

RSA



APPROVED DRIVING INSTRUCTOR Information Booklet

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority




Approved Driving Instructor

Approved Driving Instructor (ADI) Information Booklet

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Driving Instruction in Ireland



Introduction

The Road Safety Authority (RSA) is the regulatory body for driving instruction in Ireland. Driving instructors who meet the standard set by the RSA will become Approved Driving Instructors (ADI). An ADI Registrar based in the RSA heads up the unit responsible for the registration process. The ADI Registrar will work with a stakeholders' forum to develop the industry.

The objective of regulating the industry is to standardise instruction and give the ADI instructor a leading role in developing better drivers. The purpose of this booklet is to guide applicants through the process of becoming an ADI.

The conditions of membership have been carefully framed to allow for a quality standard to be met with the minimum of inconvenience for driving instructors. The various aspects of the scheme of regulation have been developed following the publication of the consultation document *The Regulation of Driving Instruction in Ireland*.

Legal Position

Regulations drawn up under the Road Traffic Act 1968 will provide the legal framework for driving instruction. Essentially, any person giving driving instruction for reward must have his/her name entered on the register of Approved Driving Instructors with the RSA.

Eligibility Criteria

A person who wishes to become an ADI must in the first place satisfy the Registrar, that s/he is a person of good repute to have their name entered on the ADI register and in particular must meet the following general requirements -

- Be tax compliant and in possession of a tax clearance certificate,
- Hold a full driving licence for a minimum of two years in the category for which instruction is to be delivered.

In assessing whether a person is of good repute the Registrar will make necessary enquiries with the Garda Síochána and or other bodies. A person applying will need to make a declaration that s/he has not been convicted of a serious offence such as murder, manslaughter or an offence that would cause the persons name to be on the sex offenders register.

Transition Measures - Temporary Permits

It is estimated that there are 2000 driving instructors working in Ireland at present. To manage an orderly transition the RSA will issue Temporary ADI Permits to applicants, who on 1 July 2007-

- Meet person of good repute criteria,
- Are tax compliant, and
- Have been working in the driving instruction industry up to the 1st July 2007.

Please note, this temporary permit will not be renewed under any circumstances, and you should apply to become a RSA ADI in good time, in order that the entire process is complete before 31 December 2008.

You may obtain an application form for the 'Temporary Permit' by downloading one from the RSA website at www.rsa.ie; alternatively, the application form may be obtained from the ADI Unit, Road Safety Authority, Moy Valley Business Park, Primrose Hill, Ballina, Co. Mayo. Telephone 096 25007.

Becoming a RSA Approved Driving Instructor

There are two possible ways of becoming an Approved Driving Instructor.

- Undergo the three stage RSA qualification process, or
- Demonstrate that your existing qualifications/experience are adequate to meet the ADI standard.

RSA Qualification Process

The RSA have prepared a qualification process for persons who want to become driving instructors. Passing/gaining exemption from all stages of the qualification process will entitle a person to have his/her name entered on the ADI Register. Each stage of the qualification process will have to be passed before going to the next stage. Stage one is a theory test, stage two is a test of driving ability and stage three is a test of ability to instruct.

Stage One - Theory Test

The purpose of this test is to examine knowledge of the Rules of the Road as well as general road safety and driving instruction matters. The structure of the test is similar in format to the existing theory test for learner drivers. There will be varying number of questions depending on the categories of instruction being applied for. The RSA is working with a service provider for the theory test

The applicant must pass Stage 1 – Theory Test before they can continue to Stage two and three.

The number of attempts permitted for the Theory Test is not restricted. All three parts of the examination process must be completed within two years of successfully completing the Theory Test.

Theoretical Test - Subject Matters

- Road Safety precepts and practice,
- Rules of the Road,
- RSA ADI Scheme (as outlined in this booklet)
- Driving techniques and handling the vehicle and controls., Use of correct road procedure,
- Vulnerable road users,
- Pedagogical techniques and assessment of pupils,
- Dealing with pupils who have learning or language difficulties,
- Dealing with pupils who have physical disabilities and familiarization with common vehicle adaptations,
- Interpersonal skills,

- Correction of pupils driving faults,
- Knowledge of basic mechanics of vehicle and maintenance,
- Driving for life, beyond the practical driving test,
- Scene of accidents,
- Driver Testing Procedures and Documentation including the Driving Test Report form,
- Other matters as considered appropriate from time to time by the RSA.

