

Standard procedures and requirements for conducting driving tests.



Údarás um Shábháilteacht ar Bhóithre

Contents

Preface	4
Driver tester guidelines.....	4
Application of standards for the practical test.....	5
Standard Procedures for conducting driving tests.....	6
Meeting the applicant.....	6
Learner permit / applicant identity.....	6
Motorcycle Categories	7
Rules of The Road	11
Official accompanying Driver tester.....	12
At the vehicle	12
Cameras/Dashcams/Audio Recordings	12
'L' plates.....	13
Insurance discs	13
The driver tester also checks:.....	14
Mirrors	15
For all Categories	15
Representative vehicles	16
Practical part of the Test	16
Routes	16
Route distance and duration.....	17
Length of the test.....	17
Route curtailment/Dangerous driving	17
Route Diversion.....	17
Turnabout manoeuvre	18
Reverse manoeuvre	18
Car Van/Vans & BE Reverse	19
Hill test	19
Parking	19
End of the test.....	19
Decision on the test	20
Pass result	20
Signatures	20
Fail Result.....	20
Verbal feedback	21
Note:	22
Driving test result appeal.....	22

Decision Deferred	22
Use of Interpreters During Driving Tests	23
Rules of the Road	23
Vehicle Checks and Controls	23
During and After the Test	23
Tests That Cannot Proceed.....	23
Hard of Hearing.....	24
Use of a Signer	24
Test abandoned (A Codes)	24
Test not completed at applicant’s request.....	25
Tests Non – Conducted (N Codes).....	25
(N Codes).....	25
NG - Applicant ill	26
Collision on test	27
Where a collision occurs during a test:.....	27
Accompanying Person.....	27
Commencement times.....	27
Condition of vehicle	28
Disability	28
Late arrivals.....	28
Additional Procedures, Documentation, and Requirements for All Other Categories (Testing Purposes).....	29
Categories AM, A1, A2, A.....	29
Rules of the Road	29
Communication equipment	29
Bluetooth/Mobile Phone Equipment Car/Bike to Bike	29
Protective outfit	30
At the motor bike	30
Technical checks.....	30
Off/on stand (All ‘A’ categories)	30
Walk alongside (All ‘A’ categories).....	30
Brake-light, indicators.	31
Mirrors / Safety Glance	31
Preamble.....	31
U-Turn (All ‘A’ categories).....	31
Slow ride (All ‘A’ categories).....	32
Emergency braking (A1, A2 and A only).....	32

Obstacle Avoidance (A1, A2 and A only)	32
Category 'AM' test.....	32
Category 'A' documentation required for test purposes & H&S requirements.....	33
Category BE.....	33
Categories C1, C, D1, D, C1E, D1E, CE, DE.....	33
Technical checks	34
Additional Technical Checks for Cat D1, D, D1E, DE.....	34
Reverse.....	34
Automatic Transmission	35
Laden Weight	35
Camera Monitoring Systems & Cyclops Mirrors	35
Category 'C1', 'C1E', 'C', 'CE', 'D1', 'D1E', 'D' & 'DE' documentation required for test purposes.....	35
Additional Manoeuvres for Categories D, D1, DE, D1E.....	37
Passenger stops.....	37
CPC Test PROCEDURES.....	38
Category W Tractor Test Procedures.....	38
Routes & Test Centres	38
Route distance and duration.....	39
Rules of the Road.....	39
Bluetooth/Mobile Phone Equipment for Cat W	39
Category W Test Criteria	39
At the Vehicle Driver tester checks:.....	40
Mobile Phone Communication Preamble.....	40
Mirrors	40
Reverse manoeuvre	41
Hill test.....	41
Parking	41
End of the Test	41
Hyperlinks for RSA Documents	42

Preface

Driving tests are conducted under the authority of the Board of the Road Safety Authority (RSA).

Driver testers must recognise that, when carrying out driving tests, they are acting as official representatives of the Road Safety Authority. Their behaviour, professionalism, communication, and decision-making reflect directly on the RSA.

In dealing with a test applicant, the driver tester must always be fair and courteous. Courtesy may be defined as showing politeness, demonstrating consideration, and treating each person with dignity and respect.

At all times, driver testers are expected to perform their duties impartially, consistently, and to the highest professional standards, ensuring the integrity and reputation of the Authority are upheld.

The driver tester should foster a calm and supportive environment through their initial greeting and throughout all interactions with the applicant. Being in a formal examination setting can make applicants feel nervous or self-conscious, which may affect their performance. While the driver tester's role is to evaluate the applicant's driving skills, they should ensure that their behaviour does not add to the applicant's stress or tension.

In general, all tests should begin at their scheduled times. A test may start earlier only if the driver tester is available, the applicant arrives early, and the applicant consents. Driver testers should not encourage applicants or driving instructors to arrive before the scheduled time. Any changes to the testing schedule must receive prior approval from the supervisor and the scheduling team.

Driver testers must treat all stakeholders and members of the public with courtesy and respect. They should avoid engaging in any situations that could lead to confrontation. Any such incidents must be promptly reported to their operations supervisor.

Driver tester guidelines

When carrying out their duties, driver testers should:

- Always introduce themselves at the start of the test.
- Address applicants by their full name or professional title as indicated in their application.
- Be punctual – call applicant on time.
- Be formal but friendly – maintain politeness, using a courteous smile when appropriate.
- Maintain a calm demeanour – avoiding any rush.
- Be presentable – dress appropriately for the position, projecting a professional appearance.
- Ensure all necessary documentation is ready before calling the applicant.
- Call the applicant's name using a pleasant and professional tone.
- If the applicant does not respond, repeat the calls, as necessary.
- Continue to check the waiting area periodically to confirm whether the applicant has arrived.
- Once the applicant acknowledges, accompany them to the desk.

The driver tester should present each stage of the formalities using a consistently friendly and courteous tone, accompanied by appropriate body language, and maintain a reasonable level of eye contact without staring at the applicant.

The driver tester should use polite expressions such as 'please' and 'thank you' when appropriate and avoid rushing the applicant through the formalities.

Although most test applicants are cooperative and courteous, there may occasionally be cases where an applicant becomes upset. While it is impossible to anticipate every scenario, the driver tester must always remain calm, maintain control, and avoid being provoked.

The driver tester should address any comments made by the applicant in a calm and diplomatic manner and must never engage in unnecessary or inappropriate exchanges. If needed, the applicant should be referred to their 'MyRoadSafety' Portal' for further information.

The driver tester must always follow the Standard Procedures and record any incidents or comments, including all relevant details, in the tablet's notes section.

The wording outlined in these standard procedures should always be followed.

Application of standards for the practical test

The driver tester conducting the test is responsible for assessing the applicant's competency according to the uniform standard established by the Chief driver tester, in compliance with E.U. Directives 2006/126/EC and 2012/36/EC, and the latest Road Traffic (Licensing of Driver s) Regulations, as amended. It is the responsibility of the Chief Driver Tester, Training and Standards Manager, Regional Managers, Operation Supervisors, and Driver Tester to ensure that these standards are consistently and correctly always applied.

Driver testers are required to have a thorough knowledge of and adhere to the procedures for conducting driving tests as set out in the Standard Procedures and Marking Guidelines.

Standard Procedures for conducting driving tests.

