

LICENSED DRIVER KNOWLEDGE TEST GUIDANCE NOTES



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Councillor Michael Banthorpe
Chairman of Licensing Committee

INTRODUCTION

In order to help provide a safe and efficient service to members of the public, it is important that Licensed Drivers have a general knowledge of the profession in which they work. Therefore, all new applicants wishing to apply for a Hackney Carriage, Private Hire, Dual Hackney Carriage and Private Hire Driver or Exempt Private Hire Driver Licences are required to pass a local knowledge test before a Licence can be granted.

Types of Test Available

There are currently two types of test. Drivers wishing to drive Hackney Carriages and Private Hire Vehicles will be required to undertake the Ordinary test which consists of 60 multiple choice questions from the 8 categories shown in the table below.

Drivers wishing to just undertake school contracts or executive type Limo or chauffeur work can choose to sit the Exempt test. This test will consist of 48 questions from all the categories shown in the table below EXCEPT the Points of Interest and Routes sections of the test.

Please note that drivers wishing to drive a Hackney Carriage or Private Hire Vehicle in the future, who have only passed the Exempt test, will be required to sit the outstanding sections of the test before obtaining the relevant Licence.

1	Points of Interest	2	Routes
3	Mandatory	4	Customer Care
5	Law & Policy	6	Highway Code
7	Road Signs	8	Numeracy

The following table details how many questions will be asked in each of the 8 categories and the pass mark required in each. Please be advised that whilst the overall pass mark is 85%, you will need to obtain a different % pass mark in each category as shown below.

Category	Number of questions	Pass mark	%
Points of Interest	6 questions	4 out of 6	67
Routes	6 questions	4 out of 6	67
Mandatory	23 questions	21 out of 23	91
Customer Care	3 questions	2 out of 3	67
Law & Policy	4 questions	2 out of 4	50
Highway Code	6 questions	6 out of 6	100
Road Signs	6 questions	6 out of 6	100
Numeracy	6 questions	6 out of 6	100
Total	60 questions	51 out of 60	85%

Duration of Test

In normal circumstances the test will last 60 minutes, however, should you need more time for a specific reason, please ask a member of the Licensing Team at the time you book the test. It will not be possible to ask for more time once the test has started.

Aim of the Test

You will be required to demonstrate a level of local knowledge which will include being able to identify the locations of certain key buildings in the Braintree District such as, schools, train stations, golf clubs, pubs, village halls, supermarkets, libraries and business parks etc.

You will also be required to answer questions regarding your future conditions of Licence, the law that controls the profession, good customer care practices, Highway Code including road signs and basic numeracy.

Examples of the type of questions you could be asked are given later in the guidance notes at the end of each section.

Why do I need to answer questions on the Highway Code when I already have a DVLA Driving Licence?

Whilst the Local Authority does not believe there is a need for you to be tested to a great depth on matters relating to the Highway Code, it is recognised that over time, it is easy to forget some of the rules of the road. The Authority's overriding concern is for the safety of the public and as a result you will need to answer questions regarding the Highway Code and road signs to serve as a refresher.

Study Tips

The majority of the information needed to pass the Knowledge Test is found within the enclosed guidance; however, in order to help you study for your test you should consider the following:

- Spending time in the local area and study a map.
- Using the internet or map to research the names of the roads on which local landmarks, bars, restaurants, schools etc, are situated.
- Asking the Operator who will be allocating work to you or an experienced Braintree Private Hire or Hackney Carriage Driver for advice.
- Re-familiarising yourself with the Highway Code.

What else do I need to know about taking the Test?

If you have a disability, which you think may affect your ability to pass the test or a section of the test, please contact a member of the Licensing Team to discuss. Any information you provide will be treated confidentially and will be considered fairly.

You must bring one form of photographic identification with you to the test such as a Driving Licence or Passport. Applicants that do not supply sufficient photographic ID will not be allowed to sit the test.

You will require a basic level of written English in order to complete the test.

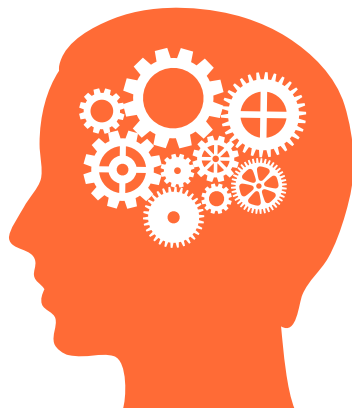
The cost of taking the test is the same each time regardless of the test that you intend to take. You can find out the cost of the test on the Council's website or by asking a member of the Licensing Team.

The test will be conducted in silence. You may only speak to the invigilator and not to any other applicants who may be taking the test at the same time.

During the test you will not be permitted to use any of the following:

- mobile phones
- study notes
- text books
- calculator
- hand held computers
- satellite navigation devices
- any other devices or notes deemed unacceptable by the invigilator

Evidence of the use of any of the above will result in your test being cancelled and the fee will not be refunded. Ordinarily you will not be permitted to leave the room during the test so please ensure that you have taken any comfort breaks before the test begins. The Council's decision as to whether you have passed the test is final.



Booking and Arriving for Your Test

You can book your Knowledge Test either in person or over the telephone if you have a credit or debit card. Tests cannot be booked online at present. Cancellations must be made a minimum of 2 clear working days in advance otherwise the fee will not be refunded.

You must arrive at the Council's reception area no later than 15 minutes before the test is due to start. Your invigilator will confirm your identity and take you to the room where the test will take place. If you are late you will not be permitted to enter the test and the fee will not be refunded.



What happens after I have sat the Test?

You will be notified at the end of the test if you have passed or failed. If you have passed the test and once you have satisfied the remaining qualifying criteria you will be issued your Licence.

If you have failed the test you will be entitled to re-sit the test at the next scheduled examination. It will not be possible for a candidate to re-sit a test on the same day.

You will not be limited to the number of tests you will be able to take. If the Council believes you are unlikely to pass the test for example on the grounds that you do not have the required level of comprehension of the English language to understand the questions you will be advised accordingly.

You will be able to find out which questions you answered incorrectly the day after the test by contacting the Licensing Team. You can also request to attend a revision session if you feel you need help with a particular aspect of the test.

Knowledge you will need to help you pass the Test

Section 1 - Points of Interest

This section will test your knowledge on key locations within the District. In order to successfully complete this section, you will need to be able to answer correctly **4 out of 6 questions** about the locations from the following list:-

The College at Braintree	Braintree Community Hospital
Battlesford Court Public House, Witham	Braintree District Council, Causeway House, Braintree
Braintree Library	The Braintree Swimming Centre
Braintree Train Station	Bull Hotel, Halstead
Halstead Hospital	Halstead Leisure Centre
Halstead Library	McDonalds, Galleys Corner
Mount Chambers Doctors Surgery, Braintree	The Ramsey Academy, Halstead
Scenarios Public House, Halstead	Witham Health Centre
Witham Leisure Centre	Witham Library
Witham Rugby Club	Witham Train Station

Example Question

An example of the type of question you could be asked is shown below and the correct answer highlighted in red.

