

Guidance Notes for Private Hire Basic Skills Test

Test Information

In order to become a licensed Private Hire driver with South Gloucestershire Council, you are required to sit a Private Hire Basic Skills Test.

This will be a written test on your knowledge of the following subjects:

- South Gloucestershire Taxi Policy
- Highway Code
- Equalities
- Basic mathematics

Questions within the above subjects may be varied for each test. Some questions are multiple choice, others are not. You will find a list of sample questions attached to this document.

The test will be completed under standard exam conditions and the test will last for 1 hour.

The test is conducted in the English language as it also helps to determine if an applicant has a satisfactory understanding and command of the English language to carry out the role. Licensed drivers must be able to communicate effectively with customers, Police Officers and/or Licensing Authority and other road users, as well as fully understanding road signage.

If for some reason you require a one to one test or any other reasonable adjustment due to medical circumstances, you must put this request in writing to this Licensing Authority, with written evidence from your GP.

In order to book a test you will need to email knowledgetest@southglos.gov.uk with your name, address and contact number and an Officer will call you back to arrange a test and make payment.

Please note this amount is payable at the time of making the booking. This fee is only refundable if the applicant gives 2 clear working days' notice of cancellation to this Licensing Authority. **Please note that the clear working days does not include the day you send the email/letter nor the day of the test.**

The current cost of taking a test can be found on the current fees and charges which is available of the South Gloucestershire Council website, <http://www.southglos.gov.uk/business/licences-and-street-trading/taxis-and-minicabs/taxis-additional-information/>

Pre-reading for the test

In order to improve your chances of success it is recommended that you prepare in advance for the test.

Information to help you, in particular the current taxi policy can be found on the South Gloucestershire Council website, <http://www.southglos.gov.uk/business/licences-and-street-trading/taxis-and-minicabs/hackney-carriage-and-private-hire-driver/> .

Should you feel that you require additional help in relation to additional educational courses then you are advised to look into these by either contacting South Gloucestershire Community Learning Department or local schools and colleges.

On the day of the test

On the day of your test, you will be required to bring 1 form of photographic identification with you.

Acceptable forms of identification are either a Passport or EU photographic Driving Licence.

Failure to supply this documentation will result in you **not being able to sit the test on that day and any fees paid will not be refunded.**

After the Test

On completion of the test, it will be marked and you will initially be notified of the result by e-mail within 5 working days of the test

The pass mark required for the Private Hire Basic Skills test is 70%.

If you are unsuccessful the email will detail the marks that you received in each section; this will enable you to revisit areas for improvement if you wish to retake.

Should you score 68% or 69% you may request a remark of the test. This request must be made in writing to the Licensing Team Leader and clearly state the reasons for making the request. Please note that you will only be allowed one remark of your test.

Process for gaining your Private Hire Drivers Licence

For most people the Private Hire Basic Skills test is the first step of obtaining a Private Hire Drivers Licence.

In the interest of Public Safety a number of other steps are required prior to obtaining a Licence. Please note that this process can take a number of months to complete.

In addition to the Private Hire Basic Skills Test you will be required to take a Practical Driving Assessment and also complete mandatory safeguarding training session.

The practical driving test can be undertaken with any of the following:

- Blue Lamp Trust – www.bluelamptrust.org.uk
- Green Penny – www.greenpenny.co.uk
- DIAmond Advanced Motorists – www.advancedmotoring.co.uk

On successfully passing the Private Hire Basic Skills Test you will be invited to attend a safeguarding training session.

Once you have passed your Private Hire Basic Skills Test, Practical Driving Assessment and completed the safeguarding training session you should contact the Licensing office to make an appointment to further your application.

When contacting The Licensing Service to make an appointment the service will offer you the first date available. Please note that there may be a wait on appointment times depending on the demand for service at any particular time.

You will need to bring with you your Practical Driving Assessment pass certificate and at the appointment you will complete the following forms:

- Application form *
- Disclosure & Barring Service Form (formally Criminal Records Bureau)
- DVLA Mandate
- You will be given a Medical Examination report that you must get completed by a GP to DVLA Group 2 standard.

*** When completing you application form you will be asked questions about previous convictions, pending Court appearances and driving history, it is advised that you be honest as possible at the first opportunity and if you are unsure on what the question is asking that you speak to the person that is conducting the appointment to ask them to explain it clearly to you.**

You will be required to bring the following documents with you when you attend the appointment.

