



Driving
Standards
Agency

Approved training bodies (ATB) manual

This manual gives detailed information for ATBs and instructors about the processes and what they must do to ensure that they meet the legal requirements. The content of this document must be made available to all instructors within every organisation and should be read with the conditions of appointment under which ATBs are authorised.

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Introduction

Compulsory basic training (CBT) was introduced in December 1990 to promote road safety amongst new motorcyclists, a particularly vulnerable group of road users.

CBT can only be delivered by certified instructors working for an approved training body (ATB). ATBs must be authorised by the Secretary of State to provide CBT and direct access scheme courses (DAS).

Information about registering as an ATB and a certified instructor is available on businesslink.gov.uk/atb. All necessary forms can be downloaded from this site.

The legislation governing the provision and delivery of CBT and DAS courses is contained within The Motor Vehicles (Driving Licences) Regulations 1999 as amended.

This manual provides detailed information for ATBs and instructors about the processes and what they must do to ensure that they meet the legal requirements.

The content of this document must be made available to all instructors within every organisation and should be read in conjunction with the conditions of appointment under which ATBs are authorised.

SECTION I

ATB authorisation and responsibilities

- 1.1 Approved training bodies (ATBs) must be authorised by the Secretary of State to provide approved training courses, compulsory basic training (CBT) and direct access scheme courses (DAS). Applications should be made to the Driving Standards Agency (DSA) on the form 'Application to be authorised to provide approved training courses for motorcyclists (Compulsory Basic Training)', also known as Form 1. [Form 1 can be downloaded from the DfT website \(PDF, 107K\).](#)

Conditions of appointment

- 1.2 The conditions on which an application will be approved are listed at Annex 1.
- 1.3 ATBs must notify DSA immediately in writing or by email if they should cease to comply with any of the conditions for any reason. They must not provide any further training courses until they are once again fully compliant and DSA has been notified.
- 1.4 ATBs found to be in breach of these conditions may have their authorisation suspended or withdrawn.

Changes of ATB details

- 1.5 ATBs should notify DSA of any changes to their ATB details as soon as possible and in writing or by email. If an ATB should change their address all of its instructor certificates will need to be replaced. Instructors may continue to use their old certificates until they

receive the replacements. The old certificates must then be returned to DSA.

- 1.6 To ensure that DSA processes correspondence accurately and promptly, ATBs should make sure that they always include the full and correct title by which their ATB is registered.

SECTION 2

Certified instructor authorisation

Eligibility criteria for instructors

2.1 Approved training bodies (ATBs) may authorise persons to conduct compulsory basic training (CBT) courses on its behalf. They must:

- be aged 21 or over
- hold a current full GB or NI driving licence
- have held full motorcycle entitlement for at least three years. this does not include automatic or category A1 licences
- be considered a 'fit and proper' person

2.2 All instructors have a duty to notify the Driving Standards Agency (DSA), in writing or by email, of any offences (both motoring or non-motoring) within seven days of the date of conviction. The CBT Register manager will then consider whether or not they are suitable to remain as certified instructors.

Certified instructor authorisation

2.3 There are three levels of certified instructors.

2.3.1 Down-trained instructor

An application to be authorised as a down-trained instructor can be submitted by an ATB on behalf of a person who fulfils the relevant criteria and has been trained by a Cardington assessed instructor within the ATB. If

their application is successful, DSA will issue a certificate of authority to conduct CBT courses (CBT1) for that ATB.

2.3.2 Cardington assessed instructor

2.3.2.1 Each ATB must have at least one Cardington assessed instructor appointed. Each Cardington qualified instructor is permitted to down-train no more than ten instructors within the organisation. Failure to meet this requirement could result in the ATB's authority being withdrawn.

2.3.2.2 An application to be authorised as a Cardington assessed instructor can be submitted by an ATB on behalf of a person who fulfils the relevant criteria and has successfully attended the two-day instructor assessment held at DSA's training establishment at Cardington, Bedfordshire. If their application is successful, a certificate of authority (CBT1C) will be issued allowing the instructor to deliver CBT courses and to down-train other potential instructors. Details of the Cardington CBT assessment can be found on the motorcycle trainers section on businesslink.gov.uk/adi

2.3.3 Direct access instructor

2.3.3.1 An application to be authorised as a direct access instructor can be submitted by an ATB on behalf of a person who fulfils the relevant criteria and has successfully attended DSA's half day instructor assessment. Subject to the application being successful, a certificate of authority (CBT1D) will be issued allowing the instructor to deliver CBT courses, down-train other potential instructors and conduct direct access courses for

that ATB. Further information about the direct access scheme (DAS) can be found in Section 6 of this manual.

- 2.3.3.2 Applications should be made on the form 'Application to be authorised as a certified motorcycle instructor to conduct Compulsory Basic training (CBT) courses', also known Form 4. [Form 4 can be downloaded from the DfT website \(PDF, 566K\).](#)

Certificates of authority to conduct CBT courses

- 2.4 Instructors cannot conduct CBT courses on behalf of the ATB until a valid certificate of authority has been issued to them.
- 2.5 DSA aims to process certificate applications within ten working days. Delays can occur if application forms are not completed correctly so ATBs should ensure that they are all completed in accordance with the instructions on the form.
- 2.6 All instructor certificates of authority are specific to, and the responsibility of, the ATB who submitted the relevant application. The certificate is only valid for use by the named instructor when conducting CBT and/or DAS courses for the ATB identified on the certificate.
- 2.7 An instructor must have the certificate of authority on their person at all times when conducting CBT and/or DAS courses and may be asked to produce it to an authorised body, eg DSA staff or police officers. If an instructor ceases to conduct CBT and/or DAS courses on behalf of an ATB their

certificate must be returned to DSA for cancellation.

- 2.8 Motorcycle instructor certificates are valid for four years from the date of issue and the expiry date is shown on the front of the certificate. Approximately one month before a certificate is due to expire, DSA will aim to issue a renewal reminder letter to the ATB. However, it remains the responsibility of the ATB to ensure an instructor holds a valid CBT1 certificate.

- 2.9 Cardington assessed and DAS instructors have 12 months from the date of expiry shown on their certificate to renew them. If they do not, their ATB must submit a fresh application and the instructors must undergo the appropriate assessments again.

- 2.10 Instructor Certificates are accountable documents; if an instructor leaves an ATB without handing in their certificate, the ATB needs to notify DSA in writing or by email providing the instructor's last known address.

Withdrawal of certificates of authority

- 2.11 DSA may withdraw an instructor's certificate of authority, for example if they are in breach of the regulations, the quality of their instruction is found to be unsatisfactory or they cease to meet the "fit and proper" criteria. Depending on the reason why the certificate has been revoked, the revocation may also apply to any other certificates held by that instructor. DSA will notify ATBs if they withdraw an instructor's authority.