Q. Where would you find Witham Rugby Club?

- A.** Spa Road (Correct answer)
- B.** Highfields Road
- C.** Humber Road
- D.** Blunts Hall Lane

Section 2 - Routes

This section will test your knowledge on how to make your way from a given location to your final destination. In order to successfully complete this section, you will need to be able to answer correctly **4 out of 6 questions** about how to navigate to/or from a number of the following locations.

Note: - When taking a passenger to a destination a driver should in normal circumstances always take the shortest route.

Battlesford Court, Witham	Blandford Medical Centre, Braintree
Braintree College	Bradford Street, Braintree
Braintree Rugby Club	Church Lane, Braintree
Coop, High Street, Earls Colne	Courtauld Road, Braintree
Crabbs Barn, Kelvedon	Gosfield County Primary School, Gosfield
Essex Golf & Country Club, Earls Colne	Halstead Hospital
Halstead Police Station, Trinity Street, Halstead	Halstead Leisure Centre
Humber Road, Witham	Honeywood Community Science School, Coggeshall
Kelvedon Train Station	Market Place, Braintree
McDonalds Galleys Corner, Braintree	Ramsey College, Halstead
Richard De Clare Primary School, Halstead	Sainsbury's, Halstead
Scenarios Public House, Trinity Street, Halstead	Templars Primary and Nursery School, Witham
Tesco's Market Place, Braintree	Tesco Car Park, Witham
Witham Library	Witham Police Station
Witham Train Station	Witham Leisure Centre

Example Question

An example of the type of question you could be asked is shown below and the correct answer highlighted in red.

Q. From The Coop in Earls Colne High Street head towards Halstead. Follow the road for approximately 2.6 miles until you reach the mini roundabout. Take the second exit and turn right. Follow this road for approximately 350 metres and then stop. Where are you?

- A. Halstead Leisure Centre
- B. Queens Hall
- C. Halstead Police Station
- D. St Andrews Primary School

The following guidance covers information about how to pass the next 3 sections. The guidance provided includes the conditions of Licence relevant to Drivers and Vehicles which, as a Licensed Driver, you must be aware of. **Section 3** covers all the mandatory questions the Council feels you must have a minimum level of knowledge and consists of questions from the Customer Care and Law & Policy sections. **Sections 4 and 5** relate specifically to Customer Care and Law & Policy sections.

In order to pass the following sections you will need to obtain the following marks.

Mandatory (21 out of 23)

Customer Care (2 out of 3)

Law & Policy (2 out of 4)

CONDITIONS

Private Hire Driver Licence Conditions

1. The Licensed Driver must report to the Council any of the following which occur or arise during the period of the Licence:-
 - A. WITHIN 7 DAYS OF BEING REPORTED OR ARRESTED FOR
 - (i) Any criminal offence involving violence

Section 3 -
Mandatory,
Section 4 -
Customer Care,
Section 5 - Law
& Policy

- (ii) any endorseable motoring offence involving
 - a) RECKLESS DRIVING
 - b) DRINK
 - c) DRUGS

B. WITHIN 7 DAYS OF CONVICTION (whether or not you have appeared at Court)

Note: A conviction includes receipt of a Fixed Penalty Notice

- (i) any disqualification from driving imposed by a Court
- (ii) any endorseable offence committed whilst driving Private Hire involving
 - a) Lack of compulsory insurance
 - b) Lack of Test Certificate
 - c) Defective tyres
 - d) Steering
 - e) Brakes
 - f) Dangerous parts

- (iii) any other endorseable motoring offence, if there is a previous endorsement on the Driving Licence.

2. i) If a serious breakdown in health, defective eyesight, the loss or loss of use of a limb, or attacks of faintness or giddiness is suffered by the driver during the period of the Licence, the Council must be informed immediately.

ii) The Council will require Licensed Drivers to have a medical on initial application and every third calendar year thereafter until age 65. Thereafter medicals will be required annually. The Licensee must report any serious medical condition and undertake a medical in cases of serious illness or where considered necessary by a medical practitioner or the Licensing Services Manager.



3. The Licensed Driver must, at all times, whilst driving or in attendance upon a Private Hire Vehicle:-
 - (a) Comply with the legislation (and any regulations made thereunder) for the time being in force relating to the regulation and use of Private Hire Vehicles.
 - (b) Behave in a civil and orderly manner.
 - (c) When waiting for a passenger, do so in an orderly manner.
 - (d) Take all reasonable precautions to ensure the safety of passengers while being conveyed in the vehicle and while entering and alighting that vehicle.
 - (e) When waiting for passengers, do not congregate at or near to exits of Licensed Premises.
 - (f) Wear the Council's approved Licence Identification Card.
 - (g) Ensure that the vehicle being driven is correctly Licensed at all times and that the vehicle complies with Road Traffic Law.
 - (h) Comply with the Road Vehicle Construction and Use Regulations and all other provisions of the law.
 - (i) Comply in any and all respects with the Council's requirements as set out in the Guidance Notes issued to the Licensee.
 - (j) Assist in loading (and subsequently unloading) any and all luggage of a reasonable quantity that can be carried safely by the vehicle (any roof rack or box affixed to the vehicle for such use, must be in accordance with the Vehicle Licence conditions) and luggage is secured.
 - (k) Give reasonable assistance to the hirer or member of the hiring party in conveying such luggage to and from the entrance of any house, station or place at which they may be picked up or set down.
4. The Licensed Driver shall not cause;
 - (a) The attraction of passengers by calling out or importuning in any other way and without prejudice to the generality or the foregoing shall not cause suffer or permit the enticement of passengers away from

other companies operating Hackney Carriages or Private Hire Vehicles, by derogatory comments about such companies.

- (b)** Abusive comments to be made about or to any driver, proprietor or passenger of any other company operating Hackney Carriages or Private Hire Vehicles.
 - (c)** The obstruction of other Drivers or Operators of other companies operating Hackney Carriages or Private Hire Vehicles
 - (d)** The vehicle to stand or park on or near any Rank allocated for Hackney Carriage unless the written permission of the Council shall first be obtained.
- 5.** The Licensed Driver shall speedily replace and have repaired a punctured or damaged tyre.
 - 6.** The Licensed Driver shall not convey any greater number of passengers of any age than the number specified on the vehicle licence plate issued by the Council.
 - 7.** The Licensed Driver shall, IMMEDIATELY after the termination of any hiring, carefully search the vehicle for any property which may have been accidentally left by any person conveyed in the vehicle. If any such item is found and not claimed by its owner directly, the driver must take such item to the nearest Police Station in the Braintree District as soon as possible but in any event, within 48 hours, leaving it in the custody of the Officer in Charge having obtained a receipt. The receipt should then be handed to or retained by, the vehicle Licensee.
 - 8.** The Licensed Driver shall permit in the cab of the vehicle, Guide Dogs and Hearing Dogs for the deaf when accompanying a blind or deaf person or such dogs under training and accompanied by the trainer.
 - 9.** Where a meter is fitted to a Private Hire Vehicle the driver shall:-

 - (a)** When not hired keep the key, flag or other device fitted locked in the position in which no fare is recorded on the face of the taximeter;
 - (b)** Before beginning a hired journey, bring the machinery of the taximeter into action in order that the word "Hired" is legible on the face of the taximeter and keep the machinery of

the taximeter in action until the termination of the hiring;

- (c) Cause the display of the taximeter to be kept properly illuminated throughout any part of a hiring, which is during the hours of darkness, as defined for the purposes of the Road Traffic Act 1972 and also at any other time at the request of the hirer.
- 10. The driver of a Private Hire Vehicle fitted with a taximeter shall not tamper with or permit any person to tamper with any taximeter fittings or seals.
- 11. Where a Private Hire Vehicle is fitted with a taximeter, the driver shall not be entitled to demand and take a fare greater than that recorded on the meter save for any extras which have been notified to the Council and appear on a fare card clearly displayed in view of passengers carried in the vehicle.
- 12. The Licensed Driver must notify the Council forthwith of any change to their permanent place of residence from the one given at the time of licence application.

