

December 2017

RSA



STANDARD PROCEDURES, TRAINING GUIDE and HEALTH & SAFETY REQUIREMENTS

for conducting driving tests

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority



Table of Contents

	Page No.
Preface	3
Application of standards for the practical test	4
Standard procedures for conducting driving tests	5
Notes	5
Meeting the applicant	5
Learner Permit	5
Applicant identity	6
Evidence of motorcycle power output	6
Candidate declaration	7
Oral test	7
Official accompanying tester	8
At the vehicle	8
Mirrors	10
Representative vehicles	10
Practical part of the Test	11
Routes	11
Turnabout manoeuvre	12
Reverse manoeuvre	12
Hand signals	12
Hill test	13
Parking	13
End of the test	13
Decision on test	11
Pass result	14
Signatures	14
Fail result	15
Driving test result appeal	15
Verbal feedback	16
Decision deferred	16
Dangerous driving	17
Interpreter	17
Test abandoned/not conducted	18
Collision on test	18

	Page No.
Additional procedures, documentation and requirements for particular categories for test purposes	19
Categories AM, A1, A2, A	19
Category BE	24
Categories C1, C, D1, D, C1E, D1E, CE, DE	24
Categories D, D1, DE, D1E	27
Category W	28
CPC Practical Test (Part 2) PREAMBLES AND PROCEDURES	29
Procedural guidelines	30
Accompanying persons	31
Certificates	31
Applying for certificates	31
Pass certificates	32
Certificates of Driving Test Outcome	32
Commencement times	32
Swapping Tests	32
Condition of Vehicle	32
Disability	33
Fill-in	33
Files	33
Insurance discs	33
'L' plates	33
Late arrivals	34
Brake and Indicator Lights	34
Sickness (See staff notice 12/2004)	34
Peoplepoint	34
Sickness	34
Annual / Special Leave	34
SECTION 2 OFFICE NOTICES & CIRCULAR LETTERS	35
UWD01 HGV unladen Weight Declaration	
RVI 1 Rental Vehicle Insurance confirmation form	



Preface

Driving tests are conducted under the authority of the Board of The Road Safety Authority, and driver testers should be aware that they are representing the Road Safety Authority when they are carrying out their duties.

In dealing with a test applicant, the tester should be fair and courteous at all times. Courtesy may be defined as politeness towards, consideration for, and treating a person with dignity.

The tester should create a harmonious and stress free atmosphere by their initial greeting of, and their subsequent dealings with the applicant. Applicants may be nervous and self-conscious when in a formal 'exam' type situation and this may prevent them from performing at their best. While the tester must assess the applicant's performance, the tester should not contribute in any way to the tension and stress which is inevitably being felt by the applicant.

The tester should introduce themselves.

Applicants should be addressed as Mr., Mrs., Miss, Ms. or by their professional title, but it would also be in order to use an applicant's first name if appropriate.

In carrying out their duties, testers should be:

- (a) Punctual
- (b) Formal but friendly – a polite smile should be used on occasions.
- (c) Low key and not hurried.
- (d) Presentable, and should dress in a manner appropriate to the position.

Documentation should be prepared prior to calling an applicant. The tester should go into the waiting area and call the applicant's name using a pleasant tone of voice. Where there is no response to the initial call, the tester should repeat it if necessary and/or should check regularly for a period to see whether the applicant has in fact attended. The tester should wait for the applicant to respond and should accompany the applicant to the desk.

The tester should introduce each stage of the formalities with the same type of friendly courteous tone of voice and body language, and should make a reasonable amount of eye contact without 'staring' at the applicant at any time.

The tester should say 'please' and 'thank you' from time to time, and should not rush the applicant through the formalities.

While the majority of test applicants are helpful and co-operative, regardless of the test result, it can happen from time to time that an applicant may become upset. It is not possible to formulate a procedure for dealing with every possible eventuality, but the tester should in all circumstances remain calm and in control of the situation, and should not allow himself/herself to be provoked. The tester should respond to any comment that the applicant may make in a reasoned and diplomatic manner, and on no account should become involved in an exchange of unnecessary or inappropriate comments. If necessary, the applicant should be advised to contact 'Head Office' in Ballina to obtain further information.

The tester should follow the Standard Procedures closely at all times, and should make a note of any incident or comment, including all relevant facts, on the notes section of the tablet.

These Procedures may be revised and/or amended from time to time, and testers will be informed of this, if and when it occurs. Any amendments will also be available on our web site www.rsa.ie and from our head office in Ballina: The Road Safety Authority, Primrose hill, Ballina, Co. Mayo. Telephone 1890 40 60 40.



Application of standards for the practical test

The tester conducting the test is responsible for assessing the competency of the applicant, based on the application of the uniform standard as determined by the Chief Tester, in accordance with E.U. Directives 2006/126 /EC and 2012/36/EC, and the most current Road Traffic (Licensing of Drivers) Regulations as amended.

It is the responsibility of the Chief Tester, Training and Standards Manager, Regional Supervisor and Driver Tester to ensure that these standards are correctly and uniformly applied at all times.

The correct standard of fault assessment and recording must be known to, and applied by each tester on each occasion.



Standard procedures for conducting driving tests

Notes

The tester's nameplate **must** be displayed on the desk facing the applicant.

The wording as set out in these Procedures should be followed.

Meeting the applicant

- (a) *Greeting:* Call the applicant's full name Mr. Ms. etc. Say **"Good morning/good evening/hello", etc. "I will be your tester today, my name is ... (e.g. Michael), please come this way"**.
- (b) *Identify:* **"May I have your address, please?"**
- (c) *Vehicle Type:* **"What type of vehicle have you for the test?"** Ensure category of vehicle is correct.
- (d) *Learner Permit:* **"May I see your Learner Permit please?"**

Learner Permit

All applicants must produce a current Learner Permit for inspection before the start of the test. 'Visitor's Licences are not acceptable. The photograph on the Permit should be checked for proof of identity. The Permit must be valid for the category of test being conducted. The tester checks the Learner Permit number. The driver number details should match those provided in applicant's details on the tablet.

The tester requests the applicant to sign the Feedback Form and explains to applicant that you will be giving that form to him/her at end of test and checks the signature against the Learner Permit

If the Permit is in order the tester hands it back to the applicant saying "that's fine, thanks" or if the Permit is not in order say, **"Sorry, I am not permitted to conduct your test your Permit is e.g. out of date, or, not valid for the category of vehicle you propose to use"**, etc. Record the outcome code on the tablet device.

Where a Learner Permit is missing either the signature and/or the photograph or is damaged whereby the identity cannot be established **the test should not be conducted**.

If a category 'A' or 'W' test has been applied for and the test applicant wishes to change this to a category 'B' test, the change cannot be made unless Head Office are contacted to confirm that the applicant has completed EDT in category 'B'.

Where code 100 appears on the Learner Permit (adapted to suit the disability of the driver) the tester may proceed with the test provided the requirements are met by the vehicle being automatic. Otherwise, the applicant should be informed that the test cannot proceed and that the RSA will be in touch in relation to their test being conducted by a supervisor tester.

Licensing Code 109

A new licensing code 109 was introduced with effect from the 19th January 2013 which is where a person is disqualified subject to producing a certificate of competency, then this person can be issued with a learner permit with the code 109. This means that there may be some applicants who present to test and who will have a learner permit with a code 109. If the candidate meets all of the other requirements, and their learner permit displays code 109, they can be taken out on test.

The following codes may appear on a Learner Permit:

100	Restricted to vehicles adapted to suit disability of licensee
101	Renewal subject to medical report
102	Diplomatic licence
106	Land Tractor Only
107	Works Vehicle Only
109	Must take driving test within two months of date of issue
115	Organ donor
991	Holders of Learner Permits in categories A1, A2, AM, A, W and B must wait for 6 months before taking the driving test
992	Second Learner Permit in category
993	Third or subsequent Learner Permit in category
999	Must be accompanied by qualified driver

Applicant identity

Testers should take reasonable steps to establish the identity of the applicant and if required additional photographic ID may be requested from the applicant.

If there is a doubt over the applicant's signature compared to what is on the learner permit a tester can request the applicant to sign their name again on the back of a facing sheet for comparison.

On no account should testers accuse anyone of being an imposter and should take reasonable steps to establish the identity of the applicant. Where an applicant's face is covered by a scarf or other item of clothing, the tester should ask for this to be removed to facilitate comparison with the LP photograph (as per Training).

In all cases the Permit is returned to the applicant.

Evidence of motorcycle power output

For motorcycle categories, the applicant must produce proof of kilowatt and the cc for the vehicle presented for the test. This information should be verified from the Vehicle Registration Certificate (VRC) or proof from a motorcycle dealer on headed paper stamped and signed.

Every effort should be made to ascertain the suitability of a motorcycle for test and where necessary the RSA guide to 'Motorcycles for Driving test' should be used to confirm correctness relative to category. If the motorcycle is restricted, the candidate must produce documentary evidence of the restriction from a motorcycle dealer on headed paper, stamped and signed. This evidence must show the restricted kW power and the original kW power. The motorcycle CC or kW must be noted by the driver tester on the tablet.

Candidate declaration

Present the tablet displaying the declaration to the applicant and indicate the statement relating to the condition of the vehicle and insurance cover, saying – **“Would you please read this statement and if you’re satisfied it is in order, please tap on the button to say “I have read and understand the declaration”. The tester should then tap on the button “Applicant’s mark witnessed by tester”.**

An additional identification check may be made if necessary by holding on to the Learner Permit while the applicant is reading the declaration. Tester should hold on to Learner Permit to verify that signature corresponds with applicant’s signature on Driving Test Feedback Form. The tester should be satisfied regarding the insurance status of the vehicle presented for test and ensure that the test candidate presses the button on the declaration confirming that he/she is properly insured to drive the vehicle.

See Circular Letter DT 4/03 and 5/03 in Section 2, relating to insurance matters and the driving test. Where an applicant has difficulty in reading the statement, the tester should read it aloud, and indicate the relevant passage. If the applicant refuses to complete the declaration, the tester should inform the applicant that the test cannot be conducted and advise the applicant to re-apply. A non-conducted report sheet should be completed and issued.

The tester should not ask any questions relating to the condition of the vehicle, or insurance cover, or request production of an Insurance Certificate. Any information volunteered by the applicant should be noted.

Where there is a change of vehicle after the declaration has been ticked by the applicant, the tester should ask whether the applicant is satisfied that the signed declaration also applies to the second vehicle. If the applicant is not satisfied that the signed declaration applies to the second vehicle, then the test should not proceed and a note should be made to that effect.

Concluding the preliminaries, the tester says **“Thank you. Now I’d like to ask you some questions on the Rules of the Road, if you are unclear on any question just ask me to repeat it”.**

Oral test

18 questions, including 10 sign questions (from both sides of the sign card), must be asked. A question which is ‘developed’ counts as one question.

Obligatory subjects for all categories: Pedestrian Crossings, Traffic Lights, Headlights (dipping), Road Markings, Right of Way and Road Signs.

Further questions on additional topics from the Rules of the Road may be asked.

During the oral test on the Rules of The Road, if the applicant is unable to answer a question, the tester should go smoothly to the next question. The tester should try to probe briefly if it is felt that the answer is known, and that the applicant is simply ‘tongue tied’. A reasonable amount of time should be allowed for the applicant to answer each question.

The tester should not show impatience towards or disapproval of the applicant in any way and the tester’s rate of speech and accent should allow time for the applicant to absorb and understand what is being said.

If there are issues with regards to communication such as a difficulty with English, testers should use the sign card as a visual aid to assist with questions.

All faults should be recorded discreetly, and the tablet screen should be positioned for concealment of marks as much as possible throughout the test, once a fault or faults have been recorded.

Questions on the following topics must also be asked in relation to the relevant categories:

Categories A, A1, A2, AM

Rear Observation, Skidding, Road Position.

Categories BE, C1E, CE, D1E, DE, W

Two questions based on the 'Towing' topic in the 'Rules of the Road', and also on coupling/uncoupling the trailer from/to the drawing vehicle.

Categories C, C1, D1, D

Questions based on the Rules Of The Road relevant to the category of vehicle for test should be asked.