Monitoring of instructors by ATB

- 2.12 ATBs must ensure that each instructor (both Cardington qualified and down-trained) is monitored by a Cardington qualified instructor on at least four occasions a year. All elements must be supervised and recorded. Appropriate records should be kept by the ATB detailing when the assessment took place, and what aspects of training were observed.
- 2.13 Both the assessor and the instructor being supervised should be given the opportunity to make written comments and sign the record sheet, which should then be kept for inspection.
- 2.14 Records must be kept on a rolling basis for the previous 12 months.
- 2.15 The records of at least four assessments must always be made available for inspection when required by DSA.

SECTION 3

Approval of CBT sites

Site criteria and authorisation

- 3.1 All sites used for the practical training and riding elements of the compulsory basic training (CBT) course (elements B and C) must be approved by the Driving Standards Agency (DSA).
- 3.2 Applications for new sites must be submitted on the 'Request for site inspection for Compulsory Basic Training form', also known as Form 2. [Form 2 can be downloaded from the DfT website \(PDF, 20K\).](#)
- 3.3 The form should be sent to DSA with the following:
- a written permission letter, signed by the site owner on official letter headed paper
 - evidence of public liability insurance or confirmation that it has been applied for
 - a draft plan of the intended site or annotated satellite image
 - for re-inspection, a draft plan showing any changes to the original authorised site and a written permission letter signed by the site owner on official headed paper
- 3.4 It is the approved training body's (ATB) responsibility to ensure that the use of the site for delivering CBT meets the conditions of any planning permissions and complies with any local planning constraints. DSA will not become involved in any planning or other dispute regarding permission for use of the site.

- 3.5 On receipt of the full application, DSA's local CBT manager will arrange an inspection of the site to assess its suitability. DSA will then issue a site report to the ATB and, if it is considered suitable, a unique site code. A site cannot be used until such approval has been granted. This will include a statement on the maximum number of trainees permitted on each site for training.
- 3.6 DSA aims to consider all applications within eight weeks of receipt. This period includes inspecting the site to be used.

Use of site

- 3.7 The number of trainees for which a site is authorised is the total number allowed on site. It is not permissible to have trainees waiting around the perimeter of the site whilst other trainees are receiving training.
- 3.8 All sites must be clear of obstacles and debris whilst training is taking place. If there is a possibility of vehicles or members of the public encroaching onto the area the ATB must arrange for the site to be adequately secured. Any specific conditions imposed by DSA on the site approval must be observed during training.
- 3.9 ATBs must advise DSA immediately in writing or by email if a site is no longer used for CBT or if any alterations/additions are made to the area.
- 3.10 ATBs must ensure that their instructors are familiar with the site

plan and any conditions attached to the site as imposed by DSA.

- 3.11 If the site is shared with another ATB, it is the ATBs' joint responsibility to reach agreement between themselves and the site owner as to how and when each ATB will have access to the site.
- 3.12 DSA will remove approval of any site if it becomes unsuitable for use.

Delivery of CBT courses

Legal requirements

- 4.1 An approved training body (ATB) is authorised by the Secretary of State to provide approved training courses (compulsory basic training (CBT) and direct access scheme courses (DAS)) as specified in the regulations. The conditions of appointment are listed at Annex 1.
- 4.2 Any ATB not providing CBT courses in accordance with the regulations may have their authority to provide these courses withdrawn.

Pre-course trainee checks

- 4.3 Before a CBT course starts, instructors must check that their trainees have either:
- a valid GB or NI Driving licence with the appropriate entitlement
 - a valid full car licence issued by an EU/EEA member state. A GB counterpart, issued by the DVLA, containing motorcycle provisional entitlement and a GB style driver number must support such a licence
- 4.4 Both parts of the licence (photo card and counterpart) must be produced on arrival.
- 4.5 An ATB or instructor may be deemed to have aided and abetted a road traffic offence if, during a CBT course, they accompany a learner on-road

who does not hold the necessary provisional entitlement.

CBT syllabus

- 4.6 The syllabus of the CBT course and the order in which the five elements must be delivered is specified in regulations. This is set out in Annex 2.
- 4.7 The order in which the headings or exercises within each element is covered may be varied. However, each element must be completed in full before the next commences.
- 4.8 All aspects of the CBT syllabus must be satisfactorily completed before a CBT DL196 certificate can be issued, irrespective of whether or not a course has been completed previously.
- 4.9 The CBT syllabus and guidance notes build on the existing five elements of approved training. It has been designed to make it easier to understand what is required in each element. It has three sections:
- what must happen
 - what the learner must know and understand
 - what the learner should be able to do (to show that they have reached the required standard)

You can download the [CBT syllabus and guidance notes from the DfT website](#).

Trainee: instructor ratios

- 4.10 In order to ensure that trainees receive the appropriate level of training ATBs must ensure that they comply with the appropriate trainee to instructor ratio for each element.

4.10.1 Elements A and D

There is no prescribed ratio for these elements although an ATB should ensure that only a reasonable number of trainees are involved during these sessions. If the Driving Standards Agency (DSA) decides that the number of trainees present is adversely affecting their ability to participate and learn, or they prevent the instructor from being able to establish if learning has taken place with each individual trainee, then this would be reported as unsatisfactory instruction.

4.10.2 Elements B and C

4.10.2.1 A maximum of four trainees to one instructor must be observed. If more than four trainees are involved they should be separated into groups that meet the permitted ratios. For example, eight trainees - two sets of four trainees with a separate instructor responsible for each group. It is **not** acceptable for training to be conducted in two groups combined, eg an 8:2 ratio.

4.10.2.2 If a site is authorised for a maximum of two trainees, then only two trainees should be undergoing training at any one time. It is not acceptable to allow trainees to watch from within the approved site boundaries or to periodically rotate four trainees during the same training session.

4.10.3 Element E

A maximum of two trainees to one instructor must be observed for this element and all trainees must receive a minimum of two hours practical on-

road training. Again, the training should be conducted in separate, distinct groups. It is not acceptable for two instructors to accompany four trainees as an overall group of six. The instructor must be able to communicate with each trainee by means of a radio which is not hand held. Trainees who are profoundly deaf are exempt from this requirement.

4.10.4 Direct access

Elements B and C

The ratio for these elements of CBT Direct access trainees is two trainees to one instructor (i.e. where one or more trainee is using a bike larger than a 125cc).

Other training issues

4.11 Instructors have a duty of care to their trainees and should keep them in visual contact at all times.

4.12 Instructors and trainees must wear appropriate fluorescent or reflective safety apparel, showing the identity of the ATB, throughout the duration of the CBT course.

4.13 Under no circumstances should CBT candidates be mixed with other motorcycle trainees during on or off road elements - they cannot be 'tagged on' to other courses. It is not acceptable practice for instructors to carry a third trainee as a pillion passenger to keep within the 2:1 ratio.

4.14 The certificate of completion (DL196) is valid for both mopeds and motorcycles. DSA encourages instructors to explain and, if possible,

demonstrate gear changing during
Element C for riders of automatics.

- 4.15 Instruction can only be given to trainees when the instructor is present with them on the road while riding another motorcycle. The regulations do not allow for car to bike instruction.

