



Department of Transport
An Roinn Iompair



Consultation Document

RSA

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority

The Regulation of Driving Instruction in Ireland



Consultation Document

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Proposals for the Regulation of Driving Instruction in Ireland.

1 Introduction

The objective of this document is to engage the driving instruction industry and other stakeholders in discussion as to what is the appropriate form and structure for regulation of the industry in order to maximise the contribution driving instruction makes to safety on our roads. The document sets out proposals as to how this might be achieved and seeks feedback in relation to those proposals.

The Department of Transport and the Road Safety Authority is committed to working with driving instructors and other interested parties in shaping a regulatory framework for the industry. The Road Safety Authority, which is presently being established, will have responsibility for the regulation of driving instruction in Ireland. Your views are welcomed on all aspects of the proposals set out in this document.

The Department acknowledges the work of voluntary regulatory schemes and the work of driver instructor associations throughout the country in creating and maintaining standards across the industry. The Department wishes to thank those driving instructors who took part in the Working Group on instructor registration; the proposals in this document were informed by the deliberations of the Working Group. This consultative process aims to build on this good work.

The consultative process lasts until Friday 8 September 2006 and you are invited to contribute by commenting on the proposal and/or making formal submissions. You may email your comments to geraldineprendergast@transport.ie or post them to Ms. Geraldine Prendergast, Consultation on Driving Instruction, Road Safety Authority Project Office, Department of Transport, Government Offices, Ballina, Co. Mayo. We look forward to hearing your views. If you need more information on the consultation process you can email Geraldine or phone her at 096-78265.

The language used in this document may appear to be prescriptive, however, this is merely to illustrate a particular set of proposals which are being put forward for consultation purposes. Following the consultative process a scheme of regulation will be drawn up, which will take account of the submissions received in response to this document. The Department may decide to hold a number of information workshops around the country when the scheme of regulation has been finalised.

All references to ADI in this document shall be taken as a reference to a Road Safety Authority Approved Driving Instructor.

2 Rationale

2.1 Background

The Road Safety Strategy 2004-2006 contains a commitment to regulate driving instruction in Ireland. Section 18 of the Road Traffic Act 1968 and section 19 of the Road Traffic Act 2002 contain the legislative framework to provide for this. There is also a commitment in the Strategy to introduce compulsory basic training for motorcyclists.

At present driving instruction is not formally regulated; it is not a requirement for a person who wants to become a driving instructor to have a minimum standard of driving competence or a proven ability to deliver instruction in order to become a driving instructor. The quality of instruction available to learner drivers impacts critically on the competence of those drivers as road users; this in turn impacts on the safety of our roads for all road users.

The context within which driving instruction is being delivered has changed considerably during the last decade. Increased prosperity means that drivers are coming to car ownership at a younger age. In addition drivers on our roads include increasing numbers from different ethnic backgrounds. These changes present particular challenges to the driving instruction industry and the ADI process must be capable of responding appropriately.

2.2 Benefits

An effective regulatory system for driving instruction will deliver benefits for the learner driver, the driving instructor and society at large.

- The learner driver will have access to an assured quality of instruction which will enable him/her to achieve driving competence and the knowledge that prepares him/her to drive on our roads,
- The Instructor will have demonstrated a clear understanding of the principles of good driving as well as an ability to deliver instruction appropriate to the needs of the learner driver, and
- From a societal point of view a better driving standard will bring many benefits including fewer injuries and deaths and a more efficient use of our roads network.

Clearly these benefits will not happen immediately and will depend on many building blocks being in place over time. Ensuring that a high quality of driving instruction is available will play a key role. The purpose of this document is to set out proposals covering all aspects of driving instruction and to seek feedback that will in turn inform the development of a regulatory framework for the industry.



2.3 Summary of Proposals

Approved Driving Instructors (ADI)

The soon to be established Road Safety Authority (RSA) will have responsibility for the development and oversight of the RSA register of Approved Driving Instructors (ADI). This function of the RSA will form part of its overall role as the lead agency in promoting safety on our roads.