On concluding the oral test, the tester says **"Thank you, that's the end of the oral part of the test. We will now go out to your vehicle for the practical part."**

Note: The tester must accompany the applicant to and from the vehicle (except in rare and exceptional circumstances). Any Rules of the Road faults incurred at the desk cannot be noted on the tablet device until the vehicle registration is recorded and the vehicle category is confirmed.

Official accompanying tester

The tester must tell the applicant – **"We will be accompanied on the test by my Supervisor (If a supervised test) or an Official of the RSA (if not a supervisor), who will take no part in conducting the test."** Where an applicant refuses to allow an accompanying officer on the test, then the test should be recorded as a non-conducted test and the applicant is to be given a non-conducted report sheet and told to reapply.

An RSA administrative official will not take part in discussions on technical aspects of the test.

Driver Testers have a duty under the Safety, Health & Welfare at Work Act to use PPE properly whenever it is required to be used. To this end, Driver Testers must wear the high-visibility jacket/vest as per H & S requirements. If an item of PPE is defective or requires replacement, Driver Testers must notify their Supervisor or the Health & Safety Unit of the RSA immediately.

At the vehicle

The tester checks:

- a) That 'L' plates are displayed to the front and rear, (except categories W), (All Category A,A1,A2 or AM applicants must display a yellow fluorescent tabard bearing the letter "L" not less than 15 centimetres high in red on a white background, in a clearly visible vertical position front & rear worn over the chest clothing). A roof sign displaying proper 'L' plates is acceptable. Where an 'L' plate(s) is/are missing and can be obtained within a short walking distance, the applicant may be advised of this, and given reasonable time to get it/them provided this does not interfere with the time allotted for the test. The tester should not suggest to, or advise the applicant to drive in order to obtain 'L' plates. Vehicles which present with both L and N plates displayed together are acceptable for test subject to the plates not restricting vision. If the plate(s) restricts vision to an unacceptable extent, and where a tester feels that one or both can be moved easily, the applicant should be afforded the opportunity to do so.
- b) That the insurance disc is in order, (not A1, A2, A, AM or W). Photocopies or home printed insurance discs are not acceptable for test purposes.
- c) That the N.C.T. or CVRT disc (NCT for vehicles in 5th year and CVRT for vehicles in 2nd year from original year of registration) is in order.

See **Circular Letters DT 11/01** and **1/2002** in Section 2

- d) That the vehicle displays a current valid motor tax disc. See **Circular Letter DT: 14/2004** in Section 2
- e) The registration number, and records it on the tablet.
- f) Whether the vehicle (including motorcycles) has automatic transmission, if so the tester must record 'automatic' on the tablet and tell the applicant that if they pass the test, that the licence will be limited to automatic transmission. Electric/Hybrid vehicles are acceptable for test purposes provided they meet the representative vehicle category. (Hybrid/electric vehicles are generally automatic)
- (See Additional Procedures for particular categories).
- g) The real total mass requirements for categories BE, C, CE, C1E, DE, and D1E achieved by the number of IBCs (intermediate bulk containers) present, are cement blocks as appropriate.
See representative vehicle chart and additional procedures for particular categories.
- h) That the vehicle meets H & S requirements. Refer to the current '**Checklist for your Driving Test**' booklet, and related procedure where a test is not conducted.
- The brake-lights and indicators should be checked to ensure that they are functioning properly and are adequate. Indicator lights must show an amber colour when lit. When checking the brake-lights and indicators, the applicant should be asked to ensure that the ignition is turned fully to the 'on' position.
 - Where a tester is of the opinion that a safety critical warning light did NOT illuminate when the ignition was switched on leading to a decision not to complete the test, they must record all the relevant information relating to the specific light and the vehicle make and model and confirm with the applicant the reason for the test not to be completed. See '**Checklist for your Driving Test**'
 - If a warning light remains on after the engine has been started, in some cases this may result in the test not proceeding and a non-conducted form being issued to the applicant. The details should be noted on the tablet. See '**Checklist for your Driving Test**'
 - Where an applicant starts the engine the applicant may be asked to switch it off before the tester enters the vehicle, or checks the brake-lights and indicators.
 - Both left and right rear brake lights must be in working order for the test to be conducted. If either the left or right brake lights are not working, the tester should press the brake pedal to demonstrate to the applicant that the brake light(s) is/are not working.
- (i) Technical Checks. The applicant should be asked to verbally explain how he/she would perform a check on any 3 of the following, selected at random by the tester:
- (a) the tyres (b) the lights (c) the reflectors (d) the indicators (e) the engine oil (f) the coolant (g) the windscreen washer (h) the steering (i) the brakes (j) the horn.**
- In the case of (e), (f), or (g) above being selected, the bonnet will have to be opened and closed again securely, by the applicant. The P.A.S. fluid and the brake fluid may also be checked in this manner, if desired.
 - Inability to lift, or to close the bonnet also constitutes a fault.
 - The steering may also be checked by examining it for excessive play, (non-P.A.S.) or by turning it from side to side with the engine at idle. (P.A.S. only).
 - The brakes may also be checked by asking the applicant how he/she would know if there was a fault with:
- (i) the handbrake, or
- (ii) the footbrake.

Note: The tester should exercise discretion in relation to the weather conditions or physical limitations

of the applicant at the time.

- (j) Where a vehicle with automatic central locking is presented for test, the test should be conducted in the normal way.
- (k) Wheelchair seats and stretchers should be counted as seats, when they are properly secured.

Mirrors

Category B (cars, station wagons, pickups)

Vehicles require an interior mirror, and/or two external mirrors one on the right and one on the left.

Category B (Vans)

Vehicles require two mirrors, one on the right and one on the left, and fitted so as to enable the driver to obtain an adequate view of traffic to the rear and on both sides rearwards.

Category W

The vehicle must have a mirror fitted.

Category BE

For this combination, the drawing vehicle requires two external mirrors, one on the right and one on the left and fitted so as to enable the driver to obtain an adequate view of traffic to the rear and on both sides.

Categories C1, C, D1, D, CE, C1E, D1E, DE

Vehicles require two mirrors fitted externally, one on the right and one on the left, and fitted so as to enable the driver to obtain an adequate view of traffic to the rear and on both sides. Cyclops mirrors must be fitted where applicable for C, CE regardless of the year of registration.

Representative vehicles

Army and Garda vehicles should not be accepted for test purposes. Prison service vehicles which meet the representative vehicle criteria are acceptable. Three wheeled vehicles, and some types of mobile cranes, and some purpose built vehicles are not acceptable for any category of test. When in doubt, contact the Supervisor or Chief Tester, for advice.

Practical part of the Test

In giving directions the tester should turn towards the applicant where possible, and should always state “where” before “what”, e.g. **“at the next junction turn right.”** All directions should be delivered in good time, and in a manner which can be clearly understood by the applicant. Additional directions should be given where necessary, to avoid confusion.

In the vehicle the applicant should be told to – **“Please start up the engine. Now, before you move off, I want you to show me how you would operate some of the controls”** and ask the candidate to switch on/off, or adjust any 3 of the following:

(a) The wiper(s) (b) the lights, including dipping the headlights (c) the windscreen washer (d) the fan (e) the air vents (f) the rear window heater (g) the air-conditioner (if fitted) (h) the temperature control (i) the rear foglights (j) the air intake control.

Where the wipers are not working, the test should not be conducted and a non-conducted report sheet should be issued.

The tester says – **“Thank you. Now, would you please ensure that the seat, seat-belt, head restraint, and mirrors are properly adjusted and that your door is properly closed.”** The tester should confirm that the tester’s door is closed and should also adjust an exterior mirror, if asked to do so by the applicant.

The tester should say – **“Now, you should drive in your normal manner. I will tell you in good time when to turn left or right, otherwise follow the course of the road. If you have any doubts about my directions ask me to repeat or clarify them.* You may start when you are ready”.**

*For all Cat D, D1, DE and D1E tests add: **“Where Bus Lanes are available on the test route they should be used”.**

Driving faults should be recorded discreetly.

Routes

Official routes must be adhered to and followed as laid down. Testers should use all available routes in each centre.

Route distance and duration

The length of the test and the distance travelled must be sufficient to assess the skills and behaviour as stated in the ‘EU’ Directive. Test routes are revised on an ongoing basis. Testers are reminded that in all cases where a route diversion is necessary, or where an applicant goes off the route, an explanatory note should be recorded in the notes section of the tablet device. Testers should use all available routes at a test centre and advise Supervisor of any road closures, change of traffic flow or new road markings.

Length of the test

The length of the test and the distance travelled must be sufficient to assess the skills and behaviour of the applicant. In no circumstances should the time spent driving on the road be less than 25 minutes for categories A, A1, A2, AM, B, W and BE and 45 minutes for the other categories. This does not include the meet and greet of the applicant, the rules of the road/checks, the technical checks at the vehicle, the manoeuvres and the announcement of the result of the practical test.



Route curtailment

If the Driver Tester has to curtail the route during a driving test, they must notify their Supervisor by phone, text or email to inform them of the reasons why the route was curtailed, and complete the notes section of the tablet device. **(Also note this on the comments section of the printed schedule)**

If a diversion is necessary e.g. due to road works, or Garda activity, return to the route as quickly as possible, and record particulars of the diversion, and the reason, on the notes section of the tablet device at the end of the test. This includes where an applicant inadvertently goes off the route.

Official routes must be adhered to and followed as laid down (except in exceptional circumstances).

Turnabout manoeuvre

For the turnabout manoeuvre, the tester should say – **“Where convenient please pull in and stop on the left”. The tester then says” I would like you to turn your car around on the road to face the opposite way. You may go over and back more than once if necessary. You may start when you are ready.”** On completion, tell the applicant to pull in and stop.

Note: Hand signals should be demonstrated after the turnabout manoeuvre.

Reverse manoeuvre

For the reverse manoeuvre the tester should say to the applicant **“Before you come to the next road on the left please pull in and stop. This road on the left/right is the one I want you to reverse your vehicle into. Will you drive past it and stop on the left/right, and I will give you further directions.”**

“Reverse into this road on the left/right. You should continue reversing, while it is safe to do so, keeping reasonably close to the left/right. I’ll tell you when you have gone back far enough; you may start when you are ready.”

The tester should be out of the vehicle for the reverse manoeuvre with all heavy vehicle tests, and with the larger type category “B” vans, BE and pick-up trucks, without endangering themselves in any way and should bring the tablet device with them when exiting the vehicle. Where an applicant refuses to attempt to carry out a reverse or turnabout manoeuvre, the test is curtailed and a result is not issued. The code should be noted on the test outcome area on the tablet device. The applicant should be advised to re-apply. A non-conducted report sheet should be completed and issued.

Hand signals

After the turnabout manoeuvre ask the applicant to lower the window in order to demonstrate hand signals. The demonstration should include the five hand signals from the ‘Rules Of The Road’. On completion, tell the applicant to readjust the window as they wish. Where the driver’s window will not wind down, or in wet weather, hand signals may be demonstrated in the vehicle, or at the desk as appropriate such as in the case of vehicles with left-hand-drive or motorcycles.



Hill test

Tell the applicant – **“I want you to pull in and stop on the left/hill.”**

If the handbrake/parking brake is not properly applied, the applicant should be asked to secure the vehicle with the handbrake/parking brake only. If the handbrake/parking brake is seriously defective the test is deemed to be non-conducted; return to the centre. The tester should then record an ‘N4’ code on the tablet device. A non-conducted report sheet should be completed and issued.

Parking

Coming towards the end of the test say to the applicant – **“We’re now coming towards the end of your test, please find a suitable place and park.”** Do not request a reverse parking manoeuvre, but if the applicant attempts one he/she should not be prevented from doing so. The tester must remain in the vehicle until it has been parked except as may apply to larger vehicles. If necessary, the applicant should be directed to a parking space.

End of the test

Once the applicant has parked the vehicle, say to the applicant -**“We’ll now return to the office and I’ll give you the result of the test. Thank you.”** The tester must accompany the applicant back to the office. The result of the test must only be announced when the tester and the applicant are seated at the desk.