Complaints

- 4.16 Lack of clarity about the service provided is one of the more common complaints about CBT courses which DSA receives. DSA recommends that before any payment is taken ATBs should provide the ATB's terms & conditions and pricing policy (including vehicle hire). This will make clear to their trainees exactly what they will get for their money.

SECTION 5

Certificates of completion (DL196s)

- 5.1 At the end of a successful compulsory basic training (CBT) course the trainee must be issued with a certificate of completion (DL196). It is this document which validates the provisional entitlement on the licence, allowing the trainee to ride on road under normal learner conditions.
- 5.2 It is essential that ATBs monitor their own stock levels and re-order in good time. You must not conduct CBT courses if you are not in possession of the requisite number of DL196 certificates to issue to the trainees. If we become aware that you are conducting CBT courses and are not issuing a DL196 certificate upon completion, then we would seriously consider the removal of Authority.
- 5.3 DL196 certificates are sold to ATBs for their exclusive use and under no circumstances can one ATB use certificates purchased by another.

Ordering procedure

- 5.4 DL196 certificates are available in books of 25 from the Driving Standards Agency (DSA), Nottingham. Payment for books of certificates can be made by credit or debit card, cheque or postal order. Cash is not accepted.
- 5.5 Books can be [ordered by completing this electronic form](#) or by telephone on 0115 9366468 (open Monday to Friday 10.00am until 4.00pm,

excluding bank holidays) or by post using the 'Stationery Request for DL196 certificates form'. [This form can be downloaded from the DfT website \(PDF, 38K\)](#).

- 5.6 Approved training bodies (ATBs) should allow five clear working days for the certificates to be dispatched from receipt of the order.
- 5.7 Books of DL196s are sent with a copy of the original order form. On receipt of the books, ATBs should check to make sure that the serial numbers on the book(s) match the numbers written on the order form.
- 5.8 DSA may defer processing subsequent DL196 applications for ATBs that fail to comply with this requirement.

Security of DL196 certificates

- 5.9 DL196 certificates are printed in triplicate. The top copy is issued to the candidate after completion of the course. The other two copies should be retained by the ATB for two years, after which they should be destroyed or securely disposed of. All current and old DL196 certificates held by the ATB must be made available to DSA on request.
- 5.10 ATBs are responsible for the safekeeping of DL196 certificates. If any certificates are lost or stolen the police must be notified immediately. The loss should also be reported in writing or email to DSA in Nottingham giving full details of the circumstances and certificate numbers. If any certificates reported lost or stolen are

recovered or found, the ATB must inform DSA immediately. Should an ATB fail to do so, this may lead to a candidate being turned away at test because the DL196 certificate presented is considered to be stolen.

Completion of DL196 certificates

- 5.11 The DL196 certificate must be completed and signed by the instructor who conducted the on-road training (Element E). The name and address of the ATB should be included on the certificate.
- 5.12 It is not usually necessary to enter information into the category restriction box. However, this may be appropriate when a CBT course is conducted on a motorcycle sidecar combination or on a moped with more than two wheels. In these cases, 'motorcycle sidecar combination/moped with more than two wheels' should be written in the category restriction box. For more information on machines with more than two wheels, please see Section 9 of this manual.

Spoiled DL196 certificates

- 5.13 The DL196 certificate is a legal document and extreme care should be taken when completing the form. However, there may be occasions where a simple error might occur which could be corrected.
- 5.14 Amendments/alterations can be made to the DL196 certificate if:
- all the information is legible

- any incorrect entry is crossed out, signed and the correct details clearly written above

Amendments can only be made at the time of completion. This will ensure that all three copies bear the amendment and can thus be used to verify the validity of the certificate. If a DSA examiner has doubts about an amended DL196 form, they have the right to refuse to conduct a test. Correction fluid must not be used

- 5.15 Should errors be discovered at a later date, the ATB would be required to issue a replacement certificate.

Expiry of DL196 certificates

- 5.16 DL196 certificates issued are valid for two years except where the certificate validates full moped entitlement on a full car licence. In these circumstances, the certificate remains valid for the lifetime of the driving licence for the full moped entitlement – all provisional entitlements expire after two years.

Duplicate DL196 certificates

- 5.17 ATBs are obliged to issue a duplicate of the original DL196 certificate to a trainee if the original is lost or stolen. The maximum fee that an ATB can charge for a duplicate DL196 certificate is £20.
- 5.18 The duplicate must fully mirror the information and details (including the actual completion date) entered on the original certificate. The instructor issuing the replacement certificate should write on the top of the duplicate: 'DUPLICATE OF CERT NO. XXXXXXXX'.

- 5.19 If the instructor who issued the original certificate is not available to sign the duplicate, their name should be printed on the duplicate, which can then be signed by the instructor issuing the certificate.
- 5.20 If the candidate is unable to personally collect the duplicate certificate it may be posted to them with an instruction for it to be signed upon receipt. In these circumstances it is acceptable that the two copies of the duplicate, held by the ATB, will not contain a candidate's signature.
- 5.21 If the ATB who issued the original certificate is no longer operating, DSA can issue a duplicate certificate to a trainee if the certificate books were returned to them when the ATB closed.

Direct access scheme (DAS)

Direct access scheme criteria

6.1 Riders passing their practical test on a motorcycle up to 125cc are restricted to motorcycles of 25kW (33bhp) for the first two years of their full motorcycle entitlement. An individual aged 21 or over can bypass this restriction by passing their practical test on a motorcycle of at least 35kW (46.6bhp). This route to a full unrestricted licence is known as the direct access scheme (DAS).

Accelerated access

6.2 The DAS scheme also allows those who become 21 within two years of passing their test to remove the remainder of the two-year restriction by taking a further test on a large motorcycle (minimum 35kW/46.6bhp). This option is known as Accelerated Access. Riders wishing to take advantage of this scheme must:

- be aged 21 or over
- have a full motorcycle Licence that is subject to the two year restriction
- only practice on machines with a greater power output of 25kw (33bhp) if accompanied by a DAS instructor

6.3 Under the accelerated access scheme trainees do not need to re-take compulsory basic training (CBT) or the theory test.

6.4 While accelerated access trainees are riding on the larger machine, they are subject to the usual restrictions placed on learner riders. That means they:

- are required to display L-plates
- cannot carry pillion passengers and are prohibited from riding on motorways

Eligibility to deliver DAS training

6.5 Instructors wishing to participate in DAS must successfully attend a half day assessment at the Driving Standards Agency's (DSA) training establishment at Cardington, Bedfordshire. Instructors must already have successfully completed the two-day CBT instructor assessment.

6.6 Full details of the assessment, including the booking procedures, are available on businesslink.gov.uk/atb.

6.7 An application to be authorised as a DAS instructor can be submitted by an approved training body (ATB) on behalf of a person who fulfils the relevant criteria and has successfully completed the assessment. If their application is successful, a certificate of authority (CBT1D) will be issued allowing the instructor to deliver DAS and CBT courses as well as down-train other potential instructors.

