

RETURN FORM TO –
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FOR OFFICIAL USE

Authority to drive Buckinghamshire Council Vehicles

If you want to drive a Buckinghamshire Council vehicle you must take a Council driving test. You must normally have held a full driving license for 3 years and have no more than 6 penalty points. You must be 21 or over for vehicles with 9 or more passenger seats, excluding the driver. Your driving licence must show an entitlement to drive the category of vehicle for which you are applying for testing.

Once the application has been submitted you may use a Buckinghamshire Council vehicle for practice purposes but must not carry goods or passengers. Special arrangements can be made to test applicants for driving posts at the time of interviews.

You are recommended to obtain adequate experience on your test vehicle before presenting yourself for a test.

Candidates failing to keep an appointment without notice or requesting a change of appointment within 7 calendar days of the test date will be charged the full test fee.

For further information contact Chiltern Development Training Ltd: 0800 1777344

Lisa@chdt.co.uk

NAME		DATE OF BIRTH	
HOME ADDRESS			
POSTCODE			
PHONE NUMBER			
EMAIL ADDRESS			
LINE MANAGER NAME			
LINE MANAGER EMAIL			
NAME / ADDRESS OF ESTABLISHMENT YOU WILL DRIVE FOR			
COST CODE / PURCHASE ORDER / SCHOOL STATUS			
PLEASE COMPLETE IN FULL AND NOTE THAT FAILURE TO PROVIDE A COST CODE/PURCHASE ORDER/SCHOOL STATUS WILL RESULT IN YOUR APPLICATION BEING RETURNED, AND THE TEST BOOKING BEING DELAYED			

The test fee is set by Buckinghamshire Council. Please address fee queries to James.Loader@buckinghamshire.gov.uk

NOTE NEW PRICE	Standard Test Slot = £123.00. One off Test fee = £146.00 All prices are plus VAT.
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DRIVING LICENCE DETAILS

DRIVER NUMBER			
ENDORSEMENTS ON LICENCE	DATE	OFFENCE CODE	PENALTY POINTS

PLEASE PROVIDE A COPY OF BOTH PARTS OF YOUR DRIVING LICENCE WITH THIS APPLICATION – BOTH PARTS IS THE PLASTIC PHOTOCARD (both sides) AND THE PRINTED DOWNLOAD FROM GOV.UK. FAILURE TO PROVIDE WILL RESULT IN YOUR APPLICATION BEING RETURNED, AND THE TEST BOOKING BEING DELAYED.

DO YOU SUFFER FROM ANY MEDICAL CONDITION NOTIFIABLE TO DVLA SWANSEA?	YES/NO
IF YES, PLEASE GIVE DETAILS	

TEST DETAILS – Tests take approx. 45 minutes, subject to road conditions.

PREFERRED TEST CENTRE (please circle or highlight)	AYLESBURY	HIGH WYCOMBE
ANY DATES YOU CANNOT TAKE A TEST		
WHICH VEHICLE CLASS DO YOU REQUIRE (please refer to the appendix)	CAR GV5 GV4 GV3 GV2 GV1	PV5 PV4 PV3 PV2 PV1

CANDIDATES MUST REPORT FOR THE TEST IN THE APPROPRIATE CLASS OF VEHICLE. CANDIDATES MUST HAVE BOTH PARTS OF THEIR DRIVING LICENCE WITH THEM ON THE DAY OF THE TEST FOR THE ASSESSOR TO CHECK.

I wish to be included on the Buckinghamshire Council list of authorised drivers and agree to take the Council test. I certify that to the best of my knowledge and belief the above particulars are correct and complete.

NAME	SIGNATURE
DATE	

BC Minibus Tests & driving licence checks after 8th June 2015

From **8 June 2015**, DVLA will no longer issue and update the paper counterpart to the photocard driving licence which means from that date, existing paper counterparts will no longer be valid.

Up-to-date driver licence information will now only be held online.

