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Standard Procedures, Training Guide and Health & Safety requirements for conducting driving tests



Údarás um Shábháilteacht ar Bhóithre
Road Safety Authority

Standard procedures for conducting driving tests

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Preface

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

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

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

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 the applicant agrees. Driver Testers should not encourage or invite applicants or driving instructors to attend earlier than the scheduled time. Driver Testers should not alter their schedule without getting prior approval from their supervisor and scheduling.

Driver testers should treat all stakeholders and members of the public in a courteous and polite manner and should not knowingly engage in any situations that may cause or lead to confrontation. Any such incidents must be reported to the Operations Supervisor

The driver tester should introduce themselves.

Applicants should be addressed by their name or by their professional title as per application. In carrying out their duties, Driver Testers should be:

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

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

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

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

While the majority of test applicants are helpful and co-operative, regardless of the test result, it can happen from time to time that an applicant may become upset. It is not possible to formulate a procedure for dealing with every possible eventuality, but the Driver Tester should in all circumstances remain calm and in control of the situation and should not allow himself/herself to be provoked.

The Driver Tester should respond to any comment that the applicant may make in a reasoned and diplomatic manner, and on no account should become involved in an exchange of unnecessary or inappropriate comments. If necessary, the applicant should be directed to their "MyRoadSafety" Portal for further information.

The Driver Tester should always follow the Standard Procedures and should make a note of any incident or comment, including all relevant facts, on the notes section of the tablet.

These Procedures may be revised and/or amended from time to time, and Driver Testers will be informed of this, if and when it occurs. Any amendments will be available on the Driver Tester SharePoint.

Driver Testers should check on Driver Tester SharePoint regularly to keep up to date with any changes.

Application of standards for the practical test

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

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

The correct application of the procedures for conducting Driving Tests is contained within the Standard Operating Procedures and Marking Guidelines which must be known and applied by Driver Testers.

Standard procedures for conducting driving tests

Notes

The wording as set out in these procedures should be followed at all times.

Meeting the applicant

- a) *Greeting:* Call the applicant's full name Say, "**Good morning/good evening/hello**", etc.
"**I will be your Driver Tester today, my name is ... (e.g. Michael), please come this way**".
- b) *Identify:* "**May I have your address, please?**"
- c) *Learner Permit:* "**May I see your Learner Permit please?**"
- d) **Note: Driver Testers must not request the registration number nor if the vehicle is Manual or Automatic at this point.**

Learner permit / applicant identity

All applicants must produce a current Learner Permit for inspection before the start of the test. The photograph on the Permit should be checked for proof of identity. The Permit must be in date and valid for the category of test being conducted. The Driver Tester checks the Driver number. The driver number details should match those provided in applicant's details on the tablet.

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

If there is a doubt over the applicant's signature compared to what is on the learner permit a Driver Tester can request the applicant to sign their name again for comparison.

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

A6 – Where no additional Photographic ID is available.

The applicant is informed they will be sent a new test appointment, and they **must provide** additional photographic I.D. when they present for any further test.

Where an identity query leads to an A6 code, the Supervisor must be informed of this, and it must be recorded on the tablet notes.

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

Applicants who present for test who are eligible for reduced EDT, the 6-month rule does not apply.

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

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

If a category 'A' or 'W' test has been applied for and the test applicant wishes to change this to a category 'B' test, the applicant must have a valid Cat. B learner permit and Scheduling (dtscheduling@rsa.ie) should be contacted to confirm that the applicant has completed EDT in category 'B'.

Note: If an applicant presents for a Cat A1 or A2 driving test with a category A motorcycle and a valid category A Learner Permit, the test cannot be conducted. Driver Tester must inform the applicant that a driving test can only be conducted for the category of licence originally applied for. The applicant is informed that they will need to reapply for the correct category of licence.

If an applicant applied for a Cat A driving test and presents with a Cat A1 or Cat A2 motorcycle the test can be conducted on Cat A1 or Cat A2 if the applicant wishes to proceed.

Where code 100 appears on a Learner Permit (adapted to suit the disability of the driver) the Driver Tester may not conduct the test. In these instances, the Driver Tester must contact their supervisor for advice.

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 conducted by Supervisors.
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. Where code 109 is recorded on a Learner Permit, Driver Testers should contact their Supervisor/Regional Manager before proceeding with the test.
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

Guide the applicant to the declaration and indicate the statement relating to the condition of the vehicle and insurance cover, saying – **“Would you please read this statement and confirm all is in order”** If so, The tester should inform the applicant that they will tap the box on the tablet confirming all is in order, the Tester then taps both buttons on declaration page.

