



Horsham  
District  
Council

# Private Hire - Hackney Carriage Assessment

All you need to know about HDC Taxi / Private Hire Driving Assessment



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# Introduction



All drivers must take responsibility for developing the correct attitude and approach towards safe and considerate driving. This, combined with a sound knowledge of defensive driving will make our roads safer; a safer environment for all road users.

As a professional driver you have a special responsibility to ensure that your passengers have a safe, comfortable and enjoyable journey. You may have years of driving experience and will be able to demonstrate a good standard of driving on the taxi assessment.

There are millions of journeys made every year by Hackney Carriage and Private Hire Vehicles. Consider taking on board good sound advice. This will result in these journeys being completed in safety and in comfort by your passengers. This will ensure a service delivered by professional taxi drivers who take pride in their driving and the service they give to their customers.

## **Your Hackney Carriage/Private Hire Assessment**

Before you are issued with a Hackney Carriage or Private Hire Driver's Licence you must pass an assessment. It is recommended that you familiarise yourself with the contents of the assessment; these are set out on the following pages. We strongly recommend that you take professional instruction prior to taking the assessment.

# Preparing for your Assessment

As a professional driver you have a special responsibility to set an example to other road users by driving with courtesy and consideration.

The official range of books from DSA provide expert advice on best driving practices to ensure that you and your passengers have a safe, comfortable and enjoyable journey.

## The Official Highway Code

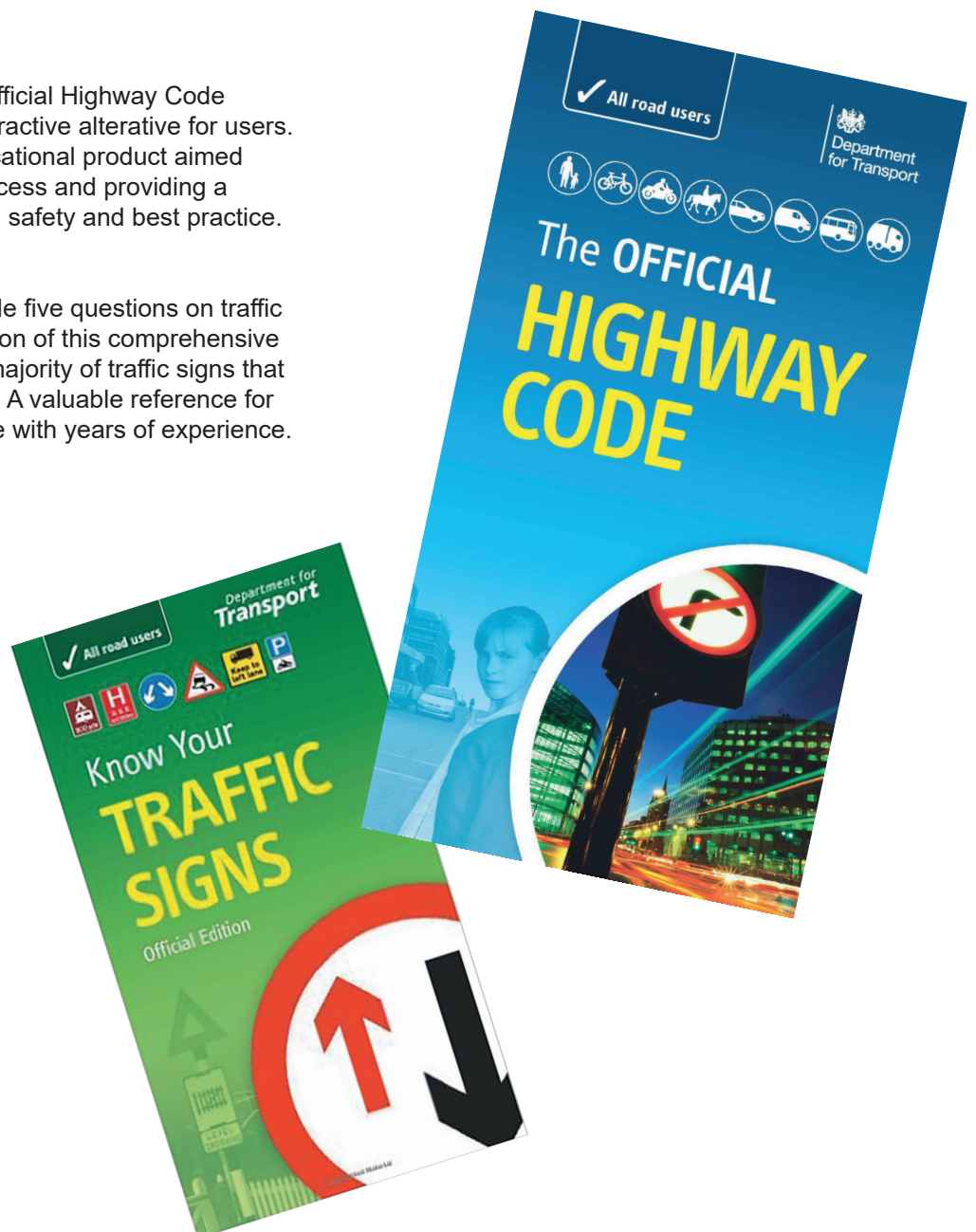
Essential reading for all road-users in England, Scotland and Wales. This updated edition of the only Official Highway Code contains the very latest rules of the road. Many of these rules are legal requirements and must be adhered to in order to avoid penalty - fines, penalty points, disqualification or even prison. The Official Highway Code reflects the most up-to-date legislation that road-users must adhere to, advice on road safety and best practice.