6.8 Instructors cannot deliver DAS courses on behalf of an ATB until DSA has received their registration application and issued their certificate.

Direct access ratios and requirements

- 6.9 Trainees may progress to riding a large motorcycle at different times. The Motor Vehicles (Driving Licences) Regulations 1999 (as amended) allow for a DAS instructor to supervise a DAS trainee and one other trainee riding a 125cc (or larger) motorcycle. Trainers should consider the riding ability and experience of the trainees before combining DAS and 125cc training. The maximum ratio of learners to instructor when a DAS trainee is present is 2:1.

You can download the [DAS guidance notes from the DfT website](#) .

SECTION 7

Incident reporting and notifications to DSA

Reporting accidents/incidents

7.1 ATBs are required to notify DSA's CBT section of all incidents which occur during CBT, direct access scheme courses (DAS) (on and off road) and training at a DSA multi-purpose test centre.

Notifications should be made on the 'Motorcycle instructor incident report form'. You can [download the motorcycle instructor incident report form from the DfT website \(PDF, 80K\)](#). ATBs must complete the form and return it either by email to cbt@dsa.gsi.gov.uk, post or by fax to 0115 936 6582, within 48 hours.

7.2 For serious incidents only the instructor or ATB must notify DSA immediately by telephone on 0115 936 6362. During office hours (Mon – Fri 8am – 6pm), a DSA Duty Officer will be available to take the call. If outside office hours, the instructor/ATB should leave a voicemail message or call back first thing the next working day.

7.3 ATBs are also responsible for reporting all serious accidents involving hospitalisation or where a casualty results in time off work for more than three days. These incidents must be reported to the Health and Safety Executive (HSE) in order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR). HSE's contact details are given in Annex 3.

ATBs ceasing to train

7.4 An ATB that ceases to provide CBT courses should inform DSA in writing and return the following documentation:

- all instructor certificates (CBT1s).
- all DL196 certificates both used and unused. On receipt of all documents, DSA will arrange for a refund to be issued on any unused/unspoilt certificates.

7.5 These documents are all accountable, so if for any reason they are not returned to DSA, it is likely that future applications to become an ATB may be affected.

Notification of training

7.6 Approved training bodies (ATBs) must notify their local Driving Standards Agency (DSA) compulsory basic training (CBT) manager as to when they will be conducting CBT courses. Email is preferred; however, a fax or phone call is also acceptable.

DL196 returns

7.7 Each book of DL196 certificates has a DL196 Return Form enclosed. This form should be completed, and the information faxed, posted or emailed to DSA's CBT section when all 25 certificates have been issued.

7.8 ATBs must ensure that the correct site code is entered on to each DL196 certificate issued.

SECTION 8

DSA monitoring

8.1 As the licensing authority, the Driving Standards Agency (DSA) has a responsibility to monitor and regulate:

- the standard of instruction given by approved training bodies (ATBs)
- their instructors delivering compulsory basic training (CBT) courses

DSA needs to ensure that the courses given comply with regulations and that the safety of the participating trainees is protected. To meet these responsibilities, the DSA CBT management team regularly attend and monitor actual CBT courses.

8.2 To make certain that all ATBs are fulfilling their obligations to members of the public, DSA conducts both overt and covert assessments/investigations, including unannounced visits. It may be necessary for more than one member of the team to visit an ATB.

8.3 If the standard of training monitored meets the required standard then a letter of confirmation will be issued to the ATB. DSA will usually request a further assessment if either:

- the training falls short of the required standard
- the attending member of DSA staff reports breaches of regulations or failure to adhere to the conditions of appointment

8.4 Should the instructor fail to achieve the required standard during the second assessment, the CBT register manager will consider the withdrawal of their authority to conduct courses on behalf of that or any other ATB.

Unsafe instruction

8.5 The register manager is entitled to withdraw an instructor's authority after a single assessment if he considers that it is unsafe to allow that individual to continue training novice riders. In such instances, DSA will write to both the instructor concerned and their ATB to explain the reasons for the manager's concern and ask for their representations as to why they should remain on the register.

Both the instructor and ATB will be given 28 days to submit their representations. After this period has elapsed, the register manager will consider these and make his decision.

DSA will then write to the instructor and all ATBs with which they hold a certificate to notify them of the decision.

8.6 DSA may use evidence from assessments indicating that a particular ATB cannot consistently provide full and proper CBT courses to withdraw the ATB's authorisation to provide CBT courses.

In such instances, DSA will write to the ATB to explain the reasons for the register manager's concern and ask for their representations as to why they should remain on the register.

The ATB will be given 28 days to submit their representations. After this period has elapsed, the Register manager will consider these and make his decision. DSA will then write to the ATB to notify them of the decision.

8.7 There is no legal right of appeal, but if an instructor or ATB should feel aggrieved by any decision of the Register manager to withdraw their authority, they should write to DSA's chief driving examiner who will review the case.

SECTION 9

Vehicles

Mopeds/motorcycles with more than two wheels

9.1 Three-wheeled machines that have the general characteristics of a solo motorcycle are likely to be suitable for compulsory basic training (CBT) and the practical test:

- providing they are deemed to be 'reasonably representative of type'
- where the distance measured between the centre of the area of contact with the road surface of any two wheels on the same axle/spindle is 460 millimeters or less

9.2 However, some three-wheeled machines are generally not considered reasonably representative of type and so cannot be used for CBT or the practical test. Typically they do not have the general characteristics of a solo motorcycle, or the distance measured between the centre of the area of contact with the road surface of any two wheels is greater than 460 millimetres. This includes such models as the Secma FT 50 "FunTech," which has three wheels and two outriggers.

9.3 DVLA advise that any vehicle meeting the definition of a 'moped' can be driven/ridden on a Category 'P' driving licence. A moped is a vehicle that has:

- fewer than four wheels
- a maximum design speed not exceeding 50 km/h
- an engine with a cylinder capacity not exceeding 50cc

9.4 For further advice about the suitability of these vehicles for CBT and the practical motorcycle test can be obtained from the Driving Standards Agency's (DSA) technical support team on 0115 936 6370.

Motorcycle/sidecar combinations

9.5 Any learner may use a motorcycle/sidecar combination for CBT, but the DL196 certificate would restrict the rider to combinations only. The learner would need to re-take CBT on a solo machine in order to take the practical test.

9.6 Learners who wish to ride with a sidecar can practise on a combination with a power/weight ratio not exceeding 0.16kw/kg. Learner riders aged 21 years or over may, within direct access or accelerated access, practise on larger combinations. The practical test must be taken on a solo bike (physically disabled riders may be exempt).

Dipped headlights

9.7 Candidates should use dipped headlights or daytime running lights during CBT and direct access courses.

Speedometers

9.8 Under the Construction and Use Regulations (Section 35), speedometers in the UK must show the speed in either km/h and mph or mph only.

9.9 Bikes with speedometers in km/h only can be converted but must show the speed in mph. Overlays on the outer glass of the speedometer are not acceptable.