Meeting the applicant

- The driver tester should call the applicant by their full name and greet them with “*Good morning, Good afternoon, or Hello.*” and introduce themselves by saying, “*My name is [e.g., Michael]. I will be your driver tester today. Please come this way.*”
- The driver tester confirms the applicant’s details by asking, “*Could you please confirm your address?*”
- The driver tester requests their learner permit by saying, “*May I see your learner permit, please?*”
- The driver tester should ask the applicant to produce a certificate of insurance for the vehicle they will be using for their test and follow the procedure as outlined in Insurance Verification. **(Interim measure from the 9 March 2026)**
- The driver tester **should not** ask whether the vehicle is manual or automatic at this stage. The transmission type should be recorded only after the driver tester has verified at the vehicle that it is manual or automatic.
- The driver tester **should not** ask any questions relating to the condition of the vehicle.

Learner permit / applicant identity

All applicants must present a current learner permit for inspection prior to the commencement of the test. The photograph on the permit must be checked to verify the applicant’s identity. The learner permit must be valid, in date, and appropriate for the category of test being conducted. The driver tester must also verify the driver number and ensure that it corresponds with the applicant’s details recorded on the tablet.

Where code 100 is recorded on a learner permit, indicating an adaptation for a driver’s disability, the driver tester must not conduct the test. In such cases, the driver tester should contact their supervisor for guidance, and generally the test would be conducted by the supervisor.

The driver tester should request the applicant to sign the “Feedback Form” and inform them that the form will be provided at the end of the test. The signature on the “Feedback Form” should then be checked against the signature on the learner permit.

If there is any doubt regarding the applicant’s signature when compared with the signature on the learner permit, the driver tester may request the applicant to sign again for verification. Driver testers should take reasonable steps to confirm the applicant’s identity and, where necessary, request additional photographic identification.

Where no additional photographic identification is available, the applicant is informed that a new invitation to book a test will be issued **(A6)** and that additional photographic identification will be required when attending any subsequent test. This must be noted on the tablet, and the supervisor must be informed by email.

Under no circumstances should a driver tester accuse an applicant of being an imposter. Where an applicant’s face is covered by a scarf, medical mask, or any other item of clothing, the driver tester should request that it be temporarily removed to allow comparison with the photograph on the learner permit. If an applicant refuses to temporarily remove the face covering, they will be informed to reapply through the “MyRoadSafety” portal or using a postal application form. **(N9)**

If the learner permit is in order, the driver tester should return it to the applicant, saying, *“That’s fine, thank you.”* If the learner permit is not in order, the driver tester should state, *“I am not permitted to conduct your test as your learner permit is, for example: out of date or not valid for the category of vehicle you intend to use.”* The appropriate outcome code **(N1)** must be recorded on the tablet device. In all cases, the learner permit **must** be returned to the applicant.

Where a learner permit is missing a signature and/or photograph or is damaged to the extent that the applicant’s identity cannot be established, the test must not be conducted. The appropriate outcome code **(N1)** should be recorded.

Where an applicant has applied for a Category ‘A’ or ‘W’ test and subsequently wishes to change to a Category ‘B’ test, the applicant must present a valid Category ‘B’ learner permit. Scheduling must be contacted to confirm that the applicant has completed the required EDT for Category ‘B’.

Motorcycle Categories

If an applicant presents for a Category A1 or A2 driving test with a Category A motorcycle, even if they hold a valid Category A learner permit, the driving test must not be conducted.

The driver tester must:

- Inform the applicant that the test can only be carried out for the licence category originally applied for (A1 or A2).
- Explain that they are presenting a motorcycle that does not match the test category booked.
- Advise the applicant that they will need to reapply through the “MyRoadSafety” portal or using a postal application form if they wish to proceed with a Category A test. **(N8)**

If an applicant has applied for a Category A driving test but presents on a Category A1 or Category A2 motorcycle.

- The applicant must confirm that they wish to continue the test on the motorcycle presented (A1 or A2). And that if successful the certificate issued will be for (A1 or A2)
- If the applicant decides not to proceed, they will need to reapply through the “MyRoadSafety” portal or using a postal application form. **(N8)**

Evidence of motorcycle power output

- For a motorcycle driving test (AM, A1, A2 or A), the applicant must provide documentary proof of the motorcycle’s kilowatt (kW) output.
- The kW output must be verified on the Vehicle Registration Certificate (VRC).
- The driver tester must check that the power output recorded on the VRC matches the kilowatt requirements for the licence category being tested.
- If the kilowatt output is not recorded on the VRC, the driving test must not proceed. **(N8)**

If the motorcycle presented for the test is restricted, the following requirements apply:

The applicant must produce documentary evidence of the restriction. This document must be:

- Issued by a motorcycle dealer.
- On headed paper.
- Stamped, dated, and signed.

It must clearly state:

- The original kilowatt (kW) output.
- The restricted kilowatt (kW) output.

The driver tester must:

- Verify the documentation.
- Record the motorcycle's kW output on the tablet.

If the required restriction documentation is not produced or is incomplete, the test must not proceed **(N8)**.

Licence codes which may appear on a learner permit

100	Restricted to vehicles adapted to suit disability of license. Tests with code 100 must be generally conducted by a supervisor.
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 (Except where applicant qualified for reduced EDT).
992	Second Learner permit in category
993	Third or subsequent Learner permit in category
999	Must be accompanied by qualified driver

Applicant declaration

Direct the applicant to the declaration, saying, *“Would you please read this statement and confirm that all is in order?”* If the applicant confirms, the driver tester should inform them that they will tap the confirmation box on their behalf, **turning the tablet toward the applicant**, and then tap both buttons on the declaration page.

I declare that:

- a) The vehicle I am providing for my test is in a roadworthy condition.
- b) I am properly insured to drive that vehicle in a public place during the course of my driving test.
- c) I hold a current Learner Permit for that category of vehicle.
- d) I am responsible for my driving and complying with the Rules of the Road during the test.
- e) The motorcycle I am using complies with the restrictions noted on my Learner Permit.
- f) The vehicle is representative of test category and meets with specific driving Test Real Total Mass requirements (if applicable).

It is an offence under the Road Traffic Act, 1961, to give false or misleading information.

The Road Safety Authority accepts no liability in the event that the information provided is incorrect.

I have read and understand the declaration (Applicant).

Note: If an applicant has difficulty reading the statement, the driver tester should read it aloud and highlight the relevant passage. If the applicant refuses to agree with the declaration, the driver tester must inform them that the test cannot be conducted and advise them to re-apply. A non-conducted report sheet must then be completed and issued **(NG)**.

Insurance Verification

As an interim measure and from 09 March 2026, the driver tester should ask the applicant to produce a certificate of insurance for the vehicle they will be using for their test.

The driver tester must review the certificate of insurance, at the desk and prior to the commencement of the driving test to confirm that the applicant is insured to drive the vehicle presented for test.

If an applicant is not named on the presented certificate of insurance, an email or letter (on headed paper) from the insurance company stating that the applicant is insured to drive the vehicle presented shall be accepted.

Digital copies of insurance certificates are acceptable as valid proof of insurance. Where an applicant can present proof of insurance in a digital format (such as via email, or another electronic method), the driving test should proceed as scheduled.

The driver tester must not photograph, copy, or retain insurance certificates, personal information, or related documentation.

Where a test applicant is using a vehicle from a school of motoring or an Approved Driving Instructor (ADI) then the driver tester should ask the applicant for a copy of the certificate of insurance. This evidence should show that the vehicle is covered for driving test purposes. To note, this may be presented in different wording on certificates but generally is visible on the reverse of the certificate at **Paragraph 6. (Z)**.