## Interactive CD-ROM

The CD-ROM version of The Official Highway Code provides an innovative and interactive alternative for users. It is an engaging, fun, and educational product aimed at accelerating the learning process and providing a thorough understanding of road safety and best practice.

## Know Your Traffic Signs

Your taxi assessment will include five questions on traffic signs, so pick up the latest edition of this comprehensive guide which explains the vast majority of traffic signs that any driver is likely to encounter. A valuable reference for professional drivers, even those with years of experience.





# Booking your Assessment Test



## Hackney Carriage / Private Hire Assessment Test

**Payment is £90 for assessment test which must be paid by e-payments via online form. Payment on day not accepted.**

[Click here to access booking form](#)

[Email Driver Training](#) to arrange test once payment has been made.

**You will need to supply a driving licence check code before the test can be undertaken which can be obtained from the GOV.UK website:**

[www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence)

**On the day of the test you will need to supply vehicle insurance, Photo ID and check code. Without all of this, the test will NOT take place and any fees will NOT be refunded.**

# Taxi / Private Hire Assessment Fees

## **Hackney Saloon / Private Hire Saloon**

Highway Code / Traffic Signs / Cabology Questions.

**£90.00**

## **Hackney Wheelchair enhanced**

Wheelchair Accessible Vehicles Highway Code /  
Traffic Signs / Cabology Questions.

**£95.00**

## **Wheelchair Exercise**

**£26.00**

**Note: Assessment fees are correct at time of publication but  
please check at time of booking.**



# At the Driving Test Centre

**You must bring the following items to your assessment:**

- an appropriately insured and taxed / licensed vehicle suitable for the assessment
- a UK/NI photo card licence and driving licence check code must be presented

**OR**

- a full British old style paper licence and current passport

**If you do not bring your documents, your assessment may not be conducted and you will lose your fee.**

**REMEMBER  
NO LICENCE - NO PHOTO**

**NO ASSESSMENT  
YOU WILL LOSE YOUR FEE!**

## Driving Test Centre:

**Horsham District Council  
Hop Oast Depot  
Worthing Road  
Horsham  
RH13 0AR**

# Important Information about your Assessment



**To pass you are permitted to accumulate up to 9 driving faults. If you accumulate 10 or more driving faults you will fail.** Any serious or dangerous fault will be immediately recorded as a failure but the assessment will still continue, finally returning to the driving test centre. The taxi assessment is reflective of modern driving practices and the standard is set at a level suitable for full driving licence holders. It is important that you do not adjust your driving to what you may feel the examiner would expect to see, do not drive in an unnatural manner.