Note: Where an applicant has difficulty in reading the statement, the Driver Tester should read it aloud and indicate the relevant passage. If the applicant refuses to complete the declaration, the Driver Tester should inform the applicant that the test cannot be conducted and advise the applicant to re-apply. A non-conducted report sheet should be completed and issued. (NG)

An additional identification check may be made, if necessary, by holding on to the Learner Permit while the applicant is reading the declaration. The Driver Tester should hold on to the Learner Permit to verify that signature corresponds with applicant's signature on Driving Test Feedback Form.

Insurance Verification

As an interim measure and from 9 March 2026, the driver tester should ask the candidate 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. Names or personal details of other people on documents may be redacted or covered. The documents will be viewed by the Driver Tester and returned to the applicant.

In the event that 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.

Driver Testers must not photograph, copy, or retain insurance certificates, personal information or related documentation.

Where a test candidate is using a vehicle from a school of motoring or an Approved Driving Instructor then the driver tester should ask the candidate 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). Where this information is not visible on the reverse of the certificate, an accompanying letter on headed paper outlining this detail should be accepted.

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 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 candidate has valid insurance, the driving test will not proceed and the driver tester will record the test as non-conducted with code N2 and record the specific reason (e.g., test candidate 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 (Code N2) and include the specific reason in the notes

section (e.g., candidate's name not listed on the insurance certificate and/or no email or letter from the insurance company confirming cover).

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

For Motorcycle Categories

Evidence of motorcycle power output

The applicant must produce proof of kilowatt output for the vehicle presented for the test. This information must be verified from the Vehicle Registration Certificate (VRC). Where this information is not recorded on the VRC the test cannot proceed.

In all circumstances the VRC must be produced.

If the motorcycle is restricted, the applicant must produce documentary evidence of the restriction from a motorcycle dealer on headed paper, stamped, dated and signed. This evidence must show the restricted kW power output and the original kW power output. The motorcycle kW must be noted by the Driver Tester on the tablet.

Applicant then to read the declaration for motorcycle categories.

Oral test

14 Questions in total. 6 Verbal Questions, 6 Road Signs and 2 Hand Signals. A question which is developed counts as one question.

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

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

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

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

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

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

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

Categories A, A1, A2, AM

Safety Glance, Skidding, Road Position.

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

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

Categories All C & D HGV Tests

Along with questions based on the Rules of The Road relevant to the category of vehicle for test should be asked to include.

- Planning a journey
- Speed limits
- Driving hours

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

Note: The 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 noted on the tablet device until the vehicle registration is recorded and the vehicle category and transmission is confirmed.

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.

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

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

At the vehicle

The Driver Tester records the vehicle registration number and the transmission type (Manual/Automatic) on the tablet.

Technical Checks

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 (i) the brakes (j) the horn.

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

The brakes may also be checked by asking the applicant how they would know if there was a fault with: (a) The footbrake or, (b) The handbrake.

Note: When conducting technical checks, Driver Testers should exercise discretion in relation to the weather conditions or physical limitations of the applicant at the time.

Interior Cameras

Driver Testers must be satisfied that the Camera/Dashcam is turned off/disabled before test. Where a vehicle has factory fitted internal cameras, the Tester must be satisfied that these cameras have been deactivated for the duration of the test.

Note: The Tester may request the applicant to demonstrate that the cameras have been deactivated.

'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 is acceptable, **but** where an 'L' Plate is incorporated into the name of a driving school is not acceptable.

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

Vehicles which present with both L and N plates displayed together are acceptable for test subject to the plates not restricting vision. If the plate(s) restricts vision and where a Driver Tester feels that one or both can be moved easily, the Driver Tester should explain the reason for their request and the plates should be adjusted as necessary.

Where there is a change of vehicle after the declaration has been confirmed by the applicant, the Driver Tester should ask the applicant if they are satisfied that the declaration also applies to the second vehicle. The vehicle change must be recorded in the notes section. If the applicant is not satisfied that the declaration applies to the second vehicle, then the test should not proceed and be recorded as non-conducted, and a note should be made to that effect regarding the applicant's original vehicle.

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, in a clearly visible vertical position front & rear worn over the chest clothing.

Insurance discs

As an interim measure and from 9 March 2026, Driver Testers must check that vehicle registration number of the vehicle to be used for the test, matches that recorded at the desk.

Driver Testers must check that the insurance disc is in order, (not 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.

The disc should contain the registration number of the vehicle, or the name of a fleet owner. Disc details must be legible and have a green band along the left-hand side of the disc at time of printing. Chassis numbers are not acceptable.