The driver tester records the vehicle registration on the tablet (or marking sheet) and on reaching the vehicle checks that it matches the registration number on the vehicle and disc (not applicable on A1, A2, A, AM, or W).

For any State-owned vehicles presented for test, the test applicant will not be required to present a certificate.

If the evidence provided does not show that the applicant has valid insurance, the driving test should not proceed and the driver tester will record the test as non-conducted with code **(N2)** and record the specific reason (e.g., test applicant name not included on the insurance certificate and / or no email / letter presented from insurance company) in the notes section.

Where there is a change of vehicle after the review of the Certificate of Insurance, the driver tester must repeat the insurance verification process. The vehicle change must be recorded in the notes section. If the applicant is unable to provide valid proof of insurance at this point, the test must not proceed. The driver tester must record the test as non-conducted **(N2)** and include the specific reason in the notes 9 Standard procedures for conducting driving tests section (e.g., applicant's name not listed on the insurance certificate and/or no email or letter from the insurance company confirming cover).

Note: If a driver tester has any concerns or doubts regarding insurance cover, they should contact a supervisor/regional manager for clarification before the test is recorded as non-conducted.

Concluding the preliminaries, the driver tester says *"Thank you. Now I'd like to ask you some questions on the Rules of the Road (including hand signals), if you are unclear on any question just ask me to repeat or clarify"*

Rules of The Road

The driver tester should ask a total of 14 questions: 6 verbal questions, 6 road signs, and 2 randomly selected hand signals. Any developed question counts as a single question.

The obligatory subjects for all test categories are:

- Pedestrian Crossings
- Traffic Lights Headlights (dipping)
- Road Markings
- Right of Way
- Road Signs

During the Rules of the Road, if the applicant is unable to answer a question, the driver tester should move to the next question. Where it appears that the applicant knows the answer but is simply hesitant, a reasonable amount of time should be allowed for a response.

The driver tester must not display impatience or disapproval, and their rate of speech and accent should allow the applicant sufficient time to understand the questions.

If communication difficulties arise the driver tester should use the sign card as a visual aid to assist the applicant.

Three additional questions on the topics listed below must be asked, specifically relating to the appropriate vehicle categories.

Categories A, A1, A2, AM

- Safety Glance
- Skidding
- Road Position

Categories BE

- Towing
- Coupling/Uncoupling the trailer
- Safety Measures

Categories C, D C1E, CE, D1E, DE

- Planning a journey
- Speed limits
- Driving hours
- Towing
- Coupling/Uncoupling the trailer
- Safety Measures

On concluding the oral test, the driver tester says *“Thank you, that’s the end of the Rules of the Road part. We will now go out to your vehicle for the practical part.”*

Note: The driver 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 recorded on the tablet device until the vehicle registration has been confirmed and recorded, and the vehicle category and transmission type have been verified.

Official accompanying Driver tester

The driver 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 who will take no part in conducting the test.*” Where an applicant refuses to allow an accompanying official 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 (**NG**) and told to reapply through their “MyRoadSafety” portal.

At the vehicle

- The driver tester verifies the vehicle registration number (to confirm the correct vehicle is being used for the test).
- The driver tester records whether the vehicle has a **manual or automatic transmission**.

Technical Checks

The applicant is responsible for opening/closing the bonnet securely. Failure to do so may result in a fault being incurred.

The applicant should be asked to verbally explain how they would perform a check on any 3 of the following aspects, selected at random by the driver tester:

(a) the tyres (b) the lights (c) the reflectors (d) the indicators (e) the engine oil (f) the coolant (g) the wipers & windscreen washer fluid (h) the steering/P.A.S (i) the brakes/brake fluid (j) the horn.

Note: When conducting technical checks (opening bonnet), the driver tester should exercise discretion in relation to the weather conditions or physical limitations of the applicant at the time.

Cameras/Dashcams/Audio Recordings

Driver testers should be satisfied that all internal cameras, dashcams, and audio recording devices are turned off or disabled before the driving test begins.

Note: The driver tester must not remove, adjust, or interfere with any recording devices.

'L' plates

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. 'L' plates on a transparent background are not acceptable, except on a white Car/background. **Cut-away 'L' plates are not acceptable.**

A roof sign displaying proper 'L' plates are acceptable, where an 'L' is incorporated into the name of a driving school, this is not acceptable.

'L' Plates must be displayed (except category W), to the front and rear of the vehicle. For a category BE test, the 'L' Plate must be displayed to the rear of the trailer and not the rear of the drawing vehicle.

Vehicles displaying both L and N plates are acceptable for a driving test, provided the plates do not restrict the driver testers or applicant's vision.

If one or both plates restrict vision, and the driver tester believes that the plate(s) can be moved easily, the following applies:

- The driver tester should explain the reason for requesting the adjustment.
- The plate(s) should be repositioned by the applicant or driver tester to ensure clear visibility.
- If an L plate is not clearly visible because of a tinted rear window, sufficient time should be allowed for the L plate to be repositioned externally.

For 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, and with a border of at least 2 centimetres in a clearly visible vertical position front & rear worn over the chest clothing.

Insurance discs

As an interim measure and from 09 March 2026, driver testers must check that vehicle registration number (where applicable) of the vehicle to be used for the test, matches that recorded at the desk.

The insurance disc should contain the registration number of the vehicle, or the name of the fleet owner/company. Disc details must be legible and have a green band along the left-hand side of the disc.

Driver testers must check that the insurance disc is in order, (not applicable- A1, A2, A, AM, or W). Driver testers must accept insurance discs that meet the Road Traffic Insurance Disc Regulations, regardless of the class or quality of paper on which it is printed or whether the disc was issued to the insured by post or by electronic means, (home printed). **All insurance discs regardless of how they are issued must be printed in colour and should comply with the above Regulations.**

Vehicles owned by State Authorities, e.g. Government Departments and the Prison Service, 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.

Vehicles hired under a hire agreement or from a vehicle sharing service (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 have a stamped note from the hire company indicating that the vehicle has been hired using their current valid learner permit and that the vehicle is insured for the purposes of a driving test. **see 'checklist for your practical driving test'.**

The driver tester also checks:

- a) That the NCT or CVRT disc if required is valid.
 - Cars are required to have an NCT disc four years after the date they were first registered.
 - Commercial Vehicles are required to have a CVRT disc one year after the date they were first registered.
- b) That the vehicle displays a current valid motor tax disc. Vehicles used as taxis or hackneys are not permitted to be used as driving test vehicles unless the appropriate rate of Vehicle Excise Duty has been paid, i.e. Class Private.
- c) The real total mass requirements for categories BE, C, CE, C1E, DE, and D1E are achieved by the number of IBCs (intermediate bulk containers) present, or cement blocks as appropriate. See representative vehicle chart and additional procedures for categories.
- d) That the vehicle meets H & S requirements. Refer to the current 'Checklist for your practical Driving Test' and related procedure where a test is not conducted.
- e) Both left and right rear brake lights must be in working order for the test to be conducted. Brake-lights (red) and indicator lights (amber/orange) should show the correct colour. If either the left or right brake light is not working, the driver tester should press the brake pedal to demonstrate to the applicant that the brake light(s) is/are not working. (same for indicator if necessary)
- f) All motorcycles presented for test must have functioning and adequate indicators showing amber/orange/ when lit, and a functioning and adequate red brake light, which operates when either or both (front or rear brake) controls are applied.
- g) Where a safety critical warning light does **NOT** illuminate when the ignition is switched on, leading to a decision to not complete the test, the driver tester must record which safety critical warning light did not illuminate. The driver tester must record the vehicle make and model and inform the applicant of the reason the test was not completed. See "**Checklist for your Driving Test**".
- h) If a warning light remains on after the engine has been started, in some cases this **may** result in a non-conducted test. The details should be noted on the tablet. See "**Checklist for your Driving Test**".
- i) Where an applicant starts the engine, the applicant may be asked to switch it off before the driver tester enters the vehicle.
- j) The windscreen and front side windows of the vehicle presented for test must not be unduly tinted. The front windscreen should be clean and free from excessive cracks. (manufactured tinted windows are acceptable for tests)
- k) Suitable footwear must be worn by applicant during the test. Flip-flops, backless footwear, or barefoot driving are not permitted.
- l) Tyres: On visible inspection, tyres should comply with the requirements of the Road Traffic Acts. The minimum tyre tread depth requirement is currently 1.6 mm for a motorcar. There should be no obvious bulges, cuts, or severe uneven wear present. Tyres should be inflated to the correct pressure.
- m) Note: space saver-type spare wheels aren't acceptable, as their speed rating doesn't normally meet test requirements. (100kph) If 100kph is on tyre or wheel they are acceptable.
- n) Doors: The front passenger door must be functioning correctly and should be possible to open from both the inside and the outside. The seat, seatbelt and head restraint must be fitted and in working order.
- o) Windows: The front passenger window must be functioning correctly and should be possible to open from the passenger or driver's side.

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 presented for test must be fitted with two mirrors:

- One mirror on the right-hand side
- One mirror on the left-hand side

The mirrors must be positioned so the driver can obtain an adequate view of traffic to the rear and to both rear sides of the vehicle.

Category W

Test vehicles should have two external mirrors (see category W specific section)

Category BE

For this combination, the drawing vehicle requires two external mirrors, one on the right and one on the left and fitted 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/camera monitoring systems (CMS) fitted externally. One on the right and one on the left and fitted to enable the driver to obtain an adequate view of traffic to the rear and on both sides. **Cyclops mirrors must be fitted for C, CE regardless of the year of registration.**

For all Categories

External Camera Mirrors

Vehicles presenting with cameras in place of external mirrors are acceptable for test, provided the camera system is functioning correctly and allows the driver to make adequate observations of all required areas.

Representative vehicles

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

Vehicles registered outside the state are not accepted for test purposes. Left-hand drive vehicles are acceptable provided they are registered in the state.

Practical part of the Test

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

In giving directions, the driver tester 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 or clarification should be given where necessary.

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 secondary controls”* and ask the applicant 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 fog lights (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 driver tester says –

“Thank you. Now, would you please ensure that your seat, seatbelt, head restraint, and mirrors are properly adjusted and that your door is properly closed”.

The driver tester should ensure that their own door is closed and should also adjust an exterior mirror, if asked to do so by the applicant.

The driver 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”.

Routes

Official routes must be adhered to and followed as laid down. Driver testers should make use of all available test routes at their test centre and must inform the supervisor of any road closures, changes to traffic flow, or newly introduced road markings.

Route distance and duration

The duration of the test and the distance travelled must be sufficient to adequately assess the applicant's skills and behaviour, as required under the relevant EU Directive. Test routes are reviewed and updated on an ongoing basis.

Driver testers are reminded that where a route diversion is necessary, or where an applicant deviates from the prescribed route, a clear explanatory note must be recorded in the notes section of the tablet device.

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 all HGV categories.

This does not include the meet and greet of the applicant, the rules of the road, the technical checks at the vehicle, the manoeuvres, the result of the practical test and relevant feedback.

Route curtailment/Dangerous driving

The driver tester may for health and safety reasons decide to curtail a driving test. If so, a tester **must stop recording faults** and instruct/direct the applicant back to the test centre where necessary.

The driver tester should record the appropriate test outcome on the tablet device. Any non-conducted manoeuvres (Reverse, Turnabout, Hill Start) insert the words 'Not conducted' in the notes section on the tablet 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. Where an applicant enquires as to why the 'time' element/manoeuvres of the test was not completed, the driver tester should inform the applicant that the test has been curtailed in the interest of safety.

If the driving test has to be curtailed the driver tester **must** notify their supervisor by text or email (WhatsApp not acceptable) to inform them of the reasons why the test was curtailed and complete the notes section of the tablet device.

Inadequate progress is not a reason to curtail a test

Route Diversion

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, in the notes section of the tablet device at the end of the test. This includes where an applicant inadvertently goes off route.

Driver testers must notify their supervisor or regional manager of any prolonged route deviation. Official routes must be adhered to and followed as laid down (except in exceptional circumstances).

Turnabout manoeuvre

For the turnabout manoeuvre, the driver tester should give the following instructions clearly.

The driver tester should say:

“Where convenient, please pull in and stop on the left.”

Once the vehicle has stopped, the driver tester should say:

“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.”

When the manoeuvre is completed, the driver tester should ask the applicant to pull in and stop.

The driver tester should then say: *“When you are ready, you can move off.”*

Reverse manoeuvre

For the reverse manoeuvre, the driver tester should give the following instructions:

“Before you come to the next road on the left/right, please pull in and stop.”

“This road on the left/right is the one I want you to reverse your vehicle into.”

“Please drive past it and stop on the left/right, and I will give you further directions.”

Note:

Where a driver tester is unable to stop the applicant before the reverse manoeuvre, an additional stop must be completed later during the driving test.

Once the vehicle is correctly positioned, the driver tester should say:

“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 will tell you when you have gone back far enough.”

“You may start when you are ready.”

Assisting the Applicant:

The driver tester should assist in adjusting the left-hand door mirror if requested by the applicant. The driver tester must ensure that the left-hand door mirror is readjusted once the manoeuvre is completed.

On completion of the reverse manoeuvre, the driver tester should say:

“When you are ready, you can move off.”

Where an applicant refuses to attempt a manoeuvre:

- The test must be curtailed.
- A test result is not issued.
- The code **(NG)** must be recorded in the test outcome section on the tablet device.
- The applicant must be advised to reapply through the “MyRoadSafety” Portal.
- A non-conducted report sheet must be issued.

Car Van/Vans & BE Reverse

The driver tester **must** be out of the vehicle for the reverse manoeuvre with all heavy vehicle tests, and with category “B” vans, (i.e. no rear window or side windows) BE and pick-up trucks, without endangering themselves in any way and should bring the tablet device with them when exiting the vehicle.

Hill test

The driver tester should say – *“I want you to pull in and stop on the left/hill and secure your vehicle by applying your handbrake/parking brake.”*

Driver tester should then say, *“When you are ready you can move off”*.

Parking

Coming towards the end of the test, the driver tester should say.

“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, they should not be prevented from doing so. **The driver tester must remain in the vehicle until it has been parked, the handbrake/parking brake is fully applied and the engine switched off.** If necessary, the applicant should be directed to a parking space.

End of the test

Once the applicant has parked the vehicle, The driver tester should say.

“We’ll now return to the office, and I’ll give you the result of the test. Thank you.”

The driver tester must accompany the applicant back to the office.

Decision on the test

Pass result

The applicant should be asked to sign the Certificate of Competency, and informed that they have passed their driving test.

