

RSA



INFORMATION BOOKLET

APPROVED DRIVING INSTRUCTOR

Údarás Um Shábháilteacht Ar Bhóithre
Road Safety Authority




Approved Driving Instructor

Approved Driving Instructor (ADI) Information Booklet

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Driving Instruction in Ireland

Introduction

The Road Safety Authority (RSA) is the regulatory body for driving instruction in Ireland. Driving instructors who meet the standard set by the RSA will become Approved Driving Instructors (ADI). An ADI Registrar based in the RSA heads up the unit responsible for the registration process. The ADI Registrar will work with a stakeholders' forum to develop the industry.

The objective of regulating the industry is to standardise instruction and give the ADI instructor a leading role in developing better safer drivers. The purpose of this booklet is to guide applicants through the process of becoming an ADI. The conditions of membership have been carefully framed to allow for a quality standard to be met with the minimum of inconvenience for driving instructors. The various aspects of the scheme of regulation have been developed following the publication of the consultation document *The Regulation of Driving Instruction in Ireland*.

Legal Position

Regulations were made in 2009 under powers provided in the Road Traffic Act 1968, and also provides the legal framework for driving instruction. Essentially, any person giving driving instruction for reward must have his/her name entered on the register of Approved Driving Instructors with the RSA.

Other regulations govern the mandatory training of drivers such as under the Essential Driver training (EDT) programme for new car learners or Initial basic training (IBT) for new motorcycle learners.

Eligibility Criteria

A person who wishes to become an ADI must in the first place satisfy the Registrar, that s/he is a person of good repute to have their name entered on the ADI register and in particular must meet the following general requirements –

- Be tax compliant and in possession of a tax clearance certificate, (Provide a tax clearance access number so the RSA can view and confirm your certificate)

- Hold a full driving licence for a minimum of two years in the category for which instruction is to be delivered.

In assessing whether a person is of good repute the Registrar will make necessary enquiries with An Garda Síochána and or other bodies. A person applying will need to make a declaration that s/he has not been convicted of a serious offence such as murder, manslaughter, Drug Trafficking, Fraud or other offences including any that may cause a persons name to be entered onto the Sex offenders register. (See Appendix 2 for the process relating to Garda vetting).

Becoming an RSA Approved Driving Instructor

There are two possible ways of becoming an Approved Driving Instructor.

- Undergo the three stage RSA qualification process, or
- Demonstrate that your existing qualifications/experience are adequate to meet the ADI standard.

RSA Qualification Process

The RSA have prepared a qualification process for persons who want to become driving instructors. Passing/gaining exemption from all stages of the qualification process will entitle a person to have his/her name entered on the ADI Register. Each stage of the qualification process will have to be passed before going to the next stage. Stage one is a theory test, stage two is a test of driving ability and stage three is a test of ability to instruct.

Stage One – Theory Test

The purpose of this test is to examine knowledge of the Rules of the Road as well as general road safety and driving instruction matters. The structure of the test is similar in format to the existing theory test for learner drivers. There will be varying number of questions depending on the categories of instruction being applied for. The RSA has developed this test in conjunction with a service provider. You will receive a report on your performance at the end of the theory test.

The applicant must pass Stage 1 – Theory Test before they can continue to Stage two and then Stage three.

The number of attempts permitted for the Theory Test is not restricted. All three parts of the examination process must be completed within two years of successfully completing the Theory Test.

Theoretical Test – Subject Matters

- Road Safety precepts and practice,
- Rules of the Road,
- RSA ADI Scheme (as outlined in this booklet)
- Driving techniques and handling the vehicle and controls., Use of correct road procedure,
- Vulnerable road users,
- Pedagogical techniques and assessment of pupils,
- Dealing with pupils who have learning or language difficulties,
- Dealing with pupils who have physical disabilities and familiarisation with common vehicle adaptations,
- Interpersonal skills,
- Knowledge of the Essential Driver Training (EDT) programme (where appropriate)
- Knowledge of the Initial Basic Training (IBT) programme (where appropriate)
- Correction of pupils driving faults,
- Knowledge of basic mechanics of vehicle and maintenance,
- Driving for life, beyond the practical driving test,
- Scene of accidents,
- Driver Testing Procedures and Documentation including the Driving Test Report form,
- Other matters as considered appropriate from time to time by the RSA.