Vehicles owned by State Authorities, e.g. Government Departments and the Prison Service, vehicles in categories A1, A2, A, AM, W, and all vehicles owned by or in the custody of Bus Eireann, Bus Ath Cliath, the Commissioners of Public Works, Health Service Executive/National Ambulance Service and Iarnród Éireann, 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.

Photocopies or home printed insurance discs are acceptable for test purposes.

The Driver Tester also checks

- a) 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. (Refer to NCT App).
- 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 achieved by the number of IBCs (intermediate bulk containers) present, or cement blocks as appropriate. See representative vehicle chart and additional procedures for particular 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-light and indicator lights should show substantially the correct colour. If either the left or right brake lights are not working, the Driver Tester should press the brake pedal to demonstrate to the applicant that the brake light(s) is/are not working.
- f) All Motorcycles presented for test must have functioning and adequate indicators showing predominantly amber when lit, and a functioning and adequate red brake light, which operates when either or both the front or rear brake controls are applied.
- g) Where a Driver Tester is of the opinion that a safety critical warning light did NOT illuminate when the ignition was switched on leading to a decision not to complete the test, they must record all the relevant information relating to the specific light and the vehicle make and model and confirm with the applicant the reason for the test not to be completed. See 'Checklist for your practical Driving Test'.

- h) If a warning light remains on after the engine has been started, in some cases this may result in the test not proceeding and a non-conducted form being issued to the applicant. The details should be noted on the tablet. See 'Checklist for your practical 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) Tinted Windows: The windscreen and front side windows of the vehicle presented for test must not be unduly tinted.
- k) The front windscreen should be clean and free from excessive cracks.
- l) Suitable footwear: Must be worn by applicant during the test. Remember, flip-flops, backless footwear or barefoot driving are not acceptable.
- m) Tyres: On visible inspection, tyres should comply with the requirements of all 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.
- n) Note: space saver-type spare wheels aren't acceptable, as their speed rating doesn't meet test requirements. (100kph) If 100kph is on tyre or wheel they are acceptable.
- o) 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.

Mirrors

Category B (cars, station wagons, pickups)

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

Category B (Vans)

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

Category W

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 so as to enable the driver to obtain an adequate view of traffic to the rear and on both sides.

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

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

For all Categories

External Camera Mirrors

Vehicles presenting with cameras in place of external mirrors are acceptable for test provided they are working effectively and showing sufficient observations to the required areas.

Representative vehicles

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

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

In the vehicle the applicant should be told to – **“Please start up the engine. Now, before you move off, I want you to show me how you would operate some of the 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 the seat, seat-belt, head restraint, and mirrors are properly adjusted and that your door is properly closed.

The Driver Tester should confirm that the Driver Tester’s 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”.

Driving faults should be recorded discreetly.

Routes

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

Route distance and duration

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

Length of the test

The length of the test and the distance travelled must be sufficient to assess the skills and behaviour of the applicant. In no circumstances should the time spent driving on the road be less than

25 minutes for categories A, A1, A2, AM, B, W and BE and **45 minutes** for the other categories. This does not include the meet and greet of the applicant, the rules of the road, the technical checks at the vehicle, the manoeuvres, and the announcement of the result of the practical test.

Route curtailment/Dangerous driving

The Driver Tester may for health and safety reasons make a decision to curtail a driving test. If so, a tester should 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 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 Driver Tester has to curtail the route during a driving test, they must notify their Supervisor by phone, text or email to inform them of the reasons why the route was curtailed and complete the notes section of the tablet device.

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

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

Turnabout manoeuvre

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

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

Reverse manoeuvre

For the reverse manoeuvre the Driver Tester should say –

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

Note: Where a tester is unable to stop the applicant before the reverse an additional stop must be completed at a later stage on route

“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.”

Note: The Driver Tester should assist in adjusting the left-hand door mirror if requested by the applicant and readjust it on completion of the reverse manoeuvre.

On Completion of reverse Driver Tester should then say **“When you are ready you can move off”**

Where an applicant refuses to attempt to carry out a reverse or turnabout manoeuvre, the test is curtailed, and a result is not issued. The code NG should be noted on the test outcome area on the tablet device. The applicant should be advised to reapply through “MyRoadSafety” Portal. A non-conducted/completed report sheet should be issued.

Car Van/Vans & BE Reverse

The Driver Tester should be out of the vehicle for the reverse manoeuvre with all heavy vehicle tests, and with category “B” vans, (i.e. No back 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.”**

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

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 parking brake is fully applied and the engine switched off, except as may apply to larger vehicles. If necessary, the applicant should be directed to a parking space.

End of the test

Once the applicant has parked the vehicle, 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. The result of the test must only be announced when the Driver Tester and the applicant are back at the desk.