DRIVER TESTER HEALTH & SAFETY REQUIREMENTS FOR CAT ‘B’ TESTING

- Relevant PPE to be worn i.e., HI-Viz Vest or Jacket.
- Ensure Vehicle has valid Insurance & NCT/CVRT discs displayed.
- Vehicle is in a roadworthy condition.
- Brake and indicator lights are all working as per procedure.
- Safety of tester and applicant is observed during Technical Checks.
- Knowledge of contents of ‘Checklist for your driving test’ booklet.
- Familiarisation and compliance with procedures in this SOP document.

Decision on test

Pass result

In the case of a 'pass' result:

1. Generally, the applicant should be asked to sign the Certificate of Competency, and should then be informed that he/she has passed the test.
2. The tester should complete the Certificate of Competency and hand it to the applicant saying:
"You must present this Certificate to your local NDLS Office when applying for your full licence. The Certificate is valid for two years only, and that time limit cannot be extended. While this certificate is valid for two years I would advise you to apply for your full licence straight away, as the restrictions such as displaying L plates, being accompanied by a full licence holder and driving on motorways still apply until you get your full licence into your hand. Do not mark or write anything on it. When you receive your Driving Licence you will be required to display 'N' plates / Tabard for a period of 2 years if this is your first full licence".
3. The Tester should present the applicant with the Debrief screen on the tablet when giving feedback and complete the Driving Test Feedback Form (see section on Verbal Feedback).
4. Inform the applicant **"I will give you some feedback based on the result and also a Driving Test Feedback form outlining the key areas which require attention. On the back of this sheet there is some information which you may find useful in helping you to understand the areas you need to address. A detailed report with all the test marks will be issued to you by email or post depending on the correspondence method you had requested when you applied for your driving test."**
5. Circle the key areas in the "Driving Test Feedback Form" where the candidate has incurred faults.
6. **"You must present this Certificate to your local NDLS Office when applying for your full licence or you can apply online, for further details on the online application process visit NDLS.ie The Certificate is valid for two years only, and that time limit cannot be extended. While this certificate is valid for two years I would advise you to apply for your full licence straight away, as the restrictions such as displaying L plates, being accompanied by a full licence holder and driving on motorways still apply until you get your full licence into your hand. Do not mark or write anything on it. When you receive your Driving Licence you will be required to display 'N' plates / Tabard for a period of 2 years if this is your first full licence". (From the 9-11-20)**

See "Verbal Feedback"

Signatures

In all cases where the applicant passes the test he/she must sign the 'Pass' Certificate. Where an applicant has reading or writing difficulties his/her 'mark' should be witnessed by the Tester as follows:

His/her 'X' Mark

Witnessed by _____

Driver Tester



Fail result

In the case of a 'fail' result:

1. Tell the applicant – **“Unfortunately on this occasion you have not been successful.”**
2. Complete the ‘Statement of Driving Test Outcome’ and hand it to the applicant. The tester should present the applicant with the debrief screen on the tablet when giving feedback and complete the Driving Test Feedback Form (see section on Verbal Feedback).
3. Also inform the applicant: **“I will give you some feedback based on the result and also a Driving Test Feedback form outlining the key areas which require attention. On the back of this sheet there is some information which you may find useful in helping you to understand the areas you need to address. A detailed report with all the test marks will be issued to you by email or post depending on the correspondence method you had requested when you applied for your driving test.”**
4. Circle the key areas in the “Driving Test Feedback Form” where the candidate has incurred faults and give the form to the applicant.
5. The candidate should be referred to the **‘Rules of the Road’**, to the information leaflet **‘Preparing for your Driving Test’**, and to the **‘Statement of Driving Test Outcome’**, for further information. Candidates should also be informed that there is a suite of Learner Driver Manuals available in bookshops for cars, buses, bikes and trucks which may assist them when they are practicing their driving. Where a candidate is unwilling to accept the result, the tester should say that he/she is not permitted to discuss the specific details of the test.
See “Verbal Feedback”

The tester concludes by saying – **“You may need this Document in order to renew your Learner Permit. Thank you very much.”**

Testers should not make any comment which may be misconstrued as being facetious. Applicants should not be questioned as to how many times they have sat the test nor should testers comment on an ADI or other aspects of their instruction. Testers are not permitted to recommend specific ADI’s to test applicants.

6. Testers should continue the policy of recording any unusual incidents, events or comments etc. on the notes section at the end of the test, and also of giving a brief outline of the circumstances which gave rise to all grade 3 faults being recorded, and where on route they occurred. Testers should record the facts only. The comments re grade 3 faults should include **what** happened, and, **where** it happened in a manner which is understandable to the general reader. However, reports of more serious incidents or events should be alerted immediately to the scheduling area and to the H.E.O. of Driver Testing via tester’s supervisor.

Driving test result appeal

Applicants who are unhappy with the result of their driving test may appeal the decision to the District Court under Article 33 of the Road Traffic Act 1961. An appeal may be successful if the court finds the test was not conducted correctly, it is important therefore that driving test procedures are followed at all times and that any incidents or occurrences are noted to ensure that such information can be provided to court as required.

DRIVING TEST RESULT DOCUMENTATION AND TABLET NOTING CHECKLIST

- Ensure correct Learner Permit Number is recorded on Certificates and legible.
- Driver Tester has signed and dated Certificate
- Correct category recorded and Code 78 automatic (if applicable)
- Ensure correct Pass or Fail certificate number is recorded on the Tablet.

Verbal feedback

1. Before handing the **Pass Certificate** or **Statement of Driving Test Outcome**, and the **Driving Test Feedback Form** to the applicant, the tester should give some brief verbal feedback on some aspects of their test.
2. When giving feedback, the tester should show the debrief screen to the applicant and proceed to explain and display the marks on the screen on the tablet device, and, in the case of an unsuccessful applicant, that one (or more) of the threshold points was reached during the test.
3. The tester should then deliver the feedback, based closely on the training course guidelines. The terminology to be used should begin with **“An example of this type of fault would be...”** The example should refer to the type of fault which was incurred, without referring to the actual fault itself, or to where it occurred on the route. However, in some exceptional cases, the tester may confirm the relevance of a particular fault, or location, if the tester is satisfied that it would be beneficial to do so. Where necessary, the applicant may be informed that further information is available in the **‘Rules of the Road’**, and in the leaflet **‘Preparing for your Driving Test’** as appropriate. Candidates can also be informed that there is a suite of Learner Driver Manuals available in bookshops for cars, buses, bikes and trucks which may assist them when they are practicing their driving.
4. Where an applicant has incurred 9 or more separate grade 2 faults, the tester should merely tell the applicant that, as can be seen on the debrief screen, there are a number of areas where further development is needed.
5. Where more than 2 major fault aspects are marked, the tester should in general give feedback on 2/3 aspects, however this is not exhaustive and if brief feedback on other aspects will assist the applicant then testers should give this feedback. They should then tell the applicant that there are other areas where further development is needed.
6. Where the tester forms the opinion that an applicant is or may become aggressive, or emotionally upset, the tester may decide not to offer feedback, or to curtail it, if it has commenced. Where necessary, the tester should paraphrase briefly, and conclude by saying – **“I am not permitted to discuss the specific details of the test.”**
7. Feedback may have to be limited where language difficulties arise.
8. A typical verbal feedback session should not last any longer than 30-60 seconds.
9. Where the applicant refuses feedback, the Certificate and Feedback Form should then be issued.

Decision deferred

The Law, (Licensing of Drivers Regulations 1999, as amended) enables a tester to defer a decision on a driving test pending production by the applicant of a Certificate of Fitness. This could arise in a situation where, even though the applicant would normally have qualified for a Certificate of Competency on the basis of the test, the tester is of the opinion that the person may be suffering from some incapacity which may be progressive. In such cases, a ‘Defer Decision’ (Form D104) is issued to the applicant, and the procedure to be followed explained as noted below. The duplicate should be attached to the file.

The applicant should not be told that he/she has passed the test, but should merely be told that the tester is “satisfied with your driving.” The Certificate of Competency should be signed by the applicant. The tester should fill in the applicant’s name and address on the Certificate of Competency, but should not sign or date it, and should return it direct to the H.E.O. in Driver Testing. A short report should be submitted outlining the nature of the concern.

DEFERRED DECISIONS – PROCEDURE

1. *Tester conducts test, and informs applicant that they are “satisfied with the applicant’s driving.” However, tester has a concern that applicant may be unfit to drive for medical reasons.*
2. *The Certificate of Competency should be signed by the applicant. The tester should fill in the applicant’s name and address on the Certificate of Competency, but should not sign or date it.*
3. *Tester retains Certificate of competency and gives applicant a medical report form to have a doctor certify applicant to drive if doctor sees fit.*
4. *Tester sends Cert (and report sheet if conducted on paper) back to HQ.*
5. *Tester explains to applicant that they will need to visit their doctor with the medical form, be examined and have the doctor complete the form and certify the driver if they see fit before the Cert of Competency is issued.*
6. *When medical form is completed and sent back in, and if doctor has certified the driver, the Cert of Competency is sent to tester to sign and date for date test was conducted.*
7. *Cert of Competency and driving test report is sent to applicant.*

Dangerous driving

The manoeuvres, i.e. the reverse, turnabout, and hill start, should be carried out if at all possible. If not possible, record the appropriate test outcome on the tablet device and insert the words “not carried out” in the notes section at the end of the test and input ‘Route curtailed in the interest of Safety’, in this instance the **failed curtailed box** must be ticked. A Statement of Driving Test Outcome and Driving Test Feedback Form should be issued. A short report must be written in the notes section of the tablet device outlining the circumstances. On the return journey to the office, the applicant should be advised of danger etc., where necessary. Where an applicant enquires as to why the ‘time’ element of the test was not completed, the tester should inform the applicant that the test has been curtailed in the interest of safety.

Inadequate progress is not a reason to curtail the test.

Interpreter

This will happen typically where the test applicant has difficulties communicating in English, or where a signer accompanies an applicant with speech/hearing difficulties. A driving instructor is not allowed to act as an interpreter. Where an interpreter is employed, the tester should ask all the relevant questions on the Rules of the Road, and should turn the ‘sign’ card towards the applicant and away from the interpreter. Hand signals should be asked at the desk. Before proceeding with the practical test, the tester should demonstrate the signals to the interpreter which will be used to indicate e.g. slow down and stop, turn left, or right, turnabout, reverse, etc., and ensure that the applicant clearly understands them.

If an applicant presents with an interpreter, in all cases the interpreter must be allowed to accompany the applicant to the desk.

The Secondary Controls, Checks, and Technical Checks should be completed at the vehicle before the practical test commences. The interpreter/signer should be involved, if necessary. The interpreter/signer may also be involved, if available, when the result is being issued at the end of the test. No other person is allowed to accompany the applicant on test. (In certain exceptional cases, alternative arrangements may have to be made by the RSA). Where no interpreter is present and the tester is experiencing severe difficulty with language the test should be recorded as **'non-conducted'**. See **Circular Letter DT 1/2004 in Section 2**. A non-conducted report sheet should be completed and issued

Test abandoned/not conducted

Where a test is not completed and a result is not issued, the appropriate 'code', should be recorded on the tablet device, and a non-conducted test sheet completed and issued.

Testers should be aware that non-Conducted Codes A1, A5, A6 and some A7 are now to be recorded as 'NG' and the applicant advised to reapply. An explanation for the NG must be included in the notes on the tablet and computer sheet. Testers should ensure in all cases where the applicant is required to reapply, that SECTION A of the non-conducted test sheet is completed.

Where an applicant requests that a test should be curtailed, the test should be curtailed and a result should not be issued, regardless of how many faults have been accumulated. The applicant should be told to re-apply. A non-conducted report sheet should be completed and issued. Testers should reference the appropriate page number from Preparing for your Driving Test leaflet.

Collision on test

If there is a collision on test where damage or injury occurs which was not the applicant's fault, the test cannot continue and no decision is given. The test should be recorded as abandoned (A7).

If the collision was a result of the applicant's actions any fault should be recorded and the appropriate result given.

(In a minor collision where there is no apparent injury or damage, the test may continue if the applicant is happy to do so. However, a note should be put in the notes section of the tablet device).

