

APPENDIX G**DRIVER KNOWLEDGE TESTS****1. Introduction**

- 1.1** In order to maintain the high standards, the Council expects of its licensed drivers operating within the Borough, all new applicants who are applying for a Swale Borough Council drivers licence are required to pass a Knowledge Test.
- 1.2** Before an individual applies to sit the Knowledge Tests they should be satisfied that they can fulfil all other Council requirements to become a licensed driver.
- 1.3** It is recommended that an individual should not obtain a Disclosure and Barring Service Enhanced Check or a medical until they pass the Knowledge Test. If an applicant completes an Enhanced DBS Check or medical before they have successfully passed the Knowledge Test, they may be required to provide an updated document before their licence is issued, the final decision will be with the Licensing Manager.
- 1.4** Each element of the test must achieve the required pass mark. . If applying for a Private Hire only licence then the applicant will have a reduced pass rate on Section A to C as outlined in the table below.

	Knowledge Test for Dual Applicants – Minimum percentage for each section	Knowledge Test for Private Hire Only Applicants – Minimum percentage for each section
Section A: Shortest journey between two points within a specific area i.e. Faversham, Sittingbourne or Isle of Sheppey	80%	60%
Section B: Shortest journey between two points throughout the whole borough of Swale	80%	60%
Section C : Name of street key landmarks are situated on	80%	60%
Section D: Hackney Carriage and Private Hire Law and Highway Code	80%	80%
Section E: Swale Borough Council Local Policy	80%	80%
Section F: Safeguard of vulnerable adults and children	100%	100%
Section G: Basic arithmetic	80%	80%

- 1.5** Any number of tests may be taken, however priority will be given to new applicants for available places. A waiting list may therefore be applicable.

- 1.6** All questions are held on a data base and selected at random; therefore, no test paper will ever be the same as any other and there are no specimen tests for view or study.
- 1.7** Any person found cheating will be disqualified from the test and another application will not be accepted for a period of two years.
- 1.8** Knowledge Tests will be held on the first Tuesday in each month and the applicant will only be eligible to sit the test following a completed application form and the relevant payment which must be submitted to the Licensing Department 6 working days in advance. If there is high demand for the Knowledge Test, additional tests may be arranged.
- 1.9** The outcome and decision made by the authorised officer regarding a Knowledge Test is final. Appeals can only be made in exceptional circumstances where the results will be considered by the Licensing Manager.
- 1.10** The applicant will not be permitted to use any additional resources when sitting the test.

2. The Knowledge Test

2.1 The test will consist of six sections:

- a) Section A: Questions requiring the shortest route by distance between a pick-up point and destination in the Swale area. (Dual Licence only)
- b) Section B: Questions relating to the locations of prominent buildings, such as schools, churches, hotels, public houses, restaurants and places of interest (Dual Licence only).
- c) Section C: Multiple choice questions relating to applicants' knowledge and understating of the law in respect of hackney carriage and private hire licensing.
- d) Section D: Multiple choice questions relating to applicants' knowledge and of Swale Borough Council's Local Policy.
- e) Section E: Multiple choice questions relating to the Highway Code
- f) Section F: Multiple choice questions relating to applicants' knowledge and understating of safeguarding vulnerable adults and children. A short video or presentation will be made available before completing this section, to demonstrate to applicants what is expected of them.
- g) Section G: Multiple choice questions relating to basic arithmetic when handling customer's money.