9.10 If your vehicle does not comply with Regulation 35 it is not suitable for test.

Trade plates

9.11 The use of trade plates on motorcycles is not permitted whilst training is taking place.

Driving licences and restrictions

Licence types

10.1 Category P (Moped)

- 10.1.1 A person may apply for their provisional driving licence up to eight weeks before their 16th birthday. However, it will not become valid until the actual date of their 16th birthday and then is only applicable for Category 'P' (moped). A moped is a vehicle that has:
- fewer than four wheels
 - a maximum design speed not exceeding 50 km/h
 - an engine with a cylinder capacity not exceeding 50cc
- 10.1.2 Anyone who passed their car driving test prior to 1 February 2001 has full moped entitlement (Cat P) and is not required to take a compulsory basic training (CBT) course to ride a moped.
- 10.1.3 Anyone who passed their car driving test after 1 February 2001 will need to complete a CBT course in order to validate their moped (Cat P) entitlement. On completion of CBT, they will be entitled to ride a moped without L-plates.
- 10.1.4 If a car driving test is passed during the two year life of a CBT DL 196 certificate the full category P entitlement will be activated and the 'L' plates can be removed. In these circumstances the DL 196 certificate

will remain valid for the life of the driving licence.

10.2 Sub-category A1 (light motorcycle)

- 10.2.1 Riders aged 17 or over who pass a practical test taken on a machine of between 75cc and 125cc will be issued an A1 light motorcycle licence. Holders of A1 licences will be restricted to machines of 125cc or below.

10.3 Category A

- 10.3.1 The standard Category A licence will be issued when:
- the candidate is aged 17 or over
 - the test is taken and passed on a machine greater than 121cc and not more than 125cc and with a maximum power output of 11 kW (14.6bhp)
 - the bike is capable of a minimum of 100km/h (62.5mph)
- 10.3.2 Upon passing the test, licence holders will be restricted to motorcycles with a maximum power output of 25kw (33bhp) for two years. This is known as the standard access period (SAP). After this, the licence holder may ride any size machine.
- 10.3.3 The classification of a learner motorcycle is:
- engine size up to and including 125cc
 - power output not exceeding 11kW (14.6 bhp)
- 10.3.4 Riders aged 21 and over can take the test on a large machine with a minimum power output of 35kw

(46.6bhp) through the Direct Access Scheme. Riders who turn 21 during their two year restriction may also take this test through Accelerated Access (see Section 6). Upon passing, they will not have to serve the remaining period of restriction.

10.3.5 Riders obtaining a standard category A licence will be restricted to a motorcycle/sidecar combination with the power/weight ratio not exceeding 0.16kw/kg ratio for two years.

10.3.6 It is the candidate's responsibility to ensure that they bring to their test the right machine for the licence category they wish to obtain.

Two year standard access period for automatic and manual motorcycles

10.4 If a rider passes their practical motorcycle test on an automatic machine and then takes the practical test again on a manual motorcycle within two years, they will have over-lapping standard access periods (SAP).

10.5 After the first two-year period expires, they would be entitled to ride automatic motorcycles of any size but would still be subject to the 33bhp restriction on manual motorcycles until the second SAP expires.

Photocard licences

10.6 The Driving Standards Agency (DSA) recommends that approved training bodies (ATBs) should routinely check the validity of photographs on photo card driving licences. If a trainee presents such a licence to the ATB, then the ATB should advise them if the photograph has or is

about to expire. They will need to renew their licence with DVLA without delay, and preferably before applying for the theory or practical tests.

10.7 While at present the old style paper licences are still valid for a CBT course (provided that the Category A entitlement is still current), DSA recommends that the trainee candidate should be asked to produce a valid passport to verify their identity.

Foreign licences

10.8 Full car licences issued within the EU/EEA (European Union/European Economic Area) are valid until the age of 70 in Great Britain (GB) provided they are current. However, these licences do not provide provisional motorcycle entitlement (with the exception of Northern Ireland).

10.9 Full car licences from countries within the EU/EEA can be used as provisional motorcycle entitlement only if supported by a GB counterpart licence issued by DVLA. Applications for a counterpart licence should be made on a D9 form available from DVLA Customer Enquiry Unit. Counterpart licences are issued displaying a GB driver number and therefore this number should be entered as the driver number on all DL196 certificates issued to foreign licence holders. Full car licences from countries outside the EU/EEA do not provide provisional motorcycle entitlement and a counterpart licence would not be issued in support.

10.10 A full car licence from an EU/EEA country only gives full moped entitlement in GB if the licence shows moped as a separate category or entitlement (as GB licences do with Category P). Full car

licences from EU/EEA countries do not therefore automatically give full moped entitlement when used in this country.

10.11 A full car licence holder from an EU/EEA country without moped separately identified has two options if they wish to obtain moped entitlement in GB. They can either:

- obtain a counterpart licence from DVLA using a D9 form (the counterpart will give provisional moped entitlement and CBT will be required in order to validate the entitlement)
- exchange their licence for a full GB car licence. They will however be required to complete a CBT course to validate the full moped entitlement on a full GB car licence unless the moped entitlement was obtained with their car test pass before 1 February 2001.

10.12 Licences issued in Northern Ireland can be accepted as equal to GB licences.

10.13 Provisional licences issued in other EU/EEA countries (including the Isle of Man and the Channel Islands) are not valid for use in this country and are not exchangeable for GB provisional licences. Any person holding a foreign provisional licence wishing to drive or ride in this country should apply for a GB provisional in the normal way.

SECTION 11

Motorcycle tests

11.1 Learner motorcyclists have to pass the theory test (which comprises a multiple choice test and hazard perception test), as well as both modules of the practical test to gain a full motorcycle licence. The only exemption to this requirement is for individuals who hold a full licence for another class included in category A (eg light motorcycle – sub category A1) or a full moped (category P) licence held as a result of passing a two part moped test.

Where to find further information

11.2 Information about the tests, including how to apply, ID requirements and structure of the tests, can be found at [direct.gov.uk/drivingtest](https://www.direct.gov.uk/drivingtest)

Business practices

Trainer booking

12.1 The trainer booking facility enables approved training bodies (ATB) to book and pay for motorcycle test appointments prior to the submission of candidate/bike details. ATBs can therefore arrange training programs for their pupils culminating in a driving test appointment.

12.2 ATBs can apply to register as a trainer booker by contacting the Driving Standards Agency (DSA) on 0300 200 1122.

Use of DSA motorcycle manoeuvring areas (MMA)

12.3 ATBs are able to use Driving Standards Agency (DSA) motorcycle manoeuvring areas (MMA) for preparing their trainees for the motorcycle module 1 test. ATBs need to be registered for the trainer booking facility (see section 12.1) and also need to return a completed MMA user agreement to DSA.

12.4 The user agreement can be found at Annex 4.

Introductory assessments prior to CBT

12.5 Some ATBs promote their businesses by offering an introductory assessment, which effectively represents training prior to attending a compulsory basic training (CBT) course.