Stage Two – Driving Test

Having successfully completed the theory test, stage two will assess driving/riding ability. Driving competence will be assessed against a longer more comprehensive driving test to that which applies to a learner driver. The test will last approximately one to one and a half hours depending on the category being applied for and will cover 25-30 kilometres. In order to pass the test the applicant will have to incur less than three driving faults under a particular heading e.g. observation, less than five driving faults during the entire test, and must not have incurred any disqualifying faults.

On the day of the test you must –

- Attend in good time,
- Declare that you are properly insured for the test,
- Produce a valid full Irish/EU driving licence,
- Drive a roadworthy vehicle fitted with Seatbelts and Head restraints,
- Display on your Irish registered vehicle valid tax, insurance and NCT/CVRT disc where applicable.

Practical Driving Test – Content

The candidate must satisfy the examiner that s/he has a thorough knowledge of the principles of good driving, and in particular must demonstrate to a high standard, driving/riding competence in some or all of the following areas:

- Driving techniques and handling the vehicle and use of the primary and secondary controls,
- Use of correct road procedure,
- Hazard awareness, anticipation of the actions of other road users and the taking of appropriate action as required,
- Care for passengers and for vehicle loading,
- Consideration for vulnerable road users,
- Motorway / Dual Carriageway driving whilst demonstrating / maintaining all aspects of the rules of the road with regard to speed, regulation, position, observation, etc.,

- Driving inside and outside urban areas,
- Sound judgement of stopping and braking distances, speed and timing and consideration for the convenience of all other road users,
- Making good progress
- Use of secondary controls i.e. demisters, air conditioning, indicators, windscreen wipers etc., and
- Other matters considered appropriate from time to time by the RSA.
- Specific driving operations to be carried out during the practical driving test.

Preparation of the vehicle

Drivers must be capable of –

- (i) Carrying out technical checks as required.
- (ii) Adjusting the seat as necessary to obtain a correct seated position (except for category A),
- (iii) Checking that the doors are closed,
- (iv) Adjusting rear view mirrors, where fitted,
- (v) Adjusting seat belts and head restraints where fitted,
- (vi) Other matters considered appropriate from time to time by the RSA.
- (vii) Check handbrake is on and gears in neutral.

Drivers must demonstrate that they are capable of using the vehicle controls by satisfactorily performing the following manoeuvres:

- (i) Starting the engine and moving off smoothly both on the flat and on an uphill or downhill slope or at an angle
- (ii) Accelerating to a suitable speed while maintaining a straight course, including during gear changes,
- (iii) Adjusting speed to negotiate left or right turns at junctions while maintaining control of the vehicle,

- (iv) Reversing in a straight line and reversing right and left round a corner while keeping within the correct traffic lane (except for category A),
- (v) Turning the vehicle to face in the opposite direction using forward and reverse gears (category B only),
- (vi) Braking safely to a stop in normal and emergency situations, (category A and B only)
- (vii) Parking the vehicle and exiting a parking space,
- (viii) Other matters as may be considered appropriate from time to time by the RSA.

Drivers must be able to demonstrate use of the secondary controls on the vehicle as set out below –

- (i) Windscreen wipers, windscreen washers, demister, air-conditioning (where fitted) and lights etc. (except for category A).
 - Drivers must be able to perform all the usual manoeuvres in complete safety in normal traffic situations, taking all the necessary precautions:
 - Observing, (including the use of rear-view mirrors) road alignment, markings, signs and potential or actual risks;
- (ii) Communicating with other road users using any authorised means;
- (iii) Reacting appropriately in actual risk situations should circumstances demand;
- (iv) Complying with road traffic regulations and the instructions of An Garda Síochána, traffic wardens etc;
- (v) Showing due consideration for other road users.