As and from 1 July 2008 every driving instructor providing instruction for hire and reward, in any or all licence categories must be registered as an ADI in order to practise as a driving instructor.

It is proposed to commence the registration process from the 1 July 2007. All existing driving instructors must submit an application in good time to ensure that they will have completed the three part registration process by the 1 July 2008.

From the 1 July 2007 a person wishing to become an instructor for the first time must undergo the registration process before s/he can commence practising as an instructor. This process will require a person to-

- Show that s/he is a person of good repute,
- Pass a test of knowledge of driving theory,
- Pass an extended driving test, and
- Pass a test of ability to deliver instruction.

Once registered an ADI will be check-tested periodically to ensure that the prescribed standard is maintained. A Registrar will be appointed by the Road Safety Authority and will be responsible for setting up and overseeing the register of Approved Driving Instructors.

The Road Traffic Act 1968 establishes an offence to give instruction for hire or reward unless the person is registered for that purpose- an offence shall attract a fine not exceeding €1,500 or a prison term not exceeding six months or both.

2.4 Compulsory Basic Training for Motorcyclists

The process of creating the ADI register will pave the way for the introduction of compulsory basic training (CBT) for motorcyclists. Motorcycle instructors will be registered and will also be able to apply to be certified as approved instructors for the delivery of basic training for motorcyclists. There is a widespread consensus

about the need to introduce CBT at an early date. A separate consultation process is to be undertaken in the next few weeks on the question of appropriate structures for CBT.

3 Eligibility Criteria

3.1 General Requirements

A person who wishes to practice as a driving instructor must in the first instance satisfy the Registrar, that s/he is a person of good repute to have his/her name included on the ADI register and in particular must meet the following general requirements:-

- The person must be tax compliant and in possession of a tax clearance certificate,
- The person must hold a full driving licence in the licence category in which Instruction is to be delivered, and
- The person must not have a conviction for a serious offence.

In assessing whether the “person of good repute” standard is met the Registrar will take account of particular criteria-see paragraph 3.4.

3.2 Driving Licence Requirements

A person seeking to become an ADI must hold a driving licence with an entitlement to drive a vehicle in the licence category s/he wishes to give instruction in, without disqualification, for a continuous period of three years, immediately prior to making an application to become an ADI. The licence must be an Irish driving licence or one from another EU Member State, or from Iceland, Liechtenstein, or Norway and must not be one which was issued in exchange for a national driving licence issued other than by another EU Member State, or by Iceland, Liechtenstein, or Norway.

If for all or any of the three year period, the driving licence held was in respect of a vehicle with an automatic transmission, driving instruction may be given only in such vehicles. Instruction in a vehicle with a manual transmission may not be given until the person holds a driving licence for a vehicle with a manual transmission, subject to successfully completing stages two and three of the qualifying examination process in a manual vehicle.



3.3 Applicants with a Disability

All ADI applicants must be able to take control of the vehicle in an emergency situation. This requirement may present some difficulties for persons with certain disabilities. It is proposed to draw up appropriate standards following consultation with representative groups so that the application of this criteria does not in any way discriminate against persons with a disability who wish to become driving instructors.

3.4 Person of Good Repute

Driving instruction brings the ADI and the learner driver into one to one contact. In such circumstances it is essential that ADI's behaviour in all respects must be beyond reproach. There is an onus on the Registrar to ensure that reasonable steps are taken to protect ADI's and their clients.

Each applicant ADI must declare that s/he has not committed an offence which would make the applicant unsuitable to become an ADI. Such offences will include any offence that would warrant inclusion on the Register of Sex Offenders, murder or manslaughter as well as certain traffic offences. The Registrar will, in conjunction with the RSA's legal advisers, bring forward a schedule of offences which would exclude a person from membership of the ADI register. The schedule will take account of the need to allow for the rehabilitation of offenders.

Applicants must consent to the Registrar making necessary enquiries with the Garda Síochána or other bodies in connection with the declaration. Each applicant ADI will also be required to provide the names of two character references to support his/her application.