Stage Two - Driving Test

Having successfully completed the theory test, stage two will assess driving/riding ability. Driving competence will be assessed against a longer more comprehensive driving test to that which applies to a learner driver. The test will last approximately one to one and a half hours depending on the number of categories being applied for and will cover 25-30 kilometres. In order to pass the test the applicant will have to incur less than three driving faults under a particular heading e.g. observation, less than five driving faults during the entire test, and zero disqualifying faults.

On the day of the test you must –

- Attend in good time,
- Declare that you are properly insured for the test,
- Produce a valid full licence,
- Drive a roadworthy vehicle fitted with seatbelts,
- Display on your vehicle a valid insurance disc, tax disc and an NCT disc if appropriate.

Stage Three - Instruction Ability Test

Stage three examines the ability of the ADI candidate to deliver tuition/coaching to the novice driver relevant to the level of skill and experience of the driver.

The RSA examiner will take you through the administrative procedures before accompanying you to your vehicle. S/he will then explain the format of the test and explain that s/he will be adopting the role of a learner driver under instruction. Once in role the examiner will stay in role until that phase of the test is over (the examiner will tell you when the phase is complete and s/he is coming out of role). If an emergency arises during the test the examiner will immediately come out of role.

There are two phases to the instruction ability test;

Phase 1 will examine ability to instruct at an appropriate level for a beginner in one of the following subjects-

- Explanation of the cockpit drill and starting the vehicle,
- Explanation of the controls of the vehicle,
- Anticipating the actions of others, and taking appropriate preventative/corrective action, where necessary,
- Moving off and stopping/road position,
- Turnabout in the road by using the forward and reverse gears,
- Reverse to the right and to the left,
- Dealing with pedestrian crossings,
- Approaching junctions to turn left or right,
- Dealing with and emerging at road junctions and roundabouts,
- Dealing with crossroads,
- Reverse parking,
- Use of the mirrors and giving signals, mechanical or otherwise,
- Meeting / overtaking and clearance to all other road users,
- Judgement of speed, stopping distances and anticipating the actions of other road users,
- The emergency stop,
- Carrying out various motorcycles manoeuvres i.e. figure of 8, slalom, U-turn, slow ride etc. (category A only)

- Driving on country roads,
- Use of “running commentary” as appropriate, and
- Other matters considered appropriate from time to time by the RSA.
- Couple/un-couple a trailer (membership category EC only).

Phase two will also examine the aspects above, however the expected level of delivery will be at the level of learner (driving test standard) driver.

The examiner will give you a few moments between phases to gather your thoughts and prepare your lesson plan for the second phase. The examiner may be taking notes during these brief moments and this is part of his/her administrative procedures.

During the instruction ability test the examiner will look for the ability of an ADI applicant to:

- Recap on previous lesson and link it to the current lesson,
- Explain clearly the lessons objectives,
- Have a clear lesson plan in place and deliver this,
- Impart information in a clear concise manner,
- Have a friendly and relaxed manner,
- Offer encouragement,
- Match instruction to the learners ability,
- Encourage questions,
- Give feedback on performance,
- Develop a learner driver’s self-confidence during the lesson,
- Change approach when current approach obviously isn’t working, and
- Identify, analyse and assess faults as appropriate

During all of stage three a candidate will be expected to give clear directions in good time and these instructions must be related to the prevailing road and traffic conditions. Language used must not be over technical and jargon should be avoided; the learner must clearly understand any necessary technical terms used. A driving instructor should use simply worded questions to clarify with the

learner that the message is being received. The questions must be related to the objectives of the lesson or prevailing conditions.

An Instructor must summarise the main points at the end of a lesson, and look forward to the next session setting any appropriate homework/study or revision work that will feed into the next lesson. At the end of the second phase the examiner will tell you that s/he is coming out of role and that you have now come to the end of the test.

You will receive your result of stage 3 within five working days.