Drivers must also have the skills needed, in traffic situations, to safely –

- (i) Move off from the kerb and/or a parking space;
- (ii) Drive with the vehicle correctly positioned on the road, adjusting speed to traffic conditions and the line of the road;
- (iii) Keep the right distance between vehicles;
- (iv) Change lanes;

- (v) Pass parked or stationary vehicles and obstacles;
- (vi) Approach and cross junctions;
- (vii) Turn right and left at junctions or to leave the carriageway;
- (viii) Meet oncoming vehicles, including confined spaces, and overtake other traffic;
- (ix) Take the necessary precautions when alighting from the vehicle;

Other exercises/manoeuvres as deemed appropriate from time to time by the RSA.

In addition to the foregoing requirements, the manoeuvres outlined below must be performed in respect of the following vehicle category –

Category A

Riders must know how to:

- (a) adjust their crash helmet ;
- (b) remove the vehicle from its stand;
- (c) park the motorcycle on its stand;
- (d) perform a U-turn;
- (e) keep the vehicle balanced at various speeds, including slow speeds, and in different riding situations;
- (f) lean over to turn.
- (g) perform a slalom manoeuvre
- (h) perform a figure of eight manoeuvre
- (i) Any other manoeuvres as considered appropriate by the RSA.

Categories C, D and CE

Drivers must be capable of:

- (a) Checking the power-assisted braking and steering systems;
- (b) Using the various braking systems, where fitted;
- (c) Using speed reduction systems other than the brakes, where fitted;
- (d) Adjusting course when turning to allow for the length of vehicle and its overhangs
- (e) Taking special vehicle safety measures (category D).
- (f) Other matters as deemed appropriate from time to time by the RSA.

Category CE

- (a) Coupling and uncoupling a trailer or semi-trailer to/from its tractor vehicle.
- (b) Any other items as considered appropriate by the RSA.

You will be given the result of the driving test when the test is fully completed. The examiner will offer you feedback on your performance.

Please be aware that stage 2 tests in category A and CE are only available in centres where an RSA off road compound is available (Sligo, Galway, Limerick, Waterford, Finglas and Dundalk).

Stage Three – Instruction Ability Test

Stage three examines the ability of the ADI candidate to deliver tuition/coaching to the novice driver relevant to the level of skill and experience of the driver. The RSA examiner will take you through the administrative procedures before accompanying you to your vehicle. S/he will then explain the format of the test and explain that s/he will be adopting the role of a learner driver under instruction. Once in role the examiner will stay in role until that phase of the test is over (the examiner will tell you when the phase is complete and s/he is coming out of role). If an emergency arises during the test the examiner will immediately come out of role.

There are two phases to the instruction ability test;

Phase 1 will examine ability to instruct at an appropriate level for a beginner in one of the following subjects –

- Explanation of the cockpit drill and starting the vehicle,
- Explanation of the controls of the vehicle,
- Anticipating the actions of others, and taking appropriate preventative/ corrective action, where necessary,
- Moving off and stopping/road position,
- Turnabout in the road by using the forward and reverse gears,
- Reverse to the right and to the left,
- Dealing with pedestrian crossings,
- Approaching junctions to turn left or right,
- Dealing with and emerging at road junctions and roundabouts,
- Dealing with crossroads,
- Reverse parking,
- Use of the mirrors and giving signals, mechanical or otherwise,
- Meeting / overtaking and clearance to all other road users,
- Judgement of speed, stopping distances and anticipating the actions of other road users,
- The emergency stop,
- Carrying out various motorcycles manoeuvres i.e. figure of 8, slalom, Uturn, slow ride etc. (category A only)
- The delivery of part or all of any EDT lesson or IBT lesson (for motorcycle candidates) as and if appropriate
- Driving on country roads,

- Use of “running commentary” as appropriate, and
- Other matters considered appropriate from time to time by the RSA.
- Couple/un-couple a trailer (category CE only).
- Incorporate requirements of EDT or IBT into a lesson (if applicable).

Phase two will also examine the aspects above, however the expected level of delivery will be at the level of learner (driving test standard) driver.

The examiner will give you a few moments between phases to gather your thoughts and prepare your lesson plan for the second phase. The examiner may be taking notes during these brief moments and this is part of his/her administrative procedures.