3.5 Administrative Procedures

To become an ADI you must apply to the Registrar on the prescribed application form. It is proposed that applicants will be able to apply online and in writing. Payment of the appropriate fee may be by credit or debit card, or by cheque or postal order. The matter of fees for the various stages of the examination is discussed in paragraph 3.8 of this document. Applicants may make separate applications for each stage of the process.

3.6 Three Stage Examination

Where the Registrar is satisfied that the applicant is a person of good repute and is tax compliant, the applicant may then proceed to stage one of the three stage examination. This is an examination of the applicant's knowledge of the theory of driving.

3.6.1 Theory Test

An appointment will be arranged following receipt of the application to undergo the theory test. Further information on the theory test is at paragraph 4.1 and at Appendix A. This stage of the examination must be passed before the applicant proceeds to stage two of the examination process. An applicant who fails must reapply and pay the appropriate fee for this stage.

3.6.2 Practical Driving Test

On passing stage one of the examination the applicant will be scheduled for the stage two examination. This is a test of the applicant's ability to drive competently to a high standard, lasting approximately one hour and covering up to twenty kilometers. Further information on this test is set out at paragraph 4.2 and in Appendix B. A person must pass this stage of the examination before proceeding to the third and final stage. An applicant who fails must reapply and pay the appropriate fee for this stage.

3.6.3 Test of Instruction Ability

Having passed stages one and two, the applicant must, within a six month period of passing stage two, take the stage three examination. Further information on this examination is set out at paragraph 4.3 and at Appendix C. An applicant who fails must reapply and pay the appropriate fee for this stage.

3.7 ADI Register

Where an applicant passes the three stage examination his/her name will be entered on the ADI register. The ADI will receive a disc indicating the name, registration expiry date, his/her ADI number and will include a photograph of the ADI. The disc must be displayed in a prominent place in the vehicle when the ADI is giving instruction.

Each ADI will be required to renew his/her registration every two years. The ADI must make formal application to the Registrar accompanied by the appropriate fee. The Registrar may refuse to renew registration if the ADI does not meet the criteria for registration.



The Registrar may also decide to remove an ADI's name from the register if the ADI does not continue to meet the necessary criteria in the period prior to formal renewal of registration. For example a person who fails a check test – see paragraph 5.1. There will be a right of appeal to the Registrar and ultimately to the District Court against any decision of the Registrar to remove an ADI from the register or to refuse to renew registration.

The RSA will maintain an online database of ADIs for the information of the public. The database will include the ADI's name and business address as well as the expiry date of ADI registration.

3.8 Fees

A final decision on the appropriate level of fees has not yet been made. These will be linked to the resources required to deliver the service. The probable costs will be in the range set out below:

- Stage 1 €100 to €150; Stage 2 - €175 to €250; Stage 3 - €200 to €250
- Registration Fee/Renewal Fee €175 - €250 (every two years)
- Trainee Licence - See Paragraph 4.7 - €75 to €150

3.9 Mutual Recognition of Registration

It is recognized that, both within this country and the EU, other bodies have certification processes in place where predetermined standards are required to be met. The Registrar may recognize such certification as meeting some or all of the ADI requirements where the awarding body demonstrates, to the satisfaction of the Registrar, that the certification process in place meets or exceeds the ADI standard laid down by the RSA.

A driving instructor who becomes an ADI in this way will be subject to check testing and will be required to pay the ADI registration fee and the renewal fee to the RSA.

4 Driving Knowledge and Skills Requirement

The assessments for the driving skills test and for the ability to instruct test will be carried out by RSA driving examiners at the following locations countrywide Athlone, Cork, Dundalk, Finglas, Galway, Kilkenny, Letterkenny, Limerick, Mullingar, Rathgar, Sligo, Tralee and Waterford. For operational reasons not all driving test vehicle types eg. Licence Categories ECs and EDs, can be facilitated at all these centres.