Recognition of Existing Qualifications

It is an established principle that a person already working in a particular industry will have reached a certain standard of competence in relation to the skills needed to deliver a service. The RSA is presently exploring systems whereby previous qualifications can be benchmarked against the ADI qualification standard in an open, transparent and fair way. The RSA is working with FETAC (Further Education and Training Awards Council) to develop and benchmark an ADI standard for the entire process - this process will have an input from driving instructor representatives. Ultimately, it will be a matter for the individual driving instructor seeking recognition to demonstrate that s/he meets the ADI standard. This will mean that a system will be in place to enable a person to show that s/he has met a particular standard of competence in one or all of the three stage process. A FETAC recognised award for driving instruction is a educational award, therefore it is expected that any applicant seeking RPL will be able to provide all background information regarding their qualification in relation to standards of service providers, accreditations awards etc. To be able to make an assessment on the value of existing qualifications, typically the following information/documentation would be sought-

Stage 1 - Theory Test

- Format and content of the theory test undertaken,
- Result of the theory test and copy of certificate,
- Person/organisation carrying out the theory test, and
- The qualifications/accreditations of the person or organisation that carried the theory test.

Stage 2 – Driving Test

- Assessment method and weighting of skills on test,
- Copy of marking sheet from the driving test,
- What qualification/accreditation did the tester/organisation have to carry out a driving test, and
- Driving test pass certificate.

Stage 3 – Instruction Ability Test

- Marking sheet from the test,
- Assessment method used for the test,
- What qualification/accreditation did the examiner/organisation have to carry out the driving instruction test, and
- Instruction ability test pass certificate

Where the Registrar is satisfied that a qualification/experience is at least equal to that of the RSA ADI standard then the Registrar can allow an exemption from either all or part of the three stage qualification process.

If You Pass or Are Exempt What Next?

If you have been successful in all three stages (or you get an exemption for some or all stages) you will be registered as a RSA ADI and will receive a certificate from the RSA. This will enable you to commence giving instruction as an ADI. You will be required to take a check test to ensure standards are being maintained and you will have to renew your registration every two years.

If You Are Unsuccessful In Any of The Examination Stages What Can You Do?

If you have not been successful you will receive a further application form together with a report of your performance during the test. You will need to reapply for the appropriate stage again and submit a further fee.

Note the requirement to complete all three stages of the qualifying examinations within a two-year period. Failure to complete all three stages within the two years will mean that you will need to go back and start from Stage 1 again.

You may also appeal against a decision on an element of the tests and normally this will be dealt with by the District Court.

Recommended Reading

In order to prepare for the three ADI qualification stages the following is a recommended reading list.

- The Rules of the Road (RSA), (ISBN 0755775198)
- Driving Manual relevant to your license category (UK Driving Standards Agency), (ISBN 9780115528170)
- The Driving Instructor's Handbook, 14th Edition – John Miller and Margaret Stacey, (ISBN 074944746X)
- Standard Procedures for the Driving Test (RSA),*
- Marking Guidelines for the Driving Test (RSA),*
- Ricability Book on Vehicle Controls for Adapted Vehicles*,
- Preparing for your Driving Test (RSA),*
- Official Driving Theory Test Book, 2nd Edition (RSA),
- Approved Driving Instructor booklet*.

* in ADI application pack

In addition to the above reading list you should familiarise yourself with the contents of the Learner-Driving Test Report Form.

Which Licence Categories Can I Instruct In?

There are several membership categories; the category that you apply for membership and qualify in, will determine which categories of vehicles you may give instruction in.

The table below sets out the entitlements of the various categories of membership.

Table 1 – Categories of Instruction Entitlement

	M	A1	A	B	EB	C1	C	EC1	EC	D1	D	ED1	ED	W
MEMBERSHIP														
A	√	√	√											
B				√	√									√
C				√	√	√	√	√						√
D				√	√					√	√	√	√	√
EC				√	√	√	√	√	√					√

e.g. If you wish to give instruction in motorcars (category B) and buses (category D) then you need only apply for membership in category D.

The specific requirements for the vehicle presented on the day of your stage 2 or stage 3 tests will be advised in the appointment letter and are described at Appendix 1 of this booklet.

What Fees Are Payable?

The indicative fees payable are as follows:

	€
Temporary Permit	No Fee
Stage 1 (Theory test)	150
Stage 2 (Driving test)	200
Stage 3 (Instruction ability test)	200
Trainee License	100
Registration/Renewal	250

The Trainee Licence

When introduced the Trainee Licence scheme is intended to provide mentoring opportunities to new driving instructors coming into the industry - a Trainee Licence can be held for a maximum of six months. Having successfully passed the driving test (Stage 2) an applicant for ADI registration may apply for a Trainee Licence, subject to the conditions of that scheme namely:

- That the applicant had not previously held a Trainee Licence,
- That the applicant has a RSA Registered ADI to sponsor and supervise his/her training under the scheme,
- That the supervised lessons follow the pre-determined RSA syllabus of learning/practice for the trainee ADI, and
- That the sponsoring ADI will maintain a record of all training given under his/her supervision.

