

## **CONSULTANT FLEET DRIVER TRAINER**

**Reports To:** The Consultant Fleet Driver Trainer will report to The National Fleet Training Manager & relevant Regional Quality Manager

**Job Overview:** The Fleet Driver Trainer will be responsible for delivering bespoke in vehicle training and classroom presentations to the Industry's highest standards.

To deliver a quality programme which is important to our customers and ensures that both the clients and customers expectations are achieved.

The opportunity will provide both challenging and rewarding situations and will very much adopt a client centred approach.

### **Responsibilities and Duties:**

- Deliver best training outcomes delivered by the best trainers
- Follow the course specifications as requested by the company
- Adhere to all the requirements as stated in the Service Providers Contract
- Demonstrate the ability to work as an individual and remain flexible to meet the needs of the client
- Exercise good organisational, planning and preparation skills

### **Qualifications:**

Mandatory

- Approved Driving Instructor (ADI)
- Demonstrate excellent interpersonal skills

- Meet the driving criteria as set out in the National Standards for driving cars & Light Vans

#### Desirable

- To be an accredited DVSA Fleet Trainer
- The ability to accurately report on a Training session
- Hold an existing industry recognised Advance Driving Qualification

## DRIVETECH RATE STRUCTURE EFFECTIVE FROM 1<sup>st</sup> JULY 2019

### STANDARD FLEET RATES

	On Road Only	Combination Courses	Fleet Workshops	Commercial & Passenger Vehicle Training CPVT (all course types)
Half Day < 4 hrs	£85.00	£87.00	£129.00	N/A
Full Day > 4 hrs	£136.00	£139.00	£175.00	£175.00

**Combination:** Defined as a course involving on road and a presentation e.g. Real World Combination.

**Weekend work:** No additional payments.

#### Evening work supplement

No additional payment for courses when start and end times fall within 8am and 7pm

£10 additional payment for courses with start time between 7am – 7.59am or end time between 7.01pm and 8.00pm

£20 additional payment for courses with start time on or before 6.59am or end time on or after 8.01pm

**London weighting:** Trainers allocated to a job within the London area will be paid an additional £10.00. \* London weighting does not apply for courses within CPVT.

**Mileage rates 18p per mile:** Trainers will be able to manage their own areas of coverage by selecting postcodes, DriveTech will not pay mileage on courses within a 30-mile radius of trainers home address:

- Coverage Region One ~ No mileage payment. Trainers can select a radius of no less than 30 miles but can expand this radius to suit their requirements.
- Coverage Region Two ~ Postcode areas willing to travel further than Region One for 18p per mile.

**Parking:** Trainers can claim parking expenses incurred whilst working for DriveTech against receipts. All receipts should be sent to Client Services, Fanum House or scanned to [Fleetsafe@drivetech.co.uk](mailto:Fleetsafe@drivetech.co.uk)

**Toll charges:** Trainers can claim toll charges incurred whilst working for DriveTech against receipts. All receipts should be sent to Client Services, Fanum House or scanned to [Fleetsafe@drivetech.co.uk](mailto:Fleetsafe@drivetech.co.uk)

**Public Transport:** If the trainer uses public transport to attend and deliver a DT course, they will be liable to pay the first £10 of any travel expenses incurred. Travel expenses incurred above this £10 threshold will be paid by DT. The full receipt should be sent to Client Services, Fanum House or scanned to [Fleetsafe@drivetech.co.uk](mailto:Fleetsafe@drivetech.co.uk)

***Please send all receipts with the completed Trainer Expense Form***

**Fleet Specialist Courses:** Defined as a course requiring additional skill sets and falls outside of the normal product portfolio e.g. high performance, events, skid training, chauffeur, towing. Specialist pay rates may also apply to courses where additional work is required over the standard courses e.g. additional report writing. Rates will be variable depending on the product.