To verify your driving licence when booking a Council Minibus Test or renewing a “Letter of Authority” you will need to follow the online process below.

Drivers should use the “view driving licence” service at: <https://www.gov.uk/view-driving-licence>

This allows GB driving licence holders to view their driving record online. The service is free and easy to use and 24/7. Drivers can check which vehicles they can drive and any endorsements (penalty points) they may have.

- Enter your details as prompted **you will need driving licence number, national insurance number and postcode**

“View Now”.
- Click on “share your licence information”
- Click on “create a code”
- Click on “view, print or save your licence info”
- Click on “Save or print your licence details”, ensuring any valid endorsements & convictions are listed.
- Print or save this information, you will need to send this page to Chiltern Development Training along with a copy of your photo card driving licence when booking your test.
- **Keep a copy and take with you to your test.**

(Please note we will not use the “check code” number shown but you would need this if you wished to hire a minibus commercially.)

BUCKINGHAMSHIRE COUNCIL

DRIVING TEST

Why a Test?

Buckinghamshire Council requires any person driving any vehicle (except lease and privately owned cars) in connection with Buckinghamshire Council activities to pass a Council driving test. The reasons for this are:

- 1** The Council has a responsibility to ensure that anyone carrying out driving duties on their behalf is able to undertake them in a safe manner.
- 2** The holding of any form of driving licence only indicates that on the date of the test, the candidate attained a satisfactory standard enabling them to carry on learning to drive without the need for a full licence holder in attendance. In the main, tests will have been carried out in private cars whereas the driving of larger vehicles requires a different approach and driving technique. The Council requires the candidate to demonstrate that he or she has maintained the required standard.
- 3** The driver when carrying out driving duties on multi passenger vehicles may well be replacing a commercial driver who has had to pass the Passenger Carrying Vehicle Driver Test, which is of a higher standard, and it is only right that any person used as a driver by the Council should be of a similar standard.

When preparing for the test it is important to realise that large vehicles are not just bigger cars as the handling characteristics are very different. They are considerably slower, decisions have to be made much earlier and you have to be prepared to wait for bigger gaps when joining traffic. A fully loaded vehicle will respond even more slowly to braking and accelerating. It will also affect the cornering characteristics which in turn will affect the road positioning. You will require more road space to execute the manoeuvre. Compensation for the different speed had to be made before the manoeuvre otherwise other road users may have to take avoiding action because of your size or slowness. The effect on passengers of drivers' actions such as braking is different from cars.

Application for tests

Application should be made on the attached form for a test on the appropriate class of vehicle (see Appendix) and re- turned to the address shown when completed. Appointments are normally four or five weeks after receipt of the completed form.

You will receive a letter notifying you of your test date and if this is not convenient please contact Chiltern Development Training Ltd immediately so that an alternative appointment can be made. Late cancellation will considerably extend your waiting time.

Candidates failing to keep a test appointment without notice or requesting a change of appointment within seven calendar days of the test date will be charged the full test fee.

In order not to waste your time and that of the examiner will you make sure before you come to the test that:

- a** your eyesight (with glasses if worn) is up to the required standard;
- b** you are in possession of your driving licence which you should bring with you;
- c** you have made arrangements for an appropriate vehicle to be available for the test.
- d** your vehicle is in a thoroughly road worthy condition and suitable for the test.

Your Examiner's Job

Your examiner's job is to see whether you are competent to drive a vehicle of the size and type used for the test. He will give you directions, ask you to carry out the set exercises, and ask you questions on the Highway Code and other motoring matters. He is there simply to see, and note on his form, how you cope; he will not talk unnecessarily while you are driving because that might distract you.

Try to drive normally. If you have made a mistake try not to worry about it - it may only have been a minor fault which would not fail you.

The Test

In assessing your competence the examiner will have regard to the items set out in paragraph 1 - 20 below:-

1 Comply with the requirements of the eyesight test.

Whenever you drive, you must be able to read in good daylight, and with glasses or contact lenses if you wear them, a vehicle number plate at:-

- a** 75 feet away if its letters and figures are 3 1/2 inches high.
- b** 67 feet away if the letters and figures are 3 1/8 inches high.