During the instruction ability test the examiner will look for (among other things) the ability of an ADI applicant to:

- Recap on previous lesson and link it to the current lesson,
- Explain clearly the lessons objectives,
- Have a clear lesson plan in place and deliver this,
- Impart information in a clear concise manner,
- Have a friendly and relaxed manner,
- Offer encouragement,
- Match instruction to the learners ability,
- Encourage questions,
- Give feedback on performance,
- Develop a learner driver’s self-confidence during the lesson,
- Change approach when current approach obviously isn’t working, and
- Identify, analyse and assess faults as appropriate.

During all of stage three a candidate will be expected to give clear directions in good time and these instructions must be related to the prevailing road and traffic conditions. Language used must not be over technical and jargon should be avoided; the learner must clearly understand any necessary technical terms used. A driving instructor should use simply worded questions to clarify with the learner that the message is being received. The questions must be related to the objectives of the lesson or prevailing conditions.

An Instructor must wrap up the lesson by summarising the main points, and look forward to the next session setting any appropriate homework/study or revision work that will feed into the next lesson. At the end of the second phase the examiner will tell you that s/he is coming out of role and that you have now come to the end of the test.

You should receive your result of Stage 3 within ten working days.

Recognition of Existing Qualifications

It is an established principle that a person already working in a particular industry will have reached a certain standard of competence in relation to the skills needed to deliver a service. The RSA developed a system whereby previous qualifications can be benchmarked against the ADI Qualification standard in an open, transparent and fair way.

The RSA worked to develop and benchmark an ADI standard for the entire process. Ultimately, it is a matter for the individual driving instructor seeking recognition to demonstrate that s/he meets the ADI standard. In particular a request for exemption from one or more stages of the qualification process cannot be processed without all of the required information. Further information is available from the RSA Driving Instructors Handbook.

Our system is in place to enable a person to show that s/he has met a particular standard of competence in one or all of the three stage process. It is therefore expected that any applicant seeking recognition of prior qualifications will be able to provide all background information regarding their qualification in relation to standards of service providers, accreditations awards etc. To be able to make an assessment on the value of existing qualifications, typically the following information/documentation would be sought –

Note – Some applicants choose not to avail of exemptions preferring to undergo the tests instead. If you have any doubts about this please consult the Manager of the Driver Education Section ADI Unit for further information.

Stage 1 – Theory Test

- Format and content of the theory test undertaken,
- Result of the theory test and copy of certificate,
- Person/organisation carrying out the theory test, and
- The qualifications/accreditations of the person or organisation that carried the theory test.

Stage 2 – Driving Test

- Assessment method and weighting of skills on test,
- Copy of marking sheet from the driving test,
- What qualification/accreditation did the tester/organisation have to carry out a driving test, and
- Driving test pass certificate.

Stage 3 – Instruction Ability Test

- Marking sheet from the test,
- Assessment method used for the test,
- What qualification/accreditation did the examiner/organisation have to carry out the driving instruction test, and
- Instruction ability test pass certificate

Where the Registrar is satisfied that a qualification/experience is at least equal to that of the RSA ADI standard then the Registrar can allow an exemption from either all or part of the three stage qualification process.

If You Pass or Are Exempt What Next?

If you have been successful in all three stages (or you get an exemption for some or all stages) you may be registered as a RSA ADI and will receive a certificate (driving Instructors Licence) and a permit from the RSA. This will enable you to commence giving instruction as an ADI. You will be required to take a check test to ensure standards are being maintained and you will have to renew your registration every two years. If you are approved to provide driver training in Category B you must supply an email address through which you can make returns of training records under the Essential Driver Training (EDT) scheme.

If you are approved to provide driver training in Category A and wish to provide IBT training you must supply an email address through which you can make returns of training records under the Initial Basic Training (IBT) scheme.

If You Are Unsuccessful In Any of The Examination Stages What Can You Do?

If you have not been successful you will receive a further application form together with a report of your performance during the test. You will need to reapply for the appropriate stage again and submit a further fee.

Note – the requirement to complete all three stages of the qualifying examinations within a two-year period. Failure to complete all three stages within the two years will mean that you will need to go back and start from Stage 1 again.