12.6 Any such introductory assessment given prior to CBT is only acceptable if:

- it is a stand-alone course

- it does not take place on public roads
- it should not negate the need to complete a full CBT course
- it should not be used to determine a candidates suitability for CBT
- any subsequent CBT course must follow the full statutory syllabus

12.7 Items from the CBT syllabus cannot be omitted under any circumstances, even if they have formed part of an introductory lesson.

12.8 The assessments should **not** be advertised as 'pre-CBT'.

Conditions on which approval to provide an approved training course for motorcyclists is granted

The conditions on which you ('the body') are approved to provide an approved training course for motorcyclists are as follows:

1. The body shall have among its cadre of instructors such ratio of persons who have successfully completed the Driving Standards Agency's (DSA) assessment course at Cardington as are sufficient to ensure that the other certified instructors authorised by that body are taught personally by, have reasonable access to, and are regularly monitored by, a person so trained.
2. The ratio in (1) above shall be 1:10, ie 1 Cardington assessed certified instructor to 10 other certified instructors, with effect from 1 April 1998.
3. The body shall ensure that its Cardington assessed certified instructor(s) personally monitor the standards of instruction and assessment of its other certified and assistant instructors at least 4 times a year.
4. The body shall revoke the authorisation of any certified or assistant instructor immediately if that instructor ceases to hold the appropriate licence, or when instructed to do so by the Driving Standards Agency.
5. The body shall notify the Driving Standards Agency of the revocation (for whatever reason) of authorisations of persons acting as certified instructors and shall surrender to the Agency certificates of authorisation issued in the names of those persons for destruction.
6. The body shall provide an approved training course to any person requesting it, on payment of the appropriate fee.
7. The body shall notify the licensing authority of the fee or fees which it has determined to charge for an approved training course and of any changes it proposes to those fees.
8. The body shall carry out approved training courses only at sites which the Driving Standards Agency has inspected and approved for this purpose, and will ensure that such sites are maintained to a suitable standard. The minimum size of site for approved training is 80ft x 30ft (i.e. 2400 sq ft) for a maximum of two trainees riding at any one time. A proportionately larger site will be required for a greater number of trainees (e.g. 6 trainees would need an area of 7200 sq ft provided the minimum dimensions stated above are maintained).

9. The body shall ensure that all instructors and trainees wear appropriate fluorescent or reflective safety apparel, showing the identity of the body, throughout the duration of the course.

10. The body shall ensure that any training machines supplied for the on-road element of the course comply with all legal requirements, and that any machines supplied for the off-road elements of the course could comply with all legal requirements if required.

11. The body shall retain copies of certificates evidencing successful completion of an approved training course issued by it for two years from the date of issue and shall make available a duplicate, to a person whose certificate of completion of training has been lost or defaced. The maximum fee that can be charged for a duplicate DL196 certificate is £20.00.

12. The body shall be responsible for the safe and secure storage of all unused certificates.

13. The body shall publicise its training facilities, deal promptly and efficiently with enquiries and booking of appointments, and keep and submit to the Driving Standards Agency such information about the courses conducted as may reasonably be requested.

14. The body shall deal promptly with any complaint. Should the matter remain unresolved, the complainant must be advised to write to the CBT section:

Driving Standards Agency
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

15. The body shall give the agency's supervising examiner with responsibility for the area or areas in which it conducts training, notification of the days on which it intends to conduct approved training courses, to enable the supervising examiner to carry out his responsibilities in connection with the supervision of the body's training.

16. If the body ceases (for whatever reason) to be approved, it shall send copies of all certificates issued within the last three years and all unused certificates, to the licensing authority. The licensing authority will refund any charge made for the supply of unused certificates.

17. The body is required to notify CBT section, in writing, of all fatal or serious accidents that occur during CBT or DAS. The report should take the form of a letter from the authority holder of the body concerned detailing the accident, e.g. dates, times and a brief description.

If any of the above conditions cease to be complied with, the body shall inform the agency of that fact in writing, and shall not provide approved training courses until such time as the condition has been complied with and the agency has been informed of the compliance.

Elements of an approved training course

Reference: Schedule 12 of The Motor Vehicles (Driving Licences) Regulations 1999

(A) Introduction

1. Trainees must be told and understand:
 - the aims of the Compulsory Basic training course
 - the importance of having the right equipment and clothing
2. Trainees' eyesight must be tested. Trainees must be able to read in good daylight a vehicle registration mark containing letters and figures of either 79mm high at a distance of 20 metres or 89 mm high at 20.5 metres (old style plates), with the aid of glasses or contact lenses if worn.

(B) Practical on-site training

Trainees must receive practical on-site training at the conclusion of which they must fulfil the following requirements, that is to say they must:

- be familiar with the motorcycle, its controls and how it works
- be able to carry out basic machine checks to a satisfactory standard and be able to take the bike on and off the stand satisfactorily
- be able to wheel the machine around to the left and right showing proper balance and bring the motorcycle to a controlled halt by braking
- be able to start and stop the engine satisfactorily

(C) Practical on-site riding

Trainees must undertake practical on-site riding at the conclusion of which they must be able to:

- ride the machine under control in a straight line and bring the machine to a controlled halt
- ride the machine round a figure of eight circuit under control
- ride the machine slowly under control
- carry out a U-turn manoeuvre satisfactorily
- bring the machine to a stop under full control as in an emergency
- carry out controlled braking using both brakes
- change gear satisfactorily
- carry out rear observation correctly
- carry out simulated left and right hand turns correctly using the Observation-Signal-Manoeuvre (OSM) and Position-Speed-Look (PSL) routines

(D) Practical on-road training

1. Before undertaking practical on road riding trainees must be instructed in the matters set out in paragraphs 2 and 3 below and achieve the objectives mentioned therein.
2. Trainees must understand the following:
 - the need to be clearly visible to other road users (the use of conspicuity aids)
 - the importance of knowing the legal requirements for riding on the road
 - why motorcyclists are more vulnerable than most road users
 - the need to drive at the correct speed according to road and traffic conditions
 - the importance of knowing the Highway Code

- the need to ride defensively and anticipate the actions of other road users
- the need to use rear observation at appropriate times
- the need to assume the correct road position when riding
- the need to leave sufficient space when following another vehicle
- the need to pay due regard to the effect of varying weather conditions when riding

3. Trainees must be aware of:

- the effect on a vehicle of the various types of road surface that can be encountered;
- the dangers of drug and alcohol use
- the consequences of aggressive attitudes when riding
- the importance of hazard perception

(E) Practical on road riding

1. Trainees must undertake on road riding for a period of not less than two hours. They must (subject to paragraph 2 below) encounter all the following traffic situations and demonstrate their ability to handle each one competently and safely:
 - roundabouts
 - junctions
 - pedestrian crossings
 - traffic lights
 - gradients
 - bends
 - obstructions
2. Upon application being made by an approved training body for the purpose, the Secretary of State may excuse that body from compliance with a requirement mentioned in paragraph 1 above in respect of practical on-road instruction conducted from premises where the training body provides courses, if, having

regard to the location of those premises, he is satisfied that it is impractical to comply with that requirement.