4.1 Theoretical Test

The Theoretical Test forms stage one of the three stage examination process; prospective ADIs must have an advanced level of driving competence as well as a strong knowledge of factors impacting on road safety. The applicant ADI must have an excellent understanding of the Rules of the Road and a good appreciation of road safety matters.

The Theory Test consists of multiple-choice questions on topics such as the Rules of the Road, driving test procedures, documentation and good driving behaviour. It will comprise 100 questions in multiple-choice format with four or more alternative answers. Pass mark is 85% overall and 80% in each of four bands of questions answered correctly. Details of test subject matters are at Appendix A. The test will include an examination of an applicant's hazard perception and awareness; this part of the test may be carried out within the multiple choice questions or by a separate stage of the theory exam using an IT based touch screen type test.

A suggested reading list and examples of the question bank will be available to assist applicants to prepare for the Theory Test. The result of the test will be available, to the applicant, immediately after completing the test.

Details of the subject matter for the Theory Test are set out at Appendix A. The Theory Test covers the knowledge aspect of the process and must be passed before undertaking an advanced driving test to assess driving skills.

4.2 Driving Skills

The test of driving competence will be in the form of an advanced driving test to be undertaken by the applicant and assessed by an RSA driving examiner. Applicants on test must display, to an advanced level, a knowledge, understanding and application of various operations during the course of a practical driving test. As vehicle types vary considerably in terms of dimensions, weights, lengths, seating capacity, cargo type, visibility, performance, etc. candidates' driving skills will be assessed on the category of vehicle for which ADI membership is sought.



As a guide, using a broadly similar format to the existing driver testing marking sheet, an applicant will have been unsuccessful if s/he incurs a single dangerous or potentially dangerous fault, three more serious faults for a single aspect, four or more more serious faults under a heading, or five or more more serious faults overall. Appendix B details the driving competencies to be assessed during the driving skills examination.

The result of the practical driving test will be given to the candidate at the end of the test of driving ability. The driving examiner will also give feedback on the applicant's performance.

4.3 Test of ability to Instruct

It is considered that the ability to deliver instruction to the learner driver is an essential skill for a driving instructor. The ability of a learner to absorb information is directly linked to the capacity of the instructor to deliver the information in a manner appropriate to the needs of the learner.

Where a candidate for registration as a driving instructor has passed the Theory Test and the practical driving test s/he must then take an instructional ability test. The candidate is expected to demonstrate an ability to instruct a driver at different stages of the learning process. The examination comprises two parts, both undertaken during the course of the same appointment.

4.3.1 Examination of Instruction Ability

Part one of the examination examines the ability of the candidate to deliver instruction to a learner driver during the course of a driving lesson of approximately 30 minutes duration. Part two involves a similar exercise with a more experienced driver. Appendix C details the specific elements to be tested during these examinations. The candidate will be accompanied by the driving examiner who will simulate the role of the novice and more experienced driver and will also carry out the assessment process.

4.4 Courses in Instruction Ability

Experience in both the UK and Northern Ireland suggest that this examination is the element that causes difficulty for many driving instructors. Various training providers offer training courses for this skill set. It is anticipated that courses for driving instructor specific skills will become available as the registration process gets underway. While driving instructors will be encouraged to take these courses it will not be mandatory to do so.

4.5 Categories of Instruction

Table 1 below sets out in summary form the licence category of the vehicle in respect of which the various examinations/assessments will be carried out-

Table 1 - Assessment Categories				
Category of Instruction	Theory Test Paper (Stage 1)	Driving Assessment (Stage 2)	Instructional Ability test (Stage 3)	Check Test Vehicle Type
A, A1 or M	A	A	A	A, or A1 or M
B	B	B	B	B or EB
C or C1	C	C	C	C - see *
D or D1	D	D	D	D or D1
EC	EC	EC	EC	EC - see *

* While the periodic check test will be carried out in a vehicle in that licence category, because of lack of seating capacity in vehicles in licence categories C and EC the driving examiner will simulate the role of a learner driver.

Notes To give instruction in licence category W the instructor must be on the ADI register for either licence category B, C, D or EC.

