



INFORMATION SHEET FOR APPLICANTS TAKING THE DRIVING ASSESSMENT AND THE WHEELCHAIR EXERCISE

Staffordshire County Council Road Safety and Staffordshire Safer Roads Partnership are able to provide individual 2 hour driving assessments.

The cost for the assessment will be £93.00 payable on application. (£36.00 Wheelchair Assessment only / £75 Full Driving Assessment only).

Drivers will be supplied with the assessors contact details on first contact and should deal with them direct for any changes to appointments/cancellations.

VEHICLE REQUIREMENTS

Assessors will expect the vehicle used for the assessment to be roadworthy and legal. Assessors cannot continue with any assessment should the contrary be discovered. The assessment will be conducted in the clients own/works vehicle. Vehicles are to be of a clean and tidy condition, if not, the assessment will not take place.

DOCUMENTS YOU MUST BRING

In order to ensure drivers are legally entitled to drive, they must show their driving licence to the assessor. Failure to do so will result in the assessment not taking place. Insurance and MOT documents should also be taken and shown to the assessor.

The insurance document **should** include:

- You as the client should be a named driver on the insurance policy.
- Proof must be presented to the assessor that the clients insurance company is satisfied for the taxi assessment to go ahead under the terms and conditions stipulated in their policy. This proof can be supplied either by email, text or written confirmation from the insurance company.

This requirement is necessary as some insurance companies feel that Social, Domestic and Pleasure cover is enough for a taxi assessment to be undertaken. However, some insurance companies will not cover such activities and stipulate that Business insurance is taken out.

- For clients that already have a business that involves driving and are undertaking a taxi assessment for another reason, Business insurance is required.

THE EYESIGHT TEST

Drivers need to be able to comply with the law in respect of eyesight. Assessors will check that drivers can read a vehicle number plate at a distance of at least 20.5 meters. Drivers who need glasses or contact lenses for driving must bring them on the day of the assessment

Drivers, who fail to meet the eyesight standard or fail to produce a valid driving licence will have their assessments cancelled.

Assessors will discuss all aspects of the drivers driving and aim to rectify any areas that are considered compromising safety or infringing traffic laws.

FAILING THE ASSESSMENT

Where a driver fails to reach a satisfactory standard, their assessment marking form will be endorsed accordingly and advice on how they should remedy the situation. A further assessment will then be required.

Should a driver display a continually poor attitude towards the assessor or be unwilling to demonstrate a willingness to improve their driving, where appropriate, the assessment will be classed as 'not satisfactorily completed'.

Assessors require 3 clear working days (Monday to Friday, excluding the assessment day) of any change or cancellation of appointments. Non compliance with any of the above will result in the Road Safety Unit being charged by the assessor, this charge will then be passed to you.

COVID-19 ASSESSMENT REQUIREMENTS AUGUST 2020

What if I have symptoms of Coronavirus?

You **MUST** contact the assessor to rearrange your assessment, giving as much notice as possible.

Clear symptoms

If the candidate comes to the test with clear symptoms the assessment will not go ahead. If the candidate becomes unwell or starts to cough continuously during the assessment, the assessment will be stopped.

Wearing a face covering

In line with current government guidelines you must bring and wear a face covering when you come for your assessment, unless you have a good reason, and this has been pre-notified and agreed with the assessor. This includes if:

- you have a physical or mental illness or impairment, or a disability that means you cannot put on, wear or remove a face covering
- putting on, wearing or removing a face covering would cause you severe distress
- you need to remove it during your test to avoid harm or injury or the risk of harm or injury to yourself or others
- you may be asked to remove your face covering briefly for the purposes of identification
- Wearing glasses does not count as a good reason not to wear a face covering. You should practice driving wearing a face covering before your test to help you prepare.

The assessor will provide and wear a face covering of their own for the duration of the assessment.

If no prior agreement has been made for the assessment to take place without a face covering and the client arrives without one, the assessment will be cancelled, and a charge will be made.

What is a face covering?

A face covering does not need to be a surgical mask. A cloth face covering should cover your mouth and nose while allowing you to breathe comfortably. It can be as simple as a scarf or bandana that ties behind the head.

Advice on face coverings

How will social distancing work during the assessment?

The assessor will conduct the assessment in a manner that allows for social distancing where possible, avoiding physical contact.

Cleaning of cars prior to assessment

Cars **MUST** be cleaned prior to assessment; the assessor will provide their own cleansing wipes and sanitiser for the touch points of the vehicle they will be touching and will dispose of these with PPE waste at the end of the assessment.