



# Training With Hertfordshire County Council for the MINIBUS DRIVING TEST

If you passed your car driving test after 1 January 1997 your category B licence limits you to vehicles with up to 8 seats and 3.5 tonnes Maximum Authorised Mass (or Gross Vehicle Weight).

A Minibus is classed as a Passenger Carrying Vehicle (PCV) with 9-16 passenger seats. To drive a minibus for your employer, you need to pass the PCV test to obtain category D1 entitlement.

Hertfordshire County Council now offers **practical training** in our own training vehicle to prepare you for this driving test. This can be either

- a 3-day course on an individual basis, with your test on a day soon afterwards
- or shared with another candidate over 4 days, with your test soon afterwards

Please follow the steps in the flow diagram on the next page. The notes on the following pages give further guidance on preparing for the Theory tests. When you are ready to arrange your practical training, please contact us.

## Steps to prepare for the Theory and Practical driving tests for Minibuses

The flow diagram below gives an overview of the process, including some costs (correct at the time of writing). If you have any questions, please email [driver-training@hertfordshire.gov.uk](mailto:driver-training@hertfordshire.gov.uk) or call us on 01992 556818.

Contact DVLA to obtain a D2/D4 pack comprising:

- Form D2 Application for a driving licence for a minibus, bus or lorry
- Form D4 Medical Examination Report

Order online at [www.gov.uk/dvlaforms](http://www.gov.uk/dvlaforms) or phone 0300 790 6801

Ask a GP to examine you and complete form D4. (The doctor may charge a fee – there is no fixed amount, could be £50-£100 or even more) See [www.driversmedicals.com](http://www.driversmedicals.com) to find low cost medicals available in your area.

Read the DVLA notes carefully and complete form D2. Tick the box for provisional category D1. Send forms D2 and D4 with your car licence to DVLA (there is no fee for this unless you need to change an old paper licence to a photocard licence).  
**DO NOT START TO DRIVE THE MINIBUS UNTIL YOUR LICENCE IS RETURNED.**

When licence returned, study for and attempt Theory test for Bus and Coach Drivers: Part 1a – multiple choice questions (£26.00) and Part 1b – Hazard Perception (£11.00).  
NOTE: Both parts of the Theory test must be passed before the Practical can be attempted. If you fail either part, you can retake it without taking the one you passed. (Non-commercial drivers are exempt from Part 2 of the Driver CPC.)

Contact HCC Driver Training to book your practical training course, including the Part 3 Practical driving ability test.  
3 days of one-to-one training will cost £800, including the test on a day soon afterwards.  
4 days shared between 2 candidates will cost £600 per person, including the test on a day soon afterwards.  
These charges include the use of our minibus for both the training and the test. (Non-commercial drivers are exempt from Part 4 of the Driver CPC.)

When you have passed the practical test, claim your full Category D1 entitlement by sending your driving licence to DVLA. (No fee)

When you receive your licence back from DVLA you will be licensed to drive minibuses, including for Hire or Reward, throughout the EU. Contact HCC Driver Training Team to obtain a permit to drive HCC vehicles.



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## Preparation for the Theory Test for Bus and Coach Drivers

Before taking the Passenger Carrying Vehicle practical driving test, candidates must pass parts 1a and 1b of the Theory Test for Bus and Coach Drivers. To help you prepare, we recommend you use the resources listed below, produced by the Driver and Vehicle Standards Agency (DVSA), the body that conducts all UK driving tests.

All of them are available from bookshops or can be ordered from the DVSA shop online at [www.safedrivingforlife.info/shop](http://www.safedrivingforlife.info/shop) or phone 01603 696979

or from the Stationery Office online at:  
<https://www.tsoshop.co.uk/Driver-And-Vehicle-Standards-Agency/>  
or phone: 0333 202 5070 Monday to Friday from 09:00 to 17:00.

Be sure to obtain current editions – other sellers may be offering old editions.

The titles we recommend are:

**The Official Highway Code**

**Know Your Traffic Signs**

**The Official DVSA Guide to Driving Buses & Coaches**

**The Official DVSA Theory Test for Bus and Coach Drivers DVD-Rom**

**The Official DVSA Guide to Hazard Perception DVD-Rom**

As well as book format, they are available electronically from the above web site, or you can subscribe to the **Official DVSA Learning Zone** online at <https://www.dvsalearningzone.co.uk/shop>

The Learning Zone gives you instant access to all the latest official revision questions on all of your internet connected devices – smartphone, tablet and computer. You can personalise your theory test revision by selecting the length of time that's right for you.

In this way, you can learn at your own pace and give yourself the best chance of passing first time!

Contact the Driver Training Team at any step of the way if you need advice.



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## As soon as you feel ready, book your Theory test

**Do not try to contact individual test centres. All bookings must be made online at <https://www.gov.uk/book-theory-test>** (DVSA booking support is available by phone on 0300 200 1122 (between 8am and 4pm, Monday to Friday)).  
You will be booking **PCV multiple choice** and **PCV hazard perception** (both Category D).

### Theory Test Centres in or near Hertfordshire

Theory tests can be taken at centres in

Cambridge	Harlow	Luton
Southgate (Enfield)	Stevenage	Watford

There are others. You can use a postcode search on the GOV.UK site to find a list of your nearest centres with the exact address and a map showing the location of each.