Instruction in respect of a vehicle with a trailer, other than a vehicle in licence category EC, may only be given by an instructor on the ADI register for the drawing vehicle, eg. to give instruction in licence category ED the instructor must be on the ADI register for licence category D.



4.6 Entitlement to Instruct

Table 2 below sets out the vehicle categories in which an ADI may give instruction having had his/her name entered on the register for a particular licence category.

Table 2 - Categories of Instruction Entitlement

	Entered on ADI Register for Licence Category														Right to instruct in Categories
	M	A1	A	B	EB	C1	C	EC1	EC	D1	D	ED1	ED	W	
A	X	X	X												
B				X	X									X	
C				X	X	X	X	X						X	
D				X	X					X	X	X	X	X	
EC				X	X	X	X	X	X					X	

4.7 Trainee Licence

In order to provide training/mentoring opportunities for new entrants when the registration process is in place it is proposed that a system of Trainee Licences be introduced. This will allow persons entering the industry to develop the necessary skills while working with a fully accredited ADI. To operate as a trainee the person must pass the Stages one and two ADI examinations.

At that point the trainee must apply for and receive his/her trainee licence which must be displayed in the training vehicle while delivering or receiving tuition. At least 20% of any tuition given by a trainee must be while accompanied and supervised by the sponsoring ADI. A Trainee Licence will expire after a six month period-consideration may be given in certain exceptional circumstances to an extension of this period for a further six months.

5 Maintaining Standards for ADIs

5.1 Check Testing

The Registrar will be responsible for maintaining standards for ADIs. This will be achieved by periodic check testing of ADIs; it is proposed that check testing of ADIs will take place at least once a year. Check testing will be by way of the ADI being assessed on his/her delivery of a driving lesson to a learner driver (except for licence

category C and EC where the driving examiner simulates this role) over the course of an hour. The ADI will be required to provide the learner driver for the check test.

Where an ADI fails a check test a second check test will be arranged within a month. If the ADI fails the second check test the driving examiner will notify the Registrar. The Registrar will arrange for a more senior examiner to undertake a third test; if the ADI fails this test the Registrar will be empowered to remove a person's name from the Register. This is subject to the appeals process outlined in paragraph 6.4.

5.2 Check Test Frequency

An ADI will be check tested at least once a year; at the discretion of the Registrar additional check tests may be arranged. Additional check testing will normally result from an issue coming to light during the course of the annual check test. However, the Registrar may arrange random check tests from time to time to maintain a high standard among ADIs. Procedures will be developed to monitor patterns of faults by an ADI's candidates which may in turn point up inconsistencies in the delivery of driving instruction.

5.3 Informational Check Test

To familiarise ADIs with the check testing process it is proposed that an informational check test will be arranged shortly after a person becomes an ADI. This will give an opportunity for the driving examiner and the ADI to go through the check testing procedures in a less formal environment and will enable any issues of concern to be clarified. No formal assessment of the ADI will be carried out during this informational check test.

5.4 Training Log

ADIs will be required to keep a training log for each learner under instruction. The log is to be completed at the conclusion of each lesson and will provide a record of the learner's progress over a course of a number of driving lessons. This aspect of an ADI's work will form part of the assessment during the course of the check test. It is proposed that the Registrar will draw up a model training log for use by ADIs.



6 Quality Customer Service

6.1 Customer Charters

The concept of quality customer service commits all those stakeholders in a process to respect the rights of those with whom they interact. It places obligations on each party to meet high standards in the course of any dealings directly or indirectly with another person in the course of delivering a service. In establishing the ADI register relationships will arise at a number of different levels. For the purpose of this document they are narrowed to the relationship between the applicant ADI/ADI member and the Registrar's office and the relationship between the ADI and his/her clients.

It is proposed to draw up a Customer Charter setting out the standard to which the Registrar will be committed to deliver. The Charter will cover the key responsibilities and obligations arising from the different relationships among the parties. As an example the Customer Charter for the Registrar would include some or all of the following-

- Complaints procedure
- Facilities at test centres
- Provision of information
- Timely response to correspondence
- Confidentiality
- Standards of service

It is also intended to draw up guidelines which ADIs may use as the basis for a Customer Charter covering the relationship with their clients.