If you are an existing ADI and wish to add additional categories to your ADI Licence you may do so only undergoing a further Stage 2 Driving Test for that category providing you have already passed the Theory test section for that category within the immediate preceding two years.

Recommended Reading

In order to prepare for the three ADI qualification stages the following is a recommended reading list.

- The Rules of the Road (RSA), (ISBN 0755775198)
- Driving Instructor Handbook (RSA) ISBN 978-0-9567931-5-7
- Driving – ‘The Essential Skills’ (related to category of ADI Licence being sought) (Driving Standards Agency (DSA from the United Kingdom)
- Standard Procedures for the Driving Test (RSA),*
- Marking Guidelines for the Driving Test (RSA),*
- Ricability Book on Vehicle Controls for Adapted Vehicles*,
- Preparing for your Driving Test (RSA),*
- Official Driving Theory Test Book, Current Edition (Check theory test website for current version),
- Learner Permit Application Form,

- Initial Basic Training (IBT) Information Booklet,
- Essential Driver training (EDT) Information Booklet,
- Approved Driving Instructor Booklet (this booklet),
- The Motor Car (Mechanical principles a modern guide) ISBN 9781902798028/19027980023
- In addition to the above reading list you should familiarise yourself with the contents of the Learner-Driving Test Report Form.

There are several membership categories; the category that you apply for membership and qualify in, will determine which categories of vehicles you may give instruction in.

The table below sets out the entitlements of the various categories of Membership.

Table 1 – Categories of Instruction Entitlement

	M	A1	A	B	BE	C1	C	C1E	CE	D1	D	D1E	DE	W
MEMBERSHIP														
A	√	√	√											
B				√	√									√
C				√	√	√	√	√						√
D				√	√					√	√	√	√	√
CE				√	√	√	√	√	√					√

e.g. If you wish to give instruction in motorcars (category B) and buses (category D) then you need to indicate both categories on your application form. Whilst you will need to answer questions in both categories as part of your Stage 1 theory test you may only need to undergo one Stage 2 test and then one Stage 3 test. Make sure you have applied for the correct categories and if you have any doubt refer to the RSA web site at www.rsa.ie and click on the ADI section (top right of home page).

Please be aware that in all cases a candidate must have passed the theory section of Stage 1 within the previous two years.

If necessary an ADI can return to Stage 1 and simply complete the relevant sections needed to add their chosen new category to their ADI licence. Be aware this may also involve a further Stage 2 Driving test in the new category.

The specific requirements for the vehicle presented on the day of your stage 2 or Stage 3 tests will be advised in the appointment letter and are described at Appendix 1 of this booklet.

What Fees Are Payable?

The fees payable for each test or licence are as follows:	€
Stage 1 (Theory test) (to be paid directly to Prometric)	150
Stage 2 (Driving test)	200
Stage 3 (Instruction ability test)	200
Trainee Licence	50
Registration/Renewal	250

The Trainee Licence

The Trainee Licence scheme is intended to provide mentoring opportunities to new driving instructors coming into the industry – a Trainee Licence can be held for a maximum of six months. Having successfully passed the driving test (Stage 2) an applicant for ADI registration may apply for a Trainee Licence, subject to the conditions of that scheme namely:

- That the applicant had not previously held a Trainee Licence,
- That the applicant has an RSA Registered ADI to sponsor and supervise his/her training under the scheme,
- That the supervised lessons follow the pre-determined RSA syllabus of learning/practice for the trainee ADI, and
- That the sponsoring ADI will maintain a record of all training given under his/her supervision.

It should be noted that the Trainee Licence is granted to allow an applicant ADI to develop his/her teaching skills in preparation for the teaching ability (Stage 3) test. The sponsoring ADI may only have one trainee under his/her supervision for the duration of the Licence.

A minimum of 20% of the training given by a Trainee Licence holder must be under the direct supervision of the sponsoring ADI. The Trainee Licence must be clearly on display in the vehicle during all tuition sessions, whether or not the trainee is being supervised at the time. At the end of the six-month period of the Trainee Licence, it must be returned together with the training record to the RSA.