Decision on the test

Note: 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.

Pass result

In the case of a 'pass' result:

The applicant should be asked to sign the Certificate of Competency, then should be informed that they have passed the 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 as follows:

Their 'X' Mark

Witnessed by _____

Driver Tester

Fail Result

1. Tell the applicant: **Unfortunately, on this occasion you have not been successful."**
2. Circle the key areas in the "Driving Test Feedback Form" where the applicant has incurred faults and give the form to the applicant.
3. Complete the 'Statement of Driving Test Outcome'
4. The Driver Tester should present the applicant with the debrief screen on the tablet.
5. Also inform the applicant:

"I will give you some brief feedback based on the result and also a Driving Test Feedback form outlining the key areas which require attention. On the back of this sheet there is some information which you may find useful in helping you to understand the areas you need to address. A detailed report with all the test marks will be issued to you.

6. Circle the key areas in the “Driving Test Feedback Form” where the applicant has incurred faults and give the form to the applicant.
7. The applicant should be referred to the ‘**Rules of the Road**’, to the information leaflet ‘**Preparing for your Driving Test**’, and to the ‘**Statement of Driving Test Outcome**’. Where an applicant is unwilling to accept the result or may become aggressive the Driver Tester should say that they are not permitted to discuss the specific details of the test.
 - See “Verbal Feedback”
 - The Driver Tester issues the ‘Statement of Driving Test Outcome’ stating:
 - “**You may need this Document in order to renew your Learner Permit.**”
 - “**Thank you very much.**”

Driver Testers should not make any comment which may be misconstrued as being facetious.

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

Note:

- **When a person is unsuccessful at their driving test, they must reapply through the MyRoadSafety portal or using a postal application form. 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.**

Please also note the following exception:

- **Where a test has been abandoned (other than due to a *vehicle breakdown*), 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.**
8. Driver Testers should continue the policy of recording any unusual incidents, events or comments etc. on the notes section at the end of the test, and also of giving a brief outline of the circumstances which gave rise to all grade 3 faults being recorded, and where on route they occurred. Driver Testers should record the facts only. The comments regarding grade 3 faults should include **what** happened, and, **where** it happened in a manner which is understandable and specific. However, reports of more serious incidents or events (VA) should be alerted immediately to the Supervisor/Regional Manager who in turn will contact driver testing section and H&S unit.

Driving test result appeal

Applicants who are unhappy with the result of their driving test may appeal the decision to the District Court under Article 33 of the Road Traffic Act 1961. An appeal may be successful if the court finds the test was not conducted correctly, it is important therefore that driving test

procedures are followed at all times and that any incidents or occurrences are noted to ensure that such information can be provided to court as required.

Driving test result documentation and tablet noting

- Ensure specific attention to detail when recording information below
- Ensure correct Learner Permit Number is recorded on Certificates and legible.
- Ensure applicant has signed the certificate.
- Driver Tester and applicant have signed and dated Certificate.
- Correct category recorded and Code 78 automatic (if applicable)
- Ensure correct Pass or Fail certificate number is recorded on the Tablet.

Verbal feedback

- a) A typical verbal feedback session should not last any longer than 30-60 seconds.
- b) 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.
- c) 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. EG. Other vehicle sounds horn while at traffic lights.
- d) When delivering the feedback, the Driver Tester should show the debrief screen to the applicant and briefly explain the marks on the screen. In the case of a failed result, that one (or more) of the threshold points was reached during the test, i.e. Grade 3 X 1, Grade 2 X 4 in a single line or Grade 2 X 9, and there are a number of areas where further improvement is needed.
- e) Where more than 2 major fault aspects are recorded on the feedback sheet, the Driver Tester should in general give feedback on 2/3 aspects, however this is not exhaustive and if brief feedback on other aspects will assist the applicant, then Driver Testers can give this feedback.
- f) Where necessary, the applicant may be informed that further information is available on “MyRoadSafety” Portal in the ‘Rules of the Road’, and in the leaflet ‘Preparing for your Driving Test’ as appropriate.
- g) Where the Driver Tester forms the opinion that an applicant is or may become aggressive, or emotionally upset, the Driver Tester may decide not to offer feedback, or to curtail it, if it has 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.”
- h) Feedback may have to be limited where language difficulties arise.
- i) Where the applicant refuses feedback, the Certificate and Feedback Form should then be issued.
- j) Where applicant refuses to accept fail statement, it is forwarded to Ballina and sent to applicant.

Decision Deferred

The Law, (Licensing of Drivers 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. In such cases, a 'Defer Decision' (Form D104) is issued to the applicant, and the procedure to be followed explained as noted below. The duplicate certificate should be attached to the file.

