

Private Driving Instructor's Test (Group 3)

Guidance Notes for Applicants

All applicants should read and understand the following information before completing the application form.

Qualification

1. Applicant should be the holder of a valid full driving licence to drive vehicle classes 18, 19 and 20 (medium goods vehicle, heavy goods vehicle and articulated vehicle) and has held such driving licence for a period of at least 3 years immediately preceding the date of his/her application; and has not been convicted of any offence under section 36 or 39 of the Road Traffic Ordinance (Cap. 374) during the 5 years immediately preceding his/her application; and is the holder of a Hong Kong Permanent Identity Card, or the holder of a Hong Kong Identity Card (other than a Hong Kong Permanent Identity Card) and is not subject to any condition of stay (other than a limit of stay as defined under section 2(1) of the Immigration Ordinance (Cap. 115)).

How to Complete the Application Form (TD 596)

2. Every part in the application form should be completed. The required documents must be enclosed. The applicant must sign and date the application form. **Incomplete applications, unsigned applications or applications with insufficient required documents will not be processed and these applicants will be notified in writing.**

Documents Required for Application

3. A duly completed application form.
4. A photocopy of the applicant's Hong Kong Identity Card.
5. A photocopy of the applicant's full driving licence.
6. A self-addressed and stamped (\$1.40) envelope.

How to Submit the Application Form

7. By post to:
Driving Services Section
Transport Department
19 Pui Ching Road
Homantin
Kowloon

Or by hand to any of the collection boxes at the following locations:

- Location 1 : Hong Kong Licensing Office
Transport Department
3/F, United Centre, 95 Queensway,
Hong Kong
- Location 2 : Kowloon Licensing Office
Transport Department
2/F, Cheung Sha Wan Government Offices
303 Cheung Sha Wan Road
Kowloon
- Location 3 : Driving Services Section
Transport Department
19 Pui Ching Road
Homantin
Kowloon

Deadline for Application

8. All applications must be submitted before 5:00 p.m. on **7 August 2009**. For those applications submitted by post, the stamped date will be taken as the date of application. Late application will not be processed and late applicants will be notified in writing.
9. Applicants submitting more than one application within the same Group will be disqualified.
10. The Transport Department will contact applicant by using his/her correspondence address available in our Vehicles and Drivers Licensing Integrated Data System. Hence, applicant must ensure that his/her correspondence address with the Transport Department is up-to-date. In case of any change, applicant should update the correspondence address by completing and sending to the Transport Department a Form TD559, which is available at the Licensing Offices of Transport Department and the District Offices and can be downloaded from the Transport Department Homepage (<http://www.td.gov.hk>). Applicant could also update the information through the GovHK Website (<http://www.gov.hk>).

Fees

11. The application form and submission are free.
12. Applicants who are invited to take the test will be required to pay a test fee of \$510. They should pay the fee in person at the Transport Department's Hong Kong Licensing Office (3/F, United Centre, 95 Queensway, Hong Kong) or Kowloon Licensing Office (2/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon) and obtain the appointment letter for the test. The fee paid will not be refunded no matter the candidates pass or fail in any parts of the test or fail to show up as scheduled for any parts of the test or withdraw before/during any parts of the test.
13. Fee for the issue of private driving instructor's licence is \$760.
14. The above fees are prescribed in the Second Schedule to the Road Traffic (Driving Licences) Regulations.

Balloting

15. If the number of applications exceeds the total number of 58 Group 3 private driving instructors' licences to be issued, the Transport Department will hold a ballot to determine the applicant's order of taking the test.
16. The Transport Department will inform applicants of their balloted order numbers in writing in September 2009.
17. The balloted results will also be available for checking at the Transport Department Homepage (<http://www.td.gov.hk>) or the office of Driving Services Section of Transport Department given in paragraph 7 above.
18. Applicants who meet the qualification stipulated in paragraph 1 above will be invited to take the test according to their balloted order numbers until the number of Group 3 private driving instructors' licences to be issued in this exercise are completely filled.

