

## IRU CPC MANAGER COURSE OBJECTIVES

COURSE	OBJECTIVES
<b>Civil Law</b> <b>(14 hours)</b>	<ul style="list-style-type: none"> <li>• to be familiar with the main types of contract used in road transport and with the rights and obligations arising thereafter</li> <li>• to be capable of negotiating a fully valid transport contract, notably with regard to conditions of carriage</li> <li>• to be able to consider a claim by his principal regarding compensation for loss of or damage to goods during transportation or their late delivery, and to understand how such a claim affects his contractual liability</li> <li>• to be familiar with the rules and obligations arising from the CMR Convention on the Contract for the International carriage of Goods by Road</li> </ul>
<b>Commercial Law</b> <b>(8 hours)</b>	<ul style="list-style-type: none"> <li>• to be familiar with the conditions and formalities laid down for plying the trade, the general obligations incumbent upon transport operators (registration, record keeping etc.) and the consequences of bankruptcy</li> <li>• to have appropriate knowledge of the various forms of commercial companies and the rules governing their constitution and operation</li> </ul>
<b>Social Law</b> <b>(17 hours)</b>	<ul style="list-style-type: none"> <li>• to become familiar with the role and function of the various social institutions which are concerned with road transport to become familiar with the employers' social security obligations</li> <li>• to become familiar with the rules governing work contracts for the various categories of worker employed by road transport undertakings to become familiar with the rules applicable to driving time and working time.</li> <li>• to become familiar with the rules applicable to the initial qualifications and continuous training of drivers</li> </ul>

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<b>Fiscal Law</b>  <b>(14 hours)</b>	<ul style="list-style-type: none"> <li>• to become familiar with the rules governing Value Added Tax (VAT) on transport services</li> <li>• to become familiar with the rules governing motor vehicle tax</li> <li>• to become familiar with the rules governing the taxes on certain road haulage vehicles and tolls and infrastructure user charges</li> <li>• to become familiar with the rules governing income tax</li> </ul>
<b>Business and financial management of the undertaking (38 hours)</b>	<ul style="list-style-type: none"> <li>• to become familiar with the laws and practices regarding the use of cheques, bills of exchange, promissory notes, credit cards and other means or methods of payment</li> <li>• to become familiar with the various forms of credit (bank credit, documentary credit, guarantee deposits, mortgages, leasing, renting, factoring etc.) and the charges and obligations arising therefrom</li> <li>• to know what a balance sheet is, how it is set out and how to interpret it</li> <li>• to become able to read and interpret a profit and loss account</li> <li>• to become able to assess the undertaking's profitability and financial position, in particular on the basis of financial ratios</li> <li>• to become able to prepare a budget</li> <li>• to become familiar with the cost elements of the undertaking (fixed costs, variable costs, working capital, depreciation etc.), and able to calculate costs per vehicle, per kilometre, per journey or per tonne</li> <li>• to become able to draw up organisation chart relating to the undertaking's personnel as a whole and organise work plans etc.</li> <li>• to be familiar with the principles of marketing, publicity and public relations, including transport services, sales and promotion and the preparation of customer files etc.</li> <li>• to be familiar with the different types of insurance relating to road transport (liability, accidental injury / life insurance, non-life and luggage insurance) and the guarantees and obligations arising therefrom</li> <li>• to become familiar with the applications of electronic data transmission in road transport</li> <li>• to become able to apply the rules governing the invoicing of road haulage services and know the meaning and implications of Incoterms</li> </ul>

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<p><b>Access to the market (17 hours)</b></p>	<ul style="list-style-type: none"> <li>• to become familiar with the occupational regulations governing road transport for hire or reward, industrial vehicle rental and subcontracting, and in particular the rules governing the official organisation of the occupation, admission to the occupation, authorisation for intra-Community and extra-Community road transport operations, inspections and penalties</li> <li>• to become familiar with the rules for setting up a road transport undertaking</li> <li>• to become familiar with the various documents required for operating road transport services and the introduction of checking procedures to ensure that the approved documents relating to each transport operation, and in particular those relating to the vehicle, the driver, the goods and the luggage are kept both in the vehicle and on the premises of the undertaking</li> <li>• to become familiar with the rules on the organisation of the market in the road haulage services, as well as the rules on freight handling and logistics</li> <li>• to become familiar with border formalities, the role and scope of T documents and TIR carnets, and the obligations and responsibilities arising from their use.</li> </ul>
<p><b>Technical standards and technical aspects of operation (32 hours)</b></p>	<ul style="list-style-type: none"> <li>• to become familiar with the rules concerning the weights and dimensions of vehicles in the Member States and the procedures to be followed in the case of abnormal loads which constitute an exception to these rules</li> <li>• to become able to choose vehicles and their components in accordance with the needs of the undertaking</li> <li>• to become familiar with the formalities relating to the type approval, registration and technical inspection of these vehicles</li> <li>• to understand what measures must be taken to reduce noise and to combat air pollution by motor vehicle exhaust emissions</li> <li>• to become able to draw up periodic maintenance plans for the vehicles and their equipment</li> <li>• to become familiar with the different types of cargo-handling and loading devices and be able to introduce procedures and issue instructions for loading and unloading goods to become familiar with the various techniques of 'piggy-back' and roll-on roll-off combined transport</li> </ul>

**Road Safety  
(17 hours)**

- to become able to implement procedures to comply with the rules on the carriage of dangerous goods and waste
  - to become able to implement procedures to comply with the rules on the carriage of perishable foodstuffs, notably those arising from the Agreement on the International Carriage of Perishable Foodstuffs and on the Special Equipment to be used for such Carriage (ATP)
  - to become able to implement procedures to comply with the rules on the transport of live animals
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- to know what qualifications are required for drivers (driving licence, medical certificates, certificates of fitness etc.)
  - to become able to take the necessary steps to ensure that drivers comply with the traffic rules, prohibitions and restrictions in force in different Member States (speed limits priorities, waiting and parking restrictions, use of lights, road signs etc.)
  - to become able to draw up instructions for drivers to check their compliance with the safety requirements concerning the condition of the vehicles, their equipment and cargo, and concerning preventive measures to be taken
  - to become able to lay down procedures to be followed in the event of an accident and to implement appropriate procedures to prevent the recurrence of accidents or serious traffic offences
  - to become able to implement procedures to properly secure goods and be familiar with the corresponding techniques

**Health (8 hours)**

- To be able to implement procedures in order to maximise personnel's physical and mental ability