The applicant should not be told that they have passed the test but should merely be told that the Driver Tester is "satisfied with your driving." The Certificate of Competency should be signed by the applicant. The Driver Tester should fill in the applicant's name and address on the Certificate of Competency, but should not sign or date it, and should return it direct to the H.E.O.

in Driver Testing. A short report should be submitted outlining the nature of the concern.

Decision Deferred - Procedure

- a) Driver Tester conducts test and informs applicant that they are **"satisfied with the applicant's driving."** However, the issuing of the certificate is subject to completion of a driving licence medical report form.
- b) The Certificate of Competency should be signed by the applicant. The Driver Tester should fill in the applicant's name and address on the Certificate of Competency but should not sign or date it.
- c) Driver Tester retains Certificate of competency and gives applicant a medical report form to have a doctor certify applicants fitness to drive.
- d) Driver Tester sends Cert (and report/marking sheet if conducted on paper) back to the HEO in driver testing head office, Ballina.
- e) Driver Tester explains to applicant that they will need to visit their doctor with the medical form, be examined and have the doctor complete the form and certify the driver if they see fit before the Cert of Competency is issued.
- f) When medical form is completed and sent back to Ballina head office and if the doctor has certified the driver, the Cert of Competency is sent to Driver Tester to sign and date it for the date the test was conducted.
- g) Cert of Competency and driving test report is sent to applicant.

Interpreter

An ADI is not permitted to act as an interpreter.

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

This will happen typically where the test applicant has difficulties communicating in English. Where an interpreter is employed, the Driver Tester should ask all the relevant questions on the Rules of the Road. When asking applicant to explain the road signs, ask the interpreter to turn/look away from the desk so they cannot see the road signs sheet on the desk. Before proceeding with the practical test, the Driver Tester should demonstrate the signals to the interpreter which will be used to indicate e.g. slow down and stop, turn left, or right, turnabout, reverse, etc., and ensure that the applicant clearly understands them.

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

Hard of Hearing

If the Driver Tester is advised that an applicant is hard of hearing, they should ensure that they have the **Hard of Hearing Card** at the desk before inviting the applicant into the interview room. The applicant may present with a signer to assist with the rules of the road.

the signer is present, the Driver Tester should demonstrate the signals which will be used to indicate e.g. slow down and stop, turn left, or right, turnabout, reverse, etc., and ensures through the signer that the applicant clearly understands them. If required, the signer may accompany the applicant to the vehicle to assist with checks and preambles.

Test abandoned (A Codes)

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

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

Code	Description	Example
A2	Weather conditions	Bad snow or Icy conditions, extreme weather etc.
A3	Traffic conditions	Heavy traffic conditions due to a road closure or local concert etc.
A4	Tester ill	Tester falls ill during the Test.
A6	Candidate unable to continue	Applicant informing Tester that they have symptoms of Covid19

A7	Vehicle accident	Collision on test where it's not the Applicants fault.
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Test not completed at applicant's request

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

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	Candidate Late	Applicant arrived past their allocated Test time.
N6	Not Appear/Cancel	Applicant fails to turn up for their Test or cancels Test.
N7	No L Plates	No L Plates in place.
N8	Vehicle not in Class	Vehicle not meeting Test category requirements.
N9	Identity Query	Tester has query about the Applicants identity and has failed to present with further photographic ID.

NG	Other	Applicant ill during Test.
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NG - Candidate ill

In the case where an applicant informs a Tester, 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

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

The Driver Tester should inform the applicant that they will be issued with a new invitation by email to book another test as soon as possible.

If the collision was a result of the applicant’s actions any fault should be recorded, and the appropriate result given. If the test cannot continue, it should be recorded as an NG.

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

An Accident Report Form must be fully completed where a driving test is stopped due to an incident, it should include a sketch of the scene, and any paperwork should be returned to the Supervisor who in turn will inform the Health and Safety Unit and the H.E.O. at head office.

The applicant should be advised of the necessity to take particulars and report the matter to the Gardaí if the other driver/owner is not present. The Driver Tester should not comment on the collision to anybody, but should give their name and address, c/o the RSA, Ballina Co. Mayo if asked for it.

The Driver Tester should advise the applicant to reapply through “MyRoadSafety” portal. The Driver Tester may have to make their own way back to the office. Where the Driver Tester gets a lift back from the applicant following abandonment, no further faults should be recorded on the tablet. A non-conducted report sheet should be completed and issued if possible. The Driver Tester should advise the applicant to contact their accompanying driver or ADI who may be back at the Test Centre to inform them of the situation. The Driver Tester must be satisfied before they leave the scene of an accident that the applicant has made suitable and safe arrangements.