The examiner will ask you to read a suitable number plate. If you cannot meet the eyesight requirements you will fail the test at once and not be asked to drive. If you need glasses or contact lenses to read the number plate, you must wear them when you drive - during the test and afterwards.

2 Know the Highway Code and legal responsibilities appertaining to the appropriate class of vehicle.

You must obey the rules of the Highway Code as you drive and the examiner will question you about it at the end of the test.

3 Take proper precautions before starting the engine

Before you start the engine make sure the handbrake is on and the gear lever or selector is in neutral.

4 Make proper use of / accelerator / clutch / gears / footbrake / handbrake / steering

Accelerator

You should use the accelerator smoothly when moving off, or to speed up, slow down or change gear.

Gears

You should use the gear which matches your speed and the road traffic conditions. Change gear in good time for changing road or traffic conditions, or for junctions – though not too soon. When changing gear do not coast by letting the vehicle run on in neutral or with the clutch disengaged, for example when approaching a road junction or going downhill. In an emergency, e.g. brake failure, it is essential to be able to change down gears without using the brake to slow the vehicle. However this technique should not be used in normal driving; slow the vehicle to the road speed required for the situation, by using the brakes then select the appropriate gear.

Footbrake

You should use the footbrake smoothly and progressively. If you look well ahead you will have time to avoid hurried or harsh braking. Remember in practice you may have vulnerable passengers or valuable loads.

Handbrake

You should know how to apply and release the handbrake and when to use it.

Steering

It is safest to keep your hands on the wheel in a position corresponding to “ten to two” or “quarter to three” on a clock face.

If you find either of these uncomfortable try adjusting your seat. (It may not be convenient to maintain the “ten to two” or “quarter to three” position when performing set exercises). You should keep both hands on the steering wheel except when you need one to operate another control or give an arm signal. Try always to steer in a steady course. If you steer too late or not enough when cornering you may not get round or you may end up incorrectly positioned. If you steer too early when turning left you may hit the kerb.

5 Move away / safely / under control

Whether the road is level or on a gradient, and whether you are moving off straight ahead or pulling out from behind a parked vehicle, you should do so safely. Take care not to inconvenience or endanger other traffic or pedestrians. This involves using the mirrors, looking round to check any blind spot and only moving away when it is safe to do so. Signal if necessary. Make sure you select the correct gear and co-ordinate your use of the accelerator, clutch, brakes and steering. A downhill start will not need the use of the accelerator until the vehicle is moving. Remember large vehicle acceleration is slower than a car and you therefore need a bigger gap. Do not use your vehicle size to force a gap in the traffic.

6 Stop the vehicle in emergency / promptly / under control

You will be asked to stop as if, for instance, a child had run in front of your vehicle. The examiner will explain fully what he wants you to do; brake quickly when he signals but, as you must keep full control of the vehicle until it stops, try not to lock the wheels - otherwise your vehicle may skid and go out of control. If an emergency actually arises during your test there may be no need for a special exercise. Remember a human life is more important than an animal's. It may be safer to run over an animal than risk the lives of your passenger.

7 Reverse into a limited opening to the right and to the left / under control / with due regard for other road users

You will have to reverse your vehicle into a side road or other opening on the left or right. You will be asked to continue to reverse keeping reasonably close to the kerb for some distance after you have straightened up.

Under Control

Co-ordinate the use of the vehicle controls so that you move smoothly and accurately.

With due regard for other road users

Keep a look-out for pedestrians and other traffic, show them consideration, and stop if necessary. Remember the front of your vehicle will swing out towards the middle of the road as you turn.

You may be asked to manoeuvre your vehicle in a restricted space.