All theory tests use a touch screen computer, with results returned soon after finishing. In Part 1a there are 100 multiple choice questions to answer; Part 1b has Hazard Perception videos in which a number of hazards must be correctly identified.

If you fail either part you can retake it without retaking the one you have passed, but you must pass both parts of the theory test before you attempt the practical.

Your theory test pass certificate is valid for 2 years; if you do not pass your practical test within this 2 year period you will have to take both the theory test modules again.

**When you have passed both parts 1a and 1b of the Theory, contact the Driver Training team to arrange your practical training.**

### Exemption from Driver CPC requirements

The Driver Certificate of Professional Competence (Driver CPC) is a qualification for professional bus, coach and lorry drivers. It has been introduced across Europe with the aim of improving road safety. A Driver Qualification Card (DQC) is proof that you have Driver CPC training status and are allowed to drive professionally.

However, the DVSA has advised that the requirement to hold a DQC or undertake Driver CPC periodic training does **not** apply when you are driving a vehicle that is being used for non-commercial carriage of passengers. This includes minibuses operated under a Section 19 Permit by schools and non-commercial bodies.

See <https://www.gov.uk/become-lorry-bus-driver/when-you-dont-need-driver-cpc>



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## Preparation for the Passenger Carrying Vehicle, Practical Driving Test.

You **must not** drive a minibus until DVLA confirms your licence includes provisional status for Category D1 or D. Until you pass your practical test, you **must** be supervised by a person who has passed the PCV test **and** has held Category D or D1 as appropriate for at least 3 years (Note: the D1 given to pre-1997 car licence holders does **not** allow them to supervise you). The vehicle **must** have L plates displayed and you must check that you are covered by Insurance.

The training provided by Hertfordshire County Council will take place over 3 days if you opt for individual training or 4 days if you choose to share the training with another candidate. Each day will run from 10am to 4pm, normally starting and finishing at Mallow Park, Watchmead, Welwyn Garden City. All training will be held on weekdays (Monday to Friday), but we aim to be flexible about days and dates to suit your needs.

The training will cover familiarising you with the vehicle, daily checks for safety and roadworthiness, manoeuvres and reversing, driving in urban areas, on dual carriageways and/or motorways, managing space around the vehicle, observation and awareness of hazards, forward planning, and giving your passengers a safe and smooth journey (see next page for more details).

Your instructor will suggest topics for you to practise in your own car in between training sessions, to help you build up your skills and develop the mind-set of a good minibus driver. Remember you cannot practise in a minibus without a qualified supervising driver.

Your instructor will show you some of the various roads that are used in the test, and help you to practise any particular manoeuvres or unusual road layouts.

### Booking the Practical test

**We will book your test for you.**

Be aware that there is usually a waiting list for practical tests, which can be from 2 to 8 weeks or even longer depending on the level of demand when you apply. This will be arranged for you as part of arranging your training course and will accompany you on the day to the test centre.

The practical test lasts about 90 minutes. It will start with the reversing test before going onto the road drive. Our training is designed to prepare you, but the outcome depends on you. As with all driving tests, a small number of minor faults are permitted, but too many minors, or one serious or dangerous driving fault would result in failure. Additional practical training may be necessary if you do not meet the required standard to pass and wish to try again. A variety of questions will be asked during the test usually 5 known as “show me tell me” questions. The link below gives the list of possible questions.

['Show me, tell me' questions: lorry and bus driving test - GOV.UK](#)

### The Test Centre

There are no test centres for minibuses in Hertfordshire. We intend to book your test at

#### **Chelmsford LGV Driving Test Centre**

Hanbury Road, Widford Industrial Estate, Chelmsford, Essex, CM1 3DR



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**Practical training – whether one to one over 3 days or a 4 Day course with 2 students. The 4 day course will cover the same syllabus as shown below, but allowing additional time to ensure sufficient driving practice is achieved for both drivers. This is a guide to what will be covered but will vary according to the needs of the individual student or students.**

### **Day 1:**

#### **Vehicle familiarisation**

##### **Exterior.**

Dimensions, difference between car and minibus, exterior inspection, damage, windows, doors and mirrors including lens damage.

- Petrol or Diesel, sufficient for journey.
- Oil check including brakes, power steering etc
- Water including washers and coolant levels
- Damage vehicle inspection
- Electrics, all lights
- Rubber. Tyres, wipers, belts etc.

##### **Interior.**

- Condition, Fire extinguisher(s) , first aid kit, no loose items, seat belts, seats secure
- Driving seat adjusted, mirrors adjusted and cockpit drill.
- Safety checks
- Vehicle controls
- Other controls

##### **Moving off**

- Mirrors, Signal, Life saver, pull away. (Brake test at earliest safe opportunity).
- Signals
- Vehicle on road familiarisation
- Reversing manoeuvre practice
- Reversing and parking (Selecting a safe place to stop)

### **Day 2**

- Daily inspection
- Reversing and parking further practise
- Urban driving, driving examples of a test area, dual carriageway and motorway.
- Observation, use of mirrors
- Acting on Signs and Signals
- Making Appropriate Progress
- Control of Speed

### **Day 3**

- Daily inspection
- Additional reversing if required
- Long Drive, driving test area, dual carriageway and motorway.  
Separation / following distance, managing space
- Awareness and Anticipation
- Hazards
- Final preparation for your test

Each day will run from approx. 10am to 4pm, with breaks for refreshments and lunch.



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