



KNOWLEDGE TEST EXEMPTION POLICY

Policy to exempt certain drivers from the Topographical aspects of the Braintree District Council licensed driver's knowledge test

2013

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1. Introduction

- 1.1 As part of the assessment to confirm whether a driver wishing to obtain a private hire or hackney carriage or dual private hire and hackney carriage driver's licence is a fit and proper person, the council requires that all drivers sit and pass a knowledge test.

2. Criteria for exemption

- 2.1 It has been identified that in cases where drivers wishing to apply for a private hire drivers licence who are ONLY engaged in activities defined in 2.3 below will not be required to sit and pass the Topographical aspects of the current knowledge test defined as follows:

- Points of interest
- Routes

- 2.2 Applicants wishing to apply for a hackney carriage or dual hackney carriage and private hire driver's licence will not be exempt from completing the full knowledge test.

- 2.3 Applicants wishing to apply for a private hire drivers licence who are solely engaged in the following activities shall be exempt from the requirement of sitting and passing the Topographical aspects of the driver knowledge test

- Limousine or executive work
- School contracts

- 2.4 All other private hire drivers engaged in activities not solely named above would not be exempt and will be required to successfully complete all aspects of the full knowledge test.

3. Limitations of exemption

- 3.1 Drivers who undertake the activities defined in 2.3 as part of their role but do not do so on an exclusive basis will not be entitled to an exemption under this policy.

4. Process

- 4.1 Drivers wishing to apply for an exemption will need to sign a declaration at the application stage stating that they will only engage in activities specified in 2.3
- 4.2 Private Hire Operators will also need to confirm with the Licensing Authority that the driver in question will not be engaged in any other work other than which is specified in 2.3 above.
- 4.3 Sole traders who hold both the Private hire Operators and private hire driver's licence will be exempt from this requirement.

5. Fees

- 5.1 Applicants wishing to apply for an exemption will not be charged an additional fee. Applicants will still be required to sit the remainder of the knowledge test and the fee will be the same as it would be for applicants required to sit and pass the full test.

6. Conversion

- 6.1 Applicants that hold an exemption that wish to undertake in activities outside the scope of the exemption stipulated in 2.3 will be required to sit and pass the Topographical aspects of the current knowledge test defined as follows.

- Points of interest
- Routes

- 6.2 In this case the cost of conversion will be same as the fee for the full test.

7. Compliance

- 7.1 Drivers and Operators will be required to comply with the exemption at all times. In order to demonstrate compliance, private hire operators should be aware condition 3 of the Private Hire Operators Licence Conditions which states:

- 7.2 "The licensee shall keep at the place from which the vehicle is normally operated records of all journeys undertaken. Such records to be consecutive

and in columns containing the following headings and to contain the information indicated by the headings”.

Date
Time
Starting Point
Destination
Name of passenger
Name of driver
Reg no of vehicle

“Such records shall be kept for three months after the relevant hiring and be available for inspection by the Council’s officers at any time on demand”.

8. Enforcement

8.1 Drivers that are proven to operate outside of their exemption or Private Hire Operators that knowingly allow a driver to operate outside of a driver’s exemption will be awarded penalty points in accordance with Braintree District Council’s Penalty Point Scheme; in particular the following offence categories are applicable.

7.	Unsatisfactory behaviour or conduct of a driver	2- 10 points
11.	Failing to keep accurate records	4 points
17.	Drivers failing to comply with a knowledge test exemption.	5-10 points