13. The Licensed Driver shall:-

- (a) Provide a copy of their Private Hire Driver's Licence to their Private Hire Operator employer.
- (b) Notify their Private Hire Operator employer of any DVLA Driving Licence endorsements which may affect their employ.

The renewal of expired Driving Licences is at the discretion of the Licensing Services Manager.

Private Hire Vehicle Licence Conditions

- 1. The Licensee must in respect of each vehicle:-
 - (a) Maintain it in a safe and mechanically sound condition and with bodywork in good order and so that it would:-
 - (i) Comply with the Road Vehicle Construction and Use Regulations and all other provisions of the law.

(ii) Pass the standard Vehicle Test of the Department of the Environment. The relevant MOT Test Certificate must be produced for inspection when required by an Authorised Officer and in any case within 7 days of such a requirement being made.

(iii) Pass the Council's vehicle inspection at the designated inspection centre and ensure that any items advised in writing as requiring attention are corrected to the Council's satisfaction by the date stated in such notification.

(iv) Maintain, a Policy of Insurance as complies with part VI of the Road Traffic Act 1972 or any modification or re-enactment thereof. The relevant Certificate of Insurance must be produced for inspection when required by an authorised Officer and in any case within 7 days of such a requirement being made.

(v) Comply in any and all respects with the Council's requirements as set out in the guidance notes issued to the Licensee.

(b) If required by law having regard to the age of the vehicle maintain in respect thereof a valid Test Certificate issued on behalf of the Department of the Environment.



(c) Keep it in a clean, tidy and well ordered condition.

(d) Attach and maintain on the lower part of the bodywork at the rear of the vehicle in a prominent position the plate issued by the Council.

(e) Affix the Vehicle Identification Card supplied by the Council inside the passenger compartment of the vehicle, so that it is clearly visible to passengers.

(f) Report to the Council within 72 hours of its occurrence any accident which occurs and involves the Licensed vehicle, whether or not it is damaged.

- (g) Maintain at the place, where the vehicle is ordinarily kept, a record of maintenance work carried out thereto specifying the work carried out, the date, the milometer reading and the person by whom the work was carried out. Such records to be kept for 3 months and permit the Council's Authorised Officers to inspect such records at any reasonable time.
 - (h) Fit and maintain thereon the type of fire extinguisher required by the Council keeping it fully in order for it to be charged and readily available to the driver at all times.
 - (i) Any vehicle that is converted to run on LPG fuel shall have that conversion carried out to the satisfaction of this Authority's approved vehicle inspectors and that complies with the guidance notes for Hackney Carriage and Private Hire Vehicles running on LPG as laid down by the L.P.G.A.
 - (j) Any towing mechanism fitted to a Licensed Vehicle and designed for use as such should comply with European Directive 94/20/EC and be fitted to the satisfaction of this Authority's approved vehicle inspectors.
2. Subject to the exception detailed below, the Holder shall not permit there to be affixed to the vehicle:-
 - (a) Any sign mark plate or advertisement which contains the word "Taxi" or the word "Cab" (however spelt and whether or not forming part of a longer word) might lead persons to believe that the vehicle was a Hackney Carriage.
 - (b) Any sign or mark of any description on the roof.
 - (c) Any illuminated sign of any description.

Exception

The Holder is permitted to display an advertising panel of such size, design, content and in such location as may be approved by the Council.

3. Present the vehicle for mechanical inspection at the Council's designated inspection centre every 6 months (at the time of "renewal" of the Licence and 6 months later at the "half-year" of the Licence).

4. Ensure that no vehicle is used for the purposes of Private Hire until it has been mechanically tested by the Council's designated inspection centre and the procedure to Transfer the Licence to that vehicle has been fully completed in accordance with the Council's requirements.

5. If a taxi fare meter is fitted to the vehicle the Holder must:-

- (a) Ensure that the meter has been fitted so as to be visible to all passengers carried in the vehicle.
- (b) Immediately notify the Council, in writing, that a meter has been fitted, specifying the make and model of the meter and the Agent by whom it was fitted.
- (c) Ensure that the meter has been properly calibrated, set to a fare structure and sealed so as to prevent tampering.
- (d) Supply a copy of the fare structure being used to the Council and notify, in writing, any subsequent changes to it.
- (e) Provide a copy of the fare structure to be placed in the vehicle where it can be readily seen by all passengers.

6. No extra charge shall be made for a disabled person's wheelchair or an accompanied guide dog.

Conditions Attached to Vehicle Licence Hackney Carriage

- 1. The Holder must in respect of the vehicle:-
 - (a) Maintain it in a safe and mechanically sound condition and with bodywork in good order and so that it would:-
 - (i) Comply with the Road Vehicle Construction and Use Regulations and all other provisions of the law.
 - (ii) Pass the Standard Vehicle Test of the Department of the Environment. The relevant MOT Test Certificate must be produced for inspection when required by an Authorised Officer, and in any case within 7 days of such a requirement being made.
 - (iii) Pass the Council's vehicle inspection at the designated inspection centre and ensure that any items advised in writing as requiring attention are corrected to the Council's satisfaction by the date stated in such notification.

- (iv) Comply with the Council's Byelaws.
- (v) Comply in any and all respects with the Council's vehicle requirements as set out in the current vehicle guidance notes issued to the Licensee.
- (b) Maintain, a policy of insurance as complies with part VI of the Road Traffic Act 1972 or any modification or re-enactment thereof. The relevant Certificate of Insurance must be produced for inspection when required by an Authorised Officer and in any case within 7 days of such a requirement being made.
- (c) If required by law having regard to the age of the vehicle maintain in respect thereof a valid Test Certificate issued on behalf of the Department of the Environment.
- (d) Keep it in a clean, tidy and well-ordered condition.
- (e) Attach and maintain on the lower part of the bodywork at the rear of the vehicle in a prominent position the plate issued by the Council.
- (f) Affix the vehicle Identification Card supplied by the Council inside the passenger compartment of the vehicle, so that it is clearly visible to passengers.
- (g) Report to the Council within 72 hours of its occurrence any accident which may occur affecting the vehicle.
- (h) Maintain, at the place where the vehicle is ordinarily kept, a record of maintenance work carried out thereto specifying the work carried out, the date, the milometer reading and the person by whom the work was carried out, such records to be kept for 3 months and permit the Council's Authorised Officers to inspect such records at any reasonable time.
- (i) Fit and maintain thereon the current type of fire extinguisher required by the Council, keeping fully charged and readily available to the driver at all times.
- (j) Any vehicle that is converted to run on LPG fuel shall have that conversion carried out to the satisfaction of this Authority's approved vehicle inspectors and that complies with the Guidance Notes for Hackney Carriage and Private Hire Vehicles running on LPG as laid down by the L.P.G.A.