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. Under no circumstances should a Driver Tester

or any RSA staff assume responsibility for a child or a pet in those circumstances. A person of 16 or more may be allowed to wait in the waiting room. In certain cases, e.g., religious or medical, special arrangements may be made by the RSA to allow a test applicant to be accompanied by another person. In such a case, a supervisor should also travel on the test.

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. Driver Testers must not encourage or invite applicants or driving instructors to attend earlier than the scheduled time.

Driver Testers should not alter their schedule without getting prior approval from their supervisor. (See running late policy.)

Condition of vehicle

Vehicles in all categories should be in roadworthy condition and should be representative of their category. See H & S section at the vehicle checks.

Disability

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

A note should be recorded on the tablet.

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

Non conducted/Abandoned test reports.

In all cases where an 'N' code or an 'A' code is used, the Driver Tester should write a note on the notes section of the tablet giving details of times, dates etc, and any information offered by the applicant. The non –conducted report should always state the reference number. Driver Testers should ensure the correct section A or B is completed on the non –conducted report and all details noted.

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

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

Late arrivals

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

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

Categories AM, A1, A2, A

Proceed as for other categories except for:

Oral Test

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

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

Hand signals

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

Communication equipment

Bluetooth/Mobile Phone Equipment Car/Bike to Bike

Motorcycle 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 the phone is in use during the day, wait till after last test.*

Note * Applicants must bring their own earpiece with a 3.5mm jack plug. (They are informed of this in communications prior to attending)

No earpiece = No Test This should be recorded as NG on the tablet device (incl. explanation) and noted in the comments section of the printed schedule.

The applicant's and testers 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 2nd phone as per training).

A connection check is carried out at the desk by the tester calling the applicant's phone to ensure that Bluetooth headset and both phones are connected.

Applicants puts mobile phone in inner pocket of bike jacket or arm pouch (provided by RSA). The tester sets his phone on "mute" and carries out technical checks and compound manoeuvres as usual.

Tester advises applicant to ensure that their earpiece stays in place when putting on helmet. In the car the tester "unmutes" his/her phone. A final sound 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. Tester places phone securely in the vehicle glove compartment.

At no point must the tester pick up the phone when driving. If connection is lost tester must pull in safely and redial the applicant's phone.

Applicants should be advised that in the event of a suspected 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 note this on the comments section of the printed schedule.

Driver Testers **MUST** ensure that they get the applicants phone back at the end of the test. Every effort should be made by Driver Testers to ensure communication equipment is handled in a careful manner.

Note* Testers should be aware that the Mobile Phone method of communication is NOT voice activated, and the channel will stay open until the call is ended or put on "mute."

Radio Equipment

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

The Driver Tester should ensure that the batteries are charged.

Note * Applicants must bring their own earpiece with a 3.5mm jack plug. (They are informed of this in communications prior to attending)

No earpiece = No Test

This should be recorded as NG on the tablet device and also note this on the comments section of the printed schedule.

The applicant's radio must be switched on and the volume set at low before allowing the earpiece to be fitted and a reception check carried out (This is a H&S issue and to avoid possible ear damage to the applicant) Have the applicant fit the equipment, – belt, receiver, earpiece. An additional reception check may be required where the applicant adjusts the helmet. Driver Testers should preface each instruction to the applicant with the word **"Now"**, in

order to operate the voice-activated system. 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.

Where a unit is generating static, it should be switched off momentarily and **switched on again at the lowest volume and then adjusted accordingly**. Applicants should be advised that in the event of a suspected radio malfunction, they should pull in at a safe place and wait for the Driver Tester to arrive. Driver Testers should ensure that the equipment is returned intact by the applicant at the end of the practical test. In the event of equipment failure, 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 also note this on the comments section of the printed schedule.

The Driver Tester should ensure that the radios are charged and left it DTC ready for use.

Every effort should be made by Driver Testers to ensure communication equipment is handled in a careful manner.

Protective outfit

The applicant should be asked to confirm that the protective outfit – the gloves, boots, clothes, and helmet are properly adjusted.

Administrative checks

At the machine, check (i) the transmission – automatic or manual (ii) record the registration number on the tablet device (iii) the brake-light and indicators (iv) 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 the machine off, and back on its stand. The use of a side stand is acceptable in this case. If the machine is not fitted with a stand, the test cannot be conducted.

Walk alongside (All 'A' categories)

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

Brake-light, indicators See Circular Letter DT: 3/2016 in Section 2

All Motorcycles presented for test must have functioning and adequate indicators showing predominantly amber when lit, and a functioning and adequate red brake light, which operates when either the front or rear brake controls are applied independently. Non- manufacturer /aftermarket brake and indicator lights **may not** be suitable for test.