It should be noted that the Trainee Licence is granted to allow an applicant ADI to develop his/her teaching skills in preparation for the teaching ability (Stage 3) test. The sponsoring ADI may only have one trainee under his/her supervision for the duration of the Licence.

A minimum of 20% of the training given by a Trainee Licence holder must be under the direct supervision of the sponsoring ADI. The Trainee Licence must be clearly on display in the vehicle during all tuition sessions, whether or not the trainee is being supervised at the time. At the end of the six-month period of the Trainee Licence, it must be returned together with the training record to the RSA.

Check Testing

It is proposed that ADI's will be check-tested when required in order to maintain standards in the industry. The check-test will also be an ideal opportunity for driving instructors to meet with RSA examiners and develop a positive working relationship.

How Do I Make My Views Known?

The ADI Registrar will convene a stakeholders' forum to enable those in the industry and customers to have an input into the development of the industry.

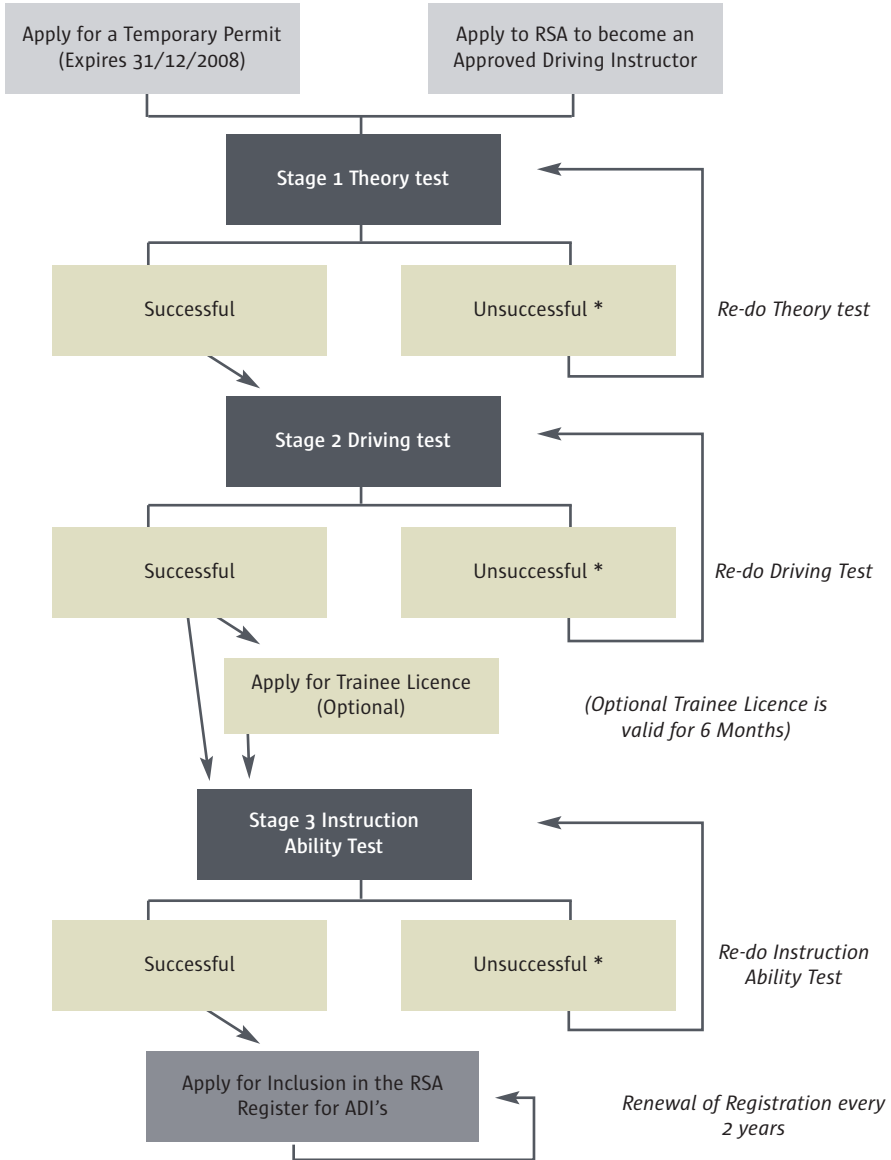
Contact Information

Further information will be available on the RSA website www.rsa.ie or alternatively you may contact the ADI Unit of the Road Safety Authority

Tel 096- 25007, Fax 096-25252, Email: adi@rsa.ie, www.rsa.ie

ADI Unit, Road Safety Authority, Moy Valley Business Park, Primrose Hill, Ballina, Co. Mayo.