- You may be asked to complete an emergency stop, i.e demonstrate that you can stop the vehicle as in an emergency, promptly and under control (avoid skidding).
- You will be asked to carry out two manoeuvres one of which will be your own choice, e.g reverse around a corner. In both cases you will be expected to demonstrate your ability to manoeuvre your vehicle under control and with good all-round effective observations, giving consideration to other road users and pedestrians.
- You will be asked on a number of occasions to pull up on the left at a safe and convenient place, as if a fare is either going to get in or out of your vehicle. Avoid parking next to lampposts and trees - this could be potentially hazardous for your passenger.
- Whenever you have been stationary at the side of the road, remember your important safety check - check your blind spot (look over your right shoulder) before pulling away.
- You need to use all your mirrors effectively (interior and exterior) and at the appropriate times. You should demonstrate that you are aware of what is happening around your vehicle at all times.
- You need to signal correctly and in good time to let other road users know your intention - other road users need to see and understand what you plan to do.
- You will be expected to understand and comply with traffic signs and road markings, as they are there to help you anticipate and plan your journey. You will also need to see and react to signals given by the police, traffic wardens etc. and signals given by other road users.
- You must be able to demonstrate your ability to make progress when the speed signs and the road and traffic conditions dictate it is safe to do so. Equally it is important to demonstrate that you recognise and comply when in lower speed limit areas.
- You need to watch your separation distance from the vehicle in front and also your separation distance from parked cars.
- You need to use sound judgement and planning when overtaking, meeting oncoming vehicles and when turning right in front of oncoming traffic. At no time be in a situation where you cause another vehicle to brake or swerve to avoid you.
- You should demonstrate that you are aware of other road users at all times; plan ahead, predict how the actions of others will affect your driving and react in good time. Be aware of vulnerable road users such as pedestrians, cyclists, motorcyclists etc. and act in good time, rather than at the last moment.
- You will be asked a few questions on the Highway Code, some general cabology questions and asked to identify a few traffic signs. This may include such questions as the length, width or height, tyre pressures, what to do if you found an item of lost property in your cab.

**It is important that you read The Highway Code and be familiar with your vehicle. It is strongly advisable to consider taking professional instruction prior to taking the assessment.**



### Wheelchair Accessible Vehicles

**You should demonstrate your ability to:**

- Securely erect the wheelchair ramps (whatever style of ramp is fitted to your vehicle.)
- Safely install the wheelchair in your vehicle, backing the chair to the fold down seats, then securing both wheelchair brakes.
- Secure seat belts/safety harness and also secure wheel belts/clamps if fitted to your vehicle.
- Satisfy yourself that the wheelchair is secure, as if to start a journey. Then reverse the entire procedure.

It is important that you can demonstrate all the principles of safety and security - if seat belts, wheel belts or wheel clamps etc. are fitted then they should be in good working order and applied, whatever style wheelchair accessible vehicle you bring on assessment.





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### Fill the bag

With non-hazardous waste and place on your boundary for collection

2

3

### Collecting the bag

Go online and book for us to collect your bag\*



There are three bag sizes available for DIY, commercial and larger waste projects.

**Visit:** [www.horsham.gov.uk/bulkybag](http://www.horsham.gov.uk/bulkybag)

\* You have a duty of care to dispose of your waste responsibly. Please note electrical items, hazardous waste, liquids and Asbestos cannot be accepted within the bulky bag. Please refer to our terms and conditions for further information.



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# Assessment Explained

## 1a Eyesight test

At the start of the assessment the examiner asked you to read a vehicle registration number. If you need glasses or contact lenses, you must wear them whenever you drive. If you had problems with the eyesight test, perhaps you should consider consulting an optician.

## 1b Highway Code Safety

You will be asked questions on The Highway Code, traffic signs and 'Cabology' (General questions relating to taxis and taxi driving).

## 2 Controlled stop

You will need to be able to display a high level of skill in bringing your vehicle to a stop, safely, promptly and under full control, avoiding locking the wheels. Remember that in wet weather it can take twice as long to stop safely.

## 3, 4 and 5 Reverse exercises

You will need to display the ability to control the vehicle safely whilst reversing to the left, right, when parking on the road or into a parking bay.

