



# update...

Keeping ADI's and AMI's up-to-date



Driver & Vehicle Agency Newsletter for Approved Driving Instructors and Approved Motorcycle Instructors

Welcome

New ADI /AMI  
Stakeholder  
Association

Update on DVA  
Transformation  
Programme

Use of In-car  
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JANUARY 2016

## Welcome to the January edition of *Update*



This edition provides you with an update on a number of issues including:

- New ADI / AMI Stakeholder Association;
- Update on DVA Transformation Programme;
- and
- Use of in-car cameras.

Welcome to the January edition of *Update*. May I, first of all, take this opportunity to wish you all a very Happy New Year and I hope that 2016 will be a safe one. Thank you all for the work you do to promote road safety and I know that you will continue to do so during 2016.

**JENNIFER CAMPBELL**  
Registrar



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## NEW ADI / AMI STAKEHOLDER ASSOCIATION

A review of the Driving Instructors National Association Council (DINAC) was recently carried out.

DINAC was formed in 2008 and became the stakeholder group for ADI Associations in Northern Ireland in order to provide a more unified approach by the driving instructor industry when consulting with the Agency, the Department and the Minister.

As a result of the recent review, the Association has agreed that they will now be known as the Northern Ireland Approved Instructors Council (NIAIC) and will now represent ADI Associations, AMI Associations and Driving Schools in Northern Ireland

If you would like further information, you should contact Ann McKiver, NIAIC Secretary at [annmckiver@btinternet.com](mailto:annmckiver@btinternet.com) or Lindsay Stewart, NIAIC Chairman at [dstewart@talktalk.net](mailto:dstewart@talktalk.net)





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## UPDATE ON DVA TRANSFORMATION PROGRAMME

### New Test Centres

As part of the Transformation Programme, we are **building a new test centre network** to provide the capability and capacity to meet the needs of the next generation of drivers and vehicle owners. These new test centres will be designed to deliver greater energy efficiency and enable us to provide you with value for money services and an enhanced customer experience right across Northern Ireland.

We are committed to engaging with our customers and stakeholders. As part of that process and to inform the design of the new test centres, we will be holding a series of **workshops around the end of January 2016 with our key industry stakeholder groups** including the Northern Ireland Approved Instructors Council (NIAIC).

This is an important opportunity for those who use our services to influence how they will be delivered in the future. I would encourage you all to pass any comments to Ann McKiver, NIAIC Secretary at [annmckiver@btinternet.com](mailto:annmckiver@btinternet.com) by **22 January 2016**, so that these can be considered.



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## UPDATE ON DVA TRANSFORMATION PROGRAMME (Cont'd)

### Online Services

Work is also continuing on the development of our online services, including the **Commercial Transport Operator Licensing and Booking Services** which will enable you and Bus & Taxi drivers to access and pay for these services online.

Most of our new online services will go live in a phased approach starting in 2016 and aiming for completion in 2018.

NIAIC members and any of your interested candidates will be invited to be involved in a number of workshops which will give you the opportunity to hear firsthand our proposals for future services and to give feedback in relation to these.

In addition, we would welcome any comments from you regarding your specific service requirements. I would encourage you all to pass any comments to Ann McKiver, NIAIC Secretary at [annmckiver@btinternet.com](mailto:annmckiver@btinternet.com).

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## UPDATE ON DVA TRANSFORMATION PROGRAMME (Cont'd)

### Mobile Application

We are also in the process of developing a mobile application to be used on a tablet device, by driving examiners as part of the driver test process.



Example of the Driving Examiner's mobile device

Work is underway to put the necessary infrastructure in place to facilitate this change to the way we work. Over the next few months we aim to trial these mobile devices firstly in house with our driving examiners at three pilot sites (Coleraine, Dill Road and Belfast Test Centres).



The trialling of the Driving Examiner's mobile device

As part of this trial we may select a few driving examiners to use these devices in an actual test environment. In order that we can give you advance notice of which tests have been selected, could you please ensure that any candidates booking a test during January and February 2016, provide your ADI number at booking stage. In addition, if any ADI would like to see the new application and device before it is piloted please let Ann McKiver ([annmckiver@btinternet.com](mailto:annmckiver@btinternet.com)) know as soon as possible.



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## USE OF IN-CAR CAMERAS

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Our current policy is that in car cameras (filming) cannot be used on a practical driving test other than in specific circumstances. For example, by TV production crews with the Agency's permission and having editorial control of the film or recording.

Driving examiners can stop a test, including motorcycle tests, if they become aware that filming or audio recording is taking place without prior Agency permission.

However, we are aware that some insurance companies are offering lower premiums for instructors if they install and use recording equipment. As a result, we are currently reviewing our policy on the use of video and audio equipment during a practical driving test.

We are working closely with DVSA to establish if there are any data protection issues that need to be considered before an in car camera can be used in a driving test. As soon as this issue has been resolved, we will inform ADIs / AMIs of the outcome.