(k) Any towing mechanism fitted to a Licensed Vehicle and designed for use as such, should comply with European Directive 94/20/EC and be fitted to the satisfaction of this Authority's approved vehicle inspectors.

(l) Display and maintain the current scale of fares fixed by the Council as set out on the card supplied by the Council so as to be readily visible to passengers.

(m) Keep records of all pre-booked journeys undertaken. Such records to be consecutive and in columns containing the following headings and to contain the information indicated by the headings:

- Date
- Time
- Starting Address
- Destination
- Name of Passenger
- Name of Driver
- Reg No of Vehicle

Such records shall be kept for 3 months after the relevant hiring and be available for inspection by the Council's Authorised Officers at any time on demand.

(n) Keep a record of the drivers employed to drive the vehicle including date, times and the driver's full name. This includes the driver to whom the vehicle may be leased or sub leased.

2. The Holder shall ensure in respect of the vehicle:-

(a) That an illuminated sign is fixed to the roof bearing the word "TAXI" and no other word.

(b) That subject to the exception below, he does not cause or permit any other markings of any description to be affixed to the exterior of the vehicle.

Exception

The Holder is permitted to display an advertising panel of such size, design, content, and in such location, as may be approved by the Council.

3. Taxi Fare Meters

The Holder must:-

(a) Ensure that the meter has been fitted so as to be visible to all passengers carried in the vehicle.

(b) Immediately notify the Council, in writing, that a meter has been fitted, specifying the make and model of the meter and the Agent by whom it was fitted.

- (c) Ensure that the meter has been properly calibrated, set to a fare structure and sealed so as to prevent tampering.
 - (d) Ensure that the meter is calendar controlled on or before the first tariff change after 14th February 2002. Thereafter the meter shall be calendar controlled.
4. No extra charge shall be made for a disabled person's wheelchair or an accompanied guide dog.

Any Hackney Carriage vehicle first issued with a new Hackney plate after 14th February 2002 shall be fully wheelchair accessible. (This means that the vehicle will be able to accommodate the passenger in the wheelchair.)

Byelaws for Hackney Carriages

BYELAWS

Made under Section 68 of the Town Police Clauses Act 1847 and Section 171 of the Public Health Act 1875, by the District Council of Braintree with respect to Hackney Carriages in Braintree District.

Interpretation

1. Throughout these byelaws "the Council" means the District Council of Braintree and "the District" means Braintree District.

Provisions regulating the manner in which the number of each Hackney Carriage corresponding with the number of its Licence shall be displayed.

2. (a) The proprietor of a Hackney Carriage shall cause the number of the Licence granted to him in respect of the carriage to be legibly painted or marked on the outside and inside of the carriage or on plates affixed thereto.
- (b) A proprietor or driver of a Hackney Carriage shall:-
 - i. not wilfully or negligently cause or suffer any such number to be concealed from public view while the carriage is standing or plying for hire;
 - ii. not cause or permit the carriage to stand or ply for hire with any such painting, marking or plate so defaced that any figure or material particular is illegible.

Provisions regulating how Hackney Carriages are to be furnished or provided

3. The proprietor of a Hackney Carriage shall:-

- (a)** Provide sufficient means by which any person in the carriage may communicate with the driver.
- (b)** Cause the roof or covering to be kept water-tight.
- (c)** Provide any necessary windows and a means of opening and closing not less than one window on each side.
- (d)** Cause the seats to be properly cushioned or covered.
- (e)** Cause the floor to be provided with a proper carpet, mat or other suitable covering.
- (f)** Cause the fittings and furniture generally to be kept in a clean condition, well maintained and in every way fit for public service.
- (g)** Provide means for securing luggage if the carriage is so constructed as to carry luggage.
- (h)** Provide an efficient fire extinguisher of a type approved by the Council which shall be carried in such a position as to be readily available for use.

(i) Provide at least 2 doors for the use of persons conveyed in such carriage and a separate means of ingress and egress for the driver.

4. The proprietor of a Hackney Carriage shall cause such carriage to be provided with a taximeter of a type approved by the Council and further so constructed, attached and maintained as to comply with the following requirements, that is to say:-

- (a)** The taximeter shall be fitted with a key, flag or other device, the turning of which will bring the machinery of the taximeter into action and cause the word "HIRED" to appear on the face of the taximeter.
- (b)** Such key, flag or other device, shall be capable of being locked in such a position that the machinery of the taximeter is not in action and that no fare is recorded on the face of the taximeter.

- (c) When the machinery of the taximeter is in action, there shall be recorded on the face of the taximeter in clearly legible figures, a fare not exceeding the rate or fare, which the proprietor or driver is entitled, to demand and take for the hire of the carriage by time as well as for distance in pursuance of the tariff fixed by the Council;
- (d) The word “FARE” shall be printed on the face of the taximeter in plain letters so as clearly to apply to the fare recorded thereon.
- (e) The taximeter shall be so placed that all letters and figures on the face thereof are at all times plainly visible to any person being conveyed in the carriage and for that purpose the letters and figures shall be capable of being suitably illuminated during any period of hiring.
- (f) The taximeter and all the fixings thereof shall be so affixed to the carriage with seals or other appliances that it shall not be practicable for any person to tamper with them except by breaking, damaging or permanently displacing the seals or other appliances.

Provisions regulating the conduct of the proprietors and drivers of Hackney Carriages plying within the District in their several employments and determining whether such drivers shall wear any and what badges

- 5. The driver of a Hackney Carriage provided with a taximeter shall:-
 - (a) When standing or plying for hire, keep the key, flag or other device fitted in pursuance of the byelaw in that behalf locked in the position in which no fare is recorded on the face of the taximeter.
 - (b) Before beginning a journey for which a fare is charged for distance and time, bring the machinery of the taximeter into action by moving the said key, flag or other device, so that the word “HIRED” is legible on the face of the taximeter and keep the machinery of the taximeter in action until the termination of the hiring.
 - (c) Cause the dial of the taximeter to be kept properly illuminated throughout any part of a hiring which is between half an hour after sunset and half an hour before sunrise and also at any other time at the request of the hirer.

