

## **FORS Approved Training- FORS Standard version 5**

### **Bronze requirement M3 Responsible person**

<b>Version</b>	<b>Date</b>	<b>Summary of amendments</b>
5	November 2018	First issue
5.1	December 2019	Added word 'refresher' for clarification
5.2	11/02/2020	Automatic FORS Approved status extended to include approved Transport Manager CPC examination centres in line with Traffic Commissioner Statutory guidance
5.3	06/03/2020	Clarification - change from "delivered by" to "training certificates issued by" in the 'FORS Training courses' section on page 2

FORS Bronze requirement M3 Responsible person requires that the person with direct accountability for the fleet operation demonstrates competence through FORS Professional Development.

Annex 2 of the FORS Standard lists the mandatory training requirements for managers and requires the responsible person to have undertaken **ONE** of the following courses within the past five years:

1. Level 3 Transport Manager Certificate of Professional Competence (CPC) 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 training courses**

Operator licence awareness courses and transport manager CPC refresher courses with training certificates issued by a trade association, a professional body or an approved Transport Manager CPC examination centre are automatically considered FORS Approved.

Approved examination centres must offer a regulated Transport Manager CPC qualification listed on the [Ofqual Register](#) for the type of Operator licence held, and as recommended in [Traffic Commissioner Statutory Guidance](#).

Training providers that do not meet the criteria above can achieve FORS Approved status for fleet management courses to meet FORS Bronze M3 requirement by submitting training material for assessment as detailed below.

### **Attaining FORS Approved status**

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](#) for details of how and where to send the application.

Training courses must be one-day (minimum) and assessed by Transport for London as having met specific training criteria (Training Objectives and Learning Outcomes) relevant to the type of fleet operation. The application should clearly demonstrate how the training either meets the training criteria for:

- O Licensed operations listed at Appendix 1
- Non O Licensed fleet operations listed at Appendix 2

## Appendix 1: Fleet management training criteria for 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> <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 or</li> <li>• State the requirements for safe baggage loading and restraint</li> <li>• Describe the requirements to keep passengers safe</li> </ul>

Training objective	Learning outcome
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 related undertakings</li> <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>

## Appendix 2: Fleet management training criteria for non 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>• 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>
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>

<b>Training objective</b>	<b>Learning outcome</b>
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>