3. Trainees must also repeat the following exercises in normal road conditions:

- carry out a U turn manoeuvre satisfactorily
- bring the machine to a stop under full control as in an emergency

Syllabus and guidance notes

The CBT syllabus and guidance notes build on the existing five elements of approved training. It has been designed to make it easier to understand what is required in each element. It has three sections:

- what must happen
- what the learner must know and understand
- what the learner should be able to do (to show that they have reached the required standard)

You can download the [CBT syllabus and guidance notes from the DfT website.](#)

Useful contacts

Driving Standards Agency (DSA)

The Axis Building
112 Upper Parliament Street
Nottingham NG1 6LP
General enquiries, Trainer Booking, national
booking line for theory and practical tests:
Telephone: 0300 200 1122
businesslink.gov.uk/adi
dft.gov.uk/dsa
twitter.com/dsagovuk
youtube.com/dsagov

DSA CBT section:

Telephone: 0115 936 6547
Email: cbt@dsa.gsi.gov.uk
Fax: (0115) 936 6582

Incident Reporting for Serious Incidents

DSA Duty Officer :
Telephone: 0115 936 6362

Register of post-test motorcycle trainers and enhanced rider scheme:

Telephone: 0115 936 6546
Email: rpmt@dsa.gsi.gov.uk

Email: ers@dsa.gsi.gov.uk

Advisor' is the motorcycle e-newsletter from DSA. To get a copy, sign up to DSA Direct by visiting dft.gov.uk/dsa/emailalerts and ticking the 'Motorcycle Trainers' option.

DSA Training & Development Centre

(two-day assessment and DAS assessment)
Harrowden Lane
Cardington
Bedford
MK44 3EQ
Telephone: 01234 744 000
Fax: 01234 744 010

DSA publications office

Telephone: 01234 744 051

DSA procurement branch

for information on purchasing speed
measuring equipment or cones used for the
off-road element of the new motorcycle test
Telephone: 0115 936 6847

Driver and Vehicle Licensing Agency (DVLA)

Drivers' Customer Services
Correspondence Team DVLA
Swansea
SA6 7JL
Telephone: 0300 790 6801
Telephone: 0300 123 0784

Vehicle Registration

Telephone: 0300 790 6802

Health and Safety Executive: Reporting
of Injuries, Diseases and Dangerous
Occurrences Regulations 1995 (RIDDOR)
Incident Contact Centre:
Telephone: 0845 300 99 23
hse.gov.uk/riddor

Approved training bodies use of DSA motorcycle manoeuvring areas (MMA) for motorcycle training

MMA permanent agreement

Definitions

For the purposes of this agreement 'DSA', 'we' or 'us', refers to the Driving Standards Agency, an executive agency of the Department for Transport.

For the purposes of this agreement 'ATBs', 'training organisations', 'you' or 'your' refers to approved training bodies and instructors of approved training bodies who are authorised by DSA to conduct compulsory basic training (CBT).

For the purpose of this agreement 'trainer' refers to any DSA certified motorcycle instructor authorised to conduct compulsory basic training (CBT).

The area where the off road part of the motorcycle test will be conducted is called a motorcycling manoeuvring area (MMA). DSA has a contract with a third party who will provide a site and access manager (SAM) to observe the MMA whilst being used by an ATB.

Introduction

In the interest of improving the safety of motorcyclists, and in accordance with the relevant EU Directive, DSA has introduced a number of additional manoeuvres to the practical motorcycle test. These manoeuvres take place off-road prior to the on road part of the test. This agreement enables suitably qualified trainers to hire DSA facilities to conduct training for these off road manoeuvres.

This agreement supersedes the previous trial agreement titled, 'Approved training bodies use of dsa motorcycle manoeuvring area for motorcycle training'.

Training organisations must apply to DSA to be permitted to use the MMA. All users must follow this agreement to ensure that the system operates fairly for all. Failure to do so may result in the restriction or withdrawal of this agreement from individual organisations.

Approved training body (ATB) responsibilities

Only DSA certified motorcycle trainers will be allowed to supervise training on the MMA. Their valid instructor certificate must be presented to the SAM at the MMA before training can commence.

Before ATBs can take part in this arrangement they need to:

- be 'business registered' with DSA (most ATBs will already be business registered to participate in the Trainer Booking Scheme and previous ATB MMA trial agreement)
- sign and return the enclosed declaration B of this document

Once both these requirements are in place you will receive confirmation that your

entitlement to purchase training slots has been activated.

Under the terms of this agreement, each ATB is only allowed to hold one business registration which grants entitlement to use MMAs. If you are registered more than once it will not be permissible to hold duplicate agreements.

In signing the declaration 'you' will be certifying to:

1. Accept responsibility and confirm that 'you' do have relevant risk assessments and a robust incident reporting mechanism in place and are fully aware of your responsibilities under health & safety law. This includes notifying The Health and Safety Executive of any incidents notifiable to them under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.

To prove that it has been done a copy of the notification should also be sent to:

Central H&S Team
Driving Standards Agency
The Axis Building
112 Upper Parliament Street
Nottingham
NG1 6LP

Further information on your health and safety responsibilities can be found on hse.gov.uk. Your responsibilities also include planning for any emergencies such as a motorcycle setting on fire, or a trainee being injured. DSA is not responsible for providing fire fighting equipment, or first aid facilities for your business needs.

2. Confirm you have public liability cover (of at least £5m) in order to effect and maintain an adequate level of employers' liability insurance (to a minimum of £10m) in respect of all risks that may be incurred by you in the performance of this service.
3. Agree that one trainer will be accompanied by a maximum of four trainees at any MMA site.
4. Ensure that the trainee holds relevant provisional licence entitlement (refer to the ATB manual) for the machine being ridden prior to commencing any training on the MMA.
5. Ensure that you have carried out a sight test on any trainees accompanying you, and that you are satisfied that their vision meets the standards set out in sections 92 – 94 of the Highway Code.
6. Ensure that all machines that are used for training under your supervision display a valid Vehicle Excise Duty (Road Fund Licence) disc.
7. Supervise your trainee at all times while using the MMA – only one trainee is permitted to ride a motorcycle on the MMA at any time. No other trainee will be permitted on the area when this is taking place. The SAM or any DSA staff will terminate a training session if two or more trainees are simultaneously riding on the MMA or other trainees are present on the area when one trainee is riding.
8. Ensure that you continue to monitor the riding competence of the trainee

and decide whether it is likely to be safe for the trainee to continue. The trainer will stop the training if the rider shows they are not competent to continue, or if they are placing themselves or others at risk.

9. Ensure that 'you' or anyone you are accompanying do not obstruct access or distract candidates when driving/riding tests or training sessions are being conducted on the MMA or elsewhere on the DSA site.
10. Ensure that you report any damage to the SAM immediately. Minor damage or standing water must be assessed by the trainer to decide whether training can still continue. This may depend on the position of the potential hazard relative to the training route and manoeuvres.