6.2 Quality Mark

The work of examiners working in the ADI unit will be continually monitored to ensure consistency of standards. The ADI unit to be established in the RSA will work towards achieving a recognized quality mark as a commitment to meeting and maintaining a high standard of service delivery. The Registrar will also encourage ADIs to achieve quality marks as a recognition of excellent service delivery. This will be a voluntary process but it is hoped that ADIs will recognise the value of achieving a quality mark.

6.3 Complaints Procedures

Membership of the register warrants that the ADI is competent to deliver instruction to the required standard and meets certain requirements. Where the ADI does not meet the necessary standard, a complaint may be made to the Registrar who will investigate complaints and may make recommendations on foot of his/her investigation - this might in exceptional circumstances, involve the referral of the matter to the Gardai, or other third party. Where a serious incident or repeated occurrences of complaints arise against an ADI the Registrar may revoke or suspend the ADI's registration.

6.4 Appeals Process

In order to ensure transparency and accountability a formal appeals process will be put in place; the appeals process will have an internal and external dimension. An appeal can be made to the Registrar, against a decision to refuse to register or renew an ADI or against any decision where an applicant ADI or ADI member fails a stage of the examination process. The Registrar will review the procedures adopted in arriving at the decision to assess if all procedures were fairly applied in a particular case. The Registrar may decide that a particular element of the process should be undertaken again.

It will be open at any stage to the ADI member or applicant to appeal to the District Court against a decision of the Register or ADI examiner in relation to the manner in which an aspect of a test or examination was conducted. In any case where an appeal is upheld the Court will direct that the test be retaken and the Registrar will be bound by this direction.

7 Other Matters

7.1 Vehicle Standards

The use of a vehicle for driving instruction will inevitably cause greater wear and tear than for a vehicle in normal usage. Given that the vehicle will be in the control of a novice driver it is imperative that the vehicle is not in any way mechanically deficient. It is therefore proposed to require vehicles used as driving instruction vehicles to undergo an annual roadworthiness test.

It is proposed that every vehicle used by an ADI for instruction and reward must have dual controls as and from 1 January 2009. Vehicles should also carry a basic first aid kit, fluorescent jackets, accident warning triangle and a fire extinguisher. It is anticipated that the Registrar will develop a basic specification for vehicles used for instruction, covering such matters as visibility into and from the vehicle, need for



additional mirrors in some cases for the ADI, special requirements for disabled learner drivers and the need to use vehicles meeting the minimum requirement for driving tests in the particular licence category.

Vehicles to be used at Stages two and three of the assessment process will be required to comply, as a minimum, with the representative vehicle requirements as for the normal driving test-including adequate seating for up to four adults (except in licence categories C and EC). All higher category vehicles (C, EC, and D) presented for use in the assessment process must have two external mirrors fitted, one on the left and one on the right, for the use of the examiner.

Vehicles used for assessments must have adequate insurance cover in place for the purpose of undergoing qualifying assessments, including cover for RSA staff to drive the vehicle.

7.2 Continuous Training

The Registrar will work with ADIs to develop programmes to enable the continuous development of skills to meet changing standards and expectations of learner drivers.

7.3 Ongoing Consultation

It is proposed to develop a forum to facilitate feedback to the Registrar from the industry and other stakeholders. It is anticipated that such a forum will contribute to the process of bringing about this most fundamental change in the way that driving instruction is managed in this country. It will also inform the Registrar on matters relating to the registration of driving instructors and future developments impacting on the industry. Suggestions as to the most appropriate forum for this process would be welcome.

8 Conclusion

The proposals outlined in this document will have far-reaching implications for the driving instruction industry and will contribute to improved safety on our roads.

This opportunity to contribute to the shaping of the industry is one that all stakeholders are urged to engage with. In formulating a scheme for the regulating of driving instruction careful consideration will be given to the views of all who contribute to the consultation process.