## DRIVETECH RATE STRUCTURE FOR SPECIALIST COURSES

### Specialist Fleet Rates and Specialist Off Road Training Rates

Specialist Course Name	Pay Rate
5 day Assessors Course	£151.00
Advanced Driving Diploma (Prep only)	£151.00
Advanced Driving Diploma Prep & Test	£151.00
Asda Assessor One Day Re-Take	£151.00
Assessors Course 2 Day - On Road	£151.00
Assessors Course 2 Day with van - On Road	£151.00
Broadmoor Hospital Convoy Driving	£151.00
CPVD PCV D Test Preparation (Go Ahead)	£164.00
Driver Quality Manager (DQM)	£166.00
DVSA New Entrant - Driver Training / Development	£151.00
Fleet Risk Health Check	£224.50
Ford Driving Skills for Life Event	£151.00

<b>FORS Audit</b>	<b>£166.00</b>
<b>Halliburton Introduction to Safe Driving Techniques</b>	<b>£139.00</b>
<b>Motor Sports Association – Safety Car Driver</b>	<b>£175.00</b>
<b>On road High Performance Driver Development</b>	<b>£149.50</b>
<b>Professional off-road Training</b>	<b>£175.00</b>
<b>Real World Combination + Trailer</b>	<b>£151.00</b>
<b>ASDA 2 Day Assessors Course with Van</b>	<b>£151.00</b>
<b>Speed Recognition Pre-Court - Full Day</b>	<b>£151.00</b>
<b>TO 33 Highways England Control Works Training</b>	<b>£200.00</b>
<b>TO39 RCC Call Handling Course HE Trainer (Design and Delivery)</b>	<b>£200.00</b>
<b>TO39 RCC Coaching HE Trainer (Design and Delivery)</b>	<b>£200.00</b>
<b>TO39 RCC Foundation HE Trainer (Design and Delivery)</b>	<b>£200.00</b>
<b>TO39 SMART Motorway Training HE (Design and Delivery)</b>	<b>£200.00</b>
<b>TO39 CCC Foundation HE Trainer (Design and Delivery)</b>	<b>£200.00</b>
<b>TO39 On Road Foundation ETM</b>	<b>£171.50</b>
<b>TO39 On Road Highways England Trainer (Design and Delivery)</b>	<b>£171.50</b>
<b>TO39 Police National Computer Training HE Trainer (Design and Delivery)</b>	<b>£350.00</b>
<b>Trainer Development Coach (TDC)</b>	<b>£175.00</b>
<b>Waitrose Lead Driver Assessor Course</b>	<b>£151.00</b>

## **DRIVETECH RATE STRUCTURE FOR ADDITIONAL PAYMENTS**

**Accommodation:** Accommodation will be offered to trainers travelling to a venue over 2 hours away as based on 'Autoroute' and will be calculated by DriveTech. Booking of accommodation will generally be by the Client Services Team; all accommodation bookings must be authorised by DriveTech. DriveTech will fund accommodation to the value of £90.00 a night following production of receipt; however, trainers are requested to seek the most cost-effective accommodation.

**Subsistence:** £20.00 per night away.

**Lunch on full day courses:** Usually at own expense (check booking form for confirmation).

**Travelling with other trainers:** Trainers working at the same venue are requested to travel together where possible. Please advise details of convenient meeting points to Client Services so mileage payments, if applicable, can be calculated correctly.

***Use of trainers' car for fleet work only:***

£30 per full day (motorcycle trainer + £10 for radio use = £40)

£15 per half day (motorcycle trainer + £5 for radio use = £20)

## Becoming a DriveTech Trainer

### Frequently Asked Questions

Q. How do I know my application has been received by DriveTech?

A. DriveTech will send you a response confirming receipt of your application.

Q. What is DriveTech's vision and strategy?

A. DriveTech's vision is to eliminate road death and serious injury. To realise this vision, our strategy is to work with highly motivated, skilled and passionate trainers to deliver effective training. Our trainers are the face of the business, so we continually work with you to develop and improve your skills.

Q. Where will I be working?

A. We will mutually agree the areas you cover, also advising you which regions traditionally offer relatively high and low volumes.

Q. How is my application processed?

A. All applications are reviewed after which we invite the trainers who most closely meet our requirements to an assessment. Following the assessment, we can make an informed decision regarding suitability and successful applicants are then invited onto a product familiarisation course.

Q. Will you hold my details on file in case an opportunity arises?

A. DriveTech will hold your details at your request and will contact you if any new opportunities or specialist skill type requirements arise in your area. We will retain your details for 2 years or until you request that we delete your details.