6. A proprietor or driver of a Hackney Carriage shall not tamper with or permit any person to tamper with any taximeter with which the carriage is provided, with the fittings thereof or with the seals affixed thereto.
7. The driver of a Hackney Carriage shall, when plying for hire in any street and not actually hired:-
 - (a) Proceed with reasonable speed to one of the stands appointed by the Council.
 - (b) If a stand, at the time of his arrival, is occupied by the full number of carriages authorised to occupy it, proceed to another stand.
 - (c) On arriving at a stand not already occupied by the full number of carriages authorised to occupy it, station the carriage immediately behind the carriage or carriages on the stand and so as to face in the same direction.
 - (d) From time to time when any other carriage immediately in front is driven off or moved forward cause his carriage to be moved forward so as to fill the place previously occupied by the carriage driven off or moved forward.
- (e) Be ready to be hired by any person on becoming driver of the first or leading Hackney Carriage standing for hire on any Rank.
8. A proprietor or driver of a Hackney Carriage, when standing or plying for hire, shall not make use of the services of any other person for the purpose of importuning any person to hire such carriage.
9. The driver of a Hackney Carriage shall behave in a civil and orderly manner and shall take all reasonable precautions to ensure the safety of persons conveyed in or entering or alighting from the vehicle.
10. The driver of a Hackney Carriage shall not, at any time when driving the Hackney Carriage for hire, smoke tobacco or any other like substance, without the permission of the person or persons hiring and being conveyed in that vehicle.

***Smoking law has changed!
Changes to the law makes it
unlawful to smoke in virtually
all enclosed public places,
workplaces and in public and
work vehicles. This law
applies to taxis and private
hire vehicles***

11. The proprietor or driver of a Hackney Carriage who has agreed or has been hired to be in attendance with the carriage at an appointed time and place shall, unless delayed or prevented by some sufficient cause, punctually attend with such carriage at such appointed time and place.

12. A proprietor or driver of a Hackney Carriage shall not convey or permit to be conveyed in such carriage any greater number of persons than the number of persons specified on the plate affixed to the outside of the carriage.

13. If a badge has been provided by the Council and delivered to the driver of a Hackney Carriage he shall, when standing or plying for hire and when hired, wear that badge in such position and manner as to be plainly visible.

14. The driver of a Hackney Carriage so constructed as to carry luggage shall, when requested by any person hiring or seeking to hire the carriage:-

(a) Convey a reasonable quantity of luggage.

(b) Afford reasonable assistance in loading and unloading.

(c) Afford reasonable assistance in removing it to or from the entrance of any building, station or place, which he may take up or set down such person.

Provisions fixing the rates or fares to be paid for Hackney Carriages within the District and securing the due publication of such fares.

15. The proprietor or driver of a Hackney Carriage shall be entitled to demand and take for the hire of the carriage the rate or fare prescribed by the Council, the rate or fare being calculated by distance and time, unless the hirer express at the commencement of the hiring his desire to engage by time.

Provided always that where a Hackney Carriage furnished with a taximeter shall be hired by distance and time the proprietor or driver thereof shall not be entitled to demand and take a fare greater than that recorded on the face of the taximeter, save for any extra charges authorised by the Council, which it may not be possible to record on the face of the taximeter.

- 16. (a)** The proprietor of a Hackney Carriage shall cause a statement of the fares fixed by Council resolution to be exhibited inside the carriage, in clear distinguishable letters and figures.
- (b)** The proprietor or driver of a Hackney Carriage bearing a statement of fares in accordance with this byelaw shall not wilfully or negligently cause or suffer the letters or figures in the statement to be concealed or rendered illegible at any time while the carriage is plying or being used for hire.
- 18.** The proprietor or driver of a Hackney Carriage shall, if any property accidentally left therein by any person who may have been conveyed in the carriage be found by or handed to him:-
- (a)** Carry it as soon as possible or in any event within 48 hours, if not sooner claimed by or on behalf of its owner, to the office of the Council and leave it in the custody of the Officer in charge of the office on his giving a receipt for it.
- (b)** Be entitled to receive from any person to whom the property shall be re-delivered an amount equal to 5p in the £ of its estimated value (or the fare for the distance from the place of finding to the office of the Council, whichever be the greater) but not more than £5.

Provisions securing the safe custody and re-delivery of any property accidentally left in Hackney Carriages and fixing the charges to be made in respect thereof

- 17.** The proprietor or driver of a Hackney Carriage shall immediately after the termination of any hiring or as soon as practicable thereafter carefully search the carriage for any property which may have been accidentally left therein.

Penalties

- 19.** Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding Level 2 on the Standard Scale and in the case of a continuing offence to a further fine not exceeding £2 for each day during which the offence continues after conviction thereof.

Penalty Points Scheme

The Council operates a penalty points scheme which applies to all Licensed Drivers. Should a **breach of Licence conditions or other relevant statutory provisions** be detected, points will be issued in accordance with the Council's Penalty Points Schedule.

Penalty Points when issued will be confirmed in writing, to the relevant Licence Holder, identifying the offence and indicating how many points have been issued.

Any points issued will remain "live" from the date of issue for a **period of 12 months** after which the points will be deemed spent. The system is based over a rolling 12 month period.

Drivers and Private Hire Operators who accumulate 10 or more points, during any 12 month period will go before the Council's Drivers Panel for consideration. The Panel will consider the case and impose sanctions that they deem fit.



Private Hire and Hackney Carriage - Suggested Driver's Dress Code

All Drivers are required to dress smartly and to maintain a clean and tidy appearance at all times. Clothing should not be dirty, ripped, snagged or holed or contain words or graphics that are offensive or suggestive. As a guide to what the Council consider "dress smartly" the following guidance is provided:

Items of clothing allowed

- ✓ Shirt
- ✓ Polo shirts
- ✓ Sensible trousers - i.e. Tailored knee length shorts, Chinos, quarter length
- ✓ Trousers
- ✓ Knee length skirts,
- ✓ Shoes - footwear should fit around the heel of the foot

Items of clothing not allowed

- ✗ T-shirts
- ✗ collarless tops
- ✗ Jogging bottoms
- ✗ Tracksuit
- ✗ Singlet
- ✗ Sports shirts, like football, rugby or cricket tops and or shorts
- ✗ Flip-flops and other beach-type footwear
- ✗ Short skirts
- ✗ Bare midriff and similar clothes
- Baseball caps

Medicals

All applicants wanting to drive Licensed Vehicles will require a Group 2 medical when they first apply for a Licence. Licensed Drivers will then require a regular medical to the same standard every 3 years from the issue of the first Licence up until the age of 65 when a medical will be required annually.



Driver's Health

If a serious breakdown in health, defective eyesight, the loss or loss of use of a limb, or attacks of faintness or giddiness is suffered by the driver during the period of the Licence, the Council must be informed immediately. The Council or medical practitioner may require a further medical to be undertaken.

Wearing your Badge

All Licensed Drivers are issued with a paper copy of their Licence and a small credit card style badge which provides their basic details such as name and driver number and a current photograph. The card will also state when the Licence expires. When driving your Licensed vehicle you must wear your badge at all times so your passengers can see that you are Licensed.

Age of Vehicles at first Licence

All vehicles must be less than 5 years old from first application except: Wheelchair accessible vehicles must be less than 8 years old from first application or 3 years old in the case of exempt Private hire vehicles.

Testing Licensed Vehicles

Licensed vehicles will, in normal circumstances, be required to be tested at least twice a year (every 6 months). Exceptions to this rule could include brand new vehicles, which may not need the initial test or vehicles that require a further test/examination following an accident.

Fire Extinguishers

The Council requires all Licensed vehicles to carry a fully charged and functional Fire Extinguisher securely fitted to the inside of the cab of the vehicle conspicuous and easily accessible (unless otherwise authorised by the Council's Inspector) and ready for use at all times. The currently approved type is a 2 LITRE FOAM Ref EN3/4 – 1996.