Appendix A

Theoretical Test - Subject Matters

- Road Safety precepts and practice,
- Rules of the Road,
- 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.



Appendix B

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 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.

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 and downhill slope,
- (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 A1, A, and M),
- (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,
- (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 -

- Windscreen wipers, windscreen washers, demister, air-conditioning (where fitted) and lights etc. (except for category A1, A and M).



Drivers must be able to perform all the usual manoeuvres in complete safety in normal traffic situations, taking all the necessary precautions: -

- (i) Observing, (including the use of rear-view mirrors) road alignment, markings, signs and potential or actual risks;
- (ii) Communicating with other road users using all 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 respect 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;
- (viii) Take the necessary precautions when alighting from the vehicle;
- (ix) Meet oncoming vehicles, including in confined spaces, and overtake other traffic;
- (x) 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 categories-

- (i) Category A1 and A



Drivers 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 driving situations;
- (f) lean over to turn.
- (g) Any other manoeuvres as considered appropriate by the RSA.

(ii) Categories C1, C, D1, D, EC1, EC, ED1 and ED

Drivers must be capable of:-

- (a) Checking the power-assisted braking and steering systems;
- (b) Using the various braking systems, where fitted (except for category C1 and D1);
- (c) Using speed reduction systems other than the brakes, where fitted (except for category C1 and D1);
- (d) Adjusting course when turning to allow for the length of vehicle and its overhangs (except for category C1 and D1)
- (e) Taking special vehicle safety measures (category D1, D and ED1).
- (f) Other matters as deemed appropriate from time to time by the RSA.

(iii) Category EB, EC1, EC, ED1 and ED

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



Appendix C

Instructional Ability Test

- Candidate will be expected to deliver instruction, appropriate to the learner driver's experience, covering some or all of the following matters-
- 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,
- Driving on country roads,
- Use of "running commentary" as appropriate, and
- Other matters considered appropriate from time to time by the RSA.

The driving examiner will assess whether the ADI candidate demonstrates during the course of a lesson being given to a learner driver -

- the ability to impart information in a clear and concise manner
- enthusiasm in giving guidance, and show a keen interest in all that takes place during the lesson;
- the ability to offer encouragement to the learner and give praise where appropriate;
- a friendly, relaxed manner and be able to develop a good rapport with the pupil;
- patience and be prepared to repeat and explain a sequence of instruction without criticising the learner's inability to master a particular skill;
- the ability to try an alternative approach if it is clear the learner is having difficulty learning;
- self confidence, to the learner; and
- the ability to advise the learner about driving on a full driving licence and the importance of developing advanced driving skills.

1 *Instructional Techniques*

The ADI candidate must be able to plan a lesson to ensure there is always opportunity for additional learning to take place. In particular s/he should -

- At the start of a lesson go over the main points covered in the previous lesson to establish a start point for the current lesson,
- Have well defined objectives for the lesson and explain these to the learner,
- Match the instruction to the ability and experience of the learner,
- Give clear directions at the correct time - instructions should be given in good time for the learner to respond to the situation at hand. All instructions must be related to the prevailing road and traffic conditions,
- Use language that is clear and easily understood, avoiding the use of technical terms and jargon where possible - make sure the learner understands technical terms,



- At appropriate points during the lesson ask questions that contribute towards meeting the objectives of the lesson - questions should be simply worded, well defined, reasonable and relevant,
- Encourage a learner to ask questions at appropriate times,
- Update and maintain the learner's training log,
- Give feedback to inform the learner of progress, and
- At the end of the lesson summarise the main points covered during the lesson.

2 **Fault Assessment**

An ADI must be able to identify, analyse and assess a learner's faults, if advice is to be given which will help the learner to improve his/her performance. An Instructor must be able to:-

- Tell a learner that a fault has occurred;
- Explain why the fault has occurred;
- Correctly analyse the fault;

Explain to the learner what should be done in the future to avoid repeating the fault.



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