An Accident Report Form must be fully completed where a driving test is stopped due to an incident, it should include a sketch of the scene, and any paperwork should be returned to the Health and Safety Unit and the H.E.O. at head office via the supervisor. The applicant should be advised of the necessity to take particulars and report the matter to the Gardaí, if the other driver/owner is not present. The tester should not comment on the collision to anybody, but should give his/her name and address, c/o the RSA, if asked for it. If the applicant seeks further information regarding his/her application, he/she should be advised to contact head office. The tester should advise the applicant to reapply. The tester may have to make his/her own way back to the office. Where the tester gets a lift back from the applicant following abandonment, no further faults should be recorded on the tablet. A non-conducted report sheet should be completed and issued.

Additional procedures, documentation and requirements for particular categories for test purposes

Categories AM, A1, A2, A

Proceed as for other categories except for:

(a) Oral Test

A question on 'Safety glance' Road position and on 'Skidding' should be asked during the oral test in addition to the normal topics.

Note: A brief explanation of 'The Emergency Braking Exercises' and 'The Avoiding the Obstacle' should be given at the desk immediately after the rules of the road.

(b) Hand signals

Demonstration of Hand Signals should be done at the desk immediately following the Oral Test. Any hand signal faults should be recorded opposite hand signals on the marking area of the tablet device.

(c) Radio equipment

Motorcycle Testers must ensure their Radios are always available for use.

The applicant's radio must be switched on and the volume set at low before allowing the ear piece to be fitted and a reception check carried out (This is a H&S issue and to avoid possible ear damage to the applicant) Have the candidate fit the equipment, – belt, receiver, ear-piece. An additional reception check may be required where the candidate adjusts the helmet. Testers should preface each direction to the candidate with the word "**Now**", in order to operate the voice-activated system. The volume control should be adjusted to suit the requirements of the candidate, and the candidate should then be told not to make any other adjustments to the controls.

Where a unit is generating static, it should be switched off momentarily, **and switched on again at the lowest volume and then adjusted accordingly**. Candidates should be advised that in the event of a suspected radio malfunction, they should pull in at a safe place, and wait for the tester to arrive. Testers should ensure that the equipment is returned intact by the candidate at the end of the practical test. In the event of equipment failure, the test is to be abandoned and the applicant told that another appointment will be arranged as soon as possible. A non-conducted report sheet should be issued, indicating that another appointment will be rearranged without charge.

The tester should ensure that the batteries are charged. The candidate's ear-piece should be cleaned with a hygienic wipe, and the candidate should be offered an additional opportunity to wipe the ear-piece.

Every effort should be made by testers to ensure communication equipment is handled in a careful manner and that applicants do not damage ear pieces by removing them by the lead.

- (d) **Protective outfit**
The applicant should be asked to confirm that the protective outfit – the gloves, boots, clothes, and helmet – are properly adjusted.
- (e) **Administrative checks**
At the machine, check (i) the transmission – automatic or manual (ii) record the registration number on the tablet device (iii) the brake-light and indicators.
- (f) **Technical checks**
The applicant should be asked to explain how he/she would perform a check on 3 of the following, selected at random by the tester (a) the tyres (b) the brakes, (c) the steering (d) the lights (e) the reflectors (f) the indicators (g) the horn (h) the chain (i) the oil level or (j) the emergency stop switch, if fitted.
- (g) **Off/on stand (All 'A' categories)**
The applicant should be asked to put the machine off, and back on its stand. The use of a side-stand is acceptable in this case. If the machine is not fitted with a stand, the test cannot be conducted.
- (h) **Walk alongside (All 'A' categories)**
The applicant should be asked to move the machine on reasonably level ground by walking alongside it for a **minimum** distance of 4 metres, without the aid of the engine. The machine may be moved forward or backward, at the discretion of the applicant.
- (i) **Brake-light, indicators See Circular Letter DT: 3/2016 in Section 2**
All Motorcycles presented for test must have functioning and adequate indicators showing predominantly amber when lit, and a functioning and adequate red brake light, which operates when either or both the front or rear brake controls are applied.
- (j) **Mirrors / Safety Glance**
Effective use of rear-view mirrors are acceptable for test purposes. However, applicants should look around (safety glance) before (a) moving off from the kerb, (b) commencing the 'U Turn', (c) turning right/left from a busy road or major road, or in other similar circumstances where it is deemed by the tester to be necessary. Where mirrors are not fitted or are not effective, the applicant is required to look around as appropriate throughout the test.

Note: The applicant must not be advised of the requirement to look around.

(k)

Preamble

The tester should tell the applicant –

“You should ride your bike in your normal manner, and I will be behind you in my car/or on my bike.

I will give you directions in good time when to turn left, right or to pull in and stop. Please be aware of the presence of ramps. Otherwise you should follow the course of the road. If you are unsure of any of my directions, or require clarification, please pull in at a safe place and wait until I come along”

- Bike to Bike testers should advise the applicant that the tester following on a motorcycle may take up a different position on the road than theirs.
- The applicant should also be asked to acknowledge that the preamble requirements are understood and that the radio is working with a Nod or a Thumbs-Up sign.

(l)

U-Turn (All ‘A’ categories)

The practical test must include a U-Turn. The tester should tell the applicant: “When it is safe and convenient I would like you to ride your bike around in a U-Turn on the road and pull in and stop on the left”

Where the machine is incapable of completing the U-Turn due to a fairing or narrow road, discretion should be allowed, including the use of a reverse gear if fitted.

(m)

Slow ride (All ‘A’ categories)

The practical test must include driving for at least 50 metres at a brisk walking pace. The tester should tell the applicant — **“I would like you to ride your bike as in slow moving traffic, try to keep pace with me as I walk along.”**

(n)

Emergency braking (A1, A2 and A only)

The practical test must include an Emergency Braking exercise. The Tester should tell the applicant—**“NOW you are going to do an Emergency Braking exercise from a speed of about 55km/h down to 25km/h. When you hear me say “reduce your speed NOW” ... “you should reduce your speed as in an emergency” Do not brake until I direct you to”.... “Do not lock your wheels at any stage”... “Is that clear”. ...” Do not stop completely.”**

“Please move off and bring your speed up to about 55km/h.”

Appropriate speed reached

“PLEASE REDUCE YOUR SPEED NOW”

Speed reduced. ...”Please continue ahead as normal”

(o) **Avoid an obstacle (A1, A2 and A only)**

(Tester should be out of their car for this exercise)

(In the case of a bike to bike test the tester should be off the motorcycle and standing on the nearside footpath or margin)

The practical test must include; Avoiding an Obstacle exercise. The tester should tell the applicant—

“Now Please pull in and Stop on the left and Wait.

“Now please Ride your bike at a speed of between 55-60km/h past my Car/Bike. . Is that clear”.

“Now you may move off when you are ready”. (Applicant rides by your car/bike)

“Now please pull in and stop on the left”

(p) **Category ‘AM’ test.**

For Cat ‘AM’ test the Emergency Braking exercise and the Obstacle Avoidance

Exercise are not conducted. The Cat ‘AM’ test is carried out over a suitable Cat B route.

Additional Technical Checks for Cat ‘A’

Check on the Chain

Emergency Stop Switch (if fitted)

CATEGORY ‘A’ DOCUMENTATION REQUIRED FOR TEST PURPOSES

Applicants for category AM, A1, A2, or A must display a yellow fluorescent tabard bearing the letter ‘L’ not less than 15 centimetres high in red, on a white background, in clearly visible vertical positions front and rear worn over the chest clothing. L plates and tabards must be in good condition.

Applicant is required to produce Vehicle Registration Certificate (VRC) to confirm motorcycle engine size and power output.

If the VRC does not show the kw output applicants are required to bring written proof of the original power output and this must be on headed notepaper from a main dealer or official importer of the particular make of motorcycle, and must show the motorcycle’s registration number.

If the motorcycle is restricted, a Certificate of Restriction must be produced and must clearly state the restricted kw output and the original kw output. A motorcycle for test purposes cannot be restricted from more than twice its restricted power i.e. a 35kw restriction can only be derived from a bike with 70kw original output or less

Testers should refer to the current version of the ‘*Representative vehicles for the driving test*’ chart to establish the category requirements.



Driver Tester Health & Safety Requirements for Motorcycle Testing

For Bike to Bike tests;

- Ensure all the daily H&S checks have been carried out on the motorcycle.
- All PPE must be worn.
- Communication equipment H&S procedures to be followed.
- Always ride the bike competently, as others are observing your behaviour on the road.
- Ensure all special manoeuvres are carried out safely for both applicant and tester.
- Always stay within safe zones when off the bike for any test aspects and manoeuvres
- Follow the training provided.

For Car to Bike tests;

- Relevant PPE must be worn, i.e. Hi-Viz vest or jacket.
- Communication equipment H&S procedures to be followed.
- Always drive your car competently, remember others are observing your driving skills.
- Ensure all special manoeuvres are carried out safely for both applicant and tester.
- Always stay within safe zones when out of the car for any test aspects and manoeuvres.



Category BE

One reverse (tester decides either left or right hand) is to be conducted. For the reverse, the tester must leave the vehicle and take up a position where the driver and the traffic situation can be observed to best effect. Testers should retain possession of their tablet at all times.

The trailer must be presented with a real total mass of at least 800 kg. (i.e. Loaded with 30 Solid 9"x4" Blocks)

The tester should check the brake lights and indicators on both the drawing vehicle and trailer, and also after re-coupling. Where there is no evidence of a braking system on the trailer, the test should not be conducted. Caravans are not acceptable for a BE test.

See current representative vehicles for driving test chart.

Driver Tester Health & Safety Requirements for Cat. 'BE' Testing.

- Relevant PPE must be worn, i.e. Hi-Viz vest or jacket.
- For reverse manoeuvre, observe applicant and traffic from a safe zone, e.g. the footpath on either side of road if possible.

Categories C1, C, D1, D, C1E, D1E, CE, DE

See current representative vehicles for driving test chart. Trailers for categories C1E, D1E and DE must be presented with a total mass of at least 800kg, i.e. loaded with 30 solid 9" x 4" blocks.

(a) Technical checks

The applicant should be asked to verbally explain how he/she would perform a check on 3 of the following, selected at random by the tester **(a)** the tyres **(b)** the lights **(c)** the reflectors **(d)** the indicators **(e)** the engine oil **(f)** the coolant **(g)** the windscreen washer **(h)** the steering **(i)** the brakes or **(j)** the horn.

In the case of **(e)**, **(f)**, or **(g)** above being selected, the bonnet/grill will have to be opened and closed again securely, by the applicant. The P.A.S. fluid and the brake fluid may also be checked in this manner, if desired.

Inability to lift and or secure the bonnet/grill will in itself also constitute a fault. However, the cab should not be tilted. The steering may also be checked by examining it for excessive play, (non - P.A.S.) or by turning it from side to side with the engine at idle, - P.A.S. only. The brakes may also be checked by asking the applicant how he/she would know if there was a fault with (a) the handbrake, or (b) the footbrake.

The tester may exercise discretion in relation to the weather conditions at the time.

(b) **Reverse**

The test must include **one left hand and one right hand reverse**, except for tests which are conducted with a vehicle and trailer or semi-trailer **BE, C1E, CE, D1E, DE**, which involve one reverse manoeuvre as outlined on the route.

The tester must leave the vehicle and take up a position where the driver and the traffic situation can be observed to best effect. The tester should be aware of the proximity of other road users, and the drivers 'blind' spots, and should endeavour to warn either party of any danger if possible, without endangering themselves in any way. Where both reverses are being conducted at the same location, the tester should be back in the cab for the short positioning exercise for the second reverse. However, discretion may be exercised in an off-road, secure compound. Testers should retain possession of their tablet at all times.

(c) **Transmission**

In the event that the vehicle can be driven in either conventional manual or automatic/semiautomatic mode, the applicant should be told that any driving mode other than conventional manual will be regarded as 'automatic' for test purposes, and that any licence issued in those circumstances will be limited to automatic transmission. Testers will be aware that many modern manual transmission systems may be electronically or hydraulically power assisted. In all cases, however, a clutch pedal must be used (including for moving off) and a gear lever must be moved, in order for it to be regarded as conventional manual transmission. Driver Testers should ensure they select the Automatic option on the tablet if the test is being conducted in a vehicle in automatic mode.

(d) **Laden**

If the vehicle is loaded, ask the applicant to confirm that the load is safely *secured*.

