

Course Joining Instructions

The following Course Joining Instructions are designed to help you get the most from your training. Please read these instructions carefully, the guidance contained here will help you arrive for your course fully prepared and will allow you the best opportunity to learn & succeed.

Please **DO NOT watch any Youtube** or other videos, unless directed to by your instructor, other channels may have different size or categories of vehicle that may cause confusion for your training. The learner pack and Highway Code are more than sufficient learning materials. Please also make sure you are sufficiently well rested and not fatigued! Link below to the most up to date Highway Code:

<https://www.gov.uk/guidance/the-highway-code>

Clothing, footwear and PPE

- Please wear suitable, comfortable clothing for your training and wear comfortable footwear for driving a high visibility vest will be provided, steel toe caps/ boots are not required, trainers are adequate.
- Part of your training will be outdoors, please bring suitable waterproof clothing if required

Driving Licence

- Please bring your photocard Driving Licence & theory test certificates with you to all Training and Driving Test sessions – for 7.5T (CI) Class 2 (C) & Car to Class 1 (CE) only.
- For all driving tests – **REVERSE AND ON ROAD**, you will also need to bring your original theory test certificates, as well as your CPC 3A pass certificate (once issued) – without this the test cannot go ahead! If you are upgrading an existing licence you do not need to bring your theory tests.

CPC MOD4 Training & Tests

- Please bring your original CPC MOD 2 test pass certificate and Photocard Driving Licence with you, to the Module 4 CPC practical test as you cannot be tested for CPC MOD4, without them.

Olly's Driver Training Ltd, Allied Business Centre, Potter Place, Skelmersdale, WN8 9PW
www.ollysdrivertraining.com 01695 333 027 admin@ollysdrivertraining.com
HGV Classes 1 & 2 (C+E & C) PCV (D1) & Car and Trailer (B+E)



Eyesight

- If you need glasses or contact lenses for driving, please bring these with you, bring sunglasses if needed. If your driving licence has code (01) on the rear, you **MUST** wear corrective eyewear to drive.

Emergency Procedures

- At the start of your training you will be briefed on the site emergency procedures. In the event of a fire or other emergency please follow the directions of your Instructor

Emergency Contacts

- Please complete the Emergency Contacts form (attached below) and bring with you on the first day of your course.

Catering

- Catering is not provided as part of your course. Tea and Coffee making facilities are available in the classroom, please bring something to eat and drink with you each day, to stay hydrated.

Vehicle damage during Training & or Driving Test:

- During training and or the driving test our equipment is in your sole charge. Any damage to the equipment will necessitate an additional charge to cover our insurance excess.

Course preparation

- In order to get the best from your training with us and improve your opportunity for success it is important that you are well rested before the commencement of your course and are up to date with the Highway Code!!

And Finally... Welcome and relax, you are in very safe, competent and experienced hands

- Deposits are non-refundable/ transferable –Cancellation charges may apply.
- Cash/ cheques are not accepted.
- Payments made by the customer are to be made no later than 10 working days prior to commencement of training.
- Cancellation by the customer within 5-10 working days inclusive of booking: 50% of invoice is charged.
- Cancellation within 0-4 working days inclusive of booking 100% of invoice is charged.
- Cancellation by ODT LTD due to breakdown or illness – Full rebooking of missed training and tests as appropriate.
- Cancellation by DVSA – Full rebooking of missed training and practical tests, charges may apply.
- Olly's Driver Training Ltd reserve the right to change the vehicle used for training and practical tests without prior notice –this will only be in unforeseen circumstances.
- Payment by debit/ credit card – this is a free service

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Location

Allied Business Centre, Potter Place, Skelmersdale WN89PW

[We are located in Skelmersdale, exit the M58 at Junction 5](#) and follow signs for M58 Liverpool, the road then splits and you stay in the left-hand lane as if to re-join the M58 West bound for Liverpool, but staying in the left-hand lane on to Pimbo Road.

We are located on West Pimbo Industrial Estate.

As you leave the motorway you follow signs for West Pimbo and then it's the second turning on the left, following signs for Allied Business Centre.

Use the post code WN8 9PW, or the [google pin](#) for Olly's Driver Training. Turn left on to Potter Place, following the signs for Allied Business Centre.



After you have turned left onto Potter Place, we are then the first unit on the left as the road opens up, security will see you into the car park.



Turn left through the barrier where security will be happy to show you where to park, enter through Entrance B and up the stairs.

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Emergency Contact Information

Trainee Information

Your Name (Learner): _____

Emergency Contact

Primary Contact Name: _____

Relationship to Trainee: _____

Contact Telephone Number: _____

Home Address

Address 1 _____

Address 2 _____

Address 3 _____

Post Code _____

Driving Licence Number / Check Code

Office use only:

Eyesight check completed? Y/ N

01? Y/ N

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