The driver tester should complete the Certificate of Competency, saying:

- *“This certificate is proof that you have passed your test. You can apply for your licence on the NDLS website or at your local NDLS office.”*
- *“The Certificate is valid for 2 years, but you should apply as soon as possible, as until you receive your full licence you are still subject to the restrictions of a learner permit holder.”*
- *“When you receive your licence, you will be required to display N plates (Tabard) for 2 years if this is your first Full Irish Licence.”*
- *“Don’t mark or write anything on the Certificate.”*

The driver tester should present the applicant with the debrief screen on the tablet when giving feedback.

Complete the Driving Test Feedback Form, circle the key areas where the applicant has incurred faults. (see section on verbal feedback)

Inform the applicant:

- *“I will give you some brief feedback based on the result of your driving test, and a copy of the feedback form.”*
- *“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.”* (see section on verbal feedback)

Signatures

In all cases where the applicant passes the test, they must sign the Pass’ Certificate. Where an applicant has reading or writing difficulties their ‘mark’ should be witnessed by the driver tester:

Their ‘X’ Mark

Witnessed by _____ (Driver)

Fail Result

Driver tester informs the applicant:

- *“Unfortunately, on this occasion you have not been successful.”*
- *“I will give you some brief feedback based on the result and a driving test Feedback Form outlining the key areas which require attention.”*

Driver tester should:

1. Circle the key areas in the 'Driving Test Feedback Form' where the applicant has incurred faults and give the form to the applicant.
2. Complete the 'Statement of Driving Test Outcome'
3. The driver tester should present the applicant with the debrief screen on the tablet.
4. Inform the applicant:
 - *"On the back of this driving test feedback form there is some information which you may find useful in helping you to understand the areas you need to address".*
 - *"A detailed report will be issued to you".*
5. Where an applicant is unwilling to accept the result or may become aggressive the driver tester should say *"I am not permitted to discuss any specific details of the test."*
6. The driver tester issues the 'Statement of Driving Test Outcome' stating:
 - *"You may need this Document to renew your learner permit. Thank you very much."*

Driver testers should ensure that all comments made during the test are professional and cannot be interpreted as facetious.

Applicants should not be questioned as to how many times they have sat the test, nor should driver tester comment on an ADI or other aspects of their instruction. Driver testers are not permitted to recommend specific ADI's to test applicants.

Verbal feedback

- A typical verbal feedback session should not last any longer than **30-60 seconds**.
- Before handing the Pass Certificate or Statement of Driving Test Outcome, and the driving test Feedback Form to the applicant, the driver tester should give some brief verbal feedback on some aspects of their test.
- The driver tester should 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 driver tester may confirm the relevance of a particular fault, or location, if the driver tester is satisfied that it would be beneficial to do so.
- When delivering the feedback, the driver tester should show the debrief screen to the applicant and briefly explain the marks on the screen.
- The driver tester should in general give feedback on 2/3 of the most relevant aspects.
- Where an applicant becomes aggressive, or emotionally upset, the driver tester may decide not to offer feedback, or to curtail it, if it has already commenced. Where necessary, the driver tester should paraphrase briefly and conclude by saying – *"I am not permitted to discuss the specific details of the test."*
- Feedback may have to be limited where language difficulties arise.
- Where the applicant refuses feedback, the Statement of Test Outcome and Feedback Form should then be issued.
- Where an applicant refuses to accept the Statement of Test Outcome, it is forwarded to Ballina and sent to the applicant on request.

Note:

- When an applicant is unsuccessful, they must reapply through the “MyRoadSafety” portal or using a postal application form. Driver testers must not advise applicants to contact Ballina directly.
- From the following week, they will be able to view their estimated time to invite using the online estimator.
- This process also applies to individuals with non-conducted tests.
- On completion of the driving test, the result should be uploaded as soon as possible. This is to ensure the applicant receives the detailed test report in a timely manner.
- Where a test has been abandoned (“A” code) the applicant does not need to reapply. They will automatically rejoin the queue at the point they were at when the original booking was made. Where a new applicant selected a short notice slot they will join the queue at their application date.

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 that the test was not conducted correctly, it is important therefore that driving test procedures are always followed and that any incidents or occurrences are noted to ensure that such information can be provided to court as required.

Decision Deferred

The Law, (Licensing of Driver s Regulations 1999, as amended) enables a driver 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 driver tester is of the opinion that the person may be suffering from some incapacity which may be progressive.

The applicant should not be informed that they have passed the driving test. Instead, they should be advised that the driver tester is “*satisfied with your driving.*” However, the issuing of the certificate is subject to completion of a driving licence medical report form.

Driver tester should fill in the applicant’s name and address on the Certificate of Competency but should not date it. The Certificate of Competency should be signed by the applicant.

Driver tester explains to the applicant that they will need to make an appointment with their doctor to complete a Medical Report Form (**D501**) certifying that the driver is medically fit to drive before the Certificate of Competency can be issued.

Driver tester informs the customer that their doctor should have this Medical Report Form (D501), or they can download it from the NDLS website.

The driver tester issues the Deferred Decision of Test Form (D104) to the applicant and explains that it outlines the next steps they need to take.

Use of Interpreters During Driving Tests

An Approved Driving Instructor (ADI) is not permitted to act as an interpreter under any circumstances.

If an applicant presents with an interpreter, the interpreter must always be allowed to accompany the applicant to the desk.

Note: The driver tester must record in the note section of the tablet if a driving test was conducted with the assistance of an interpreter.

Rules of the Road

The driver tester must ask all required questions relating to the Rules of the Road.

When requesting the applicant to identify the road signs, the driver tester should position the sign card to ensure that only the applicant can see the sign card.

Before the practical driving test begins, the driver tester must demonstrate the signals to the interpreter that will be used during the test, including but not limited to:

- Slow down
- Stop
- Turn left.
- Turn right.
- Turnabout
- Reverse

The driver tester **must** ensure that the applicant clearly understands these signals before proceeding.

Vehicle Checks and Controls

The following checks must be completed at the vehicle before the practical test commences and the interpreter should be involved where necessary.

- Secondary controls
- Vehicle checks
- Technical checks

During and After the Test

- No other person is permitted to accompany the applicant on the driving test.
- The interpreter may be involved, if available, when the test result is being issued at the conclusion of the test.
- In exceptional circumstances, alternative arrangements may be approved by the Road Safety Authority (RSA).

Tests That Cannot Proceed

If no interpreter is present and the driver tester is unable to communicate due to language barriers:

- The test must be recorded as 'Non-Conducted' (**NG**) and a non-conducted form issued.

Hard of Hearing

- The driver tester must ensure that the Hard of Hearing Card is available at the desk before inviting the applicant into the interview room.
- The applicant may present with a signer to assist them during the Rules of the Road questions.

Use of a Signer

Where a signer is present:

The driver tester must demonstrate all hand signals that will be used during the driving test, including but not limited to:

- Slow down
- Stop
- Turn left.
- Turn right.
- Turnabout
- Reverse

The driver tester must ensure, through the signer, that the applicant clearly understands all demonstrated signals before the practical test commences.

Test abandoned (A Codes)

Where a test is not conducted/completed and the applicant is entitled to a service credit the appropriate '**A code**' should be recorded on the tablet device, and **section 'B'** of the non-conducted sheet completed and issued.