Q. What is involved in the selection process?

A. The selection process will be thorough as we look to select trainers who are either qualified or who show potential for the future. The process will involve attending one of our assessment centres and our selection will be based on your experience and aptitudes related to the advertised role.

Q. What happens prior to the Fleet Product Familiarisation course?

A. If you are successful at the assessment stage for the role of fleet driver trainer you will need to liaise with Recruitment ([Recruitment@Drivetech.co.uk](mailto:Recruitment@Drivetech.co.uk)) to arrange an on-road Preparation Day. This will be carried out as locally as possible with one of our Advanced Driving Diploma Examiners to ensure that you can meet the minimum required driving standard for the product familiarisation course. The examiner will also leave you with an action plan for your personal development.

Q. Is there a charge for the Fleet induction preparation day?

A. You will be required to pay in advance for the preparation day. This will be at a cost of £200 + VAT for the day however, on completion of the product familiarisation course the amount of £200 will be deducted from the course fee. \*

Q. What if I do not meet the required standard on the preparation day?

A. If you do not reach the required standard it is possible for you to arrange further preparation days through Recruitment at a cost to yourself of £200 + VAT. Please note that a maximum of £200 would be deducted from the course fee on completion of the Fleet Product Familiarisation course regardless of the number of preparation days attended.

Q. What is involved in the Product familiarisation?

A. A three-day Product Familiarisation is for trainers that have Fleet Qualification and can evidence training experience to existing full licence holders.

The course will introduce new trainers to DriveTech's policies and procedures, and delivery of specific products.

A five-day Product Familiarisation course will include the content of a three day course and in addition will include training for the three modules required for Driver and Vehicle Standards Agency (DVSA) Fleet Qualification.

Q. Do I need an Advanced Driving Qualification to work for DriveTech?

A. As part of all product familiarisation courses you will be tested under the criteria of the DriveTech Advanced Driving Diploma which is accredited by the DVSA. Training will be provided for this test.

Q. Do I require a minimum DVSA check test grade to work for DriveTech?

A. Yes, a minimum B Grade is required

Q. How much does the training cost?

A. This depends upon the course type you are applying for. Many of our product familiarisation courses are run at no cost to you other than a commitment in time. Our Fleet Registration and product familiarisation course costs £200 + VAT per day.

Q. What other training and are opportunities are available?

A. We deliver numerous courses covering all vehicle and sector types e.g. LGV/PCV, 4x4, van driving (home delivery), specialist courses and workshops. Trainers are therefore invited to attend the various product familiarisation programmes to deliver these different courses when the opportunity arises. Many of these courses attract a higher day rate.

Q. What are the pay rates and how am I paid?

A. Pay rates are attached as they can differ by course, timing and location. All our trainers are paid weekly. Our automated system raises an invoice on your behalf and deposits money into your nominated account.

Q. Am I paid throughout the product familiarisation process?

A. DriveTech does not pay you for your time or out of pocket expenses, as these can be offset against your profit and loss accounts, when you attend training and development courses including your initial product familiarisation. Wherever possible we do try to separate the training dates, so you do not have to commit too much time in one week.

Q. Will I need to prepare for the selection process and product familiarisation programme?

A. Yes. You should have a basic understanding of our business and consider what skills and behaviours make the ideal trainer. If you are applying to deliver on-road driver training, then your driving will be assessed, knowledge of Roadcraft will be required. Likewise, if you are applying to deliver workshops you will be asked to deliver a short presentation.

Q. When I am qualified to deliver courses, what will be expected of me?

A. When you are qualified you will be expected to keep our online diary system fully updated where you specify what days you are available to accept work from us. We will allocate work to you based on your availability. In addition to working full days there are opportunities for workshop trainers to work the morning or evening only in many regions. You will be required to return all completed electronic reports and registers within agreed time frames.

Q. What support is provided once qualified?

A. Once your initial training has taken place you will receive support to ensure you are delivering to the high standard required. This is of benefit to you and to DriveTech as the quality of our trainers is paramount.

\* A maximum of £200 will be deducted for those who have attended the Fleet on road Preparation Day and are paying the full product familiarisation course fee.