

**Group 2 (Light Bus and Bus)
Private Driving Instructor's Test
(Driving Instructor Quota)**

Guidance Notes for Applicants

**All applicants should read the following information carefully
before completing the application form.**

Qualification

1. Applicant should meet the qualification requirements below:
 - i. is the holder of a valid full driving licence to drive public/private light bus (Vehicle Classification Code 4 and 5) and public/private bus (Vehicle Classification Code 9 and 10) and has held these driving licences for a period of **at least 3 years** immediately before the date of application; and
 - ii. is the holder of a valid full driving licence to drive private car and light goods vehicle (Vehicle Classification Code 1 and 2) and has held these driving licences for a period of **at least 6 years** immediately before the date of application; and
 - iii. is the holder of a valid Group 1 and/or Group 3 private driving instructor's licence; and/or is the holder of a valid Group 1, 2 and/or 3 restricted driving instructor's licence for giving driving instruction on behalf of a designated driving school or franchised bus company; and/or has previously held a Group 1, 2 and/or 3 restricted driving instructor's licence for giving driving instruction on behalf of a designated driving school or franchised bus company **within 3 years immediately before the date of application**; and
 - iv. has not been convicted of any offence under section 36, 36A, 37, 39, 39A, 39B, 39C, 39J, 39K, 39L, 39O(1) or 39S of the Road Traffic Ordinance (Cap. 374) **during the 5 years immediately before the date of application**; and
 - v. has not been convicted of an offence under section 38 of the Road Traffic Ordinance (Cap. 374) **during the 2 years immediately before the date of application**; and
 - vi. 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)).

If an applicant fails to meet the qualification requirements in this paragraph, his/her application will not be processed.

2. Applicant must continue to meet the qualification requirements as stipulated below throughout the whole application process (from the date of application to the taking and passing of the driving test (including the written test and road test), complete the Driving Instructor's Induction Course and prior to obtaining the Group 2 private driving instructor's licence):
 - i. is the holder of a valid full driving licence to drive private car, light goods vehicle, public light bus, private light bus, public bus and private bus (Vehicle Classification Code 1, 2, 4, 5, 9 and 10); and
 - ii. is the holder of a valid Group 1 and/or Group 3 private driving instructor's licence (for applicants holding a valid Group 1 and/or Group 3 private driving instructor's licence only); and
 - iii. has not been convicted of any offence under section 36, 36A, 37, 38, 39, 39A, 39B, 39C, 39J, 39K, 39L, 39O(1) or 39S of the Road Traffic Ordinance (Cap. 374); and
 - iv. 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)).

If subsequent check reveals that the applicant no longer meets the relevant qualification requirements, the application will be rejected and any test appointments made or tests taken shall be cancelled. No refund of test fees shall be given.

How to Submit the Application Form

3. Applicants can submit an [online application form](#) through the designated online platform using an "iAM Smart+" account with digital signing function or a valid digital certificate. Please call 2804 2600 for inquiries if applicants encounter any difficulties when submitting online applications or require any assistance. Please visit the websites below for more information about "iAM Smart+" and digital certificate:
 - i. <https://www.iamsmart.gov.hk/en/>
 - ii. <https://www.gov.hk/en/residents/communication/infosec/cybersecurity/digitalcert.htm>

How to Complete the Application Form (TD 594A)

4. All fields marked with (*) on the application form must be completed. **Incomplete applications will not be processed and the Transport Department will not notify the applicant further.**

5. There are quota for the public (known as “Public Quota”) and quota for specified person (known as “Driving Instructor Quota”) for each group of private driving instructor (Note). An applicant **can only submit one application for the same group. Applicants should read carefully the qualification requirements for Public Quota and Driving Instructor Quota, and submit the respective application form according to their own circumstance.**

Note: Only "specified persons" as defined in section 21A of the Road Traffic (Driving Licenses) Regulations (Chapter 374B) can choose to apply for the "Driving Instructor Quota". "Specified persons" are serving private driving instructors as well as serving restricted driving instructors/ex-restricted driving instructors of designated driving schools/franchised bus companies (ex-restricted driving instructor refers to a person who once held a restricted driving instructor's licence in respect of Group 1, 2 or 3 within three years immediately preceding the application date for the new licence). Please refer to the Regulations for detail.

Documents Required for Application

6. A photocopy of the applicant's identity document (e.g. HKID card or Passport).

Deadline for Application

7. All applications must be submitted during the period from **09:00 am on 11 May 2026 to 5:00 pm on 29 May 2026.**

8. Upon receipt of the application, the Transport Department will send a SMS to the applicant informing him/her of the application number.

9. Applicants who submit their application via designated online platform and wish to receive an auto-generated submission acknowledgement email, must provide an email address when filling in the online application form. After submitting the online application, applicants may download the “Submitted Form Record” file (in PDF format) (including the transaction reference number and the filled information) for future reference. The Transport Department will not provide the printed

copies of the “Submitted Form Record”.

