



ENVIRONMENT

A STATES OF GUERNSEY GOVERNMENT DEPARTMENT

PERMIT TO DRIVE A PUBLIC SERVICE VEHICLE

INFORMATION FOR APPLICANTS

Introduction

A person wishing to drive a public service vehicle (i.e. taxi, private hire car, scheduled service omnibus, private hire omnibus or public excursion omnibus) in Guernsey must obtain a Permit to Drive a Public Service Vehicle, in addition to holding an ordinary driving licence of the appropriate category. **Applicants must be at least twenty years of age.**

As an applicant for a Permit to Drive a Public Service Vehicle you should appreciate that the tests and procedures are necessarily comprehensive.

Regulations and Legislation

As a professional driver, you will be expected to have a good knowledge of the Highway Code and of traffic regulations. You will also be expected to have some knowledge of the legislation dealing with public service vehicle matters and the Environment Department's Code of Conduct for taxi drivers. For example:

Can a taxi driver refuse fares ?

Can an omnibus driver pick up a passenger at any place other than designated stopping places ?

The relevant legislation 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 which may be obtained at the Greffe. A copy of the Code of Conduct is available, on request, from the Department.

Application Procedure

All applicants for a Permit to Drive a Public Service Vehicle will need to complete the attached application form.

You will also be required to provide, a medical report in the specified form, two certificates of character from householders or ratepayers who have known you personally for at least the past three years. These references should **not** be from a member of your family or a potential employer.

The application form includes a section for declaring ALL previous criminal convictions you may have. As the Guernsey Rehabilitation of Offenders legislation does not apply to applicants for a permit to drive a public service vehicle, this declaration must include BOTH 'spent' and 'unspent' convictions. If you are unable to remember the details of any previous convictions you may have, you will need to come to the Department's offices in order to complete a Police standard disclosure request form, which we will then submit to the Police to allow them to provide the Department with your conviction disclosure. This will also apply if details submitted by you on the application come back as incorrect when submitted to the Police Central Records Office for a standard check.

The completed application form should be returned, together with the medical report and character references, to the Senior Passenger Transport Officer, Environment Department, P.O. Box 145, Bulwer Avenue, St. Sampsons, Guernsey GY1 3HY.

It should be noted that the Department will need to be in receipt of all the above paperwork before it can commence processing the application. Any missing or incomplete information will delay your initial application.

Island Knowledge Test

All applicants for a Permit to Drive a Public Service Vehicle for a **taxi** will be required to take an Island Knowledge Test. This test can be booked at the offices of the Department, but only once the applicant's initial application has been approved.

The purpose of the Island Knowledge Test is to ensure that applicants 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 nineteen sections. With the exception of the section on legislation, you will be asked to identify the location of various destinations within the categories detailed. Candidates 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 he or she to convince the examiner that he knows the destination, even if this is by reference to other landmarks or road junctions that might be passed en route. Candidates are required to correctly answer a specific number of questions in each section in order to pass the test.

A copy of the syllabus for the above test can be obtained from the Department's offices. It is recommended that all applicants take the time to carefully revise this syllabus.

Driving Tests

All applicants for permits will have to undergo a stringent driving test, taking twice the normal test period for an ordinary driving licence. Candidates undergoing the taxi or private hire motor car driving tests must take the test in a manual drive four door vehicle. The vehicle must also be of a size similar to that which the Environment Department would be prepared to licence for use as a taxi. If necessary the test can be taken in a hire car.

During the taxi or private hire car driving test candidates will also have to identify and drive the shortest practical route between certain points.

It must be emphasized that the holder of a Permit to Drive a Public Service Vehicle has a very responsible position, in particular the care and carriage of his passengers, and also he must display and maintain a high degree of driving skill. The Environment Department has produced a taxi Code of Conduct with which **taxi** permit holders must comply at all times.

