State the requirements for safe baggage loading and restraint</li> <li>• Describe the requirements to keep passengers safe</li> </ul> |
| Maintain internal fleet quality management procedures                            | <ul style="list-style-type: none"> <li>• List the fleet management records that need to be kept and for how long</li> <li>• Conduct managerial checks on</li> </ul>  |

| <b>O Licenced operations</b>                                      |  |
|---|--|
| <b>Training objective</b>   | <b>Learning outcome</b>  |
|   | driver related undertakings <ul style="list-style-type: none"> <li>• Conduct managerial checks on vehicle related undertakings</li> <li>• Conduct managerial checks on operational undertakings</li> </ul>   |
| Know the regulatory regime and the consequences of non-compliance | <ul style="list-style-type: none"> <li>• State the role of the Traffic Commissioners Office</li> <li>• List the enforcement bodies and their powers</li> <li>• Identify the key features of enforcement regimes such as OCRS and Earned Recognition</li> </ul> |

| <b>Non O Licenced operations</b>  |  |
|---|--|
| <b>Training objective</b>   | <b>Learning outcome</b>  |
| Establish and maintain continuous and effective management of the fleet operation | <ul style="list-style-type: none"> <li>• State the moral, economic and legal obligations when running a fleet</li> <li>• Describe the responsibilities of a fleet manager and the roles that support them</li> </ul>   |
| Manage driver proficiency and competence  | <ul style="list-style-type: none"> <li>• Describe the licensing criteria for drivers</li> <li>• List the minimum legal driver training requirements</li> <li>• State the advanced qualifications available for drivers</li> </ul>                                    |
| Manage driver conduct and behaviour   | <ul style="list-style-type: none"> <li>• Assess the road safety requirements of a fleet operation</li> <li>• Implement driving standards measures such as (seatbelts, speed, mobile phones)</li> </ul>   |
| Manage driver time to ensure compliance with the law                              | <ul style="list-style-type: none"> <li>• State the rules for GB domestic drivers' hours</li> <li>• State the rules of the working time directive and mobile workers</li> <li>• Describe the requirements for maintaining driving and working time records</li> </ul> |
| Know the vehicle requirements to meet construction and use regulations            | <ul style="list-style-type: none"> <li>• State the requirements for maintaining vehicle roadworthiness</li> <li>• Recognise the importance of daily checks and defect reports</li> <li>• List the vehicle documentation needed to keep vehicles legal</li> </ul>     |

| <b>Non O Licenced operations</b>   |   |
|--|---|
| <b>Training objective</b>  | <b>Learning outcome</b>   |
| Know the load or passenger requirements to meet construction and use regulations | <ul style="list-style-type: none"> <li>• State the requirements for safe loading of vehicles</li> <li>• State the requirements to keep passengers safe</li> </ul>   |
| Maintain internal fleet quality management procedures                            | <ul style="list-style-type: none"> <li>• List the fleet management records that need to be kept and for how long</li> <li>• Conduct managerial checks on driver responsibilities</li> <li>• Conduct managerial checks on vehicle roadworthiness</li> <li>• Conduct managerial checks on operational activities</li> </ul> |
| Know the traffic enforcement bodies and the legal compliance system              | <ul style="list-style-type: none"> <li>• List the enforcement bodies and their powers</li> <li>• State the types of infringements for various traffic offences</li> </ul>   |

### **3. Attaining course approval**

Training providers seeking to attain FORS Approved status for fleet management training courses to meet the M3 Bronze requirement should check the FORS Professional training 'Guidance for training providers and FORS operators' [here](#) for details of how and where to send the application.

The application should clearly demonstrate how the training course meets the Training Objectives and Learning Outcomes of either O Licensed or Non O Licensed fleet operations.

(\*)Attendance records for this training will not be included in the FORS Professional training register and proof of attendance should be evidence at audit with copy of certificates.