- Passport or Birth Certificate
- Valid driving licence (Further information can be found in next section)
- Proof of address, dated within the last 3 months (e.g. Utility Bill, Bank Statement, Benefit Statement, Credit Card Statement)
- Proof of National Insurance Number
- Proof of right to work in the UK (please ask at time of booking if unsure what evidence you need to provide)
- 1 passport size photo
- Appropriate application and DBS fee (please note the current fee table is available on the South Gloucestershire website)
<http://www.southglos.gov.uk/business/licences-and-street-trading/taxis-and-minicabs/taxis-additional-information/>

Please note that failure to submit all the required information at the appointment may result in the application being deemed improperly made, should this be the case you will then be required to book a further appointment at the Licensing office subject to appointment waiting times.

Once the application is complete Officers will review your file and should there be no concerns raised from the checks conducted you will need a further appointment to receive your licence and badges, at this point you will be required to pay a badge deposit (please note the current fees are available on the South Gloucestershire website)

<http://www.southglos.gov.uk/business/licences-and-street-trading/taxis-and-minicabs/taxis-additional-information/>

Should Officers have concerns about an application your file will be passed to a Licensing Officer for consideration and potentially a meeting held to discuss your concerns. Please note that if Officers are unable to issue a licence on an officer delegated basis due the concerns raised then your application will be referred to a Licensing Sub-Committee for determination.

Driving Licence Information

Applicants must have held a European Union (EU) full driving licence for at least 12 months.

In addition to the above this Licensing Authority also requires all applicants who hold an EC/EEA driving licence to have a GB counterpart document. This can be obtained from the Driving and Vehicle Licensing Agency (DVLA) on submission of form D9 which can be downloaded from the DVLA website.

In order to obtain a GB counterpart, the applicant must be resident in the UK.

EU Driving Licences

If your driving licence is issued by an EU country it is recognised throughout the EU. In most circumstances you will not have to exchange your licence.

However if you have an EU driving licence that was issued in exchange for a non-EU licence, and you wish to **move to another EU country with your converted licence**, you should be aware that your new licence **may not be recognised** there. This is determined by each EU country.

Sample story

Angeles is a Chilean who moved to Spain a few years ago. As Spain recognises Chilean driving licences, Angeles was able to exchange hers for a Spanish one after meeting a few administrative formalities.

With this new licence, Angeles can drive around the EU. However, if she ever moves from Spain to another EU country, she will have to check that the authorities there recognise her Spanish licence.

If the new country recognises the original Chilean licence automatically, she will be able to continue driving with her converted Spanish licence. If not, she may have to have her Chilean licence formally recognised or exchanged in the new country.

For further information please see the below two links:

https://europa.eu/youreurope/citizens/vehicles/driving-licence/driving-licence-recognition-validity/index_en.htm

<https://www.gov.uk/driving-nongb-licence>

Advice for new Private Hire Drivers

When you collect your licence and badges for the first time it is advised that you fully read the current Taxi Policy and licence conditions to ensure that you are aware of your responsibilities as a licensed driver.

Please remember that as a Licensed Private Hire Driver with South Gloucestershire Council you are only permitted to conduct work in a Private Hire Vehicle licensed with South Gloucestershire Council and this work must be through a Private Hire Operator also licensed with South Gloucestershire Council.

Please note that if you do conduct work while driving a vehicle or working under a Private Hire Operator that is not licensed by South Gloucestershire Council you will be committing a criminal offence and may face potential prosecution.

Should this happen you may be placed before a Licensing Sub-Committee to determine your fit and proper status as a Licensed driver.

Should you wish to discuss any of the information above further please feel free to contact a member of the Licensing Service on 01454 868001 or email licensing@southglos.gov.uk

Area of South Gloucestershire Council



Sample Questions for the Private Hire Basic Skills Test

Basic Maths Section

PRIVATE HIRE DRIVER APPLICANTS Section - Basic maths Please write your answer below the question	
Q1	At the end of a pre-booked journey the taximeter shows £11.65 The customer hands you one £10 & one £5 note. What change is the passenger due?
A	

Private Hire Law and Conditions Section

PRIVATE HIRE DRIVER APPLICANTS Section – Private Hire Law and Conditions (Please tick (✓) one box only)	
Q1	When working as a private Hire Driver, where must you deposit a copy of your private hire driver licence?
<input type="checkbox"/>	(a) With your Bank
<input type="checkbox"/>	(b) With your Doctor
<input type="checkbox"/>	(c) With your Operator
<input type="checkbox"/>	(d) With the Council