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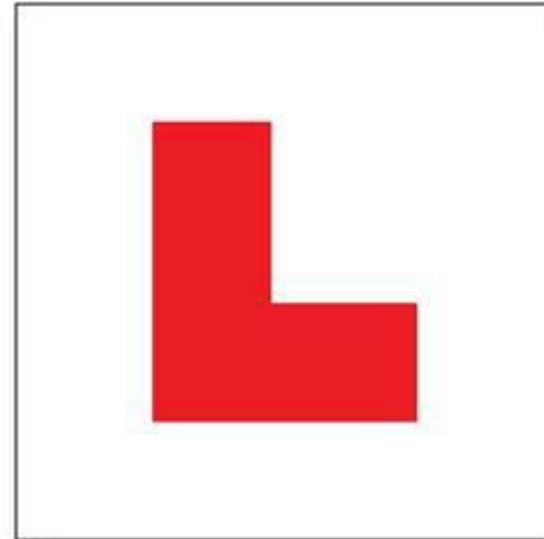
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## DISPLAY OF 'L' PLATES

The PSNI has asked that I remind you of your responsibilities and the law regarding the display of 'L' plates when driving between lessons.

The law is quite clear in relation to anyone driving a vehicle displaying 'L' plates. If a vehicle is displaying a 'distinguishing mark' ('L' plate or 'R' plate) on a public road, whether or not the distinguishing mark is required to be displayed, the driver shall be guilty of an offence if they exceed the 45mph speed restriction.

This also applies when a full licence holder is driving a car (Category B) displaying an 'L' or 'R' plate on a motorway.





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## MOTORCYCLE MANOEUVRES TEST

You may be aware of a number of incidents which have recently taken place during the motorcycle manoeuvres test. These incidents happened during the avoidance / controlled stop exercise or the emergency braking exercise which, on one occasion, resulted in a testing facility being closed for a number of days until an oil spillage could be cleaned.

Our initial investigations point towards the incorrect use of the brakes as a contributory factor with these incidents. In order to avoid any future incidents it is in both our interests to ensure that candidates are properly prepared for the test.

### Approved Motorcycle Instructors

You need to be confident that your pupil has had sufficient training and is fully competent in:

- *Using the motorcycle brakes progressively in a smooth and controlled manner.*
- *Using both brakes together for maximum control and stopping ability.*
- *Using the front brake before the rear.*
- *Using the correct ratio of braking force on a dry road surface (75% front, 25% rear) and wet road surface (50% front, 50% rear).*
- *Dealing correctly with the effect of weight transfer during braking.*
- *Braking when the machine is upright not banked over.*

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## MOTORCYCLE MANOEUVRES TEST (Cont'd)

- *Using the brakes to stop at a designated reference point.*
- *Using the brakes correctly so that skids do not occur.*
- *Correcting a skid if it does occur.*
- *Avoiding 'target fixation' (looking and riding past the yellow avoidance cone not staring and riding towards it).*
- *Judging their speed during the avoidance / controlled stop exercise or the emergency braking exercise so that it is not excessive.*

A candidate's safety is of paramount importance, so if we believe there is evidence that an AMI is not fully preparing candidates for the test, I may decide to carry out an investigation.



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## AMI CHECK TEST

As you know, it is a condition of your continued registration as an AMI that you undergo a check test when required to do so by the Registrar.

It has been brought to my attention by Supervising Examiners that some recent check tests could not proceed due to the unsuitability of the pupil accompanying the instructor.

Pupils must hold a valid CBT certificate and a valid provisional licence or be a full licence holder.

Further details can be viewed on page 60 of your AMI handbook.

Each scheduled check test costs the Agency in both staff time and travel to the location of the check test. The Agency is currently unable to recoup this lost time and cost.

I would appreciate if you could ensure that pupils attending check test appointments meet the necessary requirements.





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## ACCESS NI ON-LINE APPLICATIONS

I have been asked by Access NI to draw your attention to the correct procedure when completing online applications.

They have advised that quite a number of on line applications are being completed in lower case. For example, name being keyed as 'john smith' rather than 'John Smith' or an address being keyed as '1 anyroad, anytown', rather than '1 Anyroad, Anytown'.

If Access NI process applications using the lower case information, the certificate would be printed in lower case.

At present, Access NI staff are amending the details on the application form to insert capital letters where appropriate.

However, this is taking up a considerable amount of time, which could be spent in processing applications.

It would therefore be appreciated if all applicants could complete forms correctly, using capital letters appropriately.

Also, please note that all forenames should be included on the application form, for example, 'John James Smith' rather than 'John Smith'.





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## USE OF DVA PREMISES

I have been advised by the centres managers of **Altnagelvin, Armagh, Cookstown, Craigavon, Newtownards & Omagh** that their premises continue to be used by some instructors for driver training.

Given that this time of the year brings darker mornings and evenings, they are concerned that the safety of the public and staff will be compromised if premises are not being used appropriately.

Therefore, I would ask for this practice to cease immediately.

I have also been asked to remind you that Driving School cars and / or trailers must not be parked and left on the premises.

Smoking is also not permitted in the entrance / exit areas to and from all DVA centres.

These areas include all fire and emergency exits and official car parks. The existing fences and gates define the perimeters of the 15 DVA centres.

