



Transport Manager CPC

FREE READER COMPANION | ROAD HAULAGE | INDEPENDENT STUDY RESOURCE

Companion Study Toolkit

Plan your revision. Practise your method. Check your sources.

By Sebastian Burkhardt

Companion to Passing Your Transport Manager CPC

A focused set of worksheets and selected quick references. Keep the book for the explanations, worked examples, memory aids and mock exam. This pack does not reproduce them.

Inside this pack	Page
Chapter-based revision planner	2
Selected drivers' hours and working-time checks	3
Original financial practice worksheet	4
Operator-licence evidence worksheet	5
Recall cards and error log	6
Exam preparation checklist	7
Official sources and update checks	8

Read before use

Selected Great Britain road-haulage references, checked against the linked official guidance on 25 October 2026. Not a full syllabus, legal advice, operational compliance certificate or official awarding-body resource. Rules, scope and exam arrangements can change. Northern Ireland, international operations, exemptions and special cases require separate checks.



Your revision plan

Use the actual chapter titles below to find your next study session.

Score each topic: 1 = unfamiliar, 2 = can explain with notes, 3 = can apply without notes. Start with your lowest score. Read in the book, close it, recall the key idea, then practise. Revisit after 1, 3 and 7 days.

Chapter / topic	Score	Next session
1. Civil Law		
2. Commercial Law		
3. Social Law Drivers Hours		
4. Tachographs and Working Time		
5. Fiscal Law Tax, Duty and Charging		
6. Financial Management and Business Operations		
7. The Operator Licence		
8. International Operations The Post-Brexit Landscape		
9. Technical Standards and Vehicle Operations		
10. Other Legal Requirements		
11. Passing Paper 1 Multiple Choice Strategy		
12. Passing Paper 2 The Case Study		
13. Mock Exam		

This week's priority and one specific outcome



Keep the clocks separate

Selected headline rules for in-scope goods-vehicle operations, not a complete scheduling guide.

Driving, breaks and rest [1, 2]	Selected reference
Daily / weekly / fortnightly driving	9 hours daily; up to 10 twice a week. 56 hours weekly; 90 in any two consecutive weeks.
Driving break	After no more than 4.5 hours driving: at least 45 minutes, or at least 15 followed by at least 30 minutes.
Daily rest	Normally at least 11 hours. Reduced: at least 9 hours, up to 3 times between weekly rests. Split regular rest: at least 3 then at least 9 hours.
Weekly rest	Regular: at least 45 hours. Reduced: at least 24 hours, subject to the applicable pattern and compensation conditions.

Weekly-rest reduction: compensate the actual shortfall below 45 hours in one block before the end of the third week following the week concerned, attached to rest of at least 9 hours. A 24-hour rest creates 21 hours of compensation; a 30-hour rest creates 15. Special international provisions are not covered here. [2]

Working time [3]	Separate checks
Weekly working time	48 hours average over the applicable reference period; up to 60 in a single week if the average is maintained.
Working-time breaks	No more than 6 consecutive hours without a break. Total work 6–9 hours: at least 30 minutes; over 9: at least 45. Break portions at least 15 minutes.
Night work	10 hours working time in any 24-hour period if night work is performed, unless extended under a valid collective or workforce agreement.

Use with Chapters 3 and 4. Confirm the applicable regime first. Other work counts towards working time; qualifying breaks, rest and periods of availability do not. A break can satisfy both regimes only if it meets both sets of requirements. These are not Driver CPC training hours. See page 8 for sources.



Finance: practise the method

An original exercise for Chapter 6. These fictional figures are not a quote or industry benchmark.

Annual fixed costs	£48,000
Annual mileage (all miles)	50,000
Variable cost per mile	£0.42
Expected laden / revenue-earning miles	40,000
Target margin on revenue	15%

Your calculation sequence

1. Variable cost = annual mileage × variable cost per mile.
2. Total cost = fixed costs + variable cost.
3. Cost per all miles = total cost ÷ total annual miles.
4. Cost per laden mile = total cost ÷ revenue-earning miles.
5. Target rate = cost per laden mile ÷ (1 – target margin as a decimal).