(A Codes)

Code	Description	Example
A2	Weather conditions	Bad snow or icy conditions, extreme weather etc.
A3	Traffic Congestion	Heavy traffic congestion due to a road closures/roadworks or local events etc.

A4	Tester ill	Tester falls ill during the Test.
A6	Applicant unable to continue due to operational needs	Driving test abandoned due to operational needs, where a service credit is issued.
A7	Vehicle accident	Collision on test where it's not the Applicants fault.

Test not completed at applicant's request

Where an applicant requests that the driving test is not completed, the test must be concluded at that point.

- No result shall be issued, regardless of the number or type of faults recorded prior to the conclusion of the test.
- The driver tester must advise the applicant that they are required to reapply for a driving test through the "MyRoadSafety" portal.
- A non-conducted report sheet must be completed and issued, with the outcome recorded as **(NG)** and a clear explanatory note must be recorded in the notes section of the tablet device.

Tests Non – Conducted (N Codes)

Where a test is not conducted/completed the appropriate '**N**' code should be recorded on the tablet device, and **section 'A'** of the non-conducted sheet completed and issued, and the applicant advised to reapply through their **MyRoadSafety Portal**.

(N Codes)

Code	Description	Example
N1	No Licence	No Permit or Permit has expired.
N2	No Insurance	No Insurance Disc or insurance has expired, or a discrepancy with vehicle details on certificate.

N3	Not Taxed	No Tax Disc or tax expired, or tax Disc not matching vehicle to be used for test.
N4	Not Roadworthy	Vehicle breakdown/defect, e.g. Bald or damaged tyre, Brake lights etc.
N5	Applicant Late	Applicant arrived late.
N6	Not Appear/Cancel.	Applicant fails to turn up for their Test
N7	No L Plates	No L Plates in place.
N8	Vehicle not in Class	Vehicle not meeting Test category requirements.
N9	Identity Query	Supervisor has query about the applicant's identity, and the applicant is unable to present further photographic ID.
NG	Other	Applicant ill during Test, Collision on test (applicants' fault), Refusal of accompanied person, Refusal of manoeuvre, No interpreter, Refusal to consent with declaration, Request to not completing test, Unaccompanied child under 16 or pet, Adaption use against advice.

NG - Applicant ill

In the case where an applicant informs a tester, that they are unwell and cannot proceed with their driving test, the test result is recorded as an **NG** and the applicant informed to re-apply for a test through the "MyRoadSafety" portal.

Collision on test

Where a collision occurs during a test:

Not the applicant's fault (damage or injury)

- The test must be abandoned (**A7**) no result is given.
- The applicant should be informed they will receive a new email invitation to book another test.

Applicant at fault

- Any faults must be recorded and the appropriate result issued.
- If the test cannot continue, it must be recorded as (**NG.**)

Minor collision (no apparent injury or damage)

- The test may continue only if the applicant is happy to do so.
- A note must be recorded in the tablet notes section.

Advice to Applicant

- The applicant must be advised to exchange particulars and to report the incident to An Garda Síochána if the other driver /owner is not present.
- The driver tester must not comment on the collision and should provide their name and address c/o RSA, Ballina, Co. Mayo, if requested.
- The applicant should be advised to reapply through the "MyRoadSafety" portal.
Note: The driver tester must be satisfied that the applicant has made suitable arrangements before leaving the scene.

Accompanying Person

- 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 and (**NG**) recorded on tablet.
- Under no circumstances should a driver tester or any RSA staff assume responsibility for a child or a pet. A person of 16 or older 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.

Commencement times

- In general, all tests should commence at the scheduled times.
- However, a test may commence earlier than scheduled if a driver tester is free to do so and the applicant attends early and agrees.
- The driver tester must not encourage or invite applicants or driving instructors to attend earlier than the scheduled time.

- The driver tester should not alter their schedule without getting prior approval from their supervisor/regional manager.

Condition of vehicle

Vehicles in all categories should be in roadworthy condition and should be representative of their category. (see checklist for your driving test)

Disability

Where a disability is affecting an applicant's control of a vehicle during a test, the test should be abandoned and recorded on the tablet device as **(A6)** and **Section 'B'** of the Non-conducted Test report completed, and the supervisor must be informed.

Use of Vehicle Adaptations

- Where adaptations are fitted to the vehicle but are not required or used, the test may proceed as a standard test.
- The applicant should be advised that the adaptations must not be used.
- If the applicant chooses to use the adaptations despite this advice, the test must be recorded as a Non-Conducted Test **(NG)**.
- The applicant should be advised to reapply, and the driver tester must complete **Section A** of the Non-Conducted Report Form.

Late arrivals

- Driver tester should deal personally where possible with the applicant 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 applicants at the discretion of the driver tester.
- Additional time may also be allowed for HGVs.

Note: All copies of non-conducted/abandoned reports should be returned to Ballina with the completed cert books.

Additional Procedures, Documentation, and Requirements for All Other Categories (Testing Purposes)

Categories AM, A1, A2, A

Rules of the Road

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

Demonstration of 2 Hand Signals to be done at the desk as part of the Oral Test.

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.

Communication equipment

Bluetooth/Mobile Phone Equipment Car/Bike to Bike

Driver testers must ensure their headset and mobile phones are always available for use (equipment is allocated to tester). The driver tester must ensure that the batteries in all devices are charged, and Bluetooth headset is connected to their phone.

Driver testers are responsible for updating the mobile phones when they receive a notification. *This should **not** be done when conducting driving tests.*

Applicants must bring their own earpiece with a 3.5mm jack plug, this requirement is communicated in advance; if an applicant attends without an earpiece, the test should not proceed, and this should be recorded as NG on the tablet device with an explanation.(if an earpiece is available in the test centre it may be provided to the applicant)

The applicant's and tester's mobile phone and Bluetooth headset must be switched on, and the applicant's phone must be switched to "auto-answer" ("auto-answer" will only work when the applicant's earpiece is connected to the phone as per training).

A connection check is carried out at the desk to ensure that Bluetooth headset and both phones are connected.

The driver tester should ensure that the applicant's phone is securely placed in the inner pocket of their bike jacket. The driver tester should set their phone on "mute" whilst carries out technical checks and any manoeuvres in the compound/carpark.

The driver tester advises the applicant to ensure that their earpiece stays in place when putting on their helmet. In the car the driver tester "unmutes" his/her phone. A final volume and connection check is carried out. The volume control should be adjusted to suit the requirements of the applicant, and the applicant should then be advised not to make any other adjustments to the controls. The driver tester should store the phone securely in the vehicle.

At no point must the tester pick up the phone when driving. If connection is lost the driver tester must pull in safely and re-establish the connection.

Applicants should be advised that in the event of a communication malfunction, they should pull in at a safe place and wait for the driver tester to arrive to rectify the issue. In the event of an issue where connectivity cannot be restored, the test is to be abandoned, and the applicant is 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 test should be recorded as an **(A6)** on the tablet device, and a clear explanatory note must be recorded in the notes section of the tablet device.

The driver tester must ensure that the applicant's phone is returned at the end of the test.

Driver testers should take all reasonable steps to ensure that communication equipment is always handled with care.

Protective outfit

The applicant should be asked to confirm that their PPE are properly adjusted. (gloves, boots, clothes, and helmet (secured)).

At the motor bike

- Check and record the transmission on the tablet. (automatic or manual)
- Record the registration number on the tablet device.
- Check the brake-light and indicators.
- Check the tax disc.

