

# Advice and Information

## Training

### Gaining a PCV D1 Entitlement

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#### Introduction

This advice leaflet reflects the Regulations which drivers need to adhere to when driving a public service vehicle (PSV) for a voluntary sector organisation operating transport under a section 19 or 22 permit where their ordinary driving licence does not permit them to do so, usually because the minibus exceeds the maximum authorised mass permitted or where they are driving for a commercial operator operating transport under a PSV Operator Licence.

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## The process

Drivers will need to contact the Driver and Vehicle Standards Agency (DVLA) for the relevant application forms to apply for a provisional PCV D1 driving entitlement. This provisional entitlement will enable the driver to book all the relevant tests required to pass the PCV D1 test. The forms that are required are:

- D2 - driving licence application form. Drivers can order the D2 driving licence and D4 medical application forms online via the [www.gov.uk](http://www.gov.uk). These forms will be posted because they can't be downloaded due to them including features that can't be printed, for example a clear plastic window to attach a photo.
- D4 - medical report form. The medical examination report includes a vision assessment that must be filled in by a doctor, optician or optometrist. These medical professionals can charge you to complete this form and the fees can vary between them.

Drivers will need to make an appointment with a doctor to complete the D4 medical report form. Drivers can visit their own GP surgery for this or contact a third-party private firm specialising in drivers' medical examinations.

## Medical standards

The medical standards that must be met by a PCV D1 driver are higher than those driving cars and motorbikes. This is due to the size and weight of the vehicle and the length of time that the driver may spend driving a PSV.

Once this form has been completed, the driver can complete the D2 driving application form and return both forms, with their photocard driving licence to the DVLA, sometimes the driver will also need to send further identification documentation as well. Further information on when further identification documents need to be sent to the DVLA can be found on [www.gov.uk](http://www.gov.uk).

There is no fee payable to the DVLA for the issue of a driving licence with a provisional PCV D1 entitlement.

The DVLA will process the driving licence application and, if the driver's medical form demonstrates their health meets the required standards, they will issue a driving licence with a provisional PCV D1 driving entitlement on it. Drivers should get their driving licence back within 3 weeks of DVLA getting the application however; it can take longer if health or personal details need to be checked.

Drivers are not permitted to start instruction and training until they are in possession of their driving licence showing their provisional PCV D1 driving entitlement. Back up

## **Stages of testing**

Part 1 Theory Test and Hazard Perception Test

Part 2 Driver Certificate of Professional Competence Case Study

Part 3 On-road Practical Test

Part 4 Driver Certificate of Professional Competence Practical Demonstration

## **Part 1 Theory Test and Hazard Perception Test**

Drivers can book the part 1 theory tests as soon as they have received their driving licence back from the DVLA which shows their provisional PDV D1 entitlement. This test is made up of two parts, the first being a multiple choice and the second the hazard perception test, both parts must be booked separately but can be taken on the same day.

- The multiple choice test lasts for 1 hour and 55 minutes. The pass mark is 85 out of 100 questions.
- The hazard perception test requires the driver to watch 19 videos which show 20 developing hazards which drivers need to spot. The pass mark is 67 out of 100.

Drivers will be given the results of the test that they have just sat whilst they are at the test centre. When they have passed both parts of test 1 they will receive their theory test certificate in the post. Drivers will need this certificate when they book the part 3 test, the on-road practical test.

If a driver has failed any section of the part 1 test their results letter will provide them with feedback of where they have failed. Drivers can book to re-sit either part of part 1 but they have to wait three clear working days before they can actually take the test.

The part 1 certificate is only valid for two years from the date of when the driver passed the first part of the test.

## **Part 2 Driver Certificate of Professional Competence Case Study**

Drivers can book part 2 as soon as they have received their driving licence back from the DVLA which shows their provisional PCV D1 entitlement.

This test comprises of 7 short case studies that drivers work through which are based on working life situations. Drivers will be asked between 6 and 8 multiple-choice questions on each case study.

- The test lasts for 1 hour and 15 minutes with a pass mark of 40 out of 50.
- Drivers will be given a letter with their results of the test at the test centre; this letter contains a test pass reference number which is needed when the driver books their Driver CPC practical demonstration test.

Drivers need to pass the Driver CPC practical test within 2 years of passing part 2 otherwise they will have to pass part 2 again.

## **Part 3 On-Road Practical Test**

Drivers must have passed the part 1 theory test before they can book part 3.

The practical test will last about 1 hour and 30 minutes and includes:

- Vehicle safety questions
- Practical road driving

## **Off-road exercises**

This session will start with questions on vehicle safety. During the practical road driving, which includes 10 minutes of independent driving where you will not be instructed by the examiner, the examiner will assess how you:

- use of the vehicle controls
- move away at an angle, uphill and downhill
- do a controlled stop
- use the mirrors
- give appropriate signals
- show awareness and anticipation of other road users' intentions
- manage your progress and control your vehicle speed
- deal with hazards
- select a safe place to stop

Off-road exercises include an 'S' shaped reverse in to a bay.

Drivers will pass the practical test if they have made 15 or fewer driving faults and have no serious or dangerous faults.

