

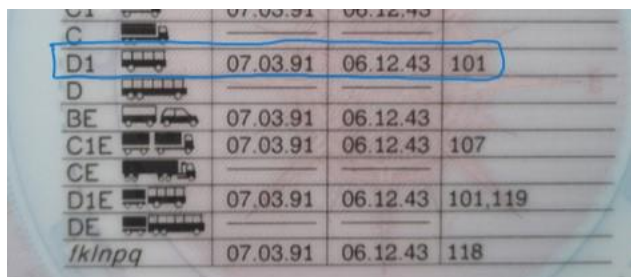
Hertfordshire County Council

Driving assessment scheme changes

- All assessments will be completed by Hertfordshire County Council (HCC) staff. Any assessments completed by external assessors will NOT receive a HCC permit.
- Driving licence checks will be conducted on drivers prior to the assessment being booked.
- There will be a short pass / fail theory test prior to the on-road driving test. Failure to pass the theory test will result in the on-road assessment not taking place. Failure to pass the on-road test will result in no permit being issued. The theory questions are based on the rules of the road and operating and driving a minibus. Drivers can prepare for this test by reading The Highway Code.
- Drivers will be expected to know how to open the vehicle's bonnet and be able to show the assessor how to check the vehicle's engine oil level, engine coolant level, screen wash level, brake fluid level and power steering fluid level (if applicable to the vehicle).
- The driver will be expected to show the assessor where the manufacturer's plate is and show the assessor the weight and dimensions of the vehicle.
- The driver will be expected to be able to show the assessor what you look for when checking the tyres, if the vehicle has a spare tyre, or if it has an 'emergency tyre repair kit' and where that kit is kept in the vehicle.
- The driver will be expected to be able to check that the vehicle's lights work correctly.
- If the school / organisation uses a vehicle check list, the driver will be expected to check the items on that list.
- The driver will be expected to be able to show the assessor where the vehicle's fire extinguisher and first aid kit are in the vehicle.
- The assessment (including theory test) will last for 1 hour 30 minutes and will be delivered on a one-to-one basis.
- The assessment is completed at your venue, using your minibus.
- Once a permit has been issued, it is valid for 3 years.
- The fee is £100 for each minibus assessment.

Please note – if you are a local authority funded organisation or obtain your insurance through HCC, drivers MUST have the D1 category on their driving licence. HCC legal advisers consider that teachers are driving school minibuses as part of their paid employment, whether during school hours or not.

Example of having D1 on a driving licence



C	07.03.91	06.12.43	
D1	07.03.91	06.12.43	101
D			
BE	07.03.91	06.12.43	
C1E	07.03.91	06.12.43	107
CE			
D1E	07.03.91	06.12.43	101,119
DE			
Iklnpq	07.03.91	06.12.43	118

Passenger assistant training

If you operate a wheelchair accessible minibus, fitted with a tail lift and equipment for securing wheelchairs, we offer a training session to safely use the equipment.

- The training will last for 30 minutes if delivered on a one-to-one basis or an hour for a group of up to 6 people.
- The training is completed at your venue, using your minibus.
- Once a permit has been issued, it is valid for 3 years.
- The fee for each passenger assistant training session is £35.

Please note – if you are a local authority funded organisation or obtain your insurance through HCC, this is mandatory training **before any staff** can carry out this activity.

Information on Section 19 permits - why your vehicle needs a Section 19 permit

As a permit holder you have a responsibility to make sure that your services are operated within the law, with vehicles properly maintained and using drivers with the appropriate qualifications.

It is your responsibility to ensure that any vehicle used under your permit is in a safe and roadworthy condition. Great importance is attached to proper maintenance and DVSA has produced a guide entitled [Guide to Maintaining Roadworthiness: Commercial Goods and Passenger Carrying Vehicles](#).

Hire or reward

If the Operator of a vehicle built or adapted to carry 9 or more passengers accepts any payment, in cash or kind, which gives a person the right to be carried on the vehicle, regardless of whether or not that right is exercised, this is known as "Hire or reward".

The payment may be made by the passenger or on the passenger's behalf, such as the contributions made by parents for their children to take part in off-site school visits, even if the payment made is only intended to cover admission fees or tickets to events.

Normally, the law requires the operator to have a Public Service Vehicles Operator Licence (commonly known as an 'O' Licence).

Section 19 permits

Schools and non-commercial organisations are exempt from PSV Operator Licensing if they hold a valid Section 19 Permit for each vehicle in use.

- The operator must ensure the permit disc is displayed on the vehicle windscreen.
- Permits are valid for 5 years but are not valid outside the UK.
- Hertfordshire County Council is a designated body authorised to issue Section 19 Permits to its establishments and all schools in the county.
- The fee for each Section 19 permit is £11.

For more information on Section 19 permits, please use this link - [Section 19 and 22 permits and obligations: not for profit passenger transport - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/section-19-and-22-permits-and-obligations-not-for-profit-passenger-transport)

Training session for training for minibus assessment

We are also offering a 1 hour training session for drivers who may not have driven a minibus or are out of practice but want to prepare for a minibus assessment. This is a bespoke session and will focus on areas that the driver wants to learn or improve upon.

- Sessions are one-to-one.
- Fee for each session is £70.

How to book

I am pleased to inform you that we are in a position to start offering bookings for any of the above.

Please be aware that that due to the demand for assessments, we are prioritising organisations that need new driver assessments and specialist equipment training rather than those who have a permit that can be extended.

If you wish to enquire about booking an assessment, a training session or require a Section 19 permit, please email us at driver-training@hertfordshire.gov.uk and we will be in touch in due course.