

Private Driving Instructor's Test (Group 2)

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 4, 5, 9 and 10 (private light bus, public light bus, private bus and public bus) 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, 36A, 39, 39A, 39B, 39C, 39J, 39K, 39L, 39O (1) or 39S 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 594)

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 (to be pasted on the designated space on the application form).

How to Submit the Application Form

5. By post to the following address or by hand to the collection box at the following location during office hours (9:00 a.m. – 5:00 p.m., Mondays to Fridays, excluding public holidays):

**Driving Services Section
Transport Department
19 Pui Ching Road
Homantin
Kowloon**

Deadline for Application

6. All applications must be submitted during the period **17 October 2014 to 31 October 2014**, both days inclusive. (Deadline for application by hand to the collection box is 5:00 p.m. on **31 October 2014**. Applications submitted before or after the application period will not be accepted. For applications submitted by post, the stamped date will be taken as the date of application. Applications with stamped date before or after the application period will not be accepted. Applicants concerned will be notified in writing.)
7. Applicants submitting more than one application within the same Group will be disqualified. If an applicant has submitted an application for Group 2 private driving instructor's test in 2009 and has received the balloting result letter issued by the Transport Department with the application number printed thereon, his/her application in 2009 will not be further processed upon receipt of a new application for this exercise, and the application will be processed under the new conditions for this exercise.
8. An acknowledgement letter will be issued to the applicant after receipt of the application. The Transport Department will contact the applicant by using his/her correspondence address available in the 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 a Form TD 559 to the Transport Department, 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

9. The application form and submission of the form are free.
10. Applicants who are invited to take the test will be required to pay a test fee of \$510 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 by a specified date to be notified in writing. 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.

11. Fee for the issue of private driving instructor's licence is \$760.
12. The above fees are prescribed in the Second Schedule to the Road Traffic (Driving Licences) Regulations (Cap. 374B).

Balloting

13. If the number of applications exceeds the total number of **32** Group 2 private driving instructors' licences proposed to be issued, the Transport Department will hold a ballot to determine the applicants' order of taking the test. The scheduled date and details of the ballot will be announced later.
14. The Transport Department will inform applicants of their balloted order numbers in writing. The balloted results will also be available at the Transport Department Homepage (<http://www.td.gov.hk>) or the office of Driving Services Section of Transport Department given in paragraph 5 above.
15. Please note that receipt of the balloted order numbers allotted should not be deemed as meaning that an applicant has fulfilled all the qualification requirements of the application.
16. Applicants who meet the qualifications stipulated in paragraph 1 above will be invited to take the test according to their balloted order numbers until the number of Group 2 private driving instructor's licences proposed to be issued in this exercise is completely filled, and the applications of those applicants who have not been invited for the tests will also be voided. For applicants who fail to meet the qualifications stipulated in paragraph 1 above, the Transport Department will notify them in writing when their applications are dealt with according to the ballot order.

Test Details

17. The test is divided into two parts: the written test and the road test.
18. Only applicants who pass the written test will be invited to the road test.

19. Only applicants who pass both parts of the test are qualified for a Group 2 private driving instructor's licence.
20. No test result can be carried forward to and be counted in subsequent exercise(s).
21. Candidates may apply in person, at least 7 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 or road test. Applications for postponement submitted less than 7 working days before the scheduled test date will not be accepted. Only **one** postponement application will be allowed in respect of each of the written test and the road test (i.e. once for written test and once for road test), and the new appointment will be determined by Transport Department.
22. Candidates who do not show up at the tests as scheduled will be disqualified and the test fee paid will be forfeited.
23. In the event of absence on medical grounds or due to other special circumstances, an applicant should submit in person, within 14 days from the scheduled test date to the office of the Driving Services Section at 19 Pui Ching Road, Homantin, Kowloon, an original medical sick leave certificate/medical certificate covering the test date and the test session signed by a medical practitioner or Chinese medical practitioner registered in Hong Kong, or relevant supporting document(s), for Transport Department's consideration of rearranging test appointment. Applicants who fail to provide supporting document(s) or cannot submit the document(s) within the designated period will be disqualified and the test fee paid will be forfeited. In addition, irrespective of the reason (inclusive of absence on medical grounds and postponement application mentioned in paragraph 21 above), only **one** rearrangement application will be allowed in respect of each of the written test and road test, and the new test date will be determined by the Transport Department.
24. Subject to there being available quota for the Group 2 private driving instructor's licences to be issued, the Commissioner for Transport may approve, on a case by case basis, further test postponement/rearrangement for applicants in the event of absence on medical grounds or due to other special circumstances that warrant exceptional consideration. For these further approved case(s), the new test date

will be determined by the Transport Department. In any event, no quotas will be reserved for such applications and if the number of Group 2 private driving instructor's licences proposed to be issued in this exercise is completely filled in the interim, no test will be arranged and re-scheduled tests will be cancelled for such applications.

Written Test

25. Transport Department will invite eligible applicants by post to attend the written test according to their balloted order numbers.
26. The above invitation letter to the eligible applicants will state the venue, date and time of the written test.
27. 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, Guide to Private/Public Light Bus and Private/Public Bus Driving Test issued by the Transport Department, bus safety and knowledge on vehicle mechanics.
28. Candidates who score 105 questions or above will pass the written test. The Transport Department will inform the candidates of their results by post.
29. Each candidate only has one attempt for the written test.

Road Test

30. Transport Department will invite candidates who have passed the written test or who have been exempted from taking the written test by post to take the road test.
31. The above invitation letter to the candidates concerned will state the venue, date and time of the road test.
32. Candidates who are invited to take the road test must provide, at their own expense, a manual-gear bus with a handbrake readily accessible to the Driving Examiner and with valid insurance coverage for conducting the road test.

33. Requirements of test vehicle:
- i) Seats : at least 36 seats (excluding driver seat)
 - ii) Dimension : length not less than 7.10 metres
width not less than 2.35 metres
wheel base not less than 3.70 metres
(wheel base refers to the distance between the centre points of the first front axle and the last rear axle)
 - iii) Fitted with air braking system
 - iv) Single and walk-through compartment between driver and passengers
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 glasses or other corrective lenses, if worn) a motor vehicle registration mark. Candidates who fail the vision test will not be permitted to sit for the road test. His/Her eligibility for road test will be disqualified and the test fee paid will be forfeited.
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 and "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 road test will last for about 60 minutes.
40. Each candidate only has one attempt for the road test.

Exemption from Test

41. 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 2).
- ii) Partial exemption from written test only:
 - Person who had once held a Restricted Driving Instructor's Licence of Group 2; or
 - Person who had once held a Private Driving Instructor's Licence of Group 2.

How to Apply for the Exemption from the Test

42. 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

43. Applicants will be informed of the result of the exemption application in writing upon receipt of the application (normally within 10 working days).

Enquiries

44. For enquiries, please call 2804 2600.