Mirrors / Safety Glance

Effective use of rear-view mirrors is acceptable for test purposes. However, applicants should look around (safety glance) before (a) moving off from the kerb, (b) commencing the 'U Turn', (c) turning right/left from a busy road or major road, or in other similar circumstances where it is deemed by the Driver Tester to be necessary. Where mirrors are not fitted or are not effective, the applicant is required to look around as appropriate throughout the test.

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

Preamble

The Driver Tester should tell the applicant –

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

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

Bike to Bike Driver Testers should advise the applicant that the Driver Tester following on a motorcycle may take up a different position on the road than theirs.

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

U-Turn (All 'A' categories)

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

Where the machine 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 a brisk walking pace. The Driver Tester should tell the applicant —

“Now... I would like you to ride your bike 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... you are going to do/ I’d like you to do an Emergency Braking exercise from a speed of about 55km/h down to 25km/h. When you hear me say “Reduce your speed NOW” ... “you should reduce your speed as in an emergency” Do not brake until I direct you to”. ... “Do not lock your wheels at any stage” ... “Is that clear”. ...” Do not stop completely.”**

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

When the appropriate speed is reached, the Driver Tester should say,

“Now... REDUCE YOUR SPEED NOW”

Speed reduced. ... “Now... continue ahead as normal”.

Avoid an obstacle (A1, A2 and A only)

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

(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 practical test must include Avoiding an Obstacle exercise. The Driver Tester should tell the applicant—

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

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

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

“Now... please pull in and stop on the left”

Category ‘AM’ test

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

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

Category ‘A’ documentation required for test purposes & H&S requirements

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

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.

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

The motorcycle KW must be noted by the Driver Tester on the tablet

Driver Tester Health & Safety Requirements for Motorcycle Testing

For Bike-to-Bike tests.

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

For Car to Bike tests.

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

Category BE

One reverse manoeuvre (Driver Tester decides either left or right hand) is 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 retain possession of their tablet at all times.

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

That the N.C.T. 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, and also after re-coupling. Where there is no evidence of a braking system on the trailer, 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.

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

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

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

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

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.

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

Wheels / Wheel nuts / Windscreen / Windows / Wipers / Air Pressure / Air Tanks / Engine Oil / Coolant / Windscreen Washer fluid / Loading Mechanism (if fitted) / Vehicle Body / Cargo Doors / Cabin Locking / Loading and Securing same / Use of Instrument Panel and Tachograph

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

Inability to lift and or secure the bonnet/grill will in itself also constitute a Grade 1 fault. However, the cab should not be tilted. The steering may also be checked by examining it for excessive play, (non - P.A.S.) or by turning it from side to side with the engine at idle, - P.A.S. only. The brakes may also be checked by asking the applicant how they would know if there was a fault with (a) the handbrake, or (b) the footbrake.

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

Reverse

The test must include **one left hand and one right hand reverse**, except for tests which are conducted with a vehicle and trailer or semi-trailer **BE, C1E, CE, D1E, DE**, which involve one reverse manoeuvre as outlined on the route. **Note*** Where reverse manoeuvres are carried out in compounds, the applicant should be informed that this manoeuvre should be conducted as if it has been carried out on a public road.

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. The Driver Tester should be aware of the proximity of other road users, and the drivers' 'blind' spots, and should endeavour to warn either party of any danger, if possible, without endangering themselves in any way. Where both reverses are being conducted at the same location, the Driver Tester should be back in the cab for the short

positioning exercise for the second reverse. However, discretion may be exercised in an off-road, secure compound.
Driver Testers should always retain possession of their tablet.

Automatic Transmission

Where a vehicle with automatic transmission is presented for test, Driver Testers should ensure they select the Automatic option on the tablet and record (78) on the certificate of competency.

Laden

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

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

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.

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

- The real total mass requirements for categories C, CE, C1E, DE, and D1E achieved by the number of IBCs (intermediate bulk containers) present as appropriate.
- See *representative vehicle chart and additional procedures for particular categories*.
- Vehicles require two mirrors fitted externally, one on the right and one on the left, and fitted so as to enable the driver to obtain an adequate view of traffic to the rear and on both sides.
- Cyclops mirrors must be fitted where applicable for C, CE regardless of the year of registration.
- If the vehicle is loaded, ask the applicant to confirm that the load is safely *secured*.
- Where vehicles present with IBC's the Driver Tester must be satisfied that they meet with all the requirements relating to them being filled and secured correctly as set out in the booklet, 'Preparing for your Driving Test'.