Fees

10. Submission of the application form is free of charge.
11. Applicants who are invited to take the test will be required to pay a test fee of HK\$510 by the method and before the date specified in the invitation letter, and obtain the appointment letter for the test. The fee paid will not be refunded whether the applicants pass or fail in any parts of the test, or fail to show up as scheduled for any parts of the test, or withdraw the application before/during any parts of the test.
12. The fee for the issue of private driving instructor’s licence is HK\$760.
13. The above fees are prescribed in the Second Schedule to the Road Traffic (Driving Licences) Regulations (Cap. 374B).

Balloting

14. If the number of applications exceeds the total number of 13 Group 2 private driving instructors’ licences (Driving Instructor Quota) 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.
15. Balloting for Public Quota and Driving Instructor Quota will be conducted separately.
16. The Transport Department will inform applicants of their balloted order numbers by SMS. The ballot results will also be available at the Transport Department Homepage (<https://www.td.gov.hk>). Applicant can also check the ballot results by calling 2804 2600.
17. 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.
18. Applicants who meet the qualifications stipulated in paragraphs 1 and 2 above will be invited to take the test according to their balloted order numbers. 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 Form TD 559 to the Transport Department, which is available at the Licensing Offices of the Transport Department and the District Offices, and can be downloaded from the Transport Department Homepage (<https://www.td.gov.hk>). Applicant can also update the information through the GovHK Website (<https://www.gov.hk>).

19. The applications of those applicants who have not been invited for the tests will be rejected once the number of Group 2 private driving instructor's licences (Driving Instructor Quota) proposed to be issued in this exercise is completely filled. For applicants who fail to meet the qualifications stipulated in paragraphs 1 and 2 above when their applications are being dealt with according to the ballot order, the Transport Department will notify them in writing that they failed to meet the qualification requirements and their applications will be rejected.

Test Details

20. The test is divided into two parts: the written test and the road test.
21. Only applicants who pass the written test will be invited to the road test.
22. Subject to any exemption granted, only applicants who pass both parts of the test and complete the Driving Instructor's Induction Course are qualified for a Group 2 private driving instructor's licence (see paragraphs 46-48 below).
23. No test result can be carried forward to and be counted in subsequent exercise(s).
24. Applicants who are invited to attend written/road test may apply in person, at least 7 working days before the scheduled test date, for postponement of the written test or road test at the office of the Driving Services Section at 19 Pui Ching Road, Homantin, Kowloon. Applications for postponement submitted less than 7 working days before the scheduled test date will not be accepted. Only at most **one** postponement application will be allowed in respect of the written test and the road test respectively (i.e. once for written test and once for road test), and the new test date will be determined by the Transport Department.

25. Subject to paragraph 26 below, applicants who are invited to attend written/road test but do not show up at the tests as scheduled, their applications will be rejected and the test fee paid will not be refunded.
26. In the event of absence at a test on medical grounds or due to other special circumstances, an applicant should submit in person, within 7 days from the scheduled test date, 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 other supporting document(s), to the office of the Driving Services Section at 19 Pui Ching Road, Homantin, Kowloon for the Transport Department's consideration. If accepted, the Transport Department will rearrange a new test appointment. If an applicant fails to provide the medical certificate/supporting document(s) or fails to submit the document(s) within the specified period, his/her application will be rejected and the test fee paid will not be refunded. In addition, irrespective of the reason (inclusive of absence on medical grounds and postponement application mentioned in paragraph 24 above), only at most **one** rearrangement application will be allowed in respect of the written test and road test respectively, and the new test date will be determined by the Transport Department.

Written Test

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

Road Test

32. The Transport Department will invite applicants who have passed the written test or who have been exempted from taking the written test by post to take the road test.
33. The above invitation letter to the applicants concerned will state the venue, date and time of the road test.
34. All applicants who are invited to take the road test must provide, at their own expense, a bus in good mechanical order and fit for driving on roads. Vehicles that do not meet the following specific requirements will NOT be accepted for the purpose of driving test.
- i. It should be vehicle licensed as a bus.
 - ii. Seats : 36 seats at least(excluding driver).
 - iii. Dimensions : Length – not less than 7.10 metres
Width – not less than 2.35 metres
Wheel Span – not less than 3.70 metres (Note)
 - iv. The seating capacity should be not less than 4-seater (excluding driver)

(Note): Wheel Span—Distance between the centre points of the front axle and the rear axle.