Test Details

19. The test is divided into two parts: the written test and the road test.

20. Only applicants who pass the written test will be invited to the road test.
21. Only applicants who pass both parts of the test are qualified for a Group 3 private driving instructor's licence.
22. No test result can be carried forward to and be counted in the next exercise.

Written Test

23. Invitation will be made by post to eligible applicants according to their balloted order numbers.
24. The above invitation letter to the eligible applicants will state the venue and the time of the written test.
25. Candidates are required, in 30 minutes, to answer 110 multiple-choice questions on Road Users' Code, Road Traffic Ordinance (Cap. 374) and its subsidiary legislations, Guides to Articulated Vehicle and Medium/Heavy Goods Vehicle Driving Test issued by the Transport Department, safety questions on articulated vehicle and medium/heavy goods vehicle and knowledge on vehicle mechanics.
26. Candidates who score 105 questions or above will pass the test. The Transport Department will inform the candidates of their results by post.
27. Candidates who do not show up as scheduled will be disqualified and the test fee paid will be forfeited.
28. Candidates may apply in person, at least 3 working days before the scheduled test date, at the office of the Driving Services Section at 19 Pui Ching Road Homantin Kowloon for postponement of the written test. Only one postponement will be allowed. For candidates whose dates of written tests are postponed, their respective road test dates will also be deferred accordingly.
29. Each candidate only has one attempt for the test.

Road Test

30. Candidates who have passed the written test or who have been exempted from taking the written test will be invited to take the road test by post.

31. The road test will be conducted at Sha Tin Driving Test Centre (Yuen On Street). In case of change of test venue, notice will be given to the candidates concerned.
32. Candidates who are invited to take the road test must provide, at their own expense, a manual-gear articulated vehicle with a handbrake readily accessible to the Driving Examiner and with valid insurance coverage for conducting the driving test.
33. Requirements of test vehicle:
 - i) Tractive unit : a medium goods vehicle specially designed for towing trailer
 - ii) Dimension of Trailer : length not less than 12.00 metres
width not less than 2.40 metres
34. Candidates who fail to attend the road test as scheduled or fail to bring with them the test vehicles in accordance with the requirements stipulated in paragraphs 32 and 33 above will be disqualified. The test fee paid will be forfeited.
35. Candidates are required to read at a distance of 23 meters in good daylight (with the aid of spectacles or other corrective lenses, if worn) a vehicle registration mark. Candidate who fails the vision test will not be permitted to sit for the road test. His/Her eligibility for road test will be disqualified.
36. Candidates' skills in driving a vehicle on public roads as well as the ability of giving clear and concise instructions while driving will be tested.
37. Candidates will also be tested on 'L' and 'S' shaped parking, 3-point turn, "stop and start" on slope, "de-coupling and re-coupling" of an articulated vehicle, "gear change exercise", etc. Questions on safe application of braking system will also be asked.
38. Candidates who do not commit any "Serious Mistake" or accrue less than seven "Minor Mistakes" will pass the road test.
39. The test will last for about 60 minutes.

40. Candidates may apply in person, at least 3 working days before the scheduled test date, at the office of the Driving Services Section at 19 Pui Ching Road Homantin Kowloon for postponement of the road test. Only one postponement will be allowed.
41. Each candidate only has one attempt for the test.

Exemption from Test

42. Applicants who are invited to take the test may be granted full or partial exemption from the test if they fulfill the following criteria:
- i) Full exemption:
 - Holder of a valid Restricted Driving Instructor's Licence (Group 3).
 - ii) Partial exemption from written test only:
 - Person who had once held a Restricted Driving Instructor's Licence (Group 3)

How to Apply for the Exemption from the Test

43. Applicants meeting the above criteria may apply for the exemption in writing together with photocopy of the supporting document to the following address within 7 calendar days after they have received the invitation to the written test:

Driving Services Section
Transport Department
19 Pui Ching Road
Homantin
Kowloon

Enquiries

44. For enquiries, please call 2804 2600.