Technical checks

The applicant should be asked to explain how they would perform a check on 3 of the following, selected at random by the driver 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).

Off/on stand (All 'A' categories)

The applicant should be asked to put their motorbike off and back on its stand. The use of a side stand is acceptable in this case. If the motorbike is not fitted with a stand, the test cannot be conducted, and the test must be recorded as a Non-Conducted Test **(N4)**.

Walk alongside (All 'A' categories)

The applicant should be asked to move the motorbike on reasonably level ground by walking alongside it for a **minimum distance of 4 metres**, without the aid of the engine. The motorbike may be moved forward or backward, at the discretion of the applicant.

Brake-light, indicators.

All motorcycles presented for test must be fitted with:

- Functioning and adequate indicators (orange/amber), which display an orange/amber light when illuminated.
- A functioning and adequate red rear brake light, which must operate when either the front or rear brake control is applied independently.

Non-manufacturer (aftermarket) brake lights or indicators **may** not be deemed suitable for test.

Mirrors / Safety Glance

Effective use of mirrors is acceptable for test purposes. However, applicants should look around (safety glance) before:

- moving off from the kerb
- commencing the 'U Turn'
- turning right/left from a busy road or major road.
- in other similar circumstances where the driver tester deems it to be necessary.

Where mirrors are not fitted or are not effective, the applicant is required to observe as appropriate throughout the test.

Preamble

The driver tester should tell the applicant –

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

I will give you directions in good time when to turn left, right or to pull in and stop, 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 for me”.

The applicant should be asked to acknowledge that the preamble requirements are understood and that the mobile device is working with a Nod or a Thumbs-Up sign.

For bike-to-bike tests, the driver tester should tell the applicant that the driver tester is following on another motorcycle and may ride in a different position on the road.

U-Turn (All 'A' categories)

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

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

Slow ride (All 'A' categories)

The practical test must include **riding for at least 50 metres at walking pace**. The driver tester should tell the applicant:

"Now... I would like you to ride your motorbike as in slow moving traffic, try to keep pace with me as I walk along."

Emergency braking (A1, A2 and A only)

The practical test must include an Emergency Braking exercise.

The driver tester should tell the applicant — *"Now... I'd like you to perform 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", "Do not stop completely."

"Is that clear?"

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

When the appropriate speed is reached, the driver tester should say,

"REDUCE YOUR SPEED NOW"

Speed reduced. ... *"Now... continue ahead as normal"*.

Obstacle Avoidance (A1, A2 and A only)

Driver tester should be out of their car for this exercise and standing on the nearside footpath or margin.

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

The driver tester should tell the applicant:

"Please pull in and Stop on the left and wait for further directions."

"Ride your motorbike at a speed of between 55-60km/h past my Car/Motor Bike. Is that clear?"

"You can move off when you are ready". (Applicant rides by car/motor bike) "Please pull in and stop on the left".

Category 'AM' test

For the **Category AM test**, the **Emergency Braking** exercise and the **Obstacle Avoidance** exercise are **not carried out**. The **Cat 'AM'** test is carried out over a suitable Cat B route.

Category 'A' documentation required for test purposes & H&S requirements.

Applicants for category AM, A1, A2, or A must wear a fluorescent tabard bearing the letter 'L' not less than 15 centimetres high in red, on a white background, with a border of at least 2 centimetres in clearly visible vertical positions front and rear worn over the chest clothing. L plates and tabards must be in good condition.

Applicants are required to produce Vehicle Registration Certificate (VRC) to confirm motorcycle engine size and power output. **In all circumstances the VRC must be produced.** The power output of the motorcycle must be recorded on the Vehicle Registration Certificate (VRC) otherwise the test will not go ahead and be recorded as **(N8)** on the tablet device.

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 power i.e. a 35kw restriction can only be derived from a bike with 70kw original output or less.

The motorcycle kW **must** be noted by the driver tester on the tablet.

Category BE

On the reverse manoeuvre the driver tester decides either left- or right-hand reverse to be conducted. For the reverse, the driver tester must leave the vehicle and take up a position where the driver and the traffic situation can be observed to best effect. Driver testers should always retain possession of their tablet.

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

That the NCT or CVRT disc is in order (NCT for vehicles in 5th year and CVRT for vehicles in 2nd year from original year of registration) as per the latest NCT CVRT Circular.

The driver tester should check that the brake lights and indicators on both the drawing vehicle and trailer are working effectively. Where there is no evidence of a braking system on the trailer or a brake away cable fitted, the test should not be conducted and recorded as an **(N4)** on the tablet device.

Caravans are not acceptable for a BE test.

See current representative vehicles for driving test chart.

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

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.

See current representative vehicles for driving test chart representative vehicles.

Technical checks

The applicant should be asked to **verbally** explain how they would perform a check on 3 of the following, selected at random by the driver 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.

Additional Technical Checks 'C1', 'C1E', 'C', 'CE' 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

Inability to lift and or secure the bonnet/grill may result in a fault being incurred.

However, the cab should not be tilted. The brakes may also be checked by asking the applicant how they would know if there was a fault with (a) the handbrake, or (b) the footbrake.

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

- Controlling the Air Suspension (Kneeling feature)
- Service Doors
- Emergency Exits
- First aid Equipment
- Fire Extinguishers
- Other Safety Equipment

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

Reverse

For categories **C1**, **C & D1**, **D**, the test must include a left-hand reverse and a right-hand reverse.

For tests using a vehicle with a trailer (Categories **BE**, **C1E**, **CE**, **D1E** and **DE**), **only one reverse manoeuvre** is required, as set out on the test route.

Note:

If a reverse manoeuvre is carried out in a **compound**, the applicant should be told to complete it as if it were on a public road.

During a reverse manoeuvre, the **driver tester must leave the vehicle** and stand where they can clearly see the driver and the traffic situation.

The driver tester should:

- Be aware of other road users.
- Be mindful of the driver's blind spots.

- Warn the driver or others of any danger where possible, without putting themselves at risk.

If both reverse manoeuvres take place in the same location, the driver tester should return to the vehicle before the second reverse.

The driver tester must always keep their tablet with them.

Automatic Transmission

Where an applicant presents for their driving test in a vehicle with automatic transmission, the tester must:

- Select the “Automatic” option on their tablet device at the vehicle.
- Record restriction code **(78)** on the applicant’s Certificate of Competency.

Laden Weight

Where a vehicle requires Intermediate Bulk Container/s (IBC/s), the driver tester must ensure it is filled and secured in line with the requirements outlined in the booklet Preparing for Your Driving Test.

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.

Camera Monitoring Systems & Cyclops Mirrors

- Vehicles require two mirrors/camera monitoring systems fitted externally, one on the right and one on the left, and fitted 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.

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. CVRT disc for vehicles in 2nd year from registration as per the latest CRVT guidelines.

Cat ‘C1’ & C1E

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

Cat 'C'

A valid CVRT certificate must be presented.

The certificate must:

- Show the unladen weight of the vehicle.
- Be current and valid.
- Have been issued within the last 12 months.
- The minimum weight for test purposes is 10,000 kg.
If the vehicle's unladen weight is less than 10,000 kg, IBC/s must be added to increase the weight to the required minimum.

If the unladen weight is not shown on any of the following:

- Vehicle Registration Certificate (VRC)
- Vehicle Licensing Certificate (VLC)
- Vehicle Certificate of Roadworthiness (CRW)

A valid weighbridge docket must be presented. The docket must be stamped, signed, dated, and clearly show the unladen weight of the vehicle.