Show your working and units below. Do not round intermediate calculations.

Self-check

Variable £21,000; total £69,000; cost per all miles £1.38; cost per laden mile £1.725; rate for a 15% revenue margin £2.0294... (approximately £2.03 per laden mile).

Common trap

Margin is profit ÷ revenue. Markup is profit ÷ cost. Multiplying cost by 1.15 gives a 15% markup, not a 15% revenue margin. The simplified exercise assumes all stated costs are annualised and avoids mixing tax-inclusive and tax-exclusive figures.



Licence evidence worksheet

Use with Chapter 7. This is a study exercise, not an operational audit sign-off.

Current GOV.UK financial-standing figures for heavy goods vehicles [4, 5]. Use vehicles authorised, not just those currently on the road. These are not licence application fees.

HGV licence type	First vehicle	Each additional
Standard national / international	£8,000	£4,500
Restricted	£3,100	£1,700

For one or more authorised HGVs: first-vehicle amount + (number – 1) × additional-vehicle amount.
Example: 3 standard-licence HGVs = £17,000. Separate light-goods-vehicle and mixed-fleet rules are not covered here.

Evidence to investigate	Source / owner	Gap / next action
Correct licence type and authorisation		
Acceptable financial evidence and ongoing resources		
Transport-manager nomination and genuine management (standard licence)		
Maintenance arrangements, inspection intervals and records		
Driver checks, infringement review and follow-up		

Check the conditions, not just the numbers. Financial standing is an ongoing requirement. Evidence and assessment differ by licence type and circumstances. No table alone proves entitlement to an operator licence. Use current guidance and the relevant Traffic Commissioner's requirements.



Make mistakes useful

Write your own recall prompts from the book. Do not copy its mock questions.

Three recall prompts to try

Explain margin versus markup without numbers. Describe why driving time is not the same as working time. List what you would verify before applying a licence rule to a particular vehicle.

My prompt	Answer in my words	Book chapter / official source

Error log

Name the mistake precisely: misread the question, wrong rule, wrong units, wrong calculation, or missing qualification. Rewrite one corrected step, then set a fresh practice question.

Mistake / why it happened	Corrected step	Retest date

A useful retest

Change the numbers or the facts. If you can only remember yesterday's answer, you have not tested the method yet. Use Chapters 11-13 for the book's exam strategy and full practice material.



Before you book the exam

Use with Chapters 11–13. Check your own awarding organisation and examination session. [6]

GOV.UK describes multiple-choice and case-study parts. Do not assume that timing, pass marks, permitted materials or delivery arrangements are universal. Confirm them with your chosen provider.

Confirm in writing	Your session details	
Awarding organisation and road-haulage qualification		
Dates, booking deadlines and resit arrangements		
Paper durations and current pass requirements		
Permitted books, notes, calculator and other materials		
Identification, venue / remote-exam requirements		
Reasonable adjustments, if needed		

Case-study working checklist

Read the task verb and marks available. Extract only relevant facts. State assumptions. Show formula, substitution, units and result. Label separate answers clearly. Check arithmetic and whether the conclusion fits the scenario.

My final preparation actions



Sources and update checks

Official guidance checked 25 October 2026. Always open the source again before applying a rule.

[1] GOV.UK: Assimilated rules

[Open the official guidance](#)

[2] DVSA: Assimilated and AETR rules on drivers' hours

[Open the official guidance](#)

[3] DVSA: Working time rules

[Open the official guidance](#)

[4] GOV.UK: Operator licence financial evidence

[Open the official guidance](#)

[5] Traffic Commissioners: Statutory Document 2, Finance

[Open the official guidance](#)

[6] GOV.UK: Qualifying as a transport manager

[Open the official guidance](#)

What this check does not claim

This selected reference pack does not certify every statement in the book. Tax, employment, international transport, exemptions and vehicle-specific rules are deliberately not summarised here. Check those separately with current primary sources and competent advice where needed.

Rule I need to check	Source and date	Scope / unresolved point

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