8 Make effective use of mirror(s) well before) signalling / changing / Take effective rear observation well before) direction / slowing down or stopping

Make effective use of mirror(s)

Just looking is not enough; you must look soon enough, judge what may happen and act accordingly. You should not set your mirrors so that you have to make an excessive head movement to use them, this can be dangerous and is unnecessary, the examiner is trained to recognise proper use of correctly adjusted mirrors.

Mirror(s) Rear observation before signalling

Before you give any signal you must make sure you know what is behind you. You need to know how your signal and what you intend to do could affect following drivers.

Mirror(s) Rear observation before changing direction

If you intend to change direction you must use your mirrors/look behind. You will need to do this before turning right or left, overtaking anything stationary or moving, or when changing lanes. Remember to make a further check just before you actually change direction.

Mirror(s) Rear observation slowing down or stopping

If you intend to slow down or to stop on the left you must first check behind. Do this also if you have to reduce speed or stop at traffic lights, junctions, pedestrian crossings, or for any other reason.

Mirror(s) Rear observation in general

Remember use of mirrors is essential, particularly for large vehicles because rear view is more restricted than with cars. Your nearside external mirror will enable you to see where your rear wheels are. This is particularly important because of your vehicle's additional length. Make good use of this mirror when turning left or returning to the nearside of the road after overtaking.

9 Give signals / where necessary / correctly / in good time

You should give the correct signals and give them early enough. Then other road users will know what you intend to do well before you do it.

Give signals where necessary

A signal should be given if it will help or warn any other road users, including pedestrians.

Give signals correctly

Only use the signals shown in the Highway Code. Never beckon to pedestrians to leave a pavement or central refuge; you could put them in danger from other vehicles. Make sure direction indicators are cancelled as soon as your movement is completed.

Give signals in good time

Others on the road need plenty of warning of what you plan to do; so give your signals early enough.

10 Take prompt and appropriate action on all / traffic signs / road markings / traffic lights / signals given by traffic controllers / other road users

Traffic signs

Look out for, and react correctly to traffic signs. If you do not comply with a STOP sign, for example, you will fail the test.

Road Markings

Look out for markings painted on the road and act appropriately. Use the correct lane and do not change lanes unnecessarily.

Traffic Lights

Act correctly at traffic lights. Make sure the way is clear before you go on, even though the light is in your favour.

Signals given by Traffic Controllers

Obey signals given by police officers and traffic wardens directing traffic.

Signals given by other road users

Look out for signals given by other road users, including people in charge of animals, and act accordingly.

11 Exercise proper care in the use of speed

Do not drive too fast for the conditions. Make sure you can stop safely well within the distance you can see is clear. Take account of other vehicles, pedestrians, animals, the weather conditions and the state of the road. Remember that on wet roads you need a greater distance to stop. Remember the cornering speed of a large vehicle is slower than a car and that your passengers or loads should not be thrown about through excessive speed.

12 Make progress by / driving at a speed appropriate to the road and traffic conditions / avoiding undue hesitancy

You will not pass the test if you wait when it is safe and correct to proceed, drive unnecessarily slowly, or stop needlessly.

13 Descending hills

When approaching a steep descent reduce the vehicle speed by braking then change into a lower gear thus using your engine as a brake whilst descending the hill.

14 Act properly at road junctions

Regulate speed correctly on approach

Slow down if necessary so that you can enter a road junction safely; stop if the way is not clear.

If your exit is blocked do not attempt to enter the road as you may be forced to stop with the rear of your vehicle in the road you are leaving. This is particularly important for a long vehicle.

Take effective observation before emerging

You must make sure it is safe to go on before you move into, or cross, any junction. This calls for accurate assessment of road and traffic conditions. So look all around for traffic and keep a special lookout for motorcyclists and cyclists who are not always easy to see. Be extra careful where there is a bend or hill or where something blocks your view.

