

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 online videos, unless directed to by your instructor. Other companies may have different sizes or categories of vehicle that may cause confusion. The learner pack and Highway Code are sufficient learning materials. Link below to the most up to date Highway Code:

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

Please also make sure you are sufficiently well rested and not fatigued.

Clothing, footwear and PPE

- Please wear suitable, comfortable clothing and footwear for your training. Steel toe caps/boots are not required. Trainers or shoes are acceptable. A high visibility vest will be provided.
- Part of your training will be outdoors, please bring suitable waterproof clothing if required

Driving Licence

- Please bring your Photocard Driving Licence with you every day.
- If you have had to pass a theory test before starting the course, please bring all pass certificates with you on day 1 of your training. If you are unsure please contact us prior to the training.

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. You cannot be tested for CPC MOD 4 without them.

Eyesight

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

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



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 it 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. Staying hydrated is important to your learning and comfort during the course.

Vehicle damage during Training and/or Driving Test:

- During training and or the driving test our vehicles and equipment are your responsibility. Any damage to vehicles/equipment will necessitate an additional charge.

Course preparation

- To get the best from your training with us and to give you every opportunity for success, please ensure that you are well rested, up to date with the Highway Code and have read all pre-reads and attachments sent in your booking confirmation.

Welcome and relax. You are in very safe, competent and experienced hands.

- Deposits are non-refundable or transferable. Cancellation charges may apply.
- Cash/cheques are not accepted.
- Payments are to be made no later than 10 working days prior to commencement of training.
- Cancellation within 5-10 working days inclusive of booking: 50% of invoice is charged.
- Cancellation within 4 working days inclusive of booking: 100% of invoice is charged.
- Cancellation by ODT LTD due to breakdown or illness – Rebooking of missed training and tests as appropriate.
- Cancellation by DVSA – 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.

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



Location:

**Olly's Driver Training Ltd, Centaur House, Gardiners Place
Skelmersdale, West Gillibrands Industrial Estate, WN8 9SP**

We are located in Skelmersdale, exit the M58 at Junction 4 and follow signs for Skelmersdale (A5068) from the slip road.



Then follow signs for Gillibrands Industrial Estate.

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





Turn left, first exit at this roundabout.



Follow the road until you reach the one way system.



Turn left through these gates and you will see the vehicles parked up at the end on the left. Your instructor will show you where to park.

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



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

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