You must take good effective all-round observation throughout the manoeuvre and show consideration to other road users.

## 6 Turn in the road

You will need to display the low speed control and observation skills necessary to carry out this exercise safely with due regard for other road users and pedestrians.

## 7 Vehicle Checks

Not applicable

## 8 Taxi manoeuvre

You must be able to display the ability to turn your car around by whatever means available, making sure you take effective, all-round observation, showing consideration to other road users and pedestrians. You should control your vehicle smoothly, making proper use of the clutch, accelerator, brakes and steering. You should not use a driveway or allow your vehicle to mount the pavement as this could damage your vehicle.

## 9 Taxi wheelchair

You should be able to securely erect wheelchair ramps, safely install the wheelchair and an imaginary wheelchair occupant into your vehicle, ensuring the wheelchair and its occupant are secured in readiness for the journey, then reverse the entire process.

## 10 Vehicle and trailer combinations

Not applicable

## 11 Precautions

Before you start the engine make sure that you are comfortably seated and all controls can be safely operated.

## 12 Control

This section covers, where appropriate, the safe and controlled use of accelerator, clutch, gears, foot brake, parking brake and steering.

Always try and use the vehicle controls as smoothly as possible. This means less wear and tear on your vehicle and a smoother ride for your passengers. Make proper use of your accelerator and clutch to make a smooth start. Always depress the clutch just before you stop. Select the correct gear to match the road and traffic conditions. Change gear in good time but not too soon before a hazard. Do not allow the vehicle to coast by running on in neutral or with the clutch depressed.

There should be no need to look down at the gear lever when changing gear. Use the foot brake smoothly and progressively. Brake in plenty of time for any hazard. Make full use of the parking brake whenever it would help you to prevent the vehicle rolling backwards or forwards, and if you are parking. Steer the vehicle as smoothly as possible.

Avoid harsh steering, or steering too early or too late as it may cause you to hit the kerb or swing out towards another road user.

## 13 Move off

You will need to demonstrate your ability to move off smoothly and safely on the level, on a gradient and at an angle, taking the correct precautionary observations.

## 14 Use of mirrors - Rear observations

Use all the mirrors fitted to your vehicle safely and effectively. You must always check carefully before signalling, changing direction or changing speed. Use the Mirrors-Signal-Manoeuvre (MSM) routine effectively.

## 15 Signals

You must signal clearly to let others know what you intend to do. You should only use the signals shown in The Highway Code if it would help other road users (including pedestrians).

Always signal in good time and ensure that the signal has been cancelled after the manoeuvre has been completed. Do not beckon to pedestrians to cross the road.

## 16 Clearance to obstructions

Allow plenty of room to pass stationary vehicles, obstructions and be prepared to slow down or stop. A door may open, a child may run out or a vehicle may pull out without warning.



### 17 Response to signs/signals

You should understand and be able to react to all traffic signs and road markings. You must act correctly at traffic lights, and check that the road is clear before proceeding when the green light shows. Obey signals given by police officers, traffic wardens and school crossing patrols. Look out for signals given by other road users, including people in charge of animals, and be ready to act accordingly.

### 18 Use of speed

You should make safe, reasonable progress along the road bearing in mind the road, traffic and weather conditions and the road signs and speed limits. Make sure that you can stop safely, well within the distance you can see to be clear. Do not speed.

### 19 Following distance

Always keep a safe distance between yourself and other vehicles. Remember, on wet or slippery roads it takes much longer to stop. When you stop in traffic queues leave sufficient space to pull out if the vehicle in front has problems.

### 20 Maintain progress

In order to pass your assessment you must show that you can drive at a realistic speed appropriate to the road and traffic conditions. You should approach all hazards at a safe, controlled speed, without being over-cautious or interfering with the progress of other traffic. Always be ready to move away from junctions as soon as it is safe and correct to do so; driving excessively slowly can create dangers for yourself and other drivers.