Note – Trainee Licence holders may not provide training under either the EDT or IBT schemes. However it would be in order to accompany a qualified ADI during either type of lesson providing the learner is in agreement.

Check Testing

As part of the ongoing quality assurance measures taken by the RSA ADI's are check tested as required in order to maintain standards in the industry. The check-test is an ideal opportunity for driving instructors to meet with RSA examiners, ask any questions they may have and develop a positive and mutually respectful working relationship.

Be aware that once qualified an ADI is required to pass their check test within two months of being notified. Failure to do so may lead to suspension or revocation of an Instructors Licence.

How Do I Make My Views Known?

The ADI Registrar has convened a stakeholders' forum to enable those in the industry and customers to feedback to the RSA on matters of mutual interest and concern as well as have an input into the development of the industry. Forum members are representing a geographical area linked to the driver testing area in their region. Members serve on a voluntary basis for a period of 3 years at a time. You can find details of your representative on the RSA website and via the ADI Newsletters Issued from time to time.

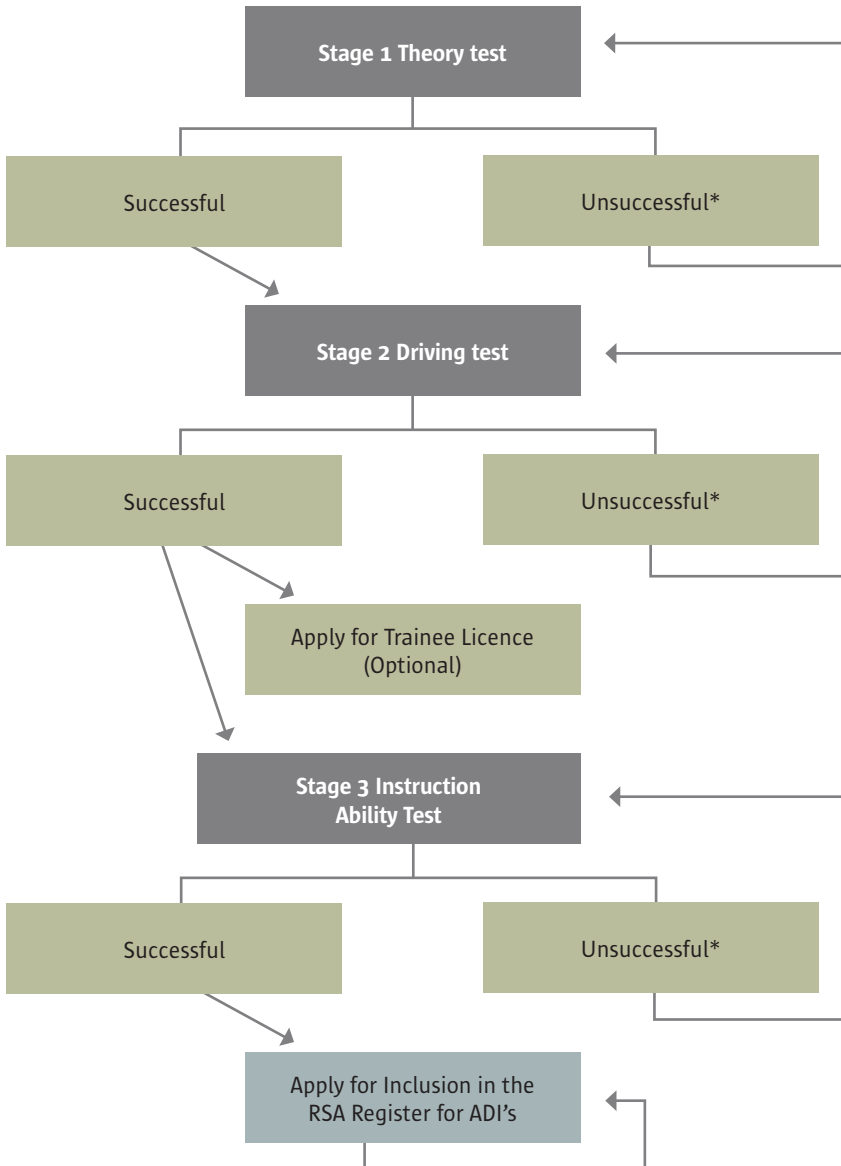
Contact Information

Further information will be available on the RSA website www.rsa.ie or alternatively you may contact the Driver Education Section ADI Unit of the Road Safety Authority