The driver will be told their results at the end of the test, if a driver fails; another driving test can be booked but cannot be taken until 3 clear working days has passed.

## **Part 4 Driver Certificate of Professional Competence Practical Demonstration**

Drivers must have passed the part 2 before booking the part 4.

The test is made up of 5 topics from the Driver CPC syllabus and drivers have to score at least 15 out of 20 in each topic area and have an overall score of at least 80 out of 100.

The driver will be told their results at the end of the test, if a driver fails; another driving test can be booked but cannot be taken until 3 clear working days has passed.

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### **Once qualified**

Once a driver has passed all 4 parts of the test they will be sent a Driver CPC card, this is also known as a 'driver qualification card' or 'DQC'. Drivers must carry this card with them when driving the minibus or they face a £50 fixed penalty for driving without it.

### **Minimum test vehicle requirement for buses**

Any vehicle or vehicle/trailer combination presented for use at test must meet minimum test vehicle standards. These standards are part of European Community legislation on driver licensing. The UK as a member of the European Union is obliged to comply with these requirements. Irrespective of the date vehicles were first registered, all vehicles used for Categories D1, D1+E, D and D+E tests must have:

- all vehicles presented for test must be unladen
- have externally mounted nearside and offside mirrors including suitably positioned mirrors for the examiner to use
- a seatbelt for the examiner or any person supervising the test

- they must also be fitted with both a fully working tachograph; and anti-lock braking system (ABS)
- Category D1 - A passenger carrying vehicle (PCV) with 9 - 16 passenger seats with a maximum authorised mass (MAM) of at least four tonnes, of at least five metres in length and capable of 80 km/h (50 mph)
- Category D1+E - A category D1 vehicle towing a trailer of at least 1.25 tonnes MAM, capable of 80 km/h (50mph) and with a closed box trailer at least two metres high and two metres wide (the overall width needs to be at least 2 metres wide (this can be the wheel track) and the box body needs to be at least as high and as wide as the towing vehicle)
- Category D and D+E - All the above requirements apply but the test vehicle must be over 9m long

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## Staying Qualified

### Driver CPC

Every 5 years a driver must complete 35 hours of Driver CPC training. Only approved Driver CPC courses delivered by approved training centres will count towards periodic training. The Joint Approvals Unit for Periodic Training (JAUPT) website contains details of these approved centres and courses. For details of approved courses delivered by CTA Training Providers, please see the Training section of the CTA website.

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### PCV Medical

On reaching 45 years old PCV D and D1 drivers must renew their licence to drive every 5 years. When they reach 65 they will need to do this annually. In order to renew their licence they need to go through the same process as they did when they applied for a provisional PCV D1 driving entitlement.

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## Booking Theory and Practical Tests

In Great Britain Drivers can book theory tests online, [www.gov.uk/book-theory-test](http://www.gov.uk/book-theory-test). Drivers can also book practical tests online, [www.gov.uk/book-driving-test](http://www.gov.uk/book-driving-test).

Drivers can also contact the DVSA directly to book these tests.

DVSA theory and practical test booking support [customercare@pearson.com](mailto:customercare@pearson.com) Telephone: 0300 200 1122 Monday to Friday, 8am to 4pm

In Northern Ireland Drivers can book theory tests online, [www.nidirect.gov.uk/services/book-change-or-cancel-your-theory-test-online](http://www.nidirect.gov.uk/services/book-change-or-cancel-your-theory-test-online). Drivers can book practical tests online, [www.nidirect.gov.uk/services/book-your-practical-driving-test-online](http://www.nidirect.gov.uk/services/book-your-practical-driving-test-online).

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## About the Community Transport Association

The Community Transport Association is a national charity that represents and supports providers of community transport: thousands of other local charities and community groups across the UK that all provide transport services that fulfil a social purpose and community benefit. We are for, and about, accessible and inclusive transport.

We help our members remain relevant and responsive to key areas of public policy and to make a big difference for the people and families in the communities in which they work. Our vision is of a world where people can shape and create their own accessible and inclusive transport solutions and our mission is to achieve this through championing accessible and inclusive transport, connecting people and ideas and by strengthening our members and raising standards.

Keep up to date with CTA via our website [ctauk.org](http://ctauk.org) or by [signing up to our monthly News Brief](#)

### About CTA's Advice Service

The CTA's Advice Service is available to CTA members, community and other voluntary groups, local authorities and other statutory bodies. It offers information and support on any aspect of non-profit transport operations. The CTA's Advice Service covers the whole of the UK and is supported by national governments. We will only ever explain the most accurate and commonly accepted interpretation of regulations and best practice. We do this by providing support and information on a wide range of community transport related topics such as permits and licensing regulations and by signposting to other agencies. The Advice Service does not exist to provide legal advice on any topics. If you are still unsure you will need to seek [legal advice](#).

**For more information, contact**  
[advice@ctauk.org](mailto:advice@ctauk.org) | 0345 130 6195 | [www.ctauk.org](http://www.ctauk.org)

#### **Disclaimer:**

The Community Transport Association has made every effort to ensure the accuracy of the information contained in this leaflet, but it should be noted that this is only a guide, and should be treated as such.