

Private Hire Knowledge Test – Guidance Notes

The Private Hire Knowledge Test and training package has been developed as part of Leeds City Council's commitment to increasing the level of professional service offered to the public using Private Hire vehicles.

The Process – New Private Hire Driver Applicants

All new applicants must undertake the training which consists of four, one hour modules followed by a test, before a Private Hire driver licence is issued.

You have been given this training pack at the time of your application which you now are expected to study. If you choose not to, you are likely to fail your Private Hire Knowledge Test and your licence will not be granted.

The Process - Existing Licensed Private Hire Drivers

Existing licensed Private Hire drivers are required to undertake the same test as part of a rolling programme.

It applies to all existing licensed drivers in the following order of priority:

- 1.** Those who have been convicted, cautioned or had an established public complaint made against them in the two year period preceding 2nd September 2008.
- 2.** Those who live outside of the Leeds District
- 3.** All other drivers

Existing licence holder referrals who are the subject of a suspension process will remain suspended until a successful pass mark is achieved. Existing licence holder referrals who are not suspended will have a three month time scale to attend and pass and if not achieved consideration will be given to the suspension, revocation or none renewal of your licence.

Those licence holders who have achieved the recognised VRQ/ NVQ accreditation will not be required to undertake this test, unless a subsequent training need is identified.

The Test

The Private Hire Knowledge Test consists of four modules:

MODULE 1 - Training Seminar and Testing of Knowledge of Legislation and Conditions.

This module incorporates questions based on the Standard Conditions attached to a Private Hire Driver's Licence and Private Hire Saloon and 'People Carrier' Vehicle Licence. Both of these booklets can be found in your training pack. It is your responsibility to study the Conditions in order to gain the knowledge that you will be expected to use while undertaking your role as a Private Hire Driver.

MODULES 2 & 3 - Geographical Test: Districts of Leeds and City Centre Locations.

In the second module you will be tested on your ability to locate a number of districts within the Leeds area. Contained within your training pack you will find a map outlining the key districts of Leeds. It is important that you study this map carefully as you will be required to identify 20 different districts.

In the third module you will be tested on the Business and Tourist locations within Leeds City Centre. Again you must study your City Centre map prior to your test to ensure you are able to locate 20 key locations from within Leeds City Centre.

MODULE 4 - A to Z questions.

In module four you will be tested on being able to find your way around Leeds and identify key locations using an A to Z book.

Additional Training Material

Equality is a key issue for Leeds City Council and in addition to being tested on this subject during the training process you will also be supplied with a GoSkills disability awareness DVD. This is recognised as an extremely useful training item and you must take time to watch it, understand all the issues and put them into practice as a driver.

In the event of a substantiated complaint or prosecution on a disability issue, drivers will be referred to the Council's preferred training organisation for formal training. This will be at your own expense, and your licence may be suspended in the mean time.

All of the equipment for your Private Hire Knowledge Test will be provided by Leeds City Council. Do not to bring your training pack or any other information to the training day.

Geographical Training

You will be expected to study the maps and familiarise yourself with the A to Z book provided within the training pack. Your first option will be to contact your Operator to ask for guidance and assistance with your training needs. Alternatively we can arrange training at an additional cost to you but any training will only be delivered when we have requests from a sufficient number of people, a minimum of ten.

The training will consist of a 45 minute session where guidance is given on how to prepare yourself for the knowledge test using the maps and A to Z book found in your pack.

Fees

The cost of training for a new applicant is included in the licence application fee. The accompanying training pack must be purchased at the time of application. Please contact the Licensing Office for details of current fees.

An application fee remains valid for one year after your initial application. However an additional CRB check is required, at your own expense, for any three month period since you last undertook a CRB prior to the issuing of your licence.

There will be a one-off payment for existing licence holders when required to undertake the testing. This fee will include a training pack with all of the relevant training material to undertake the Private Hire Knowledge Test. You will be notified in due course of an appointment.

Time-scales

If you need to change the training date/s given to you, you must contact the Licensing Office, giving **7 days clear notice**, (not including the test day and day you are rearranging your appointment) to enable us to rearrange the training schedule. If you do not, you will be re-charged the full cost of the training at a later date.

Failure to attend the course on the designated dates may result in the suspension of an existing licence unless there are exceptional and documented circumstances.

On the Day

New applicants must present your DVLA driving licence or other photographic identification to the course instructor at the start of the training as identification.

Existing drivers must present your driver's badge to the course instructor at the start of the training. If you do not present your driver's badge, you may be turned away or directed to the Licensing Office to purchase a new Badge. If you are turned away it is your responsibility to arrange another training date and incur the appropriate fee.

It is not acceptable to disrupt or delay the training of others due to lateness therefore late entry will not be allowed.

Failure to Pass

The Private Hire Knowledge Test has a pass mark of 90% for each module. It is therefore important that you study your training pack before attending the training and undertaking the test.

If you fail Module 1 - Training Seminar and Testing of Knowledge of Legislation and Conditions, you will be required to re-sit the seminar and be retested on this module.

If you fail on any part of Modules 2 - 4 you will be required to re-sit and be tested on all three of these areas.

There will be an automatic fail if the question(s) regarding 'plying for hire' is (are) incorrectly answered.

If you do fail your test, you will be given a second training date at a concessionary charge. Please be aware that this will delay the approval of your licence as it will not be granted until you have successfully passed the Private Hire Knowledge Test.

If you fail your subsequent re-test you must wait three months, to allow you the time to study your training material, and you will be charged the full rate.

Please check with the Licensing Office for the correct fees as applicable.

Good luck with the training, it is very worthwhile and beneficial to the public, your Operators business and of course, yourself.