Fire extinguishers should be checked regularly but no less than on an annual basis to ensure they are working properly. In some cases it may be possible to use a fire extinguisher if it is slightly damaged such as scratched. If the gauge is faulty, the extinguisher is discharged or the safety pin is missing, you would need to replace the extinguisher.

In the event of a Vehicle Fire

What should a driver do if their vehicle catches fire?

The current advice is to stop safely as soon as practicable and evacuate all persons from the vehicle. Call 999

When calling the Fire Service, because there is a fire or suspicion of a fire in your vehicle, what piece of information is vital to give to the operator?

The current advice is to describe in as much detail as possible the location of vehicle involved in fire.

Insurance

Anyone who drives a taxi for profit, whether it's a Private Hire Vehicle like a minicab or a Public Hire car such as a Hackney Carriage, will need specific taxi insurance. Standard car insurance won't cover you, even if it includes cover for business use. Taxi insurance is likely to be more expensive than standard car insurance because insurers perceive there to be a higher risk of an accident and price accordingly.

Private Hire Vehicles are minicab type vehicles that can only be pre-booked and can't be hailed at a Taxi Rank or on the street.

Public Hire Vehicles are Hackney Carriages and other vehicles that are Licensed by the Council to pick up fares on the street and at Taxi Ranks.

These 2 categories have different levels of risk involved but how much you pay for your policy is more likely to depend on factors like your age, location and annual mileage.

As well as the usual third party only, third party fire and theft and comprehensive options, the main choices are between a named driver policy, a policy-only deal or an all-driver policy. A named driver policy may suit individual drivers who only need cover for themselves and their vehicle. A policy-only option might be cost effective, but if you own a fleet or need to add several drivers, an all-driver policy could give better value.

Plying for Hire

Only Hackney Carriages can ply or stand for hire, Private Hire Vehicles cannot, which is probably the most important distinction between the two types of vehicles. It is an offence for any vehicle other than a Hackney Carriage, Licensed within the District in which it is found to stand or ply for hire. Private Hire Vehicles can only be pre-booked or in other terms booked in advance.

As an example, if whilst driving a Private Hire vehicle you are stopped by a potential customer in the street and they ask you to take them to the train station. Unfortunately you wouldn't be able to take the passenger.

Change of Addresses

Licensed Drivers must immediately notify the Council, in writing, of any change to their permanent place of residence from the one given at the time of Licence application.



Use of your Vehicle's Horn

The Highway Code states you should use your horn only while your vehicle is moving and you need to warn other road users of your presence. Never sound your horn aggressively. You **MUST NOT** use your horn:-

- Whilst stationary on the road.
- When driving in a built-up area between the hours of 11.30pm and 7am except when another road user poses a danger.

Disability

In some cases, Licensed Drivers are reluctant to pick up disabled passengers. This may be because drivers are unsure about how to deal with disabled people. They believe it will take longer for disabled people to get in and out of the vehicle and so they may lose other fares or they are unsure about insurance arrangements if anything goes wrong. It should be remembered that this is no excuse for refusing to pick up disabled passengers and that the industry has a duty to provide a service to disabled people in the same way as it provides a service to any other passenger.

The following guidance will explain the rules and regulations and good customer care practices with regards catering for the needs of disabled users.

Assistance Dogs

Duties placed on Hackney Carriage and Private Hire Vehicle Drivers

A driver of a Licensed vehicle which has been hired

- by, or on behalf of, an assistance dog user; or
- by a person who will be accompanied by an assistance dog user

Has a duty to:-

- carry the assistance dog and allow it to remain with the passenger
- make no additional charge for doing so

A driver of a taxi who refuses to carry an assistance dog commits an offence that is punishable by a fine of (currently) up to £1,000.

Duties placed on Private Hire Vehicle Operators (PHV)

A PHV Operator has a duty to:

- Accept bookings made by, or on behalf of, an assistance dog user.

- Accept bookings made by a person who will be accompanied by an assistance dog user.
- Make no additional charge for carrying the assistance dog.

An operator or driver of a Private Hire Vehicle who refuses to carry an assistance dog commits an offence that is punishable by a fine of (currently) up to £1,000.

Exemptions

The Council can exempt a Driver of a Licensed Vehicle from the duties explained above if it is satisfied that the driver cannot carry an assistance dog on medical grounds, or that the vehicle is not suitable for the carriage of assistance dogs. The exemption certificate must be displayed on the vehicle.

Example

A driver who has a medically certified allergy to dogs is not required to carry an assistance dog, as long as they display an Exemption Certificate on their vehicle.

The paperwork is provided by the Council and the exemption must be certified by the driver's Doctor.

Meanings

“assistance dog” means:-

- (a) A dog which has been trained to guide a blind person.
- (b) A dog which has been trained to assist a deaf person.
- (c) A dog which has been trained by a prescribed charity to assist a disabled person who has a disability that consists of epilepsy or otherwise affects the person's mobility, manual dexterity, physical co-ordination or ability to lift, carry or otherwise move everyday objects.
- (d) A dog of a prescribed category which has been trained to assist a disabled person who has a disability (other than one falling within paragraph (c)) of a prescribed kind.

How to identify the different types of assistance dog

The following is for you to use as a guide to help identify a disabled passenger who has an assistance dog.



Medical detection dogs such as Polo wear red and can detect when diabetics' blood sugar levels are low.



Assistance dogs trained by Canine Partners wear purple and assist with a range of daily tasks that may be difficult, painful or impossible to perform.



Support dogs wear blue. Among a number of trained assistance dogs are seizure alert dogs like Venus who can detect an epileptic seizure up to 50 minutes before it happens.



Hearing dogs for deaf people wear burgundy and hear sounds and danger signals such as the fire alarm, telephone and doorbell that deaf people like Joe can't.



Guide dogs wear fluorescent strips around their white harness. They help blind and visually-impaired people move around by directing the person, stopping at kerbs until a command to cross is given and judging height so the owner doesn't bump their head.



Buddy dogs wear bright blue and are guide dogs that haven't qualified to work as mobility assistance dogs. They improve the quality of life of blind and partially-sighted children and young people by contributing to sensory and physical development.



Assistance in disability dogs wear bright red. Like Canine Partners' trained dogs, they help disabled people with daily tasks but are trained up by living with their disabled owner.



Autism dogs wear blue and are trained by Dogs for the Disabled who also provide assistance dogs that wear yellow. They can help autistic children feel relaxed and perform a "head-rest" where they place their head on the autistic child's knee in order to provide comfort.

Wheelchair users and your Safety

Whilst the Council wants you to be courteous and helpful to all disabled users, you must be aware of your own safety. You must always ask disabled passengers how you can be of assistance in a polite and friendly manner. If you can help with tasks such as loading wheelchairs or placing shopping into the vehicle then you should do so as long as you are physically capable. A passenger in a wheelchair cannot be charged more than the standard fare. It is however not safe to lift people out of their wheelchair into an unsuitable vehicle. The vehicle must be able to accommodate the wheelchair user and their wheelchair safely.