Where vehicles present with IBC's the tester must be satisfied that they meet with all the requirements relating to them being filled and secured correctly as set out in the booklet 'Preparing for your Driving Test'.

CATEGORY 'C1', 'C1E', 'C', 'CE', 'D1', 'D1E', 'D' & 'DE' DOCUMENTATION REQUIRED FOR TEST PURPOSES

The CVRT Disc should be checked to ensure it is displayed on the vehicle (and trailer if presented), and that it is in date and valid. Where applicants present with the RSA UWD1 form (see addendum), this should be accepted.

Cat 'C1' & C1E;

No additional documentation required for this category, see 'Representative vehicles for the driving test' for C1 and C1E requirements.

Cat 'C';

CVRT Certificate displaying the un-laden weight of vehicle. This certificate must be current and valid and issued in the previous 12 months (As minimum weight for test purposes is 10,000kgs, in the event that the declared weight is less than this, IBC's must be present to bring the weight up to 10,000kgs required). A valid stamped and signed weighbridge docket needs to be presented where the unladen weight is not recorded on either the VRC, the VLC or the vehicle CRW.

Cat 'CE';

- Articulated vehicles must present with a valid stamped and signed weighbridge docket with the Registration number of the towing vehicle and the Trailer Identity plate number recorded on the docket, issued in the previous 12 months displaying the un-laden weight of the combination. For test purposes the combination weight must be at least 15,000kgs. (If the weighbridge docket shows the un-laden weight less than 15,000kgs, IBC's will need to be present to bring it up to the required minimum weight of 15,000kgs)
- If a combination of a Cat 'C' vehicle with a trailer is presented for CE test the following documentation needs to be presented. If a combination of Cat C vehicle and trailer is presented, the requirements as set out in Cat C above, apply for the drawing vehicle. Category C vehicle's CVRT Certificate, (Vehicle must meet full Cat 'C' test requirements) Valid stamped and signed Weighbridge docket for Trailer showing the unladen weight which must have been issued within the previous 12 months. The real total mass of the combination must be at least 15,000kgs which can be a combination of the combined weights of the drawing vehicle and the trailer provided that the drawing vehicle meets the 10,000kgs.

Cat 'D';

For Cat D1, D, D1E & DE, no additional documentation is required for the Vehicle

Technical Checks 'C1', 'C1E', 'C', 'CE', 'D1', 'D1E', 'D' & 'DE' as appropriate;

Wheels / Wheel nuts / Windscreen / Windows / Wipers / Air Pressure / Air Tanks /

Engine Oil / Coolant / Windscreen Washer fluid / Loading Mechanism (if fitted) /

Vehicle Body / Cargo Doors / Cabin Locking / Loading and Securing same /

Use of Instrument Panel and Tachograph

Categories D, D1, DE, D1E

Passenger stops

- The test must include 3 simulated passenger stops. It is not necessary to open the doors.
- Advise applicant when stopping for a Passenger Stop – that it is for a Passenger Stop.

Driver Tester Health & Safety Requirements for Cat. 'C' and 'D' Testing.

- Relevant PPE must be worn, i.e. Hi-Viz vest or jacket.
- Ensure vehicle has valid Insurance and CVRT discs displayed.
- For reverse manoeuvre, observe applicant and traffic from a safe zone, e.g. the footpath on either side of road if possible.
- Always enter and exit the vehicle using available hand rails.
- In wet conditions be aware of possible slips when using footsteps to and from cab.

Additional Technical Checks for Cat D1, D, D1E, DE

- Controlling the body
- Service Doors
- Emergency Exits
- First Aid Equipment
- Fire Extinguishers
- Other Safety Equipment

Category W

- Vehicles must have a mirror fitted.
- Vehicles must be representative of the category, i.e. small tractor-type lawn mowers are not acceptable for test purposes.
- A reverse manoeuvre must be conducted.
- 'L' plates are not required to be displayed.
- An insurance disc is not required to be displayed.

Driver Tester Health & Safety Requirements for Cat 'W' Testing

- Relevant PPE to be worn i.e., Hi-Viz Vest or Jacket.
- For reverse manoeuvre, observe applicant and traffic from a safe zone, e.g. the footpath on either side of road if possible

CPC Practical Test (Part 2) PREAMBLES AND PROCEDURES

- Select 30 min test (CPC Theory Test) from schedule
- Transfer applicant's details from tablet to current paper CPC Report/Result Sheet and note vehicle category in the relevant box.
- Call applicant and check all details, Identity, Licence details. An Irish full licence or learner permit are the only acceptable forms of ID. The driver number must be noted.
- Ask applicant to read the declaration on the Tablet device and confirm by ticking relevant box.
- Ask applicant to sign the current CPC Report/Result sheet as per current procedure.
- Pre-amble to inform applicant that tester will be using electronic capture device.
- Tester chooses set of CPC questions. 4 (four) questions must be asked from each Subject Area (1-5) which must include at least 1(one) Practical Demonstration Question from each Subject Area (if available)
- Conduct CPC test and return with applicant to office
- Issue result and transfer marks to paper sheet from tablet, mark Successful or Unsuccessful tick box as appropriate.
- Ask driver to take comfort break if they so wish and to then return to the waiting room where they will be called for their Driving Test in 10min.
- Driver tester to finish off EDC process including adding CPC test report number to the additional notes section of the Tablet device.
- Submit test result and end test. Return to Home Screen.
- Select CPC Practical Driving test from tablet and conduct test.
- Tester should issue a '*Driver Qualification Card Application Form*' to the applicant and advise them to apply promptly for their CPC card where appropriate.

Driver Testers' H&S responsibilities when conducting CPC tests

- Testers must wear the appropriate PPE as issued.
- Tests should be conducted in a safe place.
- Ensure the vehicle has a valid insurance disc (Tax disc is not a requirement for CPC)
- Make the applicant aware of dangers such as other vehicles moving about.
- Ensure the applicant does not attempt to climb onto a vehicle to carry out a CPC demonstration which could result in a slip or fall.

Procedural guidelines

Driver testers should ensure that they:

1. Are punctual for all test appointments.
2. Complete all documentation neatly and legibly, e.g. titles, names, times, dates, (numerical and written e.g. 29th Feb 2016 (Sixteen) route no's., notes, Pass Certificates, ref no's. etc. Files should be kept in sequence.
3. Complete all electronic marking and recording as per training instructions.
4. Conduct all tests in sequence and issue all Certificates in sequence. All spoiled certs must be signed by tester and reason for cancellation stated and then attached to and recorded on the printed schedule for return to the supervisor.
5. Understand the need for regular in-car monitoring of tests, and engage in informed discussion on the test standards with the Supervisor.
6. Conform in all respects with the instructions of the Supervisor in relation to test standards, marking of faults, assessment of applicants, test routes etc.
7. Have adequate supplies of documentation – Certificates, Driving Test Feedback Forms, accident report sheets, routes, keys, name plate etc. for the efficient discharge of their duties.
8. Must be aware of their responsibilities regarding Data Protection and secure files, documents and electronic devices at all times in order to adhere to data protection legislation.
9. Ensure that any files or paperwork are posted at the end of each week.
10. Ensure that the EDC tablet and battery pack is fully charged and ready for the day's work. Testers should charge the EDC tablet during lunch break and other reasonable opportunities.
11. Should report any tablet issues to the supervisor and 3 as may be required.
12. Should ensure that where tests are conducted on paper a note should be made on the computer sheet and the supervisor informed. Where tests are conducted on paper the Driver Testing Section must be informed and test results given over phone, a note should be made on the computer sheet.
13. Allow the applicant to enlist the help of the accompanying person, or instructor, where brief or minor repairs are necessary, e.g. change of bulb, where time permits.
14. Wear seat-belts in general. After the turnabout or reverse, testers should remind applicants where necessary that they may wish to put on their seat-belt.
15. Do not rest their elbow on the vehicle windowsill in a way that may block the applicant's view.
16. Do not conduct a test with an immediate relative, or with a personal friend, and may only teach an immediate relative (son, daughter, husband or wife) to drive, and must inform head office in Ballina via the Supervisor, of the details, by way of a written note. Testers must not make arrangements for a driving test to be scheduled for an immediate relative or personal friend without approval from their Supervisor in advance.
17. Allow, where a tyre is punctured/flat on test, time to change it or pump it where time is available. The tester should wait outside the car while the tyre is being changed.
18. Should adjust the left hand door mirror if requested or to avoid applicant having to lean across. The tester should remind applicants where necessary that they may wish to re-adjust their left door mirror. On completion of a manoeuvre the tester should remind the applicant, if appropriate, to re-adjust mirror and if required offer assistance.

19. In general should use all available routes. Testers should adhere to the official route at all times and should only alter routes in exceptional circumstances. Any route alterations should be recorded in the notes section on the tablet. Supervisor/ Supervisors as appropriate should be informed immediately of the circumstances of any alteration.
20. Ensure that if a route is curtailed where the applicant is failing, fail curtailed is recorded in the result section on the tablet and noted on computer sheet.
21. Must have the tablet with them on all tests and record faults on the tablet as they occur in accordance with training.
22. Should use a car seat protector cover if required (soiled/dirty seat). If more stocks are required, the tester should inform their supervisor.
23. Should advise applicants of the need to reapply where a test has not commenced or cannot be completed due to illness (applicant) or vehicle breakdown. Testers should deal personally where possible with the applicant so as to establish the facts.
24. Should check their tablet and ensure that there are no paused or un-submitted tests on the tablet device ahead of taking leave.

PROCEDURE WHERE TABLET MALFUNCTIONS

- Contact the Service Desk on 096 25009 to report. If issue can't be resolved go to paper.
- Contact Supervisor and Scheduling ASAP.
- Tester should have supplies of paper reports and facing sheets.
- Notify Scheduling of results for tests conducted on paper.
- Be mindful applicants may present who are not on schedule / could be fill in.
- Ensure any backed up tests are uploaded.

Accompanying persons

Where an applicant who is accompanied by a child or a pet animal attends for test, the child or pet must not accompany the applicant during the practical part of the test. If necessary, the test should not be conducted and the applicant should be advised to re-apply. A non-conducted report sheet should be completed and issued. Under no circumstances should a tester or any RSA staff assume responsibility for a child or a pet in those circumstances. A person of 16 or more may be allowed to wait in the waiting room. In certain cases, e.g. religious or medical, special arrangements may be made by the RSA to allow a test applicant to be accompanied by another person. In such a case, a Supervisor should also travel on the test.

Certificates

Applying for Certificates

Testers should apply for certificates in good time by email to dtcertrequests@rsa.ie and acknowledge receipt by return having checked that the serial numbers are correct.

Pass Certificates

The applicant must always sign the Certificate. See under 'Signatures and 'Decision Deferred' in cases of doubt. Only the category in which the applicant has passed should be 'crossed' on the Certificate. 'Pass' Certificates are valid for two years only. The holder of a Pass Certificate for any category may not act as an accompanying driver for that category. The code for automatic transmission (78,) should be 'crossed' where appropriate.

Code numbers, which relate to modified vehicles, should be 'crossed' by the Supervisory Tester where appropriate. If a Pass Certificate is written in error, write **CANCELLED** in broad letters across both copies between parallel lines. They should be forwarded to the Supervisor at the end of the weeks testing schedule. The testers name should be printed on the back of both copies, along with the reason for the cancellation.

In a case where a tester obtains a book of 'Pass' Certificates from a colleague at short notice, both testers must sign a note outlining the circumstances and quoting the serial numbers. The note should be forwarded to RSA headquarters, through the Supervisor.

Certificates of Driving Test Outcome (Unsuccessful Test Result)

An 'L' Certificate should be completed and issued in all cases where the applicant fails the test. If a Fail Certificate is written in error, write **CANCELLED** in broad letters across both copies between parallel lines. They should be forwarded to the Supervisor at the end of the weeks testing schedule. The tester's name should be **printed** on the back of both copies, along with the reason for the cancellation.

