

Section Two - Transport Manager or Responsible Person

2.1 Current Knowledge and Competence

The nominated transport manager or responsible person in the case of a restricted licence must be able to demonstrate a clear understanding of all aspects of the operation. The transport manager must also produce evidence of qualifications. The responsible person must clearly demonstrate an ability to carry out their duties.

In point 2.1 section you need to enter the following details in your audit template

1. Provide evidence of continual professional development which may include relevant refresher training undertaken in the last 5 years
2. Give examples of any professional organisations or trade bodies that the transport manager or responsible person is a member of
3. Detail the certificate number of the transport manager/CPC holder
4. Confirm that there is a contract in place between the transport manager and the company
5. Detail the process in place for (CPD) continued professional development
6. Detail how legislation and industry updates are received and communicated throughout the business

2.2 Continuous control and effective management of the transport operation

The transport manager or responsible person (restricted licence) should have full and effective day-to-day control of all aspects of the transport operation. The transport manager or responsible person should hold a senior position within the business and have the responsibility to decide the use of the vehicles, trailers, and relevant staff to ensure a legal operation.

In point 2.2 section you need to enter the following details in your audit template

1. Detail the reporting process between the directors, transport managers and licence holder, give names and job titles and number of vehicles
2. How many transport managers work in the business
3. How many hours per week does the transport manager work
4. Give details of the transport manager's length of the contract, full or part-time
5. Does the transport manager carry out any other duties within the business, such as director or accountant? If so, how many hours does this role consume?