Position the vehicle correctly before turning right

Well before you reach the turn, you will need to move over to just left of the centre of the road. But if you are in a road which only allows one lane of traffic in each direction, keep over to the left. On a dual carriageway, or in a one way street, you should take the right hand lane when you intend turning right. If you are driving a long vehicle it may not be possible to take up the normal position. Where this is so, only encroach on other road users' space where you can see and be seen. DO NOT rely on space being available where you cannot see.

Position the vehicle correctly before turning left

Keep over to the left before turning. If you are driving an unusually long vehicle you may need to move out before you make the turn, but watch out for cyclists or motorcyclists who may be coming up on your left. Remember to use your nearside mirror so as to avoid mounting the kerb and to keep clear of cyclists.

Avoiding cutting right hand corners

Cutting right-hand corners is a dangerous practice; you will not be able to see so far round the corner and you will be on the wrong side of the road you are entering.

15 Overtake / meet / cross the path of / other vehicles safely

Overtake other vehicles safely

Do not overtake unless you can do so without forcing vehicles coming towards you or the one you are overtaking to swerve or slow down. Always allow safe clearance between your own vehicle and the one you are overtaking. Remember on approach to an overtaking situation if you have a long vehicle, you will need to start to move out a lot earlier to avoid using too much road space. If you have to stop, do so well back from the obstruction to give it adequate clearance.

Give the vehicle you have overtaken plenty of room before you pull back into the left. Give cyclists plenty of room; they may swerve or wobble. When approaching a pedestrian crossing obey the special rules about overtaking given in the Highway Code. Remember to use your nearside mirror.

Meet other vehicles safely

Watch for places where the road narrows or where for any reason there is not enough room for two vehicles to pass safely. Wait and let approaching vehicles come through if you are in doubt.

Cross the path of other vehicles safely

When turning right, do not cross the path of vehicles approaching from the opposite direction unless you can do so safely. Other vehicles should not have to stop, reduce speed or swerve to allow you to cross.

16 Position the vehicle correctly during normal driving

Normally you should keep to the left. This does not mean driving with your wheels in the gutter, but do not hug the middle of the road either. Remember the camber can affect the angle of the vehicle on the road and the roof may foul nearside road furniture or trees. Remember the height of your vehicle.

17 Allow adequate clearance for stationary vehicles

When about to pass parked vehicles, remember that one of them may move out, someone may open a door, or a child or other pedestrian may walk or run out between them; so allow plenty of room.

18 Take appropriate action at pedestrian's crossings

You must slow or stop as necessary for pedestrians using a crossing. Where people are waiting on the pavement at a "Zebra" crossing slow down and be ready to stop. Let pedestrians make their own decisions as to when to cross: do not signal them to do so. When the amber light is flashing at a "Pelican" crossing you may go on unless any pedestrians are on the crossing.

19 Select a safe position for normal stops

Stop close to the edge of the road. Remember the height of your vehicle and road camber: if you are too close the top of your vehicle can clip roadside furniture. Sometimes the examiner will tell you where he wants you to stop; for example, before he asks you to reverse. If the examiner leaves you to decide where to stop, choose a safe place where you will not inconvenience other people or traffic.

20 Show awareness & anticipation of the actions of /pedestrians/cyclists/drivers

Always think ahead. Beware of pedestrians and others on the road and try to judge what they are going to do and how they could affect you, and drive accordingly. Try not to be taken by surprise.

Pedestrians

Watch out for pedestrians; they may not have seen you. A child or elderly person especially, may move into the road when you would least expect it; give them plenty of room and be ready to stop for them. When turning from one road into another, give way to pedestrians who are crossing.

Cyclists

Keep a look out for cyclists, particularly children. At junctions or in stationary or slow-moving traffic they may move up on your left. Cyclists may be using a bus lane or cycle track so look out for them if you intend to cross it. Remember a large vehicle can make a cyclist wobble; give them plenty of room as you pass.

Drivers

Watch the actions of other vehicles carefully, particularly when they are approaching junctions, pedestrian crossings and other hazards. Remember that motorcyclists may well come through where there is not enough room for a car.