Process to become a RSA Approved Driving Instructor



* All three Stages of the Qualification Process must be completed within 2 years

Appendix 1



This Appendix sets out details of vehicle requirements applicable to Stage 2 and Stage 3 qualifying tests. There are several membership categories; the category that you apply for membership and qualify in, will determine which categories of vehicles you may give instruction in – see Table 1 on page 8.

Membership Category A

a) **If vehicle registered prior to 1 January 2004**

A two wheeled motorcycle (without a sidecar) with an engine capacity greater than 125cc and capable of a speed of at least 100 km/h.

b) **If vehicle registered after 1 January 2004**

A two wheeled motorcycle (without a sidecar) with an engine capacity greater than 125cc and capable of a speed of at least 100 km/h.

Membership Category B

a) **If vehicle registered prior to 1 January 2004**

Four wheeled vehicles (e.g. cars) must have seating for at least one individual in the back seat, with passenger accommodation for not more than eight persons, and capable of a speed of at least 100 km/h.

b) **If vehicle registered after 1 January 2004**

Four wheeled vehicles (e.g. cars) must have seating for at least one individual in the back seat , with passenger accommodation for not more than eight persons, and capable of a speed of at least 100 km/h.

Membership Category C

a) If vehicle registered prior to 1 January 2004

Rigid trucks with passenger accommodation for not more than 8 persons, having a gross vehicle weight of at least 10,000 kg., and a length of at least 7 metres, and capable of a speed of at least 80 km/h.

b) If vehicle registered after 1 January 2004

Rigid trucks with passenger accommodation for not more than 8 persons, having a gross vehicle weight of at least 12,000 kg., a length of at least 8 metres, a width of at least 2.4 metres and 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 a tachograph. The cargo compartment must consist of a closed box body at least as high and wide as the cab.

Membership Category D

a) If vehicle registered prior to 1 January 2004

Buses with passenger accommodation for more than 16 persons, having a length of at least 9 metres, and capable of a speed of at least 80 km/h.

b) If vehicle registered after 1 January 2004

Buses with passenger accommodation for more than 16 persons, having a length of at least 10 metres, and a width of at least 2.4 metres and capable of a speed of at least 80 Km/h. The bus must be fitted with anti-lock brakes and a tachograph.

Membership Category EC

a) If registered prior to 1st January 2004

Articulated vehicle with at least 4 axles. Having a combined gross weight of at least 18,000 kg., an overall length of at least 12 metres and capable of a speed of at least 80 km/h.

b) If vehicle registered after 1st January 2004

Either an articulated vehicle or a combination of a Category C test vehicle

and a trailer of at least 7.5 metres in length. Having at least 4 axles, a combined gross weight of at least 20,000 kg., an overall length of at least 14 metres and capable of a speed of at least 80 km/h. Passenger accommodation must not exceed 8 persons. The width of the vehicle must be at least 2.4 metres. The cargo compartment shall be at least as high and as wide as the cab. The vehicle must be fitted with anti-lock brakes and a tachograph. The gearbox must be fitted with at least 8 forward ratios (Gears).

Automatic vehicles

If you take either the Stage 2 or Stage 3 examination in a vehicle with an automatic transmission you will be restricted to giving instruction in automatic type vehicles only.

Appendix 2



Practical Driving Test – Content

The candidate must satisfy the examiner that s/he has a thorough knowledge of the principles of good driving, and in particular must demonstrate to a high standard, driving/riding competence in some or all of the following areas:

- Driving techniques and handling the vehicle and use of the primary and secondary controls,
- Use of correct road procedure,
- Hazard awareness, anticipation of the actions of other road users and the taking of appropriate action as required,
- Care for passengers and for vehicle loading,
- Consideration for vulnerable road users,
- Motorway / Dual Carriageway driving whilst demonstrating / maintaining all aspects of the rules of the road with regard to speed, regulation, position, observation, etc.,
- Driving outside urban areas,
- Use of dual control vehicles,
- Sound judgement of stopping and braking distances, speed and timing and consideration for the convenience of all other road users,
- Making good progress
- Use of secondary controls ie. demisters, air conditioning, indicators, windscreen wipers etc., and
- Other matters considered appropriate from time to time by the RSA.
- Specific driving operations to be carried out during the practical driving test.