Category 'C1', 'C1E', 'C', 'CE', 'D1', 'D1E', 'D' & 'DE' documentation required for test purposes

The CVRT Disc should be checked to ensure it is displayed on the vehicle (and trailer if presented), and that it is in date and valid. 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'

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

VLC or the vehicle CRW. **A valid stamped and signed weighbridge docket Displaying the Un - Laden weight needs to be presented**

Cat 'CE'

Articulated vehicles must present with a valid stamped and signed weighbridge docket with the Registration number of the towing vehicle and the Trailer Identity plate number recorded on the docket, issued in the previous 12 months displaying the un-laden weight of the combination. The Trailer Identity Plate/Mark must be displayed on the Trailer. For test purposes the combination weight must be at least 15,000kgs. (If the weighbridge docket shows the un-laden weight less than 15,000kgs, IBC's will need to be present to bring it up to the required minimum weight of 15,000kgs)

If a combination of a Cat 'C' vehicle with a trailer is presented for CE test the following documentation needs to be presented. If a combination of Cat C vehicle and trailer is presented, the requirements as set out in Cat C above, apply for the drawing vehicle. Category C vehicle's

CVRT Certificate, (Vehicle must meet full Cat 'C' test requirements) Valid stamped and signed Weighbridge docket for Trailer showing the unladen weight which must have been issued within the previous 12 months.

The real total mass of the combination must be at least 15,000kgs which can be a combination of the combined weights of the drawing vehicle and the trailer provided that the drawing vehicle meets the 10,000kgs.

Cat 'D'

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

Categories D, D1, DE, D1E

Passenger stops.

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

Advise applicant when stopping for a Passenger Stop – that it is for a Passenger Stop.

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

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

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

- Controlling the Air suspension (Kneeling feature)
- Service Doors
- Emergency Exits

- First Aid Equipment
- Fire Extinguishers
- Other Safety Equipment

CPC Practical Test PROCEDURES (Part 2)

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

- Select 30 min test (CPC Theory Test) from schedule.
- Transfer applicant's details from tablet to current paper CPC Report/Result Sheet and note vehicle category in the relevant box.
- Call applicant and check all details, Identity, Licence details. An Irish full licence or learner permit are the only acceptable forms of ID 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.
- Driver Tester to finish off EDC (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.

Driver Testers' responsibilities when conducting CPC Tests

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

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 have to establish a meeting point in these towns to meet their 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 Testers.

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.

Oral test/Hand signals

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

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

Demonstrate the hand signals at this point.

On concluding the oral test, 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 Radio/Phone Communication as per Category A Car to Bike Tests.

Bluetooth/Mobile Phone Equipment for Cat W

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 the phone is in use during the day, wait till after last test.*

Note * Applicants must bring their own earpiece with a 3.5mm jack plug. (They are informed of this in communications prior to attending)

No earpiece = No Test This should be recorded as NG on the tablet device (incl. explanation)

The applicant’s and testers 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 2nd phone as per training).

A connection check is carried out at the desk by the tester calling the applicant’s phone to ensure that Bluetooth headset and both phones are connected.

Applicants puts mobile phone in either their pocket or the arm pouch (provided by RSA).

The tester sets his phone on “mute” and carries out technical checks as usual.

In the car the tester “unmutes” his/her phone. A final sound 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. Tester places phone securely in the vehicle glove compartment.

At no point must the tester pick up the phone when driving. If connection is lost tester must pull in safely and redial the applicant’s phone.

Applicants should be advised that in the event of a suspected 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

Driver Testers **MUST** ensure that they get the applicants phone back at the end of the test.

Every effort should be made by Driver Testers to ensure communication equipment is handled in a careful manner.

Note * **Testers should be aware that the Mobile Phone method of communication is NOT voice activated, and the channel will stay open until the call is ended or put on “mute.”**

Radio equipment

Category W Testers must ensure their Radios are always available for use, the batteries are charged and have a supply of radio Earpieces available for the applicant to use.

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

Where a unit is generating static, it should be switched off momentarily and **switched on again at the lowest volume and then adjusted accordingly**. Applicants should be advised that in the event of a suspected radio malfunction, they should pull in at a safe place and wait for the Driver Tester to arrive. Driver Testers should ensure that the equipment is returned intact by the applicant at the end of the practical test.

In the event of equipment failure, 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.

The Driver Tester should ensure that the radios are charged and left it DTC ready for use.

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

The 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.

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

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

Radio 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 radio 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 until I come along".

Mirrors

Effective use of rear-view mirrors is acceptable for test purposes. However, applicants should look around (blind spot) before **(a)** moving off from the kerb, **(b)** turning right/left from a busy road or major road, or 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 radio equipment 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.

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