Email: adi@rsa.ie
or visit www.rsa.ie


Postal Address: Driver Education Section ADI Unit, Road Safety Authority, Moy Valley Business Park, Primrose Hill, Ballina, Co. Mayo, F26 V6 E4.

Process to become an RSA Approved Driving Instructor



** All three Stages of the Qualification Process must be completed within 2 years.
The second and third Stages of the qualification process must be completed within two years of passing the Stage 1 theory test.*

Appendix 1



This Appendix sets out details of vehicle requirements applicable to Stage 2 and Stage 3 qualifying tests. There are several membership categories; the category that you apply for membership and qualify in, will determine which categories of vehicles you may give instruction in – see Table 1 on page 8.

Membership Category A

A Category A motorcycle, other than with twinned wheels, without sidecar, with a cylinder capacity of at least 595cm³, an unladen mass of more than 175kg, and an engine power of at least 50kW. If the motorcycle is powered by an electric motor, the power to weight ratio of the vehicle shall be at least 0.25kW per kg.

Membership Category B

Four-wheeled vehicles (for example, cars), having a maximum authorised mass not exceeding 3,500kg, with passenger accommodation for not more than 8 people and capable of a speed of at least 100kmh.

Membership Category C

Vehicles (rigid trucks) with passenger accommodation for not more than 8 people, a maximum authorised mass of at least 12,000kg, a length of at least 8 metres, a width of at least 2.4 metres, capable of a speed of at least 80kmh. The vehicle must be fitted with anti-lock brakes, be equipped with a gearbox having at least 8 forward ratios and providing for a manual selection of gears by the driver, and with recording equipment (tachograph). A Cyclops mirror must be fitted where required (see page 43). The cargo compartment shall consist of a permanently mounted cube shaped closed box body, which is at least as wide and as high as the cab. The vehicle must be presented with a real total mass (the actual weight of the vehicle including any load if necessary) of at least 10,000kg, having due regard for safety, stability, manufacturer's guidelines and legal limits.

Membership Category D

Vehicles (buses) having passenger accommodation for more than 16 people, a length of at least 10 metres, a width of at least 2.4 metres and capable of a speed of at least 80kmh. The vehicle must be fitted with anti-lock brakes and recording equipment (tachograph).

Membership Category CE

Either (a) an articulated vehicle, or (b) a combination of a Category C test vehicle and a trailer of at least 7.5 metres in length. Both the articulated vehicle and the combination must have passenger accommodation for not more than 8 people, at least 4 axles, a maximum authorised mass of at least 20,000kg, a length of at least 14 metres, a width of at least 2.4 metres and be capable of a speed of at least 80 kmh.

The vehicle must be fitted with anti-lock brakes, be equipped with a gearbox having at least 8 forward ratios and providing for a manual selection of gears by the driver, and with recording equipment (tachograph). A Cyclops mirror must be fitted where required. The cargo compartment shall consist of a permanently mounted cube shaped closed box body which is at least as wide and as high as the cab. The articulated vehicle or the combination must be presented with a real total mass (the actual weight of the combination including any load if necessary) of at least 15,000kg, having due regard for safety, stability, manufacturer's guidelines and legal limits of the combination.

Automatic vehicles

New regulations made on 1 November 2020 provide that if you hold a driving licence in manual category B, and at any time after 30 November 2013 you are granted a licence for any automatic vehicle in categories BE, C, CE, C1, C1E, D, DE, D1 or D1E then that licence can have the code 78 removed on application to the NDLS.

