

APPLICATION AND INFORMATION ON OBTAINING A PERMIT TO DRIVE A PUBLIC SERVICE VEHICLE

The following information outlines the process with which to obtain a permit to drive a Public Service Vehicle in Guernsey (i.e. to drive a service omnibus, a private hire omnibus, taxi or private hire car). An information pack is available from our Bulwer Avenue office containing all the necessary information.

To drive a Public Service Vehicle you must first obtain a permit (PSV permit), in addition to holding a full valid local driving licence in the appropriate category. You must be at least 20 years of age.

How do I apply for a PSV permit?

1. You will need to complete an application form (attached).
2. You will need two people that have known you for at least three years to submit a reference using the form provided (attached). They cannot be accepted from a prospective employer. They should be addressed to the Senior Passenger Transport Officer.
3. You will need to apply for a Disclosure and Barring Service (DBS) certificate (convictions check). Please note that the certificate will include all spent and unspent convictions as well as cautions you have received, regardless of how long ago the offence was committed. The cost is £54.00. The form will need to be collected from Passenger Transport and then submitted back to us along with 3 forms of ID (Please check the Valid ID sheet inside the DBS application form)
4. Subject to approving the result of your DBS certificate, you will be required to take and pass both the Island Knowledge Test and Driving Test (see below).
5. You will also need to have a medical examination (at your own expense). This can be arranged either before or after you have taken or passed the Island Knowledge and Driving Test.

The whole process from handing in your application to the issue of first permit must be completed within 12 months.

Application checklist	Cost
<i>Completed application form</i>	<i>£10.00</i>
<i>2 references</i>	<i>-----</i>
<i>DBS application form</i>	<i>£54.00</i>
<i>Medical examination</i>	<i>Varies</i>

Knowledge Test (Taxi drivers only)

This test can be booked at Driver & Vehicle Licensing (DVL) Bulwer Avenue Office, but only once your initial application has been approved.

The purpose of the Island Knowledge Test is to ensure that you have a good overall knowledge of the Island, as well as a basic understanding of the relevant sections of the local Public Transport legislation.

The test consists of seventeen sections. With the exception of the section on legislation, you will be asked to identify the location of various destinations within the categories detailed. You do not necessarily need to know the name of the road in which a particular destination may be located; the onus is very much on you proving to the examiner that you know the destination, even if this is by reference to other landmarks or road junctions that might be passed en route. You are required to correctly answer a specific number of questions in each section in order to pass the test. Should you not pass the test first

time (£50) the second test is free, however, you are only required to re-take the sections failed and do not

have to re-sit the whole test. If you do not pass the second test you will have to wait a period of 2 months and then start the process again.

A copy of the Island Knowledge Syllabus can be obtained from DVL Bulwer Avenue or from our website at <https://gov.gg/publictransport>. It is recommended that you take the time to carefully revise this syllabus.

PSV Driving Test

Holders of a Permit to Drive a Public Service Vehicle have a very responsible position, in particular the care and carriage of passengers, and must therefore display and maintain a high degree of driving skill. For this reason, you are required to undergo a stringent driving test which will take about an hour. We **strongly advise** drivers to take a minimum of two lessons before taking their driving test to ensure that they are up to date with current test requirements.

You will need to take the test in a four door vehicle which is of a size that would be approved for use as a taxi (or private hire car), for example, a Ford Focus or Skoda Octavia. The minimum rear seat width of the vehicle must measure 52". If necessary, the test can be taken in a compliant hire car.

Candidates who pass their test in an automatic vehicle will only be able to drive automatic vehicles.

Candidates who pass their test in a manual vehicle will be able to drive both manual and automatic vehicles. Should you be in any doubt if a certain make/model of car is suitable, please contact the Passenger Transport office on 202227.

During the driving test you will need to identify and drive the shortest practical route between certain points (Taxi only).

If you are taking a bus driving test, at some point during the test you will be required to stop on two occasions at designated bus stops in order to simulate the safe loading and unloading of passengers.

PSV Driving Test Check list

Have you got a compliant car for your test that complies with minimum rear seat width of 52"

Is the car correct for you licence requirement Auto/Manual

Validity of Permits

Permits are issued according to your age but are never for a longer period than four years. Please note, you must also continue to hold a full valid driving licence for the category of vehicle that you are driving as well as your P.S.V Permit.

Renewing your PSV permit

You can renew the permit by completing a simple renewal form. You will need to include a current DBS certificate (DBS certificates for this purpose are valid for 3 years), and if you are aged 60 or over, a standard medical report from your Doctor.

The renewal charge for the issue of the permit is £17.00 for every year the permit is valid i.e. a person under the age of 57 will have to pay £68.00 for a four year permit, under 58 £51, under 59 £34, and then £17.00 per year from 60 onwards.