### 21 Junctions (including roundabouts)

You should be able to judge the correct speed of approach so that you can enter a junction safely and stop if necessary. Position your vehicle correctly. Use the correct lane - if you are turning right, keep as near to the centre of the road as is safe. Avoid cutting the corner when turning right. If turning left, keep over to the left and do not swing out. Watch out for cyclists and motorcyclists coming up on your left and pedestrians who are crossing. You must take effective observation before moving into a junction and make sure it is safe before proceeding.

### 22 Judgements

Only overtake when it is safe to do so. Allow enough room when you are overtaking another vehicle. Cyclists and motorcyclists need as much space as other vehicles; they can wobble or swerve suddenly. Do not cut in too quickly after overtaking. Take care when the width of the road is restricted or when the road narrows. If there is an obstruction on your side or not enough room for two vehicles to pass safely, be prepared to wait and let the approaching vehicles through.

When you turn right across the path of an approaching vehicle, make sure you can do so safely. Other vehicles should not have to stop, slow down or swerve to allow you to complete your turn.

### 23 Positioning

You should position your vehicle sensibly, normally well to the left. Keep clear of parked vehicles and position correctly for the direction that you intend to take. Where lanes are marked, keep to the middle of the lane and avoid straddling lane markings. Do not change lanes unless necessary.

### 24 Pedestrian Crossings

You should be able to recognise the different types of pedestrian crossing and show courtesy and consideration towards pedestrians. At all crossings you should slow down and stop if there is anyone on the crossing. At zebra crossings you should slow down and be prepared to stop if there is anyone waiting to cross. Give way to any pedestrians on a pelican crossing when the amber lights are flashing. You should give way to cyclists as well as pedestrians on a toucan crossing and act correctly at puffin crossings (refer to The Highway Code).

### 25 Position / Normal Stops

Choose a safe, legal and convenient place to stop, close to the edge of the road, where you will not obstruct the road and create a hazard. You should know how and where to stop without causing danger to other road users. See bullet 3 page 95, Learning to Drive.

### 26 Planning

You must be aware of other road users at all times. You should always think and plan ahead so you can judge what other road users are going to do, predict how their actions will affect you and react in good time. Take particular care to consider the actions of the more vulnerable groups of road users such as pedestrians, cyclists, motorcyclists and horse riders. Anticipate road and traffic conditions, and act in good time, rather than reacting to them at the last moment.

### 27 Ancillary Controls

You should understand the function of all the controls and switches, especially those that have a bearing on road safety. These include indicators, lights, windscreen wipers, demisters and heaters. You should be able to find these controls and operate them correctly when necessary, without looking down.

### 28 Eco-safe Driving

Driving skills should demonstrate recognition of the principles of Eco-safe Driving, including appropriate use of the vehicle controls.

# Cabology Questions

**Q. As a licensed driver, what must you wear and display conspicuously with you at all times?**

**Answer:**

The Taxi driver's badge.

**Q. If you found an item of lost property left in your taxicab, what would you do with it?**

**Answer:**

Either hand it into a Police Station or Local licensing Office within 24 hours, depending on local regulations.

**Q. What is the minimum legal requirement of a tyre tread depth?**

**Answer:**

1.6mm.

**Q. If the tyre pressures of the vehicle you are driving are 35psi at the front and 40psi at the rear, what would you consider the correct pressure for the spare to be?**

**Answer:**

40psi, because it would be easier to deflate than inflate a tyre at the roadside.

**Q. As a Private Hire taxi driver, what is your main responsibility?**

**Answer:**

The safety and comfort of your passengers.

**Q. How would you show consideration for passengers alighting from your vehicle?**

**Answer:**

Stop close to the kerb and avoid proximity to obstructions (street furniture, trees etc).

# Approved Driving Instructors

To assist you in preparation for your test a list of driving instructors is below that will assist you if required.

Please contact them directly for prices of training and availability.

**Blueline Driving School**  
**07476 302811**

**Anthony Platts Instructor**  
**01444 453529**  
**07885 096921**

**Taurus School of Motoring**  
**01403 249781**  
**07703 487335**

**Paul Berry Instructor**  
**01403 786185**  
**07880 507666**

**John Mckie**  
**07000 736633**

**Stephen's Driving School**  
**01293 772897**  
**07866 771697**