The following applies to ADIs:

- You may only instruct in the categories of vehicles as listed on your ADI permit
- If your licence has code 78 in any category you are only entitled to teach in automatic vehicles in that category
- You may teach in vehicles with a manual transmission provided your full driving licence for that category is not restricted to automatic only (does not have code 78 printed in column 12 on the back of your licence)

It is the responsibility of each ADI to apply to the NDLS to have the code 78 restriction removed from any category of their driving licence.

Adding categories to the ADI Permit


A registered approved driving instructor (ADI) may add the following categories 'C', 'CE' and 'D' to their existing ADI permit provided they hold a full, valid licence in the category for which they are seeking to add to their permit. They are then required to pass the qualifying Stage 1 and Stage 2 ADI assessments in the chosen categories. On successful completion the new category can be added to their ADI permit.

It is important to note that any ADI who is on the register of approved driving instructors and wishes to add category 'A' to their ADI permit must have held a full, valid category 'A' driving licence for the previous two years before s/he is permitted to take the qualifying Stage 1 or Stage 2 ADI assessments.

Category A with code 78

A person who holds a driving licence in any category A with code 78 (restricted to automatics only) may have the code 78 removed only by taking a practical driving test on a qualifying motorcycle.

Appendix 2



THE SUITABILITY OF APPLICANTS TO JOIN OR REMAIN ON THE REGISTER OF APPROVED DRIVING INSTRUCTORS – VETTING PROCEDURES

Regulation The Road Traffic (Driving Instructor Licensing)(No.2) Regulations of 2009, ISSUED UNDER THE Road Traffic Act 1968, provides the legal framework for driving instruction and directs that any person giving driving instruction for reward must have his/her name entered on the register of Approved Driving Instructors (ADI) with the RSA.

In addition to meeting the requirements of the RSA qualification process, a person who wishes to become an ADI must satisfy the Registrar that he or she is a person of good repute and in particular must meet the following general requirements –

When submitting an application for entry onto the ADI register, applicants are required to complete an on line eVetting form and to declare details of all convictions and/or cases where proceedings are pending to the RSA.

In assessing whether a person is of good repute the Registrar will make the necessary enquiries with An Garda Síochána and/or other bodies and in particular will use the services of the National Vetting Bureau to obtain criminal record disclosures which the Registrar will use to assess the suitability of persons applying for inclusion on the Register of Approved Driving Instructors. In undertaking this suitability assessment the RSA will act at all times within the framework of the Regulation and other relevant legislation including the Children Act 2001 and Section 85 of The Road Traffic Act 2010 amending the 1968 Road Traffic Act.

Having a criminal record will not necessarily bar an applicant from being accepted as an Approved Driving Instructor. Before reaching a decision on whether or not a person is of “good repute”, the Registrar will assess the risk that they are likely to pose to their pupils by considering factors such as:

- Whether the conviction is relevant
- The seriousness of any offence
- The length of time since the offence occurred
- Whether there is a pattern of offending behaviour
- Whether their circumstances have changed since the offending behaviour

- The circumstances surrounding the offence and any explanation
- Evidence of rehabilitation

However applications from those convicted of serious violent sexual, financial or drug-related offences are unlikely to be successful regardless of when the offences are committed. The Registrar is also unlikely to accept applications from those whose names are, or have been on the Sex Offenders Register or from those who are or have been banned from working with children.

Vetting information will only be seen by those who need to see it as part of the suitability assessment process. The RSA will ensure that all those in the RSA who are involved in that process have been suitably trained and or managed as appropriate.

The RSA undertakes to give applicants the opportunity to correspond with the Registrar about the nature and circumstances of a conviction before refusing registration or removing an ADI from the Register.

Vetting information will only be used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Note – When completing the Garda eVetting form applicants should supply the full and complete information requested. Failure to do so may cause an application to be rejected.

Working to Save Lives

Údarás Um Shábháilteacht Ar Bhóithre

Road Safety Authority

Aonad ADI, Páirc Ghnó Ghleann na Muaidhe, Cnoc an tSabhaircín,
Bóthar Bhaile Átha Cliath, Béal an Átha, Co. Mhaigh Eo.

ADI Unit, Moy Valley Business Park, Primrose Hill, Dublin Road, Ballina, Co. Mayo, F26 V6 E4.

website: www.rsa.ie