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Issue of Permits

Permits are normally issued for a term of four years, dependent on the applicant's age. Applicants aged sixty or over will be issued a permit valid only for one year and, thereafter, will be required to submit medical reports on an annual basis before the permit can be renewed.

It should be noted that the Department is empowered, under the Road Traffic (Permits to Drive Public Service Vehicles) Ordinance, 1986, as amended, to revoke, suspend, or vary a permit, if in the Department's opinion, the holder of the permit is not by reason of his conduct or health, a fit and proper person to hold such a permit.

Fees

At the present time, the Department has decided to waive all fees relating to the application process for a Permit to Drive a Public Service Vehicle for new applicants only. However this only applies to individuals when they are taking their PSV driving test or Island Knowledge test **for the first time**.

It should be noted that all candidates will still have to pay an appropriate fee to their doctor's surgery for the necessary medical report form to be completed.

In addition, candidates who fail either the Island Knowledge Test or Driving Test, who decide to resubmit themselves for a further examination, will be required to pay the normal fees for their second and any subsequent tests. These fees are as follows :-

| | |
|-----------------------|--------|
| Island Knowledge Test | £10.00 |
| PSV Driving Test | £59.00 |

Whilst your first permit will be issued free of charge, you will be required to pay a maximum fee of £20.00 when you come to renew your permit once it has expired.

If you have any further queries regarding the above application process please do not hesitate to contact the Department's Public Transport Section on Tel. 201276.

Nov, 2006
tcpto/psvlicences1/PSV application



ENVIRONMENT

A STATES OF GUERNSEY GOVERNMENT DEPARTMENT

(Passenger Transport Licensing Authority)

APPLICATION FOR A PERMIT TO DRIVE A PUBLIC SERVICE VEHICLE

FULL NAME: _____
(including Maiden Name, if applicable)

ADDRESS: _____ TEL.NO. HOME _____
_____ WORK _____

DATE OF BIRTH: _____ PLACE OF BIRTH: _____

If not born in Guernsey state date of taking up residence _____

Have you held a PSV permit before? **YES / NO** (please delete as appropriate)

Have you applied for a PSV permit before? **YES / NO**

Please list your employer/employers during the past three years :-

| FROM | TO | EMPLOYER'S NAME AND ADDRESS | REASON FOR LEAVING |
|------|----|-----------------------------|--------------------|
| | | | |
| | | | |
| | | | |

Please indicate :- (a) Categories of current driving licence _____

(b) Number of current driving licence _____

Please tick the category of vehicle you wish to drive as a public service vehicle:-

Taxi _____ Private Hire Car _____ Omnibus D1 _____ Omnibus D _____

Please note that the Guernsey Rehabilitation of Offenders legislation does not apply to applicants for a permit to drive a public service vehicle.

Have you ever been convicted of ANY OFFENCE (traffic and others) in ANY JURISDICTION (including Guernsey, Jersey and United Kingdom) ? YES / NO (please delete)

If YES, give details below :-

| DATE | COURT | OFFENCE | PENALTY |
|------|-------|---------|---------|
| | | | |
| | | | |
| | | | |

Have you ever resided in Jersey for a period of more than one month? YES / NO (please delete)

NOTE: These details will be checked with the Police Central Records Office.

REFEREES

Two written references in the form of certificates of character must be supplied, and sent to the Senior Passenger Transport Officer, Environment Department, P.O. Box 145, Bulwer Avenue, St. Sampsons, Guernsey, GY1 3HY. The referees should be householders or ratepayers who have known you personally for a minimum of 3 years.

NOTE : Referees should **NOT** be: (1) members of your family; or (2) your prospective employer.

DECLARATION

I declare that I believe that what I have said in this application is true.

SIGNATURE OF APPLICANT _____ **DATE** _____

The completed application form should be returned to the Offices of the Environment Department at the address shown above.

WARNING

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 not exceeding two hundred pounds. (Ref. The Road Traffic Permits to Drive Public Service Vehicles) Ordinance, 1986 section 13, as amended.