Visual Impairment

Walking to the corner shop, catching a bus or train, hailing a taxi, and going on holiday all have their challenges when someone is living with a sight problem. As Licensed Driver it is important for you to be aware of the needs of your customers who may have this type of disability. The following information will help you understand what methods can be adopted by someone who has a visual impairment.

Canes

Many people with reduced vision carry what's known as a symbol cane, which is a small white cane which makes it easier to ask for help when they need to and also warns drivers to take extra care when crossing roads. The symbol cane can be folded up and put in a pocket or handbag when it's not needed.

Long or guide canes can be used, with training, to help detect obstacles when walking around.

Mobile Navigation Devices

There are Global Positioning System (GPS) devices and software which are available to give information about a current location and how to get to a particular destination. These often use a combination of maps and audible directions. The devices can be stand alone products or software that runs on a mobile phone.



Guide Dogs

Many blind and partially sighted people find a guide dog an invaluable mobility aid but they are not for everyone. Please see the previous section for more specific information regards assistance dogs.

Safeguarding Vulnerable Passengers

General

As a Licensed Driver you may transport people who may be in a vulnerable position. This may include lone females travelling late at night or other lone females who may be drunk.

The best customer care practice when dropping off a lone female at night is to be helpful with any specific requests they have about dropping them off.

What should you do if someone falls asleep in your vehicle. This could be particularly difficult when dealing with members of the opposite sex.

- Don't touch the person

- Don't lean over the person – if they wake up suddenly they will not appreciate you standing over them and this could be intimidating
- Do use your voice and try and wake the person.

A safe option would be to knock on the door at the address and ask for someone there to wake their family member or friend.

Vulnerable Adult

Any person aged 18 and over who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or serious exploitation.

Vulnerable Adults may include those with a mental health problem (including dementia), physical disability, sensory impairment, learning disability, are frail and may be old.

Types of Abuse

- Physical Abuse
- Emotional Abuse
- Neglect
- Sexual Abuse
- Financial Abuse
- Institutional Abuse

Domestic Abuse

Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between those aged 16 or over who are or have been intimate partners or family members regardless of gender or sexuality.

Things to look out for as a driver:-

- Seem anxious or afraid to please their partner.
- Check in often with their partner to report where they are and what they are doing.
- Are in receipt of frequent, harassing phone calls from their partner.
- Talk about their partner's temper, jealousy or possessiveness

You may be in a situation where you transport a person or family fleeing domestic violence including taking them to a refuge. The advice is always arrive promptly, keep anything you heard confidential and be sensitive to your passenger(s).

If you feel that someone might be suffering domestic abuse you should call Essex Police non-emergency number 101 and explain what you know. You may feel unsure about this course of action, do not want to get anyone in trouble or waste Police time. You should however trust your instinct

that if something doesn't feel right; there is a good chance that it isn't.

SAY SOMETHING IF YOU SEE SOMETHING

Human Trafficking/ Modern Slavery

Human Trafficking is a form of modern slavery where people profit from controlling and exploiting others. People, who are often desperate and vulnerable, are tricked or forced into coming to the UK and then told they, must work for the trafficker to pay them back. This work can take many forms including:-

- Forced labour - working long hours sometimes in poor conditions with little or no pay
- Prostitution or pimping
- Forced street crime
- Cultivation of cannabis

Modern Slavery is when someone is either forced to work through mental or physical threat; owned or controlled by an 'employer', usually through mental or physical abuse or the threat of abuse; dehumanised, treated as a commodity or bought and sold as 'property'; physically constrained or has restrictions placed on his/her freedom of movement.

Things to look out for as a driver:

- Appearing to have been told what to say and allowing others to speak on their behalf, even if you speak to them directly and they seem capable of responding themselves.
- Regularly appearing withdrawn, timid or frightened.

Child Sexual Exploitation

The sexual exploitation of children and young people under the age of 18 involves exploitative situations, contexts and relationships where they receive 'something' (for example food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money) as a result of performing or others performing on them sexual activities.

Children or young people may be tricked into believing they are in a loving, consensual relationship.

Things to look out for as a driver:-

- Does the child have a significantly older boyfriend or girlfriend?
- Is the child or young person among a number of unrelated children or young people found or transported to and from one address?

- Is the child or young person's journey regularly arranged by someone other than their family?



Example Questions

An example of the type of questions you could be asked for **sections 3, 4 and 5** are shown below and the correct answers highlighted in red.

Section 3

- Q.** What piece of safety equipment must be carried in all Private Hire or Hackney Carriage vehicles?
- A.** First aid kit
 - B.** Fire extinguisher (Correct answer)
 - C.** Fire blanket
 - D.** Defibrillator

Section 4

- Q.** When can a Private Hire or Hackney Carriage Driver charge a passenger in a wheelchair more than the standard fare?
- A.** If the driver has to assist the passenger in getting into the vehicle
- B.** A passenger in a wheelchair cannot be charged more than the standard fare. (Correct answer)
- C.** An additional charge for waiting time can be charged to the passenger when assisting them
- D.** If they have an assistance dog

Section 5

- Q.** Your Private Hire or Hackney Carriage Drivers Licence (badge) must be...?
- A.** Displayed at all times and clearly visible to passengers. (Correct answer)
- B.** Kept in the glove box
- C.** Kept at home in a safe place
- D.** Kept with the Private Hire Operator

Section 6 - Highway Code

You **MUST** have a good understanding of the rules and regulations of using the road. The information provided in the code is essential reading and you will need to answer 100% of the questions correctly in order to pass this section. It is suggested that you revise the Highway Code in detail before you attempt the test. You can obtain the Highway Code from all good bookshops, service stations or the internet.

The information provided in the following paragraphs is taken directly from the Highway Code and is especially relevant to the test, but be warned you may be asked additional questions on any aspect of the code.

Seat Belt Law

Driver and adult passengers
(14 years and over)

The general rule is that seat belts must be worn by adults travelling in a motor vehicle, if they are fitted to that vehicle. Drivers of Hackney Carriages and Private Hire Vehicles have a limited exemption from this requirement. Drivers of Hackney Carriages are exempt from the requirement to wear a seat belt

whilst it is being used for seeking hire or answering a call for hire or carrying a passenger for hire. Drivers of Private Hire vehicles are exempt from the requirement to wear a seat belt whilst it is being used to carry a passenger for hire. The only other exemption is if the person holds a relevant medical certificate.

For the purpose of seat belt law, anyone over the age of 14 is classed as an adult. All adults in the car are responsible for their own seat belt – for example, if a 13 year old passenger is caught not wearing a seat belt in your vehicle, you will be held responsible.

Under 14

Generally the law requires a child under 1.35 metres in height (approximately 12 to 13 years of age) to use a child seat or harness of an appropriate size for the height of the child. Children can be carried lawfully in a Hackney Carriage or a Private Hire Vehicle in certain situations if the correct restraint is not available, although it will remain for parents or carers to decide as to whether the obvious risk associated with such a course of action is acceptable.

Children up to 3 years old may travel unrestrained in the rear of Taxi/Private Hire vehicles if the correct restraint is not available.