Also see the section on
'Cancellations by training organisations'

11. Ensure that you are considerate of local residents when attending an MMA and keep noise and disruption to a minimum. Complaints may be recorded and could result in the entitlement to use the MMA being removed.
12. Abide by all terms within this agreement

Incident reporting

ATBs should report all incidents as per instructions set out under sections 7.4 – 7.6 of the ATB Manual.

Insurance

In signing the declaration ATBs indemnify DSA against any and all liability claims (unless caused or contributed by the negligence of DSA) in respect of:

- a. loss or injury caused to third parties including but not limited to employees, agents and subcontractors of DSA or visitors on the sites; AND
- b. any loss or damage to the property of DSA or third parties arising directly or indirectly from the operation of the ATBs on or about the sites.

DSA may seek to reclaim any costs incurred by DSA in relation to the MMA being made unavailable following damage to DSA property caused by the ATB or any of the trainees accompanying the ATB.

ATBs also accept full liability for their actions and those of their trainers and trainees while on the premises and ensure that they act in a safe and careful manner, paying attention to their own and others' safety.

Booking arrangements

Appointments will normally be made available 4 weeks before the training slot week. Slots will be allocated on a first come, first served basis and will be released on the normal trainer booking day for that site. No guarantee will be given about the availability of slots. The number of available slots allocated to each ATB may be restricted, if local booking arrangements dictate that this is necessary, so that as many trainers as possible have the opportunity to use each site.

Slots will be limited to certain days (typically one half week day and one full day at weekends) and the volume of slots may vary

at each Multi-Purpose Test Centre. DSA will deal with applications in order of receipt.

Applications may be made by ATBs only using a credit/debit card. Business Customers should ring DSA on 0300 200 1122 to book slots. You will need your business ID and trainer registration number to book training slots. Your booking authority will need to be activated prior to making bookings for training periods.

In the event of 'default' on payment due, the DSA may seek to cancel the slots and suspend you from this agreement.

Confirmation of appointments

DSA will confirm the booking by returning a business schedule endorsed with the training session details and application reference number. This number should be quoted on all future correspondence connected with the appointment.

Organisations must check training session details.

DSA will not rebook the session or accept responsibility for costs incurred by ATBs who attend the wrong location, on the wrong date or at the wrong time.

There is no need to confirm candidate details at the time bookings are made.

Attendance at appointments

If the SAM or the site appears to be unavailable, ATBs are advised to contact the MMA SAM Helpdesk on 0117 972 5791 (Office hours, Monday to Friday) or 07825 276520 (Evenings and Weekends).

Certified motorcycle instructors, acting on behalf of their ATB, are required to:

- Attend the training session on time. If an ATB is late they may lose this time from their booking. DSA cannot guarantee that training periods can be extended due to other bookings and local arrangements.
- Present their Instructor Certificate to the SAM at the start of every training session. ATBs are advised to arrive 15 minutes early for their training period to allow time for the SAM to confirm booking arrangements and check their ID.
- Ensure that at any point in time there is only one learner rider riding a motorcycle on the MMA
- Ensure that all other participants are located outside the perimeter fence while a learner is riding on the MMA

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raining will be terminated if two or more trainees are riding on the MMA simultaneously.

The transfer of reservations between training organisations is not permitted under any circumstances.

Failure to comply with this rule will result in this agreement being either suspended or withdrawn from the organisations concerned.

Cancellations by training organisations

Any notice of cancellation must reach the DSA not later than ten clear working days (excluding Sundays, Bank Holidays, Christmas Day and Good Friday) prior to the date of the appointment, otherwise any fee will be forfeit.

If you consider that the weather or the light levels are not conducive to training on the

day your slot is booked you should contact the SAM (0117 972 5791 or 07825 276520) if you will not be attending. Please note that the SAM will not be responsible for making decisions on whether the training session should be conducted. You, as the qualified trainer, are solely responsible for the health and safety considerations to yourself and your trainees.

Training organisations that continually cancel or fail to attend booked appointments or make erroneous requests for training sessions may have this agreement suspended or withdrawn. DSA has a system which produces reports to highlight such abuse.

DSA cancellations

Every effort will be made to avoid cancelling training sessions. When this is unavoidable, DSA will contact the training organisation immediately to arrange an alternative appointment. We will normally contact you within 7 working days to rebook a cancelled trainer booked appointment.

DSA will consider reimbursement of costs incurred on an ex-gratia basis when they cancel a training session. However, this will only be for slots cancelled on the day of the booked training session. We will not compensate for cancellations due to bad weather or poor light levels.

General conditions

This scheme is separate from DSA's trainer booking facility. You will therefore be required to make a separate registration by completing and returning declaration B.

DSA reserves the right to restrict or withdraw this facility with immediate effect if trainers do

not operate within the parameters of this agreement.

The length of each training slot that can be booked is 30 minutes.

Trainers and trainees will have access to the test centre waiting room and toilet facilities only.

Smoking is not allowed anywhere on the site and any person smoking may be excluded from the site with immediate effect.

The SAMs will be your single point of contact for reporting non attendance on the day of the training slot, will answer any queries about the facilities and perform observation of the training to ensure the rules of this agreement are followed. Their main tasks will be to:

- meet and greet the trainer and trainees
- check the eligibility of the trainer prior to training sessions being conducted
- check that the ATB has booked the slot before allowing access onto the MMA
- make sure the MMA is set out correctly and that the speed measuring equipment is available and working
- observe training to ensure the rules of site use are followed
- answer any queries about the facilities
- report any disputes and incidents to DSA (this maybe between ATBs or with the SAM)
- ensure the site remains clean and incidents are managed
- manage health & safety requirements at the MMA
- where appropriate, instruct the trainers in the use of the speed measuring equipment.

DSA may carry out spot checks to ensure that the SAM is carrying out their duties effectively and providing a good service. Contact DSA (0300 200 1122) if you have any complaints regarding the site or the SAM. DSA reserves the right to restrict or withdraw this facility with immediate effect. No refund of any fee will be payable for slots booked when restriction or withdrawal is applied.

The SAM is authorised to apply the conditions of this agreement to the use of the site including seeking the removal of trainers who fail to comply with the conditions.

Declaration A

To be signed by the ATB and retained by the ATB

Declaration

I confirm that I have read the ATB Agreement to use DSA motorcycle manoeuvring areas (MMA) for motorcycle training and agree to its terms and conditions. I understand that failure to use the MMA in accordance with the agreement may result in temporary or permanent exclusion from the facility.

Signed

Name

Approved training body

Business ID number

Date

Declaration B

To be signed by the ATB and returned to DSA at

Driving Standards Agency
PO Box 280
Newcastle upon Tyne
NE99 1FP

Declaration

I confirm that I have read the ATB Agreement to use DSA motorcycle manoeuvring areas (MMA) for motorcycle training and agree to its terms and conditions. I understand that failure to use the MMA in accordance with the agreement may result in temporary or permanent exclusion from the facility.

This document must be signed by the proprietor or proprietors of the approved training body.

Signed

Name

Approved training body

Business ID number

Date