Category CE (Articulated Vehicles)

- A valid weighbridge docket must be presented. The docket must be stamped, signed, dated, and clearly show the unladen weight of the combination.
- Registration number of the towing vehicle
- Trailer identity plate number
- The trailer identity plate/mark must be displayed on the trailer.
- The minimum combination weight is 15,000 kg.
- If the unladen weight is below 15,000 kg, IBCs must be added to reach the minimum weight.

Category C Vehicle with Trailer (CE Test)

Where a category C vehicle with a trailer is presented for a CE test, the following applies:

- Drawing (Category C) Vehicle must meet all category C test requirements:
- A valid CVRT certificate
- A minimum weight of 10,000 kg
- The trailer must a valid CVRT Certificate
- The total actual weight of the vehicle and trailer together must be at least 15,000 kg.
- This can be achieved using the combined weights of both vehicles, provided the drawing vehicle meets the 10,000 kg minimum.
- A valid weighbridge docket must be presented. The docket must be stamped, signed, dated, and clearly show the unladen weight of the combination.

Cat 'D'

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

Additional Manoeuvres for Categories D, D1, DE, D1E

Passenger stops.

The test must include 3 simulated passenger stops. It is not necessary to open the doors.

The driver tester must advise the applicant in advance when stopping for a Passenger Stop.

CPC Test PROCEDURES

The CPC test must be conducted using the tablet at the test vehicle.

- Select 30 min test (CPC 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 but do not have to be category specific. The driver number must be noted.
- Ask applicant to read the declaration on the tablet device and confirm by the driver tester ticking relevant box.
- Ask applicant to sign the current CPC Report/Result sheet as per current procedure.
- Driver tester selects the relevant set of CPC questions. 4 questions must be asked from each Subject Area (1-5) which must include at least 1 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/Unsuccessful tick box.
- Ask driver to take comfort break (max 10 mins) if they so wish and to then return to the waiting room where they will be called for their driving Test.
- The driver tester to finish off tablet 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.
- Driver tester should inform the applicant to apply for their CPC card through the CPC section on rsa.ie.
- If a combined test, select CPC Practical Driving Test from tablet and conduct test.

Category W Tractor Test Procedures

Routes & Test Centres

As not all Category W Tests are conducted at our designated test centres throughout the country due to the distance that an applicant may have to travel, provision is made where the test can be conducted at a town nearest to where the applicant lives, provided it has enough road infrastructure to assess the skills and behaviour as stated in the 'EU' Directive.

In many cases this involves the supervisor/regional manager traveling to survey the town's road infrastructure prior to a test being scheduled, to comply with "EU" Directive. Tests in such locations are generally scheduled and carried out by the supervisors/regional managers.

Supervisors/Regional Managers will also establish a meeting point in these towns to meet the applicants i.e. Post Office, Town Square, or Hotel that the applicant would be familiar with.

The result of the test may have to be given to the applicant at their vehicle in the above circumstances.

Cat W tests that are requested at our designated driving test centres country wide must be carried out in the normal way by Category A driver tester/supervisor.

Route distance and duration

The length of the test and the distance travelled must be enough to assess the skills and behaviour as stated in the 'EU' Directive. In no circumstances should the time spent driving on the road be less than 25 minutes for Cat W Tests.

This does not include the reception of the applicant, the rules of the road/checks, the technical checks at the vehicle, the manoeuvre, and the announcement of the result of the practical test.

Supervisors should be mindful of the fact that Cat B routes may take longer to complete in a Cat W test and are advised to review the routes to take account of this when establishing a Cat W route which include either a left- or right-hand reverse.

Rules of the Road

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

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

Note: In the case where no office available, the Oral part of the test will have to be conducted in supervisor/driver tester car.

Note: The test must be conducted with the use of mobile phone communication as per Category A Tests.

Bluetooth/Mobile Phone Equipment for Cat W

Refer to Category 'A' procedure

Category W Test Criteria

- A current/valid Tax Disc must be displayed.
- Tractors are not required to display an insurance disc.
- Vehicles must not have a trailer attached.
- Learner permit holders sitting a Category W driving test are exempt from displaying 'L' plates.
- Vehicles must have two exterior mirrors fitted.
- Agricultural tractors and self-propelled agricultural machines must also be fitted with a flashing amber beacon.
- Vehicles must be representative of the category, i.e., small tractor-type lawn mowers are not acceptable for test purposes.
- A Left or Right reverse Manoeuvre must be conducted at the discretion of the driver tester.
- A Hill Start must be conducted.

At the Vehicle Driver tester checks:

- A current valid Tax Disc must be displayed on the vehicle.
- Note the registration number and record it on the tablet (Registration Plates must be displayed to Front & Rear of tractor).
- Technical Checks. The applicant should be asked to verbally explain how they would perform a check on any 3 of the following selected at random by the driver tester:
- the tyres, (please note there is no min legal tread depth requirement for Tractor Tyres, however tyres should be in reasonable condition) (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
- **Note:** In the case of, (f), or (g) above being selected, the engine cover may 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.
- The brakes may also be included in the technical checks by asking the applicant how they would know if there was a fault with: (a) the handbrake, or (b) the footbrake.
- Where the vehicle has automatic transmission, the driver tester must record 'automatic' (Code 78) on the tablet and tell the applicant that if they pass the test, that the licence will be limited to automatic transmission.
- The brake-lights and indicators should be checked to ensure that they are functioning properly. When checking the brake-lights and indicators, the applicant should be asked to ensure that the ignition is turned fully to 'on' position.
- The two outer brake lights must be functioning for the test to be conducted.
- The indicators should be checked to ensure that they are functioning properly.

Mobile Phone Communication Preamble

The driver tester should tell the applicant:

"You should drive your vehicle in your normal manner, and I will be behind you in my car.

"I will give you directions in good time when to turn Left, Right or to pull in and stop, otherwise you should follow the course of the road."

The applicant should also be asked to acknowledge that the preamble requirements are understood and that the mobile phone is working with a Nod or a Thumbs-Up sign.

"If you are unsure of any of my directions, or require clarification, please pull in at a safe place and wait for me".

Mirrors

Effective use of rear-view mirrors is acceptable for test purposes. However, applicants should look around (blind spot) before:

- moving off from the kerb,
- turning right/left from a busy road or major road,
- in other similar circumstances where it is deemed by the driver tester to be necessary.

Reverse manoeuvre

Note: Only one reverse should be conducted. Left or Right reverse at the discretion of the Tester.

For the reverse manoeuvre, the driver tester should stop the applicant before the junction and should say:

“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 driver tester should be out of their vehicle for this manoeuvre.

Hill test

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

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, they should not be stopped.

End of the Test

“We’ll now return to the office, and I’ll give you the result of the test. Thank you.”

The driver tester must accompany the applicant back to the office. The result of the test must only be announced when the driver tester and the applicant are seated at the desk.

Where the test is conducted with no Office facilities available, the applicant should be asked to return the mobile phone and to wait in the cab while the driver tester prepares all the necessary documentation. When completed, the result and summary feedback should be given at the tractor cab in the normal way.

Hyperlinks for RSA Documents

[Representative Vehicles for your Driving Test](#)

[Checklist for your Driving Test \(Irish\)](#)

[Checklist for your Driving Test \(English\)](#)

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