Commencement times

In general, all tests should commence at the scheduled times. However, a test may commence earlier than scheduled if a tester is free to do so and the applicant attends early, and the applicant agrees. Testers should not encourage or invite applicants or driving instructors to attend earlier than the scheduled time. **Where a test runs over the allocated time due to the use of an interpreter or for traffic reasons the next test should be conducted. If this situation arises, testers should ensure that they take their proper rest breaks. If they continue to run over the allocated test time the last test of the day may need to be sent away or the tester may be entitled to claim appropriate overtime.** Testers should not alter their schedule without getting prior approval from their Supervisor.

Swapping Tests

Permission must be obtained from the Supervisor or, if he/she is not available, the Chief Tester. If neither can be contacted testers must obtain permission from the EO in the RSA headquarters in Ballina, to 'swap' an applicant with another tester.

Where a test is swapped, only ONE result for the test is to be submitted, the original schedule which the test was allocated to is left live on the tablet and it is not submitted, it will remove from the schedule automatically after the days tests have been uploaded.

Where a test has not been conducted, or has been abandoned, enter the appropriate 'Test Outcome Code' on a non-conducted report sheet, which should be completed and issued, and copy sent to HQ.

Testers are requested not to conduct another tester's tests by swapping tablet unless they are using it by logging out as the other tester and logging in under their own username and password. This is a requirement for quality assurance and data protection purposes.

Condition of vehicle

Vehicles in all categories should be in roadworthy condition and should be representative of their category. An applicant, who arrives at the test centre to inform the tester that their intended test vehicle has broken down, or is not roadworthy, should be advised to re-apply, i.e., a note or invoice from a garage will not secure a further (free) appointment. Tests should not be conducted with tricycle or quadricycle 'ATV' type vehicles – (unconventional candidates only). Tests should not be conducted where a category 'B' vehicle is fitted with an emergency spare tyre that is limited to less than 100 K.P.H., a non-conducted report sheet should be completed and issued and the applicant advised to re-apply.

Disability

Where a disability is affecting an applicant's control of a vehicle during a test, the test should be abandoned and the Supervisor should be informed. An able bodied applicant must not use any adaptations during the test. In this case where adaptations are fitted on the vehicle but are not being used, proceed as with a normal test. The applicant should be advised not to use them, and if he/she then insists, the test should be discontinued and recorded as a 'non conducted test'. Use code NG and the applicant should be told to re-apply, and the tester should complete part A of the Non-conducted form.

A note should be recorded on the tablet.

In the case of 'non-conventional tests' and where adaptations are fitted to a vehicle it is in order to request the applicant to display competence in the use of such adaptations during the test.

Fill-in

The tablet device will automatically have fill ins sent to it. The RSA may notify the tester in the event of any 'fill-in' being at short notice, i.e. replacement applicant, either by email or telephone. In a case where a person attends for test and the tester has no prior knowledge of the appointment, the tester should always verify the appointment with headquarters in Ballina, by telephone/email. Testers should use the 'Create New' facility on the tablet when necessary. With Saturday or overtime testing, the test should be conducted where a 'fill-in' applicant attends with a written appointment. However, where no notification has been issued, the test should not be conducted unless the applicant's status can be confirmed by head office.

Files

In all cases where an 'N' code or an 'A' code is used, the tester should write a note on the notes section of the tablet giving details of times, dates etc, and any information offered by the applicant and also note the result on the computer sheet. The non –conducted report should always state the reference number and be sent to HQ along with the weeks results. Testers should ensure the correct section A or B is completed on the non –conducted report.

When returning any files to HQ please ensure that you insert your name and region on the top left hand corner of the envelope

Insurance discs

Vehicles owned by State Authorities, e.g. Government Departments and the Prison Service, vehicles in categories A1, A2, A, AM, W, and all vehicles owned by or in the custody of Bus Eireann, Bus Ath Cliath, the Commissioners of Public Works, Health Service Executive/National Ambulance Service and Iarnrod Eireann, are not required to have an insurance disc on display. All other vehicles should have a valid insurance disc displayed. The disc should contain the registration number of the vehicle, or the name of a fleet owner. Disc details must be legible. Chassis numbers are not acceptable.

Vehicles hired under a hire agreement (as distinct from a driving school vehicle), are not generally insured for the purpose of undertaking a driving test. If such a vehicle is intended to be used, the applicant must produce documentation from the hire company indicating that it is insured to take a driving test. Documentation can be in the form of RVI 1 or similar with necessary information to confirm appropriate insurance. This must be given to the tester on the day. (See 'Final Checks for your Driving Test' leaflet).

Photocopies or home printed insurance discs are not acceptable for test purposes.

'L' plates

'L' plates front and rear (including the rear of the trailer and not the rear of the drawing vehicle in the case of a trailer test) are required to be displayed. The 'L' plate must be a rectangular plate or sign bearing the letter 'L' in red, not less than 15 centimetres high on a white background, and with a border of at least 2 centimetres. with the requirements. 'L' plates on a transparent background are not acceptable, except on a white background. Cut-away 'L' plates are not acceptable. If a vehicle presents with both 'L' and 'N' plates fitted the test should be conducted. The applicant should only be asked to remove the N plate where it is obstructing the tester's view. In such a case, the tester should explain the reason for their request.

Late arrivals

Testers should deal personally where possible with the applicant so as to establish the facts. Where an applicant arrives late for any appointment, the actual arrival time should be established with the applicant, and this time noted in the notes section of the tablet and on the non-conducted report sheet which should be issued to the applicant. Extra time may be allowed for late applicants at the discretion of the tester. Additional time may also be allowed for larger vehicle

Brake and Indicator Lights

(See Circular Letters DT: 8/2004 and DT: 3/2016 in Section 2

Both left and right rear brake lights must be in working order for the test to be conducted. Brake-light and indicator lights should show substantially the correct colour. Where a white light is predominantly showing, the test should not be conducted, a non-conducted report sheet should be completed and issued.

All Motorcycles presented for test must have functioning and adequate indicators showing predominantly amber when lit, and a functioning and adequate red brake light, which operates when either or both the front or rear brake controls are applied

Sickness (See staff notice 12/2004)

If a tester is ill and unable to attend for work, the Supervisor or head office must be notified as soon as possible, including on a Sunday. If a tester falls ill during the day and no other tester is working at that centre, a notice should be posted on the office door telling the applicants that their tests will be rearranged. Testers should notify the Supervisor or head office by 2.00 p.m. if possible whether they will be at work the following day. Otherwise, testers should notify the Supervisor or head office in good time when they will be fit to resume work. Doctors Certificates should be submitted to Personnel Section either directly, or through their Supervisor.

Peoplepoint

Sickness

Where a tester has reported ill and unable to attend work the Supervisor will notify people point of the absence.


On return to work testers are required to promptly complete a resumption to work form. This should be done by logging onto People Point. Where connectivity to the People Point portal is not possible a paper resumption to work form must be completed and promptly returned to the Supervisor. (Forms are available from People Point or from the supervisor).

All required medical certificates / Social welfare certs must be forwarded to People Point. This can be done directly or via the Supervisor. When sending directly an accompanying cover sheet must be included. (Available from People Point or Supervisor)

Annual / Special Leave

All leave must be booked via People Point. This should be done via the People Point portal or where connectivity to the People Point portal is not possible via the Supervisor.

In all cases testers must notify the Supervisor and scheduling section by email of any leave being booked as it is not the responsibility of People Point to contact the Supervisor or scheduling.



SECTION 2 OFFICE NOTICES & CIRCULAR LETTERS

- OFFICE NOTICES

AND

- CIRCULAR LETTERS REFERENCED
IN THIS BOOKLET ARE CONTAINED
IN THE FOLLOWING PAGES



Deimhníú Ródacmhainneachta
Certificate of Roadworthiness

Mr. Joseph Alexander Bloggs-Fitzwilliam
The Moorings
Abbey-lane-gate-Street
Springfield
Co. Galway



This is a test message



It is hereby certified that the vehicle described in this Certificate was tested on the date below in accordance with the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012 and any Vehicle Testing Regulations made there under and was found to comply therewith. Deimhnítear leis seo gur dearnadh an fheithicil atá tuairiscithe sa Deimhníú seo a thástáil ar an dáta thíos de réir an Achtá fán Udarás um Shábháilteacht ar Bhóithre (Ródacmhainneacht Feithicilí Tráchtála) 2012 agus Rialachán um Thástáil Feithicilí ar bith a rinneadh faoin gcéanna agus gur cinneadh gur chomhlíon sí iad.

Registration No / Cláruimhir:	10DL78100	
Make/Model / Déanamh/Múnla:	VOLKSWAGEN TRANSPORTER	
Vehicle Category / Catagóir na feithicle:	M1	
Colour / Dath:	BLUE	
VIN / Uimhir aitheantais na feithicle:	GFJ5927472749375	
DGWW / ODF: 40000KG	ULW / MNU: 19000KG	
Serial No / Sraithuimhir:	A000001001	
Test date / Dáta na tástála:	24-10-2013	
CVRT Centre / Ionad TRFT:	7437	
Tester ID / Tástálaí ID:	4466	
Unique Test ID No / Uimhir ID uathúil tástála:	1122334466H	
Expiry date / Dáta éaga:	23-10-2014	
Odometer / Odaiméadair:		
Date: 24-10-2013	Date: N/A	Date: N/A
Reading: 86331km	Reading: N/A	Reading: N/A



This Certificate should be kept in a safe place. It must be presented as proof that you have complied with the Road Safety Authority (Commercial Vehicle Roadworthiness) Act 2012 and when you apply for a new motor tax disc for the vehicle to which the certificate relates. Ba cheart an Deimhníú seo a choimeád in áit shábháilte. Caithfead é a thiolacadh mar chruthúnas gur chomhlíon tú an tAcht fán Udarás um Shábháilteacht ar Bhóithre (Ródacmhainneacht Feithicilí Tráchtála) 2012 agus nuair a dhéanfaidh tú iartras ar dhiosca mótarachánach nua don fheithicil lena mbaianann an deimhníú.

This Certificate relates only to the condition of the testable items at the time of test. This Certificate should not be regarded as a warranty, express or implied under common law or at all. Ní bhaineann an deimhníú seo ach amháin le riocht na míreanna intástáilte tráth na tástála. Níor cheart féachaint air mar bharánta intuigthe nó sainráite faoin dlí coiteann nó ar chor ar bith.

The CVRT disc below is required by law to be displayed on the inside of your vehicle windscreen or in the case of a trailer in a visible location. De réir dlí caithfead an diosca CVRT thíos a thaispeáint taobh istigh de scáileán na feithicle nó in áit fheiceálach más leantóir í.

Detach disc carefully
Tóg amach an diosca go
amach



www.cvrt.ie | 1890 40 60 40

Place facing outwards
Bíodh an diosca le léamh lasmuigh den fheithicil

Your Certificate of Roadworthiness (CRW) Explained

- 1. CVRT Hologram and RSA Message** - This section has a hologram security feature displaying the CVRT logo. There is also a section for messages that the RSA may use from time to time to display information relevant to the bearer of a CRW certificate. For example, a link to this explanatory document on the RSA website.
- 2. Registered Owner Name and Address** - CRW's are now posted automatically to the registered owner of the vehicle as per the Driver and Vehicle Computer Services Division (DVCS) of the Department of Transport, Tourism and Sport.
- 3. Vehicle Details** – The details of the vehicle as per the Driver and Vehicle Computer Services Division (DVCS) of the Department of Transport, Tourism and Sport.
- 4. CVR Test details**
 - Unique serial number for the CRW certificate and disc
 - Date the vehicle passed the CVR test
 - Unique number for the CVR testing centre where the test was carried out
 - Unique identifier for the person (CVR tester) that carried out the test
 - Unique identifier for the actual test that the vehicle passed
 - Expiry date of the CRW, (i.e. the next test due date)
 - Odometer reading (at the time the vehicle passed the test) and the previous two readings from the previous two test passes
- 5. Odometer Readings** - Your CRW will now show the vehicle's mileage history. Where available the mileage history will comprise of the reading associated with the three most recent CVR Tests. As this is a new system, it will only show mileage recorded during tests conducted from September 2013 onwards.

Odometer readings must be confirmed by the owner or presenter at the time of the test as they cannot be amended retrospectively
- 6. Detachable CRW disc** – It is now a legal requirement to display this disc on the vehicle to which it relates. In the case of a trailer this can be displayed on the chassis. A sample of the information above is included on the display disc. The 'binocular design' detachable disc should be folded in half with the CVRT logo facing outwards.