Children from their 3rd birthday up to 1.35 metres in height may travel restrained by the adult seat belt in the rear of Taxi/Private Hire vehicles if the correct restraint is not available.

Medical exemption from wearing a Seat Belt

Those who have legitimate medical reasons to not wear a seat belt can seek exemption. This exemption must be granted in the form of a certificate, signed by a medical practitioner, saying that the Holder should not be made to wear a belt. Without this certificate, a passenger cannot be exempt from wearing a seat belt, even if they are pregnant or disabled. A certificate of exemption granted in the UK will bear the EU symbol and will be accepted in any other EU member state. If a medical practitioner and he or she refuses to grant exemption, they must give a clear reason as to why not. If you wish, you can then seek a second opinion.

Lines and Lane Markings on the Road

A broken white line

This marks the centre of the road. When this line lengthens and the gaps shorten, it means that there is a hazard ahead. Do not cross it unless you can see the road is clear and wish to overtake or turn off.

Double white lines where the line nearest to you is broken

This means you may cross the lines to overtake if it is safe, provided you can complete the manoeuvre before reaching a solid white line on your side. White direction arrows on the road indicate that you need to get back onto your side of the road.

Double white lines where the line nearest you is solid

This means you **MUST NOT** cross or straddle it unless it is safe and you need to enter adjoining premises or a side road. You may cross the line if necessary, provided the road is clear, to pass a stationary vehicle, or overtake a pedal cycle, horse or road maintenance vehicle, if they are travelling at 10mph (16km/h) or less.

Areas of white diagonal stripes or chevrons painted on the road. These are to separate traffic lanes or to protect traffic turning right.

- If the area is bordered by a broken white line, you should not enter the area unless it is necessary and you can see that it is safe to do so.
- If the area is marked with chevrons and bordered by solid white lines you **MUST NOT** enter it except in an emergency.

Speed Limits

You **MUST NOT** exceed the maximum speed limits for the road and for your vehicle. The presence of street lights generally means that there is a 30mph (48km/h) speed limit unless otherwise specified.

The speed limit is the absolute maximum and does not mean it is safe to drive at that speed irrespective of conditions. Driving at speeds too fast for the road and traffic conditions is dangerous. You should always reduce your speed when:-

- The road layout or condition presents hazards, such as bends.

- Sharing the road with pedestrians, cyclists and horse riders, particularly children, and motorcycles.
- Weather conditions make it safer to do so.
- Driving at night as it is more difficult to see other road users.

The speed limits applicable to roads in the United Kingdom can be found in the Highway Code.

Bus Lanes

Are shown by road markings and signs that indicate which (if any) other vehicles are permitted to use the bus lane. Unless otherwise indicated, you should not drive in a bus lane during its period of operation. You may enter a bus lane to stop, to load or unload where this is not prohibited.

Roundabouts

On approaching a roundabout take notice and act on all the information available to you, including traffic signs, traffic lights and lane markings which direct you into the correct lane. You should:-

- Use Mirrors – Signal – Manoeuvre at all stages.
- Decide as early as possible which exit you need to take

- Give an appropriate signal. Time your signals so as not to confuse other road users.
- Get into the correct lane.
- Adjust your speed and position to fit in with traffic conditions.
- Be aware of the speed and position of all the road users around you.

When reaching the roundabout you should:-

- Give priority to traffic approaching from your right, unless directed otherwise by signs, road markings or traffic lights.
- Check whether road markings allow you to enter the roundabout without giving way. If so proceed, but still look to the right before joining.
- Watch out for all other road users already on the roundabout; be aware they may not be signalling correctly or at all.
- Look forward before moving off to make sure traffic in front has moved off.

Signals and position

When taking the first exit, unless signs or markings indicate otherwise

- Signal left and approach in the left-hand lane.
- Keep to the left on the roundabout and continue signalling left to leave.
- When taking an exit to the right or going full circle, unless signs or markings indicate otherwise.
- Signal right and approach in the right-hand lane.
- Keep to the right on the roundabout until you need to change lanes to exit the roundabout.
- Signal left after you have passed the exit before the one you want.
- When taking any intermediate exit, unless signs or markings indicate otherwise.
- Select the appropriate lane on approach to and on the roundabout.
- You should not normally need to signal on approach.

- Stay in this lane until you need to alter course to exit the roundabout.
- Signal left after you have passed the exit before the one you want.
- When there are more than 3 lanes at the entrance to a roundabout, use the most appropriate lane on approach and through it.

In all cases watch out for and give plenty of room to:

- Pedestrians who may be crossing the approach and exit roads.
- Traffic crossing in front of you on the roundabout, especially vehicles intending to leave by the next exit.
- Traffic which may be straddling lanes or positioned incorrectly.
- Motorcyclists.
- Cyclists and horse riders who may stay in the left-hand lane and signal right if they intend to continue round the roundabout. Allow them to do so.
- Long vehicles (including those towing trailers). These might have to take a different course or straddle lanes either approaching or on the roundabout because of their length. Watch out for these signals.

Mini-roundabouts

Approach these in the same way as normal roundabouts. All vehicles **MUST** pass round the central markings except large vehicles which are physically incapable of doing so. Remember, there is less space to manoeuvre and less time to signal. Avoid making U-turns at mini-roundabouts. Beware of others doing this.

At double mini-roundabouts treat each roundabout separately and give way to traffic from the right.

Multiple roundabouts

At some complex junctions, there may be a series of mini-roundabouts at each intersection. Treat each mini-roundabout separately and follow the normal rules.

Example Question

An example of the type of question you could be asked is shown below and the correct answer highlighted in red.

- Q.** What is the national speed limit on a single carriageway?
- A.** 40mph
 - B.** 50mph
 - C.** 70mph
 - D.** 60mph (Correct answer)

Section 7 - Road Signs

In order to successfully complete this section, you will need to be able to answer **6 out of 6 questions** correctly. You will be expected to know what all the following road signs mean. You will also be expected to learn other road signs found in the Highway Code.



Section 8 - Numeracy

Example Question

An example of the type of question you could be asked is shown below and the correct answer highlighted in red.

- Q.** What does this road sign mean?



- A.** Slippery road (Correct answer)
- B.** Caution drunk driver
- C.** Unstable vehicle
- D.** Uneven road

You will be expected to have a basic understanding of numeracy and should be able to answer questions with respect to the addition and subtraction of money. In order to successfully complete this section, you will need to be able to answer **6 out of 6 questions** correctly.

Example Question

An example of the type of question you could be asked is shown below and the correct answer highlighted in red.

- Q.** A passenger hands you a £50 note for a £13.90 fare. How much change would you hand to the customer?
- A.** £26.90
 - B.** £26.10
 - C.** £36.90
 - D.** £36.10 (Correct answer)

Help with Numeracy

The Council recognises that some candidates may need additional support with numeracy. This support may simply mean more time to complete this section of the test without the pressure of a ticking clock, a private session to complete the test, paper and a pen etc.

If you wish to undertake additional numeracy revision before the test you can use the following link.

**[www.bbc.co.uk/skillswise/
topic-group/calculation](http://www.bbc.co.uk/skillswise/topic-group/calculation)**

Please make the Council aware of any problems you may have in this area as there may be a simple solution.