35. General Requirements

- (A) The test vehicle must be in good mechanical order with a braking system readily accessible to the Driving Examiner.
- (B) The test vehicle must be insured to cover third party risks (including driving test purpose).
- (C) The test vehicle must have a valid vehicle licence which must display it on the left of the windscreen of the vehicle.
- (D) The test vehicle must be equipped with both the nearside and offside mirrors.
- (E) The test vehicle must be fitted with a gearbox capable of performing at least four forward and one reversing speeds.
- (F) The structure of the seats of the test vehicle must comply with the regulations as laid down in the Road Traffic (Construction and Maintenance of Vehicles) Regulations(Cap. 374A).

- * (G) The test vehicle presented for bus driving test must be fitted with air braking system.
- * (H) The test vehicle must contain only one single compartment both for driver and passengers.
- (I) The left front side of the driver seat must be equipped with a seat for Driving Examiner.
- * Only applicable to those vehicles registered on or after 1.1.2016.

If the test vehicle has any driver assistance systems, such as blind spot assist/warning system, that are not approved by the Transport Department for use during the driving test, or if it is equipped with any equipment that interferes with the test or affects the test assessment, the vehicle will NOT be allowed for the driving test.

If the test vehicle fails to meet the above vehicle specifications, the candidate will be immediately disqualified from the test, and the test fee paid will not be refunded.

36. If an applicant fails to attend the road test as scheduled or fails to bring with his/her a test vehicle which complies with the requirements stipulated from paragraphs 34 and 35 above and/or fails to produce the original or printed copy of the valid third party risks insurance coverage and the printed copy of Vehicle Licensing Notice in respect of the test vehicle, his/her application will be rejected. The test fee paid will not be refunded.
37. Applicants are required to read at a distance of 23 metres in good daylight (with the aid of spectacles or other corrective lenses, if worn) a motor vehicle registration mark. If a candidate needs to wear spectacles or other corrective lenses to read the vehicle registration number at a distance of 23 metres, he/she must wear the spectacles or other corrective lenses throughout the entire driving test. Applicants who fail the vision test will not be permitted to sit for the road test. He/She will be disqualified from taking the road test and the test fee paid will not be refunded.
38. Applicants' skills in driving a vehicle on public roads as well as the techniques of giving proper driving instructions for learner drivers while driving will be tested. Applicant also need to observe any rule or follow any advice in the Road Users' Code.

39. “L” and “S” shaped parking, “3-point turn”, “stop and start” on slope and “gear change exercise”, etc. are included in the road test. Candidates are required to answer questions on safe driving of bus will also be asked.
40. In general, Driving Examiners would conduct the test within the area designed by the Driving Services Section of the Transport Department. However, in response to the actual traffic condition (such as road works, traffic congestion, etc.) during the course of the test, the examiner may change or adjust the routes to complete the test.
41. Should a candidate perform any dangerous act which may endanger other road users during the course of the test, or prove himself/herself to be in a state of inadequate control over the vehicle, the test may be terminated by the Driving Examiner. In case of an emergency, which may endanger other road users or lead to traffic accidents, the Driving Examiner may exercise his discretion to stop the test vehicle.
42. The mistakes committed by candidates will be divided into minor and serious ones and recorded on the electronic test form by shaded box against the appropriate item:

Minor Mistakes

Minor mistakes refer to those driving faults committed by candidates that would not endanger other road users or even cause inconvenience to them.

Serious Mistakes

Serious mistakes are those which would cause imminent or direct danger, violate the laws, as well as a candidate’s driving technique or basic control not being up to the satisfaction of the Driving Examiner. The driving test system being strict and fair, if a candidate commits one or more serious mistakes in a driving test, he/she will be considered to have failed in the test.

If a candidate commits minor mistakes against a certain item for three times or more, these mistakes will accumulate to form a serious mistake and he/she will be considered to have failed in the test.

43. Applicants who do not commit any “Serious Mistake” and accrue less than seven

“Minor Mistakes” will pass the road test.

44. The road test will last for about 60 minutes.

Exemption from Test

45. Applicants who are invited to take the test may be granted full or partial exemption from the test if they fulfill the following criteria (Note: Applicants must continue to meet the qualification requirements as stipulated below throughout the whole application process (i.e. from the date of application to obtaining the Group 2 private driving instructor’s licence):

- i. Full exemption:
 - Holder of a valid restricted driving instructor’s licence of Group 2¹
- 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

46. Applicants meeting the above criteria may apply for the exemption in writing by sending the application together with photocopy of the supporting document by post 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

¹ If the applicant is a Group 2 restricted driving instructor employed by a franchised bus company, he/she must produce relevant documents proving that he/she used a manual transmission vehicle for the restricted driving instructor's test. If he/she fails to produce the relevant documents, he/she may only apply for partial exemption from written test only.

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

Driving Instructor's Induction Course

48. Applicants who pass or are exempted from the road test will be required to attend and complete a driving instructor's induction course (including passing the assessment in the course) before applying for the private driving instructor's licence. The Transport Department will inform the eligible applicants of the arrangement of the driving instructor's induction course.

Enquiries

49. For enquiries, please call 2804 2600.