Preparation of the vehicle

Drivers must be capable of-

- (i) Carrying out technical checks as required.
- (ii) Adjusting the seat as necessary to obtain a correct seated position (except for category A1, A and M),
- (iii) Checking that the doors are closed,
- (iv) Adjusting rear view mirrors, where fitted,
- (v) Adjusting seat belts and head restraints where fitted,
- (vi) Other matters considered appropriate from time to time by the RSA.
- (vii) Check handbrake is on and gears in neutral.

Drivers must demonstrate that they are capable of using the vehicle controls by satisfactorily performing the following manoeuvres:-

- (i) Starting the engine and moving off smoothly both on the flat and on an uphill or downhill slope or at an angle
- (ii) Accelerating to a suitable speed while maintaining a straight course, including during gear changes,
- (iii) Adjusting speed to negotiate left or right turns at junctions while maintaining control of the vehicle,
- (iv) Reversing in a straight line and reversing right and left round a corner while keeping within the correct traffic lane (except for category A),
- (v) Turning the vehicle to face in the opposite direction using forward and reverse gears (category B only),
- (vi) Braking safely to a stop in normal and emergency situations, (category A and B only)
- (vii) Parking the vehicle and exiting a parking space,
- (viii) Other matters as may be considered appropriate from time to time by the RSA.

Drivers must be able to demonstrate use of the secondary controls on the vehicle as set out below -

- (i) Windscreen wipers, windscreen washers, demister, air-conditioning (where fitted) and lights etc. (except for category A).
 - Drivers must be able to perform all the usual manoeuvres in complete safety in normal traffic situations, taking all the necessary precautions:
 -
 - Observing, (including the use of rear-view mirrors) road alignment, markings, signs and potential or actual risks;
- (ii) Communicating with other road users using any authorized means;
- (iii) Reacting appropriately in actual risk situations should circumstances demand;
- (iv) Complying with road traffic regulations and the instructions of the Garda Síochána, traffic wardens etc;
- (v) Showing due consideration for other road users.

Drivers must also have the skills needed, in traffic situations, to safely -

- (i) Move off from the kerb and/or a parking space;
- (ii) Drive with the vehicle correctly positioned on the road, adjusting speed to traffic conditions and the line of the road;
- (iii) Keep the right distance between vehicles;
- (iv) Change lanes;
- (v) Pass parked or stationary vehicles and obstacles;
- (vi) Approach and cross junctions;
- (vii) Turn right and left at junctions or to leave the carriageway;
- (vii) Meet oncoming vehicles, including in confined spaces, and overtake other traffic;
- (ix) Take the necessary precautions when alighting from the vehicle;

Other exercises/manoeuvres as deemed appropriate from time to time by the RSA.

In addition to the foregoing requirements, the manoeuvres outlined below must be performed in respect of the following vehicle category-

Category A

Riders must know how to:

- (a) adjust their crash helmet ;
- (b) remove the vehicle from its stand;
- (c) park the motorcycle on its stand;
- (d) perform a U-turn;
- (e) keep the vehicle balanced at various speeds, including slow speeds, and in different riding situations;
- (f) lean over to turn.
- (g) perform a slalom manoeuvre
- (h) perform a figure of eight manoeuvre
- (I) Any other manoeuvres as considered appropriate by the RSA.

Categories C, D and EC

Drivers must be capable of:-

- (a) Checking the power-assisted braking and steering systems;
- (b) Using the various braking systems, where fitted;
- (c) Using speed reduction systems other than the brakes, where fitted;
- (d) Adjusting course when turning to allow for the length of vehicle and its overhangs
- (e) Taking special vehicle safety measures (category D).
- (f) Other matters as deemed appropriate from time to time by the RSA.

Category EC

- (a) Coupling and uncoupling a trailer or semi-trailer to/from its tractor vehicle.
- (b) Any other items as considered appropriate by the RSA.

You will be given the result of the driving test when the test is fully completed. The examiner will offer you feedback on your performance.

Please be aware that stage 2 tests in category A and EC are only available in centers where an RSA off road compound is available (Sligo, Limerick, Waterford and Finglas at present)

Working To Save Lives

Údarás Um Shábháilteacht Ar Bhóithre Road Safety Authority

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