Regulations and Legislation

The relevant legislation to the issue of PSV permits is contained in The Road Traffic (Permits to Drive Public Service Vehicles) Ordinance, 1986, as amended, and The Public Transport Ordinance, 1986, as amended. Copies of this legislation may be obtained from the Greffe.

If you have any further queries please contact the Public Transport Section on Tel. 01481 202227.



APPLICATION FOR A PERMIT TO DRIVE A PUBLIC SERVICE VEHICLE

This application form constitutes a record and is issued by the Committee *for the* Environment & Infrastructure in accordance with The Road Traffic Permits to Drive Public Service Vehicles) Ordinance, 1986.

1. Your details

(Tick where appropriate)

Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss	<input type="checkbox"/> Other	<input type="checkbox"/> (Specify)		
Surname:				Forenames:				
Former or maiden name if applicable:					Date of birth:			
Address:							Post code:	
Contact details:	Home No.				Work No.			
Mobile No.				E-mail				
If you were not born in Guernsey state the date you took up residence:								

2. Permit details

Have you held a Guernsey PSV permit before?				Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes state when:	Driving Licence No:		Categories:				
Please tick the category of PSV permit you wish to apply for:							
Taxi	<input type="checkbox"/>	Private Hire car	<input type="checkbox"/>	Omnibus D1 (9-16 Pax)	<input type="checkbox"/>	Omnibus D (17+ pax)	<input type="checkbox"/>

3. Employer details

Please list your last three employers excluding your current employer			
From	To	Employer's name and address	Reason for leaving

REFEREES: Two written references in the form of certificates of character must be supplied, and addressed to the Senior Passenger Transport Officer, at the Bulwer Avenue Office (Address at top of page). The referees should have known you personally for no less than 3 years. **NOTE:** Referees should **NOT** be members of your family or, your prospective employer.

4. Medical Declaration

Are you suffering from any disease, mental or physical disability which would be likely to interfere with the efficient discharge of your duties as a driver or to cause the driving by you of a motor vehicle to be a source of danger to the public?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Have you suffered an epileptic fit within the last five years?

Yes

No

5. Declaration

Any person who, in connection with any application for the grant of a permit, knowingly makes any false statement or recklessly makes any statement which is false in a material particular, shall be guilty of an offence and liable, on conviction, to a fine. (Ref. The Road Traffic Permits to Drive Public Service Vehicles) Ordinance, 1986 section 13, as amended

I declare that the information I have provided on this application to be true and correct.

Signature:

Date:

The States of Guernsey will process any personal data that you provide, via this form, in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017. Further information about how your personal data is processed by the States of Guernsey can be found at <https://gov.gg/dp>.

For Official Use Only

DBS Check No. F _____ Date Sent _____

Declaration No. _____ Date of issue _____

Period of Permit ___ year (s) Permit No. ____ Next date due for renewal: _____

Medical Required? Yes No

Authorising Officers Name: _____ Signature: _____ Date: _____

PSV APPLICANT - REFEREE ASSESSMENT FORM

Name of Applicant	
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How long have you known the applicant?	_____ Years	
In what capacity have you known the applicant? (Please tick any that apply)	As applicant's manager	
	Work colleague (but not manager)	
	Friend (not work related)	
	Other (please specify)	

Based on your knowledge of the applicant, you **MUST** comment on your opinion of the applicant's ability to meet the required criteria for being the driver of a public service vehicle. These are; Honesty & Integrity, Driving, Customer Service & Care, Punctuality & Reliability and Appearance & Attire. Please circle a number for each for each criteria and support your rating with providing factual comments and examples.

Honesty & Integrity				
5 Excellent	4 Good	3 Satisfactory	2 Below Average	1 Poor
Comments:				

Driving - How careful & considerate is the applicant's driving?				
5 Excellent	4 Good	3 Satisfactory	2 Below Average	1 Poor

Comments:

Customer Service & Care

5 Excellent	4 Good	3 Satisfactory	2 Below Average	1 Poor
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Comments:

Punctuality & Reliability

5 Excellent	4 Good	3 Satisfactory	2 Below Average	1 Poor
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Comments:

Appearance & Attire

5 Excellent	4 Good	3 Satisfactory	2 Below Average	1 Poor
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Comments:

Are you aware of any reason(s) whatsoever, including but not limited to the work, health, honesty & reliability of the applicant which might affect his/her ability to hold a Public Service Vehicle Permit? **YES / NO**. If YES please explain below:

Are you able to recommend the applicant for a PSV permit without any concerns for his/her conduct or character?
YES / NO. If no, please explain below.

Please make any other comments which you feel may be of assistance.

Details of Referee

Name:		Signature:	
Contact No:		Email address:	
Occupation/Profession		Date:	

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