

# Driver Training at ČEPRO, a.s. Warehouses

Effective as of 1 April 2022

## New driver training

All new drivers without previous training at a specific warehouse are considered “new”, including drivers in initial training arriving with an experienced fellow driver.

**New driver training takes place at the company’s warehouses on standard training days, Tuesdays and Thursdays, always from 7 a.m. to 1 p.m.**

- To go through the training, the driver must first have a valid registration and an entry card assigned (made) on the ETR.
- The carrier shall notify its need for training of a new driver to a specific warehouse or to the central dispatch centre via e-mail at least one working day before the requested date (see the table of contacts)
- The training always includes studying an electronic presentation, and performing a knowledge verification test and assisted hands-on road tanker filling at a loading gantry with the trainer. **The complete driver training can, therefore, only take place when the carrier provides a road tanker for such filling and the driver is equipped with the prescribed PPE.**
- The training can be divided into 2 parts, a theoretical part with a test and a practical part that includes road tanker filling. The training is only considered valid after the completion of both its parts.
- In the event of failure, the written test may be retaken 2 times at most in one calendar day.
- In the event of the driver’s insufficient knowledge / inability to successfully complete the practical training (depending on the trainer's individual assessment), it may be repeated once per calendar day at most.

## Exception to fixed training Dates

- An application for training on a date other than as specified above must be sent electronically to the warehouse at least one working day in advance by the appropriate carrier or dispatcher of the central dispatch centre. The warehouse shall again confirm the exception's (non)acceptance to the applicant electronically (by replying to the received application). It is entirely within the competence of the particular warehouse to accept or reject the application.

## Training withdrawn according to Sanction Rules

- If a driver’s training has been withdrawn based on the Sanction Rules, the carrier shall proceed as described above. The driver is required to complete both parts of the training; i.e., the theoretical part and the practical part.
- For repeated training, the carrier will be charged a fee of CZK 500 according to the contractual terms (Annex 3 – Rules for Collection of Goods at Fuel Dispensing Terminals to the Agreement on Rules for Carrier’s Collection of Goods at Fuel Dispensing Terminals of ČEPRO, a.s., Section 2.2.).

### **Driver training renewal (training is valid for 1 year from the date of its completion)**

- Training renewal after 1 year at the specific warehouse where the particular driver has already completed the new driver training, including the practical initial training, can be carried out at any time (24/7) without prior notice.
- The training includes studying an electronic presentation on a PC accessible to the drivers taking a verification test.
- The test is evaluated by the operator; however, the operator always sets priorities regarding the performance of their duties. Therefore, warehouse operation safety and management always take absolute priority over driver training and verification tests. Thus, the driver is always obliged to follow the operator's instructions and to wait until the safe operation of the warehouse allows them to perform the tasks required for the training.
- In the event of failure, the written verification test may be retaken 2 times at most in one calendar day.

The theoretical driver training curriculum and complete training presentations for all individual warehouses are published here, on the company's website.

In the event of major changes in warehouse technology, drivers may be required to be retrained in the knowledge required for loading at specific warehouses at intervals other than the specified 1 year. Should such a situation occur, the carriers will be notified in advance.

### **List of Contacts**

<b>Central Dispatch Centre</b>	obchod.praha@ceproas.cz	739583772
<b>Bělčice</b>	operatori.belcice@ceproas.cz	738122623
<b>Cerekvice</b>	dispecink.cerekvice@ceproas.cz	738126273
<b>Hájek</b>	operatori.hajek@ceproas.cz	738122721
<b>Hněvice</b>	operatori.roudnice@ceproas.cz	738124327
<b>Klobouky</b>	operatori.klobouky@ceproas.cz	738129715
<b>Loukov</b>	dispecink.loukov@ceproas.cz	738128273
<b>Mstětice</b>	operatori.mstetice@ceproas.cz	738125796
<b>Sedlnice</b>	dispecink.sedlnice@ceproas.cz	738128611
<b>Smyslov</b>	dispecink.smyslov@ceproas.cz	738123295
<b>Střelice</b>	dispecink.strelice@ceproas.cz	738129214
<b>Šlapanov</b>	dispecink.slapanov@ceproas.cz	738127284
<b>Třemošná</b>	operatori.tremosna@ceproas.cz	738122325
<b>Včelná</b>	dispecink.vcelna@ceproas.cz	738123514

<https://www.ceproas.cz/o-nas/informace-pro-verejnost-a-zakazniky>