B: Office
Government Offices
Ballina, Co. Mayo, Ireland.

Oifig Béal an Atha
Oifigí Riailtais,
Béal an Atha, Co. Mhaigh Eo, Éire.

Tel	Local	Fax	Web
+353 96 24200	1890 406040	+353 96 24400	www.drivingtest.ie



18 June 2003.

Circular Letter DT.4/03

Ref. DT.2/43

To Chief Tester
Supervisory Testers
Driver Testers

Re- Insurance Matters and the Driving Test

This Circular Letter sets out the position in relation to insurance cover for testers while on duty. In preparing the Circular the views of the insurance industry, the views of testers and advice on state policy with regard to motor insurance has been taken account of.

Testers have over a number of years expressed concerns about their position in the event of an accident; the nature of their occupation has heightened these concerns. According to this Department's Vehicle Standards Division, which has responsibility for policy in relation to compulsory motor insurance, a user of a motor vehicle

in a public place must be covered by an insurance policy, and there must be displayed on the vehicle's windscreen an insurance disc issued by the insurance company in question to that effect. In accordance with Road Traffic law enforcement is a matter for the Gardai.

The Minister for Transport is also a party to a binding agreement with the Motor Insurers Bureau of Ireland. Under the Agreement victims of accidents involving uninsured or unidentified vehicles are entitled to claim compensation from the Bureau as if it were the vehicle insurer.

In that context the proper approach is to place the onus on the test candidate to affirm that s/he is properly insured to drive the vehicle. This is to be achieved by-

- modifying the Declaration (facing sheet) as set out in attached Appendix A
- Including additional information in the *Final Checks for your Test* in relation to insurance requirements-see paragraphs 2 and 3 set out in the attachment to Circular Letter 2/2003
- inserting a statement into the Standard Procedures as follows.

The tester shall satisfy him/herself regarding the insurance status of a vehicle presented for test by checking that a current insurance disc is on display and ensuring that the test candidate signs the Declaration confirming that s/he is properly insured to drive the vehicle.





The revised facing sheet will be available for use as and from 5 August 2003; copies of the insert for the Standard Procedures will also have issued by then

This should regularise the position in relation to all vehicles, including those which heretofore have been the subject of concern regarding their insurance status eg. rented cars, taxis, fleet vehicles etc.

It has been decided that there are compelling, non-insurance, reasons not to continue testing foreign registered vehicles. In order to advise certain groups of this change in policy, implementation of this decision will be effective from 1 July 2003.

Declan Naughton,
Assistant Principal Officer,
Driver Testing Section.
096-24421.









Representative vehicles for the driving test from 30 June 2014 version June 2014





In order to undergo a driving test, the law requires that any person attending for the test presents with a vehicle that is representative of the Licensing Category in which they wish to attain a licence to drive. These requirements aim to ensure that the test applicant is tested using a vehicle that allows the candidate to demonstrate that they will be capable of driving any vehicle in the broader licence category on passing the test. The requirements are neither at the lower or higher end in terms of size, weight and power etc., but reflect a typical vehicle in the mid-range of the particular Category. Please note: maximum authorised mass means design gross vehicle weight.

Category	Representative vehicle
AM 	Two-wheeled mechanically propelled vehicle, not capable of being manually propelled. The machine must have a cylinder capacity not exceeding 50 cm ³ , in the case of an internal combustion engine, or a maximum continuous rated power of no more than 4 kilowatts in the case of an electric motor. The vehicle must have a design speed of at least 25 km/h but not more than 45 km/h.
A1 	A Category A1 motorcycle without sidecar, with a cylinder capacity of at least 115 cm ³ and not exceeding 125 cm ³ , and capable of a speed of at least 90 km/h, with an engine power not exceeding 11kW and with a power/weight ratio not exceeding 0.1kW/kg. If the motorcycle is powered by an electric motor, the power to weight ratio of the vehicle shall be at least 0.08 kW/kg.
A2 	A Category A2 motorcycle without sidecar, with a cylinder capacity of at least 395cm ³ , and an engine power of at least 20 kW, but not exceeding 35 kW and with a power/weight ratio not exceeding 0.2kW/kg., and not derived from a vehicle of more than double its power. If the motorcycle is powered by an electric motor, the power to weight ratio of the vehicle shall be at least 0.15 kW/kg.
A 	A Category A motorcycle without sidecar, with a cylinder capacity of at least 595cm ³ , an unladen mass of more than 175kg., and an engine power of at least 50kW. If the motorcycle is powered by an electric motor, the power to weight ratio of the vehicle shall be at least 0.25kW/kg.
B 	Four wheeled vehicles (e.g. cars/light vans), having a maximum authorised mass not exceeding 3,500 kg., with passenger accommodation for not more than 8 persons and capable of a speed of at least 100km/h.
BE 	A combination, made up of a Category B test vehicle which should be either (a) a length of at least 4.25 metres, or (b) a 4 wheel drive vehicle, and a trailer with a maximum authorised mass of at least 1,400kg., but not exceeding 3,500 kg., capable of a speed of at least 100km/h, which does not fall within Category B. The cargo compartment of the trailer must consist of a permanent, closed box body which is at least as wide and as high as the motor vehicle, and have a length of at least 2.4 metres. The closed box body may also be slightly less wide than the motor vehicle, provided that the view to the rear is only possible by use of the external rear-view mirrors of the motor vehicle. The trailer must be presented with a real total mass (the actual weight of the trailer including the necessary load) of at least 800 kg., having due regard for safety, stability, manufacturer's guidelines and legal limits of the combination.
W 	Works vehicles and land tractors.



<p>C</p> 	<p>Vehicles (rigid trucks) with passenger accommodation for not more than 8 persons, a maximum authorised mass of at least 12,000 kg., a length of at least 8 metres, a width of at least 2.4 metres, capable of a speed of at least 80 km/h. The vehicle must be fitted with anti-lock brakes, be equipped with a gearbox having at least 8 forward ratios and providing for a manual selection of gears by the driver, and with recording equipment (tachograph). A Cyclops mirror must be fitted where required. The cargo compartment must consist of a permanently mounted cube shaped closed box body, which is at least as wide and as high as the cab.</p> <p>The vehicle must be presented with a real total mass (the actual weight of the vehicle including any load if necessary) of at least 10,000 kg., having due regard for safety, stability, manufacturer’s guidelines and legal limits.</p>
<p>C1</p> 	<p>Vehicles (larger vans/light trucks) with passenger accommodation for not more than 8 persons, a maximum authorised mass of at least 4,000kg., but not more than 7,500 kg., a length of at least 5 metres and capable of a speed of at least 80km/h. The vehicle must be fitted with anti-lock brakes and with recording equipment (tachograph). The cargo compartment must consist of a permanently mounted cube shaped closed box body, which is at least as wide and as high as the cab.</p>
<p>Category</p>	<p>Representative vehicle</p>
<p>D</p> 	<p>Vehicles (buses) having passenger accommodation for more than 16 persons, a length of at least 10 metres, a width of at least 2.4 metres and capable of a speed of at least 80km/h. The vehicle must be fitted with anti-lock brakes and with recording equipment (tachograph).</p>
<p>D1</p> 	<p>Vehicles (minibuses) having passenger accommodation for more than 8 persons, but not more than 16 persons, a maximum authorised mass of at least 4,000 kg., a length of at least 5 metres and capable of a speed of at least 80km/h. The vehicle must be fitted with anti-lock brakes, and with recording equipment (tachograph).</p>
<p>CE</p> 	<p>Either (a) an articulated vehicle, or (b) a combination of a Category C test vehicle and a trailer of at least 7.5 metres in length. Both the articulated vehicle and the combination must have passenger accommodation for not more than 8 persons, at least 4 axles, a maximum authorised mass of at least 20,000 kg., a length of at least 14 metres, a width of at least 2.4 metres and be capable of a speed of at least 80 km/h. The vehicle must be fitted with anti-lock brakes, be equipped with a gearbox having at least 8 forward ratios and providing for a manual selection of gears by the driver, and with recording equipment (tachograph). A Cyclops mirror must be fitted where required. The cargo compartment must consist of a permanently mounted cube shaped closed box body which is at least as wide and as high as the cab. The articulated vehicle or the combination must be presented with a real total mass (the actual weight of the combination including any load if necessary) of at least 15,000 kg., having due regard for safety, stability, manufacturer’s guidelines and legal limits of the combination.</p>
<p>C1E</p> 	<p>A combination made up of a Category C1 test vehicle, and a trailer with a maximum authorised mass of at least 2,000kg. The combination must be at least 8 metres in length, and must be capable of a speed of at least 80km/h. The combination must have a maximum authorised mass of not more than 12,000 kg., and the maximum authorised mass of the trailer must not exceed the unladen weight of the drawing vehicle. The cargo compartment of the trailer must consist of a permanent, closed box body which is at least as wide and as high as the cab, and have a length of at least 2.4 metres. The closed box body may also be slightly less wide than the cab, provided that the view to the rear is only possible by use of the external rear-view mirrors of the motor vehicle. The trailer must be presented with a real total mass (the actual weight of the trailer including the necessary load) of at least 800 kg., having due regard for safety, stability, manufacturer’s guidelines and legal limits of the combination.</p>

<p>DE</p> 	<p>A combination made up of a Category D test vehicle, and a trailer with a maximum authorised mass of at least 1,400 kg., a width of at least 2.4 metres and capable of a speed of at least 80km/h. The cargo compartment of the trailer must consist of a permanent, closed box body which is at least 2 metres wide, 2 metres high, and has a length of at least 2.4 metres. The trailer must be presented with a real total mass (the actual weight of the trailer including the necessary load) of at least 800 kg., having due regard for safety, stability, manufacturer’s guidelines and legal limits of the combination.</p>
<p>D1E</p> 	<p>A combination made up of a Category D1 test vehicle, and a trailer with a maximum authorised mass of at least 1,400kg., capable of a speed of at least 80km/h. The cargo compartment of the trailer must consist of a permanent, closed box body which is at least 2 metres wide, 2 metres high, and has a length of at least 2.4 metres. The combination must have a maximum authorised mass of not more than 12,000 kg., and the maximum authorised mass of the trailer must not exceed the unladen weight of the drawing vehicle. The trailer must be presented with a real total mass (the actual weight of the trailer including the necessary load) of at least 800 kg., having due regard for safety, stability, manufacturer’s guidelines and legal limits of the combination.</p>

MOTORCYCLE WEEKLY JOURNEY / DAILY INSPECTION REPORT

STANDARD PROCEDURES FOR CONDUCTING DRIVING TESTS

NAME		DATE				VEHICLE REG No							
DEPARTURE FROM	DESTINATION	ODOMETER READING START FINISH		KMS TRAVELLED	PURPOSE OF JOURNEY								
Is the bike due a service shortly, within 1 month or 500km.		Yes	No	Has the bike a current valid tax disc		Yes	No						
If <u>No</u> to any check list questions, please record details below and report to Supervisor.													
CHECK LIST BEFORE JOURNEY AND AFTER JOURNEY		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
I have carried out visual checks for faults/damage		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Is the bike clean and tidy		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Is there enough Fuel		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Is the fuel card stored with the bike		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
I am satisfied to take the bike in its present condition		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Do you have all the required PPE (including hearing protection)		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
I am satisfied to hand over the vehicle		Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
Check List Issue and recommended action		Details of agreed corrective action taken				Withdraw Bike		Confirm closure of corrective action					
						YES No		Verified by: Management Signature: Date:					
Tester Signature:		Authorised Person Signature:				RETURN		Signed : Date:					
PICKUP		Signed: Date:											
See back of document for list of checks				(Please attach any fuel receipts to this report)									

Inspections to be carried out before a journey and again when leaving back after a journey

<p>Tyres and Wheels Check your tyres to make sure they are properly inflated. Check all the way around for places where the rubber might be cracked, gouged or worn. Check the wheel securing nuts</p>	<p>Leaks Look for any oil, fuel, or hydraulic fluid leaks.</p>
<p>Brakes Check the front and rear brake fluid levels Squeeze your brake levers to make sure that they apply enough pressure to stop your bike</p>	<p>Stands Check that the kickstand and main stand is operating properly.</p>
<p>Chain and Gears Check that your chain turns smoothly through your front and rear sprockets and make sure it's adjusted according to specifications. Make sure that the drive train is free from excessive grime and lubricated.</p>	<p>Coolant Check that the coolant is between the Min and Max level Hoses – check for leaks, cracks, deterioration, bulging, chaffing.</p>
<p>Electrical Check your lights, brake lights, turn signals, lenses and all other electrical equipment and switches, including the horn.</p>	<p>Storage cases Check that all storage cases are safely secured and are in good condition</p>
<p>Oil After warming up your motorcycle, sit it up straight, remove the oil tank cap and use the dip stick to check the oil level.</p>	<p>Body parts Check that all body components are undamaged</p>
<p>Fuel Check there enough fuel for the journey</p>	<p>Mirrors Check mirrors are undamaged and correctly set</p>
<p>Steering Turn the handlebars to make certain your bike is turning smoothly and properly.</p>	<p>Communication equipment Check that all communication equipment is present and working</p>
<p>Check Your Motorcycle Controls Pedals and levers – are they working correctly and properly adjusted. Cables– are there any fraying ends, kinks, sharp angles. Throttle – does it move freely, does it rev when you turn the handlebars. Clutch- is it working correctly</p>	<p>Cleanliness Check the bike clean and presentable</p>
	<p>Personal Protective Equipment (PPE) Check that you have all required PPE (including hearing protection) and it is in good condition.</p>

This list is not comprehensive; Check the motorcycle and PPE to ensure that it meets all health and safety requirements and the vehicle is roadworthy

DO NOT RIDE A MOTORCYCLE IF IT'S UNSAFE TO DO SO, DUE TO ITS CONDITION

8 August, 2001.

Circular Letter DT. 11 /2001

Our Ref DT. 1/14

To Chief Tester
Supervisory Testers
Driver Testers

Re- National Car Test for pre-1991 Cars

Circular Letter DT2/2001 of 1 February 2001 sets out the position in relation to the NCT requirements for cars presenting for a driving test.

The exemption referred to in Circular Letter DT 2/2001 which covered certain cars arising from industrial action in the NCT no longer applies. It has been decided that any test candidate presenting a vehicle registered before 31.12.1991, to which the NCT applies, without an NCT disc should not be taken on test.

Documentation issuing from this Department to prospective test candidates indicates that cars due an NCT must display the appropriate disc. Candidates will also be aware that their car is due the NCT arising from reminders that issue from Motor Tax Offices for renewal of car tax, or because they will have received an appointment from NCT or from the general information campaign run by NCT.

Declan Naughton
Assistant Principal Officer
Driver Testing Section
Tel. 096-24421

15 January, 2002.

Circular Letter DT. 1 /2002

Our Ref DT. 1/14

To Chief Tester
Supervisory Testers
Driver Testers

Re- National Car Test

Circular letters DT.2/2001 and DT.11/2001 concerned the National Car Test.

The NCT is obligatory for certain cars whose taxation class is private. ~~The NCT does not apply~~ to commercial vehicles or car derived vans irrespective of their taxation class and the driving test should be conducted in all such cases.

It had been expected that all eligible vehicles registered up to and including 31 December, 1996 would have been tested by the end 2001. However, the Department has been notified by the company responsible for the NCT that a number of vehicles registered between 1 January, 1992 and 31 December, 1996 were not tested by the end of last year. Neither have all pre-1991 vehicles had their retest carried out.

Each vehicle owner is informed through a number of sources including motor taxation renewal and a public information campaign whether the vehicle is eligible for the NCT. The leaflet *Preparing for Your Driving Test* and the letter of appointment indicates that where required, vehicles presented for a driving test must display the NCT disc. Having regard to this it has been decided that each eligible vehicles registered on or before 31 December, 1996 must display a valid NCT disc if it is to be taken for a driving test. It has been agreed that the implementation of this provision will be deferred until 1 February, 2002; this will give an opportunity to any test candidate who have not been called for the NCT test to comply with the requirement.

Any candidate whose test is not conducted because of non-display of NCT disc should be advised that s/he must re-apply for the driving test and pay the appropriate fee.

Declan Naughton
Assistant Principal Officer
Driver Testing Section
Tel. 096-24421

18 June 2003.

Circular Letter 5/2003

Our Ref: DT. 1/14

To Chief Tester
Supervisory Testers
Driver Testers

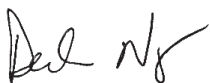
Re- Testing of Motorcyclists

A number of issues have arisen in relation to the testing of motorcyclists, particularly regarding vehicles complying with minimum vehicle standards and provisional licence requirement.

The best advice available to the Department is that there is no readily accessible method to determine compliance with certain of those conditions. In such circumstances it is appropriate to place the onus on the test candidate to ensure that the necessary conditions are met.

In that regard the Department is taking a number of steps. The leaflet *Final Checks for your Test* has been amended to draw the attention of the applicant to restrictions on provisional licence holders- see paragraph 2 of the attachment to Circular Letter DT 2/2003. The Declaration signed by the applicant is being amended to include a statement to be signed by the applicant that the vehicle is in compliance with provisional licence requirements; this will be available from 5 August 2003. The appointment letter for the various categories of motorcycle test, A,A1 and M will include information setting out the minimum vehicle requirements for the driving test in each case.

These measures should ensure that only in the most exceptional circumstances should a motorcycle not be taken for test arising out of any problems relating to insurance or minimum vehicle requirements.



Declan Naughton
Assistant Principal Officer
Driver Testing Section
Tel 096-24421

5 March, 2004

Circular Letter DT 1/2004

To: Chief Tester
Supervisory Testers
Driver Testers

Re.: Interpreters Accompanying Test Candidates

Driving test candidates are advised in correspondence prior to their driving test that if they have difficulty communicating in English they are permitted to have an interpreter with them for the oral and secondary controls/checks parts of the test. The onus is therefore placed on the individual to ensure that they can understand and be understood in verbal communication.

Arising from this it is appropriate that a test candidate who is unable to undertake the oral element of the test should forfeit his/her fee. Driver testers are advised that from now on, in all cases where a driving test is not conducted due to difficulties in communicating in English, the candidate should be informed that their fee has been forfeit and that they will have to re-apply for a driving test.

In keeping with the commitment by driver testers to the delivery of a quality service, every effort should be made to accommodate the candidate before making a decision not to proceed with the driving test.

The above does not apply to Irish speakers.

Eamonn Kennedy,
Higher Executive Officer
Ph.: (096) 24439

2 November 2004.

Circular Letter DT: 8/2004

Our Ref : DT: 1/14

To Chief Tester

Supervisory Testers

Driver Testers

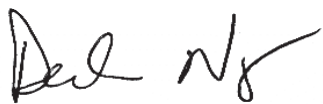
Re - Vehicle Indicator Lights

The Rules of the Road require that indicator lights must be showing amber. During the last year the Department has received correspondence from some test applicants who claimed that a test was not proceeded with because an indicator light was not amber and who claimed that the same lights subsequently met NCT requirements.

While it is not possible to authenticate such claims because of the passage of time between the driving test appointment and NCT test it does highlight a difficulty in making a decision, whether or not to test, in cases such as this. The Rules of the Road requirement in relation to indicator lights is advised to candidates when the appointment notification is being issued to them. However, it is accepted that there is an element of judgement involved, particularly where the quality of the amber light is faded. This may lead a candidate to feel, in good faith, that the indicator lights are in order while a tester may have an alternative view.

If in such a situation a test is not proceeded with the candidate will feel aggrieved and have a negative perception of the driver testing service. To deal with this difficult situation I propose that a general principle be applied that where a light is showing any element of amber that it should be taken for test.

This is in line with the guideline that where it is reasonable to do so the benefit of the doubt should be given to the applicant at all times. In general also a tester should always be certain of his/her grounds - and not merely have a suspicion that there is a problem - before turning away a candidate.



Declan Naughton,

Assistant Principal Officer,

Driver Testing Section.

3 December 2004.

Circular Letter DT: 14/2004


Our Ref : DT: 1/45

To Chief Tester
Supervisory Testers
Driver Testers

Re - Checking of Motor Tax Discs

Circular Letter DT: 10/2004 of 2 November 2004 and DT: 13/2004 of 30 November 2004 concerned the checking of motor tax discs on vehicles presented for driving tests.

The purpose of these Circular Letters was to advise that there is no legal authority to refuse to conduct a driving test where there is a difficulty with the tax disc. I wish to clarify that it is in order to check a tax disc to clarify other matters relating to the driving test eg. to establish the Cubic Capacity of a Motorcycle for the purpose of ascertaining the appropriate provisional licence category or in the case of a Jeep whether the taxation class is private or commercial in relation to the requirement for an NCT.



Declan Naughton,
Assistant Principal Officer,
Driver Testing Section.
Tel 096 - 24421.

Circular 3 DT /2016

Date: 16th March 2016

To all Driver Testers
Supervisory Testers
Chief Tester
Driver Testing Admin

Motorcycle driving test requirements

Dear Colleagues

Since September 2015, candidates who present for a motorcycle test have been asked in the **Checklist for your Driving Test** to ensure the following:

“All motorcycles/mopeds presented for the driving test must be fitted with functioning and adequate brake and indicator lights. Indicator lights must show an amber light when lit”.

This change came about on foot of a health and safety recommendation. Therefore should a candidate present to a motorcycle driving test who does not meet these requirements, their test should not proceed and they will be required to reapply for their test with the appropriate fee

Yours sincerely



Katharina Coyne
Head of Driver Testing



HGV UNLADEN WEIGHT DECLARATION FORM

(UWD01)

TO BE USED FOR VEHICLES PRESENTED FOR DRIVING TEST PURPOSES

WHERE THE UNLADEN WEIGHT IS NOT RECORDED ON THE VEHICLE REGISTRATION CERTIFICATE (VRC), VEHICLE LICENSING CERTIFICATE (VLC) OR THE COMMERCIAL VEHICLE ROADWORTHINESS (CVR) CERTIFICATE

CAT 'C' TYPE VEHICLE 

VEHICLE REG No. _____ VEHICLE UNLADEN WEIGHT _____ KGS

CATEGORY 'CE' DRAWBAR COMBINATION 

DRAWING VEHICLE REG No. _____ DRAWING VEHICLE UNLADEN WEIGHT _____ KGS

TRAILER PLATE No. _____ TRAILER UNLADEN WEIGHT _____ KGS

CATEGORY 'CE' ARTICULATED COMBINATION 

VEHICLE REG No. _____ TRAILER PLATE No. _____

COMBINATION UNLADEN WEIGHT _____ KGS

Weighbridge Stamp certifying unladen weight recorded on this form (UWD1)

Signed _____

Date _____

PLEASE NOTE: THIS FORM IS VALID FOR 12 MONTHS (ONLY) FROM THE DATE OF ISSUE

Rev 12/17



**RENTAL VEHICLE INSURANCE
CONFIRMATION FORM**

RVI 1

RENTAL COMPANY NAME & ADDRESS:

VEHICLE REGISTRATION NUMBER:

VEHICLE TYPE:

DRIVER DETAILS:

NAME:

ADDRESS:

I certify that vehicle registration number _____, has been hired for the following period _____ - _____, and that the driver _____ (FROM) (TO) _____, who is the holder of a learner permit in that category of _____ (INSERT DRIVER'S NAME) vehicle, is insured to drive vehicle registration no. _____ while undertaking their driving test, which has been scheduled for _____.

SIGNED: _____

POSITION: _____

ON BEHALFOF _____
(insert company name)

DATE: _____

RENTAL COMPANY STAMP
(IF AVAILABLE)

Rev 12/17

Working To Save Lives

Údarás um Shábháilteacht ar Bhóithre Road Safety Authority

Páirc Ghnó Ghleann na Muaidhe, Cnoc an tSabhaircín,
Bóthar Bhaile Átha Cliath, Béal an Átha, Co. Mhaigh Eó.
Moy Valley Business Park, Primrose Hill, Dublin Road, Ballina, Co. Mayo
LoCall: 1890 50 60 80 Email: info@rsa.